



**Board Meeting Agenda
123 Brooks St.
March 28, 2022 – 6:00 p.m.
(Dinner 5:30 pm)**

- I. Call to Order & Determination of a Quorum – L. Lobue
- II. Public Comment
- III. **Consent Agenda** – L. Lobue
Board Meeting Minutes – 01/24/2022
- IV. Assignment of Items Removed from Consent Agenda to Agenda
- V. CEO Report
Program Highlights (January & February 2022)
- VI. Committee Reports:
 - A. Executive Committee Meeting Minutes 03/09/2022 – L. Lobue
Program Director/Marketing Job Description
 - B. Governance Committee – A. Johnston
 - 1. Board Round Table Discussion – Recap
 - 2. **Board Candidates – Feedback/Acceptance**
 - C. Internal Committee Report – P. Bullard
 - 1. Budget and Finance Committee: S. Lee
 - a. February 2022 YTD Financials**
 - b. 2022 Operating Budget**
 - 2. Real Estate Committee - T. Zafar (Closed Session)
Committee Meetings:
03/02/2022 Meeting: Ratify Lease Renewals for Rustic Trail and Russeff Field
- VII. New Business – L. Lobue
 - A. 119 & 123 Brooks Street Lease Update
 - B. Golf Classic June 13, 2022
- VIII. Adjourn

**Next Board Meeting: May 23, 2022
Annual Meeting – Prosperity Bank**



Board of Directors Meeting
January 24, 2022
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
Pat Bullard	Dale Buckles		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 Hal Marshall 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 for Sept, Oct and Nov 2021 were included in this packet and asked the board to review. She reviewed the December 2021 Program Highlights indicating that Karri had 169.6 hours of Advocacy. M.O.K.A. will be returning to in-person meetings beginning in January. Karri attended two presentations, "Evaluating Dyslexia in FIE's" and "SSI & SSD Benefits - Recordkeeping Tips". SOTX has re-opened and will be starting with Basketball, but The Arc has decided to open in March with an outdoor sport, Soccer. Pam has worked with the soccer coaches and soccer will be going to the State Games in San Antonio at Morgan's Wonderland. Nancy and Pam held two virtual events in December for Soc Rec, Spec. Olympics and TwentySomething members. Teen Pals now has 15 teens matched with a Pal volunteer. Teen/Tween Social will be virtual in January and February but will be returning to an in-person event on March 4, 2022.
 - B. Laura notified the board that The Arc was awarded an ARPA grant through Fort Bend County to help fund our Youth Advocacy and Parent Training programs in the amount of \$23,000. John Grzywa has made another donation to The Arc in the amount of \$10,000 and also a \$2500 donation was received from the Katrina Powers Foundation.
 - C. Laura stated that The Arc's office will be re-opening and will be staffed each day with one staff and one salaried person. A notice was placed on Facebook and in the e-blast indicating to please call in advance to schedule a meeting with a staff person.
 - D. Laura stated that the Best in the West committee had its wrap-up meeting on January 12. J. Patterson stated the committee is getting tired and older. In the past, for over 40 years, the committee would plan the entire

event, including obtaining sponsors. At the end of the event, they handed a check to The Arc. However, the committee is realizing that they need help with “development and public relations”, i.e., gathering new sponsors. Kristin Morris was asked to gather others in the Engineering area who would be interested in promoting the western dance. A sub-committee was suggested with the goal of refreshing the western dance and to appeal to the younger crowd. Laura was asked to ask the Board if they would be willing join the committee and help. She will discuss at the Roundtable meeting.

VII. Committee Reports:

A. Executive Committee – L. Lobue

Larry Lobue reminded the board that the staff incentives and 2022 health insurance premiums were approved via email. Motion made by committee to ratify approval of staff 2022 health insurance premiums and the incentive bonus. **Motion approved.**

B. Governance Committee – A. Johnston

1. Ann Johnston stated that the Roundtable Discussion has been postponed until February 22, 2022 and will be held at Tariq’s office at 6 p.m. A discussion on fundraising will be added to the agenda.

2. Charlie Huber has names for future Board Members and will be calling them. Charlie prefers that we meet with them in person and not via Zoom.

