



Board Meeting Agenda
September 24, 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 – July 23, 2018
 - B. Executive Committee Meeting Minutes – September 12, 2018
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report
 - A. July & August 2018 - Program Highlights
 - B. Website Preview
 - C. Linda Casey Memorial Donations
- VII. Committee Reports:
 - A. Internal Committee Report – H. Marshall
 - 1. Budget and Finance Committee
Accept Financials: August 2018 YTD
 - 2. Real Estate Committee (closed session)
Meeting Minutes: June 29, July 18, September 5:
**Lease renewals: Cotter Lane, Parkview Ln, Summerdale, Chapman Falls,
and Thomas Jefferson**
Cancellation of Lease: 3005 Gilmar
 - B. External Committee Report – S. Jacobson
November 17, 2018, Best in the West – planning has begun
 - C. Governance Committee Report – S. Lee
- VIII. New Business – C. Huber
- XI. Adjourn

Next Board Meeting: December 17, 2018



Board of Directors Meeting
July 23, 2018
Meeting Minutes

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:02 p.m.

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

- II. Welcome Guests: Charlie noted there were no guests in attendance.
- III. Public Comment: N/A
- IV. Secretary Pro Tem: Avis Goldy agreed to act as Secretary Pro Tem in Sharon Lee's absence.
- V. Consent Agenda: Motion was made by Becky Geary to accept the Consent Agenda, seconded by Ann Johnston.
Motion approved.
- VI. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VII. Board Training: Laura LaVigne and Charlie Huber briefly discussed the basic responsibilities of nonprofit boards. Laura highlighted the responsibilities of each board officer and Charlie reviewed the importance of separating governance from management. Pat Bullard added that respecting these separate rolls is crucial to maintaining healthy and productive corporations. Laura noted that the hand-out is also available in the board packet.
- Laura presented the progress of the new website. The website has a fresh look and is easy to navigate. The "stock" pictures in place now will be replaced with pictures of members participating in activities and programs. Ann Johnston volunteered her husband to take professional grade photos, if necessary, to capture the intent of the photo.
- VIII. CEO Report: Laura LaVigne reviewed the highlights of the programs and services in May & June, including bowling, Social Rec, Special Olympics and Teen/Tween Respite participation. Teen/Tween Respite program will be re-located to Christ United Methodist Church in Oct and Nov. to take advantage of their facility and participation.
- IX. Committee Reports:
- A. Internal Committee: Hal Marshall (absent)
1. Budget & Finance

Charlie Huber reviewed the June 2018 YTD Financials. A motion was made by committee to approve the June 2018 YTD Financials. **Motion approved.**

2. Real Estate Committee: Jenny Gortney (absent)

- a. The Board convened in closed session at 7:05 p.m. to discuss the lease the office lease. The Board reconvened in open session at 7:26 p.m. Motion made by committee to continue negotiations and to approve a lease provided by the City. **Motion approved.**

- b. The Board convened in closed session at 7:28 p.m. to discuss:

- i. lease renewals for 3003 Gilmar, 3005 Gilmar, Brazos Glen, Cotter Ln, & Parkview Ln.
 - ii. Landlord Lien Waiver for Industrial Bldg.

The board reconvened in open session at 7:36 p.m. Motion made by committee to approve/ratify leases and grant authority to the Real Estate committee to continue negotiations with QuVa. **Motion approved.**

B. External Committee: Stewart Jacobson

Golf Classic 2018 - Stewart reported that the fundraiser earned just under \$99,000.

C. Governance Committee: Sharon Lee (absent)

Laura reported that she is in the process of reviewing the organization's bylaws and noting areas that need updating. She will share her suggestions with the committee who will make final recommendation.

- X. New Business: Charlie asked for any further business/announcements. Stewart Jacobson shared an idea of letting supporters know they can donate directly to The Arc from their traditional IRA accounts when they reach 70 ½ years of age, as a tax-free transfer. Laura will share this information on the webpage and E-Newsletter.

- XI. Adjourn: Meeting adjourned at 7:45 p.m.

