



**Arc of Katy Board Meeting Minutes**  
**The Arc of Katy Building**  
**5819 Tenth Street, Ste. C**  
**Katy, TX 77493**  
**Tuesday, May 8, 2018**  
**7:00 p.m.**

The 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** **May 8, 2018** **Quorum** **Yes**

<b>First Name</b>	<b>Last</b>	<b>Present</b>	<b>Absent</b>	
Donna	Bode	x		Secretary
David K.	Brown		x	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

**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.

Margaret Laney, Vice President made a motion to approve the **April 10, 2018 Board Minutes**, seconded by Denise Hester, Board Member. All were in favor and the motion passed.

**President's Report:** Fred Shafer reported that the bid for our website was extended until April 30, 2018 as this was the date in the request for proposals. After discussion, Fred Shafer made a motion that we accept the bid for the design for our website from Hyperlinks. This was seconded by Don Elder. All were in favor and the motion passed.

After discussion, Fred Shafer made a motion that The Arc of Katy join the Katy Business Association. This was seconded by Fran Dahl. All were in favor and the motion passed.

The Katy National Charity League presented our organization with a \$1,000.00 grant!

Fred Shafer presented an update on our Strategic Plan. The organization has seen an increase in enrollment which is a strategic plan strategy for 2018. The Program Committee will be considering five days for the Day Program for the 2018-19 fiscal year in their budget development which is a part of the strategic plan. There was discussion about providing parent training and Saturday programs for elementary and middle school students.

We are striving to increase our membership by 30 new members per year over the next five years which will increase membership by 100%.

Amy Campbell has been posting Arc activities on Facebook and John Curry has been working with the local media on publishing articles and pictures about Arc activities which addresses Communications and Marketing in the strategic plan. In addition, Fred Shafer sends out a letter to Arc members after each Board meeting.

Fran Dahl reported that she had reviewed the organizations by-laws and changes approved by the Board at the April meeting and shared that they were well written. Fred Shafer will send a copy of the by-laws to the Arc of Texas.

### **Committee Reports:**

Finance Committee: Kristie Ondracek, Interim Treasurer, presented budget reports for the Boards review. Kristie requested Ann Ferner to email Board members a copy of the budget worksheet for fiscal year 2019 which runs from September 1, 2018 to August 31, 2019. The timeline for the budget development is as follows:

- \* Draft 1 due on June 1, 2018 for discussion at June Board meeting
- \* Draft 2 due on July 1, 2018 for discussion at July Board meeting
- \* Final budget will be approved at August Board meeting

Fundraising: Denise Hester, Gala Chair, reported that attendance at the Gala was over 200. The event cleared between \$72,000 and \$73,000. A debriefing meeting will be held with the Gala committee and Denise will prepare next year's Gala budget.

Program: Carolyn Kares, Program Committee Chair gave a report on the Day Program and reported that another restroom is needed at the facility. Fred Shafer reported that several attempts had been made with contractors to get an estimate for an additional restroom.

A thank you note was sent to the **Day Program Staff** who attended and volunteered at the Gala. It was recommended that staff should be recognized at Arc events for their good work and dedication to the Arc program.

The Arc was awarded a \$5,000 grant by the Houston Junior Forum to be used for the summer day program.

The funds received from the Cinco Color for A Cause will be used to support the program.

Socials: Denise Combrink reported that the Arc's Prom social is set for Saturday, May 12th. The theme this year is "Grateful Hearts".

Ann Ferner reported that the AED had been mounted on the wall.

Fred Shafer, President thanked everyone for their work and asked members to consider committee chair vacancies.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted by,

Donna Bode  
Secretary  
The Arc of Katy

