



**Arc of Katy Board Meeting Minutes**  
**The Arc of Katy Building**  
**5819 Tenth Street, Ste. C**  
**Katy, TX 77493**  
**Tuesday, August 14, 2018**  
**Closed Session: 6:30 p.m. to 6:45 p.m.**  
**Regular Board of Directors Meeting: 6:45 p.m. to 8:30 p.m.**

Fred Shafer, President called the meeting to order and welcomed everyone.

The Invocation was delivered by Robert Crutchfield.

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** February 15, 2018      **Quorum**      **Yes**

<b>First Name</b>	<b>Last</b>	<b>Present</b>	<b>Absent</b>	
Donna	Bode	x		Secretary
David K.	Brown		resigned 6/12/18	Director
Amy	Campbell	x		Director
Ellen	Candito	x		Director
Dennis	Combrink	x		Director
Robert	Crutchfield	x		Director
Fran	Dahl	x		Director
Sherry	Ahart-Davies	x		Director
Cherie	Duddridge	x		Director
Don	Elder Jr.	x		Director
Ida Faye	Elder	x		Director
Denise	Hester		x	Director
Carolyn	Kares	x		Director
Margaret	Laney		x	Vice President
Mike	Lattal	x		Director
Kristie	Ondracek	x		Director
Marchelle	Peters	x		Director
Fred	Shafer	x		President

**Other Members Present:** - Ann Ferner, Administrative Assistant, and Angela Simone

**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 from the Board of Directors' Closed Session requiring Board approval:

Discuss and consider approval of 2018-2019 Day Program Coordinator Contract.

Fran Dahl moved that the Board **approve the 2018-2019 Day Program Coordinator's Contract** with corrections. Mike Lattal seconded. All were in favor and the motion passed. The Board was also presented a copy of the Day Program Coordinator's job description for review.

A motion was made by Don Elder, seconded by Ida Faye Elder that we accept the **July 17, 2018 Arc of Katy Board Minutes**. All were in favor and the motion passed.

No one presented during the **Open Forum**.

### **President's Report**

Fran Dahl made a motion, seconded by Kristie Ondracek, that we consider approval of a booth at the **Katy Rice Festival**. After discussion the motion failed. Fran Dahl will inquire about the Arc serving as volunteers at the Katy Rice Festival.

Fran Dahl made a motion, seconded by Don Elder, that the Board consider the approval of **Mike Lattal as Finance Committee Chair/Treasurer**. All were in favor and the motion passed.

Fran Dahl made a motion, seconded by Robert Crutchfield, that the Board consider the approval of **adding Mike Lattal to The Arc of Katy's Allegiance and Prosperity Bank accounts**. All were in favor and the motion passed.

**Update on the restroom construction:** Fred Shafer reported that work will begin Monday, August 20, 2018 on the addition of a second restroom. Fred reported that the recent City of Katy building inspection required a second restroom with a mop sink and a drinking fountain. The city approved a free-standing water cooler rather than installing a wall mounted drinking fountain.

The building did pass the fire inspection conducted by the City of Katy Fire Department. The building was approved for an occupancy capacity of 40 people.

The **2018 Annual Membership Meeting** will be held September 11, 2018 from 7:00 to 9:00 p.m. at Kingsland Baptist Church. Fred Shafer, President, presented the agenda.

Fred Shafer, President and the Board, reviewed and updated the Five Year Strategic Plan. Many of our 2018 goals were met.

**2019 Arc of Katy Gala:** No one volunteered to Chair the Gala. Fred Shafer, President, formed a committee of the following to work on the Gala: Joni Barker, Margaret Laney, Ida Faye Elder, Denise Hester, Cheri Duddridge, Todd Pendergrass, and John Curry. Fred will also ask for volunteers from the membership.

## **Committee Reports**

**Finance Committee-**Kristie Ondracek presented the following reports that were emailed to the Board for review: Budget VS. Actuals: 2018-Short Budget-FY 18 P & L January-July, 2018, Balance Sheet as of July 31, 2018, Budget VS. Actuals: 2018-Short Budget-FY 18 P & L July, 2018, Profit and Loss by Month January-July, 2018, and

Mike Lattal made a motion, seconded by Fran Dahl, that we accept the **September 2018-August 2019 budget**. All were in favor and the motion passed.

The audit report for 2016-2017 and the first 8 months of 2018 is continuing.

**Program Committee-**Carolyn Kares reported that the Program calendar will be given to the parents, the Barn Dance barn was confirmed with Kristie Halphen for November 11<sup>th</sup>, 55 participants enrolled in the summer program, the 2 storage units would be combined into the one at Storage West, the Arc participants have been invited to sing during the December Chamber of Commerce Lunch to be held at Brookwood, Walt Palen recommended having the Jingle Bell Jam at St. Peter's United Methodist Church, the End of Summer Party was held at the Elks Lodge and recognized The Houston Junior Forum, Times Square, Bingo Ladies, CJ DiPalma, the Music Makers and Staff for their support.

Officer Luis Santiago with Katy ISD Teddy Bear Cop program was presented with a check from the summer Lemonade Stand proceeds to purchase teddy bears for the program.

**Board Development-**Ida Faye & Don Elder presented a chart of The Terms & Election of Board Officer & Board Members. Members up for election and willing to serve a three-year term as Board Members (beginning this year) are Donna Bode, Mike Lattal, and Margaret Laney.

**Communications and Marketing**-Amy Campbell reported their committee was available to support all the other committees. The committee emailed a detailed report outlining the committees plan of action. The committee will be meeting the 3<sup>rd</sup> Thursday of each month with the next meeting the 23<sup>rd</sup> of August, 6:30 to 8:00 p.m.

**Socials**-Dennis & Jeanne Ann Combrink – September 8<sup>th</sup> will be the first social dance at the YMCA and it will be a Luau theme. A movie social will be held in the fall on Saturday in addition to the Y social.

A motion was made by Don Elder to adjourn at 8:30 p.m., seconded by Fran Dahl. All were in favor and the motion passed.

Respectfully submitted,

Donna Bode  
Secretary  
The Arc of Katy