**MINUTES CASA BOARD OF DIRECTORS MEETING, SEPTEMBER 8, 2020**

**PLACE: VIRTUAL MEETING VIA ZOOM**

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

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

**Excused: Steve Williams; Melanie Brady**

**Not Excused: N/A**

1. The meeting was called to order by Brandon at 6:00 PM.
2. Board approved the August 2020 Board Meeting minutes.
3. CASA Program Update:
   1. Class started online yesterday and will begin meeting in person next week. Class has 15 people which our space cannot accommodate with social distancing. Due to space issues and choices for attendance by volunteers, this class will be held entirely online. While this is not an ideal situation, the in-person meetings would also be hindered by the use of face masks throughout the class and the choice for online meetings is the best option for our current conditions.
   2. Volunteers from this class will be distributed among all of the Volunteer Coordinators, including Alicia and Martienne. Alicia will only accept additional volunteers if absolutely necessary.
4. August Financial Statement – Alicia sent this to the Board with the agenda prior to the meeting.
   1. OSCA from MO CASA was lower than usual due to a new program starting up this year
   2. Will not be altering payroll at this time. In January we will double up withdrawals so the only issue would be if anyone leaves before the end of the year, we are still on the hook for the taxes.
   3. Spending down the cash flow grant because it has to be used by August 2021 and we need to show where the money goes. Alicia is using this for payroll not covered by grants.
   4. Board approved the August 2020 Financial Statement.
5. Poker Run
   1. Saturday, October 10th
   2. T-shirt sponsors need to be to Alicia no later than **September 15th** to place the order for delivery in time for the Poker Run. These sponsors are the core money-maker for this fundraiser and we need this to be our focus as the deadline is approaching.
   3. 100 shirts for $675 – Marita Anne is looking for a donor to help with the T-shirt costs
   4. There are some sponsors pending and responses will be confirmed and conveyed to Alicia.
   5. Route is not yet confirmed but Troy is close to confirming the entire route.
   6. We will need volunteers to work the stops.
   7. A few gift baskets could still be used for this fundraiser as current gift baskets are more gala focused.
   8. The Board needs to continue working on T-shirt sponsors; stop sponsors; and baskets/items to raffle off. If Board Members have alcohol they can donate towards an alcohol basket (or individual prizes), let Alicia know.
6. Vacation Home Raffle
   1. Flyer is ready and will be emailed on September 15th. Please share this as it contains the website where they can go for additional details and to purchase tickets.
   2. All purchases need to go through the website to ensure the following:
      1. Number of tickets sold are known since we will only be selling 100 tickets
      2. The deposit requirement is understood by everyone that purchases a ticket.
      3. If they want to pay by cash or check there will be a message that their ticket reservation will be held for five days (to ensure all tickets requested are paid for in a timely manner).
7. Bylaws
   1. Alicia updated the Bylaws based on discussion from the August 2020 Board Meeting.
   2. Updated number of terms a Board Member can hold.
   3. Added Board can agree to meet at alternate locations or via virtual means such as Zoom.
   4. Board approved the amendment to the Bylaws.
8. Strategic Plan
   1. Alicia updated the Strategic Plan based on discussion from the August 2020 Board Meeting.
   2. This plan takes us through 2023.
   3. Board approved the Strategic Plan.
9. Board Portal
   1. Alicia and Martienne have been working on the Board Portal.
   2. Board Portal Access has been sent out to Board Members. If you have any issues accessing, let Alicia know.
   3. This will be where Board Meeting Minutes will be stored as well as policies, procedures, etc.
   4. Martienne sent out a separate Board calendar email where we can sign up for Peer Support Meetings to ensure a Board Member is present for all meetings.
10. Board ‘Give or Get’ Policy
    1. This was originally set up to ensure the commitment from Board Members.
    2. Circumstances have changed and there is currently no concern about participation and commitment from any Board Members.
    3. This topic can be brought up if anyone feels it is warranted
    4. This is part of our Strategic Plan and can be reviewed annually for discussion and implemented if warranted. At the end of the Strategic Plan if nothing was implemented, it would be for good cause, and the Strategic Plan would be updated accordingly.
11. Peer Support Meetings
    1. Every meeting the topic of volunteers taking their CASA kids out
       1. Next meeting we will review what we have already addressed on this topic and discuss what else may be needed to take this forward.
       2. Only aware of St. Charles allowing transportation at this time.
       3. Missouri CASA does not support this program and they do not have much guidance for us on this topic.
    2. Monica is taking over planning for the Peer Support Meetings.
12. **Next Peer Support Meeting is 6pm on Monday, September 28th** – information will go out on the 15th - Guest speaker will be from MPACT Training and the topic will be IEPs and how to obtain services for children that need special help in school. Please RSVP if you plan to attend. The meeting will be held via MPACT Training’s webinar platform – RSVP to receive the webinar link for the meeting.
13. Meeting adjourned at 7:16pm.

Board Member Meetings - Contact Information:

Alicia Knickman – (314) 409-2880

Brandon Moonier – (314) 566-1013

Marita Anne Marrah – (314) 732-8595

Troy Anderson – (314) 304-1106

Sara Govero – (314) 570-9899

Tammy Ablan – (314) 724-7801

Steve Williams – (314) 971-0399

Susan Tuggle – (314) 239-4831

Melanie Brady – (309) 824-4744

Donna Goede – (314) 623-4026