

**The Arc of Katy Board of Directors Meeting  
Date 2/15/22 via ZOOM**

**Meeting Minutes**

The meeting was called to order at 6:02 pm by Cherie Duddridge, President.

Amy Campbell led the Board in prayer.

Board members absent: See attached Attendance dated 2/15/22 .

Members who have provided a proxy: Marchelle Peters.

Quorum present.

**ACTION ITEMS**

A motion was made by Fred Shafer to approve the January 18, 2022 Board minutes. The motion was seconded by Carolyn Kares. The minutes were approved as corrected. The motion passed.

**President's Reports**

Jordan Ranch Facility update was provided

- The remainder of expenditures associated with outdoor items and fire alarm system.

Total Capital needs:	\$175,409	Capital Raised to date	\$97,873
Capital Campaign Cash	\$90,288	Cash Spent	\$63,028
Available to spend	\$27,260	Additional cash needed	\$77,536

- The staff and participants are settling in to the new facility.
- There has been support from various groups including Boy Scout Troops, Kingsland Baptist Church, and countless others.
- Outdoor landscape strategy under development to include storage shed, gravel path, landscaping/bushes. Mulch has been spread. Discussion included a security gate and fencing.
- Ribbon Cutting Ceremony will be Monday, February 21, 2022 from 4 -6pm.
- Fire Protection System will be installed, at a cost of \$16,000, and will be funded by Kingsland Baptist.
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**COMMITTEE REPORTS**

**Finance Committee**

- Net income for January 2022 is estimated to be a loss of \$8,827. Operating Income was a loss of \$16,969, offset by \$8,142 of donations. The \$407 unfavorable variance versus the budget is a result of unbudgeted rent for the 10th street building, timing associated with tuition billings, offset by favorable fundraising.

- Year to Date income is a loss of \$18,449. Lower Operating income due to lower attendance at the day program, higher building expense (rent), and lower fundraising associated with the gala, offset by lower program and administrative expenses.
- Building Fund - January included \$6967 of building expenses. Year to date the Capital Campaign has received \$93,492 and has spent \$48,028.
- Cash balance is \$205,913 down \$30,156 from last month.
- The 990 report is being developed.

### **Finance - Gala Summary**

\$29,000 less than budget

Revenue lower by \$31,00 vs budget, \$60,000 lower than 2019

Sponsors/Tickets - \$20,000 less than 2019

Auction - \$40,000 less than 2019

Cash Donations -\$15,850

Live Auction - \$8,560

Capital Campaign - \$7,100

Silent Auction - \$3,475

Wine Pull - \$2,500

Expenses \$2,000 lower than budget, \$20,000 lower than 2019

Venue/Food \$6,000 higher than 2019

200 Participants (40 comps) vs 250 in 2019

Food Cost/Person \$119

Total Cost/Person \$241

### **Finance - Recommendations**

Increase Sponsorships

Raise Ticket Prices

Increase ticket sales participation to 250

No Comps, charge cost

More and better auction items

Lower Costs - Venue?

### **Finance Items**

Fire System Recommendation

\* ACTION ITEM A motion was made by Mike Lattal to approve New Millennium to install the Fire System, at a cost of \$14,205, with a monitoring fee of \$38/month. (Note - Two additional bids were reviewed, and New Millennium's cost was significantly less and the monthly monitoring fee was also less.). The motion was seconded by Mary McGovern. The motion passed.

990 Items needed for completion. Board member volunteer hours needed.

Review and Approve the following policies

Conflict of Interest (Need each Board Member to review and sign)

Record retention

Whistleblower

Volunteer Hours

Each Board Member needs to submit the hours they worked supporting the Arc in the last fiscal year.

List of any volunteers and hours worked.

### **Board Development Committee**

The Committee has created a vital Volunteer Coordinator position, and has a candidate qualified for the task.

The Committee will compile a Board of Directors Notebook, in order to store documents.

The Committee will be providing a Board Member Training, that had been delayed due to Covid.

A 'Meet & Greet' is being planned to integrate new and current Board Members.

The Committee will be forming a Community based Advisory Committee.

### **COVID Response Team**

- Continue to monitor for situation changes.
- Due to the significant reduction of Covid cases, the committee has recommended: Move back to full capacity on buses, with masks, windows cracked for ventilation. Resume field trips to appropriate locations.
- Participants will continue to mask indoors when there is close contact.
  
- The next Arc of Katy Board meeting will be March 22, 2022 @ 6:00 pm via Zoom.

The meeting was adjourned at 7:40 pm by Cherie Duddridge, President.

Respectfully submitted,

*Ellen R Candito*

Ellen Candito, Secretary

The Arc of Katy

February 21, 2022



*Achieve with us.®*

**February 15, 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 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"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Krista Kiblawi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>		
Sandi Dancel			