



Arc of Katy Board Meeting Minutes
The Arc of Katy Building
5819 Tenth Street, Ste. C
Katy, TX 77493
Tuesday, February 12, 2019
6:30 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 **February 12, 2019** **Quorum** **Yes**

First Name	Last	Present	Absent	
Donna	Bode	x		Secretary
Amy	Campbell	x		Director
Ellen	Candito	x		Director
Dennis	Combrink	x		Director
Robert	Crutchfield		on sabbatical	Director
Fran	Dahl	x		Director
Sherry	Ahart-Davies	x		Director
Pat	Doucette	x		Director
Cherie	Duddridge	x		Director
Don	Elder Jr.	x		Director
Ida Faye	Elder	x		Director
Denise	Hester		Resigned 2/12/19	Director
Carolyn	Kares	x		Director
Margaret	Laney		x	Director
Mike	Lattal	x		Director
Elizabeth (Liz)	Moreland-Mason	x		Director
Marchelle	Peters	x		Director
Fred	Shafer	x		President
Lewis (Louis)	White		x	Director

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.

No one requested a Public Forum.

Action Items:

Don Elder made a motion to approve the January 16, 2019 Arc of Katy Board of Directors Meeting Minutes, seconded by Mike Lattal. All were in favor and the motion passed.

Fran Dahl made a motion to approve the changes to Article IV Officers duties and to the position of Vice President becoming President Elect. The motion was seconded by Cherie Duddridge. All were in favor and the motion passed.

Fred Shafer, President requested that the board invite Cynthia Reeves to our March, 2019 board meeting to present board development services available through CSL Strategies. This was so moved by Fran Dahl and seconded by Amy Campbell. All were in favor and the motion passed.

The board discussed the 2019 award recipients to be honored during the May 3, 2019 fundraising gala. Donna Bode, Secretary, made a motion that the board approves **Rhonda Johnstone for the Ann Davis Foundation Award**. This was seconded by Don Elder. All were in favor and the motion passed.

Ellen Candito, seconded by Mike Lattal, made a motion that the board approves **Jeanne Ann and Dennis Combrink, our social chairmen, as our Volunteers of the Year**. All were in favor and the motion passed.

Committee Reports:

Finance Committee – Mike Lattal recommended the 2016 and 2017 audit reports be accepted as presented by the finance committee. Don Elder so moved, seconded by Cherie Duddridge. All were in favor and the motion passed.

Fred Shafer, President, made a motion to have David Ecklund perform the 2018 financial audit and 990 tax report as recommended by the finance committee. This was seconded by Cherie Duddridge. All were in favor and the motion passed.

Fran Dahl made a motion to accept Option 1 of the 2019-2020 Budget Development Timeline, seconded by Don Elder. All were in favor and the motion passed. A draft budget will be developed between February 13th – April 1st, etc.

The finance committee recommended the investment of \$50,000 for a period of 2 years at a rate of approximately 2.2% with Prosperity Bank. The following individuals will be signatories on the account Fred Shafer, President, Mike Lattal, Treasurer, and Donna Bode, Secretary. It is also recommended that the signature authority for our current accounts at Prosperity change from Kristie Ondracek to Donna Bode. Mike Lattal, Treasurer, so moved, seconded by Cheri Duddridge. All were in favor and the motion passed.

Ellen Candito made a motion to send Ann Ferner, Administrative Assistant to a 2-day QuickBooks training in Houston, TX. This was seconded by Ida Faye Elder. All were in favor and the motion passed.

Greater Giving will provide all the financial detail associated with the Gala. Payments will be transferred to our bank account and posted in QuickBooks as a summary entry.

One of the difficulties in matching payments with invoices is the lack of invoice information in payments from Paypal; therefore, the Quickbooks link will replace PayPal for paying tuition.

A letter to notify parents will be sent February 25, 2019.

Program Committee – Carolyn Kares reported on the Day Program tours and addition of four new participants, the dates of the Summer Program and registration to be received by current Day Program families in March, the special Saturdays that have been posted to the Arc website, Liz Mason's art projects with our participants for the Galas, Color for a Cause: Early Bird registration by February 28th, Arc socials, and the Program Committee's new meeting date, the first Tuesday of each month.

February 7th, the committee and Fred Shafer, President visited with the pastors of Parkway Fellowship Church. They are willing to assist our Day Program.

February 10th, Fred Shafer and Carolyn Kares toured and visited with the pastor of High Dimension Church. They are willing to let the Day Program use their space on a regular basis and special occasions. Fred Shafer will supply the list of dates needed and the church will review.

The churches are located on either side of The Arc of Katy Day Program.

February 11th Fred Shafer, President and Carolyn Kares met with the manager of Katy Mills Mall. He learned of The Arc of Katy from the Rotary meeting presentation. He offered a space for a fee per month and lease options. This could be used as a creative work space whenever our participants have art projects, such as creating canvasses and drying them for the Gala, etc.

Board Development Committee – Ida Faye and Don Elder have no new information.

Communication and Marketing – Margaret Laney and Amy Campbell are working with the

Gala Committee Co-Chairs – Fran Dahl, Cherie Duddridge, and Margaret Laney presented a detailed report about Save the Date Distribution, Invitations, Greater Giving, Mobile bidding, Equipment, Staffing to support Greater Giving Administration, Training, Event program, Co-chairs meetings every other week, Sponsorship/Underwriting, Auctions, Entertainment, Volunteer/Registration, Communications, Awards, Decorations, and Venue. Nominations are requested for 2 Katy Hometown Heroes by March 7, 2019.

President's Report:

Fred Shafer will form a committee for The Arc of Katy 30 Year Anniversary.

The first training session offered for the community will be presented at Kingsland Baptist Church Thursday, February 21, 2019 from 6:30 to 8:00 p.m. Please register on the website: www.thearcofkaty.org

The meeting was adjourned.

Respectfully Submitted,

Donna Bode
Secretary
The Arc of Katy