

Northern Hills Area CASA
Board of Directors Meeting
Thursday, June 13, 2024
Spearfish Chamber of Commerce
Time: 11:30 a.m. MT

- I. Call to Order** – President Clair Garvin Grable called the meeting to order at 11:32 a.m.
Present: President Clair Garvin Grable, Vice President Natalie Owens, Treasurer Jessie Dufner, Tiffany Even, Kanda Guthmiller, Nicole McCourt, Amy Cermak, Brenda Mosset
Guests: BOD candidates Garth Evers, Amy Petersen, Julie Benedict
Zoom: Erin Fiedler
Excused: Melissa Kraft
It was noted a quorum was fulfilled. All motions were passed by unanimous vote, unless otherwise stated.

- II. Introductions**
June 13th is National Cupcake Lover’s Day. Everyone introduced themselves and shared what their favorite cupcake is.

- III. Guest Speaker: Anna DeSmet CPA Group (2022 Audit & 2023 Audit Review)**
DeSmet stated she has been doing the audit for NHCASA since 2006. She distributed the Final Reviewed Financial Statements for 2022 and 2023. DeSmet explained the differences between a full audit and an audit review, in which an audit is processes-based, while a review is based on expectations. She noted the books were clean after conversations with Crow Peak Accounting regarding clarifications about the Desktop versus Online QuickBooks. No major modifications were required, and nothing unusual appeared. She mentioned the rental losses in 2023 were due to the flood. The net assets from 2022 to 2023 showed an increase of over \$20,000. The functional expenses were strong, where they should be in the 77-80% category. The availability and liquidity have no restricting, all operating. She said there was a Ludwig Fund that had a reserve of \$686 which can be spent on the CASA Connection Room. She suggested to Cermak it be utilized for those needs. The 2023 990 form is yet to be completed.

- IV. Interview Questions for Board Candidates**
- A. What special skills or expertise can you contribute to Northern Hills CASA?**
Petersen: Formal education
Evers: Problem solver, technology savvy, fundraising
Benedict: Is a people person
 - B. What is your expertise and community connections regarding fundraising?**
Evers: Wharf community involvement and resources
Benedict: Storytelling, passionate, connections
Petersen: The support system of fundraising, personal/business connections
 - C. Describe the role you typically play on a team.**
Benedict: Normally a leader
Petersen: Great follower, learns through observations
Evers: Supervisor, team oriented

- V. Approval of Agenda**
A motion was made by Owens to approve the agenda. Dufner seconded. Motion carried.

VI. Minutes

A motion was made by Even to approve the May 9, 2024, meeting minutes. McCourt seconded. Motion carried.

VII. Executive Director's Report—Refer to the report attachment for detailed information.

- A.** Apartment 2 renovations: Most of the renovations have been completed, with just a few things remaining; Have 2 renters that will move in on July 1, with a 1-year lease of \$975 per month; The tenants' background checks have been completed.
- B.** National CASA Association: State CASA organizations are planning the implementation of their own entity should the national organization fail; They are working on securing funding.
- C.** Resignation of Cheslie Perschbacher: Submitted her resignation due to health issues; Her last day was May 10; Cermak will conduct an Exit Interview with her; After a staff meeting, the team decided to wait until after the summer fundraising events in July and August to pursue filling the position; We are hopeful to have someone in the Development Coordinator role by the next new volunteer training session in September.
- D.** Summer New CASA Volunteer Training: There will not be a summer training, as interested parties have decided that the Fall class would work better.

VIII. President's Report (Clair Garvin Grable)

Garvin Grable noted the CASA Commission and CIP funding increased from 2023. The award letters received included complimentary comments about the staff and board. She thanked the board members for their time and efforts, as huge strides have been made toward the betterment of the organization. Garvin Grable encouraged the board members to participate in NHCASA activities. She expressed appreciation for the work of Chelsie Perschbacher.

