



**Arc of Katy Board Meeting Minutes**  
**The Arc of Katy Building**  
**5819 Tenth Street, Ste. C**  
**Katy, TX 77493**  
**Tuesday, January 9, 2018**  
**7:00 p.m.**

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

The Invocation was delivered by David Brown.

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** January 9, 2018      **Quorum**      **Yes**

<b>First Name</b>	<b>Last</b>	<b>Present</b>	<b>Absent</b>	
Donna	Bode	x		Secretary
David K.	Brown	x		Treasurer
Amy	Campbell	x		Director
Ellen	Candito	x		Director
Dennis	Combrink	x		Director
Sherry	Ahart-Davies	x		Director
Cherie	Duddridge	x		Director
Don	Elder	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		Interim Treasurer
Fred	Shafer	x		President

**Other Members Present:** Ann Ferner, Administrative Assistant and Robert Crutchfield, Visitor

Proxies were received from Denise Hester and Carolyn Kares.

**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 Items:**

The Board appointed **Kristie Ondracek to serve as interim Treasurer.**

The Development Committee, Ida Faye and Don Elder, introduced Mr. Robert Crutchfield, a Bi-vocational Minister who has worked with nonprofits and may be interested in serving on our board.

Margaret Laney made a motion to **approve the December 12, 2017 Board Minutes**, seconded by Ellen Candito. All were in favor.

After research and discussion, Mike Lattal made a motion, seconded by Don Elders to accept **NIF/Liberty Mutual Safeco as our new insurance provider.**

Fred Shafer, President, spoke with Consolidated and Comcast regarding the **internet, phone, and security for the Arc Facility.** The board would like for him to continue investigating. Two jet packs with Verizon will be dropped.

Fred Shafer, President, sent a letter to The Arc of Texas to approve a **change** in the bylaws of our constitution stating that the **fiscal year will begin September 1<sup>st</sup> and end August, 31<sup>st</sup>.**

### **Committee Reports:**

**Finance:** David Brown, Treasurer gave his report and ended his tenure. He will continue as a board director. His office is open. Kristie Ondracek was appointed interim treasurer. David reported that his rough approximation indicated a final 2017 deficit in the range of \$25,000 to \$30,000.

Dave Ecklund, CPA will prepare the 2016 Form 990, 2016 Audit and years following. The years 2016 and 2017 will be issued on a combined basis. Additionally, 2018 will be filed as a short year (8months).

**Facilities:** Margaret Laney, Vice President thanked Fred Shafer for his time and energy that he put into the newly leased building for the Day Program. It was cleaned, painted, and new carpet was installed.

**Fundraising:** Denise Hester's Gala report detailed the items completed, in progress, action items, donations received, chairpersons needed, board assistance and volunteers, silent and live auction items needed.

Things for the board to consider: **donate wine for the wine pull, sell raffle tickets for Amber's jewelry, and contact 10 people for auction items and 10 for sponsorships.**

Margaret Laney presented the outline for the **two Home Town Heroes** nomination process, judging, communications, recognitions proposed, potential selection committee, and awards needed. A detailed **communication timeline** was presented.

The recognitions proposed to the board for discussion and approval:

Don Elder made a motion, seconded by David Brown to present the **Ann Davis Founder's Award** to someone who will be notified later. All were in favor.

Margaret Laney made a motion, seconded by Mike Lattal to present the **Volunteer of Honor Award** to someone who will be notified later. All were in favor.

Amy Campbell reported for the **Program Committee:** a successful opening on January 3, 2018 and future tours of the building will be held.

Ida Faye and Don Elder presented the **Development Committee** report: two, new possible candidates for the **Arc Board** and five have agreed to serve on the **Advisory Board** that will meet this spring.

Mike Lattal reported on an **AED** replacement for \$1,450 with a 7 year warranty from Cardio Partners. The board will revisit this during the February meeting.

Cherie Duddridge will check a lease price.

Ellen Candito suggested asking gala participants to fund one.

Don Elder will speak with Maria G. about checking our present one.

**Fred Shafer, the President,** gave a presentation to the Katy Rotary Club and the Katy Rancher will have an article on the new Arc building.

A motion to **adjourn at 8:45 p.m.** was made by Kristie Ondracek and seconded by Donna Bode. All were in favor.

Respectfully Submitted,

Donna Bode  
Secretary  
The Arc of Katy

