



**Board Meeting Agenda**  
In-Person & ZOOM Meeting  
**December 13, 2021 – 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 – 09/27/2021
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report
  - A. Program Highlights
  - B. Zoom Events for October, November, December
  - C. Reinstating In-person Activities & Reopening The Arc Office
- VI. Committee Reports:
  - A. Executive Committee Meeting Minutes 12/8/2021 – L. Lobue
    - 1. Board Round Table Discussion
  - B. Governance Committee – A. Johnston
    - 1. Board Round Table Discussion
      - a) Revisiting Board Member Candidates
      - b) Strategic Planning
  - C. Internal Committee Report – P. Bullard
    - 1. Budget and Finance Committee: S. Lee
      - a) **November 2021 YTD Financials**
      - b) **1<sup>st</sup> Qtr. 2022 Operating Budget**
      - c) **Resuming P&I Payments to Foundation**
    - 2. Real Estate Committee - T. Zafar (Closed Session)  
Committee Meetings:  
**12/1/2021 Meeting: Ratify Lease Renewals:**
      - a) **Grant Dr. \$1300 for two years,**
      - b) **Willow Springs \$1300 to \$1375 for two years;**
      - c) **Manorfield Ct. \$1300 to \$1375 for two years.**
- VII. New Business – L. Lobue
- VIII. Adjourn

**Next Board Meeting: January 24, 2022**



Board of Directors Meeting  
Via ZOOM September 27, 2021  
Meeting Minutes

- I. Call to Order and Determination of Quorum: Larry Lobue, Chairman, established a quorum was present and began the meeting at 6:03 p.m.

| Present               | Absent      | Guests | Staff Present  |
|-----------------------|-------------|--------|----------------|
| Dale Buckles          | Pat Bullard |        | Laura LaVigne  |
| Charlie Huber         |             |        | Cheryl Olivier |
| 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 Charlie Huber 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 and August. She stated that The Arc is continuing virtual programs. Karri spent 29 hours providing general information and referrals and 34.20 hours on phone calls answering questions and advising. She participated in the Access Health Back to School Fair. Laura stated that FBISD is now advertising The Arc's events through their Special Ed Dept. This has never been done before. Special Olympics Texas re-opened soccer, bocce and softball in July but paused all sports in August due to the rise of COVID numbers. Nancy and Pam held several virtual activities in July and August. Karri still has seven participants in the Teen Pals Network program. Laura attended The Arc of Texas Annual Meeting via Zoom. Nancy continues to complete the monthly report and billing for the CDBG grant.
- VII. Committee Reports:
- A. Governance Committee  
Ann Johnston stated she had nothing to report at this time.

B. Internal Committee: P. Bullard

1. Budget & Finance – S. Lee

- a) Sharon reviewed the August 2021 YTD Financials. Motion made by committee to accept the August 2021 YTD Financials. **Motion Approved.**
- b) Sharon reviewed the 4<sup>th</sup> Quarter Operating Budget. Motion made by committee to approve the 4<sup>th</sup> Quarter Operating Budget. **Motion Approved.**
- c) Sharon discussed the sale of 3003 Gilmar. Motion made by committee to approve the transfer of the 10% down payment to the Foundation for investment following the sale. **Motion Approved.**
- d) Sharon discussed the suspension of principal and forgiveness of interest payments to the Foundation through 4<sup>th</sup> Quarter 2021. Motion made by committee to approve continuing the suspension of principal and forgiveness of interest payment to the Foundation through 4<sup>th</sup> Quarter 2021. **Motion Approved.**

2. Real Estate Committee – T. Zafar

- a) Tariq discussed the Wagon Wheel lease renewal. Motion made by committee to renew the lease for the same monthly rate for two years. **Motion Approved**
- b) Tariq discussed the Chapman Falls lease renewal. Motion made by committee to renew the lease with a \$100 rate increase per month for one year. **Motion Approved**
- c) Tariq discussed the Thomas Jefferson lease renewal. Motion made by committee to renew the lease with a \$50 rate increase per month for one year. **Motion Approved**

VII. New Business: Larry Lobue notified the Board that Best in the West is scheduled for November 20, 2021 and will be a live, in-person event. The committee is raffling a BBQ pit and tickets will be available soon. Laura stated that committee meetings are being held at Prosperity Bank.

