

**Northern Hills Area CASA**  
**Board of Directors Meeting Agenda**  
**Thursday, July 11, 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: Veteran CASA Volunteer Linda Stambaugh**
- IV. Approval of Agenda**
- V. Minutes**
  - A. Consider/approve the regular meeting minutes from June 13, 2024.
- VI. Executive Director's Report—See attachment for detailed information.**
  - A. Days of 76' VIP Bar
  - B. Sturgis Motorcycle Rally: Varied Office Hours
- VII. President's Report (Clair Garvin Grable)**
  - A. Update from the Canyon Acoustic Series 50/50 Sales
  - B. Free Workshop Opportunity: "Responsibilities of a Board Member"
  - C. Updated contact information/terms for board members
- VIII. Treasurer's Report (Jessie Dufner)**
  - A. Consider/approve the financial reports from May 2024.
- IX. Committee Reports**
  - A. Finance/Building-Lease (Jessie Dufner, Chair)
    - 1. LPL investments to Ameriprise.
    - 3. Updates from the July 8, 2024, committee meeting.
  - B. Board Development--2024 *Focus Committee* (Natalie Owens, Chair)
    - 1. Updates from the committee meeting held on July 2, 2024, including the mentorship program overview and goals.
    - 2. The onboarding session for new board members and their mentors is scheduled for Tuesday, July 9. Topics of discussion will include 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. Newly elected board members received their manuals.
    - 3. Complete the Skills Matrix and 2025 Committee/Officer Interest Forms
    - 4. **Action Item:** Consider/approve the updated NHCASA Board Member Job Description.
  - C. Human Resources (Tiffany Even, Chair)
    - 1. Working closely with the Finance Committee regarding personnel and budgeting.
    - 2. The next quarterly meeting will be held on Monday, September 9, 2024, at noon.

- D. Dueling Pianos (Kanda Guthmiller, Chair): *Saturday, November 2, 2024; Spearfish Holiday Inn***
1. Sponsorships Secured: (Friend of CASA \$750) Jodi Elmore with Legacy Financial Partners, Coeur Wharf, Monument Health, Williams & Associates Architecture; (Cash + Gift-in-Kind) 605 Media; (Gift-in-Kind) Holiday Inn; (Table Purchase) Highmark Federal Credit Union
  2. BOD Sales Responsibilities: 16 tickets/2 tables
  3. Event information will be added to the NHCASA August Newsletter; Need updated flyer.
  4. The next committee meeting will be held on Thursday, August 1, at noon, at NHCASA.
- 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 411 entries received thus far; 2 volunteer slots to fill (6:30 – 10:00 a.m.)
  2. 6<sup>th</sup> Annual Black Hills Super 6 Mountain Bike Race (August 17, 2024): Early bird discounted registrations are open—12 registrations thus far; Rotary Club involvement; Please donate 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.

## **X. Adjournment**

**The next BOD meeting will be held on Thursday, August 15, 2024, at the Spearfish Chamber of Commerce at 11:30 a.m., due to the Sturgis Rally.**

### Attachments:

- What Does a CASA Do?
- CASA Volunteer Job Description
- June 2024 Meeting Minutes
- Executive Director's Report
- Free Workshop Opportunity: "Responsibilities of a Board Member"
- Updated BOD Contact Information
- May 2024 Financials
- NHCASA Board Mentorship Program
- BOD Questionnaire & 2025 Committee/Officer Interest
- Proposed Board Member Job Description
- Black Hills Super 6 Flyer
- BOD Involvement