



**The Arc of Katy Board Meeting Minutes  
Zoom Meeting due to COVID-19  
Tuesday, May 12, 2020  
6:30 p.m. to 8:00 p.m.**

The meeting was called to order by Fred Shafer, President.

The Invocation was delivered by Fred Shafer.

Roll call was made and quorum announced by Donna Bode, Secretary.

**The Arc of Katy Board of Directors-Board Meeting Attendance**

**Secretary:** Donna Bode

**Meeting Date**      May 12, 2020      **Quorum**      Yes

<b>First Name</b>	<b>Last</b>	<b>Present</b>	<b>Absent</b>	
Donna	Bode	x		Secretary
Amy	Campbell	x		Director
Ellen	Candito	x		Director
Dennis	Combrink	x		Director
Fran	Dahl	x		Director
Pat	Doucette	x		Director
Cherie	Duddridge	x		Director
Don	Elder Jr.	x		Director
Ida Faye	Elder	x		Director
Ambir	Jarvis	x		Director
Carolyn	Kares	x		Director
Krista	Kiblawi	x		Director
Margaret	Laney	x		Director
Mike	Lattal	x		Treasurer
Mary	McGovern		x	Director
Elizabeth (Liz)	Moreland-Mason	x	5/12/20 Resigned	Director
Marchelle	Peters	x		Director
Fred	Shafer	x		President

**Other Members Present:** - Ann Ferner, Administrative Assistant

**Quorum:** Except as otherwise required by statute or provided by these Bylaws, 40% of Directors then in office shall constitute a Quorum for the transaction of business at any meeting of the Board of Directors and the

act of a majority of the Directors present at any meeting at which a quorum is present shall be the act of the Organization. The Directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if Directors leave the meeting and less than a quorum remains. If a quorum is present at no time during a meeting, a majority of the Directors present may adjourn and reconvene the meeting without further notice. Proxy voting may be allowed if necessary, but proxies for quorum are not permitted.

### **Action Items**

Mike Lattal made a motion, seconded by Carolyn Kares, to approve the **April 3, 2020** Board Meeting Minutes. All were in favor and the motion passed.

Fran Dahl made a motion, seconded by Amy Campbell, to approve the **March 19, 2020** Board Meeting Minutes. All were in favor and the motion passed.

**Liz Moreland-Mason** is moving to New Mexico and has turned in her resignation letter. She and her involvement with The Arc of Katy will definitely be missed! Fred Shafer thanked her for her service. Don Elder made a motion that we accept her resignation, seconded by Fred Shafer. All were in favor and the motion passed.

### **Reports/Information Items**

Fred Shafer, President reported on the **Jordan Ranch Blvd. property**. The Waller County survey has been completed. Other surveys are waiting to be completed. Walt Palen and Fred Shafer will continue to monitor the progress.

Fred Shafer reported that leasing of the **vacant building space** next door to the Day Program would cost \$1,878.00 per month plus utilities. A count for the summer program will be needed to make a decision.

Mike Lattal, Treasurer, was thanked by Fred Shafer for securing the **CARES: Payroll Protection Plan** so that we could pay our staff 90% of their salary over 8 weeks with the balance used for rent and utilities. With this approach, the loan will be forgiven and becomes a grant. The Payroll Protection Plan ends June 15, 2020.

### **Committee Reports**

Finance Committee, Mike Lattal, Treasurer

The Arc of Katy had a loss of \$7,865 in the month of April, 2020.

Year to date, operating losses of \$109,240.00 have been offset by \$35,363 in net fundraising activity. The current cash balance is \$190,565.00, including the \$35,800 in PPP Loan proceeds and the \$3,000 matching donation from Shell for the 2019 Barn Dance from the Butler family and the \$4,000 proceeds from the Geranium sale. Mike provided a Balance Sheet Summary as of April 30, 2020, a Finance Report May 2020, and a Budget vs. Actuals: 2019-2020 Fiscal Yr Budget (Final) – FY20 P&L.

Program Committee report by Carolyn Kares, Chairman and Amy Campbell, Co-chairman  
The Houston Junior Forum approved a \$5,000 Community Grant for the Arc Summer Program.

After visiting our geranium sale, held April 30<sup>th</sup> and May 1<sup>st</sup> and taking pictures, a Katy Times reporter interviewed Amy Campbell May 4<sup>th</sup>. Her photo and interview appeared in Tuesday's May 5<sup>th</sup> on line edition of the Katy Times and Thursday's print edition. The Katy Elks Lodge will hold a Geranium sale on Thursday and Friday, May 7 & 8<sup>th</sup> and the Arc will help with their sale to thank a member of the Elks who helped with the Arc's sale and provided use of a tent and wagon. Pick-a-Dilly Market is scheduled for Saturday, October 24<sup>th</sup>. The committee thanked Liz Moreland-Mason for all her efforts in expanding and enhancing the Arc's art program. Day Program Coordinator, Sandi Dancel reported that Zoom meetings are being held on Tuesday mornings and Thursday afternoons for Participants. Special activity Zoom meetings have also been held as well as Zoom staff meetings. In April, a drive through for Arc Families/Participants was held to pick up activity packets/treats and to see staff. Another drive by event will be held in May. Ann Ferner reported that 58 participants have signed up to attend one or all of the summer sessions. There is a problem with space for social distancing with the number currently registered. Cherie Duddridge and Margaret Laney are appreciated for checking the Arc building and determining how the program will operate with safety measures. June 15<sup>th</sup> is the projected date of opening. The committee will come up with two options for the program by June 1<sup>st</sup>. One on line and the other at the building.

Board Development Committee Chairmen Ida Faye and Don Elder had a joint Zoom meeting to discuss Board development. Thoughts were shared on changing the way new members are selected, provided Board training, and sending their input to Cindy Reaves for the strategic planning document.

Fund Development Committee Chairman Mary McGovern was not able to attend, but has been working on the annual fund appeal with her committee.

Communication and Marketing Committee Chairmen Margaret Laney and Amy Campbell have been providing support with ongoing communications for the Day Program, Covid-19, and the Gala. A new person is supporting us with website management. Communication updates: video released on April 3, 2020, covering Katy news coverage, April 14<sup>th</sup> Katy Times Newspaper Article, May 3<sup>rd</sup>, ongoing communications through Constant Contact, Facebook and YouTube with information on special events such as geranium sales, drive by activities, videos from staff, volunteers, and community partners. Updates on donation function on website, Google Ads, website postings-blogs, and resources provided by Ambir Jarvis, and Covid-19 and status of the Day program, summer, and social programs. Email letters were sent to family members, staff and volunteers to advise them that the program will not begin until at least June 1<sup>st</sup>. John Curry will lead communications as soon as next steps are determined on the Gala. Houston Open Golf Tournament Birdies for Charity will be held Nov. 2-8, 2020. The Arc of Katy's 30<sup>th</sup> Anniversary is August 2<sup>nd</sup>. A detailed list of activities has been planned. **Gala Update** by Fran Dahl: The Omni is not open. We hope to know something by June 1<sup>st</sup>. The meeting was adjourned at 8:10 p.m.

Respectfully submitted, Donna Bode, Secretary

