**MINUTES CASA BOARD OF DIRECTORS MEETING, JANUARY 11, 2022**

**PLACE: HYBRID: CASA OFFICE and VIRTUAL (VIA ZOOM)**

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

**PRESENT: Brandon Moonier; Retta “Susan” Tuggle (via Zoom); Tammy Ablan (via Zoom); Steve Williams; Mary Thomasson; Margie Passmore; and Alicia Knickman, Executive Director**

**Excused: Sara Govero; Donna Goede**

**Not Excused: N/A**

1. The meeting was called to order by Brandon at 6:05 PM.
2. Board approved the December 2021 Board Meeting minutes with the update of the Place of the meeting.
3. CASA Program Update:
   1. January class is typically a full class but this class only has about four people in it
   2. Struggling to get interested people to follow through with entire process
   3. About 80 volunteers – we have been essentially training to replace volunteers that leave
   4. We commit to training 36 volunteers per year
   5. January class was pushed back to January 31st to attempt to recruit more volunteers before beginning the class
   6. We may continue to find lack of participation during the pandemic for a variety of reasons
   7. This quarter will be policy heavy as the Board has a lot of documents to review
4. Judge Missey is now the head of Children’s Division
5. December Financial Statements – Alicia sent these to the Board with the agenda prior to the meeting
   1. December Reconciliation out of QuickBooks
   2. Profit & Loss statement out of QuickBooks for July – December 2021
   3. Alicia will continue to work on finding the most valuable reports from QuickBooks to share with the Board
   4. Board approved the December 2021 Financial Statements
6. Grant status update
   1. No updates regarding VOCA funding
   2. It is time to apply for our program grant through Jefferson Foundation (pays for our building)
7. Creating an endowment fund
   1. An account has been set up with Midwest Bank and $10,000 in December and another $10,000 in January were deposited (based on how the contribution was originally set up)
   2. Alicia will provide information on Youth Bridge for the Board to determine if this is who we choose to assist us with managing this fund
      1. Youth Bridge will do a program to present to us for us to determine if this is a good choice for us
   3. Board will need to create a policy surrounding how the program will be operated (after taking our time creating a strategy for the best course of action)
8. Board Membership
   1. Bianca Eden joined a portion of our meeting as a potential Board member where she introduced herself to the Board
   2. The Board approved Bianca Eden’s application to join the Board
   3. We have another potential Board member (an accountant) that will need to be interviewed by Alicia and a Board member before attending the February Board meeting
9. Fundraising / Gala
   1. Scheduled for the last Saturday in March 2022
   2. Caterer – ready for “full steam ahead”
   3. Venue – no COVID restrictions at hotel or in Jefferson County
   4. Entertainment is not confirmed yet if we proceed
   5. After the Board discussed our options for keeping the gala as scheduled, the consensus is that with the current conditions of the pandemic, our best option is to postpone the gala until the Fall
   6. We are considering the fact that if we have the gala in the Fall, we will not be able to have the gala again in March 2023. Instead we will hold our typical Fall event in the Spring, hold another fundraiser “one-off” in Fall 2023 and get our gala back on the March scheduled in 2024
   7. We will revisit the discussion of the gala in our June Board meeting and begin planning the event
10. As discussed in our December 2021 Board meeting, the following updates have been made to our bank account:
    1. Dan Ross and Amy Baum have been removed as signers
    2. Brandon Moonier has been added to the account as a signer
11. Procurement Policy
    1. We were required to add verbiage to our Procurement Policy regarding debarment and suspension
    2. Alicia provided the added verbiage which was reviewed in the meeting
    3. Board approved the amendment to the Procurement Policy previously approved in October 2020 and the updated policy is being distributed with the minutes of this meeting
12. Meeting adjourned at 7:55pm.

Board Members - Contact Information:

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