



Board Meeting Agenda  
January 28, 2019 – 6:00 p.m.

5:30 pm Dinner  
6:00 pm Meeting

- I. Call to Order & Determination of a Quorum
- II. Welcome Guests – Mike Casey
- III. Public Comment
- IV. **Consent Agenda**  
Approve Board Meeting Minutes – December 17, 2018
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report
  - A. Casey Connection/Sustainability
  - B. December 2018 - Program Highlights
  - C. Website Update
- VII. Committee Reports:
  - A. Executive Committee Report – C. Huber
    1. Executive Committee Meeting Minutes January 09, 2019
      - a) Bylaws - Nominating Committee Chair  
**Action Item: Ann Johnston to fill Chair of Nominating Committee**
  - B. Internal Committee Report – H. Marshall
    1. Budget and Finance Committee  
**Accept Financials: December 2018 Year-End**
    2. Real Estate Committee (closed session)
      - a) December 05, 2018 Committee Meeting Minutes  
**Action Items: Ratify purchase of home; ratify signing the lease with the City of Sugar Land**
      - b) January 09, 2019 Committee Meeting Minutes  
**Action Items: Lease renewal, purchase of home and lease, sale of home**
  - C. External Committee Report – S. Jacobson
  - D. Governance Committee Report – S. Lee  
CEO Evaluation
- VIII. New Business – C. Huber  
Calendar of 2019 Board Meetings and Special Events
- XI. Adjourn

**Next Board Meeting: March 25, 2019**



Board of Directors Meeting  
December 17, 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
Pat Bullard	Larry Lobue	Chance Geary	Laura LaVigne
Becky Geary			Cheryl Olivier
Avis Goldy			
Jenny Gortney			
Allan Harris			
Charlie Huber			
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Hal Marshall			
Charles Swihart			
Tariq Zafar			

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Chance Geary.
- III. Public Comment: N/A
- IV. Consent Agenda: Motion was made by Jenny Gortney 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 Program Highlights for the months of September, October and November. Laura stated that Rachel attended the Stafford MSD Community Breakfast in September and October. Karri was busy with planning the Vendor/Transition Fair. She met with FBISD and held parent training and had several speaking engagements. Karri's Parent Support Group presentation was live "online" and will be posted on our new website. Laura stated that she participated in a conference call with the "Education Workgroup" of the Texas FASD Collaboration and shared her ideas of how to involve OB/GYNs in the FASD Awareness project. Laura will meet with Dr. Mastrobattista of Baylor College of Medicine in January regarding implementing the FASD awareness project. Laura gave a brief report on the "Wings for All" event held in October and stated that The Arc of Texas will not be paying the \$1000 fee required to hold this event. She notified the Board that Hobby Airport has expressed an interest in "Wings for All". Bowling has had great attendance. Social Recreation held several events including Star Cinema Grill, four dances, pizza parties, attended Disney on Ice, and the Fort Bend County Fair. Rachel did all of the planning of our annual Bocce tournament but unfortunately, the event was cancelled due to the weather. Laura submitted the grant proposal to Smart Financial asking for \$7000 to support our Teen/Tween PNO and Social program. Laura spent a lot of time working on Facilities with Mike Rychlik. Mike Casey would like to pay for the cost of the CRM with funds received in memory of Linda and will personally contribute the balance to cover the full cost. A new Travel Policy for Special Olympics was developed by Rachel, Larry and Laura. Laura gave a brief overview of the new Travel Policy and asked for the Board's support. Nancy completed her annual audit and all reporting for her Community Development Block Grant and will be applying for additional funds in 2019.

Laura stated that Commissioner Patterson was not re-elected and no one is sure how this will impact our fundraising income. To prepare, the B&F committee reduced the net income of the Golf Classic by 50% and the net income of the Best in the West by 25%.

Laura stated that finishing touches are going on the new website. It will be launched before Christmas!

