

**Thursday, July 13, 2023**  
Northern Hills Area CASA  
Board of Directors Meeting  
**Spearfish Chamber of Commerce**  
Time: Noon

**MINUTES**

- I. Call to Order** – President Michaela Anderson called the meeting to order at 12:05 p.m.  
Present: Michaela Anderson, Tiffany Even, Clair Garvin Grable, Melissa Kraft, Stacy Gilliam  
Erin Fiedler, Jessie Dufner, Natalie Owens, Nicole McCourt, Isabele Robley, Amy Cermak,  
Brenda Mosset (It was noted a quorum was fulfilled.)  
Excused: Kanda Guthmiller
- II. Introductions**  
Those in attendance introduced themselves and shared one word to describe themselves.
- III. Approval of Agenda**  
A motion was made by Owens to approve the agenda and was seconded by Gilliam. Motion carried.
- IV. Approval of June 8, 2023 Meeting Minutes**  
A motion was made by Even to approve the June minutes and was seconded by Robley. Motion carried.
- V. Executive Director’s Report—See the full report for additional details.**  
Cermak gave a brief summary of case updates and highlighted the continued dedication and time commitment of the CASA volunteers. She noted the social events, fundraising activities, grant presentations, and continuing education opportunities available. The new website launched and is user-friendly and easy to navigate. The Spearfish Canyon Half Marathon/5K had 505 registrations with overwhelmingly positive comments from those involved. Cermak thanked the BOD volunteers who assisted with the event. NHCASA has been invited back for the Days of ’76 Rodeo VIP Bar. Cermak requested help from the BOD and volunteers through the Sign Up Genius link. The office will have limited hours during the Sturgis Motorcycle Rally. Becky Helmberger, Development Coordinator, submitted her resignation. The job description has been updated and is posted on several media sites.
- VI. Action Items**

  - A.** Kimberly Bulava submitted her BOD resignation due to personal reasons. A motion was made by Owens to accept the resignation and seconded by Garvin Grable. Motion passed.
  - B.** Policy Manual 5.22 Work Schedules (page 36). A motion was made by McCourt to accept the second reading (“Office hours will be determined by the Executive Director and the Executive Board.”) and seconded by Fiedler. Motion carried.
  - C.** Bylaws 4.4 (page47). A motion was made by Even to accept the second reading (“Any director missing 3 absences in a calendar year (January 1 – December 31) will be considered resignation of that board member. Virtual attendance will be allowed, on a pre-approved basis, by the BOD President and seconded by Garvin Grable.”) Motion carried.

**VII. President's Report (Michaela Anderson)**

Anderson thanked the BOD for their work on the various committees and noted her appreciation for the NHCASA staff during this transition.

**VIII. Treasurer's Report**

Even reviewed the Balance Sheet dated May 31, 2023. She noted the savings account has increased to \$157,623, due to the transfer of funds from the checking account, as it yields a higher interest rate. Even said some budget items will need to be updated, due to staff changes, volunteer mileage reimbursement increases, and the flooding of the basement apartments. A motion was made by McCourt and seconded by Gilliam to approve the May 2023 Financial Report. Motion carried.

**IX. Committee Reports**

**A. Building/Lease**

The search for contractors, regarding the June 23 flooding of the basement apartments, is ongoing. Apartment #2 will continue to receive a \$200 reduction in rent until the repairs are completed. An estimate was received by The Handy Man, but lacked clarification and itemization. Cermak has reached out for a more detailed estimate.

**1. Action Item:**

A motion was made by McCourt to combine the Building/Lease Committee with the Finance Committee and seconded by Gilliam. Motion carried.

**B. Events:** The Spearfish Canyon Half Marathon/5K was a huge success. The Black Hills Super 6 Mountain Bike Race is coming up August 19, 2023, and BOD Liaison McCourt encouraged board participation.

**C. Finance (Tiffany Even, Chair)**

**1. Action Item:**

Consideration of the Finance Committee having the discretion to move forward on restoring the basement apartments, up to \$25,000, until the next BOD meeting. After discussion, a motion was made by Garvin Grable to allow the Finance Committee to make the decisions needed, with the increased authority up to \$50,000. This was seconded by Robley. Motion carried.

**2.** Continued discussions on investment options are being put on hold at this time due to the pending federal grant allocations, apartment repair bids, and personnel salary/benefit changes.

**3.** The Finance Committee will be meeting on July 31, 2023, at noon at NHCASA.

**D. Board Development (Michaela Anderson, Chair)**

The next meeting will likely be held in late August. Anderson encouraged BOD members to consider being on the Executive Committee. All BOD members will be personally contacted to inquire about interest. A slate of potential officers will be presented at the November meeting. The election takes place at the Annual Meeting in December.

**E. Human Resources (Natalie Owens, Chair)**

**1.** The Development Coordinator job description was updated by Cermak, and committee members agreed with the content.

**2.** The NHCASA policy manual revisions, suggested by the hired legal team, will need to be reviewed by the committee before a complete presentation will be ready for the BOD.

**3. Action Item:**

A motion was made by Garvin Grable to increase the employee single-coverage health insurance benefit from 70% employer paid to 100% NHCASA paid. The specific health plan will be selected annually by the NHCASA BOD. This was seconded by Fiedler. Motion carried.

**F. Marketing/Community Relations/Fundraising:** *(Tabled until Fall)*

**G. Dueling Pianos (Clair Garvin Grable)**

Dufner sent an email to the BOD regarding potential sponsors to contact. Board members reviewed and chose which potential donors to personally reach out to. The informational flyer and sponsorship opportunities were included in the board packet.

**XII. Adjournment**

A motion to adjourn was made by Dufner and seconded by Garvin Grable. Motion carried. The meeting adjourned at 1:08 p.m.

The next board meeting will be **Thursday, August 17, 2023**, at noon.

Submitted by: Amy Cermak, NHCASA Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Approved by: Michaela Anderson, NHCASA BOD President \_\_\_\_\_ Date \_\_\_\_\_