



Board Meeting Agenda
December 17, 2018 – 6:00 p.m.

5:30 pm Dinner
6:00 pm Meeting

- I. Call to Order & Determination of a Quorum
- II. Welcome Guests
- III. Public Comment
- IV. **Consent Agenda**
 - A. Approve Board Meeting Minutes – September 24, 2018
 - B. Executive Committee Meeting Minutes – December 12, 2018
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report
 - A. Sept, Oct, Nov 2018 - Program Highlights
 - B. Special Olympics Travel Policy Revisions
 - C. Website Update
- VII. Committee Reports:
 - A. Executive Committee Report – C. Huber
 - 1. **Foundation Advisory Committee/Member – Bob Brown**
 - 2. **Foundation Board Member Approval – Bridget Yeung**
 - B. Internal Committee Report – H. Marshall
 - 1. Budget and Finance Committee
 - a) **Accept Financials: November 2018 YTD**
 - b) **Approve 2019 Operating Budget**
 - c) **Approve Randy Walker & Co, CPA firm to complete 2018 Financial Review and Forms 990.**
 - 2. Real Estate Committee (closed session)
Action Items from: November 7 & December 5, 2018 committee meetings
(Lease renewals, purchase/sales, lease negotiations with the City of Sugar Land)
 - C. External Committee Report – S. Jacobson
November 17, 2018, Best in the West – Update
 - D. Governance Committee Report – S. Lee
CEO Evaluation
- VIII. New Business – C. Huber
- XI. Adjourn

Next Board Meeting: January 28, 2019



Board of Directors Meeting
September 24, 2018
Meeting Minutes

- 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
Becky Geary	Pat Bullard	Kevin Barker	Laura LaVigne
Avis Goldy	Allan Harris, Sr.		Cheryl Olivier
Jenny Gortney	Charles Swihart		
Charlie Huber	Tariq Zafar		
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Larry Lobue			
Hal Marshall			

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Kevin Barker.
- III. Public Comment: N/A
- IV. Consent Agenda: Motion was made by Avis Goldy to accept the Consent Agenda, seconded by Jenny Gortney.
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 months of July and August. Laura indicated that Karri is involved in the planning of the December Resource Fair with FBISD and is also collaborating with Partners Resource Network on a Fall 2019 Conference and Resource Fair. The Arc would like to sponsor parents to attend the Wrights Law Conference on February 7, 2019. Parents can now access the Parent Support Group meetings online. Laura stated that she delivered 13 Spanish FASD posters to Access Health which will be placed in all of their W.I.C. Centers. Karri met with Rene Teel with Christ UMC regarding Respite on each 1st Friday in October – December 2018. Social Recreation had 4 events in July & August and TwentySomethings enrolled 5 new families. Laura provided a demonstration of the new website. Laura also notified the Board that The Arc has received \$5650 in donations in memory of Linda Casey. Mike Casey has been contacted to see if he would like to designate these funds to a particular program.
- VII. Committee Reports:
- A. Internal Committee:
1. Budget & Finance
Hal Marshall reviewed the August 2018 YTD Financials. A motion was made by committee to approve the August 2018 YTD Financials. **Motion approved.** Hal also notified the Board that bid solicitations for a new CPA firm will occur.

2. Real Estate Committee:

- a. The Board convened in closed session at 6:32 p.m. to discuss the June, July and September Real Estate Committee Meeting Minutes.
- b. The Board discussed lease renewals for Cotter Lane, Parkview Lane, Summerdale, Chapman Falls and Thomas Jefferson and the cancellation of lease at 3005 Gilmar.
- c. The Board reconvened in open session at 6:54 p.m. Motion was made by committee to approve the leases for Cotter Lane, Parkview Lane, Summerdale, Chapman Falls and Thomas Jefferson and to cancel the lease at 3005 Gilmar. **Motion approved.**
- d. Laura gave the Board an update on the lease renewal for 123 Brooks St.

B. External Committee: Stewart Jacobson

Best in the West 2018 - Stewart reminded everyone that the Best in the West is November 17, 2018.

Stewart encouraged each Board member to donate a gift basket or money to The Arc. Stewart also asked Board members to sign up as a greeter at the fundraiser. He will email the sign up sheet.

Laura notified the board that there will be another Dessert Corral at Best in the West. She asked the board to consider donating a home baked item for the corral.

C. Governance Committee:

Sharon stated that there was nothing to report.

VIII. New Business: Charlie asked if anyone has any new business to discuss. He further stated that the next board meeting is December 17. The proposed budget will be sent to the Board. Charlie asked that everyone please review it and transmit questions to Laura prior to the December meeting.

IX. Adjourn: Meeting adjourned at 6:56 p.m.

Submitted by:
Cheryl Olivier
Administrative Assistant

Attested to:
Sharon Lee
Secretary, Board of Directors

The next scheduled board meeting is December 17, 2018



Executive Team Meeting Agenda
4:45 pm December 12, 2018

Attendees: C. Huber, H. Marshall, , L. LaVigne
Absent: S. Jacobson, S. Lee, L. Lobue

