

**The Arc of Katy Board of Directors Meeting
Date May 17, 2022 Hybrid**

Meeting Minutes

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

Amy Campbell led the Board in prayer.

Board members: See attached Attendance dated 5/17/22.

Members who have provided proxies: Audrey Bivens, Michael Dillard, Bonnie Holland, Amber Jarvis, Mary McGovern.

Quorum confirmed.

ACTION ITEMS

A motion was made by Don Elder to approve the April 19, 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 Annual Membership Meeting, scheduled for September 20, 2022, will be moved to the second Tuesday, September 13, 2022, at 6:00pm, due to the Gala, scheduled for September 23, 2022. Material to be covered includes Board Reelection, New Arc Building location, legislations, information for caregivers. Members are encouraged to contact President Cherie Duddridge, in order to suggest topics for discussion.

COMMITTEE REPORTS

Building Committee

Total Capital Needs	\$121,356
Capital Raised to Date	\$112,667
Available to spend.	\$ 41,806

Priorities

Irrigation	\$2300
Plants/shrubs.	\$3000
Garden Shed	\$17,000
Pavilion	\$18,000

A motion was made by Amy Campbell, to accept the bid from Mary & Marvin Keller to build the storage shed for \$12,650, which includes volunteer labor. The motion was second by Mary Alcocer.

Motion Passed.

Cherie Duddridge approved completion of irrigation and planting shrubs.

The proposal for a shade structure was discussed.

A motion was made by Mike Lattal to move forward toward installation of a shade structure at a cost of \$18,000. The motion was second by Ida Faye Elder. Motion passed.

Finance Committee

- Cash Flow for April 2022 is estimated to be a loss of \$3,838. Operating Income was a loss of \$15,884, offset by \$9,450 of donations including \$7,173 associated with the Barn Dance. The \$8,589 unfavorable variance versus the budget is a result of unbudgeted rent for the 10th street building \$3,514, timing associated with expense for 990 \$2,250 expenses, lower tuition \$3,131.
- Year to date cash flow is a loss of \$38,724. Lower Operating income due to lower attendance at the day program, absence of Geranium sales, higher building expense (rent), and lower fundraising excluding the benefit of the \$2,100,000 building donation..
- Building Fund - April included \$5,000 of capital campaign contributions (Herzstein) and \$2418 of building expenses. Year to date the Capital Campaign has received \$108,058 in contributions and \$7,120 in gala donations and has spent \$66,760. Total Capital needs are estimated at \$122,856.
- Cash balance is \$169,182 down \$6,388 from last month.
- The 10th street vacancy, which is costing The Arc of Katy \$3,514/month was discussed. It was noted that no sign has been placed in the window.

Program Committee

- On May 20, 2022, The Arc of Katy will close for 2 weeks to transition to the summer program, which begins on June 6, 2022, with 75 participants, and 4 new staff members.
- Volunteers from Seven Lakes HS are coming to wash and clean the buses in preparation for the summer program.
- The Junior Forum has given a \$5000 Grant for use during the summer program.
- Bass Pro Shop is allowing The Arc of Katy the opportunity to set a table up at the store. Hot Dogs will be provided for sale, and The Arc can keep any profits from the day.

Marketing and Communication Committee

- The website has been updated with current volunteers details, a new form and volunteer descriptions.
- Information for summer program has been added to the website.
- It was noted that many summer staff applications have come from FaceBook.
- The video to be used during Gala 2022 has been updated to add Cherie Duddridge as President.
- Karen Walker, new volunteer coordinator, is working with new volunteers.
- Michael Dillard will take over social media.

Fund Development Committee

Month and Year to Date Summary Fiscal
Year By SOLICIT_CODE for period ending
04/30/2022
As of 5/16/2022

Code	Description	Gifts Amount		Gifts Amount	
		April	Year to Date		
BARNDANCE	Barn Dance (BARNDANCE)	17	\$6,374.00	95	\$13,355.11
CAPITALCAMPAIGNBUILDING	Capital Campaign building (CAPITALCAMPAIGNBUILDING)	1	\$5,000.00	23	\$112,666.50
DONATION	donation (DONATION)	10	\$1,300.79	76	\$26,915.26
GALA	Gala (GALA)	0	\$0.00	221	\$69,681.00
MEMBERSHIP	Membership (MEMBERSHIP)	9	\$693.00	84	\$6,435.50
UN	Unsolicited (UN)	0	\$0.00	13	\$2,712.00
Grand Total		37	\$13,367.79	514	\$231,765.37

- Herzstein \$5,000 for capital campaign
- Seven Lakes SBA \$667

Board Development

- The committee is currently working on potential Advisory Board members.

Transition of Day Habitation Services: Rider 21

- Replaces Day Habilitation with Individualized Skills and Socialization (ISS)
- ISS Maximizes Integration and Participation in the Community
- Implementation of ISS Requires Changes to:
 - Include an off-site component
 - Lower provider staffing ratios
 - Hourly rate rather than a daily rate
 - Create a registry as an oversight of ISS programs
- Implementation Cost: \$92,180,844 in All Funds and \$35,774,530 in General Revenue Funds
- Implementation Deadline: March 17, 2023
- On-site and Off-site Individualized Skills and Socialization (ISS)
- Implementation Dates:
 - HHSC recommends September 1, 2022

Full compliance is by March 1, 2023

A motion was made by Fred Shafer, to form a subcommittee, to review the information on Rider 21. Cherie Duddridge second the motion. Motion passed.

Gala Committee

- The Gala will be on September 23 at Beckendorff Farms.
- The committee has raised the price of the tickets to \$200. There will be no comp tickets this year.
- Estimated Expenses \$58,200
- Projected Net Profit \$105,300 or \$58,200
- Revenue Items will be: Silent Auction, Live Auction, Wine Pull, Raffle, Fund-the-Arc, Table Sales, Underwriting/In-Kind, Donations

A motion was made by Mike Lattal to approve the contract for Joni B to work the Gala for \$6800. The motion was second by Ida Faye Elder. Motion passed.

Covide-19 Response Team

- The committee will meet when necessary moving forward.

The next Arc of Katy Board meeting will be June 21, 2022 @ 6:00pm, hybrid format.
The meeting was adjourned at 7:47 pm by Cherie Duddridge, President.

Respectfully submitted,

Ellen Candito

June 16, 2022

Secretary

The Arc of Katy



Achieve with us.®

**May 17, 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Amber Jarvis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>

Other Attendees

Ann Ferner