

The Arc of Katy Board of Directors Meeting
Date: August 15, 2023 Hybrid
Meeting Minutes

The meeting was called to order at 6:19 pm by Cherie Duddridge, President.

Cherie Duddridge led the Board in prayer.

Board members: See attached Attendance dated 8/15/23.

Members who have provided proxies: Mary Alcocer, Audrey Bivens

Quorum confirmed.

ACTION ITEMS

A motion was made by Mike Lattal to approve the July 18, 2023, The Arc of Katy Board Minutes. The motion was seconded by Bonnie Holland. The minutes were approved. The motion passed.

President's Reports

- Cherie led a discussion regarding the missing funds related to the Gala. She said that a cashiers check was being brought to the meeting tonight.
- Cherie discussed potential speakers for the General Annual Board Meeting on September 19, 2023. Cherie planned to have a statement outlining the 'State of The Arc of Katy', which would include an in-depth presentation by Mike Lattal of the current financial status.
- Cherie Duddridge proposed dates (9/21) for a Strategic Planning meeting, and plans to engage a facilitator Brooke Garcia, to help the Arc of Katy to move forward, for planning for the future.
- A discussion was had regarding what Executive Board Members and General Board Members were up for nomination. This is the job of the Board Development Committee, however there is currently not a chair for that committee.
- An open discussion was has regarding ways to reduce day to day costs of running the day program, which could include cutting the cleaning schedule, possibly asking staff to volunteer to go home early on days when attendance is reduced and
- Increasing Grant writing and looking for grants that would facilitate hiring a grant writer.
- Cherie reminded the Board of Directors that all Board Members must be active Members, in good standing. Currently, all Board members, except one, have paid their dues for the 2023-2024 year.

COMMITTEE REPORTS

Finance Committee

- Cash Flow for June is a loss of \$5,029. Operating Income was a loss of \$8,170 offset by \$1,690 in fundraising due to donations and deposit refund. Program and Admin expenses were lower

due to lower salaries. The \$7,276 unfavorable variance versus the budget is primarily a result of lower fundraising and tuition offset by lower salaries.

- YTD Cash Flow for the fiscal year is a loss of \$50,161. Operating income was a loss of \$174,948 offset by Fundraising \$90,580. The \$67,554 unfavorable variance is primarily due to lower tuition, unbudgeted property expense in administrative expense, and lower fundraising.
- Restricted funds currently has a \$63,397 balance with \$10,000 dedicated to Oven and Fire system and \$50,000 for a van.
- Cash balance is \$135,269 up \$1,690 from last month.
- Mike said the status of the bus that has been on order looks to be 2024 delivery.
- A tuition increase is scheduled to go into effect in January 2024. The families have received notification.
- A professional brochure has been compiled to be used by any Board Member representing the Arc of Katy in events such as Chamber Meetings, Rotary Meetings or any organizational meetings. It outlines The Arc of Katy Mission Statement, The Vision, as well as what population we serve, and information of who to contact for additional information.

Program Committee

- Ann is continuing to host visits for prospective fall participants.
- The Arc Day Program will close on Friday, August 18 for two weeks. The Day Program will open for its Fall program on Wednesday, September 6th
- Staffing for fall is complete.
- The Second Annual Educators Luncheon was held on August 10, 2023
- The third summer session began Monday, July 29. All four buses are on campus.
- The Arc of Katy will participate again this year in the Pick-a-Dilly Market at St. Peters United Methodist Church, on October 21 from 9am to 4pm. The market has its own facebook page and we have the ability to post on their and our pages. A signup genius page will be created for family/participant volunteers to sign up for the day.
- Tidal Wave Auto Spa Charity Day will be September 15, 2023, planning is ongoing.
- The Arc of Katy Socials will resume in September, 2023, at the Mark Chapman YMCA. The Arc of Katy will be charged \$100/social. The first social dance of the season will be September 9th at the Mark Chapman YMCA. Paperwork has been completed for the nine socials held at the Y. The theme for the first social will be "Party in the USA."
- A hot dog/movie social was held at the Arc Bldg on July 29th, and another social will be held on August 26th
- A fund raising event in December, 2023 is being planned, which will include the participants participating in a Fashion Show Luncheon, and will also include a silent auction. More details to follow.

Marketing and Communication Committee

- The Marketing Committee is focusing on notifications regarding the upcoming Annual General Membership Meeting on September 19, 2023. They are notifying members that their renewed family membership is due on September 1st, the beginning of our fiscal year.

- The committee met online to discuss sustainability of ongoing communications supporting The Arc of Katy. Items discussed were maintenance of communication streams such as our website, social media presence, google page management as well as communications regarding upcoming events, including the upcoming general membership meeting, annual fund campaign, as well as scheduling the recurring donation campaign.
- The committee is actively seeking someone to refresh/maintain The Arc of Katy's social media presence, and actively engage our target audience.
- The Committee is also looking for ways to keep the Calendar of events front and center, making it easier for our community to be aware and engage.

Fund Development Committee - No report submitted

- Tidal Wave Auto Spa -September 15th
- Annual Fund - Letter to go out in the Fall
- Planning meeting with Finance Committee

Board Development Committee

No meeting held

No report submitted

- The committee is in discussion with a potential new Board Member. More information to follow.
- Please submit potential board member candidate names to: BoardDev@TheArcofKaty.org

The next Arc of Katy Board meeting will be September 19, 2023 @ 7:00 pm.

This meeting will be the Annual General Membership Meeting, and will be held at Kingsland Baptist Church.

A motion was made by Amy Campbell, to adjourn the meeting and was seconded by Mike Lattal.

The meeting was adjourned at 7:36 pm by Cherie Duddridge, President.

Respectfully submitted,

Ellen Candito

October 8, 2023

Secretary

The Arc of Katy



Achieve with us.®

**August 15, 2023 via Hybrid
Board of Directors**

Name	Present	Absent	Proxy
Cherie Duddridge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Lattal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellen Candito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Shafer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Alcocer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audrey Bivens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Amy Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Russell Faldyn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carolyn Kares	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fran Dahl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bonnie Holland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary McGovern	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>		