IX. Treasurer's Report (Jessie Dufner)

Dufner noted there was not much change from last month's Balance Sheet. The deposits and assets remain steady. She noted on the April Statement of Income, the total revenue is down from April 2023. Payroll has increased in 2024, due to salary adjustments. It will decrease with the loss of an employee for the next few months. The rental income shows an increase in 2024, due to occupancy, as compared to the flooding issues in 2023, in which we didn't have a tenant in apartment #1 for a large majority of the year. A motion was made by Guthmiller to approve the April 2024 Financial Report, the 2022 full audit, and 2023 audit review. McCourt seconded. Motion carried.

X. Committee Reports

It should be noted every committee chairperson provided an overview of the committee's responsibilities, meeting dates, and 2024 goals.

A. Finance/Building-Lease (Jessie Dufner, Chair)

Dufner said the committee will be working with Cermak on the 2025 budget. Planning is set for October 14. The committee will likely meet in November and December, as well. The committee is collaborating with the Human Resources Committee regarding employee benefits and the upcoming changes to labor laws. A 2024 goal is to ensure NHCASA's reserves can support a year's worth of sustainability. The paperwork is done for the transfer of the LPL Investments. Dufner reviewed the audit findings. The next committee meeting will be July 8, 2024, at noon.

B. Board Development--2024 Focus Committee (Natalie Owens, Chair)

The focus committee has been meeting monthly in 2024. Many items have been accomplished, so meetings will change to quarterly. Owens detailed the new board mentorship program, recruitment processes, and the importance of board involvement. The next committee meeting will be held on July 2, 2024, at noon. The orientation/onboarding training for the mentors-mentees is scheduled for July 9.

C. Human Resources (Tiffany Even, Chair)

Even stated more members are needed on this committee. The focus will continue to be on staff recognition, plus the hiring of a new Development Coordinator and the impending Department of Labor changes regarding overtime protection and salary thresholds. Meetings are held quarterly on the second Mondays of March, June, September, and December.

D. Dueling Pianos (Kanda Guthmiller, Chair)

Guthmiller said the fundraising goal is \$18,000. Anyone, including non-board members, are welcome to join the committee. Guthmiller explained the requirements of the Board. She provided an update on the current sponsorships and table sales. The Sponsor/Donor letter was mailed out earlier this year, with follow-ups expected by board members in July. The status of the potential Sanford Lab sponsorship should be determined in July. The next committee meeting will be August 1, 2024, at noon, at NHCASA. Event details will be included in the August NHCASA newsletter.

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

There are currently 190+ participants registered for the half marathon/5K. Flyers have been dispersed to multiple businesses in the Black Hills area and through the Spearfish Chamber of Commerce newsletter. Marketing flyers were included in the board packet. Volunteers are needed for July 13. Water stop stations have been confirmed. Bike registrations are currently at 5. However, this is typical, as riders are typically local and are often slower to register. The committee is hopeful to expand the market to participants from other areas. McCourt noted the planning is going well, but help is needed for the event on August 17. The Rotary Club will again volunteer to serve the food at the bike race. Marketing/fundraising will be the 2025 focus committee. Its goal is to increase the visibility of NHCASA.

XI. Motion to go into Executive Session for discussion of potential board members.

Even made a motion to go into Executive Session. Dufner seconded. Motion carried. The potential board candidates were excused from the meeting. They were informed they would be notified about the voting results.

XII. Executive Session

Discussion was had regarding the board candidates. Silent ballot voting occurred, with Fiedler voting, via text. The votes were counted, and the Executive Session concluded at 1:10 p.m.

XIII. Action Item

A majority vote determined that all three candidates would be accepted. Julie Benedict, Garth Evers, and Amy Petersen were elected to the NHCASA Board of Directors.

XIV. Adjournment

A motion to adjourn was made by Even and seconded by Owens. Motion carried. The meeting was adjourned at 1:12 p.m.

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

Submitted by: Amy Cermak, NHCASA Executive Director

_____ Date _____

Approved by: Clair Garvin Grable, 2024 NHCASA BOD President

_____ Date _____