



CASA CHILD ADVOCATES OF MONTGOMERY COUNTY

BOARD OF DIRECTOR'S MEETING MARCH 17, 2016

Held at: Tetra Technologies, Inc., 24955 Interstate 45 North, The Woodlands, TX 77380

Present: Jim Funke, James Pung, Robyn West, Judy Larson, Cathy Douglas, Sabina Rahman-Garcia, Bob Evans, Monica Vils-Brawner, Sharon Geib, Clay McCollor, Scott Creasman - Phone

Not Present: Steven Earl, Richard Lane

Others Present: Ann McAlpin, Cliff Hazel, Penny Plume

- 1.) Opening – 4:30 p.m.
- 2.) Safety Moment
- 3.) Advocate, David Birge, shared a case, which he was able to close, with a happy ending.
- 4.) Thanked Gala Chair, Joni Barker, for her hard work on the event.
- 5.) Debra Seefeld, independent auditor, said there was no significant adjustment needed to the 2015 financial statement. She said the financial report was good, and gave it a “clean opinion” status. The Form 990 will be sent out to all board members for review.
- 6.) Discussed the spending standard for charities. United Way set the standard of 25% for administrative costs, with 75% going to the program itself. Comment made that this standard has been “debunked” now. Discussion will continue at another time.
- 7.) Discussed how recruiting is good, with seventeen new people starting next week. Recruiting goes up when Dr. Phil talks about CASA.
- 8.) Discussed how the number of kids has gone up this year, with twice as many as expected; and how advocates need 8-9 months before taking on another child, with no more than 5 kids per advocate. Currently have 165 active advocates.
- 9.) Discussed third party events coming up, and Advisory Council date to be changed.
 - a. Northside Lexus is the largest donor, and their golf tournament is coming up in May. Need board to show up early morning or mid-afternoon around 2-3:00.
 - b. Discussed need to have fingerprinting done before audit, coming up in May.
- 10.) Motion made with unanimous approval of board minutes for January 21, 2016.

Committee Report

- a. Jane Phillips, with Chevron Phillips, will help with getting volunteers.
- b. The Exxon class is in a couple of weeks, with 9 people to attend.
- c. Calendar updates to be sent - Diamond Dinner Party on April 29, 2016 – 9 empty slots.
- d. Gala Stewardship Committee – work on how to generate money for the run.

Financial Report

- a. Gross profits are down due to grants being down. Expenses are also down. Cash from physical year is up, with eight months of cash reserve. Year to date grant revenue analysis to be completed before the next board meeting.

Governance Report

- a. No Governance Committee meeting was held.
- b. There are three new potential board members.
- c. By-Laws
 - i. Robin's time is almost up, so is leaving the board. Proposed change to by-laws, so Robin can stay as a liaison, as board member emeritus.
 - ii. Discussed putting up signs regarding guns on premises.
 - iii. Discussed the rule that you can't have a gun in the car if a child is in the car. There are liability issues.
 - iv. Motion made with unanimous approval to approve changes to policy and by-laws.

Strategic Plan

- a. Discussed need for board members to connect with politicians, judges, and young professionals.
- b. Discussed need to have 2 Hispanics and one African American to fill out the board, to match our community. Also, would like to get a pediatrician from Texas Children's Hospital.
- c. Strategic plan developed in 2012 - need to update every three years
- d. Discussed changes in the community – CYO – accept or make more changes – shared responsibility vs. not. NOTE: I'm not sure what this one is saying?
- e. Discussed how board responsibility changes as it grows.
- f. Review Strategic Plan scorecard yearly.
- g. Motion was made with unanimous approval to approve strategic plan.

Board Actions

Rice Best Boards - Sabina

- a. The Rice Best Boards validated everything the CASA board is doing.
- b. Need to review general liability insurance policy every two years—this will go to the Finance Committee.
- c. Need to check into insurance program regarding cyber security – huge issue.
- d. Need to make sure third party fundraisers have liability insurance.
- e. Ann to check on vendor insurance policies; Ann and Scott to take to finance committee.

Texas CASA Board Training - James

- a. James may continue to do some networking with other boards.
- d. Discussed mentorship program for new board members to help them understand their roles.
- e. Networking aspect was good in Midland.
- f. Discussed board retreat to connect and get to know each other, but not to work.

Advisory Council

- a. Discussed how to get more doctors or professionals involved who are influential in the community.
- b. Discussed the need to get feedback after fundraising events.
- c. Discussed problems with people RSVP'ing to accept and then don't come. Is it valuable to continue at \$25.00/person?
- d. Discussed need to get and keep Young Professionals. Look into doing Lunch & Learn events. Identify five or six people to advocate for CASA Young Professionals.

- 11.) Meeting adjourned at 6:00 p.m.
- 12.) Executive session opened. Adjourned at 6:15.