1. **Internal Committee Report:** H. Marshall
 - a. Budget & Finance Committee
 - i. Audit Firm – bids were solicited from Randy Walker, WhitleyPenn and Blazek and Vetterling to perform audit work and preparation of Form 990. Committee reviewed all three proposals to complete a Review for 2018 and the 990's for The Arc and the Foundation.
Action Item: committee recommends Randy Walker because of their familiarity with The Arc through completing the 990's for several years.
 - ii. 2019 Operating Budget – 4th draft reviewed and committee offered a few edits.
Action Item: committee recommends the Board approve the draft 2019 Operating Budget.
 - iii. November 2018 YTD Financials – reviewed and discussed and accepted.
Action Item: committee recommends the Board accept the November 2018 YTD financials.
 - b. Real Estate Committee Meeting:
Hal reviewed the minutes to the Nov. 7 and Dec. 5 Real Estate meeting minutes. He also provided an update on negotiations with the City regarding the lease for 123 & 119 Brooks.
2. **Governance Committee:** S. Lee
Laura updated the 2017 CEO evaluation so that Sharon could email it to Board members to complete via Survey Monkey.
3. **External Committee Report:** S. Jacobson
The event was still very successful, but netted less than 2017.
4. **CEO Report:** L. LaVigne
Laura reported that much time has been spent on Real Estate matters, budget prep and the Western Dance
5. **September 24, 2018 Board Meeting Agenda:** C. Huber
Reviewed and approved

Next Meeting: Wednesday January 9, 2019 , 4:45 pm

CEO Report
September, October, November 2018

We said goodbye and farewell to Margo Pasko ~ and welcomed Rachel Lenzsch to our team.

I. Strategic Goal: The Arc shall advocate for appropriate individualized educational programs/opportunities for people with intellectual and developmental disabilities (I/DD) in all stages of life.

Rachel's Highlights:

Attended Stafford MSD "Community Breakfasts" on 9/14 and 10/12. Met the Director of Special Education and their special education transition teacher.

Karri's Highlights:

Information & Referral:

- Coordinate Vendors and Panel Members for December 15 Special Needs/Resource & Transition Fair with FBISD staff
- Met with David Orlin, AP at Dulles HS, Re: Fall 2019 Conference & Resource Fair in collaboration w/ Partners Resource Network (Kim Torres & Ana Esparza)

Parent Training & Speaking Engagements:

- 9/17/18 – Parent IEP Notebook Training – Lamar CISD (Special Ed Parent Meeting SEPAC) # Attend: 41
- 10/02/18 – Preparing for ARD & Parent IEP Notebook Training – Fort Bend ISD (Special Ed Parent Training). # Attend: 22
- 11/09/18 – Parent Training – Special Ed – Ismaili Center Fort Bend # Attend: 7

Parent Support Group: In-person & "Online Access" to all PSG monthly presentations. Moved to United Way Fort Bend 11:30 am – 1 pm.

Topics:

- 9/6/18 – Organization Strategies at Home, School Community Attendance: In-Person: 8 Online: 4
- 10/4/18 – Sensory Supports at Home, School, Community Attendance: In-Person: 3 Online: 2
- 11/1/18 – ABC's of Individual Family Support Plans Attendance: In-Person: 2 Online: 0

Educational Advocacy:

- General Info & Referral: Sept- 10, Oct- 18, Nov- 30
- SpEd Phone Consults & IEP Review: Sept- 28, Oct- 41, Nov- 18
- ARD meetings attended: Sept- 0, Oct- 3, Nov- 2
- IEP Reviews: Sept- 2, Oct- 5, Nov- 5
- Guidance Mediation & Due Process Requests: Sept- 0, Oct- 1, Nov- 1

Professional Development:

9/18/18 – Karri & Rachel attended "Person-Centered Planning" – University of Texas – Institute for Person-Centered Planning.

10/15/18 – Karri attended a Back-To-School Workshop – Jim Walsh, Walsh Anderson

II. Strategic Goal: The Arc shall advocate for a variety of vocational/employment options for people with I/DD.

9/25/18 – Karrie & Rachel attended “Employment First & Social Security Training” – Health & Human Services

III. Strategic Goal: The Arc shall advocate for public and private community institutions to become more responsive to the individual needs of people with I/DD, thereby promoting quality of life for all.

I participated in a phone conference with the “Education Workgroup” of the Texas FASD Collaboration and shared ideas of involving OB/GYNs in the awareness project.

Also, had tea with Dr. Mastrobattista, Maternal Fetal Medicine, Baylor College of Medicine and TX Children’s Hospital to discuss implementing the FASD awareness project

Karri, Rachel and I attended Oct. 2 Wings for all event at George Bush Airport with The Arc of Greater Houston, The Arc of Texas, United Airlines, TSA and Houston Airlines staff.

Karri represented The Arc with a table at the Sept. 14, Disability Resource Fair – George Library

Rachel’s visited the Fort Bend County “Four Corners” community facility with Commissioner Patterson & Laura to ascertain it’s use for Special Olympics and/or TwentySomethings

Community Meetings:

Karri: Fort Bend Connect, Fort Bend ISD Heart to Heart, Community Resource Coordination Group (CRCG), Fort Bend Chamber “Leadership Forum”

Laura: Sugar Land Rotary, Leaders’ Circle, Health Education Advisory Board (HEAB) of OBMC, Fort Bend Transportation Advisory Committee

IV. Strategic Goal: The Arc shall advocate for and promote a variety of appropriate and inclusive social, cultural, fitness/wellness opportunities in the community.

Bowling:

September 15 – 38

October 6 – 35

November 3 – 33

September 22 – 40

October 13 – 39

November 10 - 27

September 29 – 33

October 20 - 35

November 17 – 35

November 24 - 23

Social Recreation:

September 8 – Star Cinema Grill– 114 Social Recreation members, family and staff attended.

September 21 – Dance and Pizza party at St. Theresa’s – 90 Social Recreation members, family and staff attended.

October 1 – Fort Bend County Fair –115 Social Recreation members, family and staff attended.

