



Amplifying Children's Voices
in Henrico County

Henrico County Court Appointed Special Advocates

Board of Directors and Advisors Meeting – December 12, 2024 | 6:00 - 7:30 p.m.

BOARD MEMBERS

- Paul Ronson, *Chair*
- Shannon Mitchell, *Vice Chair*
- Mel Tull, *Treasurer*
- Bryan Jenkins, *Interim 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
- Toney Hall
- Sarah Kurysz
- Anne Preston Farmer
- Doug Nassif
- Adam Winston

STAFF

- Jeannine Panzera

HONORARY MEMBERS

- Kevin Bruny
- Jon Ganues
- Pat Hackler

CONSULTANT

- Katherine Whitney

GUEST

-

AGENDA

Welcome – Paul Ronson

Consent Agenda – Emailed Prior

- Executive Director's Report
- October 10, 2024, Board Meeting Minutes
- Financial Reports (through December 9, 2024)

Committee Updates

- Shannon Mitchell – Governance Committee
- Jeannine Panzera (for Mel Tull) – Finance Committee
- Chris Durand – Visitation Center Committee

Fund Development – Rutherford Ferguson

- Mustaches 4 Kids!
- Annual Campaign Update
- Home for Good® 2025

Old + New Business – Paul Ronson + Jeannine Panzera

- Board Retreat
 - Focus: Strategic Conversations and Planning
- 30th Anniversary
 - Tentative Date: Thursday, May 1, 2025
 - Tentative Location: The Westin
 - Special Guests: Angela Boice Axselle and Ashley Rhodes-Courter

Next Gathering: Annual Board Retreat – Sunday, February 2, 2025



Executive Director's Report December 2024

<i>Data as of October 31, 2024</i>	YTD 2024/2025	YTD 2023/2024
Volunteer Stats		
Number of Volunteers	89	97
New Volunteers	0	10
Resigned Volunteers	5	3
Volunteer Attrition	5.6%	3%
Cases		
Number of Cases/Children	239	215
Waiting Children	0	0
Cases Closed	65	69
Cases Opened	45	50
Volunteer Hours	3,112	3,384
Volunteer Contacts	6,866	5,963
Value to Commonwealth	\$103,878*	\$107,611**

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) 11	11	8	3	0	0
Lorrie (FT Advocate/Training Coordinator)	(25) 18	26	12	4	2	0
Stacy (FT Advocate Coordinator)	(25) 20	31	13	4	2	1
Sydney (FT Advocate Coordinator)	(25) 12	15	9	3	0	0

* Volunteer Dollar Value 2024 = \$33.38

** Volunteer Dollar Value 2023 = \$31.80



Past Activities (November 1 thru November 30, 2024)

- November 1, 2024: Jeannine attended a meeting with the Colorado Springs, CO CASA program regarding their Visitation Center.
- November 5, 2024: CASA program staff held a case assignment meeting.
- November 8, 2024: Jeannine attended a State Leadership Team Legislative Meeting.
- November 8, 2024: A Visitation Center Ad Hoc meeting was held.
- November 12, 2024: CASA staff meeting was held.
- November 12, 2024: Jeannine attended a meeting with the Fort Collins, CO CASA program regarding their Visitation Center.
- November 13, 2024: CASA Governance Committee meeting was held.
- November 13, 2024: CASA Mandatory Training for all Volunteers was held.
- November 14, 2024: Jeannine attended the Henrico State of the County address.
- November 14, 2024: Program staff attended a meeting to understand PCSPA and Court Impacts.
- November 18, 2024: VA CASA Benefits meeting was held.
- November 18, 2024: Jeannine attended a DCJS Network Support meeting.
- November 19, 2024: Jeannine attended a National CASA Training group meeting.
- November 20, 2024: Fall 2024 CASA trainees were sworn in as Advocates.
- November 21, 2024: CASA Finance Committee meeting was held.
- November 21, 2024: Jeannine attended a State Leadership Team Legislative meeting.
- November 25, 2024: Jeannine, Kristin, and Suzanne attended a Virginia CASA state marketing meeting.
- November 26, 2024: CASA staff meeting was held.

Current Activities (December 1 thru December 31, 2024)

- December 3, 2024: CASA program staff held a case assignment meeting.
- December 3, 2024: CASA staff attended a presentation on "School Shooters and Adverse Childhood Experiences".
- December 4, 2024: Jeannine met with 'A Safe Place' organization on their Visitation Center Program.
- December 5, 2024: Jeannine gave a presentation to South State Bank on CASA.
- December 6, 2024: Mustaches for Kids concluded with the 'Stache Bash'.
- December 9, 2024: Jeannine attended a State Leadership Team Ad hoc meeting.
- December 9, 2024: Jeannine and Kristin attended a Home for Good Kick Off meeting.
- December 10, 2024: CASA staff meeting will be held.
- December 10, 2024: Jeannine will attend a National CASA Training group meeting.
- December 13, 2024: A Visitation Center Ad Hoc meeting will be held.
- December 17, 2024: CASA program staff will hold a case assignment meeting.
- December 18, 2024: Jeannine will attend a Springboard Prize grant webinar.
- December 18, 2024: CASA staff will attend the Kiwanis Holiday Party.
- December 19, 2024: Jeannine will be interviewed for the RVA Small Business Network.
- December 31, 2024: CASA program staff will hold a case assignment meeting.

CASA Story

A few weeks ago, we hosted our annual training event for advocates, which featured a powerful and immersive poverty simulation. This hands-on experience provided a unique opportunity for advocates to step into the shoes of the families we serve, deepening their understanding of the systemic challenges and barriers faced by so many. The energy in the room was palpable as advocates navigated the simulation, exchanged insights, and connected over this shared experience. The few photos and thoughts below capture some of the moments that made the evening both meaningful and memorable.



THANK YOU ADVOCATES!



Stuart Enkey · 1st

Roof maintenance solutions for property managers, buildin...
1w · 🌐

The best part of being a Marine was being with Marines. The best part of the annual training for **Henrico CASA** is always **being with other CASAs!** An awe inspiring group if ever I've met one.

A CASA is a Court Appointed Special Advocate for Children. CASAs work for judges in the Juvenile and Domestic Court to advocate for the best interest of the child or children on a case.

It's volunteer work, and I do mean work, but good work, gratifying work.

Our CASAs include a former federal parole officer, teachers, social workers, a construction worker, software developers, baristas, a bartender, so many more and **at least one roofer.** 🤔 This week I am very grateful to all my fellow CASAs for being who they are.



Henrico CASA Board of Directors Meeting

Meeting Type: Board of Directors

Meeting Date: October 10, 2024

Meeting Location: Virtual (Teams)

Time: 6:00 PM

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

Staff: Jeannine Panzera

Quorum: Yes

Absent: Toney Hall, Paul Shively, Chris Durand, Adam Winston, Doug Nassif

Presiding/Leading the Meeting: Paul Ronson, Chair

I. Meeting Called to Order and Welcome

Paul Ronson, Chair

II. Minutes Approved from the August 2024 CASA Board Meeting

III. Audit Presentation, Sharon Hart, CPA

Sharon Hart joined the meeting to share a detailed review of FY2023-24 Audit Report.

- Audit went well – all information was provided, no findings or concerns, typical few adjustments
- Very strong financial year in all revenue categories
- Recommendations were for the Finance Committee/Board to consider evaluating staff compensation and benefits to ensure competitiveness with the market, noting that there was room for growth

IV. Committee Updates

Governance Committee (*Shannon Mitchell, Vice Chair*)

Governance Committee focus is on the need to identify and recruit new Board members this year

- Shannon will be sending an email to Board members to note their skills for the Board Matrix
- The intent is to update this Matrix so that Knowledge, Skills, and Attributes are current and to allow the Board to see where there may be gaps in attempt to focus on those gaps for Board member recruitment efforts

Finance Committee (Mel Tull, Treasurer)

- On Oct. 4, 2024, the Finance Committee held the annual meeting with Alpha Omega Wealth Management to discuss CASA's investment strategy, check it against the Investment Policy Statement, and discuss any new strategies or ideas for the securities and reserve accounts
- Based on recommendations from the audit, the Finance Committee will look at the 2024 Nonprofit Salary and Benefits Survey that was released by The Schaberg Foundation and Warren Whitney, and begin discussions

Visitation Center Committee (Jeannine Panzera for Chris Durand, VC Chair)

Monthly committee meetings continue, and Phase II steps are developing

- To help measure current need, Jeannine will be sending a survey to the current list of Henrico County GAL attorneys to ask
- Jeannine will begin scheduling conversations with other Visitation Centers and/or programs to better understand program structure, design, staffing, security, and best practices

Fund Development Committee (Rutherford Ferguson, FD Chair)

Reminder for the upcoming 2024 campaigns included:

- Mustaches for Kids (M4K)
 - Raised \$100,000 last year
 - Board Members encouraged to give their annual contribution gift to CASA via this platform to maximize the matches
- The Annual Campaign will take place late 2024 (Nov and Dec); letters will be prepared and first letters to be mailed the week of November 18th so they arrive prior to Thanksgiving
 - Board members will be asked to work on their individual cultivation list and sign notes to their connections once letters are printed
 - CASA is coordinating friends to assist with addressing the several hundreds of envelopes
- 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

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

- Jeannine shared an update that staff is working on 30th Anniversary plans and has identified a potential funding stream to help fund a national speaker (Ashley Rhodes-Courter) to make this a very special event
- Jeannine reminded Board members that all documents from Board members are uploaded to the Intranet
- Jeannine shared that for the 2024 Annual Mandatory Training for advocates, staff will be facilitating the very impactful poverty simulation. Board members are needed to assist and volunteer in "resource station" roles, and to please let Jeannine know if they can attend

7:38 PM – Meeting Adjourned

Henrico CASA Management Report

FY 2024-2025

As of December 9, 2024



Henrico CASA

P and L Fiscal YTD Comparison

July 1 - December 9, 2024

	TOTAL		
	JUL 1 - DEC 9, 2024	JUL 1 - DEC 9, 2023 (PY)	% CHANGE
Revenue			
Church and Civic groups	505.50	1,466.25	-65.52 %
Contributions	32,019.88	30,776.87	4.04 %
Corporate	11,114.85	7,620.50	45.85 %
External Events	485.00	2,862.00	-83.05 %
Foundation Grants	126,625.00	69,250.00	82.85 %
Government Grants	64,954.75	60,982.00	6.51 %
In-Kind Donations	18,136.65	18,136.65	0.00 %
Internal Events	30,500.00	3,000.00	916.67 %
Misc. Donations	1.38		
Workplace Giving Campaigns	415.79	495.00	-16.00 %
Total Revenue	\$284,758.80	\$194,589.27	46.34 %
GROSS PROFIT	\$284,758.80	\$194,589.27	46.34 %
Expenditures			
Administrative Fees	360.72	741.53	-51.35 %
Community Awareness	1,466.59	758.42	93.37 %
Equipment Expenses	1,702.80	1,365.02	24.75 %
In-Kind Expenses	18,136.65	18,136.65	0.00 %
Marketing and Fundraising Expense	4,206.84	6,593.69	-36.20 %
Payroll Expenses	213,993.58	224,459.05	-4.66 %
Postage & Shipping	191.30	349.31	-45.23 %
Printing	2,839.38	3,039.33	-6.58 %
Program Expense	4,942.02	10,208.41	-51.59 %
Strategic Planning/Board Development	208.95	4,845.00	-95.69 %
Supplies	1,194.50	1,386.78	-13.87 %
Training	2,046.15	2,900.93	-29.47 %
Volunteer Recognition	2,682.43	485.43	452.59 %
Volunteer Recruitment	3,518.84	22.79	15,340.28 %
Total Expenditures	\$257,490.75	\$275,292.34	-6.47 %
NET OPERATING REVENUE	\$27,268.05	\$ -80,703.07	133.79 %
Other Revenue			
Advisor Fees	-3,231.04	-2,355.70	-37.16 %
Dividends	15,157.00	10,478.34	44.65 %
Foreign Taxes	-104.59	-116.82	10.47 %
Interest income	417.04	4,952.92	-91.58 %
Realized Capital Gains/Losses		2,903.85	-100.00 %
Unrealized Gains/Losses	93,345.27	13,060.36	614.72 %
Total Other Revenue	\$105,583.68	\$28,922.95	265.05 %
NET OTHER REVENUE	\$105,583.68	\$28,922.95	265.05 %
NET REVENUE	\$132,851.73	\$ -51,780.12	356.57 %

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	505.50	36,322.43	-98.61 %
Contributions	32,019.88	116,839.57	-72.60 %
Corporate	11,114.85	16,514.71	-32.70 %
External Events	485.00	88,685.39	-99.45 %
Foundation Grants	126,625.00	155,967.46	-18.81 %
Government Grants	64,954.75	238,440.00	-72.76 %
In-Kind Donations	18,136.65	155,377.96	-88.33 %
Internal Events	30,500.00	149,917.46	-79.66 %
Misc. Donations	1.38	3.25	-57.54 %
Workplace Giving Campaigns	415.79	910.76	-54.35 %
Total Revenue	\$284,758.80	\$958,978.99	-70.31 %
GROSS PROFIT	\$284,758.80	\$958,978.99	-70.31 %
Expenditures			
Administrative Fees	360.72	10,366.24	-96.52 %
Community Awareness	1,466.59	2,197.06	-33.25 %
Depreciation Expense		5,101.49	-100.00 %
Equipment Expenses	1,702.80	2,714.52	-37.27 %
In-Kind Expenses	18,136.65	155,377.96	-88.33 %
Marketing and Fundraising Expense	4,206.84	17,688.39	-76.22 %
Payroll Expenses	236,081.45	569,445.07	-58.54 %
Postage & Shipping	191.30	1,382.01	-86.16 %
Printing	2,839.38	4,168.01	-31.88 %
Program Expense	4,942.02	16,030.84	-69.17 %
Strategic Planning/Board Development	208.95	14,008.00	-98.51 %
Supplies	1,194.50	2,232.05	-46.48 %
Training	2,046.15	3,822.66	-46.47 %
Volunteer Recognition	2,682.43	1,324.94	102.46 %
Volunteer Recruitment	3,518.84	10,029.00	-64.91 %
Total Expenditures	\$279,578.62	\$815,888.24	-65.73 %
NET OPERATING REVENUE	\$5,180.18	\$143,090.75	-96.38 %
Other Revenue			
Advisor Fees	-3,231.04	-5,202.51	37.89 %
Dividends	15,157.00	33,858.09	-55.23 %
Foreign Taxes	-104.59	-266.79	60.80 %
Interest income	417.04	10,412.72	-95.99 %
Realized Capital Gains/Losses		-4,867.47	100.00 %
Unrealized Gains/Losses	93,345.27	68,059.53	37.15 %
Total Other Revenue	\$105,583.68	\$101,993.57	3.52 %
NET OTHER REVENUE	\$105,583.68	\$101,993.57	3.52 %
NET REVENUE	\$110,763.86	\$245,084.32	-54.81 %

