

**The Arc of Katy Board of Directors Meeting  
Date March 22, 2022 via ZOOM**

**Meeting Minutes**

The meeting was called to order at 6:05 pm by Cherie Duddridge, President.

Fred Shafer led the Board in prayer.

Board members absent: See attached Attendance dated 3/22/22 .

Members who have provided a proxy: Amy Campbell, Mary Alcocer.

Quorum present.

**ACTION ITEMS**

A motion was made by Fred Shafer to approve the Feb 15, 2022 Board minutes. The motion was seconded by Fran Dahl. The minutes were approved. The motion passed.

**President's Reports**

- Whistle Blower and Document Retention Policies were provided. There were no questions or discussion. Mike Lattal motioned they be accepted and seconded by Don Elder. Board voted to approve the policies.
- Board Member Krista Kiblawi has submitted her intent to resign from the board via text to Cherie. Cherie is requesting a resignation letter.
- Karen Walker shared her background with the committee and what led to her interest in volunteering with The Arc of Katy as Volunteer Coordinator. She is currently developing google forms for potential volunteers and for staff, committee members, or board members to submit requests for volunteers. Karen will organize interested individuals according to skills and projects they are interested in on a spreadsheet. Karen will organize volunteers in order to coordinate service dates and times, etc. and match with requested needs, projects, or events. Large groups are currently calling to offer service hours. Amber offered to post any updated forms on The Arc of Katy website.
- A summary of the Jordan Ranch Open House was shared. It was a successful event well attended.
- Cherie shared plans for the Katy Chamber of Commerce Leadership group scheduled to visit the Arc building April 13 from 3-4.

**COMMITTEE REPORTS**

**Building Committee**

- Reviewed covering installation of the fire alarm, Fire Marshall inspection –increasing occupancy to 83, and listed prioritized future spending.

### **Finance Committee**

- Financial report reviewed by Mike Lattal
- The 990 report is being developed.
- There is an estimated capital need of 144,000 primarily for projects outside of the Jordan Ranch facility.
- There were no questions or discussion from the board

### **Program Committee**

- Carolyn Kares reviewed the COVID response team recommendations and implementation.
- Summer program registration has begun and has a robust response from current participants. They are currently seeking summer employees.
- The Family Open House at Jordan Ranch was successful.
- The committee is looking forward to the Barn Dance set for April 2. Don Wolf has donated the meat and will be cooking the beef for the sandwiches for the Barn Dance. Grace Fellowship is loaning tables, NCL will provide service volunteers for the event and provide cakes for the cakewalk, American Eagle Store employees will also volunteer with set up in addition to a generous financial donation.

### **Marketing and Communication Committee**

- The website has been updated with dates and events.
- The Katy Chamber of Commerce will place the Arc of Katy on the not for profit section of their website.
- The committee is seeking a social media volunteer.
- The committee is also interested in developing a plan to coordinate events, dates, and calendar with all the Arc committees and how best to interface with Marketing and communications.

### **Fund Development Committee**

- The committee is continuing grant development .applications, and evaluating fund raising opportunities.
- They plan to pursue potential skilled volunteers to assist their efforts

### **Board Development**

- The committee is currently working on potential advisory board members.
- Michael Dillard has joined the Marketing and Communication committee.

### **Covide-19 Response Team**

- The committee is following current CDC recommendations.
- Safety protocols remain in place.
- The committee will meet when necessary moving forward.

The next Arc of Katy Board meeting will be March 22, 2022 @ 6:00 pm in person at the Day Program and via Zoom.

The meeting was adjourned at 7:00 pm by Cherie Duddridge, President.

Respectfully submitted,

*Audrey Bivens*

March 22, 2022

Audrey Bivens

The Arc of Katy



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**March 22, 2022 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audrey Bivens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amy Campbell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michael Dillard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Kares	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fran Dahl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ida Faye Elder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don Elder	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonnie Holland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amber Jarvis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary McGovern	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marchelle Peters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other Attendees**

Ann Ferner	<input checked="" type="checkbox"/>
Karen Walker	<input checked="" type="checkbox"/>