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The Arc of Katy Board of Directors Meeting Minutes

Call to Approve Paycheck Protection Plan of the CARES Act

On April 3, 2020 The Arc of Katy Board of Directors was presented by email a recommendation by the Executive and Finance Committee to submit a loan application through the Paycheck Protection Program of the CARES Act to cover payroll, rent and utilities for a period of eight (8) weeks due to the closure of the Day Program because of COVID 19. The Board of Directors were not able to meet in person due to federal and state requirements of social distancing and the immediate need to submit the loan application.

The following motion was made by Fred Shafer, President of the Board of Directors and second by Carolyn Kares, Program Committee Co-Chair.

The Executive and Finance Committee requests The Arc of Katy submit a loan application of approximately \$36,000 under the Paycheck Protection Program of the CARES Act. The loan will be requested through Prosperity Bank and will be utilized for payroll, rent and utilities over the next eight (8) weeks.

The motion as presented passed with 12 members approving, 1 abstention and 4 members not responding to the email.

Respectfully submitted

Donna Bode, Secretary

4/4/2020

Date

The Arc of Katy Finance Report- Mike Lattal, Treasurer reported a loss of \$25,470 in the month of March 2020. Fiscal year to date, The Arc has a loss of \$68,265. Current Cash balance is \$166,872.

Mike provided a Balance Sheet Summary as of March 31, 2020 and a Budget vs. Actuals: 2019-2020 Fiscal Yr Budget (Final) – FY20 P&L.

The Arc of Katy has received approval of its loan request under CARES PPP; the loan amount request was \$36,000. If loan proceeds are used to retain and to pay employees, the loan is forgiven and becomes a grant. Cash has not yet been received. The Arc is applying for a grant of \$25,000 from the Wal-Mart foundation; this request is being coordinated through the National Arc.

The Program Committee Report update from Carolyn Kares, Program Committee Chairman: The Day Program closed for Spring Break, March 9-13 and has remained closed due to the Coronavirus. Arc families were notified that credit would be given for the days paid in March.

Sandi and some staff members, with Amy Campbell's help, have provided videos for the Participants to stay engaged (yoga, exercise, science, and other interesting videos. Birthday videos for March and April by Renee Johnson's daughter have been placed on our Facebook page and Constant Contact. A drive-by activity bag will be distributed for Participants at the Arc Building. Rodeo tickets will be good until next year. Plans are continuing for the Summer Program to begin the first session, June 1st. A grant was submitted to the Houston Junior Forum in March to assist with the Summer Program. All socials have been cancelled.

Communications & Marketing Committee report by Margaret Laney-The Committee has focused on gala, summer program, COVID-19 prevention, program changes, event changes, article for Absolutely Katy! Community Magazine and ongoing engagement with participants and family members through Facebook and YouTube.

Absolutely Katy! Community Magazine April edition featured a front page article written by John Curry with photos and support provided by other communications and marketing committee members. John and JP Matos are featured on the cover. Fred Shafer, President, participated in a Focus on Katy event at ABC Ch. 13 and provided information on The Arc of Katy. April 3, the original date scheduled for The Arc of Katy 2020 Gala, communications were posted on Facebook, the website, YouTube, and through Constant Contact email with a link to the video that was planned to show that night. Covid-19 response communications were updated on the website by Margaret Laney; emails from Fred Shafer and Program leads to participant families, staff and volunteers were distributed by Ann Ferner. Hyperlinks Media is donating its April services for Google Ads management and will discount our annual monthly fee until we are back in operation. Hyperlinks Media is no longer going to develop or administer websites; therefore, Fred Shafer, President, and Margaret Laney met with them to establish an agreement with another website administrator. Recommendations concerning The Arc of Katy's 30th anniversary will be made during the May Board of Directors meeting, as well as draft recommendations for our Annual Fund Development Campaign.

The Committee reports were emailed to all Board members.