



CASA OF NORTHEAST OKLAHOMA, INC.

Regular Meeting of the Board of Directors
Thursday, April 16, 2020, 6:00 p.m.
Via Zoom Videoconference

Members Present: Herb Angle, Steve Smith, Ashley Landon, Dynda Post (attended until 6:15), Julie Sellmeyer, Susan Young, Mylisa Gaines, Tara Howard, John Myers, Shaunda Davis and Andrew Haire.

Staff Present: Angela Henderson

Ex-Officio: Barbara Loring

I. Call to Order

The meeting was called to order by President, Ashley Landon, at 6:02 p.m.

II. Approve Minutes from the Regular Board Meeting (2/13/2020) and the Special Board Meeting (4/2/2020)

A motion was made by Steve Smith, and seconded by Julie Sellmeyer, to approve the minutes for the last two board meetings. The motion carried unanimously.

III. Chair's Report

The Board Chair, Ashley Landon, had nothing new to report.

IV. Director's Report

Angela shared the Grant Summary Report and was pleased to report donations from Ottawa County United Way, Arvest Foundation, three Arvest Banks, and Claremore Wal-Mart totaling \$32,000. It was reported that work on the Washington County CASA has been put on hold due to COVID-19. Presently, there are six trained and sworn volunteers and a class of nine ready to go. Efforts to look for a space for the Bartlesville office will begin in earnest when it is safe to do so. Jeri Holmes has completed a draft of the Governance Policies and Financial Operations manual and Angela will send it out to the appropriate groups after her review. A Zoom meeting will be planned for Jeri Holmes to review the policies with the board members. Angela shared how incredibly beneficial her coaching sessions with Meg Morgan have been and would like to continue for another six months. The board was also made aware of a part-time staff resignation due to the fact that she was not willing to sign a Performance Improvement Plan.

V. Work Group Reports

A. Finance and Audit Work Group

1. Approve Financial Reports for November 2019, December 2019, and January 2020

The board was presented with and reviewed the Financial Reports of November, December, and January. A motion was made by Steve Smith, and seconded by Andrew Haire, to accept the financial reports for November and December 2019 and January 2020. The motion carried unanimously.

2. Approve a \$2,500 Increase to FY 2020 Budget for Executive Director's Compensation

The Finance Work Group recommended a salary increase for Angela Henderson, Executive Director, of \$2,500 for the remainder of this fiscal year, \$7,500 for the next, for a total of \$10,000. This would be equivalent to \$2,500 per quarter. The board felt this was long overdue, since no increase in salary has been given for years. One board member voiced a concern as to whether CASA can afford this increase in salary. The board discussed the possibility of recruiting consultants or ex-officio members to sit on the board to give financial advice and information.

A motion was made by Steve Smith, and seconded by Andrew Haire, to approve the salary increase. The motion carried unanimously.

B. Governance and HELP Work Group

The Governance Work Group recommended tabling recruitment for the open board positions to a later time and not during this time of COVID-19. They also reviewed the HELP Grant Governance Policies and Procedures and Angela will send to the board at a later time. Lastly, the group developed a Zoom Meeting protocol.

A motion was made by Susan Young, and seconded by Shaunda Davis, to accept these governance recommendations. The motion carried unanimously.

1. Accept the Resignation of Shannon Baker

A motion was made by Andrew Haire, and seconded by Steve Smith, to accept the resignation of board member, Shannon Baker, after receiving a letter from her. The motion carried unanimously.

2. Approve the Appointment of Steve Smith as Secretary/Treasurer

A motion was made by Shaunda Davis, and seconded by John Myers, to approve the appointment of Steve Smith as Secretary/Treasurer. The motion carried unanimously.

C. Fundraising, Marketing and PR Work Group

1. Approve Gift Acceptance Policy

The board was presented with a copy of the Gift Acceptance Policy for review.

A motion was made by Herb Angle, and seconded by Shaunda Davis, to approve the updated gift policy. The motion carried unanimously.

2. Approve Fundraising Committee Guidelines

The board was given a copy of the Fundraising Committee Guidelines for review.

A motion was made by Herb Angle, and seconded by Shaunda Davis, to approve the updated fundraising guidelines. The motion carried unanimously.

D. Expansion and Volunteer Recruitment/Management Work Group

1. Approve Addendum to Oklahoma CASA Memorandum of Understanding

An addendum to the Memorandum of Understanding was created to temporarily modify the minimum requirements for CASA volunteer advocacy and staff supervision as stated in both National CASA and Oklahoma standards. This is due to COVID-19.

A motion was made by Herb Angle, and seconded by Steve Smith, to approve the addendum. The motion carried unanimously.

E. Executive Work Group

1. Approve Additional Six Months of Executive Coaching for Angela Henderson with Meg Morgan

A motion was made by Ashley Landon, and seconded by Susan Young, to approve the additional executive coaching sessions. The motion carried with the following vote:

| | |
|-----------------------|----------------|
| Ashley Landon | Yes |
| Herb Angle | Yes |
| Andrew Haire | Yes |
| Steve Smith | Yes |
| Mylisha Gaines | Yes |
| Julie Sellmyer | Yes |
| Susan Young | Yes |
| Shaunda Davis | Yes |
| Tara Howard | Yes |
| John Myers | Abstain |
| Dynda Post | Yes |

VI. Adjournment

A motion was made by Steve Smith, and seconded by Shaunda Davis, to adjourn the meeting. The motion carried unanimously. The next Board of Directors meeting is scheduled for June 11, 2020 at 6:00 p.m. via Zoom.

Ashley Landon, Chair

Steve Smith, Secretary/Treasurer