

Northern Hills Area CASA
Board of Directors Meeting
Thursday, July 11, 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, Erin Fiedler, Tiffany Even, Kanda Guthmiller, Garth Evers, Amy Petersen, Julie Benedict, Amy Cermak, Brenda Mosset
Zoom: Melissa Kraft, Nicole McCourt
It was noted a quorum was fulfilled. All motions were passed by unanimous vote, unless otherwise stated.
- II. Introductions:** It is National Mojito Day. Everyone shared their favorite beverage.
- III. Guest Speaker: Veteran CASA Volunteer Linda Stambaugh**
Stambaugh shared stories about her 5 years of advocacy. She noted it takes a village to help a child achieve permanency in a happy, healthy, and safe home. The Board thanked her for her commitment to children.
- IV. Approval of Agenda**
A motion was made by Owens to approve the agenda. Dufner seconded. Motion carried.
- V. Minutes**
A motion was made by Even to approve the June 13, 2024, meeting minutes. Owens seconded. Motion passed.
- VI. Executive Director’s Report—Refer to the report attachment for detailed information.**

 - A.** Days of ’76 VIP Bar – A link to SignUpGenius will be sent out soon.
 - B.** Sturgis Motorcycle Rally – Office hours will be varied. A sign will be placed on the door stating such.
 - C.** The grant allocation for FY2025 from VOCA is \$51,500. This is a significant reduction from FY2024, in which we received \$111,840. Cermak noted federal funding has decreased for all of the SD CASA Programs.
- VII. President’s Report (Clair Garvin Grable)**
Garvin Grable noted the Canyon Acoustics Series 50/50 ticket sales netted \$250. It was relocated due to the weather. Spread the Tunes has offered for us to do another one, if time permits. She referenced the upcoming workshop for board members, scheduled for July 31, and encouraged attendance by the Board. The 2024 BOD contact information has been updated. Board members should notify NHCASA of any changes. Garvin Grable noted the article in the Black Hills Pioneer regarding the presentation of the First Interstate Bank “Believe in Local” award. She stated this was great publicity for our organization.
- VIII. Treasurer’s Report (Jessie Dufner)**
Dufner noted payroll has increased from 2023, due to pay raises. Non-profit tax returns document payroll differently, as there are direct service and indirect service codes. The money market savings account has ballooned to \$227,000 and is a nice cushion, considering the decrease from VOCA. It was noted \$50,000 was transferred from the checking account into savings due to the higher interest percentages. Dufner stated it is important to keep 3-4 months

of operating funding in the checking account. There is \$686.10 remaining from the Ludwick Foundation grant. This should be used for the CASA Connections Visitation Room. A motion was made by Guthmiller to approve the May 2024 Financial Report. Fiedler seconded. Motion carried.

IX. Committee Reports

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

Dufner said the committee met on July 8, 2024, before they were aware of the VOCA disbursement amount for FY2025. The new Department of Labor regulations surrounding salary thresholds and overtime may negatively impact our 2025 budget. The committee may have to adjust the 2024 budget and look closely when planning the 2025 budget, due to the decrease in VOCA funding. Dufner expressed we don't want to dip into our reserves. Further discussions will be held on budget adjustments. A combined meeting of the Finance and Human Resources committees will be held on July 16, 2024. Topics will include salaries, policies regarding overtime, and the vacant Development Coordinator position. Discussions are ongoing regarding the transfer of the money in the LPL Investments to Ameriprise. The previous suggestion of purchasing CD's has been tabled at this time.

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

Owens noted this committee has accomplished many things thus far in 2024, including the implementation of a board mentor/mentee program. The committee met monthly and will now move to quarterly meetings, with the next one scheduled for October 1, 2024. A board orientation was held on July 9, 2024, with the 3 new board members, their mentors, and Amy Cermak. Topics of discussion included board member job descriptions, committee assignments, NHCASA website board portal instructions, event calendar, financials, fundraising expectations, code of conduct/conflict of interest/confidentiality, and board involvement. The newly elected board members were given their board manuals. Positive feedback was noted. It was suggested that all board members receive a list of the CASA volunteers, along with the NHCASA team's contact information. Upcoming goals consist of board recruitment, a Learn About CASA event for potential candidates, and board socials. A personal and professional skills matrix and 2025 committee/officer interest surveys were completed by each board member. The updated BOD job description was discussed. Garvin Grable recommended this action item be tabled until everyone can provide input and suggestions.

C. Human Resources (Tiffany Even, Chair)

Even stated the HR and Finance Committees will be working collaboratively on July 16, 2024, regarding personnel and salaries. The next committee meeting will be held on September 4, 2024, at noon. Note the change in date from September 9, 2024.

D. Dueling Pianos (Kanda Guthmiller, Chair)

Guthmiller encouraged the board to share the Facebook Dueling Pianos event on social media. The Sanford grant will be submitted this week. 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. Each board member is responsible for selling 16 tickets. The committee is in the final draft stages for the creation of the event flyer.

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

McCourt stated 411 entries have been received thus far for the Spearfish Canyon Half Marathon-5K. The goal is 500. The Rotary Club will be hosting a water stop. Due to the predicted extreme temperatures, a 6th aid station was added. The Black Hills Super 6 Mountain Bike race is scheduled for August 17. The Rotary Club will be overseeing the food table. Help is needed for set-up and take-down. All board members were asked to donate 2 dozen individually-wrapped desserts for the bike race. McCourt encouraged everyone to share the events on their personal social media pages. The focus committee for 2025 will be fundraising/marketing. Ideas should be submitted to McCourt.

X. Adjournment

A motion to adjourn was made by Owens and seconded by McCourt. Motion carried. The meeting was adjourned at 12:42 p.m.

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

Submitted by: Amy Cermak, NHCASA Executive Director

_____ Date _____

Approved by: Clair Garvin Grable, 2024 NHCASA BOD President

_____ Date _____