



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

Fran Dahl made a motion, seconded by Cherie Duddridge to approve the **June 9, 2020** Board Meeting Minutes with a correction of Ambir Jarvis as present. All were in favor and the motion passed.

After discussion, Fred Shafer, President, made a motion, seconded by Don Elder to accept **The Arc of Katy's 990 and the Audit** with an amendment to be sent. All were in favor and the motion passed.

The board approved the **Accounting Procedures and Delegation of Authority** as presented by Mike Lattal, Treasurer.

### Reports/Information Items

Fred Shafer, President, moved the discussion and approval of the Salary Committee's Recommendation from Action Items to Information Items. This will be a year of sustainability. Fran Dahl made a motion to defer the **salary committee's recommendation** until August for the fall session and May for next summer. This was seconded by Cherie Duddridge. All were in favor and the motion passed.

**A draft of the Strategic Plan for 2020-2023** was presented and discussed. This will be presented again during the August Board Meeting. The entire board engaged in activities designed to identify the gaps in resources and leadership impacting the organization. The goals reflected in the plan are those that the board felt necessary to further the mission The Arc of Katy in the most strategic and successful course.

1. The addition of an Executive Director in 2023
2. The creation of a Fund Development Committee to oversee the preparation and progression of a comprehensive fund development plan
3. The creation of volunteer base to serve on special event committees, assist with marketing efforts, and for potential board member selection
4. A restructuring of the Board of Directors recruiting and on boarding process
5. To increase and expand the programs offered to participants of The Arc of Katy, wherever possible

Fred Shafer, President, will meet with each committee to discuss areas of the strategic related their areas of responsibilities.

An item for discussion presented by The Arc of Katy Program Committee Co-chairs, Carolyn Kares and Amy Campbell who wish to propose **establishing an Arc of Katy Online Program**. "This would be separate from the current Day and summer Programs which include zoom classes. The online Program would need to be self-sustaining so not to incur cost to The Arc of Katy.

Goal/What We Can Accomplish by establishing an Online Program:

Introduce the Arc to new clients  
Expand the reach of The Arc of Katy  
Provide another service to the I/DD community  
Increase membership  
Provide a social outlet for those not able to attend our current in person program  
Reach all levels of disability and age groups  
Help increase knowledge for participants in their areas of interest and to encourage them to learn new things while having fun  
Increase a participant's circle of friendship and belonging  
Could be way to interest those in online program to attend The Arc of Katy socials and/or events  
Reach higher functioning individuals  
Provide another source of income for The Arc of Katy  
Participants could attend from anywhere with a computer, even outside the Katy area

Establishing an Arc of Katy Online Program would increase services provided by The Arc of Katy to include:

- An in person Day and Summer Program
- An Online Program
- A Social Program (monthly in person socials)
- Empowerment Through Knowledge educational resource seminars”

Fred Shafer, President, stated, “Move forward and develop a plan of action.”

Carolyn Kares, Cherie Duddridge, and Fred Shafer reported that **local Arc chapters** from around the state to discuss program activities impacted by COVID 19. A meeting was held with Representative Franks, House Chair of Health and Human Services about HCCS not providing funds for virtual Day Programs. A letter outlining the concerns was sent to Representative Franks.

#### Committee Reports

**Finance**-Mike Lattal, Treasurer, reported a \$3,000.00 loss in June. The latest estimate for this fiscal year (2019-2020) is a loss of \$109,545. Operating losses are expected to be \$182,582, offset by contributions and net fundraising of \$72,997.

**Program**-Carolyn Kares reported that she and Amy Campbell held a zoom meeting Tuesday, July 7, 2020 to discuss the Covid-19 Response Core Team monitoring the state, county, and city mandates, the summer program, closing of the in person day program, online Zoom classes,

a question/answer Zoom for parents / guardians to be held July 15<sup>th</sup> at 5:30 p.m., the car parade Monday, August 3<sup>rd</sup> to celebrate the Arc of Katy's 30<sup>th</sup> Birthday Celebration, day program budget for 3 scenarios, fundraising budget, Walt Palen's report on the proposed new facility on Jordan Ranch, and his proposed budget relating to move in cost, etc.

**Communications and Marketing**, Margaret Laney reviewed the plans for the 30<sup>th</sup> Birthday Celebration parade to be held Monday, August 3, 2020 in The Arc of Katy parking lot. Amy Campbell will draw a map outlining placement of cars entering from Avenue C, photo op, live streaming- while in the vehicles, signs of recognition to our donors, social distance seating of Charter Members, guest vehicles, and goodie bag distribution. Ambir Jarvis, Ellen Candito, and John will be the photographers for the cars driving by.

Fred Shafer and Maria Todd will be live streaming. Gracie Nichols, her brother, and a few of her Taylor High School friends will help with the script.

Margaret Laney, Amy Campbell, and the committee will post information on our website, Facebook, U-tube, Constant Contact, etc. Letters will be sent to dignitaries and prerecorded videos of Mayor Hastings, and others. Rhonda Johnstone, Sandi Dancel, & others will make signs, decorate, greet cars, while Mike & Therese Lattal control traffic on the lot with stop & go signs donated by Cherie Duddridge. Carolyn Kares will order items and seek donations for the goodie bags.

**Fund Development**-Mary McGovern thanked Ann Ferner for putting together a donation's data base. \$3,500 in donations were received in June & July. Mary attended a webinar for researching grants.

**Board Development**- Ida Faye & Don Elder will be notifying the Board members up for re-election.

**Gala**-Fran Dahl will speak with Joni Barker regarding an online auction in October or November. Everything will be tied to our 30<sup>th</sup> Anniversary. An email was sent to our sponsors and some are saying to keep their money. The Omni was prepaid for the ballroom and meal before the onset of Covid-19 and will be credited toward our April 17, 2021 Gala. The audio visual will be an additional cost.

Fred Shafer said that he appreciates all on the Board of Directors.

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

Respectfully submitted,

Donna Bode, Secretary  
The Arc of Katy

