

**The Arc of Katy Board of Directors Meeting
Date November 15, 2022 Hybrid**

Meeting Minutes

The meeting was called to order at 6:08 pm by Cherie Duddridge, President.

Cherie Duddridge led the Board in prayer.

Board members: See attached Attendance dated 11/15/22.

Members who have provided proxies: None

Quorum confirmed.

ACTION ITEMS

A motion was made by Mary McGovern to approve the October 11, 2022 The Arc of Katy Board Minutes. The motion was seconded by Mary Alcocer. The minutes were approved. The motion passed.

President's Reports

- The Board held another discussion of Provider Cancellation Policy. And Version 2 was presented for review.
- A motion to accept the Provider Cancellation Policy Version 2 with a temporary grace period until December 31, 2022, was submitted by Fred Shafer and seconded by Bonnie Holland. Motion passes.
- Bonnie Holland presented her findings to develop a walker policy going forward, which will comply with ADA regulations. After reviewing all the information, and requesting additional information, the Board agreed to an email vote to adopt the new policy.

COMMITTEE REPORTS

Finance Committee

- Cash flow for October is a loss of \$6,210. Operating Income was a loss of \$12,251 offset by \$3,122 in contributions. The \$8,060 favorable variance versus the budget is a result of lower program expenses and administrative expense timing of audit expenses.
- YTD Cash Flow for the fiscal year is a loss of \$3,777. Operating income was a loss of \$25,309 offset by Fundraising \$15,693. The \$10,560 favorable variance is primarily due to timing associated with audit expense \$7,000.
- Capital Campaign has not raised any funds this fiscal year. Building expenditures of \$20,000 are expected to be billed in November.
- Cash balance is \$121,743, down \$15,974 from last month.

Gala Committee

- Still need wine
- Purchase your tickets/and ask others purchase tickets
- Special Invitation Boxes delivered, list was not provided to the Board
- Invitations will be sent out in December
- Constant Contact list was discussed, many invitations have been returned
- Board Member Carolyn Kares requested the following statement to be notated in the Board Meeting Minutes: "The Board is not unanimous on the fact that the Arc Participants are not being included in the Gala Program."

Building Committee

- Shade pavilion has been completed
- Bike Path should be completed by scouts by the end of the year
- Gravel for Bike path and garden area should be completed by the end of the month
- Storage shed should be completed by the end of the year, electricity has been provided.
- Outstanding items Vent Hood and Oven
- Need for new bus/van (not included)
- See notes for Itemized expenses

Program Committee

- There are currently 77 families registered in the day program.
- The Piccadilly Market at St. Peter's United Methodist, was held on October 15, 2022. Estimated profits are approximately \$1,500.
- The Family Pot-Luck Lunch in celebration of Thanksgiving, will be held November 17, 2022 at the Elks Lodge.
- Jingle Bell Jam Christmas Program, will be held on December 10, 2022 and will be held at Cross Road Church on Westgreen at 2:00. A donation of \$10 is requested.
- The monthly socials are well attended. All participants must be members of The Arc of Katy.
- Discussion of staff Christmas luncheon

Marketing and Communication Committee

- The Committee is providing support to the Gala with Social media posts/teasers
- Upcoming for the Committee will be Auction emails, Thanksgiving message, Volunteers of the Year recognition
- Social media for Jingle Bell Jam and Talent Show

Fund Development Committee**No Report submitted**

- Preparation on the Annual Report to Donors continues, targeted completion for early December.
- Fund raising is ongoing.

Board Development Committee**No Report submitted**

- A new board member application has been prepared
- Please submit potential board member candidate names to: BoardDev@TheArcofKaty.org
- A new Board member application is being reviewed

Covide-19 Response Team

- No Report Submitted

The next Arc of Katy Board meeting will be December 13, 2022 @ 6:00 pm, Zoom format.
The meeting was adjourned at 8:10 pm by Cherie Duddridge, President.

Respectfully submitted,

Ellen Candito

December 6, 2022

Secretary

The Arc of Katy



Achieve with us.®

**November 15, 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 type="checkbox"/>	<input checked="" 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"/>
Bonnie Holland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary McGovern	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Bromlow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Attendees

Ann Ferner.