



Board of Directors Meeting
 Minutes
 January 22, 2018

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:00 p.m.

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

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Larry Lobue & Kirk White.
- III. Public Comment: None.
- IV. Consent Agenda: Motion was made by Avis Goldy to accept the Consent Agenda, seconded by Alan Harris. **Motion approved.**
- V. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report: Laura LaVigne reported on Program Highlights for the month of December. Laura stated that Karri developed a new parent education presentation that will be provided to parents this month. She also developed a new description and purpose of the Educational Advocacy program with instructions for parents to participate. As part of our new educational advocacy program, Karri developed slides and video scripts for our first online video with a short quiz for parents.

Laura shared that Margo helped a seriously ill client make “supported decisions” while in the hospital. Her efforts and advocacy resulted in a very positive outcome for all!

Laura stated that she accepted \$9000 from the FBJSL for our Special Olympics program, \$5000 from Bob Moody for the Kathy Moody Memorial Scholarship fund and also received \$1800 from Dulles High School ATP.

- VII. Board Training: Kirk White, consultant, presented the results of the Matrix Map analysis. He presented six “High Level Goals”, five of which were carried over from the last strategic plan. The sixth was edited to include goals realized by the Matrix

Map analysis. He then shared several “Operational Goals” resulting from the analysis and needs assessments. Lastly, Kirk identified six action items that also resulted from the Matrix Map Analysis. Stewart Jacobson thanked Kirk for his presentation. Motion was made by Diana Rushing to allow Laura LaVigne to move forward with the “High Level” and “Operational” goals identified. Seconded by Alan Harris. **Motion approved.** Laura stated she, with her staff, will develop Operation Plan with the goals and activities and will present to the board when completed.

VIII. Committee Reports:

A. Internal Committee: Hal Marshall

1. Budget & Finance

- a. Hal reviewed the unaudited December 2017 YTD Financials. A motion was made by committee to approve the unaudited December 2017 YTD Financials. **Motion approved.**

2. Real Estate Committee: Jenny Gortney

- a. Jenny notified the board that Texana is moving out of the Grant Drive property. Laura reported that she and Mike Rychlik, property manager, met with reps from Texana at the house to agree upon all items that required repair at Texana’s expense. The house will be leased to All the Little Things Count and clients will move in late February.
- b. Jenny stated that there were no lease renewals to review until June 2018.

B. External Committee: Stewart Jacobson

1. The Arc’s 50th Anniversary (2018)

Stewart stated that an article about The Arc’s 50th Anniversary was published online with the Fort Bend Independent newspaper. The Fort Bend STAR newspaper is going to publish a feature article about The Arc’s work in the community and how families have been helped.

Becky Geary stated the 50th Anniversary picnic is scheduled for April 29, 2018 at Jones Creek Park.

2. 2017 Best in the West

Jenny Gortney reviewed the income and expenses of Best in the West 2017. Stewart reminded the board that the expenses are under 10% of gross income.

C. Governance Committee: Sharon Lee

Sharon reported that at the December meeting a question arose about a succession plan for the CEO. Laura developed a CEO Succession Plan based on the model created by Charlie Huber and the board accepted the plan at the July 2015 board meeting. The plan will be placed in the Board file on the website.

IX. New Business:

Charlie Huber reminded the board that the Board packet contained a list of scheduled board meetings and events.

X. Charlie adjourned the meeting at 7:42 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 board meeting is March 26, 2018