



Board Meeting Agenda
ZOOM Meeting
March 22, 2021 – 6:00 p.m.

- I. Call to Order & Determination of a Quorum
- II. Public Comment
- III. **Consent Agenda**
Approve Board Meeting Minutes – January 25, 2021
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report
 - A. January & February 2021 - Program Highlights
 - B. Program Activities via ZOOM Report
- VI. Committee Reports:
 - A. Executive Committee Meeting Minutes – March 10, 2021
 - B. Governance Committee – A. Johnston
Approve Foundation Board action of replacing retiring, Foundation Board Secretary/Treasurer, Bob Ewing, with Dr. Michael Moore.
 - C. Internal Committee Report – P. Bullard
 - 1. Budget and Finance Committee: S. Lee
 - a) **February 2021 YTD Financials**
 - b) **Approve 2nd QTR Budget**
 - 2. Real Estate Committee (**closed session**): T. Zafar
 - a) February 3 Committee Meeting Minutes
3003 Gilmar Ct. – Property Recommendation
 - b) March 3 Committee Meeting Minutes
 - (1) Grant Drive & Rustic Trail Leases Update
 - (2) 119 & 123 Brooks St. Update
- VII. New Business – L. Lobue
 - A. Golf Classic 2021
- VIII. Adjourn

Next Board Meeting: May 24, 2021 “Annual Meeting”



Board of Directors Meeting
Via ZOOM January 25, 2021
Meeting Minutes

Call to Order and Determination of Quorum: Larry Lobue, Chairman, established a quorum was present and began the meeting at 6:04p.m.

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

- I. Welcome Guests: Larry thanked everyone for attending via ZOOM. No guests were present.
- II. Public Comment: None.
- III. Consent Agenda: Motion was made by Becky Geary to accept the Consent Agenda. Seconded by Charlie Huber.
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 December. Karri continues to provide general and referral information to our parents as well as Special Ed, IEP Reviews/Consultations, and Adult Services information. Karri also provided Outreach with her Community Happenings and Social Media posts. Karri's December Parent Education and Support Group program was "Nurtured Heart Approach to Parenting". M.O.K.A held their monthly meeting on December 8. Laura and Karri both attended Community Meetings, via Zoom. Social Recreation, Special Olympics and TwentySomething members enjoyed two events in December, Christmas BINGO and a Christmas craft. They are also collecting recipes for a joint cookbook. Karri's Teen Pals Network was launched. She interviewed 5 volunteers and now have 3 pairs of "Pal" matches. Teen/Tween Social had 20 volunteers registered with 15 in attendance. Laura stated that the City of Sugar Land conducted their annual inspection of 119 and 123 Brooks and was pleased with the condition of both buildings. The Arc spent over \$40,000 on R&M on the 2 buildings. The Real Estate Committee recommends that we approach the City and request a lease extension. Laura participated in TAOT "Executive Directors' call on fundraising. Laura expressed how well our Best in the West fundraiser was. The CDBG grant for 2021 was approved by Fort Bend County for \$40,000 and has been added to the budget.

Laura provided a brief statement on increasing Zoom Activities for all clients. She met with her team and asked them to offer more virtual events - since virtual life will be here for a while. The program directors agreed and all brainstormed on possible fun Zoom events. Laura also purchased new laptops for Pam and Nancy because the donated ones no longer functioned properly. The new laptops provide reliable equipment to support the

presentation of all Zoom activities. Laura asked for feedback from the Board. Becky Geary mentioned there may be programs with the Museum of Fine Arts, Children's Museum and the Science Museum. Pat Bullard offered a music singalong. Ann Johnston suggested a family Bingo. Sharon Lee suggested checking into free theatre performances. Larry Lobue will speak with Special Olympics coaches about meeting via Zoom once a month with our athletes.

VI. Committee Reports:

A. Internal Committee: P. Bullard

1. Budget & Finance – Sharon Lee

- a) Sharon reviewed the December 2020 YTD Financials. Motion made by committee to accept the December 2020 YTD Financials. **Motion Approved.**
- b) Sharon reviewed the 2021 1st Qtr. Operating Budget

2. Real Estate Committee- T. Zafar

Since this meeting was via Zoom, and there were no guests in attendance, the board did not convene in closed session.

- a) Tariq reviewed the total Income/Expenses report for 2020.
- b) Hal asked how many clients are currently living at the Gilmar property. Larry stated that no clients were living there, but Laura added the house was currently leased to Shirley Young who was our lead, Social Rec driver for all events. The current lease expires June 1, 2021 and Laura stated that she would like to consider non-renewing the lease and selling the townhouse - as is. After discussion, Pat recommended that we ask Rick Cushenberry to prepare a Market Analysis report on the Gilmar property for the Real Estate Committee to consider.

B. Governance Committee: A. Johnston

Ann Johnston stated that there were no action items.

VII. New Business:

- A. Larry reviewed the Best in the West Income/Expenses updated report.
- B. Ann Johnston asked when the first Golf Classic meeting is usually scheduled. Laura indicated it was in March and feels we should be able to have an in-person golf tournament with an auction.

VIII. Adjourn: Meeting adjourned at 7:09 p.m.

Submitted By:
Cheryl Olivier
Administrative Assistant

Attested to:
Ann Johnston,
Secretary, Board of Directors

The next board meeting is March 22, 2021

**CEO Report
January & February 2021**

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: December 2020

- General Info & Referral: Jan: 14 (4.7 hours); Feb: 12 (3.7 hours)
- Special Ed: Jan: 5 (2.5 hours); Feb: 7 (3.2 hours)
- IEP Reviews/Consultations: Jan: 2 (2.5 hours); Feb: 6 (7.6 hours)
- Adult Services (Provider/Day Hab/SO&SR): Jan: 5 (2.0 hours); Feb: 1 (.5 hours)
- Guardianship: Jan: 2 (.9 hours)
- Employment: Jan: 1 (.4 hours); Feb: 1 (.6 hours)
- Outreach: Jan: 12.2 hours; Feb: 5.5 hours (Community Happenings email, Social Media posts, articles, videos, Virtual Nature Series), : 7.0 hours (Community Happenings email, Social Media posts, articles, videos, virtual events)
- Phone Calls: Jan: 25.20 hrs.; Feb: 22.70 hrs. on the phone answering questions and advising

Total Education Advocacy Hours in 2021: Jan: 5 Hrs.; Feb: 11.8 Hrs.

Professional Development:

January: Webinars: TCDD Disability Policy Academy - 87th Legislative Session, How to Build a Cooperative Home, Board of Education Update (FB Chamber), Preview of Special Ed Issues in Texas Legislature (Disability Rights TX).

February: Webinars: TCDD Disability Policy Academy. Region 4 Training Course: Evidence Based Practices for the Education of Students with Down Syndrome.

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

- February 11 – Vocational Rehabilitation – Marilyn Gilbreath – TWC

Community Meetings Membership:

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

Laura: Sugar Land Rotary, 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, Special Olympics & TwentySomethings:

Emailed the January & February Activity Workbooks to all adult members

1/13 - Virtual Makeup Application & Facial Care Zoom – 3 members attended

1/20 – Cooking and Kitchen BINGO, 21 Members attended

1/16 - Virtual Winter Games Opening Ceremonies

2/7 – Valentine BINGO, 23 attended

2/15 – Valentine Craft, 21 attended

2/17 – Virtual Polar Plunge Part I

2/24 – Virtual Polar Plunge Part II

Teen Pals Network

- 1/2021 – 5 members joined, 3 male, 2 female
- 2/2021 - 1 new inquiry about Teen Pals Network

Teen/Tween Social:

- 1/8 - Teens: 10 registered – 7 attended (1 first-time attendee)
Volunteers: 11 registered – 10 attended (3 adults & 7 teens) 1 first-time volunteer
- 2/5 - Teens: 8 registered – 6 attended (1 first-time attendee)
Volunteers: 25 registered – 24 attended (2 adult & 22 teens) (18 - 1st time vol.)

Youth Group:

- 2/26 - Zoom Family Movie Night – The Lion King (2019) 7 registered. 6 Attended.

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 donation check from Sweetwater CC "Holiday Fundraiser". The Arc collected the most support from their patrons, so we won the collected funds of over \$700.

I participated with HAS, TSA and UA in planning the first virtual Wings for All event.

I managed the 1/28/2021 quarterly Foundation Board meeting.

Community Development Block Grant:

Nancy completed the December 2020& January 2021 information for the CDBG update on program suspension. Completed the monthly report and billing for December for reimbursement for personnel. Completed and submitted the 2020 Annual report. Updated and mailed the 2021 grant applications. Continue to communicate with Community Development staff on changes with the grant.

CDBG Reimbursement for Personnel

December - \$724.20

January - \$2,065.30

January						
	8-Jan	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	8-Jan	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	12-Jan	M.O.K.A.Support Group	Moms	Zoom		Karri/Ashley Bennett
	13-Jan	Make-up Application & Facial Care	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	16-Jan	Virtual Winter Games - SO	SR, SO & TS	online	TBA	Nancy & Pam
	20-Jan	BINGO - Cooking & Kitchen Supplies	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	25-Jan	Recipe Roundup	SR, SO & TS	Template provided		Nancy & Pam
February						
	1-Feb	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	5-Feb	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	8-Feb	BINGO -Valentine's	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	9-Feb	M.O.K.A.Support Group	Moms	Zoom		Karri/Ashley Bennett
	11-Feb	Parent Education Group - Vocational Rehabilitation	Parents	Zoom		Karri
	15-Feb	Virtual Craft	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	22-Feb	Virtual Zoo Tour	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	24-Feb	Virtual Polar Plunge	SR, SO & TS	online	TBA	Nancy & Pam
	26-Feb	Zoom Movie Night - Lion King	Youth 11-18 yrs	Zoom	7 - 9 pm	Karri
March						
	1-Mar	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	4-Mar	Parent Education Group - Sexual Health & Sexuality	Parents	Zoom		Karri
	5-Mar	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	9-Mar	M.O.K.A.Support Group	Moms	Zoom		Karri/Ashley Bennett
	10-Mar	Virtual Polar Plunge Zoom	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	13-Mar	Virtual Winter Games Closing Ceremony	SR, SO & TS	online	7:00 PM	Nancy & Pam
	17-Mar	Virtual St. Patrick's Day Bingo	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	27-Mar	Family Bingo	Member Families	Zoom	6:30 PM	Laura & Cheryl
	31-Mar	Final Day of Recipe Roundup	SR, SO & TS			Nancy & Pam
April						
	1-Apr	Parent Education Group - Income Tax Planning for Special Needs Families	Parents	Zoom		Karri

	1-Apr	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	5-Apr	Virtual Brazos Bend Tour - "Birding for Beginners"	SR, SO & TS			Nancy & Pam
	9-Apr	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	11-Apr	Adult Sibling Connection Meeting	Adult Sibs	Zoom or In Person	3:00 PM	Karri
	13-Apr	M.O.K.A.Support Group	Moms	Zoom		Karri/Ashley Bennett



Executive Team Meeting Minutes
Via ZOOM
4:49 p.m. March 10, 2021

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
L. Lavigne, CEO
C. Olivier, Staff*

1. Internal Committee Report: P. Bullard

- a. Budget & Finance Committee: S. Lee
 - i. February 2021 YTD Financials – reviewed and discussed. Executive Committee agreed to accept and present to the Board for approval.
 - ii. 1st Quarter 2021 Budget – reviewed and discussed. Laura and staff will be working on the Q2 2021 Budget to present to the Budget & Finance committee for approval to forward to the complete board for approval.
- b. Real Estate Committee Meeting: T. Zafar
 - i. Reviewed and discussed committee meetings from February and March. Tariq provided leasing updates.
 - ii. Tariq stated four homes were damaged in the February winter storm and repairs total expenses were \$41 over deductible, so no claim was filed.
 - iii. Reviewed and discussed selling 3003 Gilmar Court. Executive Committee agreed with Real Estate committee recommendation for board action.

2. Governance Committee: A. Johnston

Reviewed and discussed the The Arc of Fort Bend County Foundation board meeting. J. Patterson, President of the Foundation board, announced a board retirement and their board approved a new Secretary/Treasurer. Foundation asks The Arc of Fort Bend BOD approve the appointment.

Action Item: Executive Team recommends the Board approve the appointment of Dr. M. Moore as Secretary/Treasurer of the Foundation.

3. CEO Report: L. LaVigne

- a. Laura reported she met with non-profit executive directors via phone conference and discussed state of affairs and activities during the pandemic.
- b. Laura reviewed and discussed with the program directors' greater online presence and increased virtual activities. They report good attendance and participation.
- c. Laura discussed a partnership exploring cohosting "Yoga in the Park" in Sugar Land Town Center in mid-June.
- d. The annual Golf Tournament is being anticipated as a live, in-person event, potentially scheduled for June 21st.
- e. Laura is hosting a Virtual Family Bingo night on March 27th. To date, there are 25 participants scheduled to play bingo.
- f. Pat asked if Laura was aware of The Arc US's email outlining the legislative win & how it would impact The Arc. The legislation supposedly funded Home and Community Based services at an

increased amount. Laura said that it would then provide the funding for increased community living options and that The Arc may be asked to provide more homes. Charlie suggested after review to send the info out in a local email with the details.

4. **March 22, 2021 - Board Meeting Agenda:** L. Lobue
Agenda reviewed and approved.

Next Meeting: Wednesday, May 12, 2021, 4:45 p.m.

The Arc of Fort Bend County Foundation
IN PERSON & ZOOM BOARD MEETING MINUTES
January 28, 2021

This regularly scheduled meeting of the Board of Directors was held at 119 Brooks Street, Sugar Land, Texas

<u>Directors Present</u>		<u>Directors Absent</u>	<u>Guests</u>
James Patterson, Pres.	Michael Moore	Larry Lobue	Laura LaVigne
Rick Cushenberry, VP	John Null		Cheryl Olivier
Bob Ewing, Sec/Trea.	Ed Schimkowitsch		
Jim Miller	Bridget Yeung		

- I. Call to Order: James Patterson, President, established a quorum calling the meeting to order at 8:01 am.
- II. October 22, 2020, Board Meeting Minutes:
Action Item: Motion to accept the October 22, 2020, board meeting minutes was made by B. Ewing. Seconded by J. Miller. Motion passed.
- III. Treasurers Report:
 1. The corrections to 3rd Qtr. financials that were emailed to Board members were reviewed.
Action Item: J. Null moved to accept the corrected 3rd Qtr, financials. B. Ewing seconded. Motion Passed.
 2. November 9, 2020, electronic vote to grant The Arc \$55,000 was reviewed.
Action Item: J. Null moved to ratify the electronic vote. E. Schimkowitsch seconded. Motion Passed.
 3. B. Ewing reviewed the Transaction Log, Worksheet and CD's that are maturing in 2021.
 4. 4th Qtr. financials discussed and reviewed. B. Yeung pointed out Raymond James accounts needed to be realigned with CDs on the financials.
Action Item: J. Null moved to accept the 4th Qtr. financials. J. Miller seconded. Motion Passed.
- IV. Old Business:
 1. No loans nor grants are requested by The Arc at this time.
 2. J. Patterson reviewed the Income/Expenses of November 2020 Best in the West. He noted net income was approximately \$40,000 less than 2019 event – but that all agreed the first virtual event was a success.
- V. New Business:
 1. J. Patterson reviewed the schedule of 2021 quarterly Board meetings: 01/28, 04/22, 07/22 & 10/28.
 2. At the December 14, 2020 Board meeting, The Arc Board approved suspending principal and forgiving interest payments to the Foundation through 2nd Qtr. 2021.
Action Item: J. Miller moved to approve the suspension of principal and forgiveness of interest payments from The Arc through the end of 2nd Qtr. 2021. Seconded by B. Ewing. Motion passed.
 3. B. Yeung shared an "Equity Composite" of Foundation funds invested through WJ Interests & RBC. Current investment policy restricts equity investments to 30% of all invested funds. Presently, these investments equal approximately 35% of all invested funds. After discussion, the Board agreed to an interim increase of the limit to 35% with a review of allocations at every Board meeting.
Action Item: J. Null moved to increase the equity investments to 35% with a review of allocations at every quarterly Board meeting. Seconded by J. Miller. Motion Passed.
 4. J. Patterson announced that B. Ewing was retiring from the Board, effective January 28, 2021. James thanked Bob for his long service on the Foundation Board and everyone wished him well in his retirement. The Arc's Account Manager will assume the responsibility for completing the Foundation's Worksheets and Transaction Logs.

5. J. Patterson proposed Dr. Michael Moore to serve as Secretary/Treasurer.

Action Item: B. Ewing moved to approve Dr. Moore as Secretary/Treasurer. Seconded by E. Schimkowitsch. Motion Passed.

6. J. Patterson reviewed the Board members' Terms of Office and asked all to forward potential candidates to fill the vacancy.

VI. Meeting adjourned at 8:53 a.m.

Next Meeting: April 22, 2021 "Annual Meeting"

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

Attested to:
Dr. Michael Moore, Secretary/Treasurer
Foundation Board of Directors

The Arc of Ft. Bend County Balance Sheet

As of February 28, 2021

Feb 28, 21

ASSETS

Current Assets

Checking/Savings

Cash

Credit Card Account	2,581.04
Fundraising (WD)	2,249.96
Money Market	108,441.97
Operating Account	223,574.44
Facilities Reserve contra	-82,000.00

Total Cash 254,847.41

Total Checking/Savings 254,847.41

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

Total Prepaid Insurance 51,457.19

Total Other Current Assets 51,457.19

Total Current Assets 306,304.60

Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,310,674.15
Improvements-Homes	327,693.10
Land	806,768.00
Leasehold Improvemnt.123 Brooks	66,899.00
Office Equipment	5,324.02
Furniture and Fixtures	6,720.00
Computer Equipment	15,757.00
Automotive	76,832.44
Accumulated Depreciation	-1,962,124.66

Total Fixed Assets 3,762,708.84

Other Assets

Contribution to Foundation	82,720.00
Facilities Reserve for Repairs	82,000.00
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets 168,220.00

TOTAL ASSETS 4,237,233.44

LIABILITIES & EQUITY

The Arc of Ft. Bend County Balance Sheet

As of February 28, 2021

Feb 28, 21

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable-ARC -79.11

Total Accounts Payable -79.11

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 70,888.91

Long Term Liabilities

N/P-ARC Fdn (Worley Dr) 220,660.88

Security Deposits Payable 22,525.00

N/P-ARC Fdn (6419 Brazos Glen) 89,634.93

N/P-ARC Fdn (Chapman Falls) 61,113.77

N/P-ARC Fdn (5141 Cotter Ln) 86,114.63

N/P-ARC Fdn (2715 Cypress Impr) 226,320.13

N/P-ARC Fdn (Manorfield) 126,842.48

N/P-ARC Fdn (Rustic Trail) 134,158.88

N/P-ARC Fdn (5618 Wagon Wheel) 109,838.07

N/P-ARC Fdn (Whispering Creek) 237,546.61

N/P-ARC Fdn(2607 WillowSprings) 123,499.30

Total Long Term Liabilities 1,438,254.68

Total Liabilities 1,509,143.59

Equity

Unrestricted Net Assets 2,707,898.63

Net Income 20,191.22

Total Equity 2,728,089.85

TOTAL LIABILITIES & EQUITY 4,237,233.44

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2021

	Feb 21	Jan - Feb 21	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
Donations & Contributions	591.58	12,453.88	400.00	12,053.88	3,113.47%	600.00
Donations - Designated	160.00	662.02				
Fundraising Event						
Auction / Bid Board Item	13,000.00	13,000.00				
Donation	0.00	3,050.00				
Fundraising Event - Other	1.48	12,095.38				
Total Fundraising Event	13,001.48	28,145.38				
Grant - CDBG Fort Bend	0.00	2,306.71	3,500.00	-1,193.29	65.91%	5,000.00
Membership Revenue	790.00	1,230.00	170.00	1,060.00	723.53%	250.00
Rental Income	37,325.00	76,850.00	77,625.00	-775.00	99.0%	116,500.00
Total Income	51,868.06	121,647.99	81,695.00	39,952.99	148.91%	122,350.00
Gross Profit	51,868.06	121,647.99	81,695.00	39,952.99	148.91%	122,350.00
Expense						
Auto / Vans - Repairs & Maint.	299.48	299.48	100.00	199.48	299.48%	200.00
Advocacy in Action						
Casey Connection	112.50	112.50	200.00	-87.50	56.25%	300.00
Total Advocacy in Action	112.50	112.50	200.00	-87.50	56.25%	300.00
Accounting, Audit, Payroll	226.92	564.50	454.00	110.50	124.34%	681.00
Advertising & Marketing	53.30	106.60	108.00	-1.40	98.7%	162.00
Affiliation/Asso/Mbrship/Certs	0.00	0.00	0.00	0.00	0.0%	3,500.00
Bank & CC Charges	120.41	235.88	200.00	35.88	117.94%	300.00
Community Outreach	152.84	152.84	100.00	52.84	152.84%	100.00
Employee Expenses						
Employee Salaries	29,648.64	59,276.42	56,886.00	2,390.42	104.2%	85,329.00
Employee-FICA/Medicare	1,838.22	4,104.74	4,352.00	-247.26	94.32%	6,528.00
Employee-Health/Dental	5,715.41	11,430.82	10,732.00	698.82	106.51%	16,098.00
Employee-Medicare	429.91	429.91				
Employee-SUTA	62.75	154.60	3,096.00	-2,941.40	4.99%	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.0%	50.00
Total Employee Expenses	37,694.93	75,396.49	75,066.00	330.49	100.44%	112,649.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2021

	Feb 21	Jan - Feb 21	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Facilities HOA Fees	0.00	10,273.75	10,500.00	-226.25	97.85%	10,500.00
Facilities Prop Mgmt Fees	1,300.00	2,600.00	2,600.00	0.00	100.0%	3,900.00
Facilities R&M / Improvements	2,669.36	4,568.30	6,000.00	-1,431.70	76.14%	10,000.00
Facilities Utilities	-109.10	34.90				
Meals & Supplies / Meetings	0.00	0.00	0.00	0.00	0.0%	50.00
Office						
Lease 119 & 123	232.80	232.80	240.00	-7.20	97.0%	240.00
Computer / Software	1,625.36	1,625.36				
Copier Lease	426.19	852.38	852.00	0.38	100.05%	1,278.00
Repairs & Maintenance	1,231.58	1,556.58	1,070.00	486.58	145.48%	1,605.00
Supplies	54.19	219.58	300.00	-80.42	73.19%	450.00
Telephone / Internet	160.71	522.02	715.00	-192.98	73.01%	1,072.00
Utilities	77.66	154.59	810.00	-655.41	19.09%	1,215.00
Total Office	3,808.49	5,163.31	3,987.00	1,176.31	129.5%	5,860.00
PROGRAMS						
PR Activity/Mtg-Food & Supplies	105.26	114.86				
PR Bowling Lane Fees	1,438.50	1,438.50				
Total PROGRAMS	1,543.76	1,553.36				
Postage and Delivery	104.13	405.63	400.00	5.63	101.41%	500.00
Printing and Reproduction	0.00	0.00	1,070.00	-1,070.00	0.0%	1,605.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	0.00
Total Expense	47,977.02	101,467.54	100,785.00	682.54	100.68%	150,307.00
Net Ordinary Income	3,891.04	20,180.45	-19,090.00	39,270.45	-105.71%	-27,957.00
Other Income/Expense						
Other Income						
Investment Income	4.73	10.77				
Total Other Income	4.73	10.77				
Net Other Income	4.73	10.77				
Net Income	3,895.77	20,191.22	-19,090.00	39,281.22	-105.77%	-27,957.00

2nd Quarter 2021 BUDGET - DRAFT

			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL
Ordinary Income / Expense												
	INCOME											
		Bowling - Lane Fees										-
		Donations & Contributions		800								800
		Donations - Designated										-
		Kathy Moody Memorial Scholarship										-
		Fundraising Events								40,000		40,000
		Grants										-
		Grant - CDBG Fort Bend				6,000						6,000
		Grant - FBJSL										-
		Membership Revenue	250									250
		Rental - Brazos Glen							3,300			3,300
		Rental - Chapman Falls							4,050			4,050
		Rental - Cotter Lane							3,300			3,300
		Rental - Cypress Point Bldg.							24,000			24,000
		Rental - Cypress Point Home							4,500			4,500
		Rental - Gilmar 3003							800			800
		Rental - Grant Dr.							1,700			1,700
		Rental - Industrial							24,375			24,375
		Rental - Manorfield							3,900			3,900
		Rental - Parkview							4,650			4,650
		Rental - River Road							3,600			3,600
		Rental - Russeff Field							4,050			4,050
		Rental - Rustic Trail							1,750			1,750
		Rental - Summerdale							3,450			3,450
		Rental - Thomas Jefferson							3,600			3,600
		Rental - Wagon Wheel							3,600			3,600
		Rental - Whispering Creek							5,850			5,850
		Rental - Willow Springs							3,900			3,900
		Rental - Worley Drive							4,950			4,950
		Riveredge Annual Mortgage Payment										-
		Ride Fees										-
		Social Rec Fees										-
		Youth Respite										-
		TOTAL INCOME	250	800	-	6,000	-	-	109,325	40,000	-	156,375
	EXPENSE											
		Accounting, Payroll Processing	4,681									4,681
		Advertising & Marketing		160								160
		Advocacy in Action										-
		AA Educational Advocacy										-
		AA Information / Referral										-
		Affiliation/ Association/ Membership										-

2nd Quarter 2021 BUDGET - DRAFT

[illegible]

2nd Quarter 2021 BUDGET - DRAFT

		Office - Postage & Delivery	500									500
			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL
		Office - Printing & Reproduction										-
		Office - Repairs & Maintenance	1,605									1,605
		Office - Supplies	500									500
		Office - Telephone / Internet	1,072									1,072
		Office - Utilities / Water & Electric	1,215									1,215
		Office - Website										-
		PR Activites/Meetings - Meals, Food & Supplies				300		600				900
		PR Athletic Banquet										-
		PR Bowling Lane Fees										-
		PR Contract Workers										-
		PR DJ										-
		PR Equipment, Shirts & Uniforms										-
		PR Fuel										-
		PR Game / Registration Fees										-
		PR Hotel										-
		PR Other Expenses & Gifts										-
		PR Parking & Tolls										-
		PR Practice Facilities / Lifeguards										-
		PR Scholarships & Sponsorships										-
		PR Tickets / Venues / Events										-
		PR Volunteer/Parent Training Expenses & Background checks										-
		PR Transportation										-
		PR Twenty Somethings										-
		PR Youth Respite										-
		Professional Fees - Legal										-
		Professional Fees - Other										-
		TOTAL EXPENSE	117,621	460	-	300	-	600	13,900	9,200	-	142,081
		Gross Profit	(117,371)	340	-	5,700	-	(600)	95,425	30,800	-	14,294
		3/18/2021										

Real Estate Sub-Committee
February 3, 2021
ZOOM MEETING MINUTES

Present: T. Zafar, Chair; D. Buckles; P. Bullard; L. Lobue; H. Marshall; J. Patterson

Absent: R. Cushenberry, J. Gortney

Guests: L. LaVigne, C. Olivier

1. Income/Expense report: There were two issues discussed regarding the report:
 - a. Tariq noted the January lease payments for the 5 properties leased by CareGiver were received via ACH on December 31, 2020. As a result, the income was not included for January 2021. After discussion, committee agreed to include the payments in the January 2021 report as it is not an audited document, but rather, used to closely watch income and expenses.
 - b. James noticed the income for Cypress Point building did not include the January 2021 lease payment. The formula was missing from the cell on the spreadsheet.
Laura will repair the formula, add the CareGiver January 2021 lease payments and submit a corrected report to the committee.
2. 3003 Gilmar: Laura shared concerns she has about the number of residents living in the townhome and the high R&M costs of the property. The tenant, Shirley Young, has allowed her daughter and seven grandchildren to live in the townhome. Laura was reluctant to enforce this violation of the lease agreement and remove the daughter and children from the home, as they were all enrolled in FBISD schools during the pandemic. However, the lease is expiring June 1, 2021. Laura requested the committee to consider non-renewing lease and selling property. Committee discussed the long history of renting the property and R&M costs. After discussion, committee agreed to sell the property, as it is a financial burden to the organization (heavy maintenance costs and low income), and that it is no longer used as a property for service providers to operate as a group home.
Action Item: Committee recommends that The Arc sell 3003 Gilmar at the end of the current lease, June 1, 2021.
3. Lease for 119 & 123 Brooks: J. Patterson spoke to the new city manager, Mike Goodrum, and feels Mr. Goodrum is amenable to offering a "rolling 3-year" lease for 119 & 123 Brooks St. James invited Laura and committee members to meet with Mr. Goodrum to discuss the possibility in the near future.
4. Schedule Visit with McDonald Wessendorf – Laura will contact Ali McDonald to discuss The Arc's insurance coverage.
5. Home Request for Forgotten Angels – Laura was contacted by the provider requesting a home to lease. Committee discussed the two homes leased to general public tenants. Laura will contact both and ask if either are planning to non-renew their leases in April. If so, the home will be offered to Forgotten Angels. If not, committee will further discuss purchasing another home to lease.

Real Estate Sub-Committee
March 3, 2021
ZOOM MEETING MINUTES

Present: T. Zafar, Chair; D. Buckles; R. Cushenberry, H. Marshall; J. Patterson

Absent: P. Bullard; M. Casey, J. Gortney

Guests: L. LaVigne, C. Olivier

1. Income/Expense report: Committee reviewed the report and found all to be routine. Report accepted.
2. Insurance Claims for Pipe Damage to Four Homes: Repairs totaled \$2541 for all four homes. Not worth making a claim with \$2500 deductible.
3. Lease Renewals: Grant Dr. and Rustic Trail will be available for lease on or around May 1, 2021. Neither tenant is going to renew. Rick will put together CMAs for both properties for committee to review appropriate lease amounts.
4. Home Request for Forgotten Angels – They are not currently interested, as they purchased a “provider company”, however, L. LaVigne will let them know we will have two homes available. She will also let the other providers we lease to know about the availability.
5. 3003 Gimar – L. LaVigne notified the tenant that the lease would not be renewed because the committee decided to sell the property. She let Mike Rychlik know the townhome would be for sale. He showed some interest.
6. Lease for 119 & 123 Brooks: J. Patterson and L. LaVigne are meeting with the city manager, Mike Goodrum, on Thurs, March 11, to discuss possibility of securing a “rolling 3-year” lease agreement. Committee will be updated on results of the meeting.
7. McDonald Wessendorf Insurance– L. LaVigne emailed Ali McDonald and will send another.

Note: L. LaVigne met with Ali McDonald on 03/08/2021, to discuss The Arc’s insurance coverage and costs. Ms. McDonald received copies of our current policies and costs and will begin a review to ascertain if their company can provide lower costs.

Next meeting: April 7, 2021