

**CASA Board of Directors Meeting
May 27, 2010
3:45 PM
5th Floor Conference Room
200 East Main Street**

3:45 pm Call to Order: Joe Schuler, President

Welcome & Introductions

Consent Agenda

- **Director's report**
- **Finance Committee Report**
- **Development Committee Report**

Discussion/Action items

1. FY2011 Budget (Finance Committee/Larry Forester)
2. Membership Update (Joe/Debi)
3. Development Events (Jane Bennington)
4. Other items

Adjourn

**Report for CASA Board Meeting
Submitted by Debra King, Director
May 27, 2010**

Updates of Projects:

Volunteer advocacy: 35 volunteers served 94 children in March. We accepted cases on 6 new children. 4 children were closed out that month (2 returned home and 2 in permanent relative placement) and no volunteers were discharged. The total hours of services volunteered 302. In April, 204 hours of services were delivered to 96 children by 38 volunteers. 7 new children were served. No volunteers were discharged and 5 new volunteers were sworn in.

Volunteer Retention: We have had no volunteers leave the program for the last seven months. We are continuing to use the planned 2 month “leave” once a volunteer’s case closes out to provide them a rest before assigning a new case.

Volunteer Training: Applications are being accepted and processed for our summer training session to begin in late July. Trainees from this class will be sworn in at our 10K Run in September.

Performance Quality Improvement (PQI) – Volunteer Coordinators are in the process of completing annual evaluations of advocates. Annual evaluations are set per National CASA standards. Second quarter case reviews are being completed per COA requirements.

Manual updates: Modifications to volunteer policy/procedure manuals and personnel manual have been made and submitted to our attorneys for review. Updates have been reviewed by attorneys and wording modified.

Newsletter: Spring edition is under construction and will be distributed the last week of June.

Public appearances Friends of Children Resource Fair, Providers Cabinet, and Latino Child Abuse Prevention Resource Fair, Black Leader Initiative & Get On Board Community Agency Night.

Reports submitted:

Monthly NCASA grant financial report, 6 month grant report to Crusade for Children, Quarterly report to Department of Charitable Gaming, DYS monthly report, DYS Outcomes report

Grants/Donation requests:

Grants:

1. Hollis Brain Foundation; Written for \$5,827. awards will be announced in August.
2. Children's Charity of the Bluegrass: submitted for \$5,900. Received notification that they would not be awarding the full grant but are going to make a \$2,500. donation. That check will be presented to Board President on June 21st. While we did not receive the full grant, the donation itself, unlike grant funds can be used for salary-our biggest need at the present time.
3. Crusade for Children for \$31,064. effective September 1.-awards to be announced in July. I presented to the panel of ministers on March 26 and that meeting went well. I am expecting an award but not for the full grant.
4. NCASA Sustainability Grant: \$39,998. effective July 1-written to cover Colleen's position and some office expenses.-pending. 55 grants are to be awarded nation wide in this category-award announcement will be June 1.

Donations:

Bello Family Foundation: \$1,200.-for general use
Southern Hills Methodist Women's group: \$75.00 for general use
Central Business Systems: \$500.-for Polo Match food
Cameron Shoaf-\$25. toward purchase of golf ball for drop

Professional Development:

Rachel and several advocates attended a full day of Kids In Court Training. Rachel and Director attended "Just the Facts" – a seminar/recent research findings on prenatal drug exposure. Director and both Coordinators attended 1 day training on Personality Disorders.

Reminder- Goodsearch-use this engine at www.goodsearch.com to search and to shop, listing CASA of Lexington as your designated charity and a portion of proceeds are donated if engine is used to the designated amount. We recently received a very small check from them-this amount could grow if everyone were to use this site.

**Report to the Board of Directors
from the Development Committee
May 27, 2010**

Chukkers for Children, Charity Polo event is coming up soon. As previously announced, it will take place on Sunday June 20th. The location has been moved to the KY Horse Park. Activities will begin at 12:30 and the match will begin at 2p. Please take a few posters from today's board meeting to post in visible places around town. Tickets are only \$10 and children under 5 are free. **Board members will need to volunteer for staffing the ticket and food booths and the children's' activity area.**

Plans continue for our casas for CASA event. We have been given prime space at the Bluegrass Lions fair. **We will need ALL board members to volunteer for a few shifts selling raffle tickets at the fair.** (July 15-25, 2010) gates open at 5 pm weekdays, 3p weekends at Masterson Station Park.

Plans for our 3rd annual 10K race are underway. We are going to be at Coldstream Park again, on Sunday September 19th. The race will begin at 8am. Please plan to be at the race to help with logistics. We need many bodies! Please let us know of potential sponsor contacts that you may have.