VII. Committee Reports:

A. Executive Committee

Charlie stated that the Foundation has created an Advisory Board and Bob Brown is now a member of this board. The Foundation voted and approved the appointment of Bridget Yeung to the Foundation Board. A motion was made by committee to approve the appointment of Bridget Yeung to the Foundation Board. **Motion approved.**

B. Internal Committee

1. Budget & Finance

Hal Marshall reviewed the November 2018 YTD Financials and the 2019 Operating Budget. A motion was made by committee to approve the November 2018 YTD Financial and 2019 Operating Budget. **Motion approved.**

Hal notified the board that Randy Walker & Co., CPA has been selected to prepare the 2018 Financial Review and Forms 990. A motion was made by committee to approve Randy Walker & Co., CPA. **Motion approved.**

2. Real Estate Committee:

- a. Since no guests were present, there was no need for the Board to convene in a closed session. The Board discussed the November and December Real Estate Committee Meeting Minutes.
- b. The Board also discussed lease renewals for the Cypress Point building, Wagon Wheel home and the lease for 123 Brooks Street with the City of Sugar Land.
- c. Motion was made by committee to approve the leases for the Cypress Point building, the Wagon Wheel home and the lease for 123 Brooks street with the City of Sugar Land. **Motion approved.**

C. External Committee: Jenny Gortney

Best in the West 2018 - Jenny gave an overview of the income and expenses for Best in the West 2018. Charlie stated that there would be additional information available after the Wrap-Up meeting.

D. Governance Committee:

Sharon stated that the CEO Evaluation has been sent out to the Board.

VIII. New Business: None.

IX. Adjourn: Meeting adjourned at 7:21p.m.

Submitted by:  
Cheryl Olivier  
Administrative Assistant

Attested to:  
Sharon Lee  
Secretary, Board of Directors

**The next scheduled board meeting is January 28, 2019**

**CEO Report  
December 2018**

- 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.**

**Karri's Highlights:**

Information & Referral:

General Info & Referral: Dec: 16

Parent Training & Speaking Engagements:

12/12/18 – Drafting Goals and Measuring Progress Parent Training – Fort Bend ISD # Attend: 7

Parent Support Group: In-person & “Online Access” to all PSG monthly presentations.

12/06/18 – Brazos Bend Guardianship - Attendance: In-Person: 6 Facebook Live: 4

Educational Advocacy:

- SpEd Phone Consults: Dec: 17
- ARD meetings attended: Dec: 1
- IEP Reviews: Dec: 3
- Transition HS to Adult Consult: Dec: 1
- Guidance on Mediation & Due Process: Dec: 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.**

- 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.**

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:**

December 8 – 24

December 15 – 28

December 22 - 24

December 29 - 28

#### Social Recreation:

December 1 – Winter Dance in Bay City – 137 Social Recreation members, guests and staff attended.

December 9 – Holiday Formal – 165 Social Recreation members, Twenty Somethings, guests and staff attended.

#### Special Olympics:

- December 1 - Area Bowling Tournament in Webster, TX
- December 10 - Basketball Season started - 60 athletes came out for the first practice
- With the help of Larry, Rachel created and implemented a way to take attendance at Basketball practice so The Arc can have a better understanding of which athletes are attending each practice. This method will continue to be enforced at future sports practices.
- Developed and sent out the new Travel Policy regarding the payment of hotels for chaperones traveling with the team. This will be enforced starting Winter Games 2019.
- Started the planning process of Winter Games for Volleyball in Round Rock – booked restaurants, the hotel, and sent out response forms to families.

#### Teen/Tween Respite:

- 12/14/18 – 8th Teen/Tween Respite/Social at Christ Church. Teens Attended: 7, Volunteers: 7 (6 Teens; 1 Adult).

#### TwentySomethings:

- December 9 – Holiday Formal – 165 Social Recreation members, Twenty Somethings, guests and staff attended.
- December 14 - Holiday Lights at Constellation Field (45 tickets provided by Skeeters, Jay Miller.) HUGE success! Over 90 participants.

#### Youth Activities:

- 12/14/18 – Holiday Lights at Constellation Field (45 tickets provided by Skeeters, Jay Miller.) 9 Youth w/ I/DD, + family = 27 total attend.

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

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**

Hal and I met with Stacey Henderson from the City of Sugar Land to finalize the terms and conditions of the lease agreement for 123 & 119 Brooks St.

Fort Bend County Community Development Block Grant: Completed the monthly report required for the grant. The remainder of the amount in the 2018 budget was billed in October. Updated and mailed out the 2019 grant registration and eligibility forms.

Rachel attended the check presentation ceremony for FBJSL and received a \$10,000 check for the Special Olympics program!



