

**Northern Hills Area CASA**  
**Board of Directors Meeting Agenda**  
**Thursday, August 15, 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 Speakers: Diana & Jon Reth (Former CASA Volunteer/Board Member; BHS6 Coordinators)**
- IV. Approval of Agenda**
- V. Minutes**
  - A. Consider/approve the regular meeting minutes from July 11, 2024.
- VI. Executive Director's Report—See attachment for detailed information.**
  - A. Development Coordinator Position
  - B. Days of 76' VIP Bar
  - C. Spearfish Canyon Half Marathon-5K Revenue/Expenses
  - D. Fall 2024 New CASA Volunteer Training: Please hang flyer in your place of employment.
  - E. Virtual Learning Opportunities
  - F. 2024 CASA Volunteers and Staff Contact Information
- VII. President's Report (Clair Garvin Grable)**
  - A. Emcee update from the Spearfish Canyon Half Marathon/5K
  - B. Updated BOD Committee Assignments
  - C. Updates from the "Board Member Responsibilities" Learning Session (Kanda & Julie)
- VIII. Treasurer's Report (Jessie Dufner)**
  - A. Consider/approve the financial reports from June 2024.
- IX. Committee Reports**
  - A. Finance/Building-Lease (Jessie Dufner, Chair)
    - 1. LPL investments to Ameriprise.
    - 2. Updates from the combined Finance/HR committee meeting held on July 16, 2024.
    - 3. The next meeting was rescheduled from Monday, October 14, due to Indigenous People's Day to Monday, October 7. However, there is another scheduling conflict, as Amy Cermak will be in Timber Lake for court hearings. Options?
  - B. Board Development--2024 *Focus Committee* (Natalie Owens, Chair)
    - 1. Discussion regarding the revised NHCASA Board Member Job Description.
    - 2. The next quarterly committee meeting will be held on Tuesday, October 1, 2024, at noon.
  - 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 Wednesday, September 4, 2024, at noon.  
(Note the change in date.)

- 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; NHCASA needs an updated thank-you letter from the committee for sponsors and table purchases; The sponsor spreadsheet will be sent via email. Everyone should select a minimum of 5 people/businesses to contact. Utilize the working document by adding your name to the appropriate column and feel free to add others to the list.
  - 2. BOD Sales Responsibilities:** 16 tickets/2 tables
  - 3. The marketing flyer has been updated. Please post at your place of employment.**
  - 4. As the planning stages were ahead of schedule, the August meeting was cancelled. The next committee meeting will be held on Thursday, September 5, at noon, at NHCASA.**
- E. Signature Fundraising Events (Nicole McCourt, Board Liaison)**
- 1. Updates from the 38<sup>th</sup> Annual Spearfish Canyon Half Marathon/5K (July 13, 2024):** Water stops/aid stations; 455 registered participants; The DOT permit and the City of Spearfish event application have been submitted and approved for July 12, 2025.
  - 2. 6<sup>th</sup> Annual Black Hills Super 6 Mountain Bike Race (August 17, 2024):** Early bird discounted registrations closed on July 31—107 registrations thus far; New local sponsors since the last BOD meeting: Mad Mountain Adventures/Twisted Pines Design Company (BOD Amy Petersen); Rotary Club involvement at the food table; Coeur Wharf to provide volunteers for the aid station; A Pre-Registration Party was held at Sawyer Brewing on August 9; Board members are asked to donate 2 dozen individually-wrapped desserts— Please drop them off at NHCASA on Friday, August 16, between 8:00 a.m. – 5:30 p.m.
  - 3. Sponsorships for both races are highlighted on the NHCASA website, social media, and ITSYOURRACE.**
  - 4. Fundraising/marketing will be the focus committee for 2025. Thoughts on having a planning meeting in 2024 to discuss goals for 2025.**

## **X. Adjournment**

**The next BOD meeting will be held on Thursday, September 12, 2024, at the Spearfish Chamber of Commerce at 11:30 a.m.**

### Attachments:

- July 2024 Meeting Minutes
- Days of '76 VIP Bar Revenue & Historical Data
- 2024 Spearfish Canyon Half Marathon-5K Sponsors
- 2024 Spearfish Canyon Half Marathon-5K Revenue/Expenses
- Fall New CASA Volunteer Training Flyer
- “Enough Abuse” Workshops
- “Understanding and Responding to Problematic Sexualized Behaviors in Children” Training
- 2024 CASA Volunteers
- NHCASA Team Contact Information
- Executive Director’s Report
- Updated BOD Committees
- “Board Member Responsibilities” Presentation
- June 2024 Financials
- Dueling Pianos Flyer
- Black Hills Super 6 Flyer with Platinum, Gold, and Silver Sponsors Listed
- Black Hills Super 6 Bronze Sponsors and Local Supporters
- BOD Involvement