VIII. Adjourn: Meeting adjourned at 6:41 p.m.

Submitted By:  
Cheryl Olivier  
Administrative Assistant

Attested to:  
Ann Johnston  
Secretary, Board of Directors

**The next board meeting is December 13, 2021**

| Month | Date   | Activity   | Audience            | Medium                   | Time      | Prog. Dir.           |
|-------|--------|--|---------------------|--------------------------|-----------|----------------------|
| Sep   |        |  |                     |                          |           |                      |
|       | 1-Sep  | Calendar Skills  | SO, TX & SR         | Worksheet                |           | Nancy & Pam          |
|       | 1-Sep  | Teen Pals Network (Ongoing Program)  | 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 |
|       | 15-Sep | Weather Forecast Bingo   | SO, TX & SR         | Zoom                     | 11:00 AM  | Nancy & Pam          |
|       | 22-Sep | Zoom Weather Bingo   | 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                |
|       |        |  |                     |                          |           |                      |
| Oct   |        |  |                     |                          |           |                      |
|       | 1-Oct  | Teen Pals Network (Ongoing Program)  | Youth 13 - 19       | Pals Matched             |           | Karri                |
|       | 1-Oct  | Teen/Tween Social & Respite  | Youth 11 - 18 years | Zoom                     | 6:00 PM   | Karri                |
|       | 4-Oct  | Calendar Skills  | SO, TX & SR         | Worksheet                |           | Nancy & Pam          |
|       | 12-Oct | M.O.K.A.Support Group  | Moms                | Zoom                     | 7:00 PM   | Karri/Ashley Bennett |
|       | 14-Oct | PESG - Workforce Solutions & Vocational Rehab                                | Parents             | Zoom                     | 11:00 AM  | Karri                |
|       | 17-Oct | Adult Sibling Connection Group Social  | Adult Siblings      | LaMadelaine Sugar Land   | 3 - 5 pm  | Karri                |
|       | 21-Oct | Halloween Bingo Zoom   | SO, TX & SR         | Zoom                     | 11:00 AM  | Nancy & Pam          |
|       | 28-Oct | Halloween Crafts   | SO, TX & SR         | Zoom                     | 11:00 AM  | Nancy & Pam          |
|       |        |  |                     |                          |           |                      |
| Nov   |        |  |                     |                          |           |                      |
|       | 1-Nov  | Teen Pals Network (Ongoing Program)  | Youth 13 - 19       | Pals Matched             |           | Karri                |
|       | 1-Nov  | Calendar Skills  | SO, TX & SR         | Worksheet                |           | Nancy & Pam          |
|       | 5-Nov  | Teen/Tween Social & Respite  | Youth 11 - 18 years | Zoom                     | 6:00 PM   | Karri                |
|       | 8-Nov  | Thanksgiving Bingo Zoom  | SO, TX & SR         | Zoom                     | 11:00 AM  | Nancy & Pam          |
|       | 9-Nov  | M.O.K.A.Support Group  | Moms                | Zoom                     | 7:00 PM   | Karri/Ashley Bennett |
|       | 11-Nov | PESG - Health & Fitness Matters  | Parents             | Zoom                     | 11:00 AM  | Karri                |
|       | 23-Nov | Thanksgiving Craft Zoom  | SO, TX & SR         | Zoom                     | 11:00 AM  | Nancy & Pam          |
|       |        |  |                     |                          |           |                      |
|       |        |  |                     |                          |           |                      |
| Dec   |        |  |                     |                          |           |                      |
|       | 1-Dec  | Teen Pals Network (Ongoing Program)  | Youth 13 - 19       | Pals Matched             |           | Karri                |
|       | 3-Dec  | Teen/Tween Social & Respite  | Youth 11 - 18 years | Zoom                     | 6:00 PM   | Karri                |
|       | 6-Dec  | Calendar Skills  | SO, TX & SR         | Worksheet                |           | Nancy & Pam          |
|       | 8-Dec  | Christmas Bingo Zoom   | SO, TX & SR         | Zoom                     | 11:00 AM  | Nancy & Pam          |
|       | 9-Dec  | PESG - SSI & SSDI Benefits & Record Keeping Tips                             | Parents             | Zoom                     | 11:00 AM  | Karri                |

|  |        |                       |             |        |         |                         |
|--|--------|-----------------------|-------------|--------|---------|-------------------------|
|  | 14-Dec | M.O.K.A.Support Group | Moms        | Zoom   | 7:00 PM | Karri/Ashley<br>Bennett |
|  | 20-Dec | Christmas Craft       | SO, TX & SR | Mailed |         | Nancy & Pam             |
|  |        |                       |             |        |         |                         |
|  |        |                       |             |        |         |                         |

November 30, 2021

Good Evening, Board Members,

I hope you all had a good Thanksgiving holiday and were able to enjoy time with family & friends. Mine was enjoyable but mixed with sadness - I imagine all of the "first holidays/activities" without Ed will be difficult.

And now that the 2021 Best in the West is a "wrap", I need to touch base with all of you and provide several updates.

1. Best in the West: Preliminary gross income is \$270,000! The live auction did really well but the reduced number of attendees affected the silent auction bidding (total of corrals was down \$7600 from 2019). Updated financial totals coming soon!
- 2.
3. 2022 Property and Umbrella: coverage has been bound and paid for! Thank you, to Pat and Hal for sticking with me and combing through the figures with Stella Cuellar, our broker!
- 4.
5. The Arc's programs and COVID: Fort Bend County is certainly moving forward and the COVID Threat Level is reducing. I met with the Program Directors to discuss how they envisioned reopening face-face activities. This is what we decided:
  - a. **Special Olympics**: Pam has continued to stay abreast of SOTX decisions and has communicated with our delegation. Special Olympics will begin with Basketball followed by other Spring & Summer Sports. Larry and Pam are gathering the volunteers and players - and are hoping to find a basketball venue for practice.
  - b. **Social Recreation**: Nancy has continued with virtual activities each week. She and Pam combined to offer fun activities to provide socialization and friendship.

