



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**

Mary McGovern made a motion to accept the **February 27, 2020 Board Minutes**, seconded by Fran Dahl with the following correction: “ Communications/Marketing Committee co-chairs Margaret Laney & Amy Campbell reported the committee has been focused on communications to promote the Gala including a video that will be shown at the event; website and social media posts on Facebook, Instagram and Twitter and a Google Ads campaign. Also, they have been in communication with Frost Bank and Times Square to change the date of the bowling tournament from May 15 to August 21, 2020.”

All were in favor and the motion passed.

The Finance and Executive Committees met to discuss the **compensation for our staff** during the Day Program closure due to sheltering in place for the Coronavirus. Mike Lattal made a motion to approve the committees’ decisions, seconded by Amy Campbell. All were in favor and the motion passed. Margaret Laney, Mike Lattal, and Carolyn Kares excused themselves from the voting. Fred Shafer, President, will send a letter to our Instructors.

Suggestions were made to speak with our landlord about reduced rent, and to Hyperlinks concerning our fees.

Pat Doucette made a **motion to delay the new salary schedule** until the Day Program reopens. This was seconded by Don Elder. All were in favor and the motion passed.

Fred Shafer made a motion, seconded by Margaret Laney, **to allow the Program Committee Co-Chairs and Executive Committee to determine** the need to close the Day Program for health or other emergency reasons. All were in favor and the motion passed.

### **Reports/Information Items**

Fred Shafer reported that Walt Palen met with the owners and contractor for the **Jordan Ranch Blvd. Property**. The timeline for completion of the 4,000 square foot floor plan could possibly be February 2021 depending on the weather, etc.

### **Committee Reports**

Finance – Mike Lattal, Treasurer, provided a Balance Sheet as of February 29, 2020 and a Budget vs. Actuals: 2019-2020 Fiscal Year Budget (Final) – FY20 P&L from September 2019 – February 2020. Ann Ferner will issue March credits to families for the days that the program was closed.

Program – Chairman Carolyn Kares and Co-chair Amy Campbell reported that Ann Ferner had 5 tours with 3 interested in the summer program, 1 added to the roster, and another to be added whenever they arrive from another state. Sandi Dancel reported that the March Calendar was completed, sent out, and spring Break would occur March 9-13<sup>th</sup>. Families received a letter

with information on the Flu/Coronavirus shared by Katy ISD. Summer Program registration forms were sent. The Summer Program is almost at capacity. A Houston Junior Forum grant application is being submitted in March to help with the Summer Program. Color for a Cause will be held at Cinco Ranch High School March 7 from 8 to 11 a.m. Liz Mason reported that Art for the auction has been completed and that the favors are ready to be applied to thank you cards. Our Participants have been practicing their song medley for the Gala. Ann Ferner, Ambir Jarvis, and Walt Palen have volunteered to help at the Brookwood Transition Fair Saturday, April 25<sup>th</sup>.

Socials – March 14 – Rodeo Theme Dance and March 21 – Movie Night Social

Other Items – Walt Palen reported that Grace Fellowship is hosting an event May 8<sup>th</sup> and the Arc Participants will be invited. More info will be sent.

St. Peter's United Methodist Church, Special Needs Ministry, will be holding their VBS session June 23-25.

**Procedure for sending information to Communications/Marketing Committee:**

Ann Ferner will speak with the Program Committee and they will speak with the Communications/Marketing Committee.

Board Development - Ida Faye and Don Elder, Co-chairs, will continue to work with Cindy Reaves about revamping the selection of new board members and working with the present board.

Fund Development –Mary McGovern reported that the U of H students will not have enough days to deliver a data base by May. We will pursue other options. Ambir Jarvis was compiling a spreadsheet of vendors and sponsors.

Communications/Marketing – Co-chairs Margaret Laney & Amy Campbell reported that a detailed plan was sent to the Board regarding “The Arc of Katy Response to Concerns About Community Spread of Coronavirus.” They covered, Overall recommended approach, The Communications Plan, Communications Goals, Strategies, Draft Messages and Support Information, Response to Concerns about Community Spread of Coronavirus, Links to be included in Communications, and Tactics and Schedule. Amy Campbell and the Day Program Staff are doing fun and meaningful videos; Barbara K. has been doing yoga; Therese Lattal and Rhonda Johnstone are doing Be Strong activities; Marilyn Smythe is reading; and Willie Johnson is telling jokes.

The committee will be discussing plans for The Arc of Katy's 30<sup>th</sup> Anniversary in August.

Gala Update – Fran Dahl reported that she and Joni Barker, event curator, have been emailing with the Gala's rescheduled date of August 28<sup>th</sup> and following up with sponsors. Fred Shafer is resigning contracts. There will be a save the date email and invitations will be sent the middle of May. Ida Faye and Don Elder will be checking with the auctioneer. A TV personality is needed for the MC.

The Next meeting is scheduled for Thursday, April 16, 2020.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Donna Bode  
Secretary  
The Arc of Katy