**MINUTES CASA BOARD OF DIRECTORS MEETING, JANUARY 12, 2021**

**PLACE: VIRTUAL MEETING VIA ZOOM**

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

**PRESENT: Brandon Moonier; Retta “Susan” Tuggle; Sara Govero; Tammy Ablan; Steve Williams; Melanie Brady; Donna Goede; Marita Anne Marrah, President Emeritus; and Alicia Knickman, Executive Director**

**GUESTS: Christina Bier, Volunteer Coordinator; Martienne Cotter, Program Manager; Monica Dubois, Volunteer Coordinator**

**Excused: Troy Anderson**

**Not Excused: N/A**

1. The meeting was called to order by Brandon at 6:04 PM.
2. Board approved the December 2020 Board Meeting minutes.
3. CASA Program Update:
   1. January class will remain on Zoom
   2. Courthouse may be open for some cases but we will not require volunteers to attend court sessions because we don’t believe most of them are comfortable with in-person visits
   3. While volunteers would like to visit their kids in person, most are not having any issues virtually that prevent them from proceeding. However, a few volunteers had issues starting a relationship with their kid virtually as a new volunteer.
   4. There is more involvement from some parents since they can hop on virtually rather than issues with transportation to meet in-person.
   5. Our staff is remaining virtual and only visiting the office one person at a time.
   6. The pandemic forced a review of processes and the need to find alternative approaches or more efficient methods and the staff has successfully tackled these challenges.
   7. Judge Page is very supportive of CASA. In addition to listening to reports from our volunteers and shares his views and support in court in addition to listening to our volunteers.
4. December Financial Statements – Alicia sent this to the Board with the agenda prior to the meeting.
   1. Board approved the December 2020 Financial Statements.
5. Rental Space Issues
   1. Rental lease was provided to the board prior to the meeting. An updated lease that includes the longer term (lease provided was just for one year) will be sent to Brandon for review.
   2. Our current neighbor’s behavior has continued. Staff does not feel safe in our current space.
   3. Space is great for the price. Biggest concern was locating the site but since we don’t rely on walk-in traffic, that is really not an issue. This space can really fit our needs.
   4. Due to the size, we may need more furniture and file cabinets (as we grow). They will paint, carpet, and fix ceiling tiles before we move in. Walling off storage space is the only other item we are requesting.
   5. The landlord will be responsible for snow removal.
   6. Potentially we could move in to the new space in April (following the conclusion of the class beginning in January).
   7. Alicia will forward a copy of the current lease to Brandon for review on how much notice we have to give to terminate the month-the-month lease.
   8. The Board approved to proceed with steps toward procuring the new space in order to move as soon as possible
6. Fundraising ideas:
   1. Send letters to everyone that contributed at the last gala and request contributions since we cannot have the in-person gala – what they would consider donating if they would have attended
   2. Go Fund Me – however, they charge based on how much you raise
   3. If donate xx amount towards the gala, put them in a raffle for something (donations of $100 raffle for abc, $250 raffle for xyz, etc)
   4. Movie night fundraiser – series of movies – would require licensing
   5. Riding stationary bikes and getting sponsors
   6. Duck drop – sell ducks and drop the numbered ducks from a firetruck ladder to a bullseye. Can include media exposure for the fire department and CASA. Brandon has access to ducks we can likely borrow for this
   7. Eat out for a year – get 12 gift cards from local restaurants and/or grocery store donated by Board Members – sell a specific number and then raffle all the gift cards off to the winner
   8. Week’s stay in Colorado raffle
   9. Musical instruments that we may be able to sell/donate - Brandon has a contact with a trailer of instruments and will get more information on them
   10. Virtual workshop for art, cooking, craft, etc
   11. We can do multiple fundraisers and will need to prioritize for timing and spacing them out. Initial timeline:
       1. Gala alternative – as close to our normal timeframe as possible (probably end of April)
       2. Duck Drop – May/June
       3. Eat Out for a Year – August with everyone busy with back-to-school as well as hoping it will be easier for people to visit restaurants by then
   12. Alicia will check our stockpile of gift cards
   13. Brandon will ask the Judge Missey and possibly Judge Dougherty if they will do a brief video that can be shared for our event
   14. Challenge for Board Members – at February meeting bring suggestions (or actual items) that can be donated for prizes at the “gala”
   15. Dress Down Day – target Jeffco businesses where employees can pay to dress down for the day at work to raise money as well as getting CASA’s name to local businesses
   16. Donna will get more details on the Duck Drop
   17. Tammy more check on licensing for movies
7. Meeting adjourned at 8:05pm.

Board Member Meetings - Contact Information:

Alicia Knickman – (314) 409-2880 [aknickman@jeffersoncountycasa.org](mailto:aknickman@jeffersoncountycasa.org)

Brandon Moonier – (314) 566-1013 [moonier@thurmanlaw.com](mailto:moonier@thurmanlaw.com)

Marita Anne Marrah – (314) 732-8595 [marrahanne@gmail.com](mailto:marrahanne@gmail.com)

Troy Anderson – (314) 304-1106 [tjanderson1s@gmail.com](mailto:tjanderson1s@gmail.com)

Sara Govero – (314) 570-9899 [saragovero1@gmail.com](mailto:saragovero1@gmail.com)

Tammy Ablan – (314) 724-7801 [tamara.ablan@gmail.com](mailto:tamara.ablan@gmail.com)

Steve Williams – (314) 971-0399 [swillfis@gmail.com](mailto:swillfis@gmail.com)

Susan Tuggle – (314) 239-4831 [mosestug@aol.com](mailto:mosestug@aol.com)

Melanie Brady – (309) 824-4744 [melaniereneebrady@gmail.com](mailto:melaniereneebrady@gmail.com)

Donna Goede – (314) 623-4026 [donnagoede@att.net](mailto:donnagoede@att.net)