

The Arc of Katy Board of Directors Meeting

Date: November 28, 2023 Hybrid

Meeting Minutes

The meeting was called to order at 6:10 pm by Cherie Duddridge, President.

Bonnie Holland led the Board in prayer.

Board members: See attached Attendance dated 11/28/23.

Members who have provided proxies: Mary McGovern

Quorum confirmed.

ACTION ITEMS

A motion was made by Mary Alcocer to approve the October 17, 2023, The Arc of Katy Board Minutes. The motion was seconded by Amy Campbell. The minutes were approved. The motion passed.

President's Reports

- Cherie said that the Insurance was cancelled due to land classified as "Unprotected Rural", we are seeking new quotes.
- Cherie initiated the fundraiser for February 2024, (**iViva! The Arc of Katy 2024 Fiesta**) committees and assigned tasks to Board Members. A zoom meeting was on November 27, 2023.
- The Arc of Katy will be one of 7 Non-Profits featured at The Katy Chamber Luncheon on December 14, 2023. Cherie and Fred will attend, along with 2 participants.

COMMITTEE REPORTS

Finance Committee

- Cash Flow for October is a loss of \$1,866. Operating Income loss of \$8,598 was offset by fundraising of \$3,591 resulting in a net loss of \$5,007. Fundraising includes a \$1,000 donation from Costco. Monthly Income was lower than the budget by \$5,666 due to lower fundraising. Program expenses were lower due to timing of salaries.
- Year to date cash flow is positive \$10,027. The positive variance of \$9,163 is primarily due to lower salaries.
- Restricted funds currently have a \$61,982 balance with \$3,000 dedicated to Oven and Fire system, \$5000 for security and \$50,000 for a van.
- Cash balance is \$153,616 up \$2,495 from last month.
- Budget had an increase in tuition on January 1 from \$38 to \$40. A \$2 increase will create about \$10,000 in additional income. Motion to increase tuition to \$40.

- A motion was made by Mike Lattal to increase the day program tuition from \$38/day, to \$40/day, beginning January 1, 2024. The motion was seconded by Ellen Candito. The motion was approved. The motion passed. Notification will be sent to families.

Building Committee

- An external alarm horn has been purchased for \$675
- A grant was received from Kingsland Missions Ministry for \$5000 to be put toward the installation of a tall entry gate.
- The cost to replace the dead ligustrums will be \$400.
- The Stove and Hood were purchased for \$1700. Delivery is scheduled for November 30. Installation will be researched.
- Researching lower cost cameras and monitoring system for building exterior.

Program Committee

- The Pick-a-Dilly Market on October 21, 2023 was successful. 105 \$20 bags featuring Fredericksburg Farms items were sold. Approximately \$1500 was netted from this event.
- A Thanksgiving Family Potluck was on Friday November 17 from 11:30 - 1:00 at the Elks Lodge, 80 people including many families and participants enjoyed delicious food and friendship.
- The Arc of Katy Social for November was a Pizza/Bingo Party at the Mark Chapman YMCA. The November Movie Social was on November 18 from 7-9pm.
- Holiday Fa La La La Fashion Show and Sing-A-Long will be on December 9, 2023, from 2pm -4pm, will be featuring many participants. The Fashion Show, will include light snacks, entertainment, and a silent auction, with many opportunities to support The Arc of Katy. A FB Teaser and Instagram video went out to families. American Eagle will provide some of the fashions and some boutiques in Katy will be providing other fashions. There will be many Silent Auction items to bid on, just in time for the Holidays. The event will be held at CrossRoads Church Gym at 700 Westgreen. Tickets will be available through Ready-set-auction for \$50 per person.
- The Barn Dance (Horse Shoes and Fish Tails) will be March 23, 2024. A new events are being added, which will include a fishing event, and archery. More details to follow.
- Planning underway for !Viva! Arc of Katy on February 16, 2023 at Palacio Maria, in Katy. Seeking Live and Silent Auction items.
- A discussion was had regarding staff Christmas gifts. A motion was made by Fred Shafer to give \$25 gift cards to the staff and \$50 gift cards For senior staff. The motion was seconded by Mary Alcocer. The motion was approved. The motion passed. The cards will be distributed at the staff Holiday party December 15, 2023.

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

- The Marketing Committee is finalizing information for Pick-A-Dilly Market.
- Work on Holiday Fashion Show on December 9, emails, social media, website, setup for donor perfect software. Working on programs and other printed materials.

- The Barn Dance, Horse Shoes and Fish Tails will be on March 23, 2024. Email, constant contact, social media, media outlets, programs and other printed materials.
- Initiating work ¡Viva! The Arc of Katy, Fiesta 2024. To be held at Palacio Maria on February 16, 2024. Email, constant contact, social media, media outlets, programs and other printed materials.

Fund Development Committee - No Meeting held; No report submitted

- Drafting Annual Report to Donors
- Meeting with Brooke Garcia to discuss Capability

Building Grant Opportunities- date tbc

- Kingsland Mission Ministry \$5,000 – Secured for Front Security Gate
- Rooms to Go- Requested by Fred Shafer

Board Development Committee

- The Board Development Handbook is under revision. Bonnie Holland has recommended possible additions, and needed updates. A complete draft of the handbook will be provided to the Executive Board for review prior to sharing with the board. It will be available in 2024.
- Please submit potential board member candidate names to: BoardDev@TheArcofKaty.org

Strategic Planning Meeting Recap

- Schedule Development w Brooke Garcia and Fund Development
- Schedule meeting to review multiple job description for Executive / Development Director
- Consider Further opportunities to coach board

Fiesta 2024 - ¡Viva! The Arc of Katy

- February 16th
- Theme ¡Viva! the Arc of Katy
- Tickets - \$150.00, participants will be charged \$75.
- Board members need:
 - Sell a table of tickets
 - Silent and Live auction items
 - Go to each sponsor on your list and invite to buy tickets, sponsor the fiesta or donate an item to the silent or live auction

- Supply wine or liquor - 3 to 5 bottles (\$20+per bottle) per board member. Need minimum of 100 bottles (wine/spirits) for the wine pull

The next Arc of Katy Board meeting will be December 19, 2023 @ 6:00 pm.
The meeting was adjourned at 7:16 pm by Cherie Duddridge, President.

Respectfully submitted,

Ellen Candito
November 30, 2023
Secretary
The Arc of Katy



Achieve with us.®

**November 28, 2023 via Hybrid
Board of Directors**

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