Our second annual Casino Night is set for Thursday November 11th at the Crowne Plaza-Campbell House hotel. More details will be forthcoming as this event develops.

Help and/or input regarding any of the above events would be greatly appreciated.

Respectfully submitted,

Committee Chair

Items for board members to add to their personal calendars:

June 20th, 12-5 Polo Tournament at the horse park

July 15th-25th, evenings Bluegrass Lion's Club Fair, Masterson Station park

September 19th 7a-11a CASA 10K, Coldstream park

November 11th Casino Night, Crowne Plaza Hotel

CASA Project of Lexington Advisory Board, Inc.
Balance Sheet
 As of May 31, 2010

	May 31, 10
ASSETS	
Current Assets	
Checking/Savings	
Community Trust Bank	618.31
Gaming Account	383.13
BB&T Checking	10,997.64
Petty cash	18.37
Total Checking/Savings	12,017.45
Total Current Assets	12,017.45
Fixed Assets	
Accumulated Depreciation	-733.60
Computers	2,927.86
Total Fixed Assets	2,194.26
TOTAL ASSETS	14,211.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal withholding	528.00
FICA match	333.93
FICA withholding	333.93
KY withholding	240.39
Lexington withholding	177.44
Medicare match	78.09
Medicare withholding	78.09
School Board withholding	77.79
Total Payroll Liabilities	1,847.66
Total Other Current Liabilities	1,847.66
Total Current Liabilities	1,847.66
Total Liabilities	1,847.66
Equity	
Unrestrict (retained earnings)	17,681.57
Net Income	-5,317.52
Total Equity	12,364.05
TOTAL LIABILITIES & EQUITY	14,211.71

CASA Project of Lexington Advisory Board, Inc. Profit & Loss Budget vs. Actual

July 2009 through June 2010

	Jul '09 - Jun 10	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Interest	0.31		
Reimbursement of Expenses	291.78		
Theta's			
Tropical Smoothie Fund Raiser	79.34		
Miscellaneous	1,613.12		
Theta's - Other	0.00	3,000.00	-3,000.00
Total Theta's	1,692.46	3,000.00	-1,307.54
Fundraising			
Good Search	12.63		
Coins for CASA/Hat Day	0.00	3,000.00	-3,000.00
10K			
10K Registration	4,257.00		
10K Sponsorship	4,835.00		
10K Raffle	2,056.00	2,000.00	56.00
10K - Other	100.00	10,000.00	-9,900.00
Total 10K	11,248.00	12,000.00	-752.00
Playhouse Raffle	0.00	7,500.00	-7,500.00
Total Fundraising	11,260.63	22,500.00	-11,239.37
Contributed support			
Other Grants	0.00	5,000.00	-5,000.00
Ky CASA	2,500.00	10,000.00	-7,500.00
Awarded Grants			
Mini-Grant	0.00	700.00	-700.00
Crusades	15,498.92	10,000.00	5,498.92
National CASA			
Emergency Grant	4,650.00		
Bridge Grant	36,300.00	39,900.00	-3,600.00
Total National CASA	40,950.00	39,900.00	1,050.00
Total Awarded Grants	56,448.92	50,600.00	5,848.92
Contributions			
Board Members and Volunteers	325.00		
Faith-Based	0.00	500.00	-500.00
Corporate	1,050.00	1,000.00	50.00
Individual	994.56	1,000.00	-5.44
Total Contributions	2,369.56	2,500.00	-130.44
Contributed support - Other	27.90		
Total Contributed support	61,346.38	68,100.00	-6,753.62
Special events			
Casino Night	5,599.75		
Girl's Night Out at Melting Pot	401.00		
Walmart Day	166.64		
Total Special events	6,167.39		
Total Income	80,758.95	93,600.00	-12,841.05

