



**Board Meeting Agenda**  
**ZOOM Meeting**  
**September 27, 2021 – 6:00 p.m.**

- I. Call to Order & Determination of a Quorum – L. Lobue
- II. Public Comment
- III. **Consent Agenda** – L. Lobue
  - A. Board Meeting Minutes – 07/26/2021
  - B. Executive Committee Meeting Minutes 09/08/2021
  - C. Real Estate Committee Meeting Minutes 08/11/2021
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report
  - A. Program Highlights
  - B. Zoom Events for August & September
  - C. Property Insurance 2022
- VI. Committee Reports:
  - A. Governance Committee – A. Johnston
  - B. Internal Committee Report – P. Bullard
    - 1. Budget and Finance Committee: S. Lee
      - a) **August 2021 YTD Financials**
      - b) **4<sup>th</sup> Qtr. Operating Budget**
      - c) Minutes of August 23, 2021 Meeting
        - (1) **10% Down Payment from Sale of 3005 Gilmar**
        - (2) **Response to Foundation Regarding Resuming P&I Payments**
        - (3) **Real Estate Reserve Account**
    - 2. Real Estate Committee - T. Zafar (Closed Session)
      - a) Update on Grant Dr. Eviction
      - b) 9/21/2021 Committee Meeting:  
**Lease Renewals: Chapman Falls, Thomas Jefferson, Wagon Wheel**
- VII. New Business – L. Lobue  
Best in the West update
- VIII. Adjourn

**Next Board Meeting: December 13, 2021**



Board of Directors Meeting  
Via ZOOM July 26, 2021  
Meeting Minutes

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

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

- II. Welcome Guests: Larry Lobue thanked everyone for attending via ZOOM. No guests were present.
- III. Public Comment: None.
- IV. Consent Agenda: Motion was made by Tariq Zafar to accept the Consent Agenda. Seconded by Hal Marshall.  
**Motion approved.**
- V. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report:
- A. Laura reviewed the highlights of The Arc's programs and services for July. She stated that The Arc continues virtual programs. Karri spent 40 hours on the phone, attended three professional development events. M.O.K.A. had their virtual support group meeting. Laura made a presentation to Fort Bend Center for Independent Living and participated in the Texas FASD Alliance meeting. Karri made a presentation to Houston Depelchin Children's Center Psychologists and Social Workers and attended Fort Bend Connect & CRCG meetings. Laura took a leave of absence from Sugar Land Rotary. Family Bingo was held on June 18 and Laura thanked Tariq for donating the gift cards for the game winners. The Arc was one of the sponsors of the "Yoga for All" event held in Sugar Land Town Square which had a great turnout. Social Rec and S.O. participated in Virtual Patriotic Bingo and participated in a patriotic craft. Teen Pals Network now has matched 13 teens with a Pal volunteer. Laura worked with Jenny Gortney to gather Golf Classic auction items and add them to Givesmart. Unfortunately, the rain cancelled the golf portion of Golf Classic but the auction was held at Weston Lakes.
  - B. Laura reviewed The Arc's Zoom events for July.
  - C. Laura provided an update on Golf Classic indicating a Gross Income of \$92,850 and \$4876.01 in expenses. Laura met with John Grzywa and reviewed the program and services of The Arc as well as financials. John

Grzywa generously offered to make a donation that would bring the net Income up to \$100,000 for Golf Classic.

VII. Committee Reports:

A. Governance Committee

Ann Johnston gave an update on the receipt of Conflict of Interest/Code of Ethics documents.

B. Charlie stated that there are seven vacancies on the Board and two vacancies on the Nominating Committee. He provided an update on proposed board members stating that he will make recommendations at the September Board Meeting.

C. Internal Committee: P. Bullard

1. Budget & Finance – S. Lee

a) Sharon reviewed the June 2021 YTD Financials. Motion made by committee to accept the June 2021 YTD Financials. **Motion Approved.**

b) Larry stated that the Foundation Board is interested in learning when The Arc is planning to resume P&I payments.

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 River Rd lease renewal. Motion made by committee to renew the lease with an increase of \$50 per month for 2 years. New monthly lease amount is \$1250. **Motion Approved**

b) Tariq provided an update on the Gilmar property stating that the plan is to sell the property to Mike Rychlik for \$111,000 with a 10% down payment. Recommendation will go to committee and Tariq will provide the final details to the Board.

VII. New Business: Round Table meeting was cancelled.

VIII. Adjourn: Meeting adjourned at 6:42 p.m.

Submitted By:  
Cheryl Olivier  
Administrative Assistant

Attested to:  
Ann Johnston  
Secretary, Board of Directors

**The next board meeting is September 27, 2021**



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

- a) Laura provided an update on the status of the office closure and in person functions such as social events and Special Olympics.
- b) Laura discussed the Q4 budget and working with the team to provide the information for Board approval.
- c) Discussed the next Bingo family night scheduled for September 23<sup>rd</sup> and how to encouraging our families to join and participate.

**4. September 27, 2021 – Board Meeting Agenda:** L. Lobue  
Agenda reviewed, discussed and approved.

**Next Executive Committee Meeting: Wednesday, December 8, 2021, at 4:45 p.m.**



Real Estate Sub-Committee  
August 11, 2021  
**ZOOM MEETING MINUTES**

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

Absent: P. Bullard

Guests: L. LaVigne

1. Income/Expense report: Tariq reviewed the July YTD report. Committee members questioned the expenses of returning deposits to two tenants. Hal suggested changing the name of that line item to "Security Deposit Refund". Security deposits donated back to The Arc by Rick Cushenberry were noted on the report, but not those that were paid to the tenants' realtors. Those funds will be found on the financials. This report is of cash in and out only. Report accepted.
2. Lease Renewals: None
3. 3003 Gimar – Rick shared that the property was offered to Mike Rychlik for \$111,000, 10% down, 3% interest, 20-year mortgage with a 10-year balloon note. Mike is considering the offer. When the property is sold, the note and DOT will be transferred to the Foundation. Tariq agreed to complete this paperwork. Procedure for selling and transferring the note was approved by the committee.
4. Grant Drive Tenant: Laura shared that the tenant's July lease payment was returned for non-sufficient funds. She contacted the tenant and he agreed to bring a cashier's check to The Arc office. He did not. Laura received an anonymous email warning The Arc that the tenant falsified his rental application. After checking Fort Bend and Harris County records, it was found the tenant was charged and found guilty of a felony offense, which he did not disclose on the application. As of the meeting date, the tenant had not submitted the lease payment for August.

After discussion, committee agreed to evict the tenant for falsifying the lease application. Tariq agreed to call the tenant, tell him that he was going to be evicted and give him the opportunity to vacate voluntarily. Tariq drafted and sent a "Notice to Vacate" letter to Laura to sign and send certified mail to the tenant. If he does not, committee agreed to pursue the eviction.

NOTE: August 17, Mike Rychlik went to the house to ascertain if it was vacant. There were two cars parked in the driveway. He drove around the block and when he passed by, one of the cars was gone. Appears the house is not vacant.

**Next meeting: September 1, 2021**

**CEO Report  
July & August 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:

July & August 2021

General Info & Referral: 29(7.6 hours), 15 (6.9 hours)

Special Ed: 5 (3.7 hours), 23 (12.8 hours)

IEP Reviews/Consultations: 1 (1.2), 6 (6.4 hours)

ARD Meetings: 0;

Adult Transition Planning: 0;

Guardianship: 2 (1.0 hour), 1 (.30 hour)

Adult Services (Provider/Day Hab/SSI/Medicaid): 4 (2.0 hour), 4 (1.7 hour)

Employment: 2 (1.1 hours), 1 (.70 hours)

Outreach: 2.5 hours, 9.9 hours

Phone Calls: July: 34.20 hrs, Aug: 41.40 on the phone answering questions and advising

Professional Development:

1) The Arc Texas & Easter Seals – 87<sup>th</sup> Legislative Session Wrap-Up (July 7, 14, 21, 28);

2) Texans Care for Children - What the 87<sup>th</sup> Legislature Meant to Kids (7/6/21)

3) SSI & SSDI 3<sup>rd</sup> Party Filer Training (7/20/21)

4) 8/10/21 Ed Web: Play is Powerful: Strategies for Teaching Social Communication to Students with Autism.

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).

8/17/21 & 8/31/21 - Disability Resource Fair Planning Meeting w/ Clements HS National Honor Society.

Community Partnerships: 8/27/21 Toured the Houston Museum of Natural Science at Sugar Land with Special Programs Directors Syndee Howgate and Matti Hammett to provide input in the development of Sensory Friendly event accommodations and exhibit modifications.

Presentations/Community Outreach: 8/7/21 & 8/14/21 - Access Health Back to School Fair (Program flyers provided for drive thru backpack distribution events).

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

**III. Strategic Goal: The Arc shall advocate for public and private community institutions to become more responsive to the individual needs of people with I/DD, thereby promoting quality of life for all.**

Community Meetings Membership:

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

Laura: 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.**

July: Special Olympics Texas has re-opened their sports of soccer, bocce and softball. We began practicing soccer on July 27<sup>th</sup> and plan to start practicing bocce & softball in August.

August: Special Olympics Texas has “paused” all sports at this time due to the rise in Covid numbers. We have notified our members of this change

Created a “Return to Play” database/google spreadsheet that includes medical expiration dates, sports involved in & chronic medical conditions. This will help us identify who is eligible to return to play as soon as it’s safe to resume.

Social Recreation, Special Olympics & TwentySomethings:

Mailed out a workbook with June Activity Workbook/Calendar Skills.

07/4 - Patriotic Crafts- 18 members participated. Everyone wore their Patriotic Hats, necklaces and had a great time!

07/14 - virtual Safety Sign Bingo Game. 16 members participated

08/09 - Virtual Bingo “Building Supplies”. 21 members participated

08/26 - Virtual birdhouse building craft. 16 members participated in two different sessions. The birdhouses turned out very colorful and cute.

Teen Pals Network:

*One additional 2021 “Summer Pals” matched in July:*

- 1) Donovan & Collin
- 2) Hayaa & Yashna
- 3) Kendall & Alexandra
- 4) Zachary & Zhuo
- 5) Isabel & Maya
- 6) Jake & Caleb
- 7) Noah & Karthik

**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 attended The Arc of Texas Annual Meeting, via Zoom.

Community Development Block Grant:

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

CDBG Reimbursement for Personnel

June- \$1,770.26

July - \$1877.55



Aug						
	1-Aug	Teen Pals Network	Youth 13 - 19 years	Pals Matched		Karri
	2-Aug	Calendar Skills	SO, TS & SR	Worksheet		Nancy & Pam
	9-Aug	Virtual Bingo - Building Supplies	SO, TS & SR	Zoom		Nancy & Pam
	10-Aug	M.O.K.A.Support Group	Moms	Zoom	7:00 PM	Karri/Ashley Bennett
	26-Aug	Birdhouse Craft	SO, TS & SR	Zoom	11:00 AM	Nancy & Pam
	27-Aug	Family BINGO	Members	Zoom	6:00 PM	Cheryl & Laura
Sep						
	1-Sep	Calendar Skills	SO, TX & SR	Worksheet		Nancy & Pam
	1-Sep	Teen Pals Network	Youth 13 - 19	Pals Matched		Karri
	3-Sep	Teen/Tween Social & Respite	Youth 11 - 18 years	Christ Church Sugar Land	6:00 PM	Karri
	7-Sep	Virtual Bingo - Weather Bingo	SO, TX & SR	Zoom	11:00 AM	Nancy & Pam
	9-Sep	PESG - Tips Back to School, Work, Routine	Parents	Zoom	11:00 AM	Karri
	14-Sep	M.O.K.A.Support Group	Moms	Zoom	7:00 PM	Karri/Ashley Bennett
	22-Sep	Talent Show Auditions	SO, TX & SR	Zoom	11:00 AM	Nancy & Pam
	25-Sep	Youth Group - Houston Museum Natural Science Sugar Land Sensory Friendly Day	Youth birth - 18	HMNS Sugar Land	8 - 10 am	Karri

**The Arc of Ft. Bend County**  
**Balance Sheet**  
**As of August 31, 2021**  
**Aug 31, 21**

**ASSETS**

**Current Assets**

**Checking/Savings**

**Cash**

Credit Card Account	4,405.80
Fundraising (WD)	6,047.99
Money Market	250,702.29
Operating Account	210,344.88
Facilities Reserve contra	-82,000.00

<b>Total Cash</b>	<b>389,500.96</b>
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<b>Total Checking/Savings</b>	<b>389,500.96</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>440,958.15</b>
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**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

<b>Total Fixed Assets</b>	<b>3,762,708.84</b>
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**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

<b>Total Other Assets</b>	<b>168,220.00</b>
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<b>TOTAL ASSETS</b>	<b>4,371,886.99</b>
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**LIABILITIES & EQUITY**

**Liabilities**

# The Arc of Ft. Bend County Balance Sheet

As of August 31, 2021

Aug 31, 21

<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable-ARC	-79.11
<b>Total Accounts Payable</b>	-79.11
<b>Other Current Liabilities</b>	
Small Business PPP Loan	139,035.32
Retirement Plan Payable	725.00
Taxes Payable-SUTA	18.02
<b>Total Other Current Liabilities</b>	139,778.34
<b>Total Current Liabilities</b>	139,699.23
<b>Long Term Liabilities</b>	
N/P-ARC Fdn (Worley Dr)	220,660.88
Security Deposits Payable	20,690.00
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
<b>Total Long Term Liabilities</b>	1,436,419.68
<b>Total Liabilities</b>	1,576,118.91
<b>Equity</b>	
Unrestricted Net Assets	2,707,898.63
Net Income	87,869.45
<b>Total Equity</b>	2,795,768.08
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,371,886.99</b>

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

	<u>Aug 21</u>	<u>Jan - Aug 21</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>						
Youth Social	0.00	0.00	0.00	0.00	0.0%	50.00
Riveredge Mortgage Payment	1,038.00	1,038.00				
Donations & Contributions	3,372.17	20,416.78	2,000.00	18,416.78	1,020.84%	2,200.00
Donations - Designated	0.00	26,407.02				
<b>Fundraising Event</b>						
Auction / Bid Board Item	1,500.00	27,150.00				
Donation	0.00	9,550.00				
Tickets / Tables	0.00	600.00				
Fundraising Event - Other	2,219.35	73,661.26	40,000.00	33,661.26	184.15%	40,000.00
<b>Total Fundraising Event</b>	<u>3,719.35</u>	<u>110,961.26</u>	<u>40,000.00</u>	<u>70,961.26</u>	<u>277.4%</u>	<u>40,000.00</u>
Grant - CDBG Fort Bend	1,770.26	15,964.70	15,000.00	964.70	106.43%	17,000.00
Grants - Other	0.00	9,500.00				
Membership Revenue	560.00	4,953.10	700.00	4,253.10	707.59%	800.00
Rental Income	20,000.00	299,025.00	304,125.00	-5,100.00	98.32%	343,300.00
<b>Total Income</b>	<u>30,459.78</u>	<u>488,265.86</u>	<u>361,825.00</u>	<u>126,440.86</u>	<u>134.95%</u>	<u>403,350.00</u>
<b>Gross Profit</b>	30,459.78	488,265.86	361,825.00	126,440.86	134.95%	403,350.00
<b>Expense</b>						
Auto / Vans - Repairs & Maint.	0.00	2,687.79	600.00	2,087.79	447.97%	600.00
<b>Advocacy in Action</b>						
Casey Connection	0.00	500.00	800.00	-300.00	62.5%	900.00
Educational Advocacy	0.00	0.00	60.00	-60.00	0.0%	60.00
<b>Total Advocacy in Action</b>	<u>0.00</u>	<u>500.00</u>	<u>860.00</u>	<u>-360.00</u>	<u>58.14%</u>	<u>960.00</u>
Reconciliation Discrepancies	0.00	0.00	250.00	-250.00	0.0%	250.00
Accounting, Audit, Payroll	232.60	6,806.70	5,816.00	990.70	117.03%	10,043.00
Advertising & Marketing	53.30	665.40	428.00	237.40	155.47%	481.00
Affiliation/Asso/Mbrship/Certs	0.00	3,033.00	3,500.00	-467.00	86.66%	3,500.00
Bank & CC Charges	132.94	1,516.32	1,000.00	516.32	151.63%	1,100.00
Board Expenses	0.00	362.56				
Community Outreach	0.00	267.84	100.00	167.84	267.84%	100.00
Conferences	0.00	0.00	200.00	-200.00	0.0%	200.00

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

	<u>Aug 21</u>	<u>Jan - Aug 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Employee Expenses</b>						
Employee Salaries	28,588.33	238,539.71	227,544.00	10,995.71	104.83%	255,987.00
Employee-FICA/Medicare	1,863.94	15,304.87	17,408.00	-2,103.13	87.92%	19,584.00
Employee-Health/Dental	5,719.17	45,727.04	43,926.82	1,800.22	104.1%	49,642.23
Employee-Medicare	435.93	3,049.36				
Employee-SUTA	0.00	167.41	4,644.00	-4,476.59	3.61%	4,644.00
Mileage Reimbursement	0.00	0.00	50.00	-50.00	0.0%	50.00
<b>Total Employee Expenses</b>	<b>36,607.37</b>	<b>302,788.39</b>	<b>293,572.82</b>	<b>9,215.57</b>	<b>103.14%</b>	<b>329,907.23</b>
<b>Event Expenses</b>	0.00	2,339.35	9,200.00	-6,860.65	25.43%	9,200.00
<b>Facilities HOA Fees</b>	0.00	10,273.75	10,500.00	-226.25	97.85%	10,500.00
<b>Facilities Landscaping</b>	0.00	-3,000.00				
<b>Facilities Prop Mgmt Fees</b>	0.00	9,100.00	10,400.00	-1,300.00	87.5%	11,700.00
<b>Facilities R&amp;M / Improvements</b>	0.00	39,403.85	26,500.00	12,903.85	148.69%	33,000.00
<b>Facilities Utilities</b>	185.03	622.49				
<b>Insurance</b>						
Workers Comp	0.00	-583.18				
<b>Total Insurance</b>	<b>0.00</b>	<b>-583.18</b>				
<b>Meals &amp; Supplies / Meetings</b>	0.00	138.56	100.00	38.56	138.56%	100.00
<b>Office</b>						
Lease 119 & 123	0.00	232.80	240.00	-7.20	97.0%	240.00
Computer / Software	0.00	4,053.21				
Copier Lease	439.39	3,449.12	3,412.00	37.12	101.09%	3,838.00
Repairs & Maintenance	595.00	5,264.58	4,280.00	984.58	123.0%	4,815.00
Supplies	0.00	1,153.91	1,300.00	-146.09	88.76%	1,450.00
Telephone / Internet	571.96	2,918.70	2,861.00	57.70	102.02%	3,218.00
Utilities	78.38	2,221.56	3,240.00	-1,018.44	68.57%	3,645.00
<b>Total Office</b>	<b>1,684.73</b>	<b>19,293.88</b>	<b>15,333.00</b>	<b>3,960.88</b>	<b>125.83%</b>	<b>17,206.00</b>
<b>PROGRAMS</b>						
PR Activity/Mtg-Food & Supplies	874.70	1,369.04	3,300.00	-1,930.96	41.49%	3,735.00
PR Bowling Lane Fees	0.00	1,438.50				
PR Equipment, Shirts, Uniforms	0.00	0.00	250.00	-250.00	0.0%	250.00
PR Fuel	0.00	68.28	300.00	-231.72	22.76%	300.00
PR Game / Registration Fees	0.00	0.00	450.00	-450.00	0.0%	450.00

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

	<b>Aug 21</b>	<b>Jan - Aug 21</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
PR Hotel	0.00	0.00	4,600.00	-4,600.00	0.0%	4,600.00
PR Parking & Tolls	0.00	0.00	50.00	-50.00	0.0%	50.00
PR Training & Background checks	0.00	0.00	50.00	-50.00	0.0%	100.00
PR Transportation	0.00	0.00	750.00	-750.00	0.0%	750.00
PR - Twenty Somethings	0.00	0.00	150.00	-150.00	0.0%	150.00
<b>Total PROGRAMS</b>	<b>874.70</b>	<b>2,875.82</b>	<b>9,900.00</b>	<b>-7,024.18</b>	<b>29.05%</b>	<b>10,385.00</b>
PR Contract Workers	0.00	0.00	0.00	0.00	0.0%	288.00
Postage and Delivery	64.64	1,369.51	1,400.00	-30.49	97.82%	1,500.00
Printing and Reproduction	0.00	0.00	1,605.00	-1,605.00	0.0%	1,605.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	0.00
<b>Total Expense</b>	<b>39,835.31</b>	<b>400,462.03</b>	<b>391,264.82</b>	<b>9,197.21</b>	<b>102.35%</b>	<b>442,625.23</b>
<b>Net Ordinary Income</b>	<b>-9,375.53</b>	<b>87,803.83</b>	<b>-29,439.82</b>	<b>117,243.65</b>	<b>-298.25%</b>	<b>-39,275.23</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
Investment Income	11.44	65.62				
<b>Total Other Income</b>	<b>11.44</b>	<b>65.62</b>				
<b>Net Other Income</b>	<b>11.44</b>	<b>65.62</b>				
<b>Net Income</b>	<b>-9,364.09</b>	<b>87,869.45</b>	<b>-29,439.82</b>	<b>117,309.27</b>	<b>-298.47%</b>	<b>-39,275.23</b>

4th 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		600								600
		Donations - Designated										-
		Kathy Moody Memorial Scholarship										-
		Fundraising Events									175,000	175,000
		Grants										-
		Grant - CDBG Fort Bend				4,000						4,000
		Grant - FBJSL										-
		Membership Revenue	500									500
		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.							-			-
		Rental - Industrial							24,375			24,375
		Rental - Manorfield							3,900			3,900
		Rental - Parkview							4,650			4,650
		Rental - River Road							3,750			3,750
		Rental - Russeff Field							4,050			4,050
		Rental - Rustic Trail							6,000			6,000
		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	500	600	-	4,000	-	-	112,025	-	175,000	292,125
	EXPENSE											
		Accounting, Payroll Processing	4,681									4,681
		Advertising & Marketing		160								160
		Advocacy in Action										-
		AA Educational Advocacy										-
		AA Information / Referral		250								250
		Affiliation/ Association/ Membership										-

4th Quarter 2021 BUDGET - DRAFT

			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL
		Auto / Vans - Repairs & Maintenance	200									200
		Bank & CC Charges	600									600
		Board Expenses										-
		Casey Connection		-								-
		Community Outreach										-
		Conferences										-
		Continuing Education / Staff Develop.										-
		Employee - Salaries	85,328									85,328
		Employee - SS / FICA & Medicare	6,528									6,528
		Employee - SUTA										-
		Employee - Health & Dental	14,364									14,364
		Employee - Mileage Reimbursement										-
		Employee - Retirement Plan										-
		Employee - Workers Compensation	399									399
		Event Expenses									25,000	25,000
		Facilities - HOA										-
		Facilities - Insurance / Property & Fire							29,691			29,691
		Facilities - Property Management Fees							3,900			3,900
		Facilities - R&M / Improvements							10,000			10,000
		Facilities - R&M / Landscaping										-
		Facilities - Real Estate Taxes										-
		Facilities - Utilities										-
		Grants										-
		Insurance - Auto	7,864									7,864
		Crime	300									300
		Insurance - Cyber Liability	1,200									1,200
		Insurance - D&O / Fiduciary	2,061									2,061
		Insurance - Liability / General & Professional	9,318									9,318
		Insurance - Umbrella	3,080									3,080
		Meetings / Meals & Supplies	50									50
		Notes Payable - Brazos Glen										-
		Notes Payable - Chapman Falls										-
		Notes Payable - Cotter Lane										-
		Notes Payable - Cypress Point Bldg.										-
		Notes Payable - Manorfield										-
		Notes Payable - Rustic Trail										-
		Notes Payable - Wagon Wheel										-
		Notes Payable - Whispering Creek										-
		Notes Payable - Willow Springs										-
		Office - Computer / Software										-
		Office - Copier Lease	1,279									1,279
		Office - Lease										-
		Office - Postage & Delivery	500									500



4th Quarter 2021 BUDGET - DRAFT

			<b>General &amp; Admin</b>	<b>Advocacy</b>	<b>Bowling</b>	<b>Social Recreation</b>	<b>Youth</b>	<b>Special Olympics</b>	<b>Real Estate</b>	<b>Golf Classic</b>	<b>Western Dance</b>	<b>TOTAL</b>
		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				350		800				1,150
		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						150				150
		PR Transportation										-
		PR Twenty Somethings										-
		PR Youth Respite										-
		Professional Fees - Legal										-
		Professional Fees - Other										-
		<b>TOTAL EXPENSE</b>	142,143	410	-	350	-	950	43,591	-	25,000	212,444
		<b>NET INCOME</b>	(141,643)	190	-	3,650	-	(950)	68,434	-	150,000	79,681
		6/7/2021										

Budget & Finance Committee Meeting  
The Arc Office  
Meeting Minutes  
August 23, 2021 3:30 pm

Present: S. Lee, M. Geary, J. Gortney, L. Lobue, L. LaVigne, C. Olivier

Absent: P. Bullard, H. Marshall

1. Review of Balance Sheets 12/2018-7/2021: S. Lee began with comparing the cash balance from 2018 through July 31, 2021. She noted that the two PPP grants impacted our cash balance during the pandemic. She also compared expenses, and mentioned that many remain the same. Income from the leases and suspension of P& I has allowed The Arc to stay afloat. Sharon then compared fundraising income for the 3 ½ years. In 2018 was \$471,617; 2019 was \$377,093; 2020 was \$230,405. As of 7/31/21, we've collected \$107,241. The committee then discussed a realistic estimate of what we could expect to raise at the 2021 Best in the West. In 2020, Best in the West had \$183,000 income and \$11,440 expenses netting \$170,000. The committee estimated a conservative net income for 2021 of \$150,000. Adding the gross estimate of \$150,000 to \$107,241 that we have grossed so far equals \$257,241. This is \$120,000 less than what we grossed in 2019. The amount we owe in P&I each month is approximately \$10,000. That equals \$120,000 – the difference in what we grossed in 2020 and 2019.

After this realization, the committee recommended the actions for the Board:

Action Item: Continue to suspend the principal and forgive the interest payments to the Foundation through 4<sup>th</sup> Qtr. 2021. This will hopefully provide the time necessary for the Best in the West to return to prior years' gross incomes of \$300,000.

Action Item: After the sale of 3003 Gilmar, in December 2021, The Arc will transfer the 10% down payment to the Foundation for investment.

2. 4<sup>th</sup> Qtr. 2021 Operating Budget: Staff will provide a draft of the 4<sup>th</sup> Qtr. budget to the committee beginning of Sept.
3. Real Estate Reserve Funds: Committee discussed adding a separate savings account for the funds that are now in a "contra account". It was decided that it would be easier for the lay person to understand. J. Gortney will move forward to open the savings account at Prosperity Bank.

Next Meeting: TBD



Real Estate Sub-Committee  
September 21, 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: Report was inadvertently omitted from the packet. Committee decided to table the report until the next meeting.
2. Grant Drive Eviction Status: Tariq reported that he and Laura attended the eviction hearing. Tenant failed to attend. Judge ruled in our favor. Writ can be filed after September 23, 2021.
3. Lease Renewals: Committee reviewed the CMAs provided by Rick Cushenberry and decided the following to recommend to the Board:  
**Action Items:**
  - a. Wagon Wheel – offer the same lease rate for one or two years. Tenant's choice.
  - b. Chapman Falls – Increase lease rate by \$100 per month for one or two years. Tenant's choice.
  - c. Thomas Jefferson – Increase lease rate by \$50 per month for one or two years. Tenant's choice.

**Next meeting: Tuesday, October 5, 2021**