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**The Arc of Katy  
Board of Directors Meeting  
Date 2/9/21 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 2/9/21

Board members present by proxy: Marchelle Peters

**ACTION ITEMS**

1. A motion was made by Cherie Duddridge to approve the February 9, 2021 Board meeting minutes. The motion was second by Fran Dahl. The motion passed.
2. A motion was made by Fran Dahl to approve the Audit. The motion was second by Don Elder. The motion passed.

**President's Reports**

- Empowerment Through Knowledge Seminar: Special Needs Toolkit on March 4<sup>th</sup> at Kingsland Baptist Church for in person attendance or by Zoom. Presenter is Boyd Handley, Attorney and parent of a special needs adult child.
- No update on the Jordan Ranch Road building.
- Fred stated that he will be speaking with Ginger Mayeaux with The Arc of Texas about presenting to the Board of Directors on the Transition of Day Habilitation Services as required by Article II, Health and Human Services Commission, Rider 21.

## **COMMITTEE REPORTS**

### **Finance Committee**

Mike Lattal presented the financial statement for February 2021.

- Net Income for January 2021 is estimated to be a profit of \$1,275. Operating Income was a loss of \$6,052, offset by \$7,327 of fundraising associated with donations and fundraisers. The \$5,564 favorable variance versus the budget is a result of earlier start up of day program, lower payroll cost and insurance cost.
- Year to date income is \$44,738, \$81,539 better than the budget loss. Higher Operating income due to early start of day program, higher fundraising and contributions, and timing associated with audit fees were responsible for the improvement over the budget.
- Cash balance is \$167,000 down \$5,000 from last month.
- Audit report for fiscal year 2019-2020 has been completed
- Have applied for a second loan under the PP Program for \$26,000. Awaiting approval of loan forgiveness for the first loan under PPP.
- Mike said that the Arc received a full refund of the Gala deposit from the Omni.

### **Program Committee**

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

- The Arc Program Committee met via Zoom on February 2, 2021 at 4 pm.
- A Disney Plus monthly subscription has been purchased.
- The Virtual Interaction Program (VIP) will be launched February 3rd. Renee Johnson will lead this program, which will be held on Wednesdays.
- Walt Palen reported on use of Camp Cinco for the Day Program. An outing will be scheduled.
- The February Social will be a virtual Valentine's Dance/Bingo via Zoom on February 13th.
- Spring sale of geraniums will be held on Friday March 26<sup>th</sup> and Saturday March 27th.

### **Communications and Marketing Committee**

Communications and Marketing Committee Chairs Margaret Laney and Amy Campbell said progress was ongoing to communicate information on upcoming events of The Arc of Katy including and to update the website. They recognized Ann Ferner, The Arc of Katy Administrative Assistant, for her ongoing work to support the committee including posting of all Constant Contact communications. In addition, they recognized the good work of Amber Jarvis to develop a new website platform for the organization and Ms. Jarvis provided an update on the website work completed and pending.

### **Fund Development Committee**

Fund Development Committee has been finalizing work on applying for a grant from Sterling Turner Foundation Grant for \$10,000. DonorPerfect is up and running and funding has posted to the dashboard. The committee wants to launch the Legacy Giving Program by the end of February.

### **Board Development Committee**

The Board Development Committee thanked the board for submitting potential names for new board members. Vetting the potential board members has been a rigorous process. The committee expects to act on implementing new board members in March and presenting for a vote by the board in April.

### **COVID-19 Response Team**

The team is monitoring the COVID numbers and is following the advice of the CDC. They are very proud of the staff and the efforts that have been taken to keep the participants safe.

### **Adjourn**

The next Board Meeting will be March 9, 2021 via Zoom, at 6:00pm

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

Respectfully submitted,

*Ellen R Candito*

March 3, 2021

Ellen Candito, Secretary  
The Arc of Katy



The Arc of Katy  
February 9, 2021 via ZOOM  
Board of Directors

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<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Proxy</b>
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"/>
Amy Campbell	<input checked="" type="checkbox"/>	<input 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 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marchelle Peters	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Krista Kiblawi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Attendees			
Ann Ferner	<input type="checkbox"/>		
Sandi Dancel	<input type="checkbox"/>		
Donna Bode	<input type="checkbox"/>		