C. Internal Committee: P. Bullard

1. Budget & Finance – S. Lee

Sharon reviewed the December 2021 YTD Financials. Motion made by committee to accept the December 2021 YTD Financials. **Motion Approved.**

2. Real Estate Committee – T. Zafar

Tariq discussed the Cypress Point building lease renewal. Motion made by committee to ratify the lease at the same rate for two years. **Motion Approved**

VII. New Business: Larry Lobue stated that the 2022 Calendar of Board Meetings and Special Events list was in the board packet.

VIII. Adjourn: Meeting adjourned at 6:50 p.m.

Submitted By:
Cheryl Olivier
Administrative Assistant

Attested to:
Ann Johnston
Secretary, Board of Directors

The next board meeting is March 28, 2022

**CEO Report
January & February 2022**

- 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:

January and February 2022

General Info & Referral: 10 (3.6 hours); 11 (4.0 hours)
Special Ed: 8 (3.7 hours); 11 (5.4 hours)
IEP Reviews/Consultations: 10 (14.2 hours); 19 (35.7 hours)
ARD Meetings: 2 (8.2 hours)
Adult Transition Planning: 1 (1.2 hours);
Guardianship: 2 (1.9 hours);
Adult Services (Provider/Day Hab/SSI/Medicaid): 10 (7.2 hrs.); 10 (5.0 hours)
Employment: 1 (.6 hours); 1 (0.5 hours)
Outreach (Attend community events, vendor fairs, create Community Happenings, social media articles, videos, virtual events): 9.3 hours; 14.9 hours
Phone Calls: 53 hours; 72.60

Total Education Advocacy Hours in Jan -Feb: 68.4 Hrs.

Community Programs Attended:

1/20/22 HGAC Transportation Project Presentation & Public Comment.
1/20/22 – Attended planning meeting for Spring 2022 Adult Transition Fair on April 9, at James Reece Career & Technical Center.
1/25/22 Fort Bend ISD Transition Business and Community Advisory Committee Meeting
2/16/22 Vendor at Lamar Consolidated ISD Adult Transition Fair. (21 Contacts signed up for AFB info & Community Happenings e-news).

M.O.K.A. (Moms of Kids with Autism) Support Group:

Jan 11: 6 attendees - 2 in-person, 4 via Zoom.
Feb. 8: 5 attendees – 2 in person, 3 via zoom

Parent Support Groups:

Jan 19: Project Lifesaver – Fort Bend County Sheriff Dept. – Michael Khahlenberg 18 Registered; 15 attended.
Feb 10: Coach to Communicate Program – Texas A & M University 8 Attended

- 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
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.

Bowling:

January: Nancy updated and mailed the 2022 Registration forms for the CDBG grant for Bowling.

Social Recreation, Special Olympics & TwentySomethings:

Mailed out workbooks with January & February calendar activities and registration information for the adult Virtual Bingo ZOOM events.

1/13 - Virtual "Weather BINGO". 16 members participated

1/20 - Virtual "Winter Olympics BINGO". 20 members participate.

2/10 – Virtual Valentine Bingo. 22 members participated

2/22 – Virtual "Rodeo Craft". 12 members attended and made the craft.

Special Olympics:

2/22 – Soccer Practice – Highlands Elem, 16 athletes registered

Teen Pals Network: 4 Teens re-applied for year 2, and were matched with new volunteer.

Teen/Tween Social Virtual Program:

2/7 - 8 teens registered – 5 attended, Volunteers: 11 registered & attended (10 teens. 1 adult. 1 new vol

Youth Group:

2/4 - Zoom Family Movie Night – Frozen 2

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

(See Real Estate Committee Meeting Minutes)

VI. Strategic Goal: The Arc shall provide effective leadership to insure sustainability of the organization's programs and services through utilizing an annual, Cost/Base/Analysis, assisting with fundraising activities, acquiring grants and maintaining the "corpus" of the Foundation.

Community Development Block Grant:

Nancy Completed the December 2021 and January 2022 monthly reports and billing for reimbursement for personnel. Completed and submitted the 2021 Annual report. Continues to communicate with Community Development staff on changes with the grant.