October 19 – Dance and Pizza Party at St. Theresa’s – the dance was cancelled by the church.

October 21 – Halloween Party at K of C Hall in Needville – 110 Social Recreation members, family, staff and guests attended.

November 10– Disney on Ice – 100 Social Recreation members, staff and family attended.

November 16 – Dance and Pizza Party at St. Theresa’s – 85 Social Recreation members and staff and family members attended

Special Olympics:

9/8/18 - Aquatics Area Meet – Rachel attended, met the families and served as emcee for the event

9/17/18 - Golf Area Tournament – Rachel attended, met the families & Area 4 Director

9/22/18 - Assisted planning of the Bocce tournament event canceled due to weather

9/10/18 - Volleyball season started, 11/3 – Area Tournament
10/18-10/20 - Fall Classic state tournament for softball was canceled due to the heavy rain forecast
Margo & I visited the Missouri City Parks and Rec Tennis administrator Cristina and the facility operations manager Kyle for the continual use of their facilities for SO.

Teen/Tween Respite:

- 9/14/18 – Teen/Tween Respite/Social at Texana Cypress Pt. Teens- 7, Teen Volunteers: 9, Adult- 1
- 10/5/18 – Teen/Tween Social - MOVED to Christ Church. Teens - 8, Teen Volunteers- 9, Adult Vol 1
- 11/02/18 –Teen/Tween Social - Teens Attend- 9, Teen Volunteers- 4, Adult Vol- 3

TwentySomethings:

- Sent out a survey to all TwentySomethings participants and families to find ways to improve the program
- Visited Christ Church Sugar Land for a possible venue for future TwentySomething events
- Sent out invitations for the Holiday Formal for TwentySomethings taking place on 12/9

Youth Activities:

- 08/03/18 – Giving Spirits Concert @ SL Town Square (AFB programs)
- 08/04/18 – Access Health Back-To-School Health Fair (FASD – booth)
- 08/14/08 - Host Free Member Event - Youth Group Back-to-School Blast 9 am – 11:30 at Fort Bend County Children’s Discovery Center Sensory Friendly Day. Pizza Party 11:30 am – 12:30 pm at AFB.

V. Strategic Goal: The Arc shall continue to invest in properties that are self-sustaining and provide facilities for our constituents

A good deal of time was spent working with Mike Rychlik and tenants moving in and out of Cotter Lane, 3005 Gilmar and Wagon Wheel.

See Real Estate Committee meeting minutes for actions.

VI. Strategic Goal: The Arc shall provide effective leadership to insure sustainability of the organization’s programs and services through utilizing an annual, Cost/Base/Analysis, assisting with fundraising activities, acquiring grants and maintaining the “corpus” of the Foundation

In order to follow the updates of the website, Kirk White, Cheryl Olivier and I are participating in weekly conference calls with James Walters, Click ‘N Create, to review progress.

Continuing work with Kirk White to incorporate the use of a CRM, “relational database tool” to manage our programs, fundraising and membership needs.

I’ve been working with the Real Estate committee members to develop a plan/lease agreement with the City of Sugar Land so that we can stay in our office space.

Rachel and I presented to the Fort Bend Junior Service League as a follow-up to the written grant request submitted in March 2018.

Rachel met with Larry and Laura for the SO 2019 budget **and** drafted a new Travel Policy for the SO program to reduce hotel costs

Planning meetings for the Best in the West began in Sept. We ALL assisted with securing donations, setting up the arena, corral close-out and follow-up for the event.

In Sept, Jenny began working with the Program Directors and me to draft the 2019 Operating budget.

Nancy completed the Annual Audit & monthly reports for the Community Development Block Grant:

September 2018 CDBG Reimbursement

Personnel - \$ 1760.45
Contract Drivers - \$ 494.88

October 2018 CDBG Reimbursement

The remainder of the amount in the 2018 budget was
billed for Contract Drivers

Personnel – \$ 0
Fees and Services - 0
Contract Drivers - \$ 429.97

Special Olympics 2019 Travel Policy

The Travel Policy revisions will be enforced starting with Winter Games 2019

Policy:

For the safety of athletes, all adults who want to stay in a hotel room reserved by The Arc, travel in a vehicle owned or leased by The Arc, or have meals paid for by The Arc must be selected by The Arc staff and Head of Delegation as a designated chaperone and be a fully registered Special Olympics Class A volunteer.

- I. Procedures for Planning Overnight Travel to Tournaments and Assigning Chaperones to Athletes
 - a. For overnight trips, sufficient supervision of athletes will be planned in advance. The Arc staff will provide a **“Response Form”** to all athletes and parents/guardians, with a deadline for submitting the form. After the deadline, it is within the discretion of The Arc staff as to whether or not additional athletes and/or family members can be added to the group.
 - b. **When the athletes are determined for a tournament, the Head of Delegation and The Arc staff will select chaperones and assign them to a maximum ratio of 1 chaperone to 4 athletes of their same gender (can include their child based on their child’s gender).**
 - c. The Arc Staff will then email everyone which chaperones have been selected to travel with the team.
 - d. The Selected Chaperones’ responsibilities include:
 - i. Registering as a Class A Volunteer through Special Olympics. This can be completed on-line through <http://www.sotx.org/get-involved/volunteer/next-steps.html>.
 - ii. Supervising their designated athletes at Special Olympics sporting venues and/or hotel rooms
 - iii. Attending all events that their designated athletes attend, including, but not limited to the hotel, opening ceremonies, victory dance, and meals. In addition, the chaperone will accompany the athlete to the restroom.
- II. Procedure for payment of hotel rooms

The Arc of Fort Bend County will ONLY pay for the hotel rooms of chaperones selected to fulfill the required ratio of 1 chaperone to 4 athletes.

