

SD CASA Commission Annual Meeting

May 4, 2010 8:00 am

Capitol Building, Room 413

Attending:

- Commissioners: Circuit Judge Kathleen Trandahl; Kristie Fiegen, Junior Achievement; Kimberly Max, Court Services Officer; Jaime Reiff, Child Protection Services. Excused: Lisa Thompson
- CIP Committee Members: Judge Jeff Davis and Sharon Kallemeyn
- UJS Staff: Sara Kelly and Gloria Guericke
- CASA Directors: 1st Circuit – Brenda Schulte; 2nd Circuit – Amy Benda; 3rd Circuit – Julie Wermers; 4th Circuit – Gypsy Petz; 5th Circuit – Shirley Schwab; 6th Circuit – Kent Huckins; 7th Circuit – Chad Catron; Tribal Court – Arlana Bettelyoun; State Association – Jessie Kuechenmeister

Chair Judge Trandahl called the meeting to order at 8:01 a.m. The CASA Commission members introduced themselves to the directors and guests. Judge Trandahl explained that Commission member Lisa Thompson couldn't attend today. She then introduced the Court Improvement Program (CIP) members. The SD CASA Commission fund has \$225,000 for the 2010 disbursement.

Ms. Sara Kelly updated the Commissioners and CASA directors of Court Improvement Program (CIP). CIP money is available to support the CASA programs with the basic, training and data tracking grant fund. The basic grant fund has \$132,000 available. This amount is an increase of \$27,000 from last year. The CIP committee will meet June 7 to review grant applications and award the money. Programs must complete a grant application and, if approved, the funds are available for non-federal fund reimbursement basis. Judge Davis noted that there are some restrictions on the funds.

Judge Davis informed the group that the video for attorneys was our project for last year and it is available on the UJS website. The attorney views the video and then when they pass and are certified, they are put on the list as available to represent A&N children in court. The certified attorney list is also available on the UJS website.

Judge Trandahl thanked Sara for taking on the CASA responsibilities and also for taking on the new duty this year of site visits.

Judge Trandahl informed the CASA representatives that they are ambassadors for children. They wear many hats in that they are liaisons with the community in their work with children, they work with their Board of Directors, and they do fundraisers for the program. She noted that on September 28 the committee had a conference call and the May minutes from 2009 were approved at that time. She asked for a motion to approve

the September 28, 2009 minutes. Ms. Fiegen and Ms. Rieff moved and seconded the motion. The motion passed.

Presentations:

1st Circuit: First Circuit CASA Program. Director Brenda Schulte

Ms. Schulte thanked the committee for the opportunity to tell about their program. She provided highlights from the past year.

They've completed a Strategic Plan which was not included with their information as this was sent out before the Plan was completed. She distributed the Strategic Plan (Document #1) and explained that they decided to go with a 5-year Plan as things are improving and growing in Mitchell.

They are trying to team up with other organizations in Mitchell for fundraising. So far, they've teamed up with Women of the Moose and with Clockworks Cycle. Fundraisers include a poker run to tie in with the annual rodeo, and they also want to do a Dyno-Shoot Out. Clockworks are nationally known via the Discovery Channel as Laura and her 2 daughters have won the national land speed award. There's also talk of building a custom motorcycle and auctioning it off as a fundraiser. She distributed a Project Calendar for 2010 (Document #2).

Ms. Schulte explained that they have a full board this year for the first time. Kathy Hofer is their fundraiser and has a good fundraising history in their area. They also have a retired marine who worked for NCIS and speaks 5 languages. He's worked with child abuse cases in the past. They presently have 18 volunteers. They hope to have 100% of the abused kids in their care by next year and they are moving forward to make the program self-sustaining

Judge Trandahl asked if last year's funding was helpful. Brenda replied that it helped, but they still had to dip into their reserves to keep their doors open as their fundraising has been hit by the recession. The CASA money helped them recruit and train volunteers and they now have more than ever before.

Ms. Schulte is the only fulltime employee. They train volunteers as soon as they come in rather than waiting for a group to train. The Rural Outreach Coordinator is a retired psychiatric professor and she has tweaked their information to fit their community.

Ms. Schulte noted that having a full board makes her job easier. She can now concentrate on what the program needs.

Ms. Fiegen thanked Ms. Schulte's group for all that they do. She then stated that she noticed that the past 2 years have been deficit spending. She expressed concern about the \$30,000 income one year and \$6,000 the next, and asked what approach was originally used. Ms. Schulte explained that they hired a consultant the year they raised \$30,000 and that the consultant was hired at a discounted rate. He had the connections and the experience. The following year they approached the \$10,000 donor and he turned them down.

