

The Arc of Katy Board of Directors Meeting

Date: June 18, 2024 Zoom

Meeting Minutes

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

Cherie Duddridge led the Board in prayer.

Board members: See attached Attendance dated 6/18/24.

Members who have provided proxies: none

Quorum confirmed.

ACTION ITEMS

A motion was made by Amy Campbell to approve The Arc of Katy May 21, 2024 Board Meeting Minutes. The motion was seconded by Mike Lattal.

The minutes were approved. The motion passed.

President's Report

Cherie attended a meeting with the Arc of Texas at the Arc of Ft Bend including Arc of Houston, Arc of DFW and Arc of Gulf Coast last Friday 6/14. Great networking; Resources to come.

1. Establish a hiring committee. Propose: President, President Elect, Program Committee representative, Board Development representative
2. Develop the job description; JD developed. Finalize with hiring committee for circulation to Board of Directors
3. Advertising strategy: LinkedIn, Indeed, United Way Job bank, Personal connections
4. Selection criteria, interview format and questions, and desired answers.
5. Hiring committee screens and selects applicants and then interviews; Check references etc.
6. Share finalist with board

President Elect Report

- New Board Member selection process discussed; Format for questions
- Business Network International (BNI) Fred has discussed the Arc of Katy Board positions with two potentially interested parties. Fred may need substitutes for July breakfast meetings.
- Participation in Gary Greene Realtors Referral Network Team. We will review after one year.

COMMITTEE REPORTS

Finance Committee

- Cash Flow for April is a profit of \$1,247. Operating Income was a loss of \$5,518 offset by \$3,594 in fundraising. The \$2,976 unfavorable variance versus the budget is primarily a result of the lower tuition, fundraising offset by lower program expenses Tuition was down \$6, 983 due to timing of billings. Program expenses were lower than budget due to lower salaries \$4,873 and transportation expense (gas).
Administrative expenses are down due to lower salaries \$745. Fundraising includes \$1,000 from Redeemed Christian church.
- YTD Cash Flow for the fiscal year is a profit of \$73,384. Operating income was a loss of \$73,363 offset by Fundraising \$118,356. The \$48,064 favorable variance is primarily due higher fundraising, lower program and admin expenses offset by lower tuition. Tuition is down by \$8,243 and lower other income \$6,000. Lower Program expenses vs budget are Salaries \$19,480, bus expense \$5,961 (gas and repairs), and program and craft supplies \$2075. Administrative expense are lower due to salaries \$5,000 and lower insurance and accounting expense. Fundraising is up due to Fiesta \$33,992, barn dance \$2,300, offset by lower grants \$15,000
- Restricted funds currently has a \$54,622 balance with \$50,000 dedicated for a van.
- Cash balance is \$197,494 down \$773 from last month.

Program Committee

- The Program Committee did not hold its June 4th meeting due to the lack of agenda items to discuss.
- An email was sent by Co-chairman Carolyn Kares to Program Committee members with the following updates for their information.
- The Arc of Katy Day Program has been closed for two weeks and reopens for its first Summer Session on Monday, June 3rd
- An in-person staff training was held on Tuesday, May 28, 2024
- The Houston Junior Forum approved a grant to The Arc of Katy for its Summer Program in the amount of \$5,000. Check was picked up at the Forum office on Wednesday, May 29, 2024.
- Humble Grounds Coffee Shop owner is to present a check for the funds raised from its Disability Awareness Day event to The Arc of Katy on Wednesday, June 5th at Day Program.
- Tidal Wave Car Wash will be September 20, 2024. This is the third year of Arc participation
- Pick-A-Dilly Market will be on Saturday October 19, 2024

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

Fund Development Committee - No report submitted

- Ed Rachel Foundation - Check for \$50,000 received
- Meadows Foundation for Capability Building 50% complete, funds restricted
- Herzstein Grant – paperwork sent (\$10,000)
- The Grant for Good was approved today 6/18; Check for \$50,000 received
- Discuss with Kendra Scott fundraising opportunities – meeting Tuesday at 4
- Elks grant contact made and pending return of Elks contact

Board Development Committee - No Meeting held; No report submitted

- Please submit potential board member candidate names to: BoardDev@TheArcofKaty.org

The next Arc of Katy Board meeting will be July 16, 2024 @ 6:00 pm.

The meeting was adjourned at 7:04 pm by Cherie Duddridge, President.

Respectfully submitted,

Ellen Candito

July 4, 2024

Secretary

The Arc of Katy



Achieve with us.®

**June 18, 2024 via Zoom
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"/>
Bonnie Holland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary McGovern	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>