CDBG Reimbursement for Personnel

December \$ 536.44

January - \$2,011



Executive Team Meeting Minutes
4:50 p.m., March 9, 2022

Attendees via Zoom *L. Lobue, Chairman (joined 5:10 p.m.)*
 H. Marshall, Vice Chairman (presided 4:50 – 5:10 p.m.)
 S. Lee, Treasurer
 A. Johnston, Secretary
 T. Zafar, Real Estate Committee
 P. Bullard, Chair, Internal Committee
 D. Buckles, Board Member (exited at 6:15 p.m.)
 L. Lavigne, CEO

Attendees in Person *C. Olivier, Staff*

Absent *C. Huber, Past Chairman*

1. Internal Committee Report: P. Bullard

- a. Budget & Finance Committee: S. Lee
 - i. **February 2022 YTD Financials** – reviewed and discussed. Executive Committee agreed to accept and present to the Board for approval.
 - ii. During the analysis of February Financials, attendees discussed the financial numbers reflecting 2022 numbers even though the Board has not yet ratified the 2022 Budget.
 - iii. Discussed the proposed 2022 Budget. The fundraising numbers in the proposed budget reflect analysis of numbers from 2019, 2020 and 2021. The proposed budget reflects analysis of actual home repair costs as well as “re-opening” expenses of programs. Discussed when the Budget and Finance Committee will present the proposed 2022 Budget to the Board.
 - iv. Paused conversation on 2022 Budget presentation to Board pending the CEO Report.
 - v. Returned to Budget and Finance Committee after CEO Report – discussed the CEO’s report and **attendees recommend the Board approve the proposed 2022 Budget.**
- b. Real Estate Committee Meeting: T. Zafar
Reviewed the committee’s February 2022 business and discussed the actions.
 - i. **Lease Renewal for Russeff Field** – The Real Estate Committee recommends the Board approve the new lease for one year.
 - ii. **Rustic Trail –Lease to Provider vs General Public** – The Real Estate Committee recommends to the Board the option to find a new care provider tenant and if one cannot be found, approve lease to the general public.
 - iii. Discussed the Brooks Street building lease.

Action Items:

- a) Budget & Finance Committee recommends the Board approve the February 2022 YTD Financials.
- b) The Real Estate Committee recommends the Board approve the lease renewals for Russeff Field and Rustic Trail.
- c) Budget and Finance recommends the Board approve the proposed 2022 Budget.

2. Governance Committee – A. Johnston

- a. **Board Member Candidates** - In the absence of C. Huber, Nominating Committee Chair, Governance presented and discussed the applications of six (6) potential new board members. Thank you to the Nominating Chair for providing the names and applications of the potential six candidates. The Board members present request and recommend the Chairman and Governance Chair inform potential new members of The Arc's expectations such as committee assignments and attendance at The Arc fundraising events. Discussed what actions would be taken following the Board's vote on the potential nominees. Governance recommends the six candidates be discussed and a vote be taken at the upcoming Board meeting.
- b. Board Round Table #1 Recap and Action Items – The Round Table #1 was recapped and Action Items were discussed. Board members in attendance suggested the Board advance the date of the Strategic Plan Round Table. An earlier date better supports an updated Strategic Plans assure mission alignment. Governance and the CEO need to select potential dates.

Action Items:

The Governance Committee recommends the Board review and discuss six (6) potential new Board Members. Governance recommends a vote be taken on each of the six (6) nominees by the Board at the upcoming Board meeting.

3. CEO Report: L. LaVigne

- a) In-person programs – The CEO provided update on in-person events which have occurred recently including the Social Rec tickets to the Houston Livestock Show and Rodeo as well as the Teen/Tween Social.
- b) Laura provided an update on The Arc's Special Olympic teams.
- c) FTE proposal – The CEO presented an opportunity to add an additional Full Time Employee, discussed the potential job description and responsibilities. The group discussed mission alignment, funding the salary of the potential FTE and the roles and responsibilities. Group discussed the possibility of a grant from the Foundation to support the potential salary. Laura's action item was to create a job description and examine a Foundation grant. The Board has to approve the creation & funding of a new position, while the hiring is at the discretion of the CEO.