Submitted by:
Laura LaVigne
CEO
The Arc of Fort Bend County

Attested to:
Avis Goldy
Secretary Pro Tem
The Arc of Fort Bend County

The next scheduled board meeting is September 24, 2018



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

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

1. **Internal Committee Report:** H. Marshall
 - a. Budget & Finance Committee
 - i. Audit Firm – bids will be solicited from Randy Walker and Blazek and Vetterling to perform audit work and preparation of Form 990. It is anticipated that audit will still be performed every three years with reviews done the other two years.
 - ii. August 2018 YTD Financials – discussed, only item of note was increased employee Medicare expense.
 - b. Real Estate Committee Meeting: September 5, 2018
 - i. Lease renewals: Summerdale, Chapman Falls, Thomas Jefferson – leases are up for renewal with the same tenants. There will be a small rent adjustment on Thomas Jefferson but not on the other two properties.
 - ii. Cotter Lane – Texana has moved out, relet to All Little Things Count.
 - iii. Wagon Wheel – Texana will vacate by Oct 31, a foster care companion may move in with three clients.
 - iv. 3005 Gilmar – client has vacated, will be put up for sale,
 - v. 3003 Gilmar - need to repair collapsed pipe under building.
 - vi. 123 Brooks – lease was up on August 31. The Arc is currently working with the City of Sugar Land to negotiate the terms of a new lease.
2. **Governance Committee:** S. Lee
Bylaws – revisions of document to reflect current practices- work in progress.
3. **External Committee Report:** S. Jacobson
Best of the West planning is underway, will be held on November 17, 2018.
4. **CEO Report:** L. LaVigne
 - a. Program Director – new employee hired and started on September 4. She is currently working with Margo.
 - b. FASD update – Laura is trying to get campaign restarted with the billboards.
 - c. Laura is looking at the implementation of a CRM (Customer Relationship Manager) using Microsoft Dynamics.
 - d. Teen respite care has new location at Christ Church, Sugar Land. Will start in October.

5. **September 24, 2018 Board Meeting Agenda:** C. Huber
Reviewed and approved

Next Meeting: Wednesday, December 12, 4:45 pm

CEO Report
July & August 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

Margo's Highlights:

- Advised three families regarding employment-related issues.
- Created structured schedule for one young adult
- Completed a structured “visual schedule” for personal hygiene and for cleaning room for new member. He came in for TwentySomethings and left with employment counselling and structured schedules.
- Completed another “visual schedule” for former PATH client who is having trouble adjusting to some new changes in her life.

Karri's Highlights:

Information & Referral:

- Planning for December Resource Fair begun w/ FBISD- Stephanie Burns, Darin Quintero
- Collaborating with Partners Resource Network on Fall 2019 Conference & Resource Fair @ Dulles HS
- Continue planning resource & transition fair at Clements HS with FBISD contacts in special education and transition departments
- Inclusion Works: (Will refer & sponsor teachers, administrators to attend 2019 Inclusion Works Conference).
- Wrightslaw Conference: (Sponsor parents to attend Feb. 7, 2019 Houston Wrightslaw seminar)
- Drafted articles for AFB newsletter and e-blast on: Back-to-School Strategies, Voting Rights and Independent Educational Evaluations and other upcoming special education conferences and events.
- Review & revise AFB online resource links and documents pages for up-to-date contact info and relevance

Parent Support Group: Karri launched “Online Access” to all PSG monthly presentations. This enables those parents who work the opportunity to access the information shared.

Aug 2: “Strategies of a Successful Back-to-School” held at The Arc and on Zoom. 4 parents attended and 4 more attended online

Educational Advocacy:

- Special Ed Phone Consultations/Info & Referral: July: 22 August: 34
- Special Ed consults & IEP reviews: July: 2 August: 5
- ARD meetings attended: July: 0 August: 2
- Translators needed for the production of the Educational Advocacy Parent Training Video “Advocacy Essentials”. This will be incorporated in new website and shared via Facebook and You Tube as part of community outreach.
 - Tagalog translation – contacted Beth & Jimmy Jiminez (Spec. Olympics Coaches.)
 - Urdu translation – contacted Javed Sadq regarding translation.

Professional Development:

7/10/18 - The Arc of Texas Webinar: Sibling Engagement for Disability Service Providers: How to Support Siblings of People with DD

8/23/18 – FB Leadership Forum – San Antonio

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

Margo's Highlights:

Counseled 2 families about Texas Workforce Commission, explaining what they can document about their abilities to give them a better chance at being accepted by TWC.

