



**Arc of Katy Board Meeting Minutes**  
**The Arc of Katy Building**  
**5819 Tenth Street, Ste. C**  
**Katy, TX 77493**  
**Monday, March 19, 2018**  
**7:15 p.m.**

The Katy Advisory Committee held its first meeting for the Arc of Katy on Monday, March 19, 2018 at 6:00 p.m. at the new Arc building. Fred Shafer, President, welcomed the newly elected members that were present: Greg Coop, Pat Doucette, Todd Pendergrass, and Lana Rush. Absent were members: Ann Hodge, Brian Malechuk, and Kim McClusky. Topics discussed were Roles & Responsibilities, History of the Arc of Katy, Programs & Services, Five-Year Strategic Plan, Program Budgets, Program By-Laws, and Upcoming Events. Meetings will be held quarterly with the next meeting in September.

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

The Invocation was delivered by Robert Crutchfield.

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    March 19, 2018                      Quorum                      Yes

| <u>First Name</u> | <u>Last</u>         | <u>Present</u> | <u>Absent</u> |                       |
|-------------------|---------------------|----------------|---------------|-----------------------|
| <u>Donna</u>      | <u>Bode</u>         | <u>x</u>       |               | <u>Secretary</u>      |
| <u>David K.</u>   | <u>Brown</u>        |                | <u>x</u>      | <u>Director</u>       |
| <u>Amy</u>        | <u>Campbell</u>     | <u>x</u>       |               | <u>Director</u>       |
| <u>Ellen</u>      | <u>Candito</u>      | <u>x</u>       |               | <u>Director</u>       |
| <u>Dennis</u>     | <u>Combrink</u>     | <u>x</u>       |               | <u>Director</u>       |
| <u>Sherry</u>     | <u>Ahart-Davies</u> | <u>x</u>       |               | <u>Director</u>       |
| <u>Robert</u>     | <u>Crutchfield</u>  | <u>x</u>       |               | <u>Director</u>       |
| <u>Cherie</u>     | <u>Duddridge</u>    | <u>x</u>       |               | <u>Director</u>       |
| <u>Don</u>        | <u>Elder Jr.</u>    | <u>x</u>       |               | <u>Director</u>       |
| <u>Ida Faye</u>   | <u>Elder</u>        | <u>x</u>       |               | <u>Director</u>       |
| <u>Denise</u>     | <u>Hester</u>       | <u>x</u>       |               | <u>Director</u>       |
| <u>Carolyn</u>    | <u>Kares</u>        | <u>x</u>       |               | <u>Director</u>       |
| <u>Margaret</u>   | <u>Laney</u>        | <u>x</u>       |               | <u>Vice President</u> |

|           |          |   |           |
|-----------|----------|---|-----------|
| Mike      | Lattal   | x | Director  |
| Kristie   | Ondracek | x | Director  |
| Marchelle | Peters   | x | Director  |
| Fred      | Shafer   | x | President |

Other Members Present: - Ann Ferner, Administrative Assistant

**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.

Robert Crutchfield made a motion to accept the February 15, 2018 Minutes, seconded by Kristie Ondracek. All were in favor and the motion passed.

**Committee Reports:**

Finance Committee- Kristie Ondracek, Interim Treasurer, presented detailed reports: a balance sheet as of February 28, 2018, a balance sheet as of March 19, 2018, Budget vs. Actuals: 2018-Short Budget - FY P&L Jan.- Feb., 2018, and a Budget Overview: 2018-Short Budget – FY 18 P&L January – December 2018

Fundraising Committee-Denise Hester gave an update on the Gala. Board members were given raffle tickets for the necklace provided by Amber Designs. Money from the sale of tickets and any unsold raffle tickets are to be given to Donna Bode at the April Board meeting. There is a need for additional table sponsors and individual ticket sales. There is also a need for additional volunteers.

Spirit Night benefiting The Arc of Katy will be held on Monday, March 26, 2018 from 4p.m. to Closing at Willies’ Grill & Icehouse. Willies’ will donate 15% of the sales in support of The Arc of Katy.

The Cinco Ranch High School Color Run will be held on April 21<sup>st</sup>. Proceeds from the run will go to The Arc of Katy.

Program Committee- The committee’s report was emailed to all board members prior to the meeting. Carolyn Kares, Chairperson reported on the Summer Day Program, Katy Magazine’s offer to publish an article on the program, mandatory AED training for instructors, volunteer applications and training.

Social Committee-Jeanne Anne/Dennis Combrink & Carolyn Kares hosted a Go Texan theme social on March 10<sup>th</sup>.

Board Development-Ida Faye/Don Elder-A motion was made by Ida Faye Elder that **Fran Dahl** be approved as a new board member. The motion was second by Robert Crutchfield. All were in favor and the motion passed.

Ida Faye reported that the first meeting of the Advisory Committee was held prior to the Board meeting.

**President's Report:** Fred Shafer

Fred presented a motion to accept a bid on the development of a new website. The motion was second by Dennis Combrink. After discussion the motion was withdrawn by Fred. Additional information and bids for the design of the new website will be obtained.

Fred presented a motion for vinyl signage and canvas pictures of Participants to be displayed on the wall in the Arc building. The cost of the signage and pictures will be paid from donated funds. The motion was second by Cherie Duddridge. All were in favor and the motion carried.

Other points of discussion:

- The Arc of Katy Ribbon Cutting and Open House will be held on March 27<sup>th</sup>
- Review of the Five Year Strategic Plan with emphasis on increasing the organization's enrollment
- Changes to the By-Laws that will be discussed further and voted on at the April Board meeting

The meeting was adjourned.

Submitted by,

Donna Bode  
Secretary  
The Arc of Katy