

**Northern Hills Area CASA**  
**Board of Directors Meeting Agenda**  
**Thursday, June 13, 2024 @ 11:30 a.m. MT**  
Spearfish Chamber of Commerce  
106 W. Kansas Street  
Spearfish, SD 57783

- I. Call to Order; Establish Quorum**
  - II. Introductions**
  - III. Guest Speaker: Anna DeSmet; DeSmet CPA Group (2022 Audit and 2023 Audit Review)**
  - IV. Interview Questions for Board Candidates (15 total minutes allotted—5 minutes per person)**  
**\*Julie Benedict, Garth Evers, Amy Petersen\***
    - A. What special skills or expertise can you contribute to Northern Hills CASA?
    - B. What is your experience and community connections regarding fundraising?
    - C. Describe the role you typically play on a team.
- NOTE: Prior to the meeting, please review the candidates' applications which were included in the board packet from the April BOD Meeting.*
- V. Approval of Agenda**
  - VI. Minutes**
    - A. Consider/approve the regular meeting minutes from May 9, 2024.
  - VII. Executive Director's Report—See attachment for detailed information.**
    - A. Apartment #2 Renovation
    - B. National CASA Association/State Organizations
    - C. Resignation of Chelsie Perschbacher
  - VIII. President's Report (Clair Garvin Grable)**
    - A. CASA Commission and Court Improvement Program grant allocation letters
  - IX. Treasurer's Report (Jessie Dufner)**
    - A. Consider/approve the financial reports from April 2024.
  - X. Action Items**
    - A. Consider/approve the 2022 Audit and 2023 Audit Review.
  - XI. Committee Reports**
    - A. Finance/Building-Lease (Jessie Dufner, Chair)
      - 1. Overview of committee responsibilities, meeting dates, and 2024 goals.
      - 2. Updates on moving the LPL investments to Ameriprise.
      - 3. The next committee meeting will be held on Monday, July 8, 2024, at noon.
    - B. Board Development--2024 Focus Committee (Natalie Owens, Chair)
      - 1. Overview of committee responsibilities, meeting dates, and 2024 goals.
      - 2. Update from June 4, 2024, committee meeting.

3. Been working on board job descriptions, new board member orientation/onboarding, and the creation of a board mentorship program.
4. The next committee meeting is scheduled for Tuesday, July 2, 2024, at noon.
5. The onboarding meeting will include the mentors/mentees and will be held on Tuesday, July 9, 2024, at noon. Topics of discussion will consist of board member job descriptions, committee assignments, NHCASA website board portal instructions, event calendar, financials, fundraising expectations, code of conduct/conflict of interest/confidentiality forms, and board involvement.

**C. Human Resources (Tiffany Even, Chair)**

1. Overview of committee responsibilities, meeting dates, and 2024 goals.
2. Updates from the June 10, 2024, committee meeting.
3. Department of Labor: Overtime Protection and Salary Thresholds

**D. Dueling Pianos (Kanda Guthmiller, Chair): *Saturday, November 2, 2024; Spearfish Holiday Inn***

1. Overview of committee responsibilities, meeting dates, and 2024 goals.
2. Updates from the committee meeting held on June 6, 2024.
3. Sponsorships Secured: (Friend of CASA \$750) Jodi Elmore with Legacy Financial Partners, Coeur Wharf, Monument Health, Williams & Associates Architecture
4. BOD Sales Responsibilities: 16 tickets/2 tables
5. Event information will be added to the NHCASA August Newsletter.
6. The next committee meeting will be held on Thursday, August 1, at noon.

**E. Signature Fundraising Events (Nicole McCourt, Board Liaison)**

1. 38<sup>th</sup> Annual Spearfish Canyon Half Marathon/5K (July 13, 2024): Registration is open, with 160 entries received thus far; Event flyer sent out in June Spearfish Chamber of Commerce newsletter to 670 recipients; Volunteers needed at food tables (6:30 – 9:00 a.m.)
2. 6<sup>th</sup> Annual Black Hills Super 6 Mountain Bike Race (August 17, 2024): Registrations are open—5 registrations thus far; Rotary Club involvement; Updates from the committee meeting held on May 31, 2024; Consider donating 2 dozen, individually-wrapped desserts.
3. Sponsorships for both races are being highlighted on the NHCASA website, social media, and ITSYOURRACE.
4. The fundraising/marketing committee will be the focus committee for 2025.

**XII. Motion/second/vote to go into Executive Session to discuss potential board members**

**XIII. Executive Session**

- A.** Ballot voting (*Need majority to be elected*)

**XIV. Action Item** (*Note the time the Board came out of Executive Session—no motion needed.*)

- A.** Consider/approve the election of new board members.

**XV. Adjournment**

**The next BOD meeting will be held on Thursday, July 11, 2024, at the Spearfish Chamber of Commerce at 11:30 a.m.**

Attachments:

- May 2024 Meeting Minutes
- Executive Director's Report
- Chelsie Perschbacher's Resignation Letter
- Spearfish Canyon Half Marathon/5K Flyer
- April 2024 Financials
- 2023 Audit Review
- 2022 Audit (*Note: The full report was included in the board packet for the April meeting.*)
- BOD Voting Ballot
- BOD Involvement