



Arc of Katy Board Meeting Minutes
The Arc of Katy Building
5819 Tenth Street, Ste. C
Katy, TX 77493
Tuesday, August 13, 2019
6:30 p.m. – 8:30 p.m.

6:00 p.m. – 6:30 p.m.
Board of Directors Closed Session
Higher Dimension Church

The meetings were called to order by Fred Shafer, President.

Roll call was made and quorum announced by Donna Bode, Secretary.
 All Board Members were present for both meetings.

The Arc of Katy Board of Directors- Closed Session and Board Meeting Attendance
Secretary: Donna Bode

Meeting Date **8/13/19** **Quorum** **Yes for Both Meetings**

First Name	Last	Present Closed Session	Present Bd. Meeting	Absent
Donna	Bode	x	x	Secretary
Amy	Campbell	x	x	Director
Ellen	Candito	x	x	Director
Dennis	Combrink	x	x	Director
Robert	Crutchfield	On sabbatical		Director
Fran	Dahl	x	x	Director
Pat	Doucette	x	x	Director
Cherie	Duddridge	x	x	Director
Don	Elder Jr.	x	x	Director
Ida Faye	Elder	x	x	Director
Carolyn	Kares	x	x	Director
Margaret	Laney	x	x	Director
Mike	Lattal	x	x	Treasurer
Mary	Mcgovern	x	x	Director
Elizabeth (Liz)	Moreland-Mason	x	x	Director
Marchelle	Peters	x	x	Director

Fred	Shafer	x	x	President
Lewis (Louis)	White	x	x	Director
<u>Other Members Present for the Regular Meeting: Walt Palen Guests: Ambir Jarvis, Cindy Reaves</u>				

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 Closed Session

Fran Dahl’s Motion: “ I move that the Board of Directors approve the Day Program personnel recommendation as presented by the Program Committee and Executive Committee.” This was seconded by Cheri Duddridge. All were in favor and the motion passed.

Fred Shafer welcomed and introduced Amber Jarvis with Hyperlinks Media, Walt Palen, member of The Arc of Katy Transportation/Facilities Committee, and Cynthia Reaves with CLR Strategies, LLC.

No one requested a Public Forum.

Action Items

After discussion, the following motions were presented.

Mike Lattal made a motion to approve **Ambir Jarvis to the Board of Directors**. Seconded by Don Elder. All were in favor and the motion passed.

Don Elder made a motion to approve **Krista Kiblawi to the Board of Directors**. Seconded by Cherie Duddridge. All were in favor and the motion passed.

Report on the Baker Road Property - Walt Palen reported on the recent meetings of the Facilities Committee, Property owners, and architect. The Owner will provide a site survey, engineering study for septic/drainage, secure a Harris County/CoH agreement, and draft a MOU to the Facilities Committee.

The Arc of Katy Actions: Members of the Facilities will walk the site.

Strategic Planning: Board Development – Cynthia Reaves, CLR Strategies, LLC

provided an overview of the board development work with the Board of Directors. She will email each Board Member a Board Self-Assessment to be completed and returned. The information will be used for the board development strategic planning in October.

Action Items

Margaret Laney made a motion, seconded by Fran Dahl, to approve the July 9, 2019 Board Minutes. All were in favor and the motion passed.

Fred Shafer, President, made a motion that The Arc of Katy not subscribe to the Katy Area Chamber of Commerce Community Guide and Membership Directory. The motion was seconded by Fran Dahl. All were in favor and the motion passed.

Committee Reports

Finance – Mike Lattal, Treasurer, provided a Budget VS. Actuals: FY2019 –FY 19 P&L September 2018 – June 2019 and a Balance Sheet as of June 30, 2019. We are awaiting our audit. Our 990 was filed and is due again January 19, 2020.

Program – Carolyn Kares, Chairman, Amy Campbell, Co-Chairman

The Summer Open House on July 31st was a big success. The last day for the Summer Program is Friday, August 16th.

The **Fall program** will begin Tuesday September 3rd. Registration forms, revised Program Manuals, and Yearly Calendar have been sent to current Arc families.

Staffing for the Fall program was discussed.

The **Pick-a-Dilly Market** will be **Saturday, October 19th** from 9 a.m. to 4 p.m. at St. Peters United Methodist Church. Fredericksburg Farms will donate \$400 to cover items the Arc would have to purchase that is over their budget. Liz Moreland-Mason reported that Participants have been busy creating various art projects to sell at the market.

The **Barn Dance** will be held **Sunday, November 10th** from 1:00 p.m. – 3:30 p.m. at Kristi Halphen's barn. Angela Simone will again work on the door prizes/raffle.

Participants will work on letters to family and friends to be mailed the first of October.

The Jingle Bell Jam's attendance has been disappointing; therefore, it was suggested we contact St. Peter's United Methodist Church's special needs director about partnering with them in hosting a **Christmas event**.

Frost Bank is interested in partnering with the Arc for a Bowl-a-Thon next May at Times Square.

The **new bus** was delivered and the 3 older buses were washed by Carolyn Kares, Amy Campbell, Renee Johnson, Rhonda Johnstone, Therese Lattal, Sandi Dancel, and Dawn J. and her husband.

Socials- Dennis Combrink reported that the first social will be held Saturday, September 14th. Walt Palen reported that the end of summer movie social will be Saturday, August 31st at the Arc Building from 7-9 p.m.

Angela Simone suggested providing **Arc membership** to families of high school special needs students in Katy ISD. Marchelle Peters will assist in getting information to those students.

Wednesday, December 11th Opportunity for Arc families to attend the Christmas program at First Baptist Church

Board Development – Ida Faye and Don Elder reported that several directors’ terms will be up for election during the annual meeting in September. The office of President Elect, Vice President is vacant.

Communication and Marketing – Co-chairs Margaret Laney and Amy Campbell reported the current members of the committee and primary roles:

Amy Campbell-link to programs committee, staff and heritage communications/social media accounts

Bruce Campbell-lead for video production support

John Curry-news media and photography support

Fran Dahl-marketing and community outreach support (tbc)

Nikhil Dutta-Roy-remote writing and other support, help to identify and review donor management systems, other resources and tools

Ann Ferner-administrative coordination and delivery of communications, link across programs events and activities

Ambir Jarvis-social media counsel and delivery, primary link to Hyperlinks, community outreach support

Margaret Laney-co-chair, overall organization and action tracking

Liz Mason-Facebook support, manage The Arc of Katy Shop on Facebook and website (working with Ambir and Hyperlinks team)

Marchelle Peters-counsel and delivery support for communications to educators, others in Katy ISD, students, parents & guardians (tbc)

Fred Shafer-strategic direction and link to executive committee and board, other delivery as President of the Board

Hyperlinks Media team-assistance as needed as lead website, Google account and Google ads counsel/contract support

Others invited-Andy Wohlgemuth

Initial plans are set to generate news media attention, update website and social media accounts.

An individual is needed to take the lead on organizing a speakers bureau/proactive community outreach for The Arc of Katy.

Requests: Board members, review biographies and provide updates to Margaret Laney by August 19th, like us on Facebook and join the group, subscribe to our YouTube account, and conduct a review for us on Google.

President’s Report

Fred Shafer, President of the Board of Directors will present the 2018-2019 accomplishments and highlights of The Arc of Katy and address the State of the Organization during the **Annual Membership Meeting September 10, 2019.**

Jennifer Martinez, Chief Executive Officer, The Arc of Texas will present their purpose and mission. Kyle Piccola, Director of Public Policy and Advocacy, The Arc of Texas will provide an overview of the past legislative session and next steps that will impact Texas individuals with disabilities.

A **Volunteer Orientation** will be held September 26, 2019.

The Arc of Katy **Gala** will be April 3, 2020.

The Arc of Katy will participate in **Giving Tuesday** during the month of November. Fred Shafer represented The Arc of Katy at **The Arc of Texas Annual Meeting**. October 22nd, Karen Jagers will speak at Kingsland Baptist Church.

The meeting was adjourned at 8:25 p.m.

Respectfully Submitted by

Donna Bode
Secretary
The Arc of Katy