The Soc. Rec. members must submit the CDBG paperwork in order to partake in the various outings throughout the greater Houston area. This grant pays for ½ of the program costs. Fort Bend County distributes the necessary CDBG paperwork in December of each year. Nancy collects the extensive paperwork throughout January and begins the activities in February. Nancy will start in-person activities in February - with perhaps a dance before tackling the HLSR!

- c. **Bowling:** Avis Goldy agreed to serve as the lead volunteer. Nancy is going to run the program through our CDBG program so that we can invoice for those bowlers who qualify based on their address and use those funds to help pay the bowling costs. Because the bowlers will have to submit the CDBG paperwork, Nancy estimates a start date to bowl will be February. However, if a few bowlers return their paperwork earlier than expected, we will start with those few! Bowlero Lanes charged \$10.50 per bowler for 3 games, shoes and a ball. The bowlers each paid \$6 and The Arc paid \$4.50 each. Bowlero agreed to the same fees going forward.
- d. **Youth Programs:** Karri has continued to share activities available in the area to the youth parents. She recently secured free, family passes to the Children's Museum and has requested tickets to Sugar Land Holiday Lights at Constellation Field.
- e. **MOKA:** Parent Support Group (although started by a mom of a kid with Autism, the group welcomes Moms & Dads with any IDD). Starting January, 2022 meetings will be hybrid (in person & Zoom option) at The Arc office on the second Tuesday each month at 7 pm.
- f. **Teen/Tween Social:** Karri is keeping this program virtual until March, when it will go in-person at Christ Church in Sugar Land. She has secured the church, two behavior techs and will advertise for teen volunteers in January.
- g. **Education Advocacy:** this advocacy will continue as it always has - via phone or in-person - depending on the situation.
- h. **Parent Support Group:** Karri will continue to broadcast this program virtually, as as it reaches more parents who work during the day. Presentations will continue to be recorded and shared on Facebook & The Arc's website as a resource for parents to access at their leisure.

Note: all participants, including volunteers, will sign a release of liability for The Arc before joining in-person activities.



Executive Team Meeting Minutes  
4:55 p.m., December 8, 2021

Attendees via Zoom: L. Lobue, Chairman      Attendees in Person: H. Marshall, Vice Chairman  
S. Lee, Treasurer      T. Zafar, Real Estate Committee  
L. Lavigne, CEO      A. Johnston, Secretary  
C. Olivier, Staff

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

**1. Internal Committee Report:**

- a. Budget & Finance Committee: S. Lee
  - i. **November 2021 YTD Financials** – reviewed and discussed. Executive Committee agreed to accept and present to the Board for approval.
  - ii. **1<sup>st</sup> Quarter Budget (January-March 2022)** – Laura and staff are preparing the Q1 Budget to present to the complete board for approval. Laura said the budget will move to a yearly budget in April 2022.
  - iii. Resuming Payment of P&I to the Foundation - The Budget & Finance Committee met, discussed and evaluate the fundraising efforts to evaluate the resumption of payments. **Based on the results of the committee's analysis, their recommendation is to request Board approval to begin P&I payments in Q1 2022.**
- b. Real Estate Committee Meeting: T. Zafar  
Reviewed the committee's December business and discussed the actions.
  - i. **Lease Renewals for Willow Springs and Manorfield Court** – The committee recommends to the Board approval the new leases for two years with an increase in the rent.
  - ii. Lease renewal for Cypress Point Building – The committee asked for an update on the property's usage and market conditions. The committee will report with the findings.

**Action Items:**

- a) **Budget & Finance Committee recommends the Board approve the November 2021 YTD Financials.**
- b) **The Budget & Finance Committee recommends the Board approve the 1st Quarter 2022 Operating Budget.**
- c) **The approval of the Budget & Finance Committee recommendation to resume P&I payments is requested.**
- d) **The Real Estate Committee recommends approval of the lease renewals for Willow Springs and Mansfield Court.**

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

In the absence of C. Huber, the discussion of potential new board members moved to January 2022.



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

- a) Reinstating in-person programs – Laura provided update on the re-opening process. Discussed how the programs will begin slowly and in which order. Discussed some meetings continuing with offering virtual in addition to in-person due to increased attendance virtually.
- b) Board Round Table Discussion – Discussed the need for a Round Table discussion and what topics should be covered. Laura requested the Governance Committee facilitate the Round Table. The date of January 18<sup>th</sup> was selected with T. Zafar offering meeting space in his offices.
- c) Re-opening of the office - Laura provided an update on the return to the office. The staff will begin a rotating schedule of being in the office and working from home. A minimum of two employees (one being a program director or CEO) will be in the office when staff is present.
- d) Social Rec programs - Laura discussed a revision in how the Social Rec program will be offered due to lack of staff drivers and laws governing contract labor. Laura briefed the Committee on the new procedures for ticket distribution to events.
- e) Rising healthcare cost – Laura discussed the rising costs of staff healthcare and the options available. L. Lobue recommended the Budget & Finance Committee review the financial implications and to review options. B&F agreed to provide an analysis.

