



**Arc of Katy Board Meeting Minutes
DTP Realty Office
5811 Hwy Blvd, Katy, TX 77494
December 10, 2019
6:00 p.m. – 9:00 p.m.**

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: December 10, 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 | Resigned 12/10/19 | | 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 | x | | Director |
| Carolyn | Kares | x | | Director |
| Krista | Kiblawi | x | | Director |
| Margaret | Laney | | x | Director |
| Mike | Lattal | Past President | x | Treasurer |
| Mary | McGovern | x | | Director |
| Elizabeth (Liz) | Moreland-Mason | x | | Director |
| Marchelle | Peters | x | | Director |
| Fred | Shafer | x | | President |
| Lewis (Louis) | White | Resigned 12/10/19 | | 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.

Fred Shafer, President, welcomed Cindy Reaves/Strategic Planning, and board members.

Cindy Reaves reviewed the last two plans and the SWOT Analysis: strengths, weaknesses, opportunities, and threats, board development, and recruitment. The Arc of Katy Five Year Strategic Plan for Continuous Improvement, 2017-2022 was also reviewed.

Action Items:

Fran Dahl made a motion to approve the **November 12, 2019 Board Minutes** with the correction of Ambir Jarvis' presence. Don Elder Jr. seconded; all were in favor and the motion passed.

Carolyn Kares made a motion, seconded by Fran Dahl, that we hire **Sandi Dancel as The Arc of Katy Day Program Coordinator**. All were unanimously in favor and the motion passed. T

Reports/Information Items:

A copy of the Arc Building Lease will be discussed with the owner.

A draft MOU is being finalized on the Jordan Ranch Property.

The board resignations of Robert Crutchfield and Lewis White were accepted.

Committee Reports:

Finance- Mike Lattal, Treasurer, provided a balance sheet, a budget vs. actuals: 2019-2020 Fiscal yr. budget (final) – FY20 P&L, profit & loss (Sept.- Oct. 2019)

Program- Carolyn Kares, Chairman, Amy Campbell, Co-chairman, reported Ann Ferner's tours and participant enrollment, estimate cost for a bus repair, day program staff interviews, Christmas ornaments created by participants under the direction of Liz Mason, Color for a Cause by Cinco Ranch FBLA will be Saturday, March 7, 2020, scholarship applications, Jingle Bell Jam, Evaluation of fundraising events to be supported: Pick-a-Dilly Market, Barn Dance, On-line Store and two Spirit Nights per year on July 20 and February 17.

Socials: Movie December 7th and the Christmas Dance December 14th

Board Development- no report

Fund Development- Mary McGovern gave an update on the committee's work and requested the Board submit a fund development questionnaire prior to the next Board meeting.

Communication and Marketing- Amy Campbell reported on ongoing publicity for the Gala and Hometown Heroes

Gala- Fran Dahl reported on the status of the Gala and that the next meeting is Monday, December 16, 7:00 to 8:30 p.m. at Fran's office.

President's Report

Katy Business Association selected The Arc of Katy as a recipient a \$500 501(c)3 Charities of the Year Award.

Fred Shafer, President, announced that from February through May he will be contracting with a school district for special education services. He stated that the work would not interfere with his responsibilities as the Board president. Fred shared that in August 2020 he will have served 3 ½ years as Board president and he plans to submit his resignation as president at the end of the fiscal year.

The next meeting will be January 14, 2020.

The meeting adjourned 8:30 p.m.

Respectfully submitted,

Donna Bode
Secretary
The Arc of Katy