 - a. If a registered, volunteer, family member is not selected as a chaperone, but wants to attend, they may do so at their own cost and transportation. These volunteers may stay in a discounted room in our delegation’s “block of rooms”, but will provide their credit card at check-in.
 - b. If a registered, volunteer, family member chooses to chaperone only their child and wants to attend they may do so at their own cost and transportation. These volunteers may stay in a discounted room in our delegation’s “block of rooms”, but will provide their credit card at check-in.
 - c. If an Athlete is in need of 1 to 1 supervision, based on the discretion of The Arc Staff and Head of Delegation, then the parent will be asked to travel with the athlete and the Arc will reimburse the parent for half (½) of the room. The parent must present a hotel receipt to The Arc staff in order to obtain reimbursement.
 - d. **If family members call off their reservation after hotel rooms cannot be cancelled (usually 3 days prior to the event), they will be expected to reimburse The Arc for the cost of the room.**

- e. If a chaperone has a child of the opposite gender, but has been selected to chaperone same – gender, independent athletes during the day, their room would be paid for.
- f. Due to the nature and extent of their duties, heads of delegation, Head Coaches, and the volunteer responsible for administering medication, may be excused from athlete supervision responsibilities, including room supervision. The Arc will pay for the cost of these rooms regardless of whether or not there is an athlete in the room.
 - i. Head Coach definition for the team sports, including basketball, softball, soccer, and volleyball, is the person designated on the delegation entry form as the Head Coach of the individual team, not the Head Coach of the entire sport.
 - ii. Head Coach definition for the individual sports, such as aquatics, bocce, bowling, golf and athletics, is the person designated on the delegation entry form as the Head Coach of the sport, regardless of the number of athletes

III. Procedures for Assigning Rooms to Athletes

- a. Rooms are blocked in advance of trips based on an estimate of the number of athletes and chaperones traveling with the team.
- b. Rooms will be assigned to:
 - i. The Head of Delegation and the Head Coach of each team
 - ii. Chaperones selected to supervise athletes and their athletes
 - iii. Then on a first come-first served basis to those family members who are neither coaches nor serving as chaperones. To reserve one of these rooms, all must be registered Class A Volunteers and present their credit card at check in.
- c. Rooms will be assigned by gender.
- d. The Arc staff will make the final hotel room assignments.

IV. Indirect or Direct supervision from a chaperone, depending on each athlete's level of independence.

- a. Indirect Supervision
 - i. Athletes for whom indirect supervision is necessary, as determined by The Arc staff in and the Head of Delegation will be assigned with up to three others to a room with an assigned chaperone in a nearby room. The assigned number of athletes depends on the number and size of the beds in the room, medical conditions, physical size of the athletes, gender, number of athletes on the trip, ages of the athletes, and the behavioral needs of the athletes.
 - ii. It is understood that there may be a single athlete assigned to a room if there is no other room space available for him/her. In that case, the cost of the room will be covered.
- b. Direct Supervision:
 - i. Athletes requiring direct supervision will be assigned to rooms with their assigned chaperones staying in their rooms.
 - ii. When possible, three or four people will be assigned to each direct supervision room, considering number and size of the beds in the room, medical conditions, physical size of the athletes, gender, number of athletes on the trip, ages of the athletes, and the behavioral needs of the athletes.
 - iii. Chaperones will not stay in a room with only one, unrelated athlete.
 - iv. Chaperones will not share a bed with an athlete unless they are related.

V. Procedures for day-trip tournament

For day-trips, a chaperone will supervise up to 4 athletes of either gender (can include their child) within the Special Olympics sporting venues and/or restaurants.

VI. Procedures for meals

- a. Most meals for athletes and **selected** chaperones will be provided by The Arc. Others are responsible for paying for their own meals.
- b. If departure time for the event is at a meal-time, athletes and chaperones may be asked to bring their own sack lunch.
- c. Chaperones are expected to supervise their assigned athletes at meals.

VII. Procedures for Medications

- a. Prior to a day or overnight trip, The Arc staff member will send out a "Permission to Give Medication" form to each family and athlete. Any athlete, who is travelling without a parent or guardian, is required to provide a completed "Permission to Give Medication form" with the names and dosage instructions of all medications that the athlete takes, including both prescription and over the counter medications. ***This is required even if the athlete manages his/her own medications independently.***
- b. The information provided shall match the information on the required original container(s). Medications are not to be packaged together in baggies or any other "make-shift" container.
- c. The Arc staff and Head of Delegation may designate a volunteer who will be responsible for medication administration, documentation, and oversight, based on the medication administration needs of the athletes.

VIII. Transportation Fees for Day and Overnight Trips

We believe it is fair to ask families to contribute to the cost of their athlete's transportation to and/or from competitions. The fee will be \$10 and will go towards helping pay for the rental vehicles and the fuel reimbursement for chaperones who generously offer their own personal vehicles to transport other athletes.

- a. This transportation fee applies to:
 - i. Athletes who will be riding in one of the rental vehicles
 - ii. Athletes who will be riding in The Arc's white van
 - iii. Athletes who will be riding with a chaperone transporting athletes in their personal vehicle.
- b. Chaperones that drive their own vehicles will be reimbursed for tolls and fuel if they transport at least 1 athlete in addition to their own family member, or they transport team/sport equipment such as ice chests, suitcases, sporting goods. These chaperones must present receipts to The Arc staff or Head of Delegation in order to obtain reimbursement.

The Arc of Ft. Bend County

Profit Loss

Budget Performance

November 2018

	<u>Nov 18</u>	<u>Jan - Nov 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
Ride fee	150.00	1,143.82				
Youth Respite	60.00	1,682.81	500.00	1,182.81	336.56%	500.00
Riveredge Mortgage Payment	0.00	1,036.04	1,036.00	0.04	100.0%	1,036.00
Bowling - Lane Fee Income	1,170.00	5,795.00	5,300.00	495.00	109.34%	6,080.00
Donations & Contributions	1,694.31	21,035.94	17,000.00	4,035.94	123.74%	19,000.00
Donations - Designated	150.00	6,593.53	955.00	5,638.53	690.42%	1,220.00
Donations In Memory Kathy Moody	0.00	5,000.00				
Fundraising Event	209,031.46	404,351.44	433,000.00	-28,648.56	93.38%	450,000.00
Grant - CDBG Fort Bend	2,255.33	33,570.03	30,892.00	2,678.03	108.67%	43,700.00
Grants - Other	0.00	3,000.00	2,000.00	1,000.00	150.0%	4,000.00
Membership Revenue	590.00	8,403.39	9,900.00	-1,496.61	84.88%	11,000.00
Rental Income	45,150.00	405,350.00	400,300.00	5,050.00	101.26%	436,975.00
Social Rec Fees	842.00	12,931.79	12,000.00	931.79	107.77%	14,000.00
Total Income	<u>261,093.10</u>	<u>909,893.79</u>	<u>912,883.00</u>	<u>-2,989.21</u>	<u>99.67%</u>	<u>987,511.00</u>
Gross Profit	261,093.10	909,893.79	912,883.00	-2,989.21	99.67%	987,511.00
Expense						
CC Charges / Other	0.00	1,957.17				
Auto / Vans - Repairs & Maint.	937.02	1,905.67	1,500.00	405.67	127.05%	1,500.00
Advocacy in Action						
Information / Referral	0.00	149.94	200.00	-50.06	74.97%	1,000.00
Educational Advocacy	25.78	242.68	275.00	-32.32	88.25%	300.00
Advocacy in Action - Other	10.00	2,888.54	350.00	2,538.54	825.3%	3,500.00
Total Advocacy in Action	<u>35.78</u>	<u>3,281.16</u>	<u>825.00</u>	<u>2,456.16</u>	<u>397.72%</u>	<u>4,800.00</u>
Accounting, Audit, Payroll	205.82	12,275.39	12,600.00	-324.61	97.42%	15,300.00
Advertising & Marketing	53.30	1,426.71	550.00	876.71	259.4%	1,000.00
Affiliation/Asso/Mbrship/Certs	130.00	5,045.57	5,008.00	37.57	100.75%	5,500.00
Bank & CC Charges	638.90	3,962.29	4,250.00	-287.71	93.23%	5,700.00
Board Expenses	0.00	1,570.46	1,100.00	470.46	142.77%	1,220.00
Community Outreach	0.00	3,295.95	2,885.00	410.95	114.24%	3,500.00
Conferences	0.00	2,587.44	2,500.00	87.44	103.5%	2,500.00

The Arc of Ft. Bend County

Profit Loss

Budget Performance

November 2018

	Nov 18	Jan - Nov 18	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Continuing Education/Staff Dev	0.00	116.90	100.00	16.90	116.9%	500.00
Employee Expenses						
Employee Salaries	29,180.46	326,731.07	313,434.00	13,297.07	104.24%	341,932.00
Employee-FICA	1,809.20	20,323.12	23,977.25	-3,654.13	84.76%	26,157.00
Employee-Health/Dental	4,239.81	51,749.30	53,488.16	-1,738.86	96.75%	58,590.00
Employee-Medicare	423.12	4,748.71				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	6,839.00
Employee-SUTA	1.54	289.81	4,257.00	-3,967.19	6.81%	4,644.00
Mileage Reimbursement	0.00	833.59	350.00	483.59	238.17%	2,100.00
Employee Expenses - Other	0.00	35.99				
Total Employee Expenses	35,654.13	404,711.59	395,506.41	9,205.18	102.33%	440,262.00
Event Expenses	29,152.67	38,769.47	35,100.00	3,669.47	110.45%	37,300.00
Facilities HOA Fees	0.00	12,408.86	12,500.00	-91.14	99.27%	12,500.00
Facilities Landscaping	50.00	50.00				
Facilities Permit / License	0.00	0.00	0.00	0.00	0.0%	350.00
Facilities Prop Mgmt Fees	1,300.00	14,300.00	14,300.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	26,090.54	76,239.71	27,500.00	48,739.71	277.24%	30,400.00
Facilities Utilities	44.46	990.74	2,300.00	-1,309.26	43.08%	2,500.00
BBGS Agreement	0.00	5,000.00	5,000.00	0.00	100.0%	5,000.00
Insurance						
Crime	10.25	10.25				
Workers Comp	1,226.34	2,129.44	1,132.01	997.43	188.11%	1,235.00
Property	2,989.17	34,948.27	35,155.01	-206.74	99.41%	38,351.00
Cyber Liability	100.00	1,100.00	1,100.00	0.00	100.0%	1,200.00
Auto	438.00	4,369.60	4,324.76	44.84	101.04%	4,718.00
Professional Liability	533.75	1,871.25	1,471.25	400.00	127.19%	1,605.00
D&O / Fiduciary	284.00	3,124.00	3,124.00	0.00	100.0%	3,408.00
Umbrella	149.50	1,467.00	1,449.25	17.75	101.23%	1,581.00
Total Insurance	5,731.01	49,019.81	47,756.28	1,263.53	102.65%	52,098.00
Interest Expense	5,439.34	60,814.83	60,824.57	-9.74	99.98%	66,266.25
Meals & Supplies / Meetings	0.00	297.19	335.00	-37.81	88.71%	600.00
Office						

