



Arc of Katy Board Meeting Minutes
Zoom meeting due to COVID-19
Tuesday, August 11, 2020
6:00 p.m. to 7:30 p.m.

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

The Welcome and 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 August 11, 2020 **Quorum** Yes

First Name	Last	Present	Absent	
Donna	Bode	x		Secretary
Amy	Campbell	x		Director
Ellen	Candito	x		Director
Dennis	Combrink	x		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	x		Treasurer
Mary	McGovern	x		Director
Marchelle	Peters	x		Director
Fred	Shafer	x		President

Other Members Present: - Ann Ferner, Administrative Assistant

Proxy submitted by Margaret Laney

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

Don Elder made a motion, seconded by Fran Dahl, to approve the **July 14, 2020** Board Meeting Minutes. All were in favor and the motion passed.

Fran Dahl made a motion to approve and to monitor closely **Case 2 of the Budget** for the year 2021, seconded by Don Elder. All were in favor and the motion passed.

Fred Shafer, President, stated that the Strategic Plan is a working document for the committees. Fred Shafer made a motion that we **accept the Strategic Plan**, seconded by Cherie Duddridge. All were in favor and the motion passed.

Election of Officers – **Ellen Candito was nominated as Secretary**. A motion was made by Don Elder, seconded by Donna Bode, that we approve her nomination as Secretary to the Board beginning September, 2020. All were in favor and the motion passed.

A motion was made by Carolyn Kares, seconded by Cherie Duddridge to **increase the Zoom fee** to \$20.00 per day. All were in favor and the motion passed.

Amy Campbell, seconded by Ida Faye Elder, made a motion to approve starting the **Virtual Interaction Program** for individuals who are not attending the Day Program and the Tuesday/Thursday Zoom. This would begin with one day a week, twice a day on Zoom. All were in favor and the motion passed.

Mike Lattal made a motion, seconded by Cherie Duddridge, to approve having **David Ecklund** conduct our 2019-2020 audit and 990. All were in favor and the motion passed.

President's Reports/Information Items

Update on the **Jordan Ranch Road Facility**- Fred Shafer thanked Walt Palen for his work/interaction with the owners & builder. He asked the Program Committee to identify items that are essential and those we can do without during our financial situation. There is an issue with a permit on a sewer tie-in. The projected, earliest move-in date will probably be March or April.

Houston Open Birdies for Charity is a fundraising program designed to give local charities the opportunity to generate contributions through the Houston Open. 100% of your donation goes directly to the charity of your choice. The last day to submit a pledge is Sunday, November 8, 2020. www.houstonopengolf.com

The Arc of Katy 2020 **annual membership meeting** will be held on Zoom Tuesday, September 15, 2020 from 7:00 to 8:30 p.m.

The President's Report

Fred Shafer, President, reported that regarding Medicaid, Texas chooses not to pay for Zoom/Virtual Day Habilitation meetings for our Day Program participants.

Chapter representatives: Fred Shafer, Cherie Duddridge, and Carolyn Kares, met with Representative Franks, House Chair of the Health and Human Services to share concerns about this during a teleconference. Fred Shafer or Cherie Duddridge also contacted Senator Kolkhorst's office and will be contacting Representative Calanni's office to schedule meetings to discuss the funding issue.

The Arc of Katy was represented by Fred Shafer on conference calls for the Arc Chapter Presidents' quarterly meeting July 23, 2020, The Arc of Texas Annual Meeting, and Strategic Planning Meetings with the Fund Development Committee and the Board Development.

The Arc of Katy has participated in Giving Tuesday Katy for two years. The time period for Giving Tuesday Katy is November 1, 2020 – December 1, 2020.

Committee Reports

Finance- Mike Lattal, Treasurer, presented 4 budget assumptions and detailed reports for the Board: Balance sheet summary as of August 10, 2020, The Arc of Katy Finance Report July 2020, Budget vs. Actuals: 2019-2020 Fiscal Yr Budget (Final) – FY20 P&L, and The Arc of Katy Profit and Loss.

Program- Carolyn Kares reported on the summer program's second session by Zoom, the fall program with online Zoom five days a week until the level of Covid drops, the Arc Parents/Guardians Online Meeting, the Arc 30th Birthday Kick-Off Parade, the cancellation of the Pick-a-Dilly Market, The Arc moving forward with plans to create art projects & plans to host a pop up market and online sale of items, the virtual Barn Dance on Sunday, November 15th, with an online auction planned for November 5-8. Amy Campbell reported on the new Virtual Interaction Program (VIP) open to anyone with I/DD who is not part of our regular Day Program. VIP must be self sustaining to continue.

Facilities Update- Walt Palen reported that things seem to be slowing down on the project.

Social – Dennis/Jeanne Ann Combrink, Carolyn Kares, & Ellen Candito discussed having a social Zoom dance the second Saturday of the month beginning in September.

Communications and Marketing- Margaret Laney and Amy Campbell reported Constant Contact distributions, social media focusing on daily posts on Facebook and Instagram, and You Tube videos on the 30th day celebration, news media – ABC-TV Ch. 13, agreement with Hyperlinks Media, improvements to the website to lower costs, Houston Open Golf

Tournament Birdies for Charity communicated on the Website and social media, and a news release reporting results of The Arc of Katy's 30th Anniversary Celebration as a huge success with 36 vehicles, many decorated, video birthday wishes from officials, and Facebook Live event that broadcast the parade. Although this was not a fundraiser, The Arc of Katy received in excess of \$4,400 in much-needed support as a result of the celebration. Ooh La La Dessert Boutique donated cookies and Chick fil-A donated gift cards for the parade participants' goody bags. A Draft calendar of events was presented for review.

Fred Shafer thanked Margaret Laney, Amy Campbell, Carolyn Kares, and others who worked tirelessly on The Arc of Katy's 30th Anniversary celebration.

Fund Development – Mary McGovern reported that Amber Jarvis is continuing her analysis of potential donor management software packages; Pat Doucette is analyzing the way other nonprofits handle giving levels. An annual giving appeal letter will be sent. Developing a grant program is forthcoming. Mary attended a zoom presentation hosted by the Arc of Texas to talk about fundraising ideas to be evaluated.

Board Development – Ida Faye & Don Elder reported that objectives for the Strategic Plan have been developed and submitted. Members whose terms are up on the Board have been contacted about their desire to remain on the Board.

Items to be completed:

1. Contacting Board members for prospective new members
2. Updating forms and documents
3. Preparing information for a notebook
4. Planning meet and greet events
5. Preparing time for some current members to meet with possible new members
6. Finalizing plans for election and follow-up of new members
7. Preparing for a board orientation for new members
8. Developing an Advisory Committee

“The Committees are working well together,” said Fred Shafer.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Donna Bode
Secretary
The Arc of Katy