

**The Arc of Katy Board of Directors Meeting
Date April 19, 2022 Hybrid**

Meeting Minutes

The meeting was called to order at 6:05pm by Cherie Duddridge, President.

This was the first in person meeting since the start of the pandemic.

Fred Shafer led the Board in prayer.

Board members: See attached Attendance dated 4/19/22.

Members who have provided proxies: Marchelle Peters.

Quorum confirmed.

ACTION ITEMS

A motion was made by Mike Lattal to approve the March 22, 2022 The Arc of Katy Board Minutes. The motion was second by Fred Shafer. The minutes were approved. The motion passed.

President's Reports

- The Katy Chamber of Commerce had a Non-Profit Day on 4/13/22, which they visited several non-profit organizations. They visited the Arc and said they were very impressed with the facility and the day to day operation.

COMMITTEE REPORTS

Building Committee

- A fire monitoring system was installed, as well as laundry facilities and a basketball hoop.
- The committee is evaluating a proposal for the shed. Mary Keller made several suggestions for the shed, and she is working on getting donations from local organizations.
- Capital needs \$134k, Cash needs \$21k.
- There is a priority need of 200ft of shrubbery; external cameras; a shed; a shade sail.

Finance Committee

- Net income for March 2022 is estimated to be a loss of \$9,736. Operating income was loss of \$17,921, offset by \$8,185 of donations associated with the Barn Dance. The \$8,635 unfavorable variance versus the budget is a result of absence of Geranium sale (\$5000), unbudgeted rent for the 10th Street Building (\$3514), timing associated with program salary expenses, offset by by favorable fundraising for the Barn Dance.

- Year-to-date income is a loss \$33,646. Lower Operating income, due to lower attendance at the day program, absence of Geranium sales, higher building expense (rent), and lower fundraising, offset by lower program and administrative expenses.
- Building Fund - February included \$14,304 of Capital Campaign contributions and \$15,551 of building expenses. Year-to-date Capital Campaign has received \$81,034.89 and \$7120 in Gala donations, and has spent \$64,343. Total Capital needs are estimated at \$135,000.
- Cash balance is \$175,570 down \$15,986 from last month.
- The 990 report has been complete and filed

Program Committee

- Carolyn Kares reviewed the COVID-19 response team meeting (3/29/22) recommendations and implementation. Going forward there will be no social distancing or temperature checks at the day program.
- Summer program registration has begun. We can have 38 participants per day, and need 8 staff members. In the process of interviewing summer employees.
- The Barn Dance (4/2/2022) was very successful, and currently is at a profit of \$19,427.73. The Committee is very grateful to all of the donations, support and volunteers.
- The May Social (5/14/22) will be a Prom theme. There will be a movie night in May as well.

Marketing and Communication Committee

- The committee met on 3/29/22 to discuss messaging for Leadership Katy. The website has been updated with Summer Program details, including a banner, blog post, and updated content.
- • The committee asked the board to review calendars to be sure all future events have been added to the calendar.
- The committee is interested in getting a social media volunteer, and possibly someone interested in putting together a monthly newsletter.
- The committee is also interested in developing a plan to coordinate events, dates, and calendar with all the Arc committees and how best to interface with Marketing and Communications. The committee wants input from the Gala Committee on how best to provide support at this time.

Fund Development Committee

- The Arc of Katy was awarded a 5k grant from the Herzstein Foundation. Monies will go to Phase II of the Capital Campaign. Costco Katy has donated \$600.
- The Grant Writing Committee has reconvened, all proceeds will go to the Capital Fund.

Board Development

- The committee is currently working on potential Advisory Board members.
- A Board Training is being planned, which will include a "Meet & Greet".

Gala Committee

- The Gala will be on September 23 at Beckendorf Farms.

- The committee is considering raising the price of the tickets to \$200, and removing the comps, unless a sponsor is secured.
- The committee has requested the board to develop a list of potential donors to sponsor this event, and for silent and live auction items.

Covide-19 Response Team

- The committee will meet when necessary moving forward.

The next Arc of Katy Board meeting will be May 17, 2022 @ 6:00pm, hybrid format.
The meeting was adjourned at 7:20 pm by Cherie Duddridge, President.

Respectfully submitted,

Ellen Candito

April 28, 2022

Secretary

The Arc of Katy



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**April 19, 2022 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"/>
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"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>		