



Board of Directors Meeting

Date: November 22, 2022

Location: Abby Bank 1500 N Casaloma Dr #103, Appleton, WI 54913

Attendance:

Directors Present: Kevin Head, Adam Figurin, Marissa Knuth, Amy Swick, Kathy Davis, McKenzie Clemons, Jason Rottier, Kathi Drake, Derek Fiestadt,

Directors Absent: Nora Gonzalez Carvajal, Chris Hoffman, Amy D’Addario

Staff: Dawn Gohlke, Jenn Harper

Guests: Sharon Schumacher (Special Advisor), Lindsay Kehl (Perspective Board Member), Carrie Arndt & Tammy Johnson from Power of 100

I. Welcome and Introductions (Adam Figurin)

- A. Remember to fill out your volunteer hours & miles
- B. Introduced Lindsay Kehl as a perspective board member. Works at U.S Venture in the Human Resources department

II. Mission Moment (Jenn Harper)

- A. Invited Carrie & Tammy from Power of 100. They meet quarterly & share different non-profits in the area. Jenn was able to speak for 5min & awarded funding last month.
- B. CASA will be able to talk for 15min next quarter sharing what the funding will be used towards.
- C. Currently \$10,000 with an opportunity to get another \$5,000
- D. Took group photo with the board, Power 100 & check.

III. Consent Agenda (Adam Figurin)

- A. October Board Minutes (Edit Kevin Head to Kevin Head)
- B. Treasurer Report from October – Derek Fiestadt
- C. Management Reports for October
- D. Motion to approve by Derek Fiestadt, seconded by Amy S, moved

IV. Treasurer’s Report (Derek Fiestadt)

- A. See Financial documents on Website for details
- B. Through Oct—Revenue -\$51k
 - i. CASAblanca was lower by -\$25k
 - ii. Projected to hit 92% of revenues for 2022
 - iii. Have a few outstanding grants (i.e- United Way)
- C. Expenses favorable by \$60k due to salaries
- D. Cashflow -\$17k due to accrual accounting

V. **Fund Development Update** (Jenn Harper)

- A. Last week Kim O'Brien & Jenn were in San Antonio speaking at conference for funding & technology. Was positively received & she was asked to speak at other events
- B. Milke Family Foundation grant was accepted for \$15,000. Commented that it was one of the better written grants they received.
- C. Next week is Giving Tuesday, getting more recognition but we'll have some email blasts going out for an additional funding push
- D. Facebook flagged our CASA account & we are now unpublished. Working to get appealed & not have to get reset up. Staying active on Instagram & LinkedIn.
- E. First year-end letter went out with little boy & the temporary tattoos. Pushing the donor communication & engagement seems to be working & returning to Active Donors.
- F. Jenn looking for volunteers to do a Call Ask for any donors who donated last year but haven't done anything yet. She will provide a list & short script for volunteers to you.
 - i. McKenzie, Amy S & Jason volunteered
- G. \$5,000 from J.J Keller that is restricted. Used for direct service to the kids.
- H. \$2,000 donated from IndUS; Dawn & McKenzie invited to their banquet & received donation.

VI. **2023 Budget Overview** (Derek Fiestadt & Dawn Gohlke)

- A. Budget is similar to last year; overall revenue increase is about 11%
 - i. \$56k of this is already approved from Outagamie County
 - ii. Grants next year will have full rotation of basic needs, will get reintroduced to some major donors we had in the past & slight increases to current donors.
 - iii. Restricted Funding will have a national CASA growth grant of \$60k
 - iv. Budgeting a little less for Individual Contributors
- B. Expenses increase about 12% to LY
 - i. Special Events slight increase because new venue, food, etc.
 - ii. Projected a new Advocate Coordinator, dental + vision benefits.
 - iii. Able to switch to CASA manager system that will be friendlier for reports vs Optima
 - iv. Looked at what the difference would be for a 3% vs 5% increase in salary in comparison to the 10% economy inflation
- C. Motion to approve Budget 2023 by McKenzie Clemons, seconded by Kathi Drake, approved

VII. **Executive Officer Nomination** (Adam Figurin)

- A. Kathy Davis nominated to secretary to replace Dennis Bohn
- B. Motion to approve by Adam Figurin, seconded by McKenzie Clemons, approved

VIII. **Executive Director Report** (Dawn Gohlke)

- A. What's going well:
 - i. \$56k from the Outagamie Co
- B. What's been challenging:
 - i. Would like to have a lawyer on the board with CHIPS or Family Law history. Someone with corporate or criminal law history would also be great.
 - ii. Fully completed an Indiana criminal background check & found nothing on the ad coordinator. This incident was shared at last meeting, we still have no red flags from this individual but will note this for future. He is still unaware of this incident.
- C. Asking board if we could close the office between Xmas & NYE for the 3 days. Board agrees as long as everyone knows that if Emergency Court happens, they need to be there.

- i. Motion to approve Kevin Head, seconded by McKenzie Clemons, approved
 - D. What's upcoming:
 - i. United Way application due Feb 14th
 - ii. Working on performance reviews

IX. **December Meeting Discussion** (Adam Figurin)

- A. What date works for the Dec Board Meeting/Holiday Party
 - i. Thursday Dec 15th 5pm
 - ii. Adam will work on the location & share with us.

X. **Meeting Adjourned** (Adam Figurin)

- A. Moved to Executive/Closed Session