4. March 28, 2022 – Board Meeting Agenda: L. Lobue

Agenda reviewed, discussed and approved, adding

- a) Brooks St. lease

Next Executive Committee Meeting: Wednesday, May 11, 2022, at 4:45 p.m.



Job Description

TITLE: Program Director - Development, Marketing, Young Adult & Youth Programs
CLASSIFICATION: Salaried - Exempt
SUPERVISOR: CEO

Summary: The Program Director - Development, Marketing, Young Adult & Youth Programs, will develop and implement strategies to identify, cultivate, and solicit current and prospective donors to support The Arc's fundraising events. Additionally, s/he will plan and implement regularly scheduled programs to engage youth and young adults in inclusive activities.

Essential Duties and Responsibilities

- I. Development and Marketing
 - a. Identify and meet with The Arc's best donors in order to build a relationship with them and show them the benefit derived from his/her gift.
 - b. Identify potential donors/sponsors and meet with them to develop a relationship to support The Arc.
 - c. Secure sponsorships for fundraising events from current and new donors.
 - d. Assist with keeping Social Media platforms up-to-date and assure easy navigation for donors.
 - e. Assist with identifying, writing and submitting grants to support all programs offered by The Arc.
- II. Youth Programs
 - a. Work with other agencies to offer their programs in Ft. Bend County to address the needs of respite, recreation and parent support
 - b. Increase community awareness of The Arc by participating in youth-centered community programs (Youth in Philanthropy (YIP), Special Needs Rodeo, etc.
 - c. Ensure that education/youth program information is current on our Social Media platforms.
 - d. Provide information to the parents of youth about upcoming "disability friendly" events in the Fort Bend County and greater Houston area.
- III. Young Adult Programs
 - a. Work with other agencies to offer their programs in Ft. Bend County to address the needs of respite, recreation and parent support
 - b. Ensure that Young Adult program information is current on our Social Media platforms.
 - c. Duplicate the monthly, inclusive, "Teen/Tween Social" event for the TwentySomethings group.
- IV. General and Administrative
 - a. Develop and conduct ongoing evaluation of programs and services offered
 - b. Evaluate and measure impact on fundraising donors and sponsors
 - c. Develop and submit draft budgets for each program/service
 - d. Provide program data that is necessary for grant requests
 - e. Provide pictures and articles for Social Media platforms
 - f. Assist with tasks associated with The Arc's fundraisers – i.e., Best in the West, Golf Classic, etc.
 - g. Other duties, as assigned

Estimated % of Time Spent in Each Area

- 60% - Development, Marketing
- 15% - Young Adult Programs
- 15% - Youth Programs
- 10% - Other duties

Qualifications/Requirements:

- Strong knowledge of current fundraising practices and methods
- Ability to meet people and use persuasion skills
- Strong oral, written and interpersonal skills
- Strong organizational skills and attention to detail
- Ability to work independently with minimum supervision and to accept direction on given assignments.
- Excellent customer service skills
- Demonstrated proficiency in MS Office (Word, Excel, Outlook)
- Ability to multi-task, set priorities and perform under pressure
- Professional appearance
- Ability to work collaboratively with colleagues and CEO.
- Ability to maintain high level of confidentiality associated with personnel, donors and other areas of the organization.

Education/Training/Experience:

- Bachelor's degree in Marketing or specialized training
- Experience working with parents and people with developmental disabilities preferred

Physical Requirements:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Requires occasional lifting of boxes up to 50 pounds. Currently, work is performed in an office environment and/ or at home. Work may be stressful at times. Contact may involve dealing with angry or upset people.

Acknowledgement:

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or departmental needs.

Texas is an employment-at-will state. I understand if I am offered and accept employment with The Arc, I have the right to terminate my employment at any time. The Arc retains the same right to terminate my employment at any time, with or without notice, for any legal reason or no reason, regardless of any other documents, oral or written statements issued by The Arc or its representative.