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 delivered 11 Spanish FASD posters to Access Health. They requested the posters in Spanish to frame and place in all 11 Women, Infants & Children (WIC) locations.

Karri's Highlights:

7/12/18 – Met w/ Christ UMC Sugar Land – Rene Teel (Mission Dir.) Pastor Chappell Temple & Todd Harris (Youth Dir.) Oct – Dec. Respite 1st Friday 6 – 9 pm.

7/17/18 – Met w/ Rebecca Deurline & Laura re: May & Stanley Charitable Trust – Respite Grant (Gather stats & program docs)

Community Meetings:

Margo: United Way Community Investment Committee, Exchange Club (secretary)

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.

Social Recreation:

July 7 – Summer dance in Bay City – 104 Social Recreation members, family and staff attended.

July 21 – Marvel Live Universe! – 110 Social Recreation members, family and staff attended.

August 11 – Sugar Land Skeeters game– 110 Social Recreation members, family and staff attended.

August 17 – Pizza Party and Dance at St. Theresa’s – 97 Social Recreation members, family, guests and staff attended.

Special Olympics:

- Aquatics continues with 12 swimmers
- Bocce began with 21 players; planning the September Area Bocce games that The Arc sponsors
- Softball began with 37 players on 3 teams
- Golf season continues with 7 athletes and 7 unified partners
- Adaptive Tennis second session began with 10 players
- Ordered and distributed 102 new T- shirts with The Arc’s logo that families purchased

Teen/Tween Respite:

8/10/18 – 4th Teen-Tween Respite event 6 – 9 pm. # Attended: 6

TwentySomethings:

- 5 new families enrolled
- 08/03/18 – Giving Spirits Concert @ SL Town Square - 22 families attended

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

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.

Larry “suggested” we apply for a grant from the Skeeters – which we did. They awarded us \$5000. They presented a big check to us at the Aug. 25 Skeeters game.

Nancy completed the monthly reports for the Community Development Block Grant:

July 2018 CDBG Reimbursement

Personnel - \$ 1946.74
Fees and Services - \$ 493.00
Contract Drivers - \$ 582.25

August 2018 CDBG Reimbursement

Personnel – \$ 1997.31
Fees and Services - \$1439.75
Contract Drivers - \$ 548.30

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

	<u>Aug 18</u>	<u>Jan - Aug 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
Ride fee	329.62	424.62				
Youth Respite	40.00	1,473.72	300.00	1,173.72	491.24%	500.00
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	0.00	4,020.00	3,900.00	120.00	103.08%	6,080.00
Donations & Contributions	1,801.99	9,286.78	12,000.00	-2,713.22	77.39%	19,000.00
Donations - Designated	0.00	6,285.00	905.00	5,380.00	694.48%	1,220.00
Donations In Memory Kathy Moody	0.00	5,000.00				
Fundraising Event	2,250.00	144,065.94	148,000.00	-3,934.06	97.34%	450,000.00
Grant - CDBG Fort Bend	0.00	24,323.35	22,468.00	1,855.35	108.26%	43,700.00
Grants - Other	0.00	3,000.00	2,000.00	1,000.00	150.0%	4,000.00
Membership Revenue	340.00	7,030.29	7,200.00	-169.71	97.64%	11,000.00
Rental Income	23,950.00	294,900.00	290,275.00	4,625.00	101.59%	436,975.00
Social Rec Fees	1,104.34	9,917.57	8,500.00	1,417.57	116.68%	14,000.00
Total Income	<u>29,815.95</u>	<u>509,727.27</u>	<u>495,548.00</u>	<u>14,179.27</u>	<u>102.86%</u>	<u>987,511.00</u>
Gross Profit	29,815.95	509,727.27	495,548.00	14,179.27	102.86%	987,511.00
Expense						
CC Charges / Other	-5.23	1,957.17				
Auto / Vans - Repairs & Maint.	63.05	907.40	1,050.00	-142.60	86.42%	1,500.00
Advocacy in Action						
Information / Referral	0.00	99.94	100.00	-0.06	99.94%	1,000.00
Educational Advocacy	0.00	163.23	175.00	-11.77	93.27%	300.00
Advocacy in Action - Other	132.00	2,878.54	250.00	2,628.54	1,151.42%	3,500.00
Total Advocacy in Action	<u>132.00</u>	<u>3,141.71</u>	<u>525.00</u>	<u>2,616.71</u>	<u>598.42%</u>	<u>4,800.00</u>
Accounting, Audit, Payroll	3,258.27	11,560.45	8,900.00	2,660.45	129.89%	15,300.00
Advertising & Marketing	53.30	1,266.81	400.00	866.81	316.7%	1,000.00
Affiliation/Asso/Mbrship/Certs	300.00	4,506.95	4,508.00	-1.05	99.98%	5,500.00
Bank & CC Charges	86.52	3,010.62	3,250.00	-239.38	92.63%	5,700.00
Board Expenses	205.80	1,142.45	800.00	342.45	142.81%	1,220.00
Community Outreach	0.00	3,183.95	2,685.00	498.95	118.58%	3,500.00