Ms. Fiegen asked questions about the Strategic Plan and Ms. Schulte explained that they have enough volunteers to serve 100% of the kids and they need staff to supervise the volunteers. With the new Board members, they'll make the contacts. Financially, they at least want to break even every year. She pointed out that they didn't increase their budget. With volunteers and Board, they can move forward with the finances. It all filters down from funding.

Ms. Reiff noted that no volunteers have resigned. Ms. Schulte stated that this is correct, but one is on a sabbatical.

Ms. Fiegen asked how many years the Mitchell CASA has been in existence. Ms. Schulte replied that it started in 2000 with a part-time director and then Emily Jensen took over.

2nd Circuit: Sioux Falls Area CASA Program. Director Amy Benda

Ms. Benda thanked the CASA committee for their support. She stated that she is excited with the direction CASA is heading statewide. The State CASA meeting was held yesterday and their goal is to reach every child in need.

She said that the Sioux Falls agency had a good financial year last year. They had 2 sizeable financial donations. Ms. Benda stated she thinks their funding, volunteer recruitment and retention is from stability in their organization as she has been with this program for a long time. They did have some staff turnover when Emily (formerly with the Mitchell program), resigned to stay home with her daughter.

Ms. Benda discussed some of the highlights from the past year. They trained 48 volunteers. They had public service announcements (PSAs) on KELO, which were a huge benefit for their program. They brought back the Fire and Ice fundraiser and brought in between \$15,000 -16,000 net total. They have continued to stay laser-focused. Many constituents share that they are pleased the program stays focused and doesn't start new mini programs when funding is available.

Everything is based on relationships and networking. 24% of their budget comes from United Way, and they've been able to increase their staffing from this funding. Their other funding is from CASA.

Ms. Reiff noted that the program has 115 volunteers sworn in and 82 are presently on a case. Ms. Benda explained that several of their volunteers are waiting for their kids to graduate and go to college before they take a case. Their program wants a volunteer base of 120-130 so that the volunteers can get a break. Some volunteers feel guilty as they feel that kids won't be served if they don't continually stay working.

Ms. Max asked about the Judges Circle and noted that this is a wonderful program to raise money and encourage community participation. Ms. Benda explained that they are on year 4. Judge Trandahl stated that she saw their program announcement at the airport and it was great.

Judge Trandahl asked how the money received from CASA last year was spent. Ms. Benda reported that it went toward staffing and helping build support with DSS. She noted that it takes staff in order to have volunteers.

Ms. Fiegen asked about their 5-year plan. Ms. Benda stated that they're working on another one this year.

Ms. Fiegen asked about the "304" total in the "New Petitions Filed" column (Document #3). Ms. Kelly explained that new petitions are filed, but not all the ones filed turn into full CASA A&N petitions. Ms. Benda noted that 304 is the total of new petitions filed, but not necessarily turned into A&N cases.

3rd Circuit: East-Central CASA Program. Director Julie Wermers

Ms. Wermers thanked the commission for their past support as it has contributed greatly to the recruitment and retention of volunteers and for retention of staff. Their goal is for support and assistance to kids.

They are in the process of expanding into Codington County and have received some financial support. They had a discussion at the meeting yesterday regarding moving into Beadle County. This move would be further down the road as they are looking into moving into counties that would be more financially stable for them.

They showed a surplus last year, but that's because the Larson contribution came in at the end of the year. They had several third-party events held for them last year. One person did a Fire and Ice fundraiser. Another fundraiser was a Giving Tree, which generated \$1500. A photographer is donating 100% of their sitting fees for awhile as a fundraiser. They have had 2 years of surplus funds.

The Watertown training will begin very soon, but they will use Brookings volunteers until the Watertown volunteers get trained. They are implementing an independent study because it can take too long to get a group together and you'll lose potential volunteers.

Ms. Rieff asked if there were any children on the waiting list and Ms. Wermers replied that there were none at this time

Ms. Max asked their plans for building ownership in Watertown. Ms. Wermers replied that this has been taking time. They cannot do a Fire and Ice fundraiser in Watertown and expect Brookings people to attend. Ms. Max: suggested having a local volunteer from Watertown be the first volunteer as they can then talk about the program at local programs, meetings, etc., and build respect for the program in the community. She pointed out that they can be an advocate for you. She cautioned that there are politics between communities and you need to keep the volunteers in the community.

