



**Board Meeting Agenda**  
In-Person & ZOOM Meeting  
**January 24, 2022 – 6:00 p.m.**

- I. Call to Order & Determination of a Quorum – L. Lobue
- II. Public Comment
- III. **Consent Agenda** – L. Lobue  
Board Meeting Minutes – 12/13/2021
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report
  - A. Program Highlights (Sept, Oct Nov 2021) (Dec 2021)
  - B. Grants/Donations Received
  - C. Reinstating In-person Activities & Reopening The Arc Office- Update
- VI. Committee Reports:
  - A. Executive Committee Meeting Minutes 01.12.2022 – L. Lobue  
**Staff Incentives – Ratify Staff Health Insurance, Incentive Bonus**
  - B. Governance Committee – A. Johnston
    - 1. Board Round Table Discussion – Update
    - 2. Board Candidates – C. Huber
  - C. Internal Committee Report – P. Bullard
    - 1. Budget and Finance Committee: S. Lee  
**December 2021 YTD Financials**
    - 2. Real Estate Committee - T. Zafar (Closed Session)  
Committee Meetings:  
**01/05/2022 Meeting: Ratify Lease Renewal for Cypress Point Building, 2-year lease, same lease rate.**
- VII. New Business – L. Lobue  
2022 Calendar of Board Meetings & Events
- VIII. Adjourn

**Next Board Meeting: March 28, 2022**



Board of Directors Meeting  
December 13, 2021  
Meeting Minutes

- I. Call to Order and Determination of Quorum: Larry Lobue, Chairman, established a quorum was present and began the meeting at 6:00 p.m.

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

- II. Welcome Guests: Larry Lobue thanked everyone for attending via ZOOM and in-person. No guests were present.
- III. Public Comment: None.
- IV. Consent Agenda: Motion was made by Ann Johnston to accept the Consent Agenda. Seconded by Tariq Zafar.  
**Motion approved.**
- V. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report:
- A. Laura stated that the Program Highlights were not available at the time of the December packet, but she would email to the Board.
  - B. Laura reviewed the Zoom events for October, November and December.
  - C. Laura discussed her email to the Board dated November 30, 2021 indicating The Arc's plans to reinstate in-person activities and reopening The Arc's office. Special Olympics will have its first practice for Basketball on January 10. Both Basketball and Soccer are scheduled to start in February with Track starting in March. Laura discussed the current transportation procedure for Social Recreation. She indicated that The Arc will no longer offer transportation to events. Tickets to events will be distributed to our members and their families with the understanding that they must provide their own transportation to that event. Laura spoke with the Manager at Bowlero who was very excited to have The Arc bowlers back, offered to open earlier to accommodate our members and would keep the rate the same. Teen Tween Social is scheduled for live and in person event in March. Laura stated that The Arc's office will be re-opening in January on a limited basis. The office will be manned with two employees Monday – Friday with it being one staff and one salaried employee.

VII. Committee Reports:

A. Executive Committee – L. Lobue

1. Larry Lobue stated the Roundtable Discussion is scheduled for January 18, 2022 at 5:30 p.m. at Tariq Zafar's office.

B. Governance Committee – A. Johnston

1. Ann Johnston suggested that future fundraising be discussed at the Roundtable Discussion.
2. Charlie Huber wants to discuss future board members and asked that this be added to the Roundtable Discussion agenda.

C. Internal Committee: P. Bullard

1. Budget & Finance – S. Lee

- a) Sharon reviewed the November 2021 YTD Financials. Motion made by committee to accept the November 2021 YTD Financials. **Motion Approved.**
- b) Sharon reviewed the 1<sup>st</sup> Quarter 2022 Operating Budget. Motion made by committee to approve the 1st Quarter 2022 Operating Budget. **Motion Approved.**
- c) Sharon discussed resuming of principal and interest payments to the Foundation. Motion made by committee to approve resuming of principal and interest payments to the Foundation. **Motion Approved.**

2. Real Estate Committee – T. Zafar

- a) Tariq discussed the Grant Drive lease renewal. Motion made by committee to renew the lease for \$1300 per month for two years. **Motion Approved**
- b) Tariq discussed the Willow Springs lease renewal. Motion made by committee to renew the lease for \$1375 per month for two years. **Motion Approved**
- c) Tariq discussed the Manorfield Ct. lease renewal. Motion made by committee to renew the lease for \$1375 per month for two years. **Motion Approved**
- d) Tariq notified the board that the Cypress Point building lease expires January 31, 2022. The committee has tabled the discussion on the lease renewal until a market analysis is received.

VII. New Business: Larry Lobue stated that the Best in the West was a success and preliminary figures indicate a gross income of \$282,590.

VIII. Adjourn: Meeting adjourned at 6:53 p.m.

Submitted By:  
Cheryl Olivier  
Administrative Assistant

Attested to:  
Ann Johnston  
Secretary, Board of Directors

**The next board meeting is January 24, 2022**

**CEO Report**  
**Sept, Oct, Nov 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:

Sept. Oct. & Nov. 2021

General Info & Referral: 8(207 hrs); 15 (5.8 hrs); 15 (5.20 hrs)

Special Ed: 15 (8.6 hrs); 12 (5.2 hrs); 9 (4.8 hrs)

IEP Reviews/Consultations: 8 (10.9 hrs); 12 (13.6 hours); 6 (4.9 hrs)

Guardianship: 2 (1.4 hrs); 2 (1.2 hrs)

Adult Services (Provider/Day Hab/SSI/Medicaid): 5 (3.7 hrs); 6(4.6 hour); 3 (2.2 hrs)

Employment: 1 (.60 hours); 2 (.90 hours);

Outreach: 17.80 hrs; 18 hours; 18 hrs

Phone Calls: Sept: 56.90 hrs; Oct: 80.30 hrs ; Nov. 70.30 hrs on the phone answering questions and advising

Partner w/ other agencies to sponsor Special Education and/or Disability Conference/Resource Fair

9/27/21 - Disability Resource Fair Planning Meeting w/ Clements HS National Honor Society.

10/2/21 – “Kaleidoscope of Creativity” event at Sienna Ranch Baptist Church supporting employment of Adults with IDD.

10/18/21 - HGAC Input Meeting from Community Partners about Transportation.

10/25/21 - Disability Resource Fair Planning Meeting w/ Clements HS National Honor Society.

11/06/21 - Houston Down Syndrome Association Buddy Walk – Vendor Table at Constellation Field event (10 new contacts).

11/13/21- Disability Resource Fair & Clements HS National Honor Society Fall Festival

Professional Development:

9/7/21 - College Planning for Special Needs

9/16/21 Supporting Paraprofessionals to Implement Functional Communication

9/21/21 TEA Special Ed Update Webinar

11/12/21 Positive Futures Conference

11/16 & 11/17 Power Tools for Non Profits Conference

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).

Presentations/Community Outreach:

09/09: Tips for Back-To-School, Work & Community Routine – Robin Rettie 5 Registered. 3 Attended live presentation.

10/14: Pre-Employment Transition & Vocational Rehab – Workforce Solutions

11/11: Health & Fitness Matters – Allison Thummel

12/09: SSI & SSDI Benefits – Record Keeping Tips – Andrew Hardwick

**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  
9/1/21 - Met with FBISD Sped ED and Directors to share parent concerns & suggestions for improvement.

9/08 - Met with FBISD Transition Teachers & Administrator.

9/15 - 1<sup>st</sup> FBISD Transition Community Advisory Committee meeting.

9/14 - Presented to Austin HS (FBISD) SEPAC Committee – Drafting Measurable Goals & Tracking Progress.

Laura: Fort Bend Transportation Advisory Committee, Ft. Bend Leadership Group

**IV. Strategic Goal: The Arc shall advocate for and promote a variety of appropriate and inclusive social, cultural, fitness/wellness opportunities in the community.**

Updated the “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 actually happens!

SOTX has re-opened and then cancelled sports in Aug, Sept, Oct and Nov. It is very frustrating for all.

Adult Sibling Connection:

10/17/21 Fall Social at La Madeleine in Sugar Land

Social Recreation, Special Olympics & TwentySomethings:

Mailed out Sept, Oct & Nov Activity Workbooks/Calendar Skills.

09/15/21 - Virtual Bingo “Weather Forecast” 16 members participated

09/22/21 - Virtual Bingo “Weather Alert” 19 people participated

10/21/21 - Virtual “Halloween Bingo” 13 members participated. Everyone wore their Halloween attire and we had a really good time

10/28/21 – Virtual “Halloween” crafts, and ZOOM dance. 14 participated in Halloween attire.

Teen Pals Network 2021-22:

1) Emma (Matched with Pal & then Anagha)

2) Noah (Matched with Pal)

3) Cailin (Matched with Pal)

Teen/Tween Social:

09/03 - Activities led by Allison Thummel (Christ Church) - 30 second Talent Show & games

Teens: 7 registered – 3 attended (No 1st time attendees) Volunteers: 22 registered – 12 attended (9 teens. 3 Adults. Six 1<sup>st</sup> time vols.)

10/01 - Activities led by Unite & Inspire Vols. Teens: 6 registered – 5 attended (Two 1st time attendees) Volunteers: 20 registered – 9 attended (8 teens. 1 Adult. Three 1<sup>st</sup> time vols.)

11/05 - Activities led by Clements HS Interact Club Vols. Teens: 6 registered – 5 attended (Three 1st time attendees) Volunteers: 17 registered – 14 attended (12 teens. 2 Adult. Five 1<sup>st</sup> time vols.)

Youth Group:

10/16/2021 - 1<sup>st</sup> Sensory Friendly Day event at Sugar Land Houston Museum of Natural Science.

**V. Strategic Goal: The Arc shall continue to invest in properties that are self-sustaining and provide facilities for our constituents**

I attended the court proceedings to evict tenant at 6623 Grant Dr. home with T. Zafar.

I worked with P. Bullard & H. Marshall to secure The Arc's property and Umbrella insurance coverage

**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.**

J. Gortney and I were interviewed by "Radio DaBang", explaining what The Arc does and upcoming Best in the West.

We all pitched-in and worked to bring back the in-person, Best in the West. There were minor "bumps", but it was a successful event!

Community Development Block Grant:

Nancy completed the Aug, Sept & Oct 2021 information for the CDBG update on program suspension and monthly report and billing for reimbursement for personnel. Continue to communicate with Community Development staff on changes with the grant.

CDBG Reimbursement for Personnel

August- \$1,877.54

September - \$1958.01

October - \$1448.39

**CEO Report  
December 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 2021

General Info & Referral: 8 (2.7 hours)

Special Ed: 6 (2.6 hours)

IEP Reviews/Consultations: 5 (7.4 hours)

Guardianship: 2 (2.10 hours)

Outreach: 2.5 hours

Phone Calls: 32.30 hours

**Total Education Advocacy Hours in 2021: Jan – Dec: 169.6 Hrs.**

Partner w/ other agencies to sponsor Special Education and/or Disability Conference/Resource Fair

9/27/21 - Disability Resource Fair Planning Meeting w/ Clements HS National Honor Society.

10/2/21 – “Kaleidoscope of Creativity” event at Sienna Ranch Baptist Church supporting employment of Adults with IDD.

10/18/21 - HGAC Input Meeting from Community Partners about Transportation.

10/25/21 - Disability Resource Fair Planning Meeting w/ Clements HS National Honor Society.

11/06/21 - Houston Down Syndrome Association Buddy Walk – Vendor Table at Constellation Field event (10 new contacts).

11/13/21- Disability Resource Fair & Clements HS National Honor Society Fall Festival

Professional Development:

12/02/21 - Evaluating Dyslexia in FIE's

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).

Presentations/Community Outreach:

12/09: SSI & SSDI Benefits – Record Keeping Tips – Andrew Hardwick – 23 registered, 20 attended

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

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Community Meetings Membership:

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Laura: Fort Bend Transportation Advisory Committee, Ft. Bend Leadership Group

**IV. Strategic Goal: The Arc shall advocate for and promote a variety of appropriate and inclusive social, cultural, fitness/wellness opportunities in the community.**

SOTX has re-opened and then cancelled sports in Aug, Sept, Oct and Nov. It is very frustrating for all. BUT – in December, SOTX announced that Basketball was to begin 1<sup>st</sup> practice 01/10/2022. “Return to Play” database/google spreadsheet was used to contact all involved. Travis HS reserved, coaches and volunteers contacted, parents & athletes reminded again to update medicals and membership.

Social Recreation, Special Olympics & TwentySomethings:

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

12/08 - Virtual “Christmas Bingo” Zoom on December 8<sup>th</sup>. We had 15 members participate. We sang Christmas songs at the conclusion of the zoom session. Everyone had a good time and was full of good cheer 😊

Teen Pals Network 2021-22: 15 Teens matched with a Pal volunteer since program launched August, 2020. (4 Teens re-applied a second time and were matched with new volunteers).

- 1) Emma (Matched with Pal & then Anagha)
- 2) Noah (Matched with Pal)
- 3) Cailin (Matched with Pal)
- 4) Diego Macias ( Matched with Aaron Span)

Teen/Tween Social:

Friday, December 3, 2021 6 – 8 pm Activities led by National Charity League – Sugar Land Jewels - Vols.

Teens: 12 registered – **5 attended** (2 - 1st time attendees) Volunteers: 15 registered – **11 attended** (9 teens. 2 Adult. All return vols.)

**V. Strategic Goal: The Arc shall continue to invest in properties that are self-sustaining and provide facilities for our constituents**

I attended the court proceedings to evict tenant at 6623 Grant Dr. home with T. Zafar.

I worked with P. Bullard & H. Marshall to secure The Arc’s property and Umbrella insurance coverage

**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.**

Community Development Block Grant:

Nancy completed the November 2021 information for the CDBG update on program suspension and monthly report and billing for reimbursement for personnel. Continue to communicate with Community Development staff on changes with the grant.

CDBG Reimbursement for Personnel

November \$1,314.28





Executive Team Meeting Minutes  
4:53 p.m., January 12, 2022

*Virtual Attendees*      *L. Lobue, Chairman*  
                                 *H. Marshall, Vice Chairman*  
                                 *S. Lee, Treasurer*  
                                 *A. Johnston, Secretary*  
                                 *T. Zafar, Real Estate Committee*

*Attendees in Person*    *L. Lavigne, CEO*  
                                 *C. Olivier, Staff*

*Absent*                      *P. Bullard, Chair, Internal Committee*  
                                 *C. Huber, Past Chairman*

**1. Internal Committee Report:**

- a. Budget & Finance Committee: S. Lee
  - i. **December 2021 YTD Financials** – reviewed and discussed.
  - ii. **Staff Health Insurance & Incentive Bonus** – Board voted to approve via email.
- b. Real Estate Committee Meeting: T. Zafar  
Reviewed the committee's January 2022 business and discussed the actions.
  - i. **Lease Renewal for Cypress Point Building** – The committee recommends the Board approve the new lease for two years.

**Action Items:**

- a) **Budget & Finance Committee recommends the Board approve the December 2021 YTD Financials.**
- b) **The Budget & Finance Committee recommends the approval of the Staff Health Insurance & Incentive Bonus.**

Closed Session -

- c) **The Real Estate Committee recommends approval of the lease renewal for the Cypress Point Building.**

**2. Governance Committee – A. Johnston**

- a. Board Member Candidates - In the absence of C. Huber, the discussion of potential new board members moved to a later date.
- b. Board Round Table – The Round Table scheduled for 1.18.2022 was postponed until February due to the spike in Omicron cases. Executive Committee members were requested to submit unavailable dates to Laura LaVigne via email.

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

- a) Reinstating in-person programs – Laura provided update on current in-person events and precautions/required signed releases. MOKA hosted their event the previous night, 1.11.2022, in The Arc's office. Special Olympics basketball was postponed for 3 weeks due to the current COVID numbers.

- b) Re-opening of the office - Laura provided an update on the return to the office. The staff has begun a rotating schedule of being in the office and working from home. For safety reasons, one salaried and one hourly person will be in the office during business hours.
- c) Zoom meetings – Laura asked the Executive Committee their thoughts on continuing virtual meetings. The group expressed their pleasure with virtual meetings and to please continue to schedule meetings both virtually and in-person.

4. **January 24, 2022 – Board Meeting Agenda:** L. Lobue  
Agenda reviewed, discussed and approved.

**Next Executive Committee Meeting: Wednesday, March 9, 2022, at 4:45 p.m.**

# The Arc of Ft. Bend County Balance Sheet

As of December 31, 2021

BS  
Dec 31, 21

## ASSETS

### Current Assets

#### Checking/Savings

##### Cash

Facilities Repairs Account	93,000.00
Credit Card Account	3,521.81
Fundraising (WD)	30,743.87
Money Market	384,193.37
Operating Account	137,190.44

Total Cash 648,649.49

Total Checking/Savings 648,649.49

#### 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 700,106.68

### Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,301,211.49
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 3,753,246.18

### Other Assets

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

Total Other Assets 86,220.00

**TOTAL ASSETS 4,539,572.86**

## LIABILITIES & EQUITY

### Liabilities

# The Arc of Ft. Bend County Balance Sheet

As of December 31, 2021

BS	Dec 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	69,535.32
Retirement Plan Payable	725.00
Taxes Payable-SUTA	18.02
<b>Total Other Current Liabilities</b>	70,278.34
<b>Total Current Liabilities</b>	70,199.23
<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>	1,506,618.91
<b>Equity</b>	
Unrestricted Net Assets	2,707,898.63
Net Income	325,055.32
<b>Total Equity</b>	3,032,953.95
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,539,572.86</b>

# The Arc of Ft. Bend County

## Profit & Loss Budget Performance

### December 2021

P & L Budget vs Actuals YTD

	<u>Dec 21</u>	<u>Budget</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>					
Income					
Grant - PPP	0.00		69,500.00		
Youth Social	0.00	0.00	0.00	50.00	50.00
Riveredge Mortgage Payment	0.00	0.00	1,038.00	1,038.00	1,038.00
Donations & Contributions	13,698.90	500.00	36,586.41	3,700.00	3,700.00
Donations - Designated	5,000.00		31,417.02		
Fundraising Event					
Auction / Bid Board Item	45,940.00		86,446.00		
Donation	5,035.00		14,885.00		
Raffle	0.00		13,930.00		
Sponsorship	1,500.00		38,000.00		
Tickets / Tables	750.00		4,050.00		
Fundraising Event - Other	6,831.11	25,000.00	244,416.02	215,000.00	215,000.00
Total Fundraising Event	60,056.11	25,000.00	401,727.02	215,000.00	215,000.00
Grant - CDBG Fort Bend	2,762.67	0.00	24,440.47	21,000.00	21,000.00
Grants - Other	0.00		9,500.00		
Membership Revenue	190.00	100.00	6,598.10	1,300.00	1,300.00
Rental Income	41,600.00	39,150.00	452,525.00	460,750.00	460,750.00
Total Income	123,307.68	64,750.00	1,033,332.02	702,838.00	702,838.00
Gross Profit	123,307.68	64,750.00	1,033,332.02	702,838.00	702,838.00
Expense					
Auto / Vans - Repairs & Maint.	0.00	0.00	2,853.04	800.00	800.00
Advocacy in Action					
Casey Connection	0.00	100.00	556.25	1,200.00	1,200.00
Information / Referral	0.00	0.00	77.25	350.00	350.00
Educational Advocacy	0.00	0.00	100.50	160.00	160.00
Total Advocacy in Action	0.00	100.00	734.00	1,710.00	1,710.00
Reconciliation Discrepancies	0.00	0.00	0.00	250.00	250.00
Accounting, Audit, Payroll	3,588.28	227.00	11,011.62	14,724.00	14,724.00
Advertising & Marketing	53.30	54.00	878.60	643.00	643.00
Affiliation/Asso/Mbrship/Certs	127.79	0.00	5,766.14	3,500.00	3,500.00

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

P & L Budget vs Actuals YTD

	<b>Dec 21</b>	<b>Budget</b>	<b>Jan - Dec 21</b>	<b>YTD Budget</b>	<b>Annual Budget</b>
<b>Bank &amp; CC Charges</b>	331.17	200.00	2,226.66	1,700.00	1,700.00
<b>Board Expenses</b>	0.00		362.56		
<b>Community Outreach</b>	0.00	0.00	376.09	100.00	100.00
<b>Conferences</b>	0.00	0.00	35.00	450.00	450.00
<b>Continuing Education/Staff Dev</b>	0.00		45.00		
<b>Employee Expenses</b>					
<b>Employee Salaries</b>	30,151.34	29,776.65	362,987.36	357,319.80	357,319.80
<b>Employee-FICA/Medicare</b>	1,869.38	2,176.00	22,929.10	26,112.00	26,112.00
<b>Employee-Health/Dental</b>	6,142.94	5,483.92	68,857.45	66,093.99	66,093.99
<b>Employee-Medicare</b>	437.20		4,832.47		
<b>Employee-SUTA</b>	0.00	0.00	167.41	4,644.00	4,644.00
<b>Mileage Reimbursement</b>	0.00	0.00	0.00	50.00	50.00
<b>Total Employee Expenses</b>	38,600.86	37,436.57	459,773.79	454,219.79	454,219.79
<b>Event Expenses</b>	702.46	0.00	12,154.67	34,200.00	34,200.00
<b>Facilities HOA Fees</b>	0.00	0.00	10,273.75	10,500.00	10,500.00
<b>Facilities Landscaping</b>	0.00		-3,000.00		
<b>Facilities Prop Mgmt Fees</b>	1,300.00	1,300.00	15,600.00	15,600.00	15,600.00
<b>Facilities R&amp;M / Improvements</b>	192.40	3,000.00	79,545.63	39,500.00	39,500.00
<b>Facilities Utilities</b>	0.00		868.91		
<b>Insurance</b>					
<b>General Liability</b>	0.00	0.00	0.00	9,318.00	9,318.00
<b>Crime</b>	0.00	0.00	0.00	300.00	300.00
<b>Workers Comp</b>	0.00	0.00	392.82	399.00	399.00
<b>Property</b>	-81.00	0.00	-81.00	30,000.00	30,000.00
<b>Cyber Liability</b>	0.00	0.00	1,200.00	1,200.00	1,200.00
<b>Auto</b>	0.00	0.00	0.00	7,864.00	7,864.00
<b>D&amp;O</b>	0.00	0.00	2,061.00	2,061.00	2,061.00
<b>Umbrella</b>	0.00	0.00	0.00	3,080.00	3,080.00
<b>Insurance - Other</b>	0.00		61,986.00		
<b>Total Insurance</b>	-81.00	0.00	65,558.82	54,222.00	54,222.00
<b>Meals &amp; Supplies / Meetings</b>	58.18	0.00	214.14	150.00	150.00
<b>Office</b>					

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

P & L Budget vs Actuals YTD

	<u>Dec 21</u>	<u>Budget</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Lease 119 & 123	0.00	0.00	232.80	240.00	240.00
Website	0.00		152.00		
Computer / Software	769.99	4,000.00	6,123.18	5,000.00	5,000.00
Copier Lease	439.39	440.00	5,206.68	5,199.00	5,199.00
Repairs & Maintenance	2,604.25	535.00	9,620.97	6,420.00	6,420.00
Supplies	207.05	0.00	2,639.17	1,450.00	1,450.00
Telephone / Internet	711.19	358.00	4,356.81	4,292.00	4,292.00
Utilities	0.00	405.00	3,402.44	4,860.00	4,860.00
<b>Total Office</b>	<u>4,731.87</u>	<u>5,738.00</u>	<u>31,734.05</u>	<u>27,461.00</u>	<u>27,461.00</u>
<b>PROGRAMS</b>					
PR Activity/Mtg-Food & Supplies	78.59	450.00	1,631.26	4,885.00	4,885.00
PR Bowling Lane Fees	0.00		1,438.50		
PR Equipment, Shirts, Uniforms	0.00	0.00	10.00	250.00	250.00
PR Fuel	110.23	0.00	228.51	300.00	300.00
PR Game / Registration Fees	0.00	0.00	0.00	450.00	450.00
PR Hotel	0.00	0.00	0.00	4,600.00	4,600.00
PR Parking & Tolls	0.00	0.00	0.00	50.00	50.00
PR Training & Background checks	0.00	50.00	0.00	250.00	250.00
PR Transportation	0.00	0.00	0.00	750.00	750.00
PR - Twenty Somethings	0.00	0.00	0.00	150.00	150.00
<b>Total PROGRAMS</b>	<u>188.82</u>	<u>500.00</u>	<u>3,308.27</u>	<u>11,685.00</u>	<u>11,685.00</u>
PR Contract Workers	0.00	0.00	0.00	288.00	288.00
Postage and Delivery	220.99	100.00	2,657.00	2,000.00	2,000.00
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
<b>Total Expense</b>	<u>50,015.12</u>	<u>48,655.57</u>	<u>702,977.74</u>	<u>675,307.79</u>	<u>675,307.79</u>
<b>Net Ordinary Income</b>	<u>73,292.56</u>	<u>16,094.43</u>	<u>330,354.28</u>	<u>27,530.21</u>	<u>27,530.21</u>
<b>Other Income/Expense</b>					
Other Income					
Investment Income	16.98		115.51		
<b>Total Other Income</b>	<u>16.98</u>		<u>115.51</u>		
Other Expense					

**The Arc of Ft. Bend County**  
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P & L Budget vs Actuals YTD

	<u>Dec 21</u>	<u>Budget</u>	<u>Jan - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Expenses	19.47		19.47		
Total Other Expense	19.47		19.47		
Net Other Income	-2.49		96.04		
Net Income	<u>73,290.07</u>	<u>16,094.43</u>	<u>330,450.32</u>	<u>27,530.21</u>	<u>27,530.21</u>





Real Estate Sub-Committee

January 5, 2022

**IN-PERSON & ZOOM MEETING MINUTES 5:00 PM**

Present via ZOOM: T. Zafar, Chair; D. Buckles; P. Bullard, M. Casey; R. Cushenberry; H. Marshall; C. Olivier

Present In-Person: L. Lobue, James Patterson, L. LaVigne

Absent: J. Gortney

1. Income/Expense report: Report was reviewed and accepted by the committee.
  
2. Lease Renewals:  
Laura shared information she received from K. Barker, Texana Center, about attendance at the Cypress Point building. They are at about 40% occupancy because of a shortage of direct care workers. Committee discussed offering a 6-month lease to afford Texana time to navigate the staff shortage. Commissioner Patterson shared his point of view that 6 months would not be enough time. He shared the importance of Texana offering day habilitation in the Missouri City area and that The Arc could assist with that by offering a 2-year lease at the same lease amount.

**Action Item: Committee recommends the Board approve a two-year lease at the same lease rate.**

**Next meeting: February 2, 2022**

## 2022 Calendar of Board Meetings & Special Events

January 24	Board Meeting	6:00 pm Meeting
February ?	Round Table Discussion	TBD
March 28	Board Meeting	6:00 pm Meeting
May 23	Annual Board Meeting	6:00 pm Meeting
June 20	Golf Classic	10:00 am Registration, 5:00 pm Dinner/Auction
July 25	Board Meeting	6:00 pm Meeting
September 26	Board Meeting	6:00 pm Meeting
November 19	Best in the West	6:00 pm, BBQ Dinner, Dance, Auctions
December 19	Board Meeting	6:00 pm Meeting