



Arc of Katy Board Meeting Minutes
The Arc of Katy Building
5819 Tenth Street, Ste. C
Katy, TX 77493
Thursday, February 27, 2020
6:00 pm to 8:00 pm

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

The Invocation was delivered by Amy Campbell.

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 2/27/2020 **Quorum** **Yes**

First Name	Last	Present	Absent	
Donna	Bode	x		Secretary
Amy	Campbell	x		Director
Ellen	Candito	x		Director
Dennis	Combrink		x	Director
Fran	Dahl	x		Director
Pat	Doucette	x		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
Elizabeth (Liz)	Moreland-Mason		x	Director
Marchelle	Peters		x	Director
Fred	Shafer	x		President

Other Members Present: -

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.

Fred Shafer, President, reviewed **Strategic Planning**. Board agreed to the following strategic planning priority areas: Hiring an Executive Director, Programming, Fund Development, Board Development, Communications/Marketing, and Volunteer Development.

Action Items

Mike Lattal made a motion, seconded by Don Elder, to approve the January 14, 2020 Board Meeting Minutes. All were in favor and the motion passed.

After discussion, Fred Shafer made a motion to approve Cherie Duddridge for the position of President Elect on The Arc of Katy Board of Directors. Fran Dahl seconded the motion. All were in favor and the motion passed.

Mike Lattal, Treasurer, presented the salary schedule as recommended by the Salary Committee/Finance Committee. It was reported that no adjustments had been made to the Instructors pay in over 5 years. Mike made a motion that we accept the salary schedule as presented to be effective April 1, 2020. Margaret Laney, Carolyn Kares and Mike Lattal excused themselves voting on the motion. Fran Dahl seconded the motion. All were in favor and the motion passed. No adjustments will be made to Sandi Dancel's salary.

Reports/Information Items

Fred Shafer, Mike Lattal, and Walt Palen continue to meet with the owner and contractor in charge of the Jordan Ranch proposed Arc Day Program Facility. Actions by owner: Site survey to finalize the building's orientation, engineering study on the drainage pond, Waller County/Cob agreement needed Arc Actions: approximate monthly costs, Program Committee Input-ADA considerations, room details, build out requirements

The contract cost with Hyperlinks Media on Managing Google Ads Grant was reduced to \$525 monthly.

Committee Reports

Finance Committee-Mike Lattal, Treasurer, presented the Balance Sheet as of January 31, 2020, Profit and Loss, and 2019-2020 Latest Forecast.

Program Committee-Carolyn Kares, Chairman, Amy Campbell, Co-Chairman, reported that Ann Ferner had four tours/visits scheduled in February and three new participants enrolled in the Day Program.

Summer information has been provided by Marchelle Peters for approval and distribution to KISD and Krenek Printing for neighborhood papers.

The summer registration form will be sent to current Arc Families March 2nd and deadline for return will be March 18th.

Forms will be sent to last summer's teens on March 19th – return deadline is April 2nd.

Two original art pieces were donated to the Chamber Gala held February 7th.

Color for a Cause, held by Cinco Ranch's Future Business Leaders of America on March 7th will benefit The Arc of Katy. Participants are needed.

Day Program Participants are working on creating favors for the gala.

Several of The Arc of Katy Board members will be participating in the Brookwood Special Needs Resource Fair held April 25th from 10 am to 2 pm.

Socials-Dennis Combrink, reported that the Valentine Dance at the Ballard YMCA was held February 8th. Representative Gina Calanni and her assistant attended.

The Movie Social was held Saturday, February 22nd at the Arc Bldg. Angela Simone assisted Walt Palen.

Board Development Committee-Don and Ida Faye Elder spoke with Cindy Reaves about revamping the selection of new board members and working with the present board. This work will be on-going with most of it being done after the gala. Fran Dahl was added to their committee.

Fund Development-Mary McGovern, has been working to create a data base of information about our donors. She has students from the University of Houston working on the data base under the supervision of a qualified adult. This will be re-evaluated at the end of the semester.

Communications/Marketing co-chairs Margaret Laney & Amy Campbell reported the committee has been focused on communications to promote the Gala including a video that will be shown at the event; website and social media posts on Facebook, Instagram and Twitter and a Google Ads campaign. Also, they have been in communication with Frost Bank and Times Square to change the date of the bowling tournament from May 15 to August 21, 2020.

Gala Update-Fran Dahl, reported that she and Joni Barker, event curator, will be underwriting a Gala reception for past donors/sponsors. There are 10 gala tables so far and the invitations are being printed and will be mailed out. Wine and auction items are needed.

Our next board meeting will be March 19, 2020.

The meeting was adjourned 8:25 p.m.

Respectfully submitted,

Donna Bode
Secretary
The Arc of Katy