



Arc of Katy Board Meeting Minutes
The Arc of Katy Building
5819 Tenth Street, Ste. C
Katy, TX 77493
Tuesday, October 8, 2019
6:00 p.m. to 9:00 p.m.

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

The Invocation was delivered by Fred Shafer.

Cynthia Reaves with CLR Strategies, LLC was welcomed 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 Oct. 22, 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	Director
Ambir	Jarvis			Director
Carolyn	Kares	x		Director
Krista	Kiblawi		x	Director
Margaret	Laney	x		Director
Mike	Lattal	x	Past President	Treasurer
Mary	McGovern			Director
Elizabeth (Liz)	Moreland-Mason	x		Director
Marchelle	Peters		x	Director
Fred	Shafer	x		President
Lewis (Louis)	White		x	Director

Other Members Present: -

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.

No one requested a Public Forum.

The business part of the meeting was conducted before the Strategic Planning.

Action Item: Margaret Laney made a motion to approve the **August 13, 2019 Board Minutes**. Fran Dahl seconded the motion. All were in favor and the motion passed.

Committee Reports:

Finance-Mike Lattal, Treasurer, reported that the preliminary audit for 2018 has been received. A bid for the preparation of our 990 was requested. Mike provided a Balance Sheet as of August 31, 2019 and a Profit and Loss Report from September 2018 – August 2019.

Program-Carolyn Kares, Chairman, and Amy Campbell, Co-Chairman
Carolyn reported that the Pick-A-Dilly Market would be Saturday, October 19th from 9 to 4 at St. Peters United Methodist Church. The church has underwritten the Arc's booth spaces. \$20 bags with products from Fredericksburg Farms will be sold and pieces produced by the participants under the direction of Liz Mason-Moreland.
The Barn Dance Fundraiser will be November 10th from 1-3:30 p.m.
St. Peters special needs ministry is interested in joining the Arc in hosting the Jingle Bell Jam Santa Breakfast December 14th from 9-11 a.m.

Board Development-Ida Faye Elder and Don Elder have nothing to report.

Communication and Marketing-Margaret Laney and Amy Campbell
Margaret reported that Hyperlinks is doing a good job, thanks to Ambir Jarvis. The committee will promote the following events open to the public:
Empowerment Through Knowledge to be scheduled throughout the fall and spring
#Giving Tuesday Katy, December 3rd
Jingle Bell Jam, December 14th
The Hometown Heroes Nomination Process, November 2019 – January 2020
The Arc of Katy Gala Celebrating Hometown Heroes, April 3rd
Color Run presented by Cinco Ranch H.S.'s Future Business Leaders of America, April
Bowling Tournament presented by Frost Bank, May 15th
Top Golf Tournament, August
The Arc of Katy's 30th Anniversary, August 2, 2020
Artwork/crafts for sale – shop to be set up November 2019 and ongoing

2020 Gala Update- Fran Dahl reported the responsibilities of the 4 co-chairs:
Joni Barker – Event Planner/Coordinator and Phil Barker – Event Administration, Greater Giving & Other Technical Support

1. Fran Dahl – Gala Committee Oversight/Overall Coordination, Hometown Heroes with Margaret Laney, Volunteer Coordination
2. Cherie Duddridge – Auctions, Greater Giving with Margaret Laney
3. Krista Kiblawi – Gala Venue, Gala Setup & Logistics, Décor, Auction Setup & Logistics
4. Margaret Laney – Hometown Heroes with Fran, Greater Giving with Cherie

Fred Shafer – The Arc of Katy President of the Board of Directors and Executive Director

Fran distributed a detailed list of Subcommittees/Functions

President's Report:

Update on **MOU concerning the property off Jordan Road** was sent to an attorney for review. We are waiting to hear from the property owners.

The Arc of Katy's **current lease** for two years with Ormiston Properties will have to be renewed soon. They are working on our new lease. We would like a one year lease with the option to extend.

Giving Tuesday/Katy will have a family event Tuesday, December 3rd. Twelve nonprofits, including The Arc of Katy, will participate in volunteering and seeking donations during the month of November.

Empower Through Knowledge Meeting will be held at Kingsland Baptist Church, October 22, 2019 at 7:00 p.m.: **Dr. Karen Jagers** will speak about Surviving the Roller Coaster of Life with Autism.

Ms. Cynthia Reaves began working with Strategic Planning: Board Development – Taking our group to the next level

Her meeting objectives:

Better understanding of the current status of the Board

Review self-evaluation and Board evaluation results (Identify the needs and possible re-alignment of some duties)

Discuss some “Best Practice” rules for Board meetings/operation

Begin a plan of action for filling the current needs

The meeting adjourned at 8:45 p.m.

Respectfully Submitted by

Donna Bode
Secretary
The Arc of Katy