The Arc of Ft. Bend County

Profit & Loss Budget Performance

August 2018

	Aug 18	Jan - Aug 18	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Conferences	0.00	2,161.75	2,500.00	-338.25	86.47%	2,500.00
Continuing Education/Staff Dev	0.00	35.00	50.00	-15.00	70.0%	500.00
Employee Expenses						
Employee Salaries	29,425.55	232,924.55	227,952.00	4,972.55	102.18%	341,932.00
Employee-FICA	1,824.40	14,507.10	17,438.00	-2,930.90	83.19%	26,157.00
Employee-Health/Dental	7,584.61	38,319.11	38,182.73	136.38	100.36%	58,590.00
Employee-Medicare	426.69	3,388.45				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	6,839.00
Employee-SUTA	0.00	248.39	3,096.00	-2,847.61	8.02%	4,644.00
Mileage Reimbursement	0.00	349.67	350.00	-0.33	99.91%	2,100.00
Total Employee Expenses	39,261.25	289,737.27	287,018.73	2,718.54	100.95%	440,262.00
Event Expenses	-0.95	9,379.42	8,100.00	1,279.42	115.8%	37,300.00
Facilities HOA Fees	0.00	12,408.86	12,500.00	-91.14	99.27%	12,500.00
Facilities Permit / License	0.00	0.00	0.00	0.00	0.0%	350.00
Facilities Prop Mgmt Fees	0.00	10,400.00	10,400.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	7,333.90	32,992.83	20,000.00	12,992.83	164.96%	30,400.00
Facilities Utilities	119.44	785.00	1,700.00	-915.00	46.18%	2,500.00
BBGS Agreement	0.00	5,000.00	5,000.00	0.00	100.0%	5,000.00
Insurance						
Workers Comp	102.91	697.28	823.28	-126.00	84.7%	1,235.00
Property	3,195.91	25,567.28	25,567.28	0.00	100.0%	38,351.00
Cyber Liability	100.00	800.00	800.00	0.00	100.0%	1,200.00
Auto	393.16	3,145.28	3,145.28	0.00	100.0%	4,718.00
Professional Liability	133.75	1,070.00	1,070.00	0.00	100.0%	1,605.00
D&O / Fiduciary	284.00	2,272.00	2,272.00	0.00	100.0%	3,408.00
Umbrella	131.75	1,054.00	1,054.00	0.00	100.0%	1,581.00
Total Insurance	4,341.48	34,605.84	34,731.84	-126.00	99.64%	52,098.00
Interest Expense	5,493.87	44,441.04	44,441.04	0.00	100.0%	66,295.75
Meals & Supplies / Meetings	81.07	264.73	285.00	-20.27	92.89%	600.00
Office						
Website	0.00	7,982.35	7,900.00	82.35	101.04%	8,400.00
Cell Phone	205.93	1,684.28	2,364.00	-679.72	71.25%	3,546.00

