



Achieve with us.

**The Arc of Katy
Board of Directors Meeting
Date 5/11/21 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 5/11/21

Board members present by proxy: Mary McGovern

Quorum present

ACTION ITEMS

1. A motion was made by Don Elder to approve the April 13, 2021 Board meeting minutes. The motion was second by Bonnie Holland. The motion passed.

President's Reports

- The Jordan Ranch location is targeted to be complete by the end of the year. When completion date is determined, a discussion about roll-out will be presented to the board.
Consideration for sprinkler system and alarm system needs to be discussed.
- The New Board members have been assigned committee positions:
 - Audrey Bivens: Program Committee
 - Bonnie Holland: Board Development Committee
 - Robert Doguim: Finance Committee
 - Mary Alcocer: Fund Development Committee

COMMITTEE REPORTS

Finance Committee

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

- Net Income for April 2021 is estimated to be a loss of \$9,113. Operating Income was a loss of \$25,519, offset by \$16,406 of fundraising associated with \$10,000 matching from Shell for the Barn dance and Geranium sales of \$3,500, and contributions. The \$40,361 unfavorable variance versus the budget is a result of the absence of budgeted gala event \$50,000, and lower operating income due to audit fees \$8500 and lower attendance at day program than budgeted.

- Year to date income is \$62543, \$72,117 better than the budget loss. Higher Operating income due to early start of day program, higher fundraising, forgiveness of PPP loan, and contributions, were responsible for the improvement over the budget.
- Cash balance is \$192,052, down \$4,000 from last month.
- The Salary Committee met on April 28, 2021, to reevaluate and propose a 3% salary increases for staff in 2021.
 - A motion was made by Amy Campbell to accept the recommendation of the salary committee for 3% salary increases for the staff. The motion was second by Ida Fay Elder. Motion passed.
- The accountant that did the audit is retiring, a new auditor is needed.

Program Committee

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

- The Arc Program Committee met via Zoom on May 4, 2021.
- The Day Program and Zoom program will end May 14.
- The Summer program will begin June 1, 2021. The three summer sessions are close to capacity. To date 62 families are signed up for the Arc of Katy Summer Program.
- Implementation of 'Late Pick-up Policy' has gone very well.
- Staff will have yearly training on May 5th and CPR training on May 15. New summer staff will be trained on May 22.
- The May Social was a virtual Prom themed event via Zoom on May 8th.
- A "Thank You" dinner will be provided for the staff on May 14. The staff has exceeded expectations during the last year, especially keeping everyone safe.
- Movie nights will be held at The Arc of Katy building. The first one will be June 12th at 7pm. Social distancing will be in effect.
- The Virtual Interaction Program (VIP) will have it's final session on May 26th.

Communications and Marketing Committee

- Amber Jarvis has been named as Chairperson for the Communication and Marketing Committee. Margaret Laney will continue acting as an active member of that committee.
- Transition to the new platform is complete. Training was held with some board members.
- A discussion has been ongoing regarding public announcement of new facility.
- An update of donation opportunities has been added to the website.
- Brand Guidelines, a national branding brochure was provided and discussed with the board. The new guidelines will be added to the website, to continue the consistency provided by The Arc.
- Terminology has been up dated from I/DD to IDD.
- The committee is working to develop specific job description for volunteers.

Fund Development Committee

- The Committee has welcomed Mary Alcocer as it's newest member.
- Work will continue on recruiting new board members.

Board Development Committee

The Board Development Committee welcomed Bonnie Holland as a new member.

GALA Committee

- A discussion was held about locations for the 2021 Gala. Possible locations include Beckendorf Farms.

COVID-19 Response Team

The team is monitoring and following the advice of the CDC, and has made recommendations for Movie Nights. Social distancing will continue.

Adjourn

The next Board Meeting will be June 8, 2021 via Zoom, at 6:00pm.

The meeting was adjourned at 7:00pm by Fred Shafer, President

Respectfully submitted,

Ellen R Candito

May 14, 2021

Ellen Candito, Secretary
The Arc of Katy



The Arc of Katy
May 11, 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"/>
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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>		
Sandi Dancel	<input type="checkbox"/>		
Donna Bode	<input type="checkbox"/>		