

Northern Hills Area CASA
Board of Directors Meeting Agenda
Thursday, October 9, 2025 @ 12:00 p.m. MT
Spearfish Chamber of Commerce
106 W. Kansas Street
Spearfish, SD 57783

- I. Call to Order; Establish Quorum**
- II. Introductions**
- III. Approval of Agenda**
- IV. Minutes**
 - A. Consider/approve the regular meeting minutes from September 11, 2025.
- V. Executive Director’s Report—See attachment for more details.**
 - A. NHCASA Upcoming Activities: New CASA Volunteer Training; CASA Book Club; Volunteer Appreciation Banquet
 - B. Community Response to Child Abuse Conference Updates
 - C. VOCA Funding Historical Data
 - D. NHCASA Newsletter Feedback
- VI. President’s Report (Tiffany Even)**
 - A. Board Committees and Signature Fundraising Event roadmaps are works in progress; Annual Performance Reviews; Idea for BOD Self Assessments—NHCASA staff are implementing the self-evaluations, in addition to the Executive Director’s comments—CASA Commission has expressed the importance of these.
- VII. Treasurer’s Report (Jessie Dufner)**
 - A. Consider/approve the financial reports from August 2025.
- VIII. Committee Reports**
 - A. Dueling Pianos (Kanda Guthmiller, Chair): *Saturday, November 15, 2025; Spearfish Holiday Inn*
 - 1. Individual follow-ups from the sponsorship letters which were mailed out on June 2, with personalized greetings by board members.
 - 2. 2025 Sponsor Updates
 - 3. Utilizing free “Zeffy” payment program for sponsorships and ticket sales. Please encourage friends, co-workers, and extended family members to purchase tickets, as they are on sale now through the NHCASA website.
 - 4. Publicity is ongoing through the Black Hills Pioneer, KOTA Territory, social media, NHCASA newsletter, and promotional flyers. Spread the word.
 - 5. Silent Auction Items (Garth Evers—Coordinator): Updates; NHCASA will be donating a basket.
 - 6. As a board-hosted fundraiser, directors are required to sell 16 tickets or 2 tables. This can be accounted for through sponsorship procurements.
 - 7. The committee will be conducting a walk-through of the Holiday Inn Convention Center space, with the date to be determined.

8. The next committee meeting will be held on Thursday, October 9, 2025, at 1:00 p.m. Items to be discussed include volunteer and staff tickets. Follow-ups need to be completed with the entertainers, along with their room reservations. 605 Media—Need a photo booth confirmation. Volunteer and BOD display boards to be updated.

B. Finance/Human Resources (Jessie Dufner & Julie Benedict, Co-Chairs)

1. Updates from the committee meeting held on October 7, 2025.
2. The committee roadmaps will be shared at the November BOD meeting.

C. Board Development (Natalie Owens, Chair)

1. 2026 BOD membership updates/renewal of terms; 2026 Executive Board slate presentation, with voting to occur in November—ideas for voting process.
2. BOD recruitment—targeted audience for applicants from Belle Fourche, Newell, Nisland, Sturgis, Lead, Deadwood, Whitewood.
3. The committee roadmap will be distributed at the November BOD meeting.
4. The next committee meeting is scheduled for Thursday, October 16, at noon.

D. Signature Fundraising Events (Nicole McCourt & Garth Evers, Board Liaisons)

1. 40th Annual Spearfish Canyon Half Marathon/5K (July 11, 2026): Received approvals from the SD Department of Transportation and from the City of Spearfish; The NHCASA website and social media have been updated with next year's date.
2. Black Hills Super 6 Mountain Bike Race/Trail Run (August 15, 2026): The application for the 2026 event was approved by the USFS; Awaiting the final invoice from the 2025 race from the USFS; A post-event committee meeting will be held on Friday, October 10, at 9:00 a.m. at NHCASA.

IX. Adjournment

The next BOD meeting will be held on Thursday, November 13, 2025, at the Spearfish Chamber of Commerce at 11:45 a.m. Please note the earlier start time, as Sara Kelly, Court Improvement Program Coordinator, will be the featured guest speaker.

Attachments:

- September 2025 Meeting Minutes
- Executive Director's Report
- NHCASA Book Club Flyer
- Volunteer Appreciation Banquet Invitation
- CRCA Conference Summary by attendee CASA Volunteer Luke May
- VOCA Funding Historical Data
- August 2025 Financial Report
- BOD Involvement: *Please notify Amy Cermak if there are any discrepancies or missing information.*