Ms. Reiff wished them good luck in expanding into Huron also.

Ms. Max stated she was pleased that they recognized the need for male volunteers who can also act as role models for teenage boys

4th Circuit: Northern Hills CASA Program. Director Gypsy Petz

Ms. Petz thanked the committee for the opportunity to visit. She noted that last year's funding went toward staffing and toward training. They did a skill-focused training rather than their usual training.

Their board is composed of members from different communities. This way they can do one program and get support from the various communities rather than having to deal with politics.

She explained that they are getting reduced donations because of the economy, but that relationships in the community are helping keep donations coming in. A Deadwood casino (Cadillac Jack's) held a fundraising opportunity for them. A wine tasting event will also be held for them. These types of events help immensely. In addition, they do 3 fundraisers a year.

They are able to serve all the kids coming through. She noted that South Dakota is able to serve most of the kids coming through; whereas, at National CASA, you find that not all the states can serve all their kids.

Ms. Feigen stated that she was pleased they held their line on expenses and commented on what appeared to be a \$269,000 balance. Ms. Petz explained that this is close to their current balance. Ms. Feigen asked how they built up this total and Ms. Petz explained that they are looking at purchasing a permanent building rather than paying out rent. They wrote several grants to obtain funds toward purchasing a building and some of this surplus is in their "building" fund. Some of the money is in staggered CDs (about \$10,000 for each CD, with one coming due about every 3 months). Ms. Petz noted that the rent for office space is high. They had considered purchasing a house and expanding to do visitations, but you then have to remodel the bathrooms, etc., in order to meet standards. Ms. Feigen asked their number of FTEs and Ms. Petz replied they have 3.5 employees.

Ms. Petz explained that their Board originally shied away from business relationships with casinos, but their ideals have shifted since it is felt that if a business is in a community, they should be allowed to participate toward a community program like CASA.

5th Circuit: CASA of Aberdeen Program. Director Shirley Schwab

Ms. Schwab thanked the Commission and Sara, who is also helpful to them through the Court Improvement Program. She explained that the funding received last year went toward supporting staff and toward utilities.

There are 5 items they are focusing on this year: The first is volunteers. They have 26 volunteer advocates right now. They did some revamping with volunteers this past year.

Some volunteers were inactive and have since become active. One volunteer they've had since 2002 will move into a Training Mentor position. They also had some staff turnover in 2009. One person had to stay home with her son, but is staying on in a consultant role, which is especially helpful because of her ICWA background.

Their new system of case management and the way they are now handling files is really helping the volunteers. They can grab the file right away and can review the narrative or write the report immediately. CASA notifies the states attorney if they come across information that needs to be known.

The South Dakota Community Foundation is sponsoring a workshop in June in Aberdeen. Their CASA program will attend to develop a Strategic Plan. They are also working on building up their budget.

One thing they've worked hard at is maintaining their individual donor base as they have several significant donors. The individual donor technique takes a lot of time. Ms. Schwab was informed by her Board that she needs to be the one who contacts the significant donors. The Presentation Sisters donated \$10,000 and they kicked off their fundraiser for them. The Aberdeen Foundation is also making donations. Avera has also been good to them over the years. No money is being donated by the community doctors, so Ms. Schwab is working with the doctors' spouses on an educational program. She is also planning to do a presentation to the doctors to make them more aware of child abuse.

They have a good Board in place.

They deal with a diverse population and a lot of poverty. One volunteer did a coat drive at work to help out with clothing. They have formed a relationship with Avera and one department asked for the names of 4 families to which they could provide gifts. The families did brief surveys as to their needs and the responses included basics such as paper towels, garbage bags, and shoes for work. One foster mother requested a double stroller. A stroller was donated and when the family is done with it, they'll loan it out to another family.

Ms. Fiegen asked how they plan to retain their reserve from past years. Ms. Schwab replied that \$50,000 is their hope for perpetual donors by end of the year. They also hope the Presentation sisters will do their donation again this year.

Ms. Schwab stated that they did something different this year with volunteers. When the kids are placed back with families, The CASA program has an area for the kids to play so they can visit with the parents on a different level.

Ms. Schwab noted that the Friends of CASA does the various drives mentioned above. They have a committee that does the Fire & Ice fundraiser for them.

6th Circuit: CIVIC CASA Program. Director Kent Huckins

Mr. Huckins thanked the committee for this opportunity to visit and for the funds for the CASA programs across the state. Salaries, operating costs and a bit of travel were how they used last year's money. Some other funding sources are tied into the services they provide.

Mr. Huckins explained that they had a struggle last year with income as it was down in 2009. Even the March fundraiser had a drop in income. In fact, the income has dropped a bit over the past couple years. Attendance at the fundraiser events hasn't decreased, so they are considering different ways to increase the fundraising.

Three Board members left this past year. Prior to that, they had been at 15 members. They are looking at getting replacements. Two of the members were big contributors and the third person is doing training to become a volunteer. The one Board member replaced herself with another recruited person. They want to do a Board Retreat later this year and focus on their 5-year plan.

The Winner volunteer has been busy and may have another volunteer for the program. The independent study model will work well for this person. In Pierre they have some wonderful advocates, but they are also people involved in a lot of other volunteer programs.

Things they've done well the past couple years in the 6th Circuit include getting their name out - they are seen as an integral resource in community. Mr. Huckins participates in many interagency programs that deal with kids – educators, law enforcement, mental health centers, DSS, etc. He will also participate in performance reviews with DSS for some tribal children.

Mr. Huckins spent time at a Hutterite colony between Mitchell and Sioux Falls on behalf of 6 kids from a family where the dad killed his wife. There was no advocate available at the colony for the kids and the teenage boy didn't want to live in the colony. The colony has strict rules about not returning after leaving and Mr. Huckins was able to get them to be flexible about the teenage boy. The rest of the kids were adopted by the family.

Ms. Fiegen thanked Mr. Huckins for serving this central area. Mr. Huckins noted that he has been with the program for 4 years. The program has been in place for 9 years and he's the 5th director.

Ms. Fiegen stated that he has had a lot of opportunities. She pointed out that the program needs a Strategic Plan to focus the program and the Board. She was noted financial statements showing an \$11,000 deficit one year and \$30,000 another year. Net assets are \$11,000, which isn't much when you are projecting deficits. She felt that a laser-focused Strategic Plan could help him work on funds and volunteers. Right now, not enough clear focus is shown. Mr. Huckins agreed that a Strategic Plan would help the Board with focus. It would put some oars in the Boards' hands and keep them on a straighter path. Ms. Fiegen noted that if you're focused, they'll be focused.

7th Circuit: Seventh Circuit CASA Program. Director Chad Catron

Mr. Catron thanked the CASA Commission for past support received. Salaries, general operating expenses, and training were how last year's money was used.

This last year was a pretty good year for the program as they were able to advocate for more kids than in prior years. He had a discussion yesterday with the state directors and it is felt to be more "apples to cucumbers" than "apples to apples" as the difference between Rapid City and Sioux Falls for any case that comes in at the 48-hour hearing. They are now keeping these numbers separate and this number may be drastically different next year. Percentage wise, it may boost the number of kids eligible for their program.

They had 75 active volunteers on cases last year out of their 100 volunteers. He explained that some volunteers need a hiatus after coming off a case and may instead help with a fundraiser while taking a break from cases.

They spoke with the Pennington County Bar Association this past year and were amazed so many attorneys were unaware of CASA's function.

This past April they set up cardboard cutouts of kids, (representing the Forgotten Child), in the community. This campaign resulted in a significant number of volunteers joining their program.

They are presently serving 104 kids with advocates. In addition, numerous cases closed over the past couple months. Their Strategic Plan includes topics such as publicity, fundraising, identifying their special events, and improving the operational efficiency of their Board of Directors.

He noted that their Board had gotten stagnant but has started to improve over the past couple months. They will have a 12-member Board. Financially, last year was good as it was the first time they ended up in the black. The reason for this is that they have been actively controlling expenses. Their individual giving is increasing as well.

The Fire and Ice fundraiser was in late February and they had a record revenue net income. Their playhouse raffle was done for only 3 days at the Home Show, but the 3 days brought in a comparable amount to what was brought in when displayed elsewhere for longer time periods in the past.

Mr. Catron has been with this CASA program for 2 years. Ms. Fiegen commended him on cutting expenses by \$60,000, which takes a lot of hard work and staff buy-in. In addition, they had a \$16,000 surplus last year. She noted that the program has both a Strategic Plan and focus. She asked the net income for the Fire and Ice fundraiser and Mr. Catron replied that it was approximately \$26,000. Last year it was between \$17,000 and \$18,000.

Ms. Fiagen asked what was their biggest challenge in Rapid City and Mr. Catron replied that it was continued support. He noted that some individuals had never been approached before and just gave from the goodness of their heart. He plans to develop this area of individual contact. Another challenge is the recruitment and retention of volunteers.

Ms. Fiagen commented that she liked the fact that he recognized that he needed the “right people on the bus” for his Board and took the initiative to make the change.

Tribal: Oglala Lakota CASA Program. Arlana Bettelyoun, Director and Bev Tuttle

Ms. Bettelyoun thanked the Committee for their support and noted that their CASA program has gone through some major changes this past year. She stated that Sara was there in March and they showed her what they’ve been doing to be conducive to serving their population.

Due to unforeseen circumstances this fiscal year, certain actions were taken by their tribal council. The CASA program is still there and they are in a transition phase. They have a fiscal consultant to help them switch over to doing their own fiscal management. Ms. Bettelyoun is getting training through the Lakota Fund to learn how to use Quick Books.

This past year Ms. Bettelyoun worked hard on case closures and closed 50 cases. They originally had 112 cases and they are now back up to 72 cases.

In 2007 they had a deficit and in 2008 they got funding from the Department of Justice to keep their program going. CASA funding is used for the training of their 20 new volunteers.

Their 2009 audit will show some donor base, which is something they never had before. These donors are all from out of state. They have done gift giving at Christmas time for the kids. All the gifts and wrapping paper were donated.

A woman contacted them last week and wants to do a fundraiser for them in her community.

They are still in the same office space. There is a legality issue as to whether the building will be done away with or if it will go back to the tribal council.

The amount they requested from CASA is \$25,000, which Ms. Bettelyoun felt was a very realistic amount due to the geographical distance where the children are located. The funds would also pay for some of the rent, bookkeeping costs, and for retaining volunteers.

They have a staff of 3 and would like a part-time person who could do their newsletter. They feel their newsletter brings them more exposure.

Ms. Tuttle stated that she has been very challenged with recruitment and training. The interest is there but many of the potential volunteers are busy with careers. She's thinking that maybe school employees could be trained and utilized this summer. She explained that they get a lot of emergency situations and delicate issues, and she doesn't want someone inexperienced working with these kids. Their tribal court also wants them to assist with custody, but they do not do custody.

She noted that many of their volunteers need to travel great distances. They just got a new transit system and she thought that maybe they could buy transportation tickets in order to save on travel costs.

She felt that the accessibility of their office would be better if they could be located nearer the courthouse.

Ms. Tuttle stated that she would like to borrow the Forgotten Child props that were used in Rapid City as she felt they would spur interest in the CASA program in their area.

Their program has been cited positively by their council for the referrals they do.

Ms. Bettelyoun discussed the fundraising training she received at national CASA earlier this year. She felt it was very helpful and she wants to do some fundraising this year.

Regarding publicity, the local college wants them do a program, and Diane Sawyer will come to visit them in several weeks regarding their CASA program.

Ms. Max asked if they received funds from National CASA's Sustainability Grant. Ms. Bettelyoun replied that they haven't heard back yet.

Judge Trandahl commended them for taking the steps necessary regarding their financial independence. Ms. Bettelyoun replied that this was very major for them. Ms. Reiff commented that they have some good goals.

Ms. Fiegen stated that it was clear that they are very focused on their children. She noted that she couldn't find their balance sheet or income statements in their documentation. She commented that their budget was not detailed and that it looked like the one that went to National CASA. Ms. Bettelyoun confirmed this statement. Ms. Fiegen discussed some of the totals listed. She asked if the \$162,000 was surplus this year. Ms. Bettelyoun explained that it was part of the big grant from 2008 and it also included part of another grant.

Ms. Bettelyoun stated that they have the budget information and they can email this information. Their audit information is in draft format.

Ms. Bettelyoun referenced the website *MyStrategicPlan.com* as they are thinking of purchasing a program from this site for redeveloping a strategic plan.

Ms. Max requested that in the future they list their board members and their titles and/or areas of expertise.

Ms. Fiegen noted that she may have more questions after she receives the 2 requested budget sheets.

State: South Dakota CASA Association - Jessie Kuechenmeister

Ms. Kuechenmeister thanked the Commission for their support. She stated that her State Board “is on fire” - they are energized. The State Board meeting yesterday was very exciting. Salary, travel for State Board members, conference calls and maintenance of the website are how last year’s CASA funds were used.

The new data tracking system, which is national CASA supported, is their big focus. All the local programs will need to pay a licensing fee to use the program. She noted that it was good to hear that CIP has some money available for the data collection program.

The CASA volunteers can access the program to read and make notes on their cases. It will provide good numbers for planning purposes if all 8 programs sign on for the data program.

They did a 2-day training entitled “Know Who you Are,” which was offered at no cost to everyone. There was some travel money available for CASA members.

Ms. Kuechenmeister had 250 “kids” (the Forgotten Children) in her garage and they are now being routed. The local programs can use these props to draw awareness to their program. The props were free from national CASA but they are a nuisance to get from one location to another because of their size and weight.

She noted that there are 7 tribal courts not being served by CASA. She is working with them to see how we could help them. Originally we planned to have one CASA program per judicial circuit, but we’re now thinking maybe some circuits need more than one CASA program in their circuit.

A special focus taken yesterday was working with tribal courts. They will host a meeting in October and invite all the tribes and share information with them about the CASA program. The State CASA Board also addressed fundraising, but not anything that would affect funding for the circuits.

Her focus is expansion and more fundraising for next year.

Ms. Fiegen asked about training, noting that we talked before of doing more training. Ms. Kuechenmeister replied that we’ve done regional training and will now do a statewide training. Ms. Fiegen asked about using technology so that volunteers could be trained at home. Ms. Kuechenmeister replied that we need to work on this option. She noted that it creates teamwork if everyone is gathered and is hearing the same information.

Ms. Fiegen questioned the difference last year on the income statement vs. the audit and asked what kind of adjustment the auditors made. Ms. Kuechenmeister replied that

the \$15,000 grant wasn't deposited by July 1, which would have made the difference. They also had a new auditor who wasn't aware how audits had been done in the past.

Ms. Fiegen thanked them for keeping an eye on expenses and commended Ms. Kuechenmeister's Board for their enthusiasm.

Judge Trandahl asked for an executive session. Ms. Fiegen and Ms. Max moved and seconded the motion.

The meeting resumed at 11:40 a.m., after the executive session

Discussion and Determination of Funding Disbursement:

Ms. Fiegen explained that this year, what she is seeing is Return on Investment (ROI). The donors need to feel their investment in children is being received. She looked at how each organization is functioning, whether they are laser focused on serving children, if a strategic plan exists, if they kept board and staff "in the same boat," and also in securing resources. She noted that the director is responsible for securing funds and volunteers. The ROI is an investment term but is important to investors with an interest in children.

Ms. Fiegen moved to fund the CASA programs as follows:

1st Circuit: \$10,000

Sioux Falls: \$60,000

Brookings: \$18,000

Northern Hills: \$32,000

Aberdeen: \$20,000

Pierre: \$0

Rapid City: \$58,000

Tribe: \$17,000

SD Commission: \$10,000

Ms. Fiegen informed Ms. Bettelyoun that we want the financials by May 11, and we'll review them and then hold a conference call with her. If the information is not provided, we'll redistribute your proposed funds.

Ms. Max asked the directors if they had any questions or comments. None noted.

Ms. Max seconded Ms Fiegen's proposed motion for the amounts provided to the S.D. CASA programs.

Judge Trandahl stated that we were looking at areas such as fiscal accountability and responsibility, your role to recruit & train volunteers, and staying to the true role of what the volunteers are to be doing. We'll send out a letter to each program outlining the strengths and areas needing improvement and our areas of concern. This letter will be mailed to your Board chair and treasurer too.

The committee members voted approval of the pending motion regarding the proposed funding amounts to each CASA program. The motion passed unanimously by voice vote.

A conference call was determined for May 21 at 10:00 a.m. Sara will coordinate the setup of the conference call with Ms. Bettelyoun.

The application process will remain the same. Ms. Kelly will continue to do site visits in December and January, weather permitting. She'll then attach her spreadsheet to the information sent to the committee.

2011 Meeting:

The first Tuesday of May (May 3) was selected for next year's meeting. Ms. Rieff suggested the 2nd Tuesday in May as the backup meeting date. The dates of May 3 and May 10 were agreed upon by the committee.

Ms. Fiegen thanked the groups for the services they provide for children and for all the enthusiasm they bring to their job. She stated that it's exciting to hear what everyone is doing.

Ms. Rieff and Ms. Max moved and seconded the motion to adjourn. The meeting adjourned at 11:50 a.m.