**MINUTES CASA BOARD OF DIRECTORS MEETING, MAY 11, 2021**

**PLACE: VIRTUAL MEETING VIA ZOOM**

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

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

**Excused: Sara Govero**

**Not Excused: N/A**

1. The meeting was called to order by Brandon at 6:03 PM.
2. Board approved the April 2021 Board Meeting minutes.
3. CASA Program Update:
   1. A class just started with 8 volunteers and is now at 6 – this is actually good right now since we currently have three people doing the work of 4-5 Volunteer Coordinators.
   2. Looking to have a good, strong Fall class once we are staffed better to support it.
   3. Hiring to replace Monica has been challenging due to enhanced unemployment benefits making unemployment pay higher than the Volunteer Coordinator position.
   4. The Board approved hiring Emma Knickman as a paid intern to help with a lot of the busy work to relieve some of the work burden from our current staff
      1. Copies, files, research for new training, etc.
      2. Pay will be $1200/month plus FICA at 7.65% until such time as the Volunteer Coordinator position is filled. At that time the VOCA salary funding will be shifted to the new hire and Emma’s position will convert to an unpaid internship.
   5. To avoid leaving VOCA salary funds on the table, Alicia will shift her salary to being 75% funded by VOCA, which is the most possible.
   6. Monica’s monthly salary will be split with $644 of it moving to cover Alicia’s salary, $1200 covering Emma’s paid internship, and leaves 106 left over and not applied.
4. April Financial Statements – Alicia sent this to the Board with the agenda prior to the meeting.
   1. Board approved the April 2021 Financial Statements.
5. Grant Status Update
   1. VOCA – at the Program Director meeting last week and this was discussed but the only information is that there is still no application and VOCA funding is still in Washington D.C. pending approval.
   2. Alicia is currently applying for a Missouri CASA grant that is due at the end of May and requires both Brandon and Judge Dougherty’s signatures.
   3. Jefferson Foundation – we normally receive $12k. This time we were granted $15k with the additional $3k requested to cover additional items for our recent move. An additional $20K was requested to help fill the salary gap that VOCA doesn’t fund but was not approved.
   4. A COVID relief grant was submitted and we should know the status within the next month. We applied for the maximum amount of $25k to be used for cash flow to replace fundraising. If granted, we can use it to help with the salary gap as well as for other necessities.
   5. National CASA Core Model Program grant application was submitted – this grant is intended for growth (intended to replace Julie’s position since VOCA did not cover all of her salary as a Volunteer Coordinator).
   6. Applied for a Missouri Bar Association technology grant that was accepted quickly for $1,149 to pay for a new TV for our training room and one year of Zoom.
6. Board Membership
   1. Troy Anderson has resigned from the Board due to his current time restraints.
   2. Margie Passmore – has submitted an application and will attend the July Board Meeting for the Board to interview her and vote on accepting her.
   3. Linda Freeman is interested in joining the Board and Alicia will be interviewing her soon.
   4. Since we have changed our terms from maximum six years to maximum nine years on the Board, Marita Anne is eligible to take on another term if she chooses to. She will consider it before providing an answer.
   5. Current Board Members will look for contacts that may make a good Board Member – any leads can be passed on to Alicia.
7. Office Space Update
   1. Still have a list of things to do following the move.
   2. Handicap ramp not in yet but it is in the works.
   3. Signs for where to turn, park, enter, etc. still pending.
   4. Everyone is happy and mostly settled in.
   5. Address is: 10820 Business 21, Suite 101 in Hillsboro.
   6. Permanency Hearings may return to in-person as of June 1st.
8. Fundraising:
   1. Virtual gala will be a bigger challenge than expected due to our current staffing issues.
   2. We plan to proceed with video stories that can be posted on social media and our website and will help with fundraising as well as recruiting
   3. The first video will be posted on June 4th and another video will be posted each week throughout the summer. We are planning for at least 10 video stories and will continue if more are available and this is working for us.j
   4. Each video will have at least one sponsor at $200 per sponsor.
   5. Videos will end with a plea for a one-time or monthly donation.
   6. We should recruit as many sponsors as possible because we can have multiple sponsors for a video and we could ask sponsors if they are willing to be a sponsor of a video on a quarterly basis to continue the video postings in the future.
   7. Alicia will create a flyer that can be used to recruit our sponsors and will send to the Board for input before finalizing.
   8. Big item could be raffled off with our Fall Poker Run.
9. Meeting adjourned at 7:51pm.

Board Member Meetings - Contact Information:

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