Executive Team Meeting Agenda  
4:45 pm January 9, 2019

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

1. **Internal Committee Report:** H. Marshall

- a. Budget & Finance Committee  
December 2018 YTD Financials – reviewed. Discussion of Facilities Reserve account, which is currently a contra account. It will be changed to a Cash account and a separate bank account will be opened to hold money for facilities repairs.
- b. Real Estate Committee Meeting:
  - i. January 9, 2019 meeting – discussed lease renewal of Cypress Point Drive for \$1,375 (2 year lease), acquisition of Worley Drive property for \$225,000 with lease amount of \$1,650.
  - ii. 119 & 123 Brooks St Lease – to be approved on consent agenda at Sugar Land City Council meeting, Tue., 1/15, 5:15 pm

2. **Governance Committee:** S. Lee

- a. Bylaws – revisions of document to reflect current practices- work in progress – Laura is working on the bylaws
- b. Stewart Jacobson dilemma – Stewart will have less time for The Arc board since he is running for Sugar Land City Council. Charlie will ask Ann Johnston to replace Stewart as head of the Nominating Committee. Charlie will discuss with Stewart whether he would like to resign from the Executive Committee and External Committee but remain on the Board of Directors. The vacancies on the Executive and External Committees will not be filled immediately.  
**Action Item: Executive Team recommends Ann Johnston to fill Chair of Nominating Committee.**
- c. CEO Performance Evaluation – completed, 11 of 13 board members responded. Charlie has discussed results with Laura. Laura's priorities for 2019 include navigating the fund raisers' expected reduced net income while maintaining programs and services; working with the Real Estate Committee to develop a plan to move The Arc's office and implementing the *Casey Connection*.

3. **CEO Report:** L. LaVigne

*Casey Connection* – update – Mike Casey has donated the remainder of the money to fund the implementation of the Dynamic 365 *Casey Connection*. This project incorporates all program data into a matrix showing the mission alignment and profitability of all The Arc programs.

4. **January 28, 2019 Board Meeting Agenda:** C. Huber  
Committee reviewed the agenda and approved.

**Next Meeting: Wednesday, March 25, 2019 4:45 pm**

## **ARTICLE VIII**

### **NOMINATIONS AND ELECTIONS**

#### **SECTION 1:**

The Nominating Committee shall be composed of three members, who shall take positions July 1<sup>st</sup> following their election and serve until their successors are elected. All members of the Corporation in good standing are qualified to serve as members of the Nominating Committee by election or to fill vacancies between Annual Meetings on the terms described in this article, except that the current Chairman, Vice Chairman, Secretary and Treasurer are not eligible to serve as members of this committee.

The most recent Past Chairman of the Corporation shall serve as chair of the Nominating Committee. If the immediate Past Chairman is unable or unwilling to serve as chair, the Board of Directors shall declare the position of chair of the Nominating Committee vacant, and the current Chairman shall with the approval of the Board of Directors appoint a person to serve as chair of the Nominating Committee until the Chairman succeeds to the office of Past Chairman in accordance with these Bylaws.

In addition to the Past Chairman, the Nominating Committee shall be composed of two (2) persons. At each Annual Meeting of the voting body of the Corporation in years when officers of the Board of Directors are not elected, one (1) member of this committee will be elected to a three year term, to hold positions described on the slate of nominees on the ballot followed in parentheses by the year in which the term of such position ends. A member of this committee elected by the Corporation may serve a single term on this committee, i.e., may not succeed himself/herself. A member of the Nominating Committee may not contemporaneously hold a position as an officer or director on the Board of Directors. The Board of Directors may declare vacant the position of any member of this committee who shall resign from the committee. In the event of a vacancy, the Board of Directors shall vote to fill the vacancy to bring the total number to two (2) members in addition to the chair by election of persons who shall serve in such positions until the next Annual Meeting of the Corporation in the year when that position is scheduled for election under these Bylaws, at which time the person appointed to a position by the Board of Directors due to a vacancy is eligible for election by the Corporation to that position or any other position as if that person had not been appointed to fill a vacancy.

**SECTION 2:**

The Nominating Committee shall report a slate of candidates for officers, directors and nominating committee members to the membership at least one month prior to the Annual Meeting, which may be done by publication in the newsletter. The slate of nominees for officers and directors shall comply with Article V, Section 6 of these Bylaws. The slate of nominees for nominating committee members shall comply with Article VII, Section 1 of these Bylaws.