**4. December 13, 2021 – Board Meeting Agenda:** L. Lobue  
Agenda reviewed, discussed and approved.

**Next Executive Committee Meeting: Wednesday, January 12, 2022, at 4:45 p.m.**

# The Arc of Ft. Bend County Balance Sheet

As of November 30, 2021

Nov 30, 21

## ASSETS

### Current Assets

#### Checking/Savings

##### Cash

|                            |            |
|----------------------------|------------|
| Facilities Repairs Account | 93,000.00  |
| Credit Card Account        | 4,274.37   |
| Fundraising (WD)           | 12,750.43  |
| Money Market               | 369,121.75 |
| Operating Account          | 101,887.86 |

Total Cash 581,034.41

Total Checking/Savings 581,034.41

#### Other Current Assets

##### Prepaid Insurance

|                        |           |
|------------------------|-----------|
| Crime                  | 112.75    |
| Cyber Liability        | 1,100.00  |
| Auto                   | 4,818.08  |
| D&O                    | 3,124.00  |
| Umbrella               | 1,644.50  |
| Professional Liability | 6,234.25  |
| Property               | 32,880.91 |
| Worker's Comp          | 1,542.70  |

Total Prepaid Insurance 51,457.19

Total Other Current Assets 51,457.19

Total Current Assets 632,491.60

### 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 4,471,957.78**

## LIABILITIES & EQUITY

### Liabilities

# The Arc of Ft. Bend County Balance Sheet

As of November 30, 2021

Nov 30, 21

|  |                     |
|--|---------------------|
| <b>Current Liabilities</b>             |                     |
| <b>Accounts Payable</b>                |                     |
| Accounts Payable-ARC                   | 199.89              |
| <b>Total Accounts Payable</b>          | 199.89              |
| <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>       | 70,478.23           |
| <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>               | 1,506,897.91        |
| <b>Equity</b>                          |                     |
| Unrestricted Net Assets                | 2,707,898.63        |
| Net Income                             | 257,161.24          |
| <b>Total Equity</b>                    | 2,965,059.87        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>4,471,957.78</b> |

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

|                                 | <u>Nov 21</u>     | <u>Budget</u>     | <u>Jan - Nov 21</u> | <u>YTD Budget</u> | <u>Annual Budget</u> |
|---------------------------------|-------------------|-------------------|---------------------|-------------------|----------------------|
| <b>Ordinary Income/Expense</b>  |                   |                   |                     |                   |                      |
| <b>Income</b>                   |                   |                   |                     |                   |                      |
| 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       | 618.36            | 500.00            | 22,887.51           | 3,200.00          | 3,700.00             |
| Donations - Designated          | 10.00             |                   | 26,417.02           |                   |                      |
| <b>Fundraising Event</b>        |                   |                   |                     |                   |                      |
| Auction / Bid Board Item        | 11,356.00         |                   | 40,506.00           |                   |                      |
| Donation                        | 300.00            |                   | 9,850.00            |                   |                      |
| Raffle                          | 12,330.00         |                   | 13,930.00           |                   |                      |
| Sponsorship                     | 19,000.00         |                   | 36,500.00           |                   |                      |
| Tickets / Tables                | 2,700.00          |                   | 3,300.00            |                   |                      |
| Fundraising Event - Other       | 137,735.23        | 100,000.00        | 237,584.91          | 190,000.00        | 215,000.00           |
| <b>Total Fundraising Event</b>  | <u>183,421.23</u> | <u>100,000.00</u> | <u>341,670.91</u>   | <u>190,000.00</u> | <u>215,000.00</u>    |
| Grant - CDBG Fort Bend          | 1,958.01          | 2,000.00          | 21,677.80           | 21,000.00         | 21,000.00            |
| Grants - Other                  | 0.00              |                   | 9,500.00            |                   |                      |
| Membership Revenue              | 555.00            | 200.00            | 6,408.10            | 1,200.00          | 1,300.00             |
| Rental Income                   | 21,100.00         | 39,150.00         | 410,925.00          | 421,600.00        | 460,750.00           |
| <b>Total Income</b>             | <u>207,662.60</u> | <u>141,850.00</u> | <u>910,024.34</u>   | <u>638,088.00</u> | <u>702,838.00</u>    |
| <b>Gross Profit</b>             | 207,662.60        | 141,850.00        | 910,024.34          | 638,088.00        | 702,838.00           |
| <b>Expense</b>                  |                   |                   |                     |                   |                      |
| Auto / Vans - Repairs & Maint.  | 165.25            | 200.00            | 2,853.04            | 800.00            | 800.00               |
| <b>Advocacy in Action</b>       |                   |                   |                     |                   |                      |
| Casey Connection                | 0.00              | 100.00            | 556.25              | 1,100.00          | 1,200.00             |
| Information / Referral          | 77.25             | 0.00              | 77.25               | 350.00            | 350.00               |
| Educational Advocacy            | 100.50            | 0.00              | 100.50              | 160.00            | 160.00               |
| <b>Total Advocacy in Action</b> | <u>177.75</u>     | <u>100.00</u>     | <u>734.00</u>       | <u>1,610.00</u>   | <u>1,710.00</u>      |
| Reconciliation Discrepancies    | 0.00              | 0.00              | 0.00                | 250.00            | 250.00               |
| Accounting, Audit, Payroll      | 238.28            | 4,227.00          | 7,423.34            | 14,497.00         | 14,724.00            |
| Advertising & Marketing         | 53.30             | 54.00             | 825.30              | 589.00            | 643.00               |
| Affiliation/Asso/Mbrship/Certs  | 2,195.00          | 0.00              | 5,638.35            | 3,500.00          | 3,500.00             |