The Arc of Ft. Bend County

Profit Loss

Budget Performance

November 2018

	Nov 18	Jan - Nov 18	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Website	0.00	8,282.35	8,200.00	82.35	101.0%	8,400.00
Cell Phone	206.77	2,542.91	3,250.50	-707.59	78.23%	3,546.00
Computer / Software	0.00	2,953.62	3,058.00	-104.38	96.59%	3,158.00
Copier Lease	357.94	4,626.38	3,905.88	720.50	118.45%	4,261.00
Repairs & Maintenance	0.00	5,095.00	5,000.00	95.00	101.9%	5,700.00
Supplies	210.85	3,526.21	4,125.00	-598.79	85.48%	4,500.00
Storage Rental	0.00	5,126.00	5,126.00	0.00	100.0%	5,592.00
Telephone / Internet	0.00	3,936.98	3,927.00	9.98	100.25%	4,292.00
Utilities	37.92	423.71	440.00	-16.29	96.3%	480.00
Office - Other	0.00	1,245.60				
Total Office	813.48	37,758.76	37,032.38	726.38	101.96%	39,929.00
PROGRAMS						
PR Youth Respite	209.97	2,334.43	2,000.00	334.43	116.72%	2,125.00
PR Activity/Mtg-Food & Supplies	182.64	7,137.65	10,221.08	-3,083.43	69.83%	13,250.00
PR Athletic Banquet	0.00	5,503.67	4,500.00	1,003.67	122.3%	4,500.00
PR Bowling Lane Fees	0.00	10,322.50	9,400.00	922.50	109.81%	12,160.00
PR DJ	0.00	1,200.00	3,025.00	-1,825.00	39.67%	3,300.00
PR Equipment, Shirts, Uniforms	0.00	2,841.60	2,000.00	841.60	142.08%	3,550.00
PR Fuel	225.97	2,492.06	2,050.00	442.06	121.56%	3,300.00
PR Game / Registration Fees	0.00	1,517.30	1,600.00	-82.70	94.83%	4,000.00
PR Hotel	0.00	16,709.91	17,000.00	-290.09	98.29%	27,000.00
PR Other Expenses / Gifts	0.00	769.30	240.00	529.30	320.54%	1,200.00
PR Parking & Tolls	0.00	786.25	1,445.00	-658.75	54.41%	1,800.00
PR Practice Facil. / Lifeguards	0.00	2,415.00	2,488.00	-73.00	97.07%	4,200.00
PR Scholarships	0.00	2,159.35	2,000.00	159.35	107.97%	2,000.00
PR Tickets / Venue Fees	1,950.00	28,775.00	33,000.00	-4,225.00	87.2%	36,000.00
PR Training & Background checks	0.00	147.00	184.00	-37.00	79.89%	1,000.00
PR Transportation	0.00	4,002.48	5,560.00	-1,557.52	71.99%	8,400.00
PR - Twenty Somethings	0.00	-593.29	2,200.00	-2,793.29	-26.97%	2,400.00
Total PROGRAMS	2,568.58	88,520.21	98,913.08	-10,392.87	89.49%	130,185.00
PR Contract Drivers	824.88	13,006.90	17,600.00	-4,593.10	73.9%	20,000.00
Postage and Delivery	95.00	2,422.05	3,210.00	-787.95	75.45%	3,500.00

The Arc of Ft. Bend County
Profit Loss
Budget Performance

November 2018

	Nov 18	Jan - Nov 18	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Printing and Reproduction	475.00	1,692.00	1,668.00	24.00	101.44%	4,200.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	50.00
Professional Fees - Other	0.00	442.00	480.00	-38.00	92.08%	500.00
Total Expense	110,239.91	843,868.83	791,343.72	52,525.11	106.64%	902,760.25
Net Ordinary Income	150,853.19	66,024.96	121,539.28	-55,514.32	54.32%	84,750.75
Other Income/Expense						
Other Income						
Investment Income	13.98	127.02				
Total Other Income	13.98	127.02				
Other Expense						
Other Expenses	83.51	875.16				
Total Other Expense	83.51	875.16				
Net Other Income	-69.53	-748.14				
Net Income	150,783.66	65,276.82	121,539.28	-56,262.46	53.71%	84,750.75

The Arc of Ft. Bend County

Balance Sheet

As of November 30, 2018

Nov 30, 18

ASSETS

Current Assets

Checking/Savings

Cash

Credit Card Account	13,694.33
Fundraising (WD)	54,970.42
Money Market	176,476.01
Operating Account	5,234.73
Facilities Reserve contra	-59,000.00

Total Cash	<u>191,375.49</u>
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Total Checking/Savings	<u>191,375.49</u>
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Other Current Assets

Prepaid Insurance

Crime	112.75
Cyber Liability	1,100.00
Auto	4,818.08
D&O	3,124.00
Umbrella	1,644.50
Professional Liability	6,234.25
Property	32,880.91
Worker's Comp	478.70

Total Prepaid Insurance	<u>50,393.19</u>
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Total Other Current Assets	<u>50,393.19</u>
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Total Current Assets	241,768.68
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Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,174,775.64
Improvements-Homes	282,513.72
Land	810,768.00
Leasehold Improvemnt.123 Brooks	9,062.00
Office Equipment	5,324.02
Furniture and Fixtures	6,720.00
Computer Equipment	15,757.00
Automotive	76,832.44
Accumulated Depreciation	-1,729,888.66

