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**The Arc of Katy  
Board of Directors Meeting  
Date 8/17/21 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 8/17/21

Board members present by proxy: None

Quorum present

**ACTION ITEMS**

A motion was made by Amber Jarvis to approve the amended July 20, 2021 Board meeting minutes. The motion was second by Ida Faye Elder.

A motion was made by Fred Shafer to accept the resignation of Pat Douchette, effective at the end of the fiscal year. The motion was second by Don Elder. The motion passed.

A motion was made by Fran Dahl to approve the 2021 - 2022 Budget. The motion was second by Cherie Duddridge. The motion passed.

A motion was made by Don Elder to apply a \$5.00/day (T & Th) increase to the Be Strong Aquatics Program. The motion was second by Amber Jarvis. After a discussion and vote (14 approve/ 2 disapprove) The motion passed.

**President's Reports**

The Jordan Ranch Property is progressing nicely. The Ribbon Cutting is being planned with the Marketing and Communication Committee.

Fred will meet with Fran Dahl to review the lease for the property.

Fred reported the the audit is complete and we will get the report soon.

On July 28, 2021 an email recommendation from the Finance Committee was presented to the the Board of Directors for approval. The recommendation read:

"It is recommended that the Board of Directors approve the expenditure of up to \$50,000 from the current budget to cover the following costs at the Jordan Ranch property:

- 1) Upper and lower cabinets in the kitchen, office area and media room
- 2) building modifications requested by The Arc of Katy
- 3) fire and alarm security system. The expenditure of \$50,000 still leaves approximately \$140, 000 in the budget".

The vote for the recommendation was 15 in favor and 4 no responses.

Fred wants the board to consider moving the board meetings from the second Tuesday of the month, to the third Tuesday of the month so the the financial report may be presented to the board.

Incoming President, Cherie Duddridge agrees with the proposed change. There was no objection from the board.

The Annual Membership meeting will be September 21, 2021. The COVID-19 Response Team will discuss and review options to determine if the meeting can be an in-person meeting.

## **COMMITTEE REPORTS**

### **Finance Committee**

- Net Income for July 2021 is \$17,840. Operating Income was a loss of \$8310, was offset by forgiveness of PPP loan in Fundraising of \$26,150. The \$18,635 favorable variance versus the budget is a result of the PPP loan forgiveness offset by lower other fundraising .
- Year to date income is \$72990, \$90,137 better than the budget loss. Higher Operating income \$40817 is due to early start of day program and lower salary expense and lower admin costs. Higher fundraising resulted from forgiveness of PPP loan (\$57,000), and contributions, and barn dance offset by lower gala income.
- Cash balance is \$174,775, down \$17,277 from last month.
- Finance committee recommended a \$5 increase in the day rate for Be Strong in the next fiscal year.

### **Program Committee**

The Arc of Katy Program Committee met via Zoom Tuesday, August 3, 2021. Session Three began on July 26, 2021 and ends on August 13, 2021.

Notices were sent to Arc families regarding the transition back to Option Two and that a Session Two participant had been personally exposed to the Covid-19 virus and was not attending Session Three. It was reported that no questions had been received from any families regarding the two notices.

Carolyn Kares and Amy Campbell hosted a social hour following the monthly staff meeting on August 4, 2021, to thank all staff for their work this summer.

### **Communications and Marketing Committee**

The Gala will be at [Beckendorff Farms](#) December 3, 2021

- New building photo opportunity was Friday 8/13/21
- Marketing and Communications is working alongside the Fund Development Committee and Capital Campaign Committee
- Email blast went out Tuesday 8/10 included details for membership renewal
- Volunteer hour logging is now complete

### **Fund Development Committee**

Focus is on developing the newly established Grant Writing Committee.

The Committee will continue to work on the Capital Fund and upcoming Gala for the rest of the year.

**Board Development Committee**

The Committee thanks Pat Douchette for his service on the board.

The Committee thanks the three board members that are up for reelection for their continuing service.

The Board Development Committee presented a list of the board members up for reelection at the Annual Membership Meeting, at which time Fred will pass the torch on to Cherie Dudridge, as the New Board President.

Fred will remain on the board as Past President. The committee continues to develop new candidates.

**GALA Committee**

The Committee has been working on a "Save the Date" notice, which will go out in the next few weeks. The event may be a less formal affair this year.

**Covid Response Team** – A meeting is to be held on Monday, August 9, 2021

The Arc Fall In Person Program will continue in Option Two which requires the wearing of masks/face shields, temperature checks, asking of Covid-19 questions, and the cleaning protocols will continue. The attendance numbers continue at 28 Monday – Thursday and 22 on Friday. The Arc building interior items will be reconfigured to help accommodate the number of participants per day.

The Annual Membership Meeting will be September 21, 2021.

The meeting was adjourned at 8:55pm by Fred Shafer, President

Respectfully submitted,

*Ellen R Candito*

Ellen Candito, Secretary  
The Arc of Katy

July 23, 2021



*Achieve with us.*

**The Arc of Katy  
August 17, 2021 via ZOOM  
Board of Directors**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Proxy</b>
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"/>
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"/>
Robert Doguim	<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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amber Jarvis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pat Doucette	<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"/>
Krista Kiblawi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Other Attendees</b>			
Ann Ferner	<input checked="" type="checkbox"/>		
Sandi Dancel	<input type="checkbox"/>		
Donna Bode	<input type="checkbox"/>		