

**Northern Hills Area CASA**  
**Board of Directors Meeting Minutes**  
**Thursday, September 12, 2024**  
**Spearfish Chamber of Commerce**  
Time: 11:30 a.m. MT

- I. Call to Order** – President Clair Garvin Grable called the meeting to order at 11:35 a.m.  
Present: President Clair Garvin Grable, Vice President Natalie Owens, Treasurer Jessie Dufner, Julie Benedict, Tiffany Even, Garth Evers, Erin Fiedler, Kanda Guthmiller, Melissa Kraft, Amy Petersen, Amy Cermak, Brenda Mosset  
Absent: Nicole McCourt  
*It was noted a quorum was fulfilled. All motions were passed by unanimous vote, unless otherwise stated.*

- II. Introductions** (National Encouragement Day: Everyone shared words of encouragement to brighten someone’s day.)

- III. Guest Speaker: Julia O’Neil-King (Veteran CASA Volunteer)**  
Julia detailed her experiences as a CASA volunteer. She has been a voice for children for four years and has served on three cases. CASA Julia took a short break from advocacy efforts, but the stories of abused/neglected children needing a CASA pulled at her heartstrings, so she took on another case. She noted she receives more than she gives. She thanked the Board for their support in improving children’s lives.

- IV. Approval of Agenda**  
A motion was made by Owens to approve the agenda. Dufner seconded. Motion carried.

- V. Minutes**  
A motion was made by Owens to approve the August 15, 2024, board meeting minutes. Petersen seconded. Motion passed.

- VI. Executive Director’s Report—Refer to the attachment for detailed information.**
- A.** Development Coordinator: The position was offered to Vanessa Reid, and she will begin her duties on September 16, 2024.
  - B.** Black Hills Super 6 Revenue/Expenses: Sponsorship allocations decreased. However, participation numbers increased.
  - C.** Fall 2024 New CASA Volunteer Training: Training starts on September 23 at the Spearfish Chamber of Commerce. Board members are welcome to attend any/all sessions.
  - D.** City of Spearfish Sidewalk Issues: Several cement contractors have been contacted. One has been by to inspect the issue. The cause of the cracks were a result of the trees the city planted on the sidewalk.
  - E.** Website/Google Concerns: Some documents saved on the server have been available for public viewing. Cermak contacted the website developer and Google as to removing and prevent future viewing of documents. She believes the issue has been resolved.
  - F.** United Way Giving Campaign: With the substantial grant increase for 2024-2025 from the Black Hills United Way, Cermak encouraged contributing to the campaign.

- VII. President’s Report (Clair Garvin Grable)**
- A.** BHS6 Spectator Viewpoint: Garvin Grable encouraged everyone to attend this fun-filled family event.

- B. “Enough Abuse” Virtual Learning Takeaways (Julie Benedict & Amy Petersen):  
Benedict – Realized the positive things NHCASA is already doing; Petersen – Was shocked by the complexity of the internet dangers for children and highly recommends this training for others.
- C. Workshop Opportunities: “Sustainability for Nonprofits”: Encouraged board members to attend the free training on October 2, 2024; This is an example of the United Way partnership with our agency.

### VIII. Treasurer’s Report (Jessie Dufner)

Dufner stated there was not much change from the June report to the July financials. She noted \$25,000 was transferred from the checking account to the money market account in order to accrue a higher interest rate. The negative \$39,736 Apartment Accumulated Depreciation is from the recent basement apartment renovations. A motion was made by Guthmiller to approve the July 2024 Financial Report. Owens seconded. Motion carried.