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

	Aug 18	Jan - Aug 18	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Computer / Software	0.00	2,873.62	2,758.00	115.62	104.19%	3,158.00
Copier Lease	354.82	3,431.44	2,840.64	590.80	120.8%	4,261.00
Repairs & Maintenance	675.00	5,095.00	5,000.00	95.00	101.9%	5,700.00
Supplies	168.62	2,955.94	3,000.00	-44.06	98.53%	4,500.00
Storage Rental	466.00	4,194.00	3,728.00	466.00	112.5%	5,592.00
Telephone / Internet	403.19	3,063.50	2,856.00	207.50	107.27%	4,292.00
Utilities	39.71	309.35	320.00	-10.65	96.67%	480.00
Office - Other	0.00	1,245.60				
Total Office	2,313.27	32,835.08	30,766.64	2,068.44	106.72%	39,929.00
PROGRAMS						
PR Youth Respite	180.00	1,765.67	1,525.00	240.67	115.78%	2,000.00
PR Activity/Mtg-Food & Supplies	69.60	6,140.66	9,741.08	-3,600.42	63.04%	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	7,960.00	7,000.00	960.00	113.71%	12,160.00
PR DJ	300.00	600.00	2,200.00	-1,600.00	27.27%	3,300.00
PR Equipment, Shirts, Uniforms	385.46	1,587.08	1,600.00	-12.92	99.19%	3,550.00
PR Fuel	120.34	1,883.54	1,600.00	283.54	117.72%	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	8,742.99	9,000.00	-257.01	97.14%	27,000.00
PR Other Expenses / Gifts	102.78	769.30	240.00	529.30	320.54%	1,200.00
PR Parking & Tolls	39.62	734.06	1,070.00	-335.94	68.6%	1,800.00
PR Practice Facil. / Lifeguards	-45.00	2,019.00	2,088.00	-69.00	96.7%	4,200.00
PR Scholarships	0.00	2,159.35	2,000.00	159.35	107.97%	2,000.00
PR Tickets / Venue Fees	0.00	22,165.00	24,000.00	-1,835.00	92.35%	36,000.00
PR Training & Background checks	21.00	115.50	134.00	-18.50	86.19%	1,000.00
PR Transportation	0.00	4,002.48	4,960.00	-957.52	80.7%	8,400.00
PR - Twenty Somethings	367.22	-1,120.78	1,600.00	-2,720.78	-70.05%	2,400.00
Total PROGRAMS	1,541.02	66,544.82	74,858.08	-8,313.26	88.9%	130,060.00
PR Contract Drivers	992.88	10,113.26	12,800.00	-2,686.74	79.01%	20,000.00
Postage and Delivery	396.42	1,800.55	2,340.00	-539.45	76.95%	3,500.00

The Arc of Ft. Bend County

Profit & Loss Budget Performance

August 2018

	<u>Aug 18</u>	<u>Jan - Aug 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Printing and Reproduction	0.00	1,144.00	1,168.00	-24.00	97.95%	3,700.00
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	<u>65,967.36</u>	<u>585,768.96</u>	<u>571,257.33</u>	<u>14,511.63</u>	<u>102.54%</u>	<u>902,164.75</u>
Net Ordinary Income	-36,151.41	-76,041.69	-75,709.33	-332.36	100.44%	85,346.25
Other Income/Expense						
Other Income						
Investment Income	10.98	96.77				
Total Other Income	<u>10.98</u>	<u>96.77</u>				
Other Expense						
Other Expenses	-785.61	-469.04				
Total Other Expense	<u>-785.61</u>	<u>-469.04</u>				
Net Other Income	<u>796.59</u>	<u>565.81</u>				
Net Income	<u><u>-35,354.82</u></u>	<u><u>-75,475.88</u></u>	<u><u>-75,709.33</u></u>	<u><u>233.45</u></u>	<u><u>99.69%</u></u>	<u><u>85,346.25</u></u>

The Arc of Ft. Bend County

Balance Sheet

As of August 31, 2018

Aug 31, 18

ASSETS

Current Assets

Checking/Savings

Cash

Credit Card Account	3,470.53
Fundraising (WD)	6,361.08
Money Market	102,501.35
Operating Account	50,229.47
Facilities Reserve contra	-56,000.00

Total Cash 106,562.43

Total Checking/Savings 106,562.43

Other Current Assets

Prepaid Insurance

Cyber Liability	200.00
Auto	786.40
D&O	568.00
Umbrella	263.50
Professional Liability	630.50
Property	6,391.90
Worker's Comp	-353.14

Total Prepaid Insurance 8,487.16

Total Other Current Assets 8,487.16

Total Current Assets 115,049.59

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	5,224.03
Furniture and Fixtures	6,720.00
Computer Equipment	15,757.00
Automotive	76,832.44
Accumulated Depreciation	-1,729,888.66

