



Board of Directors Meeting
Minutes
September 25, 2017

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:01 p.m.

Present	Absent	Guests	Staff Present
Pat Bullard	Jenny Gortney	Karri Axtell	Laura LaVigne
Becky Geary	Charles Swihart	Kevin Barker	Cheryl Olivier
Avis Goldy		Kirk White	
Allan Harris, Sr.		Milton Wright	
Charlie Huber			
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Larry Lobue			
Hal Marshall			
Diana Rushing			
Monica Wright			
Tariq Zafar			

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Karri Axtell, Kevin Barker, Kirk White and Milton Wright.
- III. Public Comment: Kevin Barker stated that he appreciated that The Arc offered a month –month lease on the Grant Drive property at the same rate as they were paying. Several of the homes they have were damaged by Hurricane Harvey.
- IV. Consent Agenda: Motion was made by Avis to accept the Consent Agenda, seconded by Allan Harris. **Motion approved.**
- V. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report: Laura LaVigne reported on several activities of importance including the following: Margo trained staff members at the George Ranch Historical Park on ways to adapt their lesson plans to accommodate students with I/DD. Margo also trained several HCS providers who were interested in becoming a CRP. Margo and Laura have both recently completed the continuing education for CRP and Director’s credentials, respectively. Margo’s CRP certification as an Employment Specialist will allow The Arc to again receive funds from DARS. Laura stated that “Wings for All” is scheduled for October 10, 2017 at the Bush Intercontinental Airport. Laura and Avis negotiated a new bowling contract with AMF Stafford Lanes. The Arc’s annual Bocce tournament was this past weekend and everything went really well. The Arc had an “in-store” event at Kendra Scott where 20% of sales were donated to The Arc. The Arc’s Best in the West fundraiser was chosen by Kendra Scott as their charity to support this year. They will donate 75 boxes of jewelry to the Western Dance for a Kendra Scott “Jewelry Pull”. Laura closed her report by asking the Board to review the Board packet for additional details.

VII. Board Training: Laura LaVigne

Laura introduced Kirk White who volunteered to present this month's Board Training on the Matrix Map. Mr. White reviewed several models of Matrix Maps reflecting staff and board members' scoring of the "Lines of Business" in relation to Mission Impact and Profitability. He further explained how to measure Mission Impact and asked the board to re-score, now that it was clearer.

VIII. Committee Reports:

A. Internal Committee: Hal Marshall

1. Budget & Finance

- a. Hal reviewed the August 2017 YTD Financials. A motion was made by Diana Rushing to approve the August 2017 YTD Financials. Seconded by Avis Goldy. **Motion approved.**
- b. Hal stated that the 2016 Form 990 is in progress.

2. Real Estate Committee:

- a. Board convened in closed session at 7:44 p.m. to discuss the August & September Real Estate Committee minutes. The board reconvened in open session at 7:47 p.m.
- b. Motion was made by committee to approve lease extensions for Grant Dr., Wagon Wheel and Willow Springs. **Motion approved.**
- c. Motion was made by committee to approve the Brooks Street office lease. **Motion approved**

B. External Committee: Stewart Jacobson

1. The Arc's 50th Anniversary (2018)

Becky reminded the Board that the 50th Anniversary picnic is scheduled for April 29 at Jones Creek Park. The Anniversary committee will meet again in January.

2. 2017 Best in the West

Stewart reminded the Board that Best in the West is November 18. He invited all Board members to volunteer to welcome attendees.

C. Governance Committee: Sharon Lee

Sharon stated that the annual CEO Evaluation information will be sent out to board members after this meeting.

IX. New Business:

Charlie reported that he attended The Arc of Texas Annual meeting. He shared the legislative advocacy agenda.

X. Charlie adjourned the meeting at 7:49 p.m.

Submitted by:
Cheryl Olivier
Administrative Assistant
The Arc of Fort Bend County

Attested to:
Sharon Lee
Secretary
Board of Directors

The next scheduled meeting is the Annual Meeting on Monday, December 18, 2017