

Minutes
Meeting of the Board of Directors
Oklahoma CASA Association, Inc.
January 12, 2010, 2:30 pm to 3:30 pm

Centennial Office Complex
3813 North Santa Fe, Suite 116, Oklahoma City, OK 73118

I. Call to Order

II. Roll Call

Sheila Baker	Present	Crystal Huff	Present
Maria Lambert	Absent	Pam Dose	Present
Joe Clytus	Present	Lee Ann Limber	Present: left 2:45
Tiana Douglas	Present	Nance Diamond	Absent
Ron Harp	Present	Karla Luginbill	Present
Natalie Shirley	Present	Scott Mitchell,	Present: arr:2:55

Others present:

Sheryl Marseilles, Interim Executive Director
Denise Hill, Executive Assistant
Stacey Brooks, Program Grant Manager
Kay Ray, CPA

III. Discussion and Possible Action on Minutes

- a. November 10, 2009 Meeting Minutes. Natalie Shirley moved to accept 11/10/2009 minutes. Crystal Huff, seconded. Motion carried.

Sheila Baker	Present	Crystal Huff	Present
Maria Lambert	Absent	Pam Dose	Present
Joe Clytus	Abstain	Lee Ann Limber	Present
Tiana Douglas	Present	Nance Diamond	Absent
Ron Harp	Present	Karla Luginbill	Present
Natalie Shirley	Present		

IV. Discussion and Possible Action on Interim Director's Report. Sheryl Marseilles
OCASAA is looking at reduction in expenditures to accommodate funding cuts. Director of Training will go $\frac{3}{4}$ time in February and the Executive Administration position will possibly reduce to $\frac{3}{4}$ time in March 2010. One full time staff will give up insurance benefits and OCASAA will be cutting back on marketing costs. It was discovered during the 2009 audit that DHS missed a payment to OCASAA in the month of May, 2009. These funds in the budget, if received, would help with budget cuts.

V. Recognition of Board Member: Sheila Baker. Sheila Baker has relinquished duties as President. She will assist with the Search Committee as requested by the Board. Sheila was presented with a token of appreciation by the Board. No action required.

The mission of the Oklahoma CASA Association is to present a statewide voice for abused and neglected children by enhancing the growth of CASA programs throughout Oklahoma.

VI. Discussion and Possible Action on Election of Tiana Douglas as President

Term: January 2009 – Annual meeting 2011. Tiana will serve as President from January 2010 to time of Annual Meeting 2011. Ron Harp moved to accept Tiana Douglas as President. Crystal Huff, seconded. Motion carried

Sheila Baker	Y	Crystal Huff	Y
Maria Lambert	Absent	Pam Dose	Abstain
Joe Clytus	Y	Lee Ann Limber	Y
Tiana Douglas	Abstain	Nance Diamond	Absent
Ron Harp	Y	Karla Luginbill	Y
Natalie Shirley	Y		

VII. Discussion and Possible Action on Financial Report. Kay Ray, CPA. Kay gave a report on the 12/31/09 financial statements to the Board. Natalie Shirley moved to accept financial report for audit. Karla Luginbill, seconded. Motion carried

Sheila Baker	Y	Crystal Huff	Y
Maria Lambert	Absent	Pam Dose	Abstain
Joe Clytus	Y	Lee Ann Limber	Y
Tiana Douglas	Abstain	Nance Diamond	Absent
Ron Harp	Y	Karla Luginbill	Y
Natalie Shirley	Y		

VIII. Discussion and Possible Action on restated By-Laws. By-Laws deferred to committee. No action required.

IX. Discussion and Possible Action on revised FY 2010 Budget. Sheryl Marseilles revised the FY 2010 budget. Lee Ann Limber moved to accept revised budget. Natalie Shirley, seconded. Motion carried

Sheila Baker	Y	Crystal Huff	Y
Maria Lambert	Absent	Pam Dose	Y
Joe Clytus	Y	Lee Ann Limber	Y
Tiana Douglas	Y	Nance Diamond	Absent
Ron Harp	Y	Karla Luginbill	Y
Natalie Shirley	Y		

X. Discussion and Possible Action on Mid-Year Funding Application for Northwest Oklahoma CASA (Woodward). Stacey Brooks. Natalie Shirley moved to accept Stacey's recommendation that funding be approved when criteria for funding have been met. Funding will be pro rated. Sheila Baker, seconded. Motion carried

Sheila Baker	Y	Crystal Huff	N/A
Maria Lambert	Absent	Pam Dose	N/A
Joe Clytus	Y	Lee Ann Limber	N/A
Tiana Douglas	Y	Nance Diamond	Absent
Ron Harp	Y	Karla Luginbill	N/A
Natalie Shirley	Y		

XI. Discussion and Possible Action on Audit Committee report. No action required.

XIII. Discussion and Possible Action on acceptance of FY 2009 Audit. Audit was not ready for Board approval. A “Special Board Meeting” will be held February 3, 2010. No action required.

XIV. Discussion and Possible Action on New Board Member. Scott Mitchell to fill vacancy of Sheila Baker. Joe Clytus moved to accept Scott Mitchell. Ron Harp, seconded. Motion carried

Sheila Baker	Y	Crystal Huff	Y
Maria Lambert	Absent	Pam Dose	Y
Joe Clytus	Y	Lee Ann Limber	Y
Tiana Douglas	Y	Nance Diamond	Absent
Ron Harp	Y	Karla Luginbill	A
Natalie Shirley	Y	Scott Mitchell	N/A

XV. Discussion and Possible Action on Financial Policies and Procedures

- Change language to “ *in accordance with generally accepted accounting principles*”.
- Raise fixed asset recording from \$500 to \$1,000.

Natalie Shirley moved to accept. Ron Harp, seconded. Motion carried

Sheila Baker	Y	Crystal Huff	Y
Maria Lambert	Absent	Pam Dose	Y
Joe Clytus	Y	Lee Ann Limber	Y
Tiana Douglas	Y	Nance Diamond	Absent
Ron Harp	Y	Karla Luginbill	Y
Natalie Shirley	Y	Scott Mitchell	N/A

XVI. Discussion and Possible Action on Fundraising Committee report. Joe Clytus. Motorcycle raffle will be held in the Spring. Item raffled is an 01’ Harley Road King Classic, 700 miles to include safety training and riding lessons provided by OKCPD. Committee looking to raise \$40,000.00, committee will assess size of audience and pursue all groups interested in bikes. No action required

XVII. Discussion and Possible Action on Search Committee Report: Tiana Douglas. No action required.

XVIII. Business not known within 24 hours of this meeting. Lee Ann Limber reported that there had been on response, to date, from National CASA. No action required.

XIX. Adjournment

*Next Board Meeting will be **March 9, 2010.**
Items not addressed by 3:00pm will be postponed until the next meeting.*

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