**SECTION 3:**

Nominations from the floor at the Annual Meeting are not permitted. Any five (5) members in good standing may, at least one (1) month prior to the Annual Meeting, nominate another member in good standing for an officer or director position and such nomination shall be submitted to the Nominating Committee. Such nomination shall be submitted to the members at the Annual Meeting along with the slate nominated by the Nominating Committee. All nominees, whether on the slate of candidates or nominated by five (5) other members, shall give their consent to the nomination.

**SECTION 4:**

Not later than March 1 of each year, the Nominating Committee shall recommend to the Board of Directors a slate of candidates to fill those positions on the board of directors of The Arc of Fort Bend County Foundation due to become vacant on May 1 of that year. The Nominating Committee shall, within sixty (60) days of being notified of a vacancy on the board of directors of The Arc of Fort Bend County Foundation, recommend to the Board a candidate to fill the vacant position.



**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
December 2018

	<u>Dec 18</u>	<u>Jan - Dec 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Ride fee	60.00	1,203.82				
Youth Respite	100.00	1,782.81	500.00	1,282.81	356.56%	500.00
Riveredge Mortgage Payment	0.00	1,036.04	1,036.00	0.04	100.0%	1,036.00
Bowling - Lane Fee Income	0.00	5,795.00	6,080.00	-285.00	95.31%	6,080.00
Donations & Contributions	969.00	22,004.94	19,000.00	3,004.94	115.82%	19,000.00
Donations - Designated	500.00	2,093.53	1,220.00	873.53	171.6%	1,220.00
Donations In Memory Kathy Moody	0.00	5,000.00				
Fundraising Event	67,266.21	471,617.65	450,000.00	21,617.65	104.8%	450,000.00
Grant - CDBG Fort Bend	429.97	34,000.00	33,700.00	300.00	100.89%	33,700.00
Grant - FBJSL	10,000.00	10,000.00	10,000.00	0.00	100.0%	10,000.00
Grants - Other	0.00	8,000.00	4,000.00	4,000.00	200.0%	4,000.00
Membership Revenue	630.00	9,033.39	11,000.00	-1,966.61	82.12%	11,000.00
Rental Income	27,475.00	432,825.00	436,975.00	-4,150.00	99.05%	436,975.00
Social Rec Fees	630.00	13,561.79	14,000.00	-438.21	96.87%	14,000.00
<b>Total Income</b>	<u>108,060.18</u>	<u>1,017,953.97</u>	<u>987,511.00</u>	<u>30,442.97</u>	<u>103.08%</u>	<u>987,511.00</u>
<b>Gross Profit</b>	108,060.18	1,017,953.97	987,511.00	30,442.97	103.08%	987,511.00
<b>Expense</b>						
CC Charges / Other	0.00	1,957.17				
Auto / Vans - Repairs & Maint.	0.00	1,905.67	1,500.00	405.67	127.05%	1,500.00
Advocacy in Action						
Information / Referral	0.00	149.94	1,000.00	-850.06	14.99%	1,000.00
Educational Advocacy	0.00	242.68	300.00	-57.32	80.89%	300.00
Advocacy in Action - Other	0.00	2,888.54	3,500.00	-611.46	82.53%	3,500.00
<b>Total Advocacy in Action</b>	0.00	3,281.16	4,800.00	-1,518.84	68.36%	4,800.00
Accounting, Audit, Payroll	205.82	12,481.21	15,300.00	-2,818.79	81.58%	15,300.00
Advertising & Marketing	53.30	1,480.01	1,000.00	480.01	148.0%	1,000.00
Affiliation/Asso/Mbrship/Certs	105.53	5,151.10	5,500.00	-348.90	93.66%	5,500.00
Bank & CC Charges	832.53	4,794.82	5,700.00	-905.18	84.12%	5,700.00
Board Expenses	0.00	1,570.46	1,220.00	350.46	128.73%	1,220.00
Community Outreach	0.00	3,295.95	3,500.00	-204.05	94.17%	3,500.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**December 2018**

