

**The Arc of Katy Board of Directors Meeting  
Date June 21,2022 Hybrid**

**Meeting Minutes**

The meeting was called to order at 6:07 pm by Cherie Duddridge, President.

Fred Shafer led the Board in prayer.

Board members: See attached Attendance dated 6/21/22.

Members who have provided proxies: Audrey Bivens, Ida Faye Elder, Don Elder, Ellen Candito.

Quorum confirmed.

**ACTION ITEMS**

Fred Shafer made a motion to approve the May 17, 2022 Arc of Katy Board Minutes. The motion was seconded by Mike Lattal. The minutes were approved. The motion passed.

**President's Report**

The Annual Membership Meeting date was confirmed for September 13, 2022. Meeting will be held at the Jordan Ranch facility. President Cherie Duddridge asked to be contacted with any additional agenda items. Current Agenda items include:

- Budget for upcoming fiscal year. This will be approved at the August Board meeting.
- New legislation / regulations and preliminary plans.
- Possible attendance by The Arc of Texas

**COMMITTEE REPORTS**

**Building Committee**

- First phase of irrigation has commenced and should be done by the end of summer.
- Umbrella / Shade structure coming at the end of July.
- Lined up group to install bike path at the end of August. Scouts would like The Arc to "lay out" the path with a Bobcat.
- Discussion around getting Stove and Fire System put in. Looking for estimates for fire retardant hoods to help narrow cost. Commercial requirements will be adhered to.

## Finance Committee

- Higher tuition / higher donations for May.
- YTD cash flow is a loss of \$36K. Lower Operating Income due to lower attendance at the day program earlier in the year, absence of geranium sales as well as ongoing rent for 10th street location.
- Capital Campaign raised \$115K. Spend \$67K
- Total Capital need is \$135k approx. \$15K short.
- Cash balance \$165K down \$4K.
- Next Fiscal Year starts September 1, 2022
- Mike Lattal will send out actual expenditures next week to all committees with expectations to meet and set expenses for 2022-2023 Budget.
- Budget Timeline discussed.

Item	Responsibility	Due Date
Provide 2022-2023 actual expense to Committee's	Finance Committee	June 23
Fundraising Committee meets with program and gala committee to discuss 2022-2023 events	Fundraising, Program, Gala committee	June 28
Prepare 2022-2023 Day Program expenses (exclude staff costs)	Program Committee	July 7
Prepare 2022-2023 Administrative expenses	Finance Committee	July 7
Prepare Fundraising Revenue and Expenses and Capital campaign budget	Fundraising Committee	July 7
Determine # of Participants and staff needs (Meeting) Develop Program Revenue and Staff expenses	Program and Finance Committee	July 19th
Determine capital improvements for new building	Facilities Committee	July 19th
Operating expenses for new building	Finance and Building	July 19th
Review first draft of 2021-2022 budget	Finance	July 28th
Discuss staff salaries	Salary Committee	August 2nd
Review second draft of 2021-2022 budget	Finance	August 9th
Present budget to Board	Finance	August 16th

## Program Committee

- The first summer session went well.
- Bus issues have been resolved.
- Received \$5K grant from Houston Junior Forum to be used from the Summer Program.
- The Arc was approved to receive a tree as part of the Legacy Tree Project. The Deaf Oak Tree planting taking place on 6/23.
- The Arc staff took part in the Active Shooter training in Feb 2022. As an update, 8 Millimeter safety film has been installed inside the glass entrance door.
- Bass Pro Shop Hot Dog / Drink Distribution held on May 21, 2022. The Arc of Katy received \$692.76 in donations.
- City of Katy Ice Cream Social – June 24, 2022. Amy Campbell and Carolyn Kares will man an information booth at event.

### **Fund Development Committee**

- \$5K Donation received from Landmark.
- \$325 worth of gift cards received from American Furniture Whse.
- \$5K received in matching donations from Chevron (Blackboard) for Barn Dance.
- Focusing on outside development.
- Amber Jarvis mentioned that REI has a Cooperative Action Fund that believes time outside is a human right. They founded this fund that partners with and provides financial support for organizations building a new outdoor culture and improving the health and well-being for all people. Mary McGovern will investigate possible sponsorship of The Arc.

### **Board Development Committee**

- Bonnie Holland and Fran Dahl are working to move forward with potential advisory board members.

### **Gala Committee**

- Save The Date is on The Arc of Katy website.
- Save The Date cards have been offered. Sponsorship Packets are in the process of being printed.
- Cherie Duddridge has asked all board members to ask for donations / baskets from local businesses they frequent. For restaurants, consider requesting wine for the wine pull. Be on the lookout for possible auction items and alcohol donations.
- Sponsor event was to be held week of June 21st but due to Covid is being rescheduled sometime in July and will be at the The Arc building.
- Joni is handling the sponsorships. Several groups said they would not be able to attend but are interested in being a sponsor. Cherie did invite all neighboring businesses.
- Joni is working on press release.
- Amy Campbell asked if the Marketing and Communications committee will review Joni's press release before it goes out. Answer = yes.

### **Covid-19 Response Team**

- Noted that procedures seem to be working.

## **Marketing and Communications Committee**

- Amber Jarvis working two part time jobs at the moment with opposite schedules. The team is working together to keep things balanced and updated.
- Amber mentioned that her HOA spotlights different groups in their newsletter perhaps others may as well.
- Committee is working on two main areas of focus. Gala (Joni is managing banner of website for Gala) and Legacy Tree Planting. Email blast regarding Legacy Tree Planting Event was sent out by Ann on Monday, June 20.

## **Additional Business**

- Fred Shafer has received deed info and will email to Waller County to establish / or change name.
- Fran Dahl is working with Title Company to get registered. Mike Lattal mentioned that we need this completed to get mail delivered to The Arc of Katy building.

The next Arc of Katy Board meeting will be July 19, 2022 @ 6:00pm, hybrid format.  
The meeting was adjourned at 6:58 pm by Cherie Duddridge, President.

Respectfully submitted,

Mary Alcocer  
July 5, 2022  
Board Member  
The Arc of Katy



*Achieve with us.*

**June 21, 2022 via Hybrid  
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ida Faye Elder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Don Elder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>		