



Achieve with us.

**The Arc of Katy
Board of Directors Meeting
Date 12/8/20 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 Attendance dated 12/8/20

Board members present by proxy: No Proxies

ACTION ITEMS

1. A motion was made by Margaret Laney to amend the date from December 15, 2020 to December 8, 2020 in the November 10, 2020 Board meeting minutes. The motion was second by Don Elder. The motion passed.
2. A motion was made by Margaret Laney to approve the November 10, 2020 Board meeting minutes. The motion was second by Don Elder. The motion passed.
3. A motion was made by Fred Shafer to consider approval of gift cards for the staff. Discussion followed. An amended motion was made by Mike Lattal, and second by Amy Campbell. The motion passed.

President's Reports

- Met with Mary Jane Williams, Executive Director with Family2Family and Katie Stone and Mary Mack with Katy ISD on vocational programming and serving on a vocational program advisory committee. All agreed to serve on the advisory committee when it is established.
- Participated in The Arc of Texas sponsored Arc chapter meeting. Information was shared on planning for the next legislative session. Priorities include reducing waiver list and increase funding.
- Accepted a \$500 donation from Kevin Rogers, Chief Inspiration Officer with MUSE Search + Inspire.
- Received notice from the Katy Business Association that The Arc of Katy will receive a \$500 donation at the annual Christmas dinner. The KBA Board of Directors approved \$500 donations for all nonprofit KBA members because of the current financial situations due to the pandemic.

COMMITTEE REPORTS

Finance Committee

The **December 2020 financial report** was presented by Mike Lattal, financial statements haven't been finalized.

- Net Income for November 2020 is estimated to be a profit of \$23,857. Operating Income was a loss of \$11,931, offset by \$35,788 of fundraising associated with donations and fundraisers. The \$13,574 favorable variance versus the budget is a result of earlier start up of day program, membership fees, fundraising activities and contributions.
- Year to date income is \$38,521, \$48,335 better than the budget loss. Higher Operating income due to early start of day program and higher fundraising and contributions were responsible for the improvement over the budget.
- The live auction contributed \$4,052, \$5,972 of sales/donations offset by expenses of \$1,920. The Barn Dance contributed over \$17,000 to date
- Cash balance is \$176,000 up \$31,000 from last month.

Program Committee

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

- The Arc Program Committee met via Zoom on Tuesday, December 1, 2020 at 4 pm.
- Ann Ferner reported that four new Participants were added to the Day Program during the Month of November.
- Sandi Dancel reported on the Community Service being done by the Day Program.
- Walt Palen reported on the purchase of two Smart TVs.
- The December Social will be a virtual Christmas Dance via Zoom on December 12th.

Communications and Marketing Committee

Margaret Laney discussed presentation of the following:

- The Arc of Katy 2020 Founders Award, Volunteers of the Year, and Hometown
- Heroes presentations and associated communications happened Dec. 7 and Dec. 8. Fred Shafer presented along with other Board members. Amy Campbell
- Videotaped and posted on Facebook Live. Margaret Laney took photographs and
- John Curry prepared press/photo releases.

Fund Development Committee

Fund Development Committee has focused efforts on implementation of the new donor management software. Solicitation Analysis for fund raising was discussed, along with Donation History Cycle. The expectation is that it will be up and running at the 1st of the year.

Board Development Committee

The Board Development Committee requests submission of potential names for new board members. The committee expects to act on implementing new board members in January and February 2021.

The next Board Meeting will be January 12, 2021 via Zoom, at 6:00pm

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

Respectfully submitted,
Ellen Candito, Secretary
The Arc of Katy



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12/8/20 via ZOOM
Board of Directors

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<u>Name</u>	<u>Present</u>	<u>Absent</u>	<u>Proxy</u>
Fred Shafer	__X__	_____	_____
Cherie Duddridge	__X__	_____	_____
Michael Lattal	__X__	_____	_____
Ellen Candito	__X__	_____	_____
Amy Campbell	__X__	_____	_____
Carolyn Kares	__X__	_____	_____
Margaret Laney	__X__	_____	_____
Fran Dahl	_____	__X__	_____
Ida Faye Elder	__X__	_____	_____
Don Elder	__X__	_____	_____
Amber Jarvis	_____	__X__	_____
Pat Doucette	__X__	_____	_____
Mary McGovern	__X__	_____	_____
Marchelle Peters	__X__	_____	_____
Krista Kiblawi	_____	__X__	_____

Other Attendees

Ann Ferner _____
Sandi Dancel _____
Donna Bode _____