**MINUTES CASA BOARD OF DIRECTORS MEETING, NOVEMBER 10, 2020**

**PLACE: VIRTUAL MEETING VIA ZOOM**

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

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

**Excused: Sara Govero; Troy Anderson**

**Not Excused: N/A**

1. The meeting was called to order by Brandon at 6:01 PM.
2. Board approved the September 2020 Board Meeting minutes and Alicia’s October 2020 program update.
3. CASA Program Update:
   1. There are 12 new volunteer inductees from the most recent training which was completely held virtually - training, court cases, and induction.
   2. Courthouse is handling cases via Zoom and do not expect to resume in-person visits until the new year.
   3. Planning to email volunteers encouraging them to return to remote visits (if COVID waiver is signed they can maintain in-person visits).
   4. Continuing with staff meetings via Zoom.
   5. We have lost about 10 volunteers since COVID for various reasons but mainly job related (increased responsibility or job loss).
   6. Planning for the January training class which will be held via Zoom .
   7. Interviews will also return to virtual interviews for a while for everyone’s safety.
   8. Received the Advertising grant for $18k+ (received full amount requested) and it will cover two billboards, Facebook advertising, and newspaper advertising.
   9. We had an article in the Leader last week that cost the same as our normal advertising but provided us with more than a typical ad.
4. Volunteer award proposal -
   1. Former Board Member, Bernie Sikorski, donated $1k for an award for volunteers in Marsha Kratzer’s name. This will be a separate fund exclusively for this program.
   2. Idea to have a plaque in the CASA office to add the winner’s name each year.
   3. Award for the volunteer/family - or maybe donate money in their name.
   4. The first award will include a plaque and will be awarded posthumously to Marsha, presented to Marsha’s family.
   5. The award will be named to include Marsha’s name and future awards will likely be $100 to recipient’s charity of choice.
   6. The Board approved this award program and having the donated funds remain separate from the rest of our finances to be solely used for this award program.
5. September and October Financial Statements – Alicia sent this to the Board with the agenda prior to the meeting.
   1. Board approved the September and October 2020 Financial Statements.
6. Fundraising - Poker Run
   1. Poker Run was successful and was recapped in the October update sent to the Board.
   2. The increase in our profit over last year was mainly due to selling a larger amount of Sponsors.
   3. There were about 80 riders in attendance this year and October appears to be a good time of year for this event.
7. Fundraising - Vacation Home Raffle
   1. This raffle flowed smoothly and worked well.
   2. Next year we may only accept credit cards (if we have this type of raffle again) due to a few issues with people choosing to pay by check but not paying.
   3. The date/time and method of the drawing may need be communicated in more detail to ensure all ticket holders understand.
   4. Volunteer that donated the vacation home was Meg Ebersoldt. Board members should send a brief ‘thank you’ statement to Alicia to compile in a Thank You note to Meg.
   5. Alicia is providing a list of people that bought tickets and will be distributed with the minutes of this meeting.
8. Fundraising - Gala
   1. The Gala will be discussed in greater detail in the December Board Meeting – possibility of alternate dates, out-of-the-box ideas for the gala or alternatives, etc.
9. Appeal program
   1. Many people and businesses are struggling during COVID and may not be as receptive this year to donating.
   2. Thanksgiving drive rather than a Christmas drive may work better for reaching our standard donors. Alicia has form letters if you want to use those to send out your appeal to your network of people.
10. Policy Updates
    1. Confidentiality Policy – updated to a standard policy that is lengthier than our previous policy.
    2. Procurement Policy – updated to include more verbiage regarding minority and women owned businesses.
    3. Alicia will check all the documents that we typically sign annually and will send out to all Board Members to return to her with our signatures to be placed in our files.
    4. Board approved the Confidentiality and Procurement policies with the noted changes.
11. Volunteer Transportation of CASA Kids
    1. Our insurance policies would need to be reviewed but were drawn up with transportation possibilities in mind.
    2. Any policy we draft would have to go up through the chain for approval.
    3. Concern with the line being blurred between being an advocate and being a friend.
    4. Several points were discussed regarding this topic and was decided that there was not yet enough information to proceed with drafting any type of policy.
    5. The Board voted to table this topic until such time as we can meet in person to discuss this policy further.
12. **Next Peer Support Meeting is 6pm on Monday, November 30th** – information will go out around the 15th - Guest speaker is a victim advocate in the area of domestic violence. Please RSVP if you plan to attend the Zoom meeting to receive the link.
13. Meeting adjourned at 7:48pm.

Board Member Meetings - Contact Information:

Alicia Knickman – (314) 409-2880

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