Total Fixed Assets 3,759,929.96

Other Assets

Facilities Reserve for Repairs	56,000.00
Escrow - Rychlik Job Services	2,500.00

Total Other Assets 58,500.00

TOTAL ASSETS 3,933,479.55

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
Accounts Payable-ARC	546.15

The Arc of Ft. Bend County
Balance Sheet
As of August 31, 2018

	Aug 31, 18
Total Accounts Payable	546.15
Total Current Liabilities	546.15
Long Term Liabilities	
Deposits Payable	16,425.00
N/P-ARC Fdn (6419 Brazos Glen)	96,443.13
N/P-ARC Fdn (Chapman Falls)	64,844.15
N/P-ARC Fdn (5141 Cotter Ln)	92,655.02
N/P-ARC Fdn (2715 Cypress Impr)	283,535.65
N/P-ARC Fdn (Manorfield)	133,393.75
N/P-ARC Fdn (Rustic Trail)	141,088.41
N/P-ARC Fdn (5618 Wagon Wheel)	116,583.76
N/P-ARC Fdn (Whispering Creek)	247,165.97
N/P-ARC Fdn(2607 WillowSprings)	131,044.52
Total Long Term Liabilities	1,323,179.36
Total Liabilities	1,323,725.51
Equity	
Unrestricted Net Assets	2,685,229.92
Net Income	-75,475.88
Total Equity	2,609,754.04
TOTAL LIABILITIES & EQUITY	3,933,479.55

Real Estate Sub-Committee
Meeting Minutes
September 5, 2018

Present:

J. Gortney, chair J. Patterson
P. Bullard H. Marshall
R. Cushenberry L. LaVigne
L. Lobue

Absent:

M. Casey
T. Zafar

The committee met to discuss the following:

1. Income/Expense report: YTD August, 2018 – report accepted
2. Lease Renewals: Committee discussed the CMA's on the properties below and after deliberation agreed upon lease renewal terms.
Action Item: committee recommends the board approve the 3 renewals under the terms and conditions listed below:

Home	Provider	Lease Rate	Lease Expires	Last Increase	Lease Rate History	New Lease
7919 Summerdale NSP	Caregiver	\$1150	09.30.2018	2016	2012 - \$1100 2016 - \$1150	\$1150
25822 Chapman Falls	Caregiver	\$1350	10.31.2018	2016	2010 - \$1300, 2016 - \$1350	\$1350
1319 Thomas Jefferson	Caregiver	\$1150	10.31.2018	N/A	2010 - \$1150	\$1200

3. Cotter Lane: Texana notified Laura that they were ending their month-month lease and moved out 8/31/18. Laura will ask our other Providers if they need a group home. Committee gave 30 – 60 days to complete necessary R & M to prepare home for lease/sale.
Update: All the Little Things Count agreed to lease the property beginning 10/01/2018.
4. 3005 Gilmar: Tony P. notified he was ending his month-month lease. Laura recommended to the committee that The Arc sell this townhome. It is time-consuming and expensive to lease it to clients. Additionally, the HOA fees are over \$1800 per year.
Action Item: committee recommends the board approve the sale of 3005 Gilmar.
5. 3003 Gilmar: Laura reported this unit has a collapsed pipe under the slab. She said she received an estimate of \$1600 to repair – and gave approval to proceed.
Update: the estimate was actually for \$6280 – not \$1600 to repair collapsed pipe. Laura asked for another estimate. Second estimate came in at over \$9000. Laura gave approval to proceed with the first estimate - \$6280.

6. 5618 Wagon Wheel: Laura received notice that Texana was vacating the property – but has a staff who would like to lease the property as a “Home Host Companion” for three clients. The staff is well-known to The Arc staff and very competent. Laura agreed – pending receipt of a rental application. No action item, yet.
7. 123 Brooks St: Committee discussed the mold report and the “Lease – Deal Points” Laura received from Stacie Henderson from the City. Committee agreed to wait until Laura, Pat and Rick met with the City officials to consider either document. Decisions cannot be made until we know exactly what the City is offering.

Update: Laura, Pat and Rick met with the City officials and learned how the City was going to proceed with offering a lease for the two properties to The Arc. Laura summarized that meeting and forwarded to the Real Estate Committee.

Next meeting: October 3, 2018