



Board Meeting Agenda
ZOOM Meeting
May 24, 2021 – 6:00 p.m.

- I. Call to Order & Determination of a Quorum
- II. Public Comment
- III. **Consent Agenda**
 - A. Board Meeting Minutes – March 22, 2021
 - B. Real Estate Committee Meeting Minutes – April 7, 2021
 - C. Executive Committee Meeting Minutes – May 12, 2021
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report
 - A. March & April 2021 - Program Highlights
 - B. Program Activities via ZOOM Report
- VI. Committee Reports:
 - A. Governance Committee – A. Johnston
Retiring Board Members: A. Harris, B. Geary, A. Goldy
 - B. Internal Committee Report – P. Bullard
 - 1. Budget and Finance Committee: S. Lee
 - a. **April 2021 YTD Financials**
 - b. 3rd Qtr. 2021 Operating Budget – reviewing drafts
 - 2. Real Estate Committee (**closed session**): T. Zafar
May 5, 2021 Committee Meeting Minutes
 - a. **Grant Drive & Rustic Trail New Leases**
 - b. **Sale of 3003 Gilmar Update**
 - c. **Whispering Creek Lease Renewal**
- VII. New Business – L. Lobue
 - A. Discussion – When/how do we re-start our large-group programs
 - B. Golf Classic
- VIII. Adjourn

Next Board Meeting: June 21, 2021 “Annual Meeting”



Board of Directors Meeting
Via ZOOM March 22, 2021
Meeting Minutes

Call to Order and Determination of Quorum: Larry Lobue, Chairman, was running late to join the meeting. Hal Marshall, Vice-Chairman, established a quorum was present and began the meeting at 6:03p.m. Larry joined the meeting at 6:17 p.m.

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

- I. Welcome Guests: Hal Marshall thanked everyone for attending via ZOOM. No guests were present.
- II. Public Comment: None.
- III. Consent Agenda: Motion was made by Dale Buckles 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 January and February. She stated that The Arc continues virtual programs. Karri's Education Advocacy hours for 2021 totaled 5 hrs for January and 11.8 hrs. for February. Karri attended TCDD Disability Policy Academy-8th Legislative Section, Preview of Special Ed Issues in Texas Legislature (Disability Rights TX), and Region 4 Training Course: Evidence Based Practices for the Education of Students with Down Syndrome. The Parent Support Group meeting for February was Vocational Rehabilitation with Marilyn Gilbreath of TWC. Social Recreation, Special Olympics and TwentySomethings held seven events in January and February. Teen Pals Network currently has 5 members who have joined and 1 new inquiry into the program. Teen/Tween Social's attendance is down with 7 attendees in January and 6 attendees in February. The Youth Group Family Movie Night had 6 in attendance. Laura accepted a donation check of over \$700 from Sweetwater CC "Holiday Fundraiser", participated in the HAS, TSA and UA planning of the virtual Wings for All event. There are issues with the HAS media department and Laura indicated that the event may not occur. Nancy completed the December 2020 and January 2021 CDBG reports for reimbursement of her time.

Laura reviewed the Program Activity list provided in the board packet and reminded the Board about Family Bingo. Ann Johnston and Laura LaVigne graciously donated the gift cards for the prizes. Larry gave a brief update on Special Olympics indicating that it is still not open for activities and has a long list of restrictions when play returns. Larry indicated that restrictions would not change even with being vaccinated. Johnson & Johnson vaccines are available

through SOTX. Due to the restrictions set by SOTX, the Board agrees to delaying the opening our Special Olympics program at this time.

VI. Committee Reports:

A. Governance Committee – A. Johnston

Ann stated that Bob Ewing retired from the Foundation Board. The Foundation board recommends Dr. Michael Moore as the new Foundation Board Secretary/Treasurer. Motion made by Becky Geary to approve Dr. Michael Moore as Foundation Board Secretary/Treasurer. Seconded by Hal Marshall. **Motion passed.**

B. Internal Committee: P. Bullard

1. Budget & Finance – Sharon Lee

- a) Sharon reviewed the February 2021 YTD Financials. Motion made by committee to accept the February 2021 YTD Financials. **Motion Approved.**
- b) Sharon reviewed the 2021 2nd Qtr. Operating Budge Motion made by committee to accept the 2nd Qtr Operating Budget. **Motion Approved.**

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 discussed the February 3, 2021 Real Estate Committee Meeting minutes.
- b) The Real Estate Committee agreed that the property at 3003 Gilmar no longer serves The Arc's mission and it continues to require expensive repairs to maintain. The current lease expires June 1, 2021. The committee recommends selling the property in "as-is" condition. After discussion, motion made by committee to approve the recommendation to sell the property at 3003 Gilmar. **Motion approved.**
- c) Tariq shared that both Grant Drive and Rustic Trail leases expire April 30, 2021. Both will be advertised for lease ASAP to providers first and then to the general public.
- d) Laura provided an update on 119 & 123 Brooks St. Laura and James Patterson are meeting with City Manager, Mike Goodrum, Wednesday, March 24, to discuss extending our lease one year at a time. This will assure that we will have three years before lease expiration

VII. New Business:

- A. Laura provided an update on Golf Classic. Keith with Weston Lake CC was contacted about hosting our tournament on June 21, 2021. Keith indicated that the date was not available and that they are no longer able to donate the golf course. They would be willing to offer us \$50 per player including carts. Laura shared this with Gary Krueger, Chairman of the Golf Classic planning committee. Gary thought it was best that we support Weston Lakes this year. The tournament is tentatively scheduled for Monday, June 28, 2021.

VIII. Adjourn: Meeting adjourned at 7:02 p.m.

Submitted By:
Cheryl Olivier
Administrative Assistant

Attested to:
Ann Johnston,
Secretary, Board of Directors

The next board meeting is May 24, 2021, Annual Meeting

Real Estate Sub-Committee
April 7, 2021
ZOOM MEETING MINUTES

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

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

Guests: L. LaVigne, C. Olivier

1. Income/Expense report: Committee reviewed the March YTD report and found all to be routine. Report accepted. J. Patterson asked that the lease amounts be listed on each property's line.
2. Lease Renewals:
R. Cushenberry provided CMAs for the Grant Dr & Rustic Tr. properties for committee to review before this meeting. He also offered his opinion on both neighborhoods to support the lease rates he recommended. After discussion, committee agreed to listing both homes for \$2000 per month for one year and to authorize Rick to adjust the amount, as he works with potential tenants.

Lease for Whispering Creek expires May 31, 2021. Committee began discussions but decided to table until Rick researchs CMA and shares with the committee via email. Laura will send a new lease to CareGiver as soon as committee agrees on a lease rate.

Peter Jenkins, QuVa, sent Laura a letter stating they are exercising the First Option for the lease at 1005 Industrial. This is a five-year option at \$8750 per month beginning June 24, 2021 – June 23, 2026. With this First Option accepted by the tenant, The Arc will owe the tenant's broker, Colliers International Inc., 4% commission totaling \$21,000. After discussion, committee recommended that Laura and Hal write a letter to Colliers International acknowledging the debt and eloquently asking for their consideration of donating the commission back to The Arc. If this is not accepted, Laura will ask if they will consider collecting monthly payments for the commission instead of a lump sum.

3. 3003 Gimar – R. Cushenberry provided a CMA for the property for the committee to decide on a sales price. L. LaVigne will ask Mike Rychlik to inspect the townhome and provide an estimate for needed repairs to ready the property for sale. Committee will consider the CMA and the cost of repairs against selling "as is".
4. Lease for 119 & 123 Brooks: J. Patterson and L. LaVigne met with city manager, Mike Goodrum, and he appeared to agree with the City offering a 3-year rolling lease. J. Patterson will follow-up with him in 3-4 months.

Next meeting: May 5, 2021



Executive Team Meeting Minutes
Via ZOOM
4:52 p.m., May 12, 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; J. Schulte, Staff

1. Internal Committee Report: P. Bullard

a. Budget & Finance Committee: S. Lee

- i. April 2021 YTD Financials – reviewed and discussed. Executive Committee agreed to accept and present to the Board for approval.
- ii. 3rd Quarter 2021 Budget – discussed. Laura and staff will be working on the Q3 2021 Budget to present to the Budget & Finance committee for approval to forward to the complete board for approval at June 21, 2021 Annual Meeting.
- iii. Principal and Interest Payments to the Foundation – reviewed and discussed. Budget & Finance recommends to continue to forgive. Executive Committee agreed with recommendation.

b. Real Estate Committee Meeting: T. Zafar

- i. Reviewed and discussed committee meetings from April and May. Tariq provided leasing updates.
- ii. Reviewed and discussed the Rustic Trail. Grant Drive and Whispering Creek leases. Executive Committee agreed to accept and present to the Board for approval.

2. Governance Committee: A. Johnston

Nominating Committee Chair Charlie Huber reviewed and discussed the retirement of three board members.

3. CEO Report: L. LaVigne

- a) Laura reviewed and discussed the Program Directors greater online presence and the increased virtual activities.
- b) Laura discussed cohosting “Yoga in the Park” in Sugar Land Town Center which will be held in person in mid-June.
- c) Laura discussed the Tween Social potentially returning to in-person in September.
- d) The annual Golf Tournament is scheduled as a live, in-person event, June 28th. Laura presented an overview of the event and those sponsoring the event.
- e) Laura hosted another Virtual Family Bingo night on March 27th and provided the Executive Committee with a review of the event.

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

Next Meeting: Wednesday, June 9, 2021, 4:45 p.m.

**CEO Report
March & April 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

March; April:

General Info & Referral: 11 (3.5 hours); 26 (8.9 hours)
Special Ed: 12 (6.0 hours); 23 (8.9 hours)
IEP Reviews/Consultations: 12 (12.70 hours); 10 (7.1 hours)
ARD Meetings: 2 (5.5 hours); 0
Adult Transition Planning: 0; 2 (2.7 hours)
Guardianship: 3 (1.8 hours); 1 (.4 hours)
Adult Services (Provider/Day Hab/SSI/Medicaid): 3 (1.3 hours); 4 (1.5 hours)
Employment: 1 (1.6 hours); 0
Outreach: 8.7 hours; 13.7 hours

Phone Calls: Mar: 44.30 hrs.; Apr: 47 hrs. on the phone answering questions and advising
Total Education Advocacy Hours in 2021: Mar: 24.2 Hrs.; Apr: 18.7 Hrs.

Professional Development:

- 1) Legislative Update w/ Steve Alleman Disability Rights Texas;
- 2) Ensuring FAPE During COVID-19;
- 3) TCDD Disability Policy Academy: Plugging the School-to-Prison Pipeline for Students with DD.

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

- March 4 – Sexual Health & Sexuality – Dr. Maria Quintero-Conk
15 Registered. 12 Attended live event.
- April 1 – Income Tax Planning for Families of Children with Special Needs – Bryan Smith & Tinja Anderson (MassMutual Houston) 36 Registered. 22 Attended live event.

Partnered with Clements HS National Honor Society - "Virtual Kidz Kamp" April 8 – 12th.
- AFB contributed activity ideas, format & sensory friendly event planning & advertise event.

M.O.K.A. (Moms of Kids with Autism) Support Group: Second Tuesday of each month at 7 pm via Zoom meeting. (Ongoing each month).

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.

Yoga for All Event – Saturday, June 19, 2021 @ 8:30 – 11:30 am Laura & Karri attended coordination meetings with Bloom Fitness, Texana, Gigi's Playhouse & The Harris Center.
The Arc will develop COVID & general event/activity waiver & provide coolers for water the day of the event.

Social Recreation, Special Olympics & TwentySomethings:

Mailed out a workbook with March calendar activities and registration information for the adult virtual Polar Plunge watch party and St. Patrick's Day BINGO. Nine members attended the Polar Plunge watch party and twenty-seven members participated in the BINGO activity. Mailed bingo cards, markers and prizes to participants.

Mailed out a workbook with April calendar activities and registration information for the adult virtual "Birding for Beginners" of Brazos Bend State Park and animal BINGO. Seventeen members attended the birding and twenty-four members participated in the BINGO activity. Mailed bingo cards, markers and prizes to participants.

Teen Pals Network

Total: 5 Teen Pals Matched in 2021. Summer Pals" matched: Ava & Zaima.

Teen/Tween Social:

March 5 - Virtual Teen/Tween Social – 6-8 pm - Talent Show & Scavenger Hunt led by Unite & Inspire Volunteers.

- Teens: 9 registered – 8 attended (1 first-time attendee)
- Volunteers: 21 registered – 19 attended (4 adult & 15 teens) (4 - 1st time volunteers.)

April 9 - Virtual Teen/Tween Social – 6-8 pm Games & Activities: Craft & activities led by Clements HS Interact Club Volunteers

- Teens: 10 registered – 8 attended (1 first-time attendee)
- Volunteers: 28 registered – 22 attended (1 adult & 21 teens) (10 - 1st time volunteers.)

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 coordinated a "Kendra Scott Gives Back" fundraiser benefiting The Arc. 20% of sales were donated back equaling \$457.27.

I attended the Unite & Inspire Volunteer Appreciation event and spoke about what The Arc does in the community and how U&I support us.

Community Development Block Grant:

Nancy completed the February & March 2021 information for the CDBG update on program suspension and monthly report and billing for reimbursement for personnel. Organizing 2021 files that have been received so far. Continue to communicate with Community Development staff on changes with the grant.

Attended the annual CDBG grant application meeting for funds for the Social Recreation program for 2022.

CDBG Reimbursement for Personnel

February- \$1,716.61

March- \$1,662.97

Month	Date	Activity	Audience	Medium	Time	Prog. Dir.
January						
	8-Jan	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	8-Jan	Calendar Skills Packet	SR, SO & TS	Worksheets		Nancy & Pam
	12-Jan	M.O.K.A.Support Group	Moms	Zoom		Karri/Ashley
	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		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
	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
	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
	5-Apr	Virtual Brazos Bend Tour - "Birdling for Beginners"	SR, SO & TS	Zoom		Nancy & Pam
	9-Apr	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	11-Apr	Adult Sibling Connection Meeting	Adult Sibbs	Zoom	3:00 PM	Karri
	12-Apr	Calendar Skills Packet	SR, SO & TS	Workbook included		Nancy & Pam
	13-Apr	M.O.K.A.Support Group	Moms	Zoom		Karri/Ashley Bennett
	22-Apr	Virtual Animal Bingo	SR, SO & TS	Zoom		Nancy & Pam
	28-Apr	Virtual Zoo Tour	SR, SO & TS	Zoom		Nancy & Pam
	30-Apr	Family BINGO	Active Members	Zoom	6:30 - 8:30	Laura & Cheryl
May						
	1-May	Calendar Skills Packet	SR, SO & TS	Worksheets Provided		Nancy & Pam
	6-May	Parent Education Group Summer Camps/Act ResFair	Parents	Zoom		Karri
	7-May	Teen/Tween Social	Youth 11-18 yrs	Zoom	6-8 pm	Karri
	11-May	M.O.K.A.Support Group	Moms	Zoom	7:00 PM	Karri/Ashley Bennett
	19-May	Virtual Zoo Tour	SR, SO & TS	Zoom	11:00 AM	Nancy & Pam
	24-May	Virtual Animal Bingo	SR, SO & TS	Zoom		Nancy & Pam
	TBD	Family BINGO	Active	Zoom	6:30 PM	Laura &
June						
	1-Jun	Calendar Skills Packet	SR, SO & TS	Worksheets		Nancy & Pam

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Budget & Finance Committee Meeting
Zoom Meeting Minutes
May 12, 3:30 pm

Present: S. Lee, P. Bullard, J. Gortney, H. Marshall, L. LaVigne, C. Olivier, J. Schulte

Absent: M. Geary, A. Harris

1. April 2021 YTD Financials: Committee discussed the April 2021 financials. S. Lee pointed out there were no special issues.
Action Item: Committee recommends presenting April 2021 financials to the board for acceptance.
2. 3rd/4th Qtr. 2021 Operating Budget: Staff is working on the 3rd Qtr budget and Laura asked committee if they wanted both remaining quarters prepared. Given the continued protocols for safely opening large-group, indoor activities for people with underlying health conditions, committee agreed to addressing 3rd Qtr. only. Drafts will be shared with the committee and a final budget will be presented to the board for approval at the June 21, 2021 Board meeting.
3. Continue to Suspend/Forgive P&I payments to the Foundation: Committee will recommend Suspending the Principal and Forgiving the Interest payments through the end of the 3rd Qtr. An action item will be added to the June 21, 2021 Annual Meeting. IF, during the quarter, finances improve markedly, the Suspension/Forgiveness will be re-visited.

Next Meeting: June 9, 2021

The Arc of Ft. Bend County

Balance Sheet

As of April 30, 2021

Apr 30, 21

ASSETS

Current Assets

Checking/Savings

Cash

Credit Card Account	2,997.49
Fundraising (WD)	3,727.89
Money Market	253,052.54
Operating Account	78,364.75
Facilities Reserve contra	-82,000.00

Total Cash 256,142.67

Total Checking/Savings 256,142.67

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 307,599.86

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 4,238,528.70

LIABILITIES & EQUITY

The Arc of Ft. Bend County

Balance Sheet

As of April 30, 2021

Apr 30, 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 725.00

Taxes Payable-SUTA 18.02

Total Other Current Liabilities 70,243.02

Total Current Liabilities 70,163.91

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 1,508,418.59

Equity

Unrestricted Net Assets 2,707,898.63

Net Income 22,211.48

Total Equity 2,730,110.11

TOTAL LIABILITIES & EQUITY 4,238,528.70

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

	<u>Apr 21</u>	<u>Budget</u>	<u>Jan - Apr 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Donations & Contributions	636.48	250.00	14,165.25	850.00	1,400.00
Donations - Designated	100.00		792.02		
Fundraising Event					
Auction / Bid Board Item	0.00		13,250.00		
Donation	0.00		3,050.00		
Fundraising Event - Other	0.00	0.00	13,446.38	0.00	40,000.00
Total Fundraising Event	0.00	0.00	29,746.38	0.00	40,000.00
Grant - CDBG Fort Bend	1,662.97	2,000.00	7,751.59	7,000.00	11,000.00
Grants - Other	0.00		1,000.00		
Membership Revenue	280.00	85.00	1,830.00	335.00	500.00
Rental Income	32,800.00	38,875.00	164,275.00	155,375.00	225,825.00
Total Income	<u>35,479.45</u>	<u>41,210.00</u>	<u>219,560.24</u>	<u>163,560.00</u>	<u>278,725.00</u>
Gross Profit	35,479.45	41,210.00	219,560.24	163,560.00	278,725.00
Expense					
Auto / Vans - Repairs & Maint.	0.00	100.00	375.73	300.00	400.00
Advocacy in Action					
Casey Connection	0.00	100.00	112.50	400.00	600.00
Total Advocacy in Action	0.00	100.00	112.50	400.00	600.00
Accounting, Audit, Payroll	226.92	227.00	1,018.34	908.00	5,362.00
Advertising & Marketing	53.30	53.00	213.20	215.00	321.00
Affiliation/Asso/Mbrship/Certs	0.00	0.00	2,808.00	3,500.00	3,500.00
Bank & CC Charges	158.23	100.00	509.43	400.00	600.00
Community Outreach	0.00	0.00	152.84	100.00	100.00
Employee Expenses					
Employee Salaries	31,380.44	28,443.00	119,130.52	113,772.00	170,658.00
Employee-FICA/Medicare	1,846.70	2,176.00	7,810.08	8,704.00	13,056.00
Employee-Health/Dental	5,715.41	5,466.00	22,861.64	21,564.00	32,496.00
Employee-Medicare	431.91		1,296.51		
Employee-SUTA	0.00	0.00	167.41	4,644.00	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	50.00	50.00

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

	Apr 21	Budget	Jan - Apr 21	YTD Budget	Annual Budget
Total Employee Expenses	39,374.46	36,085.00	151,266.16	148,734.00	220,904.00
Event Expenses	250.00	250.00	250.00	250.00	9,200.00
Facilities HOA Fees	0.00	0.00	10,273.75	10,500.00	10,500.00
Facilities Landscaping	0.00		-3,000.00		
Facilities Prop Mgmt Fees	1,300.00	1,300.00	5,200.00	5,200.00	7,800.00
Facilities R&M / Improvements	1,570.00	3,500.00	14,210.85	13,500.00	20,000.00
Facilities Utilities	0.00		34.90		
Meals & Supplies / Meetings	0.00	0.00	0.00	50.00	100.00
Office					
Lease 119 & 123	0.00	0.00	232.80	240.00	240.00
Computer / Software	296.70		4,053.21		
Copier Lease	426.19	427.00	1,704.76	1,705.00	2,559.00
Repairs & Maintenance	340.00	535.00	2,231.58	2,140.00	3,210.00
Supplies	60.66	150.00	844.14	600.00	950.00
Telephone / Internet	315.77	358.00	1,259.09	1,430.00	2,146.00
Utilities	431.02	405.00	1,135.40	1,620.00	2,430.00
Total Office	1,870.34	1,875.00	11,460.98	7,735.00	11,535.00
PROGRAMS					
PR Activity/Mtg-Food & Supplies	17.73	300.00	145.84	300.00	900.00
PR Bowling Lane Fees	0.00		1,438.50		
PR Fuel	37.14		37.14		
Total PROGRAMS	54.87	300.00	1,621.48	300.00	900.00
Postage and Delivery	445.12	200.00	859.75	700.00	1,000.00
Printing and Reproduction	0.00	0.00	0.00	1,605.00	1,605.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.00
Total Expense	45,303.24	44,090.00	197,367.91	194,397.00	294,427.00
Net Ordinary Income	-9,823.79	-2,880.00	22,192.33	-30,837.00	-15,702.00
Other Income/Expense					
Other Income					
Investment Income	3.93		19.15		
Total Other Income	3.93		19.15		
Net Other Income	3.93		19.15		

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

Net Income

Apr 21	Budget	Jan - Apr 21	YTD Budget	Annual Budget
<u>-9,819.86</u>	<u>-2,880.00</u>	<u>22,211.48</u>	<u>-30,837.00</u>	<u>-15,702.00</u>



Real Estate Sub-Committee
May 5, 2021
ZOOM MEETING MINUTES

Present: T. Zafar, Chair; D. Buckles; P. Bullard; M. Casey; R. Cushenberry; J. Gortney; L. Lobue; H. Marshall; J. Patterson

Guests: L. LaVigne, C. Olivier

1. Income/Expense report: Tariq reviewed the April YTD report, pointing out that the April R&M expenses would be noted on the next month's report. There were \$2214 in R&M in April. Committee found other expenses to be routine. Report accepted.

2. Lease Renewals:

R. Cushenberry provided CMA for the Whispering Creek property for committee to review before this meeting. After discussion, committee agreed to renew the lease to CareGiver under the same terms & conditions (\$1950 mo for 2 years).

Lease on River Rd. expires June 30. Rick will provide CMA for committee to consider at the June 2 meeting.

Action Item: Committee recommends to the board that the Whispering Creek lease be offered for renewal under the same terms and conditions.

Laura and Hal will work on a letter to Colliers as the 1st option for the Industrial lease will be exercised on June 24, 2021. Laura will review her written response to Peter Jenkins, QuVa, who notified her that they would exercise the 1st option.

3. 3003 Gilmar – Committee discussed selling the property "as-is". Rick will gather a few offers from companies that purchase "as-is" homes and committee will consider those offers – given the market and condition of the property,
4. Lease for Rustic Trail: Rick has an interested tenant who wants a 2-yr lease at a reduced rate from \$2000 mo to \$1900 mo. Committee agreed to offer the 2-yr lease at \$1950 mo.
NOTE: After the meeting ended, Rick was contacted by the tenant. Tenant requested a one-year lease at \$2000. Committee members agreed via group email.
Action Item: Committee recommends to the Board that Rustic Trail home be leased for one year at \$2000 per month, beginning May 15, 2021.



5. Lease for Grant Drive: Rick put this property on the market and has an interested tenant. Committee discussed terms and agreed to offer the property for one or two years, for at least \$1900 mo with a non-refundable \$1200 pet deposit. Rick will contact the tenant and negotiate the best offer.
NOTE: After meeting ended another potential tenant offered \$2100 per month for 2 years. Committee agreed via email to accept this offer.
Action Item: Committee recommends to the board that Grant Drive be leased for \$2100 per month for two years beginning May 15, 2021.

Next meeting: June 2, 2021



123 Brooks Street, Sugar Land, TX 77478 Tel: 281-494-5959 FAX: 281-494-5960

May 6, 2021

Dear Friends and Supporters,

We are very excited about The Arc of Fort Bend County's upcoming 27th annual *Golf Classic*! Weston Lakes Country Club will be hosting a live, in-person event and Troy Construction is back as our Title Sponsor. We invite you to join us again this year for a day of golf and fun on Monday, June 28. Registration will begin at 10:00 a.m. followed by a box lunch, provided by Five Star Food Services and a shotgun start at 11:00 a.m. Invite your family and friends to join us for a BBQ dinner hosted by Sprint Waste Services and prepared by the winning BBQ cook-off team, "Yeah-I-Do! Cook 'N Crew". Dinner will be served in the lovely dining room at Weston Lakes, followed by the live auction, led by James Patterson. Awards and auction begin upon completion of play (approximately 4:30 p.m.).

The tournament is limited to 100 golfers, so submit your registration form as soon as possible. The teams fill up quickly and we have a waiting list every year! If you do not have a foursome but would like to play, we will put you with a team. Again, this year, the "Back 9" and "Elite 9" are available for those who want to support The Arc, but cannot play that day.

You may register and pay on-line at <https://TheArcGolfClass.givesmart.com>. If you need more information, please contact Cheryl Olivier at 281-494-5959 or adminassistant@arcoffortbend.org.

We are looking forward to this year's event and our opportunity to raise money to fund the programs and services for people with intellectual and developmental disabilities offered by The Arc of Fort Bend County. Thank you for your support.

Sincerely,

A handwritten signature in black ink that reads "Gary Krueger".

Gary Krueger
PG Golf
Golf Classic Chairman

Tia Baker
LJA Engineers

John Kennedy
Texas State Technical College

Kristin Morris
EHRA Engineering

Dale Buckles

John Grzywa

Cheryl Olivier
Administrative Assistant

Leslie Cline
R.G. Miller Engineers

Laura LaVigne
CEO, The Arc

James Patterson

Nancy Dobert
Program Director, The Arc

Robert Molina

Marelisa Tomlinson
PG Golf

Anthony Francis
LJA Engineers

Michael Moore, D.V.M
Foster Creek Veterinary Hospital

Richard Stolleis

A Letter from the Committee

Monday, June 28, 2021, is the day of The Arc's *Golf Classic* at Weston Lakes Country Club. Our title sponsor, Troy Construction, will again make this first-class, sold-out, annual event possible!

Keith Simmons, Director of Golf at Weston Lakes, and his staff assist the planning committee and do a great job managing the tournament.

The Arc of Fort Bend County is a privately funded, non-profit organization that provides programs and services to improve the quality of life of individuals with intellectual and developmental disabilities (including autism) and their families.

Because our committee tightly controls expenses, **95% of our gross proceeds** went to funding The Arc's programs and services. You are making a difference in the lives of people who want to live, work and play in our community. Every year **you make a difference**. We invite you to come out to Weston Lakes, pull your driver out of your golf bag and join us at the 2021 *Golf Classic*.

Thank you for your support.

Achieve with us.

Country club dress code enforced.

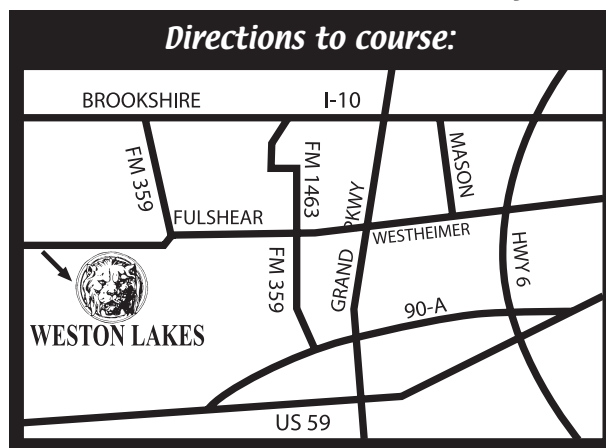
**Non-golfers are invited to attend
Auction & Awards Dinner.**

**Reservations will be taken on first come
basis and cannot be confirmed
until fees are received.
(Limited to 25 foursomes)**

**In the event of rain, golf vouchers will be
provided for play at
Weston Lakes Country Club.**

**Dinner & Auction will occur Rain
or Shine!**

**We greatly appreciate your
contribution to
The Arc of Fort Bend County.**



**For more information
contact:**

**Cheryl Olivier: 281-494-5920
Fax: 281-494-5960**

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*The Arc of Fort Bend County ensures
opportunities for people with intellectual and
developmental disabilities to maximize their
quality of life within our community.*

**The Arc's 27th Annual
2021 Golf Classic & Auction**

Title Sponsor



**Pipeline and Facilities
Contractors
Pipeline Integrity Services**

**Monday, June 28, 2021
Weston Lakes Country Club
32611 FM 1093 • Fulshear, Texas
(281) 346-1227**

Tournament Entry Form

Title Sponsor Troy Construction

☐ Platinum Underwriter \$5000

Includes Gold Underwriter Package, 2 Teams and a Half Page Ad in the Auction Booklet.

☐ Gold Underwriter \$2000

Includes Silver Sponsor Package, a **Round of Golf for Four** and *Four Framed Team Photos*

☐ Silver Sponsor \$1500

Includes Executive Package, Hole Sponsor, Beverage Cart Sponsor and Recognition in the Auction Booklet

☐ Executive Package \$1200

Includes Foursome, Box Lunches, Team Mulligans, Team Putting Contest, Team Easy Eagles and Four Team Photos

☐ Beverage Cart Sponsor \$500

☐ Hole Sponsor \$250

Sign to read: _____

☐ Single Entry \$300

Includes Box Lunch, Mulligan, Putting Contest, Easy Eagle and Photo

☐ Dinner Donation

☐ Unable to attend but want to donate

Please provide number of guests attending dinner

Will attend dinner _____

Total payment \$ _____

Elite and Back 9

Due to the tremendous response every year, all 25 teams quickly fill. Therefore, we have added options. The sponsors listed below will not field a team on the day of the event, but will be recognized in our program and at the evening meal.

“Elite 9” \$1,500

You will be listed as a putting green sponsor and a hole sponsor and will receive a certificate for golf for four, with carts, for the Weston Lakes course to be used at your convenience.

“Back 9” \$1,000

You will be listed as a hole sponsor and will receive a certificate for golf for four, with carts, for the Weston Lakes course to be used at your convenience.

Team Players

Company: _____

Team Captain: _____

Address: _____

Telephone: _____

Email: _____

Names of additional players or guests:

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____

☐ Register and pay online at
<https://TheArcGolfClass.givesmart.com>

or

☐ Register and pay by check:
Make checks payable to
The Arc of Fort Bend County
mail check & form to:
The Arc
123 Brooks Street
Sugar Land, Texas 77478

Information

On-Site Registration 10:00 a.m.
Box Lunch & Shot Gun Start 11:00 a.m.
Auction, Awards & Dinner* 4:30 p.m.

**Will take place RAIN or SHINE!*

Entry Deadlines

Sign Production June 14, 2021
Player Entries June 14, 2021

Enjoy These Events:

Putting Contest
Closest-to-the-Pin
Longest Drive Contest
Easy Eagle
Mulligans



The Arc of Fort Bend County is a tax exempt, non-profit 501(c)(3) organization.
(Tax ID# 74-6076222)
Fair Market Value of each entry is \$60.
All donations are tax deductible.