### IX. Committee Reports

- A. Finance/Building-Lease (Jessie Dufner, Chair--*Absent*)
  - 1. The transfer of the LPL Investments to Ameriprise will be discussed further at the October 21, 2024, committee meeting.
  - 2. The combined meeting of HR/Finance from July 16, 2024, included discussion on the hiring of a new Development Coordinator. Other topics included staffing ideas and the Department of Labor regulations.
  - 3. Dufner explained the differences between liquid assets, long-term investments, and short-term options, such as CDs. Further discussions will be held regarding a potential transfer of money from the savings account into CDs, as we need to wait to see where we are at with the budget and the impact of the significant decrease in VOCA funding.
  - 4. Cermak noted Vanessa Reid opted for the \$250 health stipend versus enrolling into the single-coverage NHCASA paid health insurance.
  - 5. The next meeting will be held on October 21, 2024, at noon, at NHCASA.
- B. Board Development--*2024 Focus Committee* (Natalie Owens, Chair)
  - 1. Discussion regarding revisions to the NHCASA Board Member Job Description will be the main focus of the committee meeting scheduled for October 1, 2024, at noon, at NHCASA. The Board was encouraged to send suggestions to Owens.
- C. Human Resources (Tiffany Even, Chair)
  - 1. Working closely with the Finance Committee regarding personnel and budgeting.
  - 2. The HR committee will be looking at benefit options such as vision, dental, and life insurance plans for 2025. They will also focus on making sure the NHCASA wages/benefits are competitive with other non-profit agencies across South Dakota. Cermak will request salary/benefits information from other organizations. Sara Kelly, with the Court Improvement Program, will be the featured speaker at the October Board Meeting. She can address this issue, as well.
  - 3. A board vote wasn’t needed for the wage/benefits of the new Development Coordinator, as it remained the same as the previous one.
  - 4. The next meeting will be held in conjunction with the Finance Committee on October 21, 2024, at noon.
- D. Dueling Pianos (Kanda Guthmiller, Chair)
  - Sponsorships Secured: (Friend of CASA \$750) Jodi Elmore with Legacy Financial Partners, Coeur Wharf, Monument Health, Williams & Associates Architecture;

(Cash) SURF--Sanford Underground Research Facility; \$500; (Cash + Gift-in-Kind) 605 Media; (Gift-in-Kind) Holiday Inn; (\$600 Table Purchases) Highmark Federal Credit Union, Security First Bank.

Guthmiller previously emailed documents for the event sales pitch. Board members should be promoting the event on their social media pages. We need additional major sponsorships. All board members should be doing follow-ups on the letters that were sent out. Cermak noted the website now includes a spot for donations if people aren't able to attend. The NHCASA team will be hanging flyers in various communities in the Northern Hills. There have been talks regarding possibly holding the 2025 event at The Lodge in Deadwood. Guthmiller reminded everyone they are responsible for selling 16 tickets/2 tables or getting the equivalent in cash donations. The next committee meeting will be held on October 3, 2024, at noon.

**E. Signature Fundraising Events (Nicole McCourt, Board Liaison--ABSENT)**

**1.** 6<sup>th</sup> Annual Black Hills Super 6 Mountain Bike Race: 131 participants from six states; Rotary Club served lunch; Thanks to those who donated desserts; Coeur Wharf provided volunteers for the aid station; Dakota Gold employees were course monitors.

**2.** Sponsorships for both races were highlighted through the NHCASA website, social media, ITSYOURRACE, Black Hills Pioneer, KOTA Territory, and in the NHCASA newsletters.

**3.** Cermak reported the 2025 race dates have been set. There was some discussion about the rough conditions of Tinton Road and about contacting the Forest Service regarding the issue.

**X. Adjournment**

A motion to adjourn was made by Benedict and seconded by Dufner. Motion carried. The meeting was adjourned at 12:56 p.m.

The next BOD meeting will be held on Thursday, October 10, 2024, at 11:30 a.m., at the Spearfish Chamber of Commerce.

Submitted by: Amy Cermak, NHCASA Executive Director

\_\_\_\_\_ Date \_\_\_\_\_

Approved by: Clair Garvin Grable, 2024 NHCASA BOD President

\_\_\_\_\_ Date \_\_\_\_\_