



Arc of Katy Board Meeting Minutes
The Arc of Katy Building
5819 Tenth Street, Ste. C
Katy, TX 77493
Tuesday, January 14, 2020
6:00 p.m. – 9:00 p.m.

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 **January 14, 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.

Action Items

A motion was made by Mike Lattal, seconded by Amy Campbell to approve the December 10, 2019 Board Minutes with the deletion “Margaret reported”. All were in favor and the motion passed.

Pat Doucette made a motion to accept the three year lease with Ormiston Properties. Carolyn Kares seconded; all were in favor and the motion passed.

A motion was made jointly by Amy Campbell and Carolyn Kares to have Don /Sheryll Butler as The Arc of Katy 2020 Volunteers of the Year and Therese Lattal as The Arc of Katy 2020 Ann Davis Founder’s Award nominees. The motion was seconded by Donna Bode. All were in favor and the motion passed.

Reports/Information Items

Members of the Finance, Facilities, and Program Committee held a Zoom meeting Wednesday, December 18, 2019 to discuss the **Memorandum Of Understanding** (reviewed by an attorney) between The Arc of Katy and the property owners of Jordan Ranch Blvd.

As opposed to a called Board meeting, it was requested that Board members respond to an email with an endorsement, or not, of the committees’ decision to approve the Memorandum of Understanding along with any questions.

December 24, 2019, 17 of 18 Board members emailed their endorsement to approve the Jordan Ranch Blvd. Property MOU with the owners. Fred Shafer signed and mailed MOU to the owners for their signatures.

Fred Shafer, President reported that the property, liability and auto insurance policies had been renewed.

Cindy Reaves continued Strategic Planning with the Board of Directors.

Committee Reports

Finance Committee: Mike Lattal, Treasurer, had the Board’s approval for Batinga CPA PLLC to do the 2019 Audit and Tax Return. Mike provided a Balance Sheet as of November 30, 2019 and a Budget VS. Actuals: 2019-2020 Fiscal Yr. Budget (Final) – FY20 P&L September-

November, 2019. The audit will be conducted at a significant lesser amount than previous audits.

Program Committee: Carolyn Kares, reported 3 participants were added to the program in January as well as a new instructor, Christine (Chrissy) Clark. Other action items were bus repair, purchases for Day Program, volunteer applications, Jingle Bell Jam report, 2020 Color for a Cause, Saturday, March 7 at Cinco Ranch High School, art pieces for the Chamber Gala, and Unite and Inspire Collaboration events for two Saturdays in March.

Social Committee: Dennis Combrink confirmed the social for Saturday, January 11 at the Ballard YMCA from 7-9 p.m.

Walt Palen confirmed the Movie Social Saturday, January 25 at the Arc Building.

Board Development-Ida Faye/Don Elder were absent.

Fund Development-Mary McGovern is in the process of gathering information on current Arc of Katy fundraising initiatives. She applied to the University of Houston Bauer School of Business/Management Information Systems Department to request that the Arc be selected for a student-led program to develop a customized donor management database. The UH program is in conjunction with the Executive Service Corps of Houston (ESCH). The UH-MIS program fee will be \$250 to cover expenses and mentoring by an ESCH consultant.

Communication & Marketing-Margaret Laney & Amy Campbell reported on the selection of the Hometown Heroes and making a video for the Gala.

Gala-Fran Dahl reported Sponsors are needed and a link to the Gala will have forms for registration. Liz Mason-Moreland is collecting wine and spirits for the wine pull and reported that she has contacted Amber of Amber's Design Fine Jewelry who will be making earrings for the live auction.

President's Report-Fred Shafer reported that sign up is available for Reason to Race February 8, 2020.

The meeting was adjourned 8:30 p.m.

Respectfully Submitted,

Donna Bode
Secretary
The Arc of Katy