**MINUTES CASA BOARD OF DIRECTORS MEETING, JUNE 14, 2022**

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

**CASA Office:**

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

**PRESENT: Retta “Susan” Tuggle; Tammy Ablan (via Zoom); Donna Goede; Margie Passmore; Mary Thomasson; Bianca Eden; Elaine Wilson; and Alicia Knickman, Executive Director.**

**Excused: Brandon Moonier; Sara Govero; Steve Williams**

**Not Excused: N/A**

1. The meeting was called to order by Susan at 5:57 PM.
2. Board approved the May 2022 Board Meeting minutes.
3. CASA Program Update:
   1. Final two volunteers from the most recent course have been sworn in. This was the first in-person swearing-in since COVID.
   2. Building next class for Fall – starting the week of Labor Day
   3. Alicia has delivered five speaking engagements
   4. Alicia has had good leads for speaking engagements, but most are not coming through
4. May Financial Statement – Alicia sent this to the Board with the agenda prior to the meeting
   1. Statement includes a couple of Amazon purchases for annual supplies (e.g., binders).
   2. Board approved the May 2022 Financial Statement
5. 2022-2023 Proposed Budget
   1. Suggesting a 5% raise for all staff
   2. Considerations for staff in the future: stipend for cell phones, stipend for insurance, etc.
   3. Board approved the proposed budget, including the 5% raise for all staff
6. Documents
   1. Proposed changes to Bylaws:
      1. Reduce the minimum number of required Board meetings per year, including updates from the Executive Director in months where the Board does not meet
      2. Committees section updated to reflect our preferred process for onboarding new Board members
      3. Standing Committees section updated to support the direction the Board is taking to build recruitment and fundraising efforts
      4. Board approved adoption of proposed changes to the Bylaws
      5. Alicia will accept all changes and provide clean, approved copy to include with minutes distribution
   2. Standing Committee Job Descriptions provided and the Board approved the proposal
7. Gala
   1. October 15th is the date of the gala this year
   2. Alicia provided the flyer, sponsor levels, and solicitation letter in the email prior to the Board meeting
   3. Alicia will provide a list to the Board of who has sponsored in the past
   4. Board should begin procuring sponsors, donations for auction items and raffle baskets
   5. Program ads
   6. We will need to identify a guest speaker by August
8. ACTION ITEMS SUMMARY:
   1. Alicia will accept all changes to the Bylaws and will provide a clean, approved copy to include with minutes distribution
   2. Alicia will provide a list to the Board of who has sponsored the gala in the past
   3. Board should begin procuring gala sponsors, donations for auction items and raffle baskets
9. Meeting adjourned at 7:03pm.

Board Members - Contact Information:

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