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**The Arc of Katy
Board of Directors Meeting
Date 3/9/21 via ZOOM**

Meeting Minutes

The meeting was called to order by Fred Shafer, President.

Fred Shafer led the Board in prayer

Board members absent: See attached Attendance dated 3/9/21

Board members present by proxy: None

ACTION ITEMS

1. A motion was made by Don Elder to approve the February 9, 2021 amended Board meeting minutes. The motion was second by Cherie Duddridge. The motion passed.
2. A motion was made by Fran Dahl to approve the slate of four new members to the Board. The motion was second by Carolyn Kares. The motion passed.

President's Reports

- The "Special Needs Toolkit" seminar was well attended. There were twenty-five who attended virtually and in-person. Those who participated spoke very favorably about the information from the seminar.
- The contractor for the Jordan Ranch Road building reports that he continues to wait on permits before construction can begin. The Memorandum of Understanding between The Arc of Katy and Tsakairis Properties was amended to read the completion date will be 12 months from the March 8, 2021 date of the amended MOU.

COMMITTEE REPORTS

Finance Committee

Mike Lattal presented Arc of Katy Finance Report for March 2021.

- Net Income for February 2021 is estimated to be a loss of \$7,476. Operating Income was a loss of \$8,980, offset by \$1,504 of fundraising associated with donations and fundraisers. The \$5,521 unfavorable variance versus the budget is a result of lower contributions offset by lower payroll expenses due to the closure of the program for one week.
- Year to date income is \$35,931, \$74,687 better than the budget loss. Higher Operating income due to early start of day program, higher fundraising and contributions, and timing associated with audit fees were responsible for the improvement over the budget.
- Cash balance is \$180,029 up \$13,000 from last month.
- Have received a second loan under the PP Program for \$26,000. Have received loan forgiveness for the first loan under PPP.

Program Committee

Carolyn Kares, Program Co-chair presented the March Program Committee report. A copy of the report was provided to the Board.

- The Arc Program Committee met via Zoom on March 2, 2021 at 4 pm.
- There was no damage to the building during the freeze (February 14-19), and the building did not lose power.
- The Virtual Interaction Program (VIP) launched February 3, 2021. Four participants are registered.
- The March Social will be a virtual Rodeo themed event via Zoom on March 13th.
- Spring sale of geraniums will be held on Friday March 26th and Saturday March 27th. 1200 plants have been ordered, and will be sold for \$8.00.

Communications and Marketing Committee

- Kickoff of legacy giving program is delayed until all the background work is completed. The Communications and Marketing Committee will follow the lead of the Fund Development Committee
- Margaret Laney has begun and will continue work on volunteer recognition and opportunities promotion with focus to include in the April newsletter.
- Gala to be rescheduled – fall 2021 target. No new information is available at this time and we will continue to take lead from Gala co-chairs to communicate save the date.
- Social program communications –programs will be online through May at least. Jeanne Ann Combrink provided updates; Margaret refreshed the website event posts.
- Margaret updated website and Facebook site with new information on geranium and garden art popup market and Ann Ferner sent out Constant Contact email. A follow up Constant Contact will be sent closer to events – week commencing March 22.
- Margaret posted photo celebrating 16th anniversary of day program on Facebook.
- Startup of VIP – program started on Feb. 3. Communications are ongoing.

Fund Development Committee

- The Fund Development committee have determined new Donor Categories, which were presented to the Board. Updated categories will be noted on the website.
- The Committee has been researching information to apply for the Vivian L. Smith Foundation Grant. Submission deadline is May 15th.
- The committee is in the process of developing the Legacy Giving Program (“A Gift of Lasting Love”). Details will be announced in March.

Board Development Committee

The Board Development Committee brought forward four new members for election to the Arc of Katy Board. Each new member’s qualifications was provided to the Board, prior to the meeting. A brief discussion was held, followed by a vote, and the new members were unanimously accepted to the Board. The Board will welcome Mary Alcocer, Audry Bivens, Robert Doguim and Bonnie Holland as new members of the Arc of Katy Bord of Directors at the April 13. 2021 meeting.

COVID-19 Response Team

The team is monitoring the COVID numbers and is following the advice of the CDC. They are staying the course at this time.

Adjourn

The next Board Meeting will be April 13, 2021 via Zoom, at 6:00pm. A brief discussion was held regarding potential in-person Board meetings in the future. No decisions were made.

The meeting was adjourned at 7:15pm by Fred Shafer, President

Respectfully submitted,

Ellen R Candito

March 22, 2021

Ellen Candito, Secretary
The Arc of Katy



The Arc of Katy
March 9, 2021 via ZOOM
Board of Directors

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Name	Present	Absent	Proxy
Fred Shafer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cherie Duddridge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Lattal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellen Candito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amy Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Kares	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margaret Laney	<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"/>
Amber Jarvis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pat Doucette	<input type="checkbox"/>	<input checked="" 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"/>
Krista Kiblawi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>		
Sandi Dancel	<input type="checkbox"/>		
Donna Bode	<input type="checkbox"/>		