Signature

Date

Printed name

Roundtable #1
February 22, 2022

Action Items

1. Special Olympics moving forward with soccer and will attend games at Morgan's Wonderland.
2. Real Estate Committee to begin looking at our office space needs and location feasibilities
3. Members agreed to review Strategic Plan in March and meet in April to review
4. Fundraising
 - a) Agreed for Laura to accept offer from the Best of the West Committee to participate in planning the event
 - b) Agreed to display/promote our missions through our fundraising efforts
 - c) Evaluate the need for a Capital Campaign
 - d) Evaluate the need of a Development Director and/or consultant
 - e) Evaluate Golf Classic to be more mission specific and include our athletes
 - f) Evaluate future Board Members to include fund raising efforts



Board Candidate Information Sheet

Date: 2/7/22

Name: Josefina Alcala-Hamilton

Address: 4011 Pecan Shadows Drive

City: Richmond Zip Code: 77407

Phone: 281-980-4731 Cell: 832-900-2328

Preferred Email: alcalajosefina@yahoo.com

Employer: N/A Work phone: _____

Employer address: _____

of years as member of The Arc: 1 Recommended by: Sharon Lee

Family member with I/DD? ☒ Yes ☐ No Relationship: Mother

Interests/community activities: Horticulturist by training. Fort Bend County Master Gardener.

Committee) representative Stephen F. Austin High School. Liaison between pare

Previous experience as a Director: None

Special skills/training/experience: SEPAC (Special Education Parent Advisory

Committee) representative Stephen F. Austin High School. Liaison between pare

Current positions/activities with The Arc: None

Previous position/activities with The Arc: None

Ways you believe you can contribute as a board member: Yes

Committee) representative Stephen F. Austin High School. Liaison between pare

Can you attend all/most board meetings, committee meetings and special events? ☒ yes ☐ no



Board Candidate Information Sheet

Date: Feb. 2, 2022

Name: Megan Neely (Geary)

Address: 1911 Brown School Ct

City: Richmond Zip Code: 77406

Phone: (832) 595-5809 Cell: (832) 595-5809

Preferred Email: megan.geary11@gmail.com

Employer: Dearborn & Creggs Work phone: (281) 277-6400 x240;
Direct (832) 944-8947

Employer address: 77 Sugar Creek Center Blvd Ste 590, Sugar Land, TX 77478

of years as member of The Arc: 20+ Recommended by: ? (family)
(unknown exact number of years)

Family member with I/DD? ☒ Yes ☐ No Relationship: Brother (Chance)

Interests/community activities: Interests: Traveling, Animals, Family, Volunteering

Community Activities: Arc of Fort Bend, Fort Bend Chamber of Commerce

Previous experience as a Director: none

Special skills/training/experience: Skills: Personable, Creative, organized, Problem Solving
Training: Licensed financial advisor with continuing ed; licensed HS Teacher-English,
special olympics volunteer training, Leadership class - Fort Bend chamber '18
Experience: Financial Advisor (5 yrs+); HS Teacher (3 yrs); Small Business Manager (quick-
books, purchasing, inventory, etc).

Current positions/activities with The Arc: Budget & Finance Committee; Sibling Connection Planning
Committee; Special olympics - Swimming volunteer; Best in the West Fundraiser
committee

Previous position/activities with The Arc: (same as current)

Ways you believe you can contribute as a board member: I can bring insight from both a
family member (sibling) & community member; experience in the financial advisor
services can bring insight to discussions, as well as past experiences of serving on
different committees/positions with the Arc (and family being a member for more than half
my life)
Can you attend all/most board meetings, committee meetings and special events? ☒ yes ☐ no



Board Candidate Information Sheet

Date: _____

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Cell: _____

Preferred Email: _____

Employer: _____ Work phone: _____

Employer address: _____

of years as member of The Arc: _____ Recommended by: _____

Family member with I/DD? ☐ Yes ☐ No Relationship: _____

Interests/community activities: _____

Previous experience as a Director: _____

Special skills/training/experience: _____

Current positions/activities with The Arc: _____

Previous position/activities with The Arc: _____

Ways you believe you can contribute as a board member: _____

Can you attend all/most board meetings, committee meetings and special events? ☐ yes ☐ no



Board Candidate Information Sheet

Date: 2-27-22

Name: Kevin Casey

Address: p. o box 424

City: Fulshear Zip Code: 77441

Phