



Board Meeting Agenda  
ZOOM Meeting  
**September 28, 2020 – 6:00 p.m.**

- I. Call to Order & Determination of a Quorum
- II. Public Comment
- III. **Consent Agenda**  
Approve Board Meeting Minutes – July 27, 2020
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report  
July & August 2020 - Program Highlights
- VI. Committee Reports:
  - A. Internal Committee Report – P. Bullard  
Executive Committee Meeting Minutes – September 9, 2020
    - 1. Budget and Finance Committee: S. Lee
      - a) **August 2020 YTD Financials**
      - b) **2020 Operating Budget COVID Amendment #3 – through September 30, 2020**
    - 2. Real Estate Committee (**closed session**): T. Zafar
      - a) **September 2 Meeting Minutes**
      - b) **P & I Payments to the Foundation**
      - c) Property Insurance Premiums
  - B. Governance Committee Report – A. Johnston  
Conflict of Interest Policy & Code of Ethics – update
- VII. New Business – L. Lobue  
Western Dance Update
- VIII. Adjourn

**Next Board Meeting: December 14, 2020**



Board of Directors Meeting  
Via ZOOM July 27, 2020  
Meeting Minutes

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

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

- I. Welcome Guests: Larry thanked everyone for attending via ZOOM and welcomed new Board Secretary, Ann Johnston. He also welcomed our guest, Jenny Gortney.
- II. Public Comment:  
Jenny Gortney, co-chair of the Best in the West committee, was invited to attend and provide information on the plans for Best in the West. Jenny indicated that the committee was proceeding “cautiously” with the planning of the annual fundraiser. The date for the 2020 fundraiser has been penciled-in on the George Ranch’s calendar for November 21, 2020. A contract was not executed, nor a deposit paid.
- In the next 30-45 days, the committee will have a better idea of what options there are. The first committee meeting is usually scheduled in September. Jenny asked for any recommendations for a new band for the fundraiser. She will keep the board updated on any decisions the committee makes.
- Larry thanked Jenny for her time and the information she shared.
- III. Consent Agenda: Motion was made by Tariq Zafar to accept the Consent Agenda. Seconded by Becky Geary. **Motion approved.**
- IV. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- V. CEO Report: Laura reviewed the highlights of The Arc’s programs and services for June. Karri had another busy month. She spent 24.2 hrs. on the phone answering questions & advising. She developed a video entitled, “Summer Tips to Challenge Your Children” and an article, “Three Tips for Communicating with Your Child’s Teacher/School”. Karri has future Parent Support Group meetings entitled “Back to School Mental Health Tips” and “ABLE Accounts”. The M.O.K.A. support group’s next meeting is scheduled for August 11. Bowling remains suspended. Teen/Tween Social had a Virtual Social via ZOOM on 6/5/20 with 12 registered and 7 attendees.

Pam continues to participate in all Special Olympics calls for SO Connect, Virtual athlete participation and updated information. Special Olympics announced that they will also train coaches virtually.

Laura stated she accepted a donation of disposable face masks from JJ Clemence Volunteer Team and the HEFEI University of Technology Alumni Association of Southern USA.

Nancy completed the May information for the CDBG grant. A Halloween event and Holiday Lights event at Constellation field are being planned for both SO and Social Rec.

Laura gave an update on Jenny Schulte and is keeping in contact with her. Laura will be reviewing CDC return to work rules and will be preparing new procedures. Larry offered to provide a contact person to help with the accounting tasks, if needed. Laura met with Charlie's contact person about possible bookkeeping assistance.

VI. Committee Reports:

A. Internal Committee: P. Bullard

Larry Lobue reviewed the Board Committee Assignments for 2020-2021.

1. Budget & Finance – S. Lee (Absent)

- a) Pat Bullard asked to defer the review of June Financial reports to the September board meeting due to Jenny Schulte being out with coronavirus.
- b) At the July 15, 2020, Executive Committee meeting, Sharon Lee commented about contingencies to having an outside bookkeeper help with financials.

2. Real Estate Committee: T. Zafar

(Our guest Jenny Gortney was no longer present so the board did not convene in closed session)

Tariq Zafar referred to the July 1, 2020 Real Estate Committee Meeting minutes:

- a) Motion made by committee to approve a new two-year lease for \$1550/month with Forgotten Angels for Parkview Ln. **Motion approved.**
- a) Motion made by committee to approve the lease renewal for \$1150/month to Caregiver for Summerdale. **Motion approved.**
- b) Tariq gave an update on 119 and 123 Brooks. Tariq stated that a landscape company was contacted and agreed to perform the landscape work for \$150. Work will be performed in the coming weeks.
- c) Tariq stated that the Gilmar home lien and note has been transferred to the Foundation.
- d) Tariq stated that expenses for repairs to Summerdale will be reflected in September financials.

B. Governance Committee:

- 1. Ann Johnston reminded the Board to review and return the signed Conflict of Interest and Code of Ethics documents to The Arc.

VII. New Business:

Larry indicated that he and Laura spoke and decided that it was best that The Arc's offices remain closed till August 31, 2020. The COVID-19 situation will be re-evaluated at that time.

VIII. Adjourn: Meeting adjourned at 6:35 p.m.

Submitted By:

Cheryl Olivier  
Administrative Assistant

Attested to:

Ann Johnston,  
Secretary, Board of Directors

**The next board meeting is September 28, 2020**

**CEO Report  
July & August 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: July & August

- General Info & Referral: 12 (4.6 hours), 15 (4.4 hours)
- Special Ed: 7 (4.5 hours), 14 (6.9 hours)
- IEP Reviews/Consultations: Aug: 2 (1.9 hours)
- ARD/Grievance/Transition Meetings: Aug: 1 (2.0 hours)
- Guardianship: Aug: 1 (0.2 hours)
- Adult Services (Provider/Day Hab/SO&SR): July: 4 (3.0 hours)
- Outreach: 14.50 hours (Community Happenings email, Social Media posts, articles, videos, Virtual Nature Series), : 7.0 hours (Community Happenings email, Social Media posts, articles, videos, Virtual Nature Series)
- Phone Calls: 97.2 hrs on the phone answering questions and advising

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

- 7/16/20 – Facebook Video: 3 Tips for Communicating With Your Child's Teacher

Parent Education Program & Support Group: (Also posted on Facebook, You Tube & Website as ongoing resource).

- Sept. 10 – Back-To-School Mental Health Tips – Lindsay Asawa (Missouri City Counseling)
- Oct. 8 – ABE Accounts – Megan Geary
- Nov. 12 – Autism Resources – Wendy Maurer (Cole Health)
- Dec. 10 - Nurtured Heart Approach to Parenting – Debbie Elder (Shady Oak Primary School)

**New Pilot Program: Teen Pals Network:**

- Parent of a Teen/Tween Social participant requested more frequent social interaction for his 16-year-old son. (This 16-year-old AFB member will be the "Pilot" teen participant).
- Develop a program to match an AFB teen member age 13 – 18 to practice building rapport, social and pragmatic skills with a peer volunteer for at least 30 mins. on a weekly basis for 5 weeks or more.
- Partnership with Unite & Inspire (U&I) to provide peer volunteers in high school age 14 - 17. U&I currently seeking volunteers to match with the teen participant for this pilot program.
- Pilot launched August 21, 2020!
- Parent, participant & volunteer surveys due back by October 2, 2020

Professional Development: 8/25/20 - Attend "Built for Texas - Non-Profit Convening", a virtual seminar by the United Way of Greater Houston

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: 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.**

Community Partnership: Brazos Bend State Park – Virtual Nature Series

- Series of 3 Programs – July 20, 27 & August 3. Mondays at 1:30 pm on Zoom
- July 20 – Alligator Program - 21 attendees (40 people registered on Zoom)
- July 27 – Owl Program - 23 attendees (40 people registered on Zoom)
- August 3 – Snake Program

Social Recreation:

- Answering calls and emails from clients, parents and providers on the programs.
- Mailed out a workbooks with July & August calendar activities. Sent information out on Summer Computer classes, a weekly Friday Zoom group and an exercise Zoom group for people to join, if interested.
- Mailed and emailed information on the Brazos Bend State Park Virtual Nature Series.

The July 20 session was on Alligators - 7 Social recreation members attended. The July 27 session was on Owls - 5 Social recreation members attended.

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 July & August Activity Workbook to all Special Olympics Athletes and TwentySomethings members.
- Met with SOTX Program Director, Michael Buddo, July 22 to receive more donated shirts for our athletes and updated information from the mitigation committee.
- Attending Zoom meetings with Special Olympics Athletes each Friday 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.
- Working on a Halloween event with Skeeters in conjunction with the Social Rec group.
- Maintaining and updating the Casey Connection database.
- Recruited attendees from Special Olympics and TwentySomethings and participated in 3 Zoom calls on Monday, July 20<sup>th</sup>, July 27<sup>th</sup> and August 3<sup>rd</sup> with the Brazos Bend Parks Dept. We had between 20 – 25 attendees on each call. They learned about Gators, Owls and Snakes. The calls were very informative and were enjoyed by all.
  - Researching masks and prices. Spoke with King at Big Frog Screen Printing and set date to meet.

Youth Group:

Friday, July 31, 2020- Scavenger Hunt & Social Hour, 6-7 pm: 3 youth member attendees (2 are regular Teen/Tween Social participants)

**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.**

8/18/2020 – I presented an overview of The Arc's services and programs, via Zoom, to the Richmond Rotary Club.

Pam finalized the FBJSL Expenditure report for 2019 and submitted it. She also finished and submitted the FBJSL Grant for \$10,000.

Community Development Block Grant:

Nancy completed the July & August 2020 information for the CDBG update on program suspension and the Semi-Annual report. Continue to organize files for audit. Continuing to stay in touch with Community Development staff on changes with the grant. Completed Income limits sheets for each clients' file.



Executive Team Meeting Minutes  
Via ZOOM  
4:45 p.m. September 9, 2020

Attendees: L. Lobue, Chairman  
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

**1. Internal Committee Report:** P. Bullard

- a. Budget & Finance Committee: S. Lee
  - i. **August 2020 YTD Financials** – reviewed and discussed. Budget overview and upcoming income/expenses discussed.
  - ii. COVID 19 Impact – discussed programs' reduced income & expenses due to COVID closure. Discussed program grants and budget impact. Program income/expenses may need to be updated in the future if The Arc's programs remain closed.
  - iii. Amendments to Operating Budget through September 30, 2020 – Discussed removal of Foundation grant from Operating Budget and the impact. Discussed Real Estate Committee recommendations and impact to the Operating Budget.

**Action Items:**

- 1. **Committee recommends that the board approve the August 2020 YTD Financials**
- 2. **Committee recommends that the board remove the \$75,000 grant from the Foundation from the Operating Budget.**

- b. Real Estate Committee Meeting: T. Zafar  
Committee Meeting - August 2, 2020

- i. Recommendation to Suspend P&I payments to the Foundation – discussed the Real Estate Committee recommendation to suspend P&I payments for the months of October, November, December 2020.
- ii. Lowering Insurance Costs – discussed the Real Estate Committee's formation of an ad hoc committee to study and review The Arc's insurance needs and costs. The ad hoc committee will analyze the insurance coverage/cost options for vehicles and properties as well as the umbrella coverage. When completed, the Real Estate Committee will provide the findings and recommendations.

**Action Item – Committee recommends that the board suspend the P&I payments to the Foundation for October, November and December 2020.**

**2. Governance Committee:** A. Johnston

Ann reported full compliance of Code of Conduct and Conflict of Interest.

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

- a) Laura reported the Western Dance Committee will meet September 16 to plan the 2020 event and will review the options available.
- b) Laura reported Jenny Gortney has stated Prosperity Bank will continue their sponsorship and donate \$15,000 to this year's event.
- c) Laura reported the three Zoom meetings hosted by Pam and Nancy of the Brazos Bend Nature Center were well received.
- d) Nancy and Pam are planning a Virtual Bingo and will host 20 players and may form a second bingo time when the first is full.
- e) Karri is continuing working with parents of school age students who need assistance especially during these COVID days.
- f) Laura is exploring options for additional fundraising.

**4. July 27, 2020 - Board Meeting Agenda:** L. Lobue

Agenda reviewed and approved.

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



# The Arc of Ft. Bend County

## Balance Sheet

As of August 31, 2020

Aug 31, 20

### ASSETS

#### Current Assets

##### Checking/Savings

##### Cash

Credit Card Account	2,325.85
Fundraising (WD)	3,167.33
Money Market	57,611.15
Operating Account	152,967.67
Payroll Account	-0.01
Facilities Reserve contra	-80,000.00

<b>Total Cash</b>	<b>136,071.99</b>
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<b>Total Checking/Savings</b>	<b>136,071.99</b>
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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	1,542.70

<b>Total Prepaid Insurance</b>	<b>51,457.19</b>
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<b>Total Other Current Assets</b>	<b>51,457.19</b>
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<b>Total Current Assets</b>	<b>187,529.18</b>
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#### Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,326,047.15
Improvements-Homes	336,088.10
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	-2,043,968.66

<b>Total Fixed Assets</b>	<b>3,650,795.84</b>
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#### Other Assets

Trans to Foundation to invest	74,448.00
Facilities Reserve for Repairs	80,000.00
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

<b>Total Other Assets</b>	<b>157,948.00</b>
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<b>TOTAL ASSETS</b>	<b><u>3,996,273.02</u></b>
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# The Arc of Ft. Bend County

## Balance Sheet

As of August 31, 2020

Aug 31, 20

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Accounts Payable

Accounts Payable-ARC -7,124.71

Total Accounts Payable -7,124.71

##### Other Current Liabilities

Small Business PPP Loan 69,500.00

Retirement Plan Payable 1,450.00

Taxes Payable-SUTA 18.02

Total Other Current Liabilities 70,968.02

Total Current Liabilities 63,843.31

##### Long Term Liabilities

N/P-ARC Fdn (Worley Dr) 220,951.96

Security Deposits Payable 22,225.00

N/P-ARC Fdn (6419 Brazos Glen) 89,921.76

N/P-ARC Fdn (Chapman Falls) 61,270.55

N/P-ARC Fdn (5141 Cotter Ln) 86,390.18

N/P-ARC Fdn (2715 Cypress Impr) 228,724.76

N/P-ARC Fdn (Manorfield) 127,117.81

N/P-ARC Fdn (Rustic Trail) 134,450.11

N/P-ARC Fdn (5618 Wagon Wheel) 110,121.57

N/P-ARC Fdn (Whispering Creek) 237,950.89

N/P-ARC Fdn(2607 WillowSprings) 123,816.41

Total Long Term Liabilities 1,442,941.00

Total Liabilities 1,506,784.31

#### Equity

Unrestricted Net Assets 2,533,022.53

Net Income -43,533.82

Total Equity 2,489,488.71

TOTAL LIABILITIES & EQUITY 3,996,273.02

# The Arc of Ft. Bend County

## Profit & Loss Budget Performance

### August 2020

	<u>Aug 20</u>	<u>Jan - Aug 20</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	-85.00	885.24	566.00	319.24	156.4%	1,500.00
Youth Social	0.00	360.00	300.00	60.00	120.0%	300.00
Riveredge Mortgage Payment	1,036.04	1,036.04	0.00	1,036.04	100.0%	1,036.00
Bowling - Lane Fee Income	0.00	2,173.16	1,600.00	573.16	135.82%	4,052.00
Donations & Contributions	277.89	12,303.12	13,200.00	-896.88	93.21%	20,000.00
Donations - Designated	3,030.00	41,345.00	235.00	41,110.00	17,593.62%	1,650.00
Fundraising Event	0.00	45,871.00	37,700.00	8,171.00	121.67%	302,300.00
Grant - CDBG Fort Bend	0.00	10,192.09	9,999.00	193.09	101.93%	22,000.00
Grant - FBJSJL	0.00	0.00	0.00	0.00	0.0%	10,000.00
Grants - Other	6,000.00	33,000.00	25,000.00	8,000.00	132.0%	37,500.00
Membership Revenue	1,070.00	5,439.59	3,613.00	1,826.59	150.56%	6,343.00
Rental Income	42,550.00	304,346.69	298,933.36	5,413.33	101.81%	447,947.00
Social Rec Fees	15.00	4,287.19	3,195.00	1,092.19	134.18%	6,680.00
<b>Total Income</b>	<u>53,893.93</u>	<u>461,239.12</u>	<u>394,341.36</u>	<u>66,897.76</u>	<u>116.96%</u>	<u>861,308.00</u>
<b>Gross Profit</b>	53,893.93	461,239.12	394,341.36	66,897.76	116.96%	861,308.00
<b>Expense</b>						
Auto / Vans - Repairs & Maint.	140.75	1,886.87	1,500.00	386.87	125.79%	1,500.00
<b>Advocacy in Action</b>						
Casey Connection	1,393.75	14,087.50	5,000.00	9,087.50	281.75%	5,000.00
Information / Referral	0.00	100.00	100.00	0.00	100.0%	750.00
Educational Advocacy	0.00	2,035.00	2,035.00	0.00	100.0%	2,245.00
Advocacy in Action - Other	0.00	0.00	0.00	0.00	0.0%	2,700.00
<b>Total Advocacy in Action</b>	<u>1,393.75</u>	<u>16,222.50</u>	<u>7,135.00</u>	<u>9,087.50</u>	<u>227.37%</u>	<u>10,695.00</u>
Accounting, Audit, Payroll	221.52	6,348.79	6,175.00	173.79	102.81%	15,470.00
Advertising & Marketing	0.00	373.10	560.00	-186.90	66.63%	840.00
Affiliation/Asso/Mbrship/Certs	0.00	4,316.00	4,076.00	240.00	105.89%	5,151.00
Bank & CC Charges	112.06	1,363.41	1,200.00	163.41	113.62%	3,800.00
Board Expenses	0.00	456.87	250.00	206.87	182.75%	1,400.00
Community Outreach	0.00	198.48	100.00	98.48	198.48%	1,000.00
Conferences	0.00	38.87	165.00	-126.13	23.56%	805.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**August 2020**

	<u>Aug 20</u>	<u>Jan - Aug 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Continuing Education/Staff Dev	0.00	150.00	75.00	75.00	200.0%	300.00
<b>Employee Expenses</b>						
Employee Salaries	28,619.45	237,763.78	237,784.00	-20.22	99.99%	356,680.00
Employee-FICA	1,774.38	14,736.02	18,184.00	-3,447.98	81.04%	27,286.00
Employee-Health/Dental	10,434.04	36,617.06	43,111.36	-6,494.30	84.94%	64,667.00
Employee-Medicare	414.99	3,446.38				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	7,134.00
Employee-SUTA	0.00	182.60	3,096.00	-2,913.40	5.9%	4,644.00
Mileage Reimbursement	109.54	109.54	150.00	-40.46	73.03%	1,500.00
<b>Total Employee Expenses</b>	<u>41,352.40</u>	<u>292,855.38</u>	<u>302,325.36</u>	<u>-9,469.98</u>	<u>96.87%</u>	<u>461,911.00</u>
Event Expenses	0.00	500.00	0.00	500.00	100.0%	33,000.00
Facilities HOA Fees	0.00	10,265.90	13,000.00	-2,734.10	78.97%	13,000.00
Facilities Landscaping	0.00	2,310.00				
Facilities Prop Mgmt Fees	1,300.00	10,400.00	10,400.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	3,279.80	50,302.34	22,856.00	27,446.34	220.08%	34,280.00
Facilities Utilities	144.00	790.05	897.75	-107.70	88.0%	1,623.00
<b>Insurance</b>						
Crime	0.00	0.00	0.00	0.00	0.0%	123.00
Workers Comp	0.00	-605.24	0.00	-605.24	100.0%	1,064.00
Property	0.00	0.00	0.00	0.00	0.0%	42,016.00
Cyber Liability	0.00	0.00	0.00	0.00	0.0%	1,200.00
Auto	0.00	0.00	0.00	0.00	0.0%	5,674.00
Professional Liability	0.00	0.00	0.00	0.00	0.0%	2,226.00
D&O / Fiduciary	0.00	0.00	0.00	0.00	0.0%	3,408.00
Umbrella	0.00	0.00	0.00	0.00	0.0%	2,063.00
<b>Total Insurance</b>	<u>0.00</u>	<u>-605.24</u>	<u>0.00</u>	<u>-605.24</u>	<u>100.0%</u>	<u>57,774.00</u>
Interest Expense	5,969.12	49,259.54	43,307.88	5,951.66	113.74%	67,302.88
Meals & Supplies / Meetings	0.00	210.36	100.00	110.36	210.36%	400.00
<b>Office</b>						
Lease 119 & 123	0.00	232.80	240.00	-7.20	97.0%	240.00
Website	0.00	0.00	2,500.00	-2,500.00	0.0%	2,500.00
Cell Phone	120.00	1,020.36	1,972.00	-951.64	51.74%	2,958.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
**August 2020**

	<b>Aug 20</b>	<b>Jan - Aug 20</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Computer / Software</b>	90.00	2,583.21	0.00	2,583.21	100.0%	2,000.00
<b>Copier Lease</b>	0.00	3,629.30	2,900.00	729.30	125.15%	4,350.00
<b>Repairs &amp; Maintenance</b>	1,386.06	16,214.19	8,060.00	8,154.19	201.17%	11,130.00
<b>Supplies</b>	252.38	1,795.82	2,000.00	-204.18	89.79%	3,200.00
<b>Telephone / Internet</b>	150.66	2,814.82	2,887.36	-72.54	97.49%	4,331.00
<b>Utilities</b>	155.67	2,317.65	3,040.00	-722.35	76.24%	4,560.00
<b>Total Office</b>	<b>2,154.77</b>	<b>30,608.15</b>	<b>23,599.36</b>	<b>7,008.79</b>	<b>129.7%</b>	<b>35,269.00</b>
<b>PROGRAMS</b>						
<b>PR Activity/Mtg-Food &amp; Supplies</b>	0.00	3,698.33	3,505.00	193.33	105.52%	7,555.00
<b>PR Athletic Banquet</b>	0.00	0.00	0.00	0.00	0.0%	3,300.00
<b>PR Bowling Lane Fees</b>	0.00	3,465.00	2,840.00	625.00	122.01%	7,092.00
<b>PR DJ</b>	0.00	0.00	0.00	0.00	0.0%	1,100.00
<b>PR Equipment, Shirts, Uniforms</b>	0.00	39.90	50.00	-10.10	79.8%	1,700.00
<b>PR Fuel</b>	0.00	537.39	700.00	-162.61	76.77%	1,970.00
<b>PR Game / Registration Fees</b>	-125.00	-125.00	0.00	-125.00	100.0%	2,750.00
<b>PR Hotel</b>	0.00	2,995.72	3,000.00	-4.28	99.86%	15,400.00
<b>PR Other Expenses / Gifts</b>	0.00	558.90	100.00	458.90	558.9%	950.00
<b>PR Parking &amp; Tolls</b>	0.00	108.88	330.00	-221.12	32.99%	1,065.00
<b>PR Practice Facil. / Lifeguards</b>	0.00	442.90	450.00	-7.10	98.42%	2,800.00
<b>PR Scholarships</b>	0.00	0.00	0.00	0.00	0.0%	3,000.00
<b>PR Tickets / Venue Fees</b>	0.00	10,935.00	9,450.00	1,485.00	115.71%	17,070.00
<b>PR Training &amp; Background checks</b>	213.76	243.73	150.00	93.73	162.49%	535.00
<b>PR Transportation</b>	0.00	1,594.61	1,650.00	-55.39	96.64%	5,150.00
<b>PR - Twenty Somethings</b>	0.00	0.00	0.00	0.00	0.0%	1,700.00
<b>Total PROGRAMS</b>	<b>88.76</b>	<b>24,495.36</b>	<b>22,225.00</b>	<b>2,270.36</b>	<b>110.22%</b>	<b>73,137.00</b>
<b>PR Contract Workers</b>	0.00	3,616.76	6,042.00	-2,425.24	59.86%	10,892.00
<b>Postage and Delivery</b>	104.13	1,025.07	2,200.00	-1,174.93	46.59%	3,200.00
<b>Printing and Reproduction</b>	0.00	0.00	0.00	0.00	0.0%	1,200.00
<b>Professional Fees - Legal</b>	0.00	0.00	0.00	0.00	0.0%	50.00
<b>Professional Fees - Other</b>	0.00	0.00	0.00	0.00	0.0%	500.00
<b>Total Expense</b>	<b>56,261.06</b>	<b>507,388.56</b>	<b>468,189.35</b>	<b>39,199.21</b>	<b>108.37%</b>	<b>850,099.88</b>
<b>Net Ordinary Income</b>	<b>-2,367.13</b>	<b>-46,149.44</b>	<b>-73,847.99</b>	<b>27,698.55</b>	<b>62.49%</b>	<b>11,208.12</b>

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
August 2020

	<u>Aug 20</u>	<u>Jan - Aug 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Other Income/Expense						
Other Income						
Investment Income	3.29	50.75				
Other Income	2,564.87	2,564.87				
Total Other Income	<u>2,568.16</u>	<u>2,615.62</u>				
Net Other Income	<u>2,568.16</u>	<u>2,615.62</u>				
Net Income	<u>201.03</u>	<u>-43,533.82</u>	<u>-73,847.99</u>	<u>30,314.17</u>	<u>58.95%</u>	<u>11,208.12</u>

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			General & Admin	Advocacy	Bowling	Social Recreation	Special Olympics	Twenty Somethings	Youth Tween Teen	Real Estate	Golf Classic	Western Dance	TOTAL
<b>Ordinary Income / Expense</b>													
	<b>INCOME</b>												
1		Bowling - Lane Fees			4,052								4,052
2		Donations & Contributions		20,000									20,000
3		Donations - Designated		200	50	300	350		500				1,400
4		Kathy Moody Memorial Scholarship											-
5		Fundraising Events									38,900	264,600	303,500
6		Grants	0	5,000			32,500						37,500
7		Grant - CDBG Fort Bend				22,000							22,000
8		Grant - FBJSL					10,000						10,000
9		Membership Revenue	7,000										7,000
10		Rental - Brazos Glen								13,200			13,200
11		Rental - Chapman Falls								16,200			16,200
12		Rental - Cotter Lane								13,200			13,200
13		Rental - Cypress Point Bldg.								88,800			88,800
14		Rental - Cypress Point Home								16,500			16,500
15		Rental - Gilmar 3003								4,800			4,800
16		Rental - Grant Dr.								16,397			16,397
17		Rental - Industrial								97,500			97,500
18		Rental - Manorfield								15,550			15,550
19		Rental - Parkview								18,600			18,600
20		Rental - River Road								14,400			14,400
21		Rental - Russeff Field								16,200			16,200
22		Rental - Rustic Trail								15,300			15,300
23		Rental - Summerdale								13,800			13,800
24		Rental - Thomas Jefferson								14,400			14,400
25		Rental - Wagon Wheel								14,400			14,400
26		Rental - Whispering Creek								23,400			23,400
27		Rental - Willow Springs								15,550			15,550
28		Rental - Worley Drive								19,800			19,800
29		Riveredge Annual Mortgage Payment								1,036			1,036
30		Ride Fees				1,100	250						1,350
31		Social Rec Fees				6,680							6,680
32		Youth Social							550				550
32		SBA LOAN - PPP	69,500										69,500
		<b>TOTAL INCOME</b>	76,500	25,200	4,102	30,080	43,100	-	1,050	449,033	38,900	264,600	932,565
	<b>EXPENSE</b>												
1		Accounting, Payroll Processing	15,470										15,470
2		Advertising & Marketing		840									840
3		Advocacy in Action		2,700									2,700
4		AA Educational Advocacy		2,245									2,245
5		AA Information / Referral		750									750

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6	Affiliation/ Association/ Membership		5,151									5,151
		General & Admin	Advocacy	Bowling	Social Recreation	Special Olympics	Twenty Somethings	Youth Tween Teen	Real Estate	Golf Classic	Western Dance	TOTAL
7	Auto / Vans - Repairs & Maintenance	1,500										1,500
8	Bank & CC Charges	1,800								0	2,000	3,800
9	Board Expenses	1,400										1,400
10	Casey Connection	5,000										5,000
11	Community Outreach		1,000									1,000
12	Conferences		835									835
13	Continuing Education / Staff Develop.	300										300
14	Employee - Salaries	356,680										356,680
15	Employee - SS / FICA & Medicare	27,286										27,286
16	Employee - SUTA	4,644										4,644
17	Employee - Health & Dental	64,667										64,667
18	Employee - Mileage Reimbursement	200	500		300	300		200				1,500
19	Employee - Retirement Plan	0										0
20	Employee - Workers Compensation	1,064										1,064
21	Event Expenses		0							0	33,000	33,000
22	Facilities - HOA								13,000			13,000
23	Facilities - Insurance / Property & Fire								42,016			42,016
24	Facilities - Property Management Fees								15,600			15,600
25	Facilities - R&M / Improvements								34,280			34,280
26	Facilities - R&M / Landscaping								-			-
27	Facilities - Real Estate Taxes								-			-
28	Facilities - Utilities								1,623			1,623
28	Insurance - Auto	5,674										5,674
29	Insurance - Crime	123										123
30	Insurance - Cyber Liability	1,200										1,200
31	Insurance - D&O / Fiduciary	3,408										3,408
32	Insurance - Liability / General & Professional	2,226										2,226
33	Insurance - Umbrella	2,063										2,063
34	Meetings / Meals & Supplies	400										400
35	Notes Payable - Brazos Glen								6134			6134
36	Notes Payable - Chapman Falls								3672			3672
37	Notes Payable - Cotter Lane								5893			5893
38	Notes Payable - Cypress Point Bldg.								30182			30182
39	Notes Payable - Manorfield								7244			7244
40	Notes Payable - Rustic Trail								7663			7663
41	Notes Payable - Wagon Wheel								6667			6667
42	Notes Payable - Whispering Creek								12562			12562
43	Notes Payable - Willow Springs								7489			7489
44	Notes Payable - Worley Dr.								10905			10905
45	Office - Cell phone	2,958										2,958
46	Office - Computer / Software	2,000										2,000
47	Office - Copier Lease	4,350										4,350
48	Office - Lease	240										240



## 2020 Budget - COVID-19 Amendment #3

[illegible]

Real Estate Sub-Committee  
September 02, 2020, 9:30 am  
ZOOM MEETING MINUTES

Present: P. Bullard, M. Casey, R. Cushenberry, J. Patterson, J. Gortney, H. Marshall, L. LaVigne, C. Olivier

Absent: D. Buckles, T. Zafar,

1. Income/Expense report: July YTD 2020  
Committee discussed the July 2020 Income and Expenses report. The report was accepted.
2. Monthly Income/Expenses: Laura shared a spreadsheet itemizing the actual income The Arc receives compared with the actual expenses that are required each month. With no intervention, the expenses exceed income by \$11,231 each month. Laura proposed suspending the P&I payments to the Foundation as a way to "shore-up" the deficit. This would reduce the deficit to \$300. After discussion, the committee agreed to suspend the payments.

**Action Item: Committee recommends that The Arc suspend P&I payments to the Foundation until 12/31/2020. At the December board meeting the suspension will be re-visited.**

3. Cost of Property Insurance: Laura also shared her concern of the upcoming yearly cost of property insurance (which renews November 15, 2020). She asked if considering "Self-Insuring" the residential properties would be a feasible way to cut costs. P. Bullard mentioned a couple ways of approaching Self Insurance Retention (SIR) in order to save insurance costs, but all require a decision weighing "risk" against "cost". M. Casey reminded the committee that most of the homes have sprinkler systems and have hard-wired fire alarms. After discussion, J. Patterson recommended forming an adhoc subcommittee consisting of T. Zafar, P. Bullard, M. Casey, H. Marshall & S. Lee to work with Laura to consider the following and make recommendations:
  - a. Self Insurance Retention – pros/cons
  - b. Increasing deductible costs
  - c. Increasing minimum Umbrella costs
  - d. Contacting additional brokers to reduce insurance costs
  - e. Other ways to reduce insurance costs

Pat requested a phone conference with Stella Cuellar, insurance broker. James Patterson said he would give the committee the phone number and contact for Ali McDonald with McDonald-Wessendorf insurance as a potential resource. Laura will forward the current insurance policies to the adhoc committee members.

**Next meeting: Wednesday, October 7, 2020  
Time: TBD**