	<b>Dec 18</b>	<b>Jan - Dec 18</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Conferences</b>	165.00	2,752.44	2,500.00	252.44	110.1%	2,500.00
<b>Continuing Education/Staff Dev</b>	0.00	116.90	500.00	-383.10	23.38%	500.00
<b>Employee Expenses</b>						
<b>Employee Salaries</b>	26,871.23	353,602.30	341,932.00	11,670.30	103.41%	341,932.00
<b>Employee-FICA</b>	1,766.33	22,089.45	26,157.00	-4,067.55	84.45%	26,157.00
<b>Employee-Health/Dental</b>	4,559.01	56,308.31	58,590.00	-2,281.69	96.11%	58,590.00
<b>Employee-Medicare</b>	413.12	5,161.83				
<b>Employee-Retirement Plan</b>	5,873.55	5,873.55	6,839.00	-965.45	85.88%	6,839.00
<b>Employee-SUTA</b>	0.00	289.81	4,644.00	-4,354.19	6.24%	4,644.00
<b>Mileage Reimbursement</b>	1,073.77	1,907.36	2,100.00	-192.64	90.83%	2,100.00
<b>Employee Expenses - Other</b>	0.00	35.99				
<b>Total Employee Expenses</b>	40,557.01	445,268.60	440,262.00	5,006.60	101.14%	440,262.00
<b>Event Expenses</b>	205.13	38,974.60	37,300.00	1,674.60	104.49%	37,300.00
<b>Facilities HOA Fees</b>	0.00	12,408.86	12,500.00	-91.14	99.27%	12,500.00
<b>Facilities Landscaping</b>	0.00	50.00				
<b>Facilities Permit / License</b>	0.00	0.00	350.00	-350.00	0.0%	350.00
<b>Facilities Prop Mgmt Fees</b>	1,300.00	15,600.00	15,600.00	0.00	100.0%	15,600.00
<b>Facilities R&amp;M / Improvements</b>	4,680.00	80,919.71	30,400.00	50,519.71	266.18%	30,400.00
<b>Facilities Utilities</b>	151.46	1,142.20	2,500.00	-1,357.80	45.69%	2,500.00
<b>BBGS Agreement</b>	0.00	5,000.00	5,000.00	0.00	100.0%	5,000.00
<b>Insurance</b>						
<b>Crime</b>	0.00	10.25				
<b>Workers Comp</b>	0.00	2,129.44	1,235.00	894.44	172.42%	1,235.00
<b>Property</b>	0.00	34,948.27	38,351.00	-3,402.73	91.13%	38,351.00
<b>Cyber Liability</b>	0.00	1,100.00	1,200.00	-100.00	91.67%	1,200.00
<b>Auto</b>	0.00	4,369.60	4,718.00	-348.40	92.62%	4,718.00
<b>Professional Liability</b>	0.00	1,871.25	1,605.00	266.25	116.59%	1,605.00
<b>D&amp;O / Fiduciary</b>	0.00	3,124.00	3,408.00	-284.00	91.67%	3,408.00
<b>Umbrella</b>	0.00	1,467.00	1,581.00	-114.00	92.79%	1,581.00
<b>Total Insurance</b>	0.00	49,019.81	52,098.00	-3,078.19	94.09%	52,098.00
<b>Interest Expense</b>	5,422.51	66,238.45	66,247.08	-8.63	99.99%	66,247.08
<b>Meals &amp; Supplies / Meetings</b>	0.00	297.19	600.00	-302.81	49.53%	600.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**December 2018**

