



CASA CHILD ADVOCATES OF MONTGOMERY COUNTY

BOARD OF DIRECTOR'S MEETING MARCH 16, 2017: Minutes

Location: Tetra Technologies, Inc., 24955 Interstate 45 North, The Woodlands, Texas 77380

Time: 4:30pm – 6:20pm CDT

Present: Jim Funke, Robyn West, Sabina Rahman-Garcia, Judy Larson Olson, Clay McCollor, Bob Evans, Jeannette Cross; By Phone - Scott Creasman, Steven Earl, Jud Miller

Not Present: Richard Lane, James Pung, Sandy Petermann-Williams

Others: Ann McAlpin, Shannon Wilson, Virginia Breaux (Seefeld, Lawson, Moeller, LLP), Sharon Howerton (Advocate)

The meeting was called to order with a quorum at 4:35pm CDT

- **Ann McAlpin presented a Safety moment**
- **Child Story:**
 - Ann introduced Sharon Howerton, Advocate
 - Sharon worked with a 4 year old boy who had been taken from his grandmother and placed with a foster family who had 2 children of their own
 - The 4 year old required speech therapy. The therapist was also a foster parent
 - The 4 year old had significant conflict with one of the children in the home, and the foster family asked for the 4 year old to be moved
 - Speech Therapist agreed to adopt the boy
 - Advocate worked through the issues and facilitated the resulting placement and adoption
- **Audit Report:**
 - Scott Creasman noted that the audit was completed and approved at the last Finance Committee meeting
 - Virginia Breaux with the audit firm presented a high level summary of the audit noting:
 - CASA received an unmodified opinion
 - CASA had neither non-compliance issues nor any mis-statements
 - **VOTED: Motion to Approve - Scott Creasman; Seconded – Sabina Rahman-Garcia; Unanimously approved**
- **VOTED: Approved the minutes from January 19, 2017 meeting**
- **Ann McAlpin: Executive Director's Report:**

- Introduced CASA's new Development Director, Shannon Wilson, and expressed her delight at having Shannon join CASA
 - Children are coming in to CASA at a rate 38% higher than the same time period last year. Thus, CASA must hire another Case Supervisor sooner than expected
 - Two staff members are leaving:
 - Doris, CASA Administrative Assistant. Doris has been with CASA for about 1 year.
 - Wanda Smith, who plans to return to school
 - CASA will interview for a new administrative assistant.
 - Wanda's responsibilities will be handled by one of the current case supervisors who will also continue with some case supervisory responsibilities
 - Wanda will be recognized at the July Board meeting
 - April is Child Abuse Awareness Month
 - April 7 is Go Blue Day
 - Social media events are planned
 - BOD members were given a Child Abuse Awareness pin and asked to wear it on Go Blue Day
 - BOD members were asked to send thank-you's to advocates who have recently completed a case as well as donors. Ann will communicate the donor information via email.
- **Committee Reports:**
 - **Finance – Scott Creasman**
 - The Finance Committee will reconsider if and how to invest unrestricted, unallocated reserves
 - The Committee needs 1 or 2 additional members
 - Scott reviewed the financial results for the first 4 months of this fiscal year (Nov 1/16 to end Feb 28/17)
 - ✓ CASA's finances are doing well
 - ✓ Gala net income is \$27K favorable to budget
 - ✓ Actual YTD expenses are on track with budgeted expenses
 - ✓ Scott expects a deficit for the year in line with the budget deficit
 - ✓ Currently have over 9 months of unrestricted, unallocated funds (Minimum goal is 5 to 6 months)
 - **Governance: Judy Larson Olson**
 - No Governance meeting since last BOD meeting
 - Judy, Ann and Jim will have lunch next Friday with Sean Douglas, a prospective Board member
 - Judy asked for input on whether the Board Scorecard is working?
 - ✓ Ann will email individual scores to each Board member
 - ✓ It was suggested that a pie chart showing the Board's activities be constructed and communicated
 - Volunteer Travel Policy:
 - ✓ Texas CASA has a grant that will reimburse local programs for mileage for Advocates who go on trips of more than 100 miles round trip to visit their children. To be eligible, we have to have a policy in place to reimburse advocates.
 - ✓ Judy proposed a policy and asked for Board approval

✓ **VOTED: Motion to Approve – Robyn West; Seconded – Bob Evans; Unanimously approved.**

- Jim will be leaving CASA's Board in January having met his term limit. He plans on becoming an advocate. Judy will take on the responsibilities of Board Chair. She asks for a volunteer as vice-chair.
- **Development: Shannon Wilson**
 - Net Gala proceeds to date of \$260,355 which does not include \$13K from the Diamond Dinner
 - Begun looking at grants that CASA has unsuccessfully submitted to understand why they were approved
 - Waiting for the Simmons Foundation to give their approval for us to submit a grant request for \$30K
 - Developing ideas for the Annual Campaign; capitalize on April which is Child Abuse Awareness Month
- **Legislative: Clay McCollor**
 - Had a very good day at the Capitol in mid-February
 - Had 3 representatives attend the Child Welfare Primer and 6 representatives attend CASA Day
 - Legislators are familiar with CASA.
 - CASA reps communicated the benefits to the State to demonstrate that the funds provided to CASA are a good investment
 - State Representatives communicated that any increase in budgetary items for CASA must come from another agency; and CASA must help legislators determine what programs to draw funds from
 - Texas CASA and our Legislative Committee are commenting on pending bills
 - Clay suggested extending an invitation to Representatives to visit our office
 - The suggestion was well-received by the Board.
- **Gala Debrief:**
 - Ann and the Gala committee received great feedback from the volunteer committee, Board and staff
 - Two major issues were identified:
 - Long checkout lines as guest were leaving
 - Take more time before the event to organize & prepare (e.g.: sell tables earlier; obtain auction items earlier, etc)
 - Other Board member comments
 - Liked the Fund-A-Child evergreen projection of donations and name
 - Auctioneer was very good as was the announcer
 - Like to have better live auction items. Shannon will follow up on this with Richard Lane
 - Silent auction should be more visible/accessible
 - In the future, pre-Gala consultants must also be onsite during the Gala
 - Need strong/active sub-committees for the auctions
 - Suggested that the Gala committee consider naming an honorary chair
 - Bidding apps worked well
 - Board agreed that if the 2018 Gala is held at the Marriott that a date of February 10 is preferred. Shannon will contact The Woodlands Resort for possible dates and venue options.

- **CYO Proposal – Robyn West**
 - Robyn West described a proposal that The CYO Executive Committee is considering that will better align Angel Reach and MCYS with their primary targeted populations – MCYS will address the needs of youth in crisis and Angel Reach will address youth who have foster care history
 - This approach will accelerate youths’ progress and reduce wasted effort and cost. It will also eliminate funding issues for CYO since Angel Reach and MCYS will raise funds to cover the costs of their clients’ services rather than CYO doing so
 - MCYS, Angel Reach and CASA will continue to work collaboratively
 - Angel Reach will continue to provide services to MCYS under a service agreement
 - Robyn answered Board questions
 - Other than feedback, no Board action was requested

- **How did we advance our mission today?**
 - Advanced planning for the 2018 Gala
 - Reviewed and approved the audit report
 - Approved the Volunteer Travel Policy

- **Regular meeting closed at 6:20pm CDT**
- **Executive session deferred - no pending agenda items**