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	245,317.51	284,367.75	-13.73 %
AO Schwab Securities	1,351,997.96	1,257,368.94	7.53 %
Operating Acct - Wells Fargo	111,804.82	68,979.13	62.09 %
Total Bank Accounts	\$1,709,120.29	\$1,610,715.82	6.11 %
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	\$1,714,248.30	\$1,650,846.83	3.84 %
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	\$1,724,442.23	\$1,661,040.76	3.82 %
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	0.00	5,000.00	-100.00 %
Total Accounts Payable	\$0.00	\$5,000.00	-100.00 %
Other Current Liabilities			
Deferred Revenue	0.00	23,750.00	-100.00 %
Payroll Liabilities	-550.00	18,062.39	-103.05 %
Total Other Current Liabilities	\$ -550.00	\$41,812.39	-101.32 %
Total Current Liabilities	\$ -550.00	\$46,812.39	-101.17 %
Total Liabilities	\$ -550.00	\$46,812.39	-101.17 %
Equity			
Unrestricted Net Assets	1,614,228.37	1,369,144.05	17.90 %
Net Revenue	110,763.86	245,084.32	-54.81 %
Total Equity	\$1,724,992.23	\$1,614,228.37	6.86 %
TOTAL LIABILITIES AND EQUITY	\$1,724,442.23	\$1,661,040.76	3.82 %

Henrico CASA

Budget vs. Actuals Current FY

July 2024 - June 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Revenue			
Church and Civic groups	505.50	30,000.00	1.69 %
Contributions	32,019.88	105,000.00	30.50 %
Corporate	11,114.85	10,000.00	111.15 %
External Events	485.00	65,000.00	0.75 %
Foundation Grants	126,625.00	120,000.00	105.52 %
Government Grants	64,954.75	253,337.00	25.64 %
In-Kind Donations	18,136.65	45,000.00	40.30 %
Internal Events	30,500.00	100,000.00	30.50 %
Misc. Donations	1.38		
Workplace Giving Campaigns	415.79	300.00	138.60 %
Total Revenue	\$284,758.80	\$728,637.00	39.08 %
GROSS PROFIT	\$284,758.80	\$728,637.00	39.08 %
Expenditures			
Administrative Fees	360.72	6,500.00	5.55 %
Community Awareness	1,466.59	4,000.00	36.66 %
Equipment Expenses	1,702.80	3,000.00	56.76 %
In-Kind Expenses	18,136.65	45,000.00	40.30 %
Marketing and Fundraising Expense	4,206.84	12,500.00	33.65 %
Payroll Expenses	236,081.45	645,494.00	36.57 %
Postage & Shipping	191.30	750.00	25.51 %
Printing	2,839.38	5,500.00	51.63 %
Program Expense	4,942.02	17,500.00	28.24 %
Strategic Planning/Board Development	208.95	10,000.00	2.09 %
Supplies	1,194.50	2,500.00	47.78 %
Training	2,046.15	6,500.00	31.48 %
Volunteer Recognition	2,682.43	4,000.00	67.06 %
Volunteer Recruitment	3,518.84	4,500.00	78.20 %
Total Expenditures	\$279,578.62	\$767,744.00	36.42 %
NET OPERATING REVENUE	\$5,180.18	\$ -39,107.00	-13.25 %
Other Revenue			
Advisor Fees	-3,231.04	-3,500.04	92.31 %
Budget Investment Income		24,999.96	
Dividends	15,157.00		
Foreign Taxes	-104.59		
Interest income	417.04		
Unrealized Gains/Losses	93,345.27	44,000.00	212.15 %
Total Other Revenue	\$105,583.68	\$65,499.92	161.20 %
NET OTHER REVENUE	\$105,583.68	\$65,499.92	161.20 %
NET REVENUE	\$110,763.86	\$26,392.92	419.67 %