



Board Meeting Agenda  
ZOOM Meeting  
**July 27, 2020 – 6:00 p.m.**

- I. Call to Order & Determination of a Quorum
- II. Welcome New Board Officer, Ann Johnston, Secretary
- III. Public Comment
- IV. **Consent Agenda**
  - A. Approve Board Meeting Minutes – June 22, 2020
  - B. Executive Committee Meeting Minutes – July 15, 2020
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report  
June 2020 - Program Highlights
- VII. Committee Reports:
  - A. Executive Committee Report – L. Lobue  
Board Committee Assignments
  - B. Internal Committee Report – P. Bullard
    - 1. Budget and Finance Committee: P. Bullard  
**June 2020 YTD Financials – Deferred to September Board Meeting**
    - 2. Real Estate Committee (**closed session**): T. Zafar  
**07.01.2020 Meeting Minutes: New Lease 1839 Parkview Ln., Missouri City, TX 77549**
  - C. Governance Committee Report – A. Johnston  
Conflict of Interest Policy & Code of Ethics – Board members and staff to complete and submit.
- VIII. New Business – L. Lobue  
Best in the West – J. Gortney
- IX. Adjourn

**Next Board Meeting: September 28, 2020**



Annual Board of Directors Meeting  
Via ZOOM June 22, 2020  
Meeting Minutes

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:03p.m.

Present	Absent	Guests	Staff Present
Pat Bullard	Dale Buckles		Laura LaVigne
Becky Geary	Allan Harris		Cheryl Olivier
Avis Goldy			
Charlie Huber			
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Larry Lobue			
Hal Marshall			
Tariq Zafar			

- II. Welcome Guests: Charlie thanked everyone for attending via ZOOM. No guests were present.
- III. Recognizing Retiring Board Member: Charlie thanked Stewart Jacobson for his many years of service on The Arc's Board from 2009 – 2020. He was awarded a crystal plaque to commemorate his tenure.
- IV. Public Comment: None
- 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. CEO Report: Laura reviewed the highlights of The Arc's programs and services for May. Karri continues to speak with parents regarding ARD/Grievance/Transition services. She also continues to post COVID-19 resource information as well articles, videos and webinars on social media. Karri's education advocacy hours for May were 25.10 hours. She did a presentation for Partners Resource Network on Parent Tips: Learning at Home & Tracking Special Ed Progress and was a guest on a video for Hope for Three.

A workbook by "Empowering Ability" was mailed to Bowling and Social Recreation members on how to create a virtual circle of friends. Pam continues to meet virtually with Special Olympics TX for SO Connect calls and sends virtual trainings and activities offered from SOTX to athletes, coaches and parents. Pam is also working on engaging activities for athletes and TwentySomething members. The Bocce team started meeting virtually on Friday afternoons in June. A "Celebration Day" is being planned for all members of

The Arc, when it is safe to meet. Pam worked with East Region Special Olympics and received donated shirts and cups for the Celebration Day.

Nancy completed the April 2020 CDBG report and continues to stay in touch with Community Development staff on grant changes.

Laura met via ZOOM with Executive and Real Estate committees as well as with the Board. Laura drafted a letter to past sponsors/attendees to ask for donations to our “No Sweat” golf tournament. Troy Construction graciously sent their \$10,000 donation! Laura included a list of the tasks that Cheryl completed in April in her report.

VIII. Committee Reports:

A. Internal Committee:

1. Budget & Finance

- a) Hal Marshall reviewed the May 2020 YTD Financials and a pie chart reflecting the 2019 Income/Functional Expenses. A motion was made by the Larry Lobue to approve the May 2020 YTD Financials and the 2019 Income/Functional Expenses. Seconded by Tariq. **Motion approved.**

2. Real Estate Committee:

Since this meeting was via Zoom, and there were no guests in attendance, the board did not convene in closed session to discuss the lease renewals for Parkview Ln and the Brazos Glen.

- a) The board discussed the June 3, 2020, Committee Meeting minutes.
- b) Motion made by committee to not approve the lease renewal with CareGiver and to approve a lease with Forgotten Angels for Parkview Ln. **Motion approved.**
- c) Motion made by committee to approve the lease rate for Brazos Glen with Texana Center with same terms and conditions. **Motion approved.**
- d) Tariq notified the board that the Transfer of Lien and Note to the Foundation for 3005 Gilmar was completed and filed with Fort Bend County.
- e) Pat asked Tariq to give an update on 119 and 123 Brooks. Tariq stated that the City of Sugar Land was contacted and was not in favor of extending the lease at this time. However, they will entertain an offer after the second year of the lease term is complete. To prepare for the possibility of needing alternate office space, James Patterson is working with an architect to plan a future location of The Arc if/when the need arises.

B. Governance Committee:

- 1. Sharon recommended the appointment of the following Slate of Officers:

Officers, Term I: July 1, 2020 – June 30, 2022

Larry Lobue	Chairman	Position 1
Hal Marshall	Vice Chairman	Position 2
Sharon Lee	Treasurer	Position 3
Ann Johnston	Secretary	Position 4
Charles Huber	Past Chair	Position 5

Motion made by Stewart to approve the Slate of Officers for Term I: July 1, 2020– June 30, 2022. Seconded by Becky. **Motion approved.**

- 2. Sharon reviewed the proposed edits to the Bylaws. Motion made by committee to accept the edits to the Bylaws. **Motion approved.**

3. Charlie Huber asked the Board to review the Conflict of Interest Policy & Code of Ethics documents in the board packet, sign in the appropriate places and return signed documents to The Arc.

IX. New Business:

- A. Charlie gave a brief update on the 2020 "No Sweat" Golf Classic. Donations received to date total \$36,850.
- B. Laura thanked Charlie for his dedication and leadership as Chairman of the Board.

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

Submitted by:

Cheryl Olivier

Administrative Assistant

Attested to:

Sharon Lee,

Secretary, Board of Directors

**The next board meeting is July 27, 2020**



Executive Team Meeting Minutes  
Via ZOOM  
4:45 pm July 15, 2020

*Attendees:* H. Marshall, Vice Chairman  
S. Lee, Treasurer  
A. Johnston, Secretary  
C. Huber, Past Chairman  
P. Bullard, Chair, Internal Committee  
T. Zafar, Chair, Real Estate Committee

*Absent:* L. Lobue, Chairman

1. **Internal Committee Report:** P. Bullard
  - a. Budget & Finance Committee: S. Lee
    - i. **June 2020 YTD Financials** – June Financials were not reviewed. Jenny Schulte, Accounts Manager, has been ill with coronavirus and unable to prepare the reports. When recovered, she will prepare and submit them.
    - ii. COVID 19 Impact – Sharon will meet with B& F Committee when financials are prepared.
  - b. Real Estate Committee Meeting: T. Zafar  
Committee Meeting Minutes July 1, 2020 – proposed lease on Parkview Lane property will be prepared by R. Cushenberry and sent to Forgotten Angels. They will lease the property for 2 years beginning Aug. 1, 2020.
2. **Governance Committee:** A. Johnston  
Ann will request Code of Conduct and Conflict of Interest receipts at the July Board meeting.
3. **CEO Report:** L. LaVigne
  - a. Laura reported on Jenny's illness and accepted a referral from Charlie for someone who may be able to help with preparing the financials.
  - b. Charlie thought it would be prudent if we requested an update on plans for Best in the West. Laura will ask one of the Best in the West committee chairs to update the Board at the July 27 Board meeting.
4. **July 27, 2020 - Board Meeting Agenda:** H. Marshall  
Agenda reviewed and approved.

**Next Meeting: Wednesday, September 9, 2020, 4:45 pm**

**CEO Report  
June 2020**

**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:

Parent Contacts & Visits:

- General Info & Referral: 5 (1.5 hours)
- Special Ed: 10 (5.5 hours)
- Adult Services (Provider/Day Hab/SO&SR): 9 (4.4hours)
- Outreach: 12.7 hours (COVID-19 related resources, Social Media posts, articles, videos, webinars)
- Phone Calls: 24.2hrs on the phone answering questions and advising

Special Ed & Advocacy training - online video series & The Arc's "Article library"

- 6/2/20 – Facebook Video: Summer Tips to Challenge Your Children
- 6/22/20 – Article: Three Tips for Communicating With Your Child's Teacher/School

Parent Education Program & Support Group: In-person & Facebook Live (video).

Fall 2020 Meetings & Presentation Topics:

- Sept. 10 – Back-To-School Mental Health Tips – Lindsay Asawa (Missouri City Counseling)
- Oct. 8 – ABLE Accounts – Megan Geary

M.O.K.A. (Moms of Kids with Autism) Support Group: Second Tuesday of each month. At AFB office & on Zoom meeting

- Remaining 2020 Meeting Dates: June 9, July 14, August 11, September 8, October 13  
November 10, December 8.

**Community Meetings Membership:**

Karri: Fort Bend Connect, Fort Bend ISD Heart to Heart, Community Resource Coordination Group (CRCG)

Laura: FASD Collaborative UT, Austin; 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 & Social Recreation:

The Bowling and Social Recreation programs have been suspended due to the COVID-19 pandemic. Answering calls and emails from clients, parents and providers on the programs.

- Mailed out an "Activity" book from the Texas Advocates that included; word searches, crosswords, a quarantine quiz, a self-care checklist, color by numbers and other activities.
- Sent information out on a weekly, Friday Zoom group
- Sent information out about an exercise "Zoom" group for people to join, if interested.

Teen/Tween Social

- 6/5/20 Virtual Social via ZOOM:  
Teens: Registered (12) Attended (7)

Volunteers: Registered (14) Attended (12) – 6 Adults & 6 Teens

6:00 – 7:00 pm – General Session: Introductions, Dance & Movement & Scavenger Hunt.

7:00 – 8:00 pm: Small Group Session: Socialize, virtual tours, games (I Spy, Would You Rather, 20 Questions & more)

#### Special Olympics & TwentySomethings:

- Participating in all Special Olympics conference calls for SO Connect, Virtual athlete participation and updated information. These calls are scheduled for every Thursday at 11:00 am (East Region Calls) and every Friday at 10:00 am. (State Office Update Calls)
- Sending all virtual trainings and activities offered from the SOTX calls and website to the athletes, coaches and parents.
- Emailed the June Activity Workbook out to all Special Olympics Athletes and TwentySomethings members.
- Met with Michael Buddo at SOTX storage facility in Channelview and picked up donated shirts and cups for the reuniting celebration later this year
- Working on a monthly calendar with engaging activities for all athletes and TwentySomething members. (will include art contests, recipe book submissions, canned food drives, etc.)
- Attending all Zoom meetings with Special Olympics Athletes on Fridays at 3:00.
- Maintaining athlete medical database and updating all expired medicals.
- Responding to all athlete, coach and volunteer emails, texts and calls.
- Checking and working on the SOTX website daily to stay “up to date” on all changes in new policies, the new Sports Information Guide and all virtual information to be forwarded to our athletes, parents and coaches.
- Planning a “Celebration Day” as soon as we can meet again as a delegation. This will include *all* members of The Arc. (Special Olympics athletes, TwentySomethings & Social Rec) We will have a hotdog lunch, play games and celebrate coming together again as a group. Looking at a date in the Fall and we will host this event at a local park. This event will replace the Sports Banquet for this year.
- Working on a Halloween event with Skeeters in conjunction with the Social Rec group.
- Maintaining and updating the Casey Connection database.

#### **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)

#### **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**

I accepted a donation of disposable face masks from JJ Clemence Volunteer Team & Hefei University of Technology Alumni Association of Southern USA.

#### Community Development Block Grant:

Completed the May 2020 information for the CDBG update on program suspension. Continue to request needed information to complete client files for CDBG. Continuing to stay in touch with Community Development staff on changes with the grant.

## **COMMITTEE ASSIGNMENTS 2020-2021**

### **I. GOVERNANCE A. JOHNSTON, K. EDWARDS, B. GEARY, A. GOLDY**

- A. LEGAL COMPLIANCE  
BOARD POLICY, EMPLOYEE POLICY
- B. REVIEW OF GOVERNANCE DOCUMENTS  
BYLAWS, INTERNAL CONTROLS
- C. SUCCESSION PLANNING
- D. BOARD MEMBER NOMINATION (OVERSEE NOMINATING COMMITTEE)
- E. BOARD MEMBER ORIENTATION
- F. BOARD MEMBER EVALUATION
- G. REVIEW OF MISSION & GOALS
- H. DISASTER RECOVERY
- I. EXECUTIVE DIRECTOR EVALUATION

### **II. INTERNAL P. BULLARD**

- A. FINANCE: S. LEE, H. MARSHALL, P. BULLARD, M. GEARY, J. GORTNEY, A. HARRIS
  - 1. MONTHLY FINANCIALS REVIEW
  - 2. ANNUAL BUDGET
  - 3. ANNUAL AUDIT/FORM 990  
FINANCIAL PERFORMANCE
- B. REAL ESTATE MANAGEMENT: T. ZAFAR, D. BUCKLES, P. BULLARD, M. CASEY, J. GORTNEY, R. CUSHENBERRY, H. MARSHALL, J. PATTERSON
  - 1. MONTHLY REAL ESTATE INCOME/EXPENSE REVIEW
  - 2. ANNUAL BUDGET PREP FOR FINANCE COMMITTEE
  - 3. LEASE RATES FOR PROPERTY

### **III. EXECUTIVE COMMITTEE (BOARD OFFICERS + COMMITTEE CHAIRS) L. LOBUE, C. HUBER, H. MARSHALL, S. LEE, A. JOHNSTON, T. ZAFAR**

- A. APPROVAL OF STRATEGIC PLAN
- B. GOVERNMENTAL RELATIONS
- C. PARTNERSHIPS
- D. FUND RAISING
- E. ANNUAL MEETING



Real Estate Sub-Committee  
July 1, 2020, 9:30 am

ZOOM MEETING MINUTES

Present: T. Zafar, M. Casey, R. Cushenberry, L. Lobue, J. Patterson, J. Gortney, H. Marshall,  
L. LaVigne, C. Olivier

Absent: P. Bullard

1. Income/Expense report: June YTD 2020

Committee discussed the June 2020 Income and Expenses report. Expenses for Rustic Trail for June were high due to needed repairs after Texana moved out. Grant Dr and Rustic Trail have both been leased and deposits are recorded. An insurance claim was filed on Manorfield and reduced the repairs and maintenance expense. The report was accepted.

2. Lease Renewals:

- a. Laura stated that Rick Hampton with CareGiver was contacted about the non-renewal of their lease for Parkview Lane and they will vacate the home by 7/31/2020. Laura contacted Julie Kelley with Forgotten Angels and a verbal agreement was made for them to lease Parkview Lane at \$1550/month with a deposit of \$1550. Laura notified the board that CareGiver has been using Parkview Lane as a COVID19 recovery house and the home will need to be sanitized.

Action Item: Rick was asked to prepare a lease for Forgotten Angels based on the verbal agreement with Laura.

Action Item: If Parkview Lane is not professionally sanitized by CareGiver before 7/31/2020, the cost to sanitize the home will be subtracted from CareGiver's deposit.

- b. Summerdale expires 09/30/2020. Tenant is CareGiver. Lease rate is \$1150

Action Item: Rick to prepare a new lease under same terms and conditions.

3. Lease 119/123 Brooks: Laura gave a brief update on the repairs to the parking lot, hot water heater and sidewalks. The last repair to be done is to pull the soil away from the front of the building. James is contacting his grandsons to affect this repair.

Laura will send an email to the City of Sugar Land when all repairs are complete so the final inspection can be conducted.

4. Transfer of lien and note for 3005 Gilmar to the Foundation- Tariq reported that the lien has been done and filed with the county.

**Next meeting: Wednesday, August 5, 2020**  
**Time: TBD**