



Arc of Katy Board Meeting Minutes
The Arc of Katy Building
5819 Tenth Street, Ste. C
Katy, TX 77493
Tuesday, July 17, 2018
6:30 p.m.

The following were in attendance July 10, 2018 for a budget meeting: Fred Shafer, President, Margaret Laney, Vice President, Kristie Ondracek, Treasurer, Donna Bode, Secretary, Mike Lattal, a past President, Carolyn Kares, Chairman of the Program Committee, and Cherie Duddridge, Member.

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

A welcome and 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 July 17, 2018 Quorum Yes

First Name	Last	Present	Absent	
Donna	Bode	x		Secretary
David K.	Brown	resigned 6/12/18		Director
Amy	Campbell		x	Director
Ellen	Candito	x		Director
Dennis	Combrink	x		Director
Robert	Crutchfield		x	Director
Fran	Dahl		x	Director
Sherry	Ahart-Davies	x		Director
Cherie	Duddridge	x		Director
Don	Elder Jr.	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		Director

Marchelle	Peters	x	Director
Fred	Shafer	x	President

Other Members Present: - Ann Ferner, Administrative Assistant, and Angela Simone, Member

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.

A motion was made by Don Elder, seconded by Kristie Ondracek, Treasurer, that we approve the **June 12, 2018 Board Minutes**. All were in favor and the motion passed.

Angela Simone, member and mother of Aryn, addressed the board during the **open forum**.

President’s Reports:

Robert Crutchfield had proposed and offered to take charge, if The Arc decided to have a \$150 booth during the **Rice Harvest Festival in October**. Discussion was held, but no action was taken due to Robert’s absence.

The **insurance** on our Arc of Katy buses does not cover transporting the public; therefore, we will not be able to help with shuttling during the Rice Harvest Festival.

Discussion was held concerning the bids for a **second bathroom** in The Arc of Katy building. Fred Shafer made a motion, seconded by Don Elder, for the board to accept the bid from Jamison Interiors for an additional bathroom.

Fred Shafer, President amended his **motion** that we accept **Jamison Interiors’** proposal with clarifications, but not to exceed \$5,000.00. Denise Hester seconded and all were in favor. The motion passed.

Fred Shafer, President made a **motion**, seconded by Margaret Laney, Vice President for The Arc of Katy to subscribe to **Giving Tuesday**. All were in favor and the motion passed. Contributions are made to nonprofits and matched by 10%. They create a website and do all the marketing sent out to businesses during the month of November. A link will be placed on our website.

The board discussed adding members to our **Allegiance Bank** account. **Fred Shafer**, President, made a motion that we add his name and **Kristie Ondracek**, Treasurer, to our Allegiance Bank account. This was seconded by Cherie Duddridge. All were in favor and the motion passed.

There is a temporary fix on the **roof** and the cost was covered by the Landlord.

The **annual membership meeting** will be held the second Tuesday in September, 9/11/18.

The **Organizational Chart** was presented and discussed. By September first, Fred Shafer, President, will have a job description for Ann Ferner who will continue to be an integral part of the Program Committee.

Committee Reports:

Finance Committee- Kristie Ondracek, Treasurer, presented the **June Budget VS. Actuals: 2018- Short Budget – FY 18 P&L and a Balance Sheet as of June 30, 2018.** Fred Shafer, President, thanked Kristie for her work on the budget!

Discussion was held on the **2018-19 Budget.** The Board will vote to approve it in August for its presentation to the membership in September.

Program Committee-Carolyn Kares, reported that four of the five touring the Arc Program registered. The staff is to be commended for working through the roof leak and absence of the small bus with air conditioning problems. Twenty parents/participants attended the Astros game on July 7, accompanied by staff Dawn Wethey and Tracy Gift- thanks to Methodist West Hospital! Color for a Cause, Cinco Ranch FBLA presented the Arc of Katy with \$5,500.00. The Calendar for 2018-2019 Day and Summer Program was discussed as well as the budget. The October Pick-a-Dilly Market fundraiser was proposed. The summer movie social will be held Saturday, July 21st from 7-9 p.m.

Board Development Committee-Ida Faye and Don Elder reported they will take over the chart/term and election of board offices and board members.

David Brown resigned from the board June 12, 2018 due to personal commitments.

Marketing and Communications Committee-would like additional members.

Don Elder made a motion to adjourn, seconded by Kristie Ondracek. All were in favor and the meeting adjourned at 8:30 p.m.

Respectfully submitted,

Donna Bode
Secretary
The Arc of Katy