CASA Project of Lexington Advisory Board, Inc. Profit & Loss Budget vs. Actual

July 2009 through June 2010

	Jul '09 - Jun 10	Budget	\$ Over Budget
Expense			
Reconciliation Discrepancies	2.67		
Fundraising Expenses			
Casino Night	4,319.65		
Playhouse Raffles	0.00	1,500.00	-1,500.00
Miscellaneous	300.14		
Coins for CASA	44.45	200.00	-155.55
10K			
Raffle	1,124.00		
10K - Other	4,234.52	4,000.00	234.52
Total 10K	<u>5,358.52</u>	<u>4,000.00</u>	<u>1,358.52</u>
Total Fundraising Expenses	10,022.76	5,700.00	4,322.76
Operating Expenses			
Newsletter	220.00	450.00	-230.00
Financial Review	400.00	1,500.00	-1,100.00
Equipment	795.06	1,900.00	-1,104.94
Bank Service Charges	62.91		
Postage & Shipping	492.80		
Miscellaneous	100.00	400.00	-300.00
Volunteer Recruitment & Training	1,058.86	1,600.00	-541.14
Staff & Volunteer Appreciation	668.19	1,300.00	-631.81
Office Supplies	306.70	1,500.00	-1,193.30
Membership dues - organization	100.00	175.00	-75.00
Staff & Board Development	330.00	7,125.00	-6,795.00
Operating Expenses - Other	7.48		
Total Operating Expenses	<u>4,542.00</u>	<u>15,950.00</u>	<u>-11,408.00</u>
Special Events Expenses			
Child Abuse Month	809.36	700.00	109.36
Event Supplies	111.30		
Total Special Events Expenses	<u>920.66</u>	<u>700.00</u>	<u>220.66</u>
Salaries & related expenses			
Payroll Expenses	45.72		
Health Ins. Supplement	4,354.36		
Staff Salaries	59,792.36	70,000.00	-10,207.64
Payroll taxes	4,735.15		
Salaries & related expenses - Other	0.00		
Total Salaries & related expenses	<u>68,927.59</u>	<u>70,000.00</u>	<u>-1,072.41</u>
Travel & meetings expenses			
Conferences & Conventions	262.80		
Local Travel Reimbursement	1,397.99	1,200.00	197.99
Total Travel & meetings expenses	<u>1,660.79</u>	<u>1,200.00</u>	<u>460.79</u>
Total Expense	<u>86,076.47</u>	<u>93,550.00</u>	<u>-7,473.53</u>
Net Ordinary Income	-5,317.52	50.00	-5,367.52
Other Income/Expense			
Other Income			
Balance Forward	0.00	10,930.00	-10,930.00

CASA Project of Lexington Advisory Board, Inc. Profit & Loss Budget vs. Actual

July 2009 through June 2010

	<u>Jul '09 - Jun 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Other Income	<u>0.00</u>	<u>10,930.00</u>	<u>-10,930.00</u>
Net Other Income	<u>0.00</u>	<u>10,930.00</u>	<u>-10,930.00</u>
Net Income	<u>-5,317.52</u>	<u>10,980.00</u>	<u>-16,297.52</u>

1. CASA of Lexington, Inc.

2010-2011

Beginning Assets 31-May-10 \$ 12,017.00

Projected Income

FUND RAISING

1. Coins for CASA	\$	1,500.00	
2. 10K Run	\$	10,000.00	
3. Raffles	\$	2,000.00	
4. Playhouse Raffle	\$	6,500.00	
5. Polo Match	\$	5,000.00	
6. Casino	\$	6,000.00	
			\$ 31,000.00

DONATIONS

1. Individual	\$	2,000.00	
2. Corporate	\$	1,000.00	
3. Faith Based	\$	1,000.00	
4. Thetas	\$	3,000.00	
5. Board/Volunteers	\$	1,000.00	
			\$ 8,000.00

GRANTS

1. Mini Grant	\$	1,000.00	
2. National Grant	\$	40,000.00	
3. Crusade for Children	\$	15,500.00	
4. Ky CASA	\$	3,000.00	
5. Other Grants	\$	5,000.00	
			\$ 64,500.00

SUBTOTAL \$ 103,500.00

Projected Expenses

1. Personnel	\$	70,000.00	
2. Membership Dues	\$	175.00	
3. Staff/Board Development	\$	1,000.00	
4. Volunteer Appreciation	\$	1,000.00	
5. Volunteer Training/Recruitment	\$	1,600.00	
6. Office Supplies	\$	1,500.00	
7. Travel	\$	2,000.00	
8. Equipment	\$	1,900.00	
9. Financial Review	\$	500.00	
10. Newsletter	\$	450.00	
11. Miscellaneous	\$	400.00	
12. Event Expenses			
Coins for CASA	\$	200.00	
10K Run	\$	4,000.00	
Playhouse Raffles	\$	500.00	
Vigil	\$	1,000.00	
Casino	\$	3,000.00	
14. Software	\$	4,000.00	

SUBTOTAL \$ 93,225.00

Carry Over Assets \$ 12,017.00

Projected Income \$ 103,500.00

Project Expenses \$ 93,225.00

Projected Carry Over \$ 22,292.00

2. In-Kind Contributions Paid by Umbrella Agency (LFUCG)

1. Personnel	\$	55,000.00	
2. Rent, Utilities, Phone, Local Travel for Director, Office Supplies, Copying, Etc.	\$	22,500.00	

APPROVED SUBTOTAL \$ 77,500.00