



**The Arc of Katy Board Meeting Minutes
Zoom Meeting due to COVID-19
Tuesday, June 9, 2020
5:30 p.m. to 7:00 p.m.**

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

The Invocation was delivered by Fred Shafer.

Fred Shafer welcomed Walt Palen.

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

The Arc of Katy Board of Directors-Board Meeting Attendance

Secretary: Donna Bode

<u>Meeting Date</u>		<u>Quorum</u>		<u>Yes</u>
<u>First Name</u>	<u>Last</u>	<u>Present</u>	<u>Absent</u>	
Donna	Bode	x		Secretary
Amy	Campbell	x		Director
Ellen	Candito	x		Director
Dennis	Combrink	x		Director
Fran	Dahl		x	Director
Pat	Doucette			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
Marchelle	Peters	x		Director
Fred	Shafer	x		President

Other Members Present: - Walt Palen

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.

Margaret Laney made a motion, seconded by Don Elder to approve the **May 12, 2020** Board Meeting Minutes. All were in favor and the motion passed.

Reports/Information Items

Walt Palen who serves on the Facilities Committee stated he is speaking weekly with the contractor for the **Jordan Ranch Blvd. Property**. The property is still in the process of being surveyed. Projected completion date of the building is early 2021.

The Board agreed to the renewal of **Worker's Compensation** with Texas Mutual Insurance as presented by Fred Shafer.

The Arc of Katy COVID-19 Response Team has held Zoom meetings twice a week since May 26, 2020. Priorities are to safely restore services/activities for our participants, to protect staff, participants, and the community, to maintain our reputation for honesty and trustworthiness in providing a safe space for our participants, and, by extension, their families.

Key decisions: open summer session June 15, 2020, signed Katy Returns to Work Task Force, limit attendance to 12 participants a day, staff training on social distancing and cleaning protocols, require participants and staff to wear masks, 6' social distance by participants and staff, asking 4 health questions, temperature confirmed daily, and the decision to follow the most conservative local restrictions and procedures. Fred Shafer, President, applauded the efforts of the COVID team that includes Cherie Duddridge, Mike Lattal, Mary McGovern, Sandi Dancel, Carolyn Kares, Amy Campbell, Margaret Laney, and Don Elder.

Fred Shafer also thanked Sandi Dancel, the instructors, Carolyn Kares, and Amy Campbell for their phenomenal job with the summer program, zoom meetings, drive through, You tube videos, etc.

Committee Reports:

Finance - Mike Lattal, Treasurer, presented the Budget vs. Actuals: 2019-2020 Fiscal Yr Budget (Final) – FY 20 P&L September 2019-May 2020 and The Arc of Katy 2020-2021 Budget Timeline. Three different budgets will be developed for various scenarios during COVID 19. May had a loss of \$22,000. There is a current cash balance of \$171,437.10. Our 990 is due in July. We will use our former auditor to do the audit & 990.

Fred Shafer thanked Mike for the budget timeline.

Program – Carolyn Kares & Amy Campbell reported on the Covid 19 Response Core Team, the Summer Program opening June 15, 2020, a virtual tour video showing changes and new safety requirements, Zoom classes, the hotdog drive by on May 27th, the Covid 19 supply list, Kevin Johnson's donation of \$866 for 80 face shields for all participants & staff, special

cleaning supplies to be delivered June 10th with a representative with State Chemical conducting sanitizing training, annual certification training on Wednesday, June 10th, new signage in and on doors, thank you plaque to Liz Mason for all her work with the Arc before she moves, no summer aquatics, and the Grant check to Fred Shafer from the Houston Junior Forum on June 5th.

Socials – Dennis/Jeanne Ann Combrink - Discussion on possibility of hosting a social in the Arc Parking lot later in the summer

Communications and Marketing – Margaret Laney and Amy Campbell – ongoing communications through Constant Contact, Facebook, Website, and YouTube with information on special events, website management by Deborah Medrano, investigation of options for different platform for website development, meeting with Hyperlinks Media to realign Google Ads, Covid 19 and status of day, summer, & socials, email letter & survey to parents, Gala communications will be updated when information is available, and a high level plan for the Arc of Katy's 30th Anniversary, August 2, 2020 to be celebrated Monday, August 3rd. Those who have been important to our success will be recognized: founders, participants, their families, members, staff, community leaders, volunteers, donors, suppliers, vendors, consultants, and community partners. There will be an online open house event with news media and streaming. A silent auction will be held sometime in September or October using Greater Giving.

A Twitch Concert, to be determined, will be held for us by Phillip Barker.

The Gala will be held sometime in April.

Fred Shafer said, "I'm grateful to Margaret Laney and her committee for their communications and planning the celebration of our 30th Anniversary".

Fund Development- Mary McGovern was not able to attend, but she has been busy with her committee developing a donor list and planning fund development.

Board Development- Ida Faye/Don Elder have been updating the officers' elections for the September Arc meeting and will send a copy to Ann.

Fred Shafer will email the Board Members our strategic Plan from Cindy.

The next Board of Directors Meeting: July 14, 2020

The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Donna Bode
Secretary
The Arc of Katy