**MINUTES CASA BOARD OF DIRECTORS MEETING, APRIL 12, 2022**

**PLACE: VIRTUAL (VIA ZOOM)**

**TIME OF BOARD MEETING: 6:00 PM**

**PRESENT: Brandon Moonier; Retta “Susan” Tuggle; Sara Govero; Tammy Ablan; Steve Williams; Donna Goede; and Alicia Knickman, Executive Director**

**Excused: Margie Passmore; Mary Thomasson; Bianca Eden**

**Not Excused: N/A**

1. The meeting was called to order by Brandon at 6:01 PM.
2. Board approved the February 2022 Board Meeting minutes.
3. New Board member update – our new potential Board Member will attend May Board Meeting for introduction to the Board and to vote her in
4. CASA Program Update:
   1. Seven people in current volunteer class with another class right after this one
   2. There are more info sessions with people but they are typically one-on-one meetings and we are still facing issues with actually getting people to commit
   3. Volunteers are our best advocates for recruiting new volunteers but they are limited on what they can share when discussing it
   4. Alicia is doing more speaking opportunities to recruit
   5. Looking for new ways for us to bring awareness to the community in larger groups – share any ideas with Alicia.
   6. May Board Meeting – bring at least one idea for a place where Alicia could speak about recruiting volunteers (which will also touch on other methods of supporting CASA such as board membership, sponsorship, financial, etc.)
   7. Ideas mentioned in the meeting: Chamber of Commerce, church groups, library
5. February and March Financial Statements – Alicia sent this to the Board with the agenda prior to the meeting
   1. February statement includes a large deduction for billboard advertising
   2. Board approved the February and March 2022 Financial Statements
6. Grant status update
   1. Board style chairs will be purchased soon as two grants need to be spent down and must be dedicated to office furniture or supplies.
   2. Need additional table to put together with table from Jefferson Foundation grant to create a board table for the entire board to gather around.
   3. The remainder of the Jefferson Foundation grant will be put towards rent.
   4. $2400 cash flow grant must be spent by June 1st and will be used for the board chairs mentioned above and to catchup on background checks.
   5. VOCA
      1. we did receive the grant even though it was not what we requested
      2. no one got an increase but did receive what they were already getting
      3. Our grant had been extended twice for an additional three months each time and has now been extended for six months (total of one year extension)
      4. VOCA suggested we will continue to receive renewals unless the program is mismanaged and not compliant
7. Insurance renewal
   1. Alicia provided our current insurance coverage with the agenda prior to the meeting.
   2. Insurance coverage review is due and nothing has changed for a while as we have not made any changes to our program that would require a change to our insurance coverage.
   3. One policy renews in April and the other in May. These are each paid on an annual basis and will hit the respective monthly statement.
   4. Alicia reviews the annual insurance statement with the insurance companies
   5. Insurance policies were reviewed within the Board Meeting with no objections
8. Endowment fund discussion
   1. In order to capitalize on the matching funds, we would need to contribute $25,000 per year, three years in a row.
   2. First year’s contribution happens on January 1st on a first-come-first-serve basis
   3. Board will consider fundraising options for the endowment fund to ensure enough funds are raised in years two and three:
      1. Naming the fund – consider naming it after Sister Marita Anne
      2. Asking for contributions at the gala
9. Policies
   1. List ones we are approving
   2. Policies were sent out via email and reviewed individually by Board Members
   3. The following policies were approved by the Board:
      1. Whistleblower
      2. Confidentiality
      3. Records Retention and Destruction Policy
      4. Risk Management
      5. Emergency Succession Plan
      6. Financial Management and Internal Control
      7. Board Recruitment Process and Board Matrix
      8. Volunteer Handbook
10. Alicia will research other boards and how they utilize committees to tackle specific topics between Board Meetings and filling in with committee meetings
11. Alicia will not be able to attend the July Board Meeting. It has not yet been determined whether the Board will meet or not.
12. Meeting adjourned at 7:24pm.

Board Members - Contact Information:

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