	<u>Dec 18</u>	<u>Jan - Dec 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Office</b>						
Website	0.00	8,282.35	8,400.00	-117.65	98.6%	8,400.00
Cell Phone	346.77	2,889.68	3,546.00	-656.32	81.49%	3,546.00
Computer / Software	667.09	3,620.71	3,158.00	462.71	114.65%	3,158.00
Copier Lease	357.94	4,984.32	4,261.00	723.32	116.98%	4,261.00
Repairs & Maintenance	2,210.46	7,305.46	5,700.00	1,605.46	128.17%	5,700.00
Supplies	153.45	3,679.66	4,500.00	-820.34	81.77%	4,500.00
Storage Rental	971.00	6,097.00	5,592.00	505.00	109.03%	5,592.00
Telephone / Internet	406.50	4,343.48	4,292.00	51.48	101.2%	4,292.00
Utilities	36.74	460.45	480.00	-19.55	95.93%	480.00
Office - Other	0.00	1,245.60				
<b>Total Office</b>	<b>5,149.95</b>	<b>42,908.71</b>	<b>39,929.00</b>	<b>2,979.71</b>	<b>107.46%</b>	<b>39,929.00</b>
<b>PROGRAMS</b>						
PR Youth Respite	282.22	2,616.65	2,125.00	491.65	123.14%	2,125.00
PR Activity/Mtg-Food & Supplies	377.36	7,515.01	13,250.00	-5,734.99	56.72%	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	1,249.50	11,572.00	12,160.00	-588.00	95.16%	12,160.00
PR DJ	600.00	1,800.00	3,300.00	-1,500.00	54.55%	3,300.00
PR Equipment, Shirts, Uniforms	760.00	3,601.60	3,550.00	51.60	101.45%	3,550.00
PR Fuel	254.63	2,746.69	3,300.00	-553.31	83.23%	3,300.00
PR Game / Registration Fees	0.00	1,517.30	4,000.00	-2,482.70	37.93%	4,000.00
PR Hotel	0.00	16,709.91	27,000.00	-10,290.09	61.89%	27,000.00
PR Other Expenses / Gifts	0.00	769.30	1,200.00	-430.70	64.11%	1,200.00
PR Parking & Tolls	0.00	786.25	1,800.00	-1,013.75	43.68%	1,800.00
PR Practice Facil. / Lifeguards	0.00	2,415.00	4,200.00	-1,785.00	57.5%	4,200.00
PR Scholarships	0.00	2,159.35	2,000.00	159.35	107.97%	2,000.00
PR Tickets / Venue Fees	260.00	29,035.00	36,000.00	-6,965.00	80.65%	36,000.00
PR Training & Background checks	0.00	147.00	1,000.00	-853.00	14.7%	1,000.00
PR Transportation	0.00	4,002.48	8,400.00	-4,397.52	47.65%	8,400.00
PR - Twenty Somethings	0.00	-593.29	2,400.00	-2,993.29	-24.72%	2,400.00
<b>Total PROGRAMS</b>	<b>3,783.71</b>	<b>92,303.92</b>	<b>130,185.00</b>	<b>-37,881.08</b>	<b>70.9%</b>	<b>130,185.00</b>
<b>PR Contract Drivers</b>	<b>1,154.44</b>	<b>14,161.34</b>	<b>20,000.00</b>	<b>-5,838.66</b>	<b>70.81%</b>	<b>20,000.00</b>

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**December 2018**

	<b>Dec 18</b>	<b>Jan - Dec 18</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
Postage and Delivery	503.50	2,925.55	3,500.00	-574.45	83.59%	3,500.00
Printing and Reproduction	200.00	1,892.00	4,200.00	-2,308.00	45.05%	4,200.00
Professional Fees - Legal	0.00	0.00	50.00	-50.00	0.0%	50.00
Professional Fees - Other	0.00	442.00	500.00	-58.00	88.4%	500.00
<b>Total Expense</b>	<b>64,469.89</b>	<b>908,339.83</b>	<b>902,741.08</b>	<b>5,598.75</b>	<b>100.62%</b>	<b>902,741.08</b>
<b>Net Ordinary Income</b>	<b>43,590.29</b>	<b>109,614.14</b>	<b>84,769.92</b>	<b>24,844.22</b>	<b>129.31%</b>	<b>84,769.92</b>
<b>Other Income/Expense</b>						
Other Income						
Investment Income	17.28	144.30				
<b>Total Other Income</b>	<b>17.28</b>	<b>144.30</b>				
Other Expense						
Other Expenses	0.00	875.16				
<b>Total Other Expense</b>	<b>0.00</b>	<b>875.16</b>				
<b>Net Other Income</b>	<b>17.28</b>	<b>-730.86</b>				
<b>Net Income</b>	<b>43,607.57</b>	<b>108,883.28</b>	<b>84,769.92</b>	<b>24,113.36</b>	<b>128.45%</b>	<b>84,769.92</b>

# The Arc of Ft. Bend County Balance Sheet

As of December 31, 2018

Dec 31, 18

## ASSETS

### Current Assets

#### Checking/Savings

##### Cash

Credit Card Account	5,527.53
Fundraising (WD)	49,889.02
Money Market	150,342.70
Operating Account	83,490.90
Facilities Reserve contra	-60,000.00

