

## **The Arc of Katy Board of Directors Meeting**

**Date: February 26, 2024 Zoom**

### **Meeting Minutes**

The meeting was called to order at 6:07 pm by Cherie Duddridge, President.

Fred Shafer led the Board in prayer.

Board members: See attached Attendance dated 2/26/24.

Members who have provided proxies: Audrey Bivens; Amy Campbell; Bonnie Holland;  
Mary McGovern

Quorum confirmed.

#### **ACTION ITEMS**

A motion was made by Mary Alcocer to approve the January 16, 2024, The Arc of Katy Board Minutes. The motion was seconded by Carolyn Kares. The minutes were approved. The motion passed.

#### **President's Reports**

- Cherie held scheduled weekly Zoom planning meetings for ( **iViva! The Arc of Katy 2024 Fiesta**) committees and assigned tasks to Board Members. A meetings were held on Mondays, with the final meeting on February 19, 2024.
- February meeting moved to the 26th, due to date of Fiesta.
- Consider Board Boot Camp: \$300 for 3 attendees. Sponsored by Brooke Garcia and Katy Chamber of Commerce
- Updating The Arc of Katy Video- funding options 5,000 estimate

#### **COMMITTEE REPORTS**

##### **Finance Committee**

• Cash Flow for January is a gain of \$11,164. Operating Income of \$4,517 combined with fundraising of \$3,506 resulting in a net income of \$8,023. Fundraising was solely due to contributions of \$3,506.

Monthly

Income was \$8,023 was higher than the budget due lower Program expenses (salaries) offset by lower fundraising.

- Year to date cash flow is positive \$23,078. The positive variance of \$26,988 is primarily due to higher tuition, lower salaries, admin expenses.
- Restricted funds currently have a \$59,755 balance with \$5,000 for security and \$55,000 for a van.
- Cash balance is \$152,711, down \$5,419 from last month.

## **Building Committee - No Meeting held; No Report Submitted**

### **Program Committee**

- The policy on requiring a 30 day notice to leave or change days of attendance in the Day Program has been put in effect per decision of the Program Committee in January. This information has been added to the handbook.
- The Program Committee has been coordinating with the Staff to prepare the participants to attend the Fiesta on February 16, 2024. The participants will greet guests, and sing songs.
- Two Adirondack chairs are being painted for the Fiesta, and a participant has submitted some art for the auction.
- The Arc of Katy will be the recipient of the funds raised from the Spartan Games from Seven Lakes HS.
- The Arc of Katy will have a table with materials at the Family to Family Conference on February 28th
- The Arc of Katy Social for March will be a Rodeo Dance, held at the Mark Chapman YMCA.
- The Barn Dance will be on April 20, 2024, at the Jordan Ranch location.

## **Marketing and Communication Committee - No Meeting held; No Report Submitted**

- The focus was on communication for the Fiesta.
- Communication included Social Media blasts, Press releases, and Constant Comment notification.
- The Committee was overseeing the printed materials, signage, and write-ups (including Honoree write-ups, Script for the Fiesta, Timeline) and setting up Ready, Set, Auction (uploading descriptions and pictures of silent and live auction items).

## **Fund Development Committee - No Meeting held; No report submitted**

- Annual Report about to be sent to Ann for formatting
- Meeting with Brooke Garcia regarding Capability building grants
- Meadow Foundation Grant for Capability building;
- Jan, Apr, June & Nov
- Greater Katy Area Woman's Club Inquiries

Fred:

- Katy Taste Fest March 2nd
- Volunteers: Vendor table
- 7 Volunteers needed Welcome table
- Business Network International- Feb 29 w Chip Entz

## **Board Development Committee - No Meeting held; No report submitted**

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

- **Fiesta 2024 - ¡Viva! The Arc of Katy**
- There was a discussion on Lessons Learned

#### **Fiesta Lesson Learned 2024**

##### **What Went Well**

Timeline was very good- ended by 9! Kept moving  
 Singing by participants received positive feedback  
 Casual dress appreciated.  
 DJ was very good  
 Palacio Maria- good venue, good food, fast buffet line, good location, good price for drinks  
 Loved Mariachi Band- improve lighting and stay longer

##### **Opportunities**

###### **Process:**

Auction and Fund-a-Need need single point to consolidate numbers- not duplicate  
 Only 1 bidder card per couple- ask  
 Add 2 for each live auction in advance to make easier to charge  
 Need more training and practice for check in/ out; improves with experience  
 Cash sales for heads and tails- need sheet that checklist with bidder # for receipts  
 Have Extra set of info for live auction for Glenn Beckendorff  
 Single contract for Venue ie, food choice and share allergies/ restrictions with venue;  
 multiple directions

###### **Tech:**

Tech person in the corner to help with phones.  
 Consider explaining how to use the software during the program

###### **Venue/ Decore:**

Consider 6:30 instead of 6 but not extend later ending  
 Larger table numbers  
 Need additional bartender and addl bar /Ask if add margarita machine for frozen?  
 Use DJ sound system to augment the Palacio Maria sound system.

###### **Other:**

Update Video ie add more participants to the video  
 Consider keeping in Feb to space out fundraising events  
 Communications ready in advance: written, dates to send and where to send

The next Arc of Katy Board meeting will be March 19, 2024 @ 6:00 pm.  
 The meeting was adjourned at 6:57 pm by Cherie Duddridge, President.

Respectfully submitted,

**Ellen Candito**

March 15, 2024

Secretary

The Arc of Katy



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**February 26, 2024 via Zoom  
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Amy Campbell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carolyn Kares	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonnie Holland	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mary McGovern	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Other Attendees**

Ann Ferner