**MINUTES CASA BOARD OF DIRECTORS MEETING, MARCH 9, 2021**

**PLACE: VIRTUAL MEETING VIA ZOOM**

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

**PRESENT: Brandon Moonier; Retta “Susan” Tuggle; Steve Williams; Donna Goede; Troy Anderson Marita Anne Marrah, Member Emeritus; and Alicia Knickman, Executive Director**

**Excused: Tammy Ablan, Sara Govero**

**Not Excused: Melanie Brady**

1. The meeting was called to order by Brandon at 6:01 PM.
2. The meeting began without a quorum but the members present decided to have a discussion regarding agenda items. Steve was able to attend approximately halfway through the meeting so items could be voted on. Tammy was not present and nobody else was assigned to take notes so Alicia made abbreviated .0notes after the meeting.
3. Board approved the January 2021 Board Meeting minutes and the February 2021 update that was given in lieu of the February meeting.
4. CASA Program Update:
	1. January class will begin court observations at the office on March 10th and will finish up on March 31st. We should have 11 volunteers sworn in.
	2. Our judges continue to hold their review dockets as Zoom hearings.
	3. Staff is excited about being able to work together in person again soon.
5. January and February Financial Statements – Alicia sent these to the Board with the agenda prior to the meeting.
	1. Board approved the January and February Financial Statements.
6. Rental Space Issues
	1. Rental lease was provided to the board prior to the meeting. The updated lease was approved by Brandon and Alicia is free to sign and move forward.
	2. The new landlord offered a huge closet space at no additional cost so that we do not have to wall off space to create a closet.
	3. The landlord of our current space was very understanding and agreed to allow us to end our current lease effective April 15th.
	4. The new lease will begin April 1st which gives some overlap time to complete the move.
	5. The move plan is to rent a U-haul truck and hopefully have the Hillsboro football team help us move. Troy suggested a boy scout troop as an option if the football team doesn’t work out.
	6. Alicia will prepare and send out a list of items needed for the new office with approximate pricing. Marita Anne has friends who are willing to donate but specifics would help.
7. Employee Handbook-please review the policy that was provided and be prepared to discuss/approve it at the April meeting. The policy was re-written because our old policy was very large and more of a generic policy that did not fit our program and did not align with what we actually do. Several other programs were consulted and their policies were reviewed to help create this new one.
8. Fundraising
	1. The ideas from the last meeting were re-capped.
	2. A decision was made to focus on the online Gala and a discussion of how to make money at the event was discussed.
* Event Sponsor
* ‘Story Sponsors’-have approximately 10 people tell their CASA or foster-care experience and have them individually sponsored
* Have a suggested donation of $20 or $25 to view the event. Set it up so they’re asked to make a donation but can opt to bypass it
* Have raffles that people can purchase tickets for or be entered into by making a certain dollar amount of donation
* Option of making a donation at any point in the event
	1. Need to solicit donations of large items that are appropriate for a raffle
	2. Alicia to work on an event flyer and sponsor flyer
	3. Discussion had to decide on when to hold the event.
* Initial plan of late April or early May is unrealistic.
* Almost any date range has an issue but May should be avoided due to end of school year, Mother’s Day, graduations, etc.
* Summer is hard but near end of summer before back to school could work.
* Decision was made to hold event July 30th-August 1st.
1. Meeting adjourned at 7:35pm (?)

Board Member Meetings - Contact Information:

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