



Arc of Katy Board Meeting Minutes
DTP Realty Office
5811 Hwy Blvd, Katy, TX 77494
Tuesday, November 12, 2019
6:00 PM – 9:00 PM

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

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 November 12, 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.

Action Items:

Mike Lattal made a motion, seconded by Amy Campbell, that the October 8, 2019 Board Minutes be approved. All were in favor and the motion Passed.

A motion was made by Donna Bode to approve the first 9 months of the 2018 Audit Report. This was seconded by Ida Faye Elder. All were in favor and the motion passed. There were no issues with the audit or the way The Arc of Katy was conducting business. The finance committee is in the process of receiving bids for the 2019 audit.

Report on the Jordan Road Property:

Fred Shafer, President reported that draft Memorandum of Understanding (MOU) had been reviewed by an attorney. It was recommended that a lease be drafted for the building. Fran Dahl offered to do a Commercial Lease for the property.

Strategic Planning:

Cindy Reaves, consultant led the Board through a SWOT analysis to identify the strengths, weaknesses, opportunities and threats of the organization. The strategic planning will continue at the December Board meeting.

Committee Reports:

Finance Committee-Mike Lattal, Treasurer, provided the following: A Balance Sheet Summary as of September 30, 2019, and a detailed Budget VS. Actuals: 2019-2020 Fiscal YR Budget (Final) – FY 20 P &L September 2019

Program Committee- Carolyn Kares, Chairman & Amy Campbell, Co-chairman, reported that two new participants were added and Ann Ferner conducted visits for two interested families. The Pick-a-Dilly Market was a big success. Liz Mason is working on setting up an “Arc Online Store” through Shoppify. Information on tax implications will be researched. Cinco Ranch FBLA presented the Arc of Katy with a \$3,800 check from the Color for a Cause held last April. Seven Boot Scootin’ Buddies, (our Day Program Participants) have each raised \$25 or more for the Barn Dance Fundraiser and Sheryll Butler donated \$3,000 to be matched by Shell. Angela Simone received donations for the raffle, drinks and desserts. Grace Fellowship Church donated the use of their tables/benches, two coolers and some tables, Star and Katy chapters of NCL donated cakes, and Cinco Ranch FBLA members helped with set-up, decorating, and take down.

Upcoming events:

Jingle Bell Jam, December 14, 2019 The website is ready for purchase of tickets.

Houston First Baptist Church Christmas Program's dress rehearsal December 11th at 7 PM

Giving Tuesday, December 3rd Volunteers are needed.

Ann Ferner has sent Scholarship renewals.

Facilities Update-Walt Palen reported that the committee is having a zoom meeting following the Program Committee meeting.

Socials-Dennis Combrink reported that the Arc Social is a Bingo/Pizza night November 9th and a movie social Sunday, November 17th.

Board Development Committee- Ida Faye & Don Elder are working to find a few new board members.

Fund Development Committee-Mary McGovern, Chair, Margaret Laney, Ambir Jarvis, and Pat Doucette will be developing a data base of donors and financial talking points to donors. There will be close collaboration between the Fund Development Committee and the Communication and Marketing Committee.

Communication and Marketing Committee-Margaret Laney and Amy Campbell's committee will continue to meet monthly to advance coordinated communications efforts to publicize events and programs of The Arc of Katy. Their overall objectives are to advance the mission, vision, values, and strategic and annual plans, as well as themes. The committee will promote events throughout the year that are open to public participation.

Margaret Laney reported that State Representative Gina Calanni requested a Christmas ornament created by the participants to be hung on the State Capitol Christmas tree in Austin.

Gala Report-Fran Dahl reported plans are moving forward on the Gala.

President's Report:

A basket for the YMCA'S silent auction during the Turkey Dash will be provided by The Arc of Katy.

Reason to Race will be held Saturday, February 8, 2020. Join The Arc of Katy Fundraising Team.

The meeting adjourned 8:30 p.m.

Respectfully Submitted,

Donna Bode

Secretary

The Arc of Katy