

**The Arc of Katy Board of Directors Meeting**  
**Date: June 20, 2023 Hybrid**  
**Meeting Minutes**

The meeting was called to order at 6:03 pm by Cherie Duddridge, President.

Fred Shafer led the Board in prayer.

Board members: See attached Attendance dated 6/20/23.

Members who have provided proxies: Bonnie Holland

Quorum confirmed.

**ACTION ITEMS**

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

**President's Reports**

- The Arc of Katy Board Meeting for May 2023, was cancelled due to lack of quorum.
- A Sponsor Spreadsheet has been created. The next steps are: 1. Enter information into Donor Software; 2. Make contact in the next 30 days to develop relationship; 3. Determine sponsor interest, and what is needed to develop that relationship.

**COMMITTEE REPORTS**

**Finance Committee**

- Cash flow for May is a loss of \$9,837. Operating Income was a loss of \$14,087 offset by \$1,117 in fundraising, primarily due to donations. Program expenses included a \$5,924 payment for bus repairs. The \$7,251 unfavorable variance versus the budget is primarily a result of the bus repairs and lower fundraising.
- YTD Cash Flow for the fiscal year is a loss of \$39,571. Operating income was a loss of \$155,462 offset by Fundraising \$87,907. The \$60,802 unfavorable variance is primarily due to unbudgeted property expense in administrative expense, lower fundraising/gala, higher building expense.
- 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 \$145,943, up \$486 from last month.
- 990 is completed.

- Treasurer, Mike Lattal discussed outstanding debts from the 2023 Gala. There is an \$1800 debt that may be unrecoverable and a \$2500 debt. Cherie Duddridge said that she would have a discussion with the individual, and feels that she will be able to resolve this issue, before taking further action. The Executive Board agreed with this decision.

### **Building Committee**

#### **Priorities:**

<b>TOTAL CAPITAL NEEDS:</b>	<b>\$147,801</b>
Capital Raised to date.	\$138,539
Spent	\$124,898
Available to spend	\$10,641
Committed	\$3,000

### **Program Committee**

- There are currently 83 participants on the roster
- There are only 3 functional buses, so some adjustment will be necessary
- A **No Phone Policy** has been put in place as of May 15, 2023. The Arc Program Manual has been updated to reflect the new policy. The Arc of Katy hosted a Technology Safety Presentation for families on June 27, 2023 at Kingsland Baptist Church.
- Tidal Wave Auto Spa Charity Day will be September 15, 2023
- Pick-A-Dilly Market will be October 21, 2023
- The Arc of Katy Socials wrapped the year with a Prom on May 13, 2023. The socials will resume in September at the Mark Chapman YMCA. The Movie Socials will continue through the summer at the Arc Building.

### **Marketing and Communication Committee**

- Discussion on Monthly Contribution ongoing campaign - Constant Contact emails; Facebook; Instagram
- New materials for engaging potential Sponsors, brochure have been printed, 1000 copies.
- Plaques for upper donor levels
- Brookshire Economic Council, and Humble Grounds Coffee House have been contacted
- Add Fund-A-Need to website
- Dates to Remember:
  - September 2023 - next Empowerment through Knowledge at Kingsland Baptist.
  - September 2023 - Annual General Membership Meeting.

**Fund Development Committee - No report submitted**

- Tidal Wave Auto Spa -September 15th
- Stewart Title Foundation Community Service Awards Program: \$500

**Board Development Committee**

**No meeting held**

**No report submitted**

- Please submit potential board member candidate names to: [BoardDev@TheArcofKaty.org](mailto:BoardDev@TheArcofKaty.org)

The next Arc of Katy Board meeting will be July 18, 2023 @ 6:00 pm, Hybrid format.  
The meeting was adjourned at 7:18 pm by Cherie Duddridge, President.

Respectfully submitted,

**Ellen Candito**

July 5, 2023

Secretary

The Arc of Katy



*Achieve with us.®*

**June 20, 2023 via Hybrid  
Board of Directors**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Proxy</b>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audrey Bivens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mary McGovern	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>		