Total Cash	<u>229,250.15</u>
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Total Checking/Savings	229,250.15
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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	279,643.34
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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	<u>3,760,029.95</u>
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### Other Assets

Facilities Reserve for Repairs	60,000.00
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets	<u>63,500.00</u>
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TOTAL ASSETS	<u><u>4,103,173.29</u></u>
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## LIABILITIES & EQUITY

### Liabilities

# The Arc of Ft. Bend County Balance Sheet

As of December 31, 2018

Dec 31, 18

<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Retirement Plan Payable	675.00
<b>Total Other Current Liabilities</b>	<u>675.00</u>
<b>Total Current Liabilities</b>	675.00
<b>Long Term Liabilities</b>	
Deposits Payable	18,725.00
N/P-ARC Fdn (6419 Brazos Glen)	95,403.12
N/P-ARC Fdn (Chapman Falls)	64,273.04
N/P-ARC Fdn (5141 Cotter Ln)	91,655.92
N/P-ARC Fdn (2715 Cypress Impr)	274,776.09
N/P-ARC Fdn (Manorfield)	132,390.76
N/P-ARC Fdn (Rustic Trail)	140,027.52
N/P-ARC Fdn (5618 Wagon Wheel)	115,551.01
N/P-ARC Fdn (Whispering Creek)	245,693.27
N/P-ARC Fdn(2607 WillowSprings)	129,889.36
<b>Total Long Term Liabilities</b>	<u>1,308,385.09</u>
<b>Total Liabilities</b>	1,309,060.09
<b>Equity</b>	
Unrestricted Net Assets	2,685,229.92
Net Income	108,883.28
<b>Total Equity</b>	<u>2,794,113.20</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,103,173.29</u></u>

Real Estate Sub-Committee  
Meeting Minutes  
December 5, 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: January 9, 2019**



Real Estate Sub-Committee  
Meeting Minutes  
January 9, 2019

Present:

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

Absent:

The committee met to discuss the following:

1. Income/Expense report: December Year-End 2018 – Committee reviewed the report and noted the net income from the residential and commercial properties was \$209,529.19. Commissioner Patterson pointed out that if the committee considered the yearly principal and interest payments The Arc makes to the Foundation for the outstanding loans, the net income would be over \$300,000. Report accepted.
2. Landlord Waiver for 1005 Industrial Blvd: Laura has not received a response from Qu Va regarding the final revision.
3. Lease Renewals:
  - a. 3203 Cypress Point home – Rick presented a report on “comps” in the area. While the lease rates are above what we are charging, committee discussed possible ramifications of the recent election on home values.

**Action Item: Committee recommends the board approve a two-year lease under the same terms and conditions to Care Giver, Inc.**

- b. 3643 Worley Dr. – Rick worked with staff from the provider, Forgotten Angels, a nonprofit corporation headquartered in Pearland, to find and purchase a new home in Missouri City that the provider agreed to lease and use as a group home. (*See minutes from Dec. 5, 2018 Real Estate meeting.*) Purchase price was \$225,210. \$226,079 at 5% interest was borrowed from the Foundation to cover the purchase and costs. The home will be leased for \$1650 per month.

**Action Item: Committee asks for ratification of obtaining a loan from the Foundation to purchase and lease the home to Forgotten Angels.**

4. 3005 Gilmar: Rick checked the “comps” in the area and suggested a list price of \$92,000. Committee discussed possibility of selling the property “by owner”, as there are two “friends of The Arc” who have expressed an interest in purchasing the property. Commissioner and Rick will work together to contact those interested and sell the property in the best interest of The Arc.

**Action Item: Committee recommends granting authority for Commissioner Patterson and Rick Cushenberry to to sell the property in the best interest of The Arc.**

5. 123 Brooks St: The terms and conditions of the lease for 123 & 119 Brooks have been agreed upon by both parties. The lease will be approved at the January 15 City Council meeting. Hal and Commissioner will attend the meeting.

**Next meeting: February 6, 2019**

## 2019 Calendar of Board Meetings & Special Events

January 28	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
March 25	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
May 20	Annual Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
April 29	Annual Awards Dinner	6:00 pm – 9:00 pm
June 17	Golf Classic	10:00 am Registration, 5:00 pm Dinner/Auction
July 22	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
September 23	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
November 23	Best in the West	6:00 pm, BBQ Dinner, Dance, Auctions
December 16	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting