



Arc of Katy Board Meeting Minutes
The Arc of Katy Building
5819 Tenth Street, Ste. C
Katy, TX 77493
Tuesday, July 9, 2019
6:30 p.m.

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

Welcome and introductions were made.

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 July 9, 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
Pat	Doucette		x	Director
Cherie	Duddridge	x		Director
Don	Elder Jr.		x	Director
Ida Faye	Elder	x	x	Director
Carolyn	Kares		x	Director
Margaret	Laney	x		Vice President
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 and Walt Palen, member of the Arc Transportation/Facilities Committee

Baker Road Property owners

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.

Reports/Information Items

Reporting on the Baker Road Property: Walt Palen, Mike Lattal, Fred Shafer, and the property owners gave an update on the property on Baker Street and the prospects of building a facility for The Arc of Katy. An agreement/MOU will be developed by the property owners and presented to the Board at the August Board meeting. The Arc of Katy will develop a schematic of the proposed building. Fred Shafer, President will appoint a committee to develop the schematic.

Fred Shafer, President made a motion, seconded by Fran Dahl, that we purchase a 2009 Chevy Bus, built to the highest safety standards, from Hudson Bus Sales for \$32,462.00. All were in favor and the motion passed. The bus comes with a 30 day bumper to bumper warranty and has 24,000 miles.

Action Items

Mike Lattal made a motion to approve the **June 11, 2019 Board Minutes**, seconded by Cherie Duddridge. All were in favor and the motion passed.

There was discussion and a motion by Fran Dahl, seconded by Margaret Laney, to elect **Mary McGovern** to the Board of Directors. All were in favor and the motion passed.

Discussion led to a motion by Mike Lattal, seconded by Fran Dahl, that The Arc of Katy establish a **Prosperity Supplemental Bank Account** to be used for website sales. The Board authorized the following signees: Fred Shafer, President, Mike Lattal, Treasurer, and Donna Bode, Secretary.

All were in favor and the motion passed.

Fred Shafer presented information on **ADP HR Pro**. **ADP HR Pro** will provide support with human resources, employee handbook, background checks, job descriptions, and state and federal HR compliance for a cost of \$4 per employee for a total of \$48.00 a month. Fran Dahl

made a motion, seconded by Cherie Duddridge, that we approve this service. All were in favor and the motion passed. Fred Shafer, President will be the primary contact.

Fran Dahl made a motion, seconded by Mike Lattal that the Board approve up to \$300 for the **Board President, Fred Shafer, to attend The Arc of Texas Annual Meeting.** All were in favor and the motion passed.

Committee Reports

Finance Committee – Mike Lattal, Treasurer, provided a Budget vs. Actuals: FY2019-FY19 P&L September 2018 – May 2019, a Balance Sheet as of May 31, 2019, a Day Program Budget Report, Budget vs. Actual: FY 2019 – FY19 P&L September 2018-May 2019

Program Committee – Chairman Carolyn Kares and Co-Chair Amy Campbell
Their report was delivered by Margaret Laney. The Arc of Katy Open House date was changed to July 31, 2019. Parents, Family, Board Members, Participants, and Staff will be invited. Ann Ferner conducted 5 tours from June 4-July 3, 2019. Fifty-five (55) participants are enrolled on various days for Summer Session II. Fred Shafer, Dawn Wethey, and participants will present a framed “Thank You” to representatives of Frost Bank for their \$5,000 donation on July 10th.

Participants’ service project will be decorating lunch bags for the Kids Meals Program. The Be Strong Water Program has been popular. Fall Day Program registration begins in August. AED Machine was purchased for carrying on a bus. Revised incident report form- the goal is to keep parents informed by going over it with them on the day of the incident. A list of Arc Donors/In-Kind services will be given to Margaret Laney for the website. Pick-a-Dilly Market will be held on Saturday, October 19, 2019. Fredericksburg Farms, Amy Campbell’s sister & brother-in-law, who supply the items for our \$20 bags, will donate \$400 so that our cost of the items will remain the same. Prices have increased. Liz Mason has been working with Arc Participants preparing items for the Pick-a-Dilly Booth. Dennis Combrink is trying to confirm the social calendar with the Ballard YMCA. Walt Palen gave an update on the proposed property being offered to the Arc.

No report from the Board Development Committee

Communication and Marketing-Amy Campbell and Margaret Laney, Co-Chairs
Margaret reported that the committee will begin monthly digital meetings July 25th from 6:30 p.m. – 8:00 p.m. All Board Members are invited. Ambir Jarvis with Hyperlinks will be attending.

Margaret Laney reported on a need for a speaker’s bureau for the purpose of providing information to businesses and organizations on The Arc of Katy.

President's Report

The Arc of Katy's **annual membership meeting** will be held on September 10, 2019 from 7-9 p.m. Jennifer Martinez, CEO of The Arc of Texas will be the guest speaker.

Fred reported on Unite and Inspire a non-profit organization that provides volunteers for other non-profits. Unite and Inspire will provide a proposal of different volunteer activities they can provide.

A Volunteer Orientation Meeting is scheduled for September 26, 2019.

The next scheduled Board Meeting, August 13, 2019 will involve Strategic Planning: Board Development.

The meeting adjourned at 8:15 p.m.

Respectfully submitted by

Donna Bode
Secretary
The Arc of Katy