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

|  | <b>Nov 21</b> | <b>Budget</b> | <b>Jan - Nov 21</b> | <b>YTD Budget</b> | <b>Annual Budget</b> |
|--|---------------|---------------|---------------------|-------------------|----------------------|
| <b>Bank &amp; CC Charges</b>             | 134.81        | 200.00        | 1,895.49            | 1,500.00          | 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>    | 45.00         |               | 45.00               |                   |                      |
| <b>Employee Expenses</b>                 |               |               |                     |                   |                      |
| <b>Employee Salaries</b>                 | 32,431.63     | 29,547.56     | 332,836.02          | 315,082.12        | 344,629.68           |
| <b>Employee-FICA/Medicare</b>            | 2,010.75      | 2,176.00      | 21,059.72           | 23,936.00         | 26,112.00            |
| <b>Employee-Health/Dental</b>            | 5,693.29      | 5,483.92      | 62,714.51           | 60,610.07         | 66,093.99            |
| <b>Employee-Medicare</b>                 | 470.27        |               | 4,395.27            |                   |                      |
| <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>           | 40,605.94     | 37,207.48     | 421,172.93          | 404,322.19        | 441,529.67           |
| <b>Event Expenses</b>                    | 7,892.86      | 25,000.00     | 11,452.21           | 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      | 14,300.00           | 14,300.00         | 15,600.00            |
| <b>Facilities R&amp;M / Improvements</b> | 6,231.13      | 3,500.00      | 79,353.23           | 36,500.00         | 39,500.00            |
| <b>Facilities Utilities</b>              | 0.00          |               | 868.91              |                   |                      |
| <b>Insurance</b>                         |               |               |                     |                   |                      |
| <b>General Liability</b>                 | 0.00          | 9,318.00      | 0.00                | 9,318.00          | 9,318.00             |
| <b>Crime</b>                             | 0.00          | 300.00        | 0.00                | 300.00            | 300.00               |
| <b>Workers Comp</b>                      | 976.00        | 399.00        | 392.82              | 399.00            | 399.00               |
| <b>Property</b>                          | 0.00          | 30,000.00     | 0.00                | 30,000.00         | 30,000.00            |
| <b>Cyber Liability</b>                   | 1,200.00      | 1,200.00      | 1,200.00            | 1,200.00          | 1,200.00             |
| <b>Auto</b>                              | 0.00          | 7,864.00      | 0.00                | 7,864.00          | 7,864.00             |
| <b>D&amp;O</b>                           | 2,061.00      | 2,061.00      | 2,061.00            | 2,061.00          | 2,061.00             |
| <b>Umbrella</b>                          | 0.00          | 3,080.00      | 0.00                | 3,080.00          | 3,080.00             |
| <b>Insurance - Other</b>                 | 61,986.00     |               | 61,986.00           |                   |                      |
| <b>Total Insurance</b>                   | 66,223.00     | 54,222.00     | 65,639.82           | 54,222.00         | 54,222.00            |
| <b>Meals &amp; Supplies / Meetings</b>   | 0.00          | 50.00         | 155.96              | 150.00            | 150.00               |
| <b>Office</b>                            |               |               |                     |                   |                      |

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

|  | <b>Nov 21</b>     | <b>Budget</b>     | <b>Jan - Nov 21</b> | <b>YTD Budget</b> | <b>Annual Budget</b> |
|--|-------------------|-------------------|---------------------|-------------------|----------------------|
| <b>Lease 119 &amp; 123</b>                 | 0.00              | 0.00              | 232.80              | 240.00            | 240.00               |
| <b>Website</b>                             | 0.00              |                   | 152.00              |                   |                      |
| <b>Computer / Software</b>                 | 279.00            | 0.00              | 5,352.20            | 1,000.00          | 5,000.00             |
| <b>Copier Lease</b>                        | 439.39            | 440.00            | 4,767.29            | 4,759.00          | 5,199.00             |
| <b>Repairs &amp; Maintenance</b>           | 1,022.14          | 535.00            | 7,016.72            | 5,885.00          | 6,420.00             |
| <b>Supplies</b>                            | 119.77            | 0.00              | 2,432.12            | 1,450.00          | 1,450.00             |
| <b>Telephone / Internet</b>                | 368.04            | 358.00            | 3,800.95            | 3,934.00          | 4,292.00             |
| <b>Utilities</b>                           | 0.00              | 405.00            | 3,247.11            | 4,455.00          | 4,860.00             |
| <b>Total Office</b>                        | <u>2,228.34</u>   | <u>1,738.00</u>   | <u>27,001.19</u>    | <u>21,723.00</u>  | <u>27,461.00</u>     |
| <b>PROGRAMS</b>                            |                   |                   |                     |                   |                      |
| <b>PR Activity/Mtg-Food &amp; Supplies</b> | 79.00             | 400.00            | 1,552.67            | 4,435.00          | 4,885.00             |
| <b>PR Bowling Lane Fees</b>                | 0.00              |                   | 1,438.50            |                   |                      |
| <b>PR Equipment, Shirts, Uniforms</b>      | 0.00              | 0.00              | 10.00               | 250.00            | 250.00               |
| <b>PR Fuel</b>                             | 50.00             | 0.00              | 118.28              | 300.00            | 300.00               |
| <b>PR Game / Registration Fees</b>         | 0.00              | 0.00              | 0.00                | 450.00            | 450.00               |
| <b>PR Hotel</b>                            | 0.00              | 0.00              | 0.00                | 4,600.00          | 4,600.00             |
| <b>PR Parking &amp; Tolls</b>              | 0.00              | 0.00              | 0.00                | 50.00             | 50.00                |
| <b>PR Training &amp; Background checks</b> | 0.00              | 50.00             | 0.00                | 200.00            | 250.00               |
| <b>PR Transportation</b>                   | 0.00              | 0.00              | 0.00                | 750.00            | 750.00               |
| <b>PR - Twenty Somethings</b>              | 0.00              | 0.00              | 0.00                | 150.00            | 150.00               |
| <b>Total PROGRAMS</b>                      | <u>129.00</u>     | <u>450.00</u>     | <u>3,119.45</u>     | <u>11,185.00</u>  | <u>11,685.00</u>     |
| <b>PR Contract Workers</b>                 | 0.00              | 0.00              | 0.00                | 288.00            | 288.00               |
| <b>Postage and Delivery</b>                | 0.00              | 200.00            | 2,436.01            | 1,900.00          | 2,000.00             |
| <b>Printing and Reproduction</b>           | 0.00              | 0.00              | 0.00                | 1,605.00          | 1,605.00             |
| <b>Professional Fees - Legal</b>           | 0.00              | 0.00              | 0.00                | 0.00              | 0.00                 |
| <b>Total Expense</b>                       | <u>127,619.66</u> | <u>128,448.48</u> | <u>652,961.63</u>   | <u>614,191.19</u> | <u>662,617.67</u>    |
| <b>Net Ordinary Income</b>                 | 80,042.94         | 13,401.52         | 257,062.71          | 23,896.81         | 40,220.33            |
| <b>Other Income/Expense</b>                |                   |                   |                     |                   |                      |
| <b>Other Income</b>                        |                   |                   |                     |                   |                      |
| <b>Investment Income</b>                   | 12.24             |                   | 98.53               |                   |                      |
| <b>Total Other Income</b>                  | <u>12.24</u>      |                   | <u>98.53</u>        |                   |                      |
| <b>Net Other Income</b>                    | 12.24             |                   | 98.53               |                   |                      |

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

Net Income

| Nov 21    | Budget    | Jan - Nov 21 | YTD Budget | Annual Budget |
|-----------|-----------|--------------|------------|---------------|
| 80,055.18 | 13,401.52 | 257,161.24   | 23,896.81  | 40,220.33     |

1st Quarter 2022 BUDGET - WORKING DRAFT

|                                  |                |                                      | General &<br>Admin | Advocacy | Bowling | Social<br>Recreation | Youth | Special<br>Olympics | Real Estate | Golf<br>Classic | Western<br>Dance | TOTAL   |
|----------------------------------|----------------|--------------------------------------|--------------------|----------|---------|----------------------|-------|---------------------|-------------|-----------------|------------------|---------|
|                                  |                |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
| <b>Ordinary Income / Expense</b> |                |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                                  | <b>INCOME</b>  |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                                  |                | Bowling - Lane Fees                  |                    |          | 1,800   |                      |       |                     |             |                 |                  | 1,800   |
|                                  |                | Donations & Contributions            |                    | 3,000    |         |                      |       |                     |             |                 |                  | 3,000   |
|                                  |                | Donations - Designated               |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | Kathy Moody Memorial Scholarship     |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | Fundraising Events                   |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | Grants                               |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | Grant - CDBG Fort Bend               |                    |          |         | 5,000                |       |                     |             |                 |                  | 5,000   |
|                                  |                | Grant - FBJSL                        |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | Membership Revenue                   | 1,200              |          |         |                      |       |                     |             |                 |                  | 1,200   |
|                                  |                | 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                 |                    |          |         |                      |       |                     | -           |                 |                  | -       |
|                                  |                | Rental - Grant Dr.                   |                    |          |         |                      |       |                     | 3,900       |                 |                  | 3,900   |
|                                  |                | Rental - Industrial                  |                    |          |         |                      |       |                     | 26,250      |                 |                  | 26,250  |
|                                  |                | Rental - Manorfield                  |                    |          |         |                      |       |                     | 4,050       |                 |                  | 4,050   |
|                                  |                | 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              |                    |          |         |                      |       |                     | 4,125       |                 |                  | 4,125   |
|                                  |                | Rental - Worley Drive                |                    |          |         |                      |       |                     | 4,950       |                 |                  | 4,950   |
|                                  |                | Riveredg Annual Mortgage Payment     |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | Ride Fees                            |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | Social Rec Fees                      |                    |          |         | 750                  |       |                     |             |                 |                  | 750     |
|                                  |                | Youth Respite                        |                    |          |         |                      | 50    |                     |             |                 |                  | 50      |
|                                  |                | <b>TOTAL INCOME</b>                  | 1,200              | 3,000    | 1,800   | 5,750                | 50    | -                   | 117,375     | -               | -                | 129,175 |
|                                  |                |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                                  | <b>EXPENSE</b> |                                      |                    |          |         |                      |       |                     |             |                 |                  |         |
|                                  |                | Accounting, Payroll Processing       | 715                |          |         |                      |       |                     |             |                 |                  | 715     |
|                                  |                | Advertising & Marketing              |                    | 160      |         |                      |       |                     |             |                 |                  | 160     |
|                                  |                | Advocacy in Action                   |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | AA Educational Advocacy              |                    | 1,088    |         |                      |       |                     |             |                 |                  | 1,088   |
|                                  |                | AA Information / Referral            |                    |          |         |                      |       |                     |             |                 |                  | -       |
|                                  |                | Affiliation/ Association/ Membership |                    | 3,500    |         |                      |       |                     |             |                 |                  | 3,500   |



1st Quarter 2022 BUDGET - WORKING DRAFT

|  |  |  | General &<br>Admin | Advocacy | Bowling | Social<br>Recreation | Youth | Special<br>Olympics | Real Estate | Golf<br>Classic | Western<br>Dance | TOTAL  |
|--|--|--|--------------------|----------|---------|----------------------|-------|---------------------|-------------|-----------------|------------------|--------|
|  |  | Auto / Vans - Repairs & Maintenance            | 200                |          |         |                      |       |                     |             |                 |                  | 200    |
|  |  | Bank & CC Charges                              | 300                |          |         |                      |       |                     |             |                 |                  | 300    |
|  |  | Board Expenses                                 |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Casey Connection                               |                    | 300      |         |                      |       |                     |             |                 |                  | 300    |
|  |  | Community Outreach                             |                    | 100      |         |                      |       |                     |             |                 |                  | 100    |
|  |  | Conferences                                    |                    | 75       |         |                      |       |                     |             |                 |                  | 75     |
|  |  | Continuing Education / Staff Develop.          |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Employee - Salaries                            | 85,328             |          |         |                      |       |                     |             |                 |                  | 85,328 |
|  |  | Employee - SS / FICA & Medicare                | 6,528              |          |         |                      |       |                     |             |                 |                  | 6,528  |
|  |  | Employee - SUTA                                | 4,644              |          |         |                      |       |                     |             |                 |                  | 4,644  |
|  |  | Employee - Health & Dental                     | 16,096             |          |         |                      |       |                     |             |                 |                  | 16,096 |
|  |  | Employee - Mileage Reimbursement               | 50                 |          |         |                      |       | 90                  |             |                 |                  | 140    |
|  |  | Employee - Retirement Plan                     |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Employee - Workers Compensation                |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Event Expenses                                 |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Facilities - HOA                               |                    |          |         |                      |       |                     | 10,000      |                 |                  | 10,000 |
|  |  | Facilities - Insurance / Property & Fire       |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | 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                               |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Crime  |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - Cyber Liability                    |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - D&O / Fiduciary                    |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - Liability / General & Professional |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Insurance - Umbrella                           |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Meetings / Meals & Supplies                    | 50                 |          |         |                      |       |                     |             |                 |                  | 50     |
|  |  | Notes Payable - Brazos Glen                    |                    |          |         |                      |       |                     | 2,045       |                 |                  | 2,045  |
|  |  | Notes Payable - Chapman Falls                  |                    |          |         |                      |       |                     | 1,224       |                 |                  | 1,224  |
|  |  | Notes Payable - Cotter Lane                    |                    |          |         |                      |       |                     | 1,964       |                 |                  | 1,964  |
|  |  | Notes Payable - Cypress Point Bldg.            |                    |          |         |                      |       |                     | 10,061      |                 |                  | 10,061 |
|  |  | Notes Payable - Manorfield                     |                    |          |         |                      |       |                     | 2,415       |                 |                  | 2,415  |
|  |  | Notes Payable - Rustic Trail                   |                    |          |         |                      |       |                     | 2,554       |                 |                  | 2,554  |
|  |  | Notes Payable - Wagon Wheel                    |                    |          |         |                      |       |                     | 2,222       |                 |                  | 2,222  |
|  |  | Notes Payable - Whispering Creek               |                    |          |         |                      |       |                     | 4,187       |                 |                  | 4,187  |
|  |  | Notes Payable - Willow Springs                 |                    |          |         |                      |       |                     | 2,496       |                 |                  | 2,496  |
|  |  | Office - Computer / Software                   |                    |          |         |                      |       |                     |             |                 |                  | -      |
|  |  | Office - Copier Lease                          | 1,279              |          |         |                      |       |                     |             |                 |                  | 1,279  |
|  |  | Office - Lease                                 | 240                |          |         |                      |       |                     |             |                 |                  | 240    |
|  |  | Office - Postage & Delivery                    | 500                |          |         |                      |       |                     |             |                 |                  | 500    |

1st Quarter 2022 BUDGET - WORKING DRAFT

|  |  |   |                    |          |         |                      |       |                     |             |                 |                  |          |
|--|--|---|--------------------|----------|---------|----------------------|-------|---------------------|-------------|-----------------|------------------|----------|
|  |  |   |                    |          |         |                      |       |                     |             |                 |                  |          |
|  |  |   |                    |          |         |                      |       |                     |             |                 |                  |          |
|  |  |   | General &<br>Admin | Advocacy | Bowling | Social<br>Recreation | Youth | Special<br>Olympics | Real Estate | Golf<br>Classic | Western<br>Dance | TOTAL    |
|  |  | Office - Printing & Reproduction                          |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | Office - Repairs & Maintenance                            | 1,605              |          |         |                      |       |                     |             |                 |                  | 1,605    |
|  |  | Office - Supplies   | 500                |          |         |                      |       |                     |             |                 |                  | 500      |
|  |  | Office - Telephone / Internet                             | 1,091              |          |         |                      |       |                     |             |                 |                  | 1,091    |
|  |  | Office - Utilities / Water & Electric                     | 980                |          |         |                      |       |                     |             |                 |                  | 980      |
|  |  | Office - Website  |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | PR Activites/Meetings - Meals, Food & Supplies            |                    |          |         | 800                  | 235   | 300                 |             |                 |                  | 1,335    |
|  |  | PR Athletic Banquet                                       |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | PR Bowling Lane Fees                                      |                    |          | 3,150   |                      |       |                     |             |                 |                  | 3,150    |
|  |  | PR Contract Workers                                       |                    |          |         | 940                  | 112   |                     |             |                 |                  | 1,052    |
|  |  | PR DJ   |                    |          |         | 600                  |       |                     |             |                 |                  | 600      |
|  |  | PR Equipment, Shirts & Uniforms                           |                    |          |         |                      |       | 150                 |             |                 |                  | 150      |
|  |  | PR Fuel   |                    |          |         |                      |       | 150                 |             |                 |                  | 150      |
|  |  | PR Game / Registration Fees                               |                    |          |         |                      |       | 400                 |             |                 |                  | 400      |
|  |  | PR Hotel  |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | PR Other Expenses & Gifts                                 |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | PR Parking & Tolls  |                    |          |         |                      |       | 50                  |             |                 |                  | 50       |
|  |  | PR Practice Facilities / Lifeguards                       |                    |          |         |                      |       | 1,700               |             |                 |                  | 1,700    |
|  |  | PR Scholarships & Sponsorships                            |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | PR Tickets / Venues / Events                              |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | PR Volunteer/Parent Training Expenses & Background checks |                    |          |         |                      |       | 110                 |             |                 |                  | 110      |
|  |  | PR Transportation   |                    |          |         | 1,000                |       | 500                 |             |                 |                  | 1,500    |
|  |  | PR Twenty Somethings                                      |                    |          |         | 300                  |       |                     |             |                 |                  | 300      |
|  |  | PR Youth Respite  |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | Professional Fees - Legal                                 |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | Professional Fees - Other                                 |                    |          |         |                      |       |                     |             |                 |                  | -        |
|  |  | <b>TOTAL EXPENSE</b>                                      | 120,106            | 5,223    | 3,150   | 3,640                | 347   | 3,450               | 53,069      | -               | -                | 188,984  |
|  |  |   | (118,906)          | (2,223)  | (1,350) | 2,110                | (297) | (3,450)             | 64,306      | -               | -                | (59,809) |
|  |  | <b>12/7/2021</b>  |                    |          |         |                      |       |                     |             |                 |                  |          |



Real Estate Sub-Committee

December 1, 2021

**In-Person & ZOOM MEETING MINUTES 5:00 PM**

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

Absent: J. Gortney

Guests: L. LaVigne

1. Income/Expense report: Report was reviewed and accepted by the committee.
2. Lease Renewals:
  - a. When tenant was evicted from Grant Dr., Cynthia Scott, All the Little Things Count, agreed to lease the home beginning November 1, 2021, for \$1300 a month for two years.
  - b. Committee reviewed the CMA for both Willow Springs and Manorfield Ct. (same subdivision) provided by Rick Cushenberry. Both homes are currently leased for \$1300 per month to All the Little Things Count. Committee recommended to offer the tenant the following options:

Either or both homes will be offered for a one-year lease for \$1350 per month OR a two-year lease for \$1375 a month. Laura will contact All the Little Things Count and discuss the options.

Cynthia Scott, ED at All the Little Things Count, agreed to 2-year leases at \$1375.

**Action Item: Committee recommends the Board ratify leases for Grant Dr., Willow Springs and Manorfield Ct.**

- c. Cypress Point Building lease expires Jan. 31, 2022. After discussion, committee requested that a decision on lease amount be tabled pending receiving additional information. Hal will work on securing lease "market rate". Laura will contact Kevin Barker to discuss Texana's current enrollment and projected enrollment for 2022 at the Learning Center.

**Next meeting: January 5, 2022**