



**Arc of Katy Board Meeting Minutes**  
**The Arc of Katy Building**  
**5819 Tenth Street, Ste. C**  
**Katy, TX 77493**  
**Thursday, February 15, 2018**  
**7:00 p.m.**

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

Marchelle Peters, interested in serving on the Arc of Katy Board, was introduced and welcomed.

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** February 15, 2018      **Quorum** \_\_\_\_\_ **Yes**

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

Other Members Present: -

Visitor: Marchelle Peters

Proxies were received from Dennis Combrink, Sherry Ahart-Davies, Denise Hester, and Mike Lattal.

**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, Vice President, made a motion to accept the **January 9, 2018 Board Minutes** with a few changes. This was seconded by Don Elder. All were in favor.

**Old Business:** Fred Shafer, President, announced the installation of internet in the Arc Building, and the submission of the 990 report to the Internal Revenue Service (IRS)

**Committee Reports:** Finance Committee, Kristie Ondracek, Interim Treasurer, announced that Quick Books is now cloud based. The committee will have a monthly meeting. Kristie stated a full treasury report will be presented at the March Board meeting.

Facilities Committee, Fred Shafer - after discussion, it was decided to purchase blinds for the Arc Building from Budget Blinds. Fred will be seeking donations to cover the cost of the blinds.

Due to a personal commitment, Fred left at 7:20 p.m. and returned at approximately 8:30 p.m. Margaret Laney, Vice President, conducted the meeting until his return.

Fundraising Committee, Denise Hester----Margaret Laney reported the need for underwriters, sponsors, auction items, wine, and volunteer help for the GALA. A decision will be made whether to raffle or auction the custom jewelry piece made by Amber's Designs & Fine Jewelry. John Curry will be helping with Communications. Nominations are needed for the Home Town Heroes selection. Instructions are on our website.

Representative Mike Schofield offered a trip for the live auction for five people and lunch, or for fifteen people with a tour of the state capital.

The Color Run will be held April 21<sup>st</sup> by Cinco Ranch High School's FBLA. Funds raised by the color run will go to The Arc of Katy.

**The Arc of Katy Spirit Night, Monday, March 26, 2018** from 4 p.m. until close, sponsored by Willie's Grill & Icehouse on 19905 Katy Fwy., Houston, TX 77094 will benefit our organization. The Arc of Katy will receive 15% of sales when the organization is mentioned at the time of the order.

Program Committee, Carolyn Kares – after presenting the proposed Summer Program Budget for 2018, Carolyn made a **motion** that we **accept the Summer Program Budget** as presented, seconded by Ida Faye Elder. All were in favor and the motion passed.

Carolyn made a **motion** that we have a **Summer Day Program** as proposed, seconded by Don Elder. All were in favor and the motion passed.

Board Development, Ida Faye & Don Elder made a **motion** that we accept Robert Crutchfield and Marchelle Peters as **new board members**, as well as the recommended names for the **advisory committee** (Greg Coop, Pat Doucette, Ann Hodge, Brian Malechuk, Kim McClusky, Todd Pendergrass, and Lana Rush). This was seconded by Kristie Ondracek. All were in favor. Plans are to have the first meeting of the Advisory Committee early this spring.

Margaret Laney, Vice President, discussed the **two year terms for officers** and the **three terms for board members**. The cycle of election for (President and Secretary) and (Vice President and Treasurer) may have to change. The election of officers follows the **fiscal year** which will now be **September 1<sup>st</sup> to August 31<sup>st</sup>**. The General Membership Meeting will probably be in September to align everything to start in September.

Margaret Laney made a **motion** to reconfirm Fred Shafer as President and to re-elect Donna Bode as Secretary, seconded by Ellen Candito. All were in favor and the motion passed.

Communications Committee- Margaret Laney discussed Gala Communications while giving the Gala report.

**President's Report** – Fred Shafer distributed his Five Year Strategic Plan Update and requested that we provide input for the March Board Meeting.

He has made arrangements for The Arc of Katy Ribbon Cutting and Open House in March.

A motion to adjourn at 8:40 p.m. was made by Don Elder, seconded by Donna Bode.

Respectfully Submitted,

Donna Bode  
Secretary  
The Arc of Katy