Total Fixed Assets	3,760,029.95
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Other Assets

Facilities Reserve for Repairs	59,000.00
Escrow - Rychlik Job Services	2,500.00

Total Other Assets	<u>61,500.00</u>
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TOTAL ASSETS	<u><u>4,063,298.63</u></u>
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

The Arc of Ft. Bend County

Balance Sheet

As of November 30, 2018

	<u>Nov 30, 18</u>
Accounts Payable	
Accounts Payable-ARC	1,207.50
Total Accounts Payable	<u>1,207.50</u>
Total Current Liabilities	1,207.50
Long Term Liabilities	
Deposits Payable	17,625.00
N/P-ARC Fdn (6419 Brazos Glen)	95,664.83
N/P-ARC Fdn (Chapman Falls)	64,416.71
N/P-ARC Fdn (5141 Cotter Ln)	91,907.33
N/P-ARC Fdn (2715 Cypress Impr)	276,979.66
N/P-ARC Fdn (Manorfield)	132,643.07
N/P-ARC Fdn (Rustic Trail)	140,293.29
N/P-ARC Fdn (5618 Wagon Wheel)	115,810.81
N/P-ARC Fdn (Whispering Creek)	246,063.74
N/P-ARC Fdn(2607 WillowSprings)	<u>130,179.95</u>
Total Long Term Liabilities	<u>1,311,584.39</u>
Total Liabilities	1,312,791.89
Equity	
Unrestricted Net Assets	2,685,229.92
Net Income	<u>65,276.82</u>
Total Equity	<u>2,750,506.74</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,063,298.63</u></u>

2019 Budget - 5th DRAFT

[illegible]

2019 Budget - 5th DRAFT

		General & Admin	Advocacy	Bowling	Employment	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL	2018
	Auto / Vans - Repairs & Maintenance	1,200										1,200	1,500
	Bank & CC Charges	1,800								500	2,000	4,300	5,700
	Board Expenses	1,400										1,400	1,220
	Community Outreach		3,500									3,500	3,500
	Conferences		1,345									1,345	2,500
	Continuing Education / Staff Develop.	500										500	500
	Employee - Salaries	341,313										341,313	341,932
	Employee - SS / FICA & Medicare	26,110										26,110	26,157
	Employee - SUTA	4,644										4,644	4,644
	Employee - Health & Dental	57,656										57,656	58,590
	Employee - Mileage Reimbursement	300	400		100	650	200	300				1,950	2,100
	Employee - Retirement Plan	6,826										6,826	6,839
	Employee - Workers Compensation	1,132										1,132	1,235
	Event Expenses		2,500							3,300	33,000	38,800	37,300
	Facilities - HOA								12,410			12,410	12,500
	Facilities - Insurance / Property & Fire								35,870			35,870	38,351
	Facilities - Property Management Fees								15,600			15,600	15,600
	Facilities - R&M / Improvements								24,200			24,200	30,400
	Facilities - R&M / Landscaping								-			-	-
	Facilities - Real Estate Taxes								-			-	-
	Facilities - Utilities								-			-	2,500
	Grants - BBGS		-									-	5,000
	Insurance - Auto	5,256										5,256	4,718
	Crime	123										123	-
	Insurance - Cyber Liability	1,200										1,200	1,200
	Insurance - D&O / Fiduciary	3,408										3,408	3,408
	Insurance - Liability / General & Professional	6,405										6,405	1,605
	Insurance - Umbrella	1,794										1,794	1,581
	Meetings / Meals & Supplies	500										500	650
	Notes Payable - Brazos Glen								8,179			8,179	8,179
	Notes Payable - Chapman Falls								4,896			4,896	4,896
	Notes Payable - Cotter Lane								7,857			7,857	7,857
	Notes Payable - Cypress Point Bldg.								40,243			40,243	40,243
	Notes Payable - Manorfield								9,659			9,659	9,659
	Notes Payable - Rustic Trail								10,217			10,217	10,217
	Notes Payable - Wagon Wheel								8,890			8,890	8,890
	Notes Payable - Whispering Creek								16,749			16,749	16,749
	Notes Payable - Willow Springs								9,985			9,985	9,985
	Office - Cell phone	2,958										2,958	3,546
	Office - Computer / Software	1,200										1,200	3,158
	Office - Copier Lease	4,350										4,350	4,261
	Office - Lease	240										240	3,500
	Office - Postage & Delivery	3,200										3,200	3,500

2019 Budget - 5th DRAFT

			General & Admin	Advocacy	Bowling	Employment	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL	2018
		Office - Printing & Reproduction	400	800									1,200	3,700
		Office - Repairs & Maintenance	9,650										9,650	5,000
		Office - Storage	2,020										2,020	5,592
		Office - Supplies	4,300										4,300	4,500
		Office - Telephone / Internet	4,291										4,291	4,292
		Office - Utilities / Water & Electric	4,080										4,080	480
		Office - Website		700									700	8,400
		PR Activites/Meetings - Meals, Food & Supplies					2,000	250	10,200				12,450	13,200
		PR Athletic Banquet			2,400				3,400				5,800	4,500
		PR Bocce Tournament							1,200				1,200	-
		PR Bowling Lane Fees			12,768								12,768	12,160
		PR Contract Drivers					20,000						20,000	20,000
		PR DJ					3,000						3,000	3,300
		PR Equipment, Shirts & Uniforms			750		800		2,000				3,550	3,550
		PR Fuel	100	300			1,800		1,000				3,200	3,300
		PR Game / Registration Fees							3,000				3,000	4,000
		PR Hotel							20,000				20,000	27,000
		PR Other Expenses & Gifts					700		50				750	1,200
		PR Parking & Tolls		50			1,200		200				1,450	1,800
		PR Practice Facilities / Lifeguards							2,600				2,600	4,200
		PR Scholarships & Sponsorships		3,000									3,000	2,000
		PR Tickets / Venues / Events					32,000						32,000	36,000
		PR Volunteer/Parent Training Expenses & Background checks							200				200	1,000
		PR Transportation					2,000		5,000				7,000	8,400
		PR Twenty Somethings					2,400						2,400	2,400
		PR Youth Respite						8,859					8,859	2,000
		Professional Fees - Legal	50										50	50
		Professional Fees - Other		500									500	500
		TOTAL EXPENSE	513,877	23,673	15,918	100	66,550	9,309	49,150	204,755	3,800	35,000	922,132	959,030
			(428,877)	1,527	(8,572)	(100)	(16,030)	(8,659)	(37,550)	228,881	46,200	230,000	6,820	24,817
		12/12/2018												

Real Estate Sub-Committee
Meeting Minutes
Prosperity Bank
November 7, 2018

Present:

J. Gortney, chair	J. Patterson
P. Bullard	H. Marshall
M. Casey	T. Zafar
R. Cushenberry	L. LaVigne

Absent:

L. Lobue

The committee met to discuss the following:

1. Income/Expense report: YTD October 2018 – report accepted
2. Lease Renewals: Committee discussed the CMA's on the two residential properties below and after deliberation agreed upon the renewal terms. Further consideration will be given to the Cypress Point Day Hab building.

Home	Provider	Lease Rate	Lease Expires	Last Increase	Lease Rate History	New Lease
3203 Cypress Pt	Caregiver	1375	01.31.2019	2017	\$1375	\$1375
2715 Cypress Pt Day Hab	Texana	\$8000	01.31.2019	2009	\$8000	
5618 Wagon Wheel	Vonda Holmes Foster Care Provider	\$1200	10.31.2019	2015	2011-\$1100 2015-\$1200	\$1200

Action Item: committee recommends the board approve the 2 residential property renewals under the terms and conditions.

3. Cotter Lane: Leased to All the Little Things Count on November 1, 2018.
4. 3005 Gilmar: this property has been made ready to sell.
5. 123 Brooks St: The subcommittee met and decided to send the proposed fair market lease rates to the City and await their response.

6. Other: Committee discussed offering Caregiver, Inc. a 5-year lease for Parkview. Laura will contact the CEO to ascertain their continued interest.

Next meeting: December 5, 2018

Real Estate Sub-Committee
Meeting Minutes
December 4, 2018

Present:

J. Gortney, chair	J. Patterson
P. Bullard	H. Marshall
M. Casey	T. Zafar
R. Cushenberry	L. LaVigne
L. Lobue	

Absent:

The committee met to discuss the following:

1. Income/Expense report: YTD November 2018 – report accepted
2. Landlord Waiver: Tariq reviewed the latest version of the Landlord Waiver from QuVa. He noted the lender specified that the collateral waiver applies to “pharmaceutical product only”. The Arc agrees to provide notice to the lender immediately if QuVa leaves the premises. The Arc further agrees to afford the lender 30 days to remove all pharmaceuticals. The only edit Tariq added was: “Agreement shall be governed by and construed in accordance with the laws of the State of **Texas** – not California.
Action Item: committee recommends the board give Laura the authority to sign the Landlord Waiver if/when QuVa approves the edit to follow Texas laws.
3. 2019 Operating Budget: Laura shared decision of the Budget and Finance committee to present a balanced 2019 Operating Budget. This will be accomplished by adding a grant from the Foundation for \$75,000 to \$85,000 as income. The Real Estate committee members agreed with this decision as a way to prepare for an anticipated reduction in fundraising income.
4. Lease Renewal 2715 Cypress Point: Committee discussed the number of vacant properties surrounding the Cypress Point building and agreed to offer a lease for the same amount. Concerns were noted about leaving the lease rate unchanged for five years. Three years was suggested and accepted.

Action Item: Committee recommends the board approve a three-year lease at the same lease amount to Texana Center.
5. 3005 Gilmar: Rick will make one more check of comps of lease amounts of similar townhomes in the area and will list the property. The listing price is estimated to be \$86,000. After the sale, the proceeds will be moved to the Foundation for investment.

6. 123 Brooks St: Hal and Laura met with the City and a lease rate was agreed upon. Allowance for bringing the building up to minimum standards was established and will be amortized over 5 years and subtracted from the lease rate. Remaining lease balance will be paid to the City.

In addition, the Real Estate committee has provided the quantitative information related to the Brooks St. lease to the Budget & Finance committee in order to incorporate additional costs into the 2019 Operating Budget."

Committee recommends that the "Lease sub-committee" that was formed continue to negotiate with the City and approve a final lease.

Action Item: Committee recommends that the Board approve the lease for 123 & 119 Brooks St. according to the terms agreed upon by the Real Estate committee and the City.

7. Other:
 - a. Committee agreed to offer Caregiver, Inc. a 5-year lease for Parkview Lane home at the same lease amount.
 - b. Committee agreed to give authority to Rick to find a home to purchase and lease to "Forgotten Angels", a provider in Pearland, who has moved into Ft. Bend County. The principals of this provider used to work for Unified Care Group. They want the new property by 01/15/2019.

Next meeting: December 5, 2018