



Amplifying Children's Voices
in Henrico County

Henrico County Court Appointed Special Advocates

Board of Directors and Advisors Meeting – October 10, 2024 | 6:00 - 7:30 p.m.

BOARD MEMBERS

- Paul Ronson, *Chair*
- Shannon Mitchell, *Vice Chair*
- Mel Tull, *Treasurer*
- Toney Hall, *Secretary*
- Mike Briggs
- Nick Cooper
- Rutherford Ferguson
- Bryan Jenkins
- Dianne Jewell
- Suzanne Mathias
- Julie Seyfarth
- Paul Shively

ADVISORS

- Betsy Beach
- Chris Durand,
Immediate Past Chair
- Sarah Kurysz
- Anne Preston Farmer
- Doug Nassif
- Adam Winston

STAFF

- Jeannine Panzera

HONORARY MEMBERS

- Kevin Bruny
- Jon Ganues
- Pat Hackler

CONSULTANT

- Katherine Whitney

GUEST

- Sharon Hart, CPA

AGENDA

Welcome – Paul Ronson

Audit Presentation – Sharon Hart, CPA (Barcalow & Hart, LLC)

- Audit Report (FY2023-24)

Consent Agenda – Emailed Prior

- Executive Director's Report
- August 29, 2024, Board Meeting Minutes
- Financial Reports (through October 7, 2024)

Committee Updates

- Shannon Mitchell – Governance Committee
- Mel Tull – Finance Committee
- Chris Durand – Visitation Center Committee

Fund Development – Rutherford Ferguson + Jeannine Panzera

- Mustaches 4 Kids (November 6 – December 6, 2024)
- Annual Campaign (November – December 2024)

Old + New Business – Jeannine Panzera

- 30th Anniversary
- Board Intranet Reminder
- Mandatory Training for Advocates – Please Help!
 - Date: Wednesday, November 13th, 5:30 – 9:00 p.m.
 - Location: Police/County Training Center (7701 East Parham Road)



Executive Director's Report October 2024

Data as of August 31, 2024

YTD 2024/2025

YTD 2023/2024

Volunteer Stats			
Number of Volunteers	89	89	87
New Volunteers	--	0	0
Resigned Volunteers	--	0	0
Volunteer Attrition	--	0%	0%
Cases			
Number of Cases/Children	187	174	
Waiting Children	0	0	
Cases Closed	31	40	
Cases Opened	22	9	
Volunteer Hours	1,559	1,706	
Volunteer Contacts	3,253	3,142	
Value to Commonwealth	\$50,807*	\$54,251**	

Supervisors	Advocate (Max) Active	Total Cases	Assignments			
			1 Case	2 Cases	3 Cases	4 Cases
Jeannine (FT Executive Director)	(0) 1	1	1	0	0	0
Trish (FT Program Manager)	(10) 10	12	8	2	0	0
Lorrie (FT Advocate/Training Coordinator)	(25) 19	27	13	4	2	0
Stacy (FT Advocate Coordinator)	(25) 18	32	9	5	3	1
Sydney (FT Advocate Coordinator)	(25) 13	15	11	4	--	

* Volunteer Dollar Value = \$32.59 (2024)

** Volunteer Dollar Value = \$31.80 (2023)



Past Activities (September 1 thru September 30, 2024)

- September 3, 2024: CASA program staff held a case assignment meeting.
- September 3, 2024: A new Vigilant Voices® podcast was recorded.
- September 5, 2024: The Memorial Foundation had a site visit at the CASA office.
- September 6, 2024: A Home for Good®/Fund Development team meeting was held.
- September 9, 2024: Jeannine attended a DCJS Network Support call.
- September 11, 2024: A Governance Team meeting was held.
- September 12, 2024: Jeannine and Trish gave a presentation to Henrico DSS.
- September 13, 2024: A Visitation Center Committee meeting was held.
- September 13, 2024: Jeannine attended a Families First Committee meeting.
- September 17, 2024: CASA program staff held a case assignment meeting.
- September 17, 2024: A HFG 2024 Builder's Thank You Event was held.
- September 19, 2024: Jeannine attended a State Leadership Team Legislative Meeting.
- September 19, 2024: Jeannine taught an Honors Class at VCU.
- September 20, 2024: Jeannine attended a National CASA meeting on the Theory of Change.
- September 20, 2024: Paul, Shannon, and Jeannine met to discuss the CASA Board Skills Matrix.
- September 24, 2024: CASA staff meeting was held.
- September 24, 2024: Jeannine attended a National CASA Training Group meeting.
- September 30, 2024: WRIC ABC News8 interviewed Jeannine during the morning show.

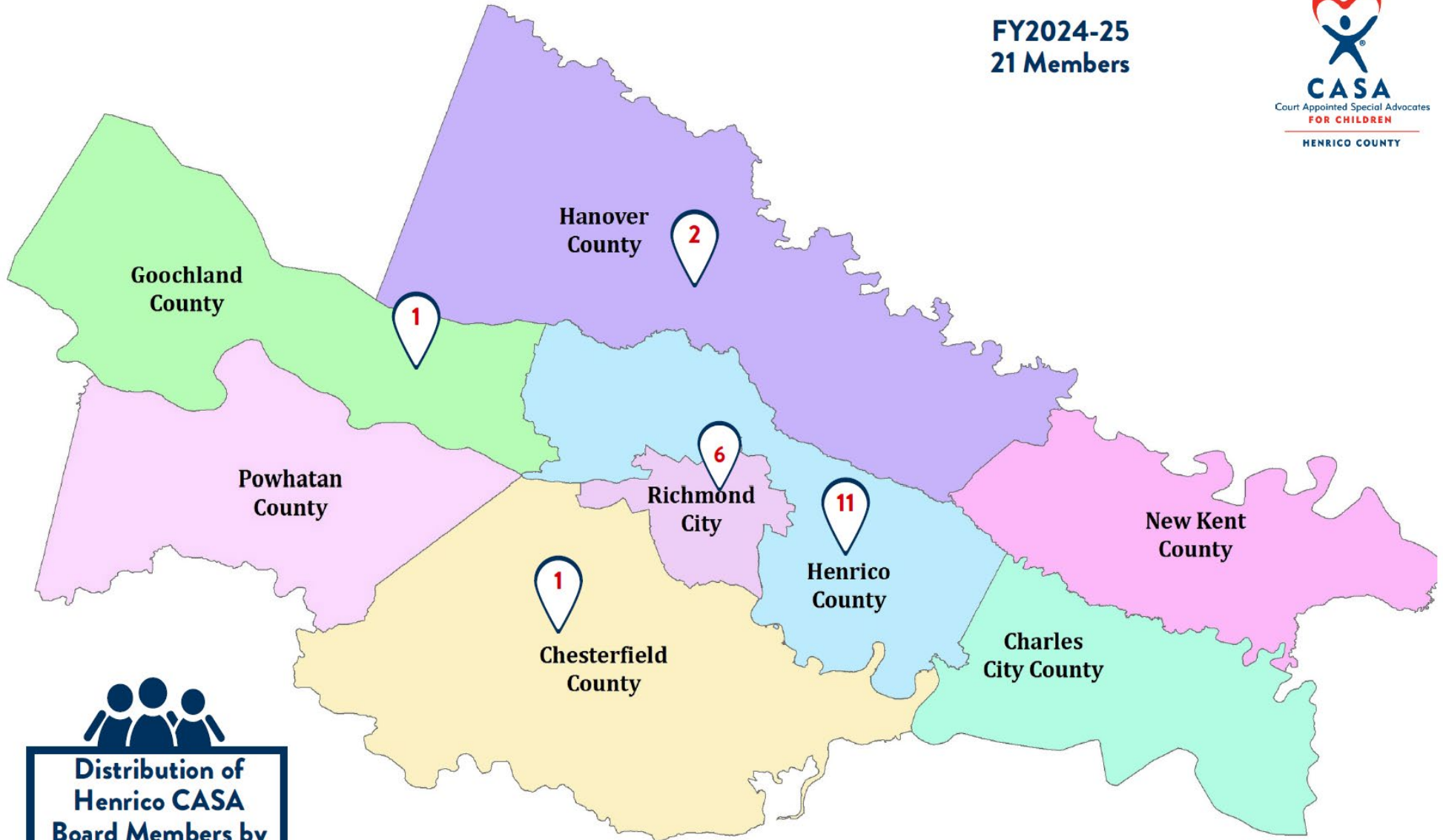
Current Activities (October 1 thru October 30, 2024)

- October 1, 2024: Jeannine attended the McGuire Woods Annual Nonprofit Seminar.
- October 3, 2024: WTVR CBS 6 interviewed Jeannine for Volunteer Recruitment needs.
- October 1, 2024: CASA program staff held a case assignment meeting.
- October 4, 2024: A Finance Committee Meeting was held with guests from Alpha Omega Wealth Management to discuss CASA investment accounts.
- October 6-8, 2024: Program Staff attended a DCJS conference on Domestic Violence in Newport News.
- October 9-11, 2024: Jeannine will attend the Virginia CASA Director's retreat in Wintergreen.
- October 10, 2024: A Henrico CASA Board Meeting will be held.
- October 15, 2024: CASA program staff will hold a case assignment meeting.
- October 17, 2024: Jeannine will attend a State Leadership Team Legislative Meeting.
- October 18, 2024: A Visitation Center Committee meeting will be held.
- October 19, 2024: Fall preservice training for new volunteers will begin.
- October 21, 2024: A new Vigilant Voices® podcast will be recorded.
- October 22, 2024: CASA staff meeting will be held.
- October 22, 2024: CASA will participate in RealtorFest to raise awareness about our mission.
- October 24, 2024: Mustaches 4 Kids Kick-off event will be held.
- October 25, 2024: A Fund Development Committee meeting will be held.
- October 25, 2024: Jeannine will attend the CJA Advisory Board meeting.
- October 28, 2024: The Kiwanis Golf Tournament benefitting Henrico CASA will be held.
- October 29, 2024: CASA program staff will hold a case assignment meeting.

CASA Story

At our last meeting, there was discussion about the geographic breakdown of our Board members and advisors. Here is our current breakdown:

**FY2024-25
21 Members**

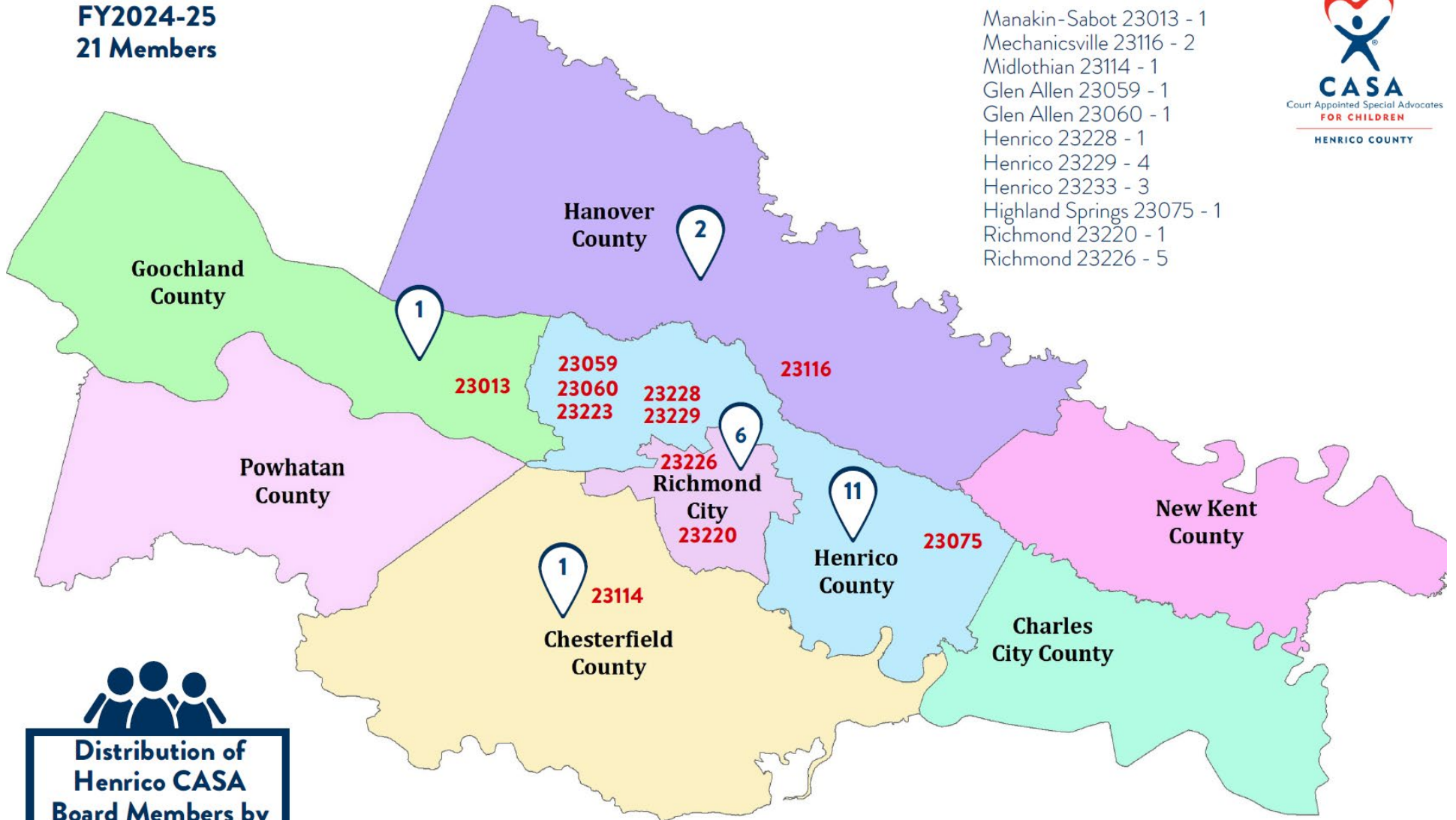


**Distribution of
Henrico CASA
Board Members by
County**

**FY2024-25
21 Members**



- Manakin-Sabot 23013 - 1
- Mechanicsville 23116 - 2
- Midlothian 23114 - 1
- Glen Allen 23059 - 1
- Glen Allen 23060 - 1
- Henrico 23228 - 1
- Henrico 23229 - 4
- Henrico 23233 - 3
- Highland Springs 23075 - 1
- Richmond 23220 - 1
- Richmond 23226 - 5



**Distribution of
Henrico CASA
Board Members by
Zip Code**

Henrico CASA Board of Directors Meeting

Meeting Type: Board of Directors

Meeting Date: August 29, 2024

Meeting Location: CASA Office

Time: 6:00 PM

Present: Paul Ronson, Shannon Mitchell, Mel Tull, Toney Hall, Rutherford Ferguson, Mike Briggs, Bryan Jenkins, Dianne Jewell, Suzanne Mathias, Sarah Kurysz, Julie Seyfarth, Paul Shively, Betsy Beach, Anne Preston Farmer, Mike Briggs, Nick Cooper, Adam Winston

Staff: Jeannine Panzera, Executive Director

Quorum: Yes

Absent: Doug Nassif

Presiding/Leading the Meeting: Shannon Mitchell, Vice Chair / Paul Ronson, Chair

I. Meeting Called to Order and Welcome (6:06 p.m.)

- Ms. Shannon Mitchell, Vice Chair

II. Minutes Approved from the May 2024 CASA Board Meeting

III. Treasurer's Update: Mel Tull

- \$68K incoming dollars and \$75K outgoing expenses
- Financial Audit started Aug 29, 2024
 - o Sharon Hart, CPA, to present at the October 2024 meeting

IV. Mission Moment/Open Discussion

Need for Volunteers: Jeannine Panzera, Executive Director

- Recruitment of 25 – 30 volunteers per year is becoming more difficult/challenging
- Loss of 10 – 15 per year; 125 active volunteers is the optimum size
- The Community Engagement Coordinator is a key position for these efforts
- Needs
 - o Advocate role needs dedication of approximately 12 – 15 hours per month
 - o There are no real peak times; however, sometimes cases become heightened in fall (returning to school) and during the holidays (stress of family, loss, etc.)
 - o Retraining required for an advocate moving from another jurisdiction or for an advocate who has been inactive for more than one year (noting that there are some exceptions)
- Discussion/idea suggested to offer templates for Board members to share information about the CASA program (generic program information, recruitment, events, etc.)

- Having time and some professional skills (conflict management, writing, building relationships), plus tough, caring, and being unbiased are key elements and traits to good volunteers
- Keep studying the type of person who is a natural fit and makes the best volunteer – someone who “breathes CASA” (per Bryan Jenkins)
- Continuing Education
 - o CASA case debriefings are worth attending for Board members
 - o Advocates are required to receive 12 hours of continuing education per year

V. Fund Development Update: Rutherford Ferguson

- Key 2024 campaigns include:
 - Mustache for Kids (M4K) which raised \$100,000 last year
 - The Annual Campaign will take place late 2024 (Nov and Dec); letters will be prepared and mailed after the November Election.
 - Board members will be asked to work on their individual cultivation list and sign notes to their connections
 - Home for Good®
 - Fund Development committee is beginning to solicit sponsorships; the ask is for the entire Board to be involved in this process and help identify potential connections/businesses to ask for support

VI. Visitation Center: Chris Durand

- Committee meetings continue and Phase II steps are developing: 1) the ‘needs’ discussion continues; 2) establish the program; 3) execute program
- Next steps: 1) establish budget and business plan details; 2) take proposal/recommendations to John V, County Manager, for further discussions
- Paul briefly discussed his meeting with Executive Director of Home to Home, Inc. during his visit to Brunswick, Maine

VII. Governance/Leadership Update: Paul Ronson, Chair

- Brief discussion about the Governance Committee and the focus on the need to identify and recruit new Board members this year

VIII. Old & New Business: Jeannine Panzera, Executive Director

- Ms. Panzera encouraged Board members to visit the office and meet the CASA Team and new staff member
- The CASA 30th Year Anniversary celebration is in the early stages of planning, but the theme will be “Amplifying Children’s Voices”
 - o Right now, plan is for late Spring 2025, with the exact date and more details to be determined

7:50 p.m. – Meeting Adjourned

Henrico CASA Management Report

FY 2024-2025

As of October 7, 2024



Henrico CASA

P and L Fiscal YTD Comparison

July 1 - October 7, 2024

	TOTAL		
	JUL 1 - OCT 7, 2024	JUL 1 - OCT 7, 2023 (PY)	% CHANGE
Revenue			
Church and Civic groups		750.00	-100.00 %
Contributions	4,312.42	3,685.36	17.01 %
Corporate	215.50	199.36	8.10 %
External Events	485.00	1,862.00	-73.95 %
Foundation Grants	91,750.00	63,750.00	43.92 %
Government Grants	68,454.75	5,000.00	1,269.10 %
In-Kind Donations	10,881.99	10,881.99	0.00 %
Internal Events	2,000.00	3,000.00	-33.33 %
Misc. Donations	1.38		
Workplace Giving Campaigns	387.44		
Total Revenue	\$178,488.48	\$89,128.71	100.26 %
GROSS PROFIT	\$178,488.48	\$89,128.71	100.26 %
Expenditures			
Administrative Fees	357.45	698.81	-48.85 %
Community Awareness	1,104.30	365.28	202.32 %
Equipment Expenses	1,322.64	1,009.30	31.05 %
In-Kind Expenses	10,881.99	10,881.99	0.00 %
Marketing and Fundraising Expense	2,802.95	4,425.58	-36.66 %
Payroll Expenses	128,111.55	134,675.43	-4.87 %
Postage & Shipping		320.56	-100.00 %
Printing	190.38	2,762.00	-93.11 %
Program Expense	2,547.29	10,507.08	-75.76 %
Strategic Planning/Board Development		645.00	-100.00 %
Supplies	450.20	757.30	-40.55 %
Training	889.68	1,199.99	-25.86 %
Volunteer Recognition	773.16	210.18	267.86 %
Volunteer Recruitment	503.84		
Total Expenditures	\$149,935.43	\$168,458.50	-11.00 %
NET OPERATING REVENUE	\$28,553.05	\$ -79,329.79	135.99 %
Other Revenue			
Advisor Fees	-1,571.71	-2,355.70	33.28 %
Dividends	10,110.45	7,426.62	36.14 %
Foreign Taxes	-81.32	-48.40	-68.02 %
Interest income	13.82	2,358.25	-99.41 %
Realized Capital Gains/Losses		435.60	-100.00 %
Unrealized Gains/Losses	65,363.09	-15,771.59	514.44 %
Total Other Revenue	\$73,834.33	\$ -7,955.22	1,028.12 %
NET OTHER REVENUE	\$73,834.33	\$ -7,955.22	1,028.12 %
NET REVENUE	\$102,387.38	\$ -87,285.01	217.30 %

Henrico CASA

PROFIT AND LOSS PYC

July 2024 - June 2025

	TOTAL		
	JUL 2024 - JUN 2025	JUL 2023 - JUN 2024 (PY)	% CHANGE
Revenue			
Church and Civic groups		36,322.43	-100.00 %
Contributions	4,312.42	116,839.57	-96.31 %
Corporate	215.50	16,514.71	-98.70 %
External Events	485.00	88,685.39	-99.45 %
Foundation Grants	91,750.00	155,967.46	-41.17 %
Government Grants	68,454.75	238,440.00	-71.29 %
In-Kind Donations	10,881.99	155,377.96	-93.00 %
Internal Events	2,000.00	149,917.46	-98.67 %
Misc. Donations	1.38	3.25	-57.54 %
Workplace Giving Campaigns	387.44	910.76	-57.46 %
Total Revenue	\$178,488.48	\$958,978.99	-81.39 %
GROSS PROFIT	\$178,488.48	\$958,978.99	-81.39 %
Expenditures			
Administrative Fees	357.45	10,366.24	-96.55 %
Community Awareness	1,104.30	2,197.06	-49.74 %
Depreciation Expense		5,101.49	-100.00 %
Equipment Expenses	1,322.64	2,714.52	-51.28 %
In-Kind Expenses	10,881.99	155,377.96	-93.00 %
Marketing and Fundraising Expense	2,802.95	17,688.39	-84.15 %
Payroll Expenses	132,533.78	569,445.07	-76.73 %
Postage & Shipping		1,382.01	-100.00 %
Printing	190.38	4,168.01	-95.43 %
Program Expense	2,547.29	16,030.84	-84.11 %
Strategic Planning/Board Development		14,008.00	-100.00 %
Supplies	450.20	2,232.05	-79.83 %
Training	889.68	3,822.66	-76.73 %
Volunteer Recognition	773.16	1,324.94	-41.65 %
Volunteer Recruitment	503.84	10,029.00	-94.98 %
Total Expenditures	\$154,357.66	\$815,888.24	-81.08 %
NET OPERATING REVENUE	\$24,130.82	\$143,090.75	-83.14 %
Other Revenue			
Advisor Fees	-1,571.71	-5,202.51	69.79 %
Dividends	10,110.45	33,858.09	-70.14 %
Foreign Taxes	-81.32	-266.79	69.52 %
Interest income	13.82	10,412.72	-99.87 %
Realized Capital Gains/Losses		-4,867.47	100.00 %
Unrealized Gains/Losses	65,363.09	68,059.53	-3.96 %
Total Other Revenue	\$73,834.33	\$101,993.57	-27.61 %
NET OTHER REVENUE	\$73,834.33	\$101,993.57	-27.61 %
NET REVENUE	\$97,965.15	\$245,084.32	-60.03 %

Henrico CASA

BALANCE SHEET PYC

As of June 30, 2025

	TOTAL		
	AS OF JUN 30, 2025	AS OF JUN 30, 2024 (PY)	% CHANGE
ASSETS			
Current Assets			
Bank Accounts			
AO Schwab Reserve Account	238,107.32	284,367.75	-16.27 %
AO Schwab Securities	1,385,915.19	1,257,368.94	10.22 %
Operating Acct - Wells Fargo	75,964.45	68,979.13	10.13 %
Total Bank Accounts	\$1,699,986.96	\$1,610,715.82	5.54 %
Other Current Assets			
Grants/Funds Receivable	0.00	34,503.00	-100.00 %
Prepaid Expenses	5,128.01	5,628.01	-8.88 %
Total Other Current Assets	\$5,128.01	\$40,131.01	-87.22 %
Total Current Assets	\$1,705,114.97	\$1,650,846.83	3.29 %
Fixed Assets			
Accumulated Depreciation	-10,243.60	-10,243.60	0.00 %
Computer Equipment	15,663.54	15,663.54	0.00 %
Office Equipment & Furniture	4,773.99	4,773.99	0.00 %
Total Fixed Assets	\$10,193.93	\$10,193.93	0.00 %
TOTAL ASSETS	\$1,715,308.90	\$1,661,040.76	3.27 %
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	5,000.00	5,000.00	0.00 %
Total Accounts Payable	\$5,000.00	\$5,000.00	0.00 %
Other Current Liabilities			
Deferred Revenue	0.00	23,750.00	-100.00 %
Payroll Liabilities	-1,884.62	18,062.39	-110.43 %
Total Other Current Liabilities	\$ -1,884.62	\$41,812.39	-104.51 %
Total Current Liabilities	\$3,115.38	\$46,812.39	-93.34 %
Total Liabilities	\$3,115.38	\$46,812.39	-93.34 %
Equity			
Unrestricted Net Assets	1,614,228.37	1,369,144.05	17.90 %
Net Revenue	97,965.15	245,084.32	-60.03 %
Total Equity	\$1,712,193.52	\$1,614,228.37	6.07 %
TOTAL LIABILITIES AND EQUITY	\$1,715,308.90	\$1,661,040.76	3.27 %

Henrico CASA

Budget vs. Actuals Current FY

July 2024 - June 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
Church and Civic groups		30,000.00	
Contributions	4,312.42	105,000.00	4.11 %
Corporate	215.50	10,000.00	2.16 %
External Events	485.00	65,000.00	0.75 %
Foundation Grants	91,750.00	120,000.00	76.46 %
Government Grants	68,454.75	253,337.00	27.02 %
In-Kind Donations	10,881.99	45,000.00	24.18 %
Internal Events	2,000.00	100,000.00	2.00 %
Misc. Donations	1.38		
Workplace Giving Campaigns	387.44	300.00	129.15 %
Total Revenue	\$178,488.48	\$728,637.00	24.50 %
GROSS PROFIT	\$178,488.48	\$728,637.00	24.50 %
Expenditures			
Administrative Fees	357.45	6,500.00	5.50 %
Community Awareness	1,104.30	4,000.00	27.61 %
Equipment Expenses	1,322.64	3,000.00	44.09 %
In-Kind Expenses	10,881.99	45,000.00	24.18 %
Marketing and Fundraising Expense	2,802.95	12,500.00	22.42 %
Payroll Expenses	132,533.78	645,494.00	20.53 %
Postage & Shipping		750.00	
Printing	190.38	5,500.00	3.46 %
Program Expense	2,547.29	17,500.00	14.56 %
Strategic Planning/Board Development		10,000.00	
Supplies	450.20	2,500.00	18.01 %
Training	889.68	6,500.00	13.69 %
Volunteer Recognition	773.16	4,000.00	19.33 %
Volunteer Recruitment	503.84	4,500.00	11.20 %
Total Expenditures	\$154,357.66	\$767,744.00	20.11 %
NET OPERATING REVENUE	\$24,130.82	\$ -39,107.00	-61.70 %
Other Revenue			
Advisor Fees	-1,571.71	-3,500.04	44.91 %
Budget Investment Income		24,999.96	
Dividends	10,110.45		
Foreign Taxes	-81.32		
Interest income	13.82		
Unrealized Gains/Losses	65,363.09	44,000.00	148.55 %
Total Other Revenue	\$73,834.33	\$65,499.92	112.72 %
NET OTHER REVENUE	\$73,834.33	\$65,499.92	112.72 %
NET REVENUE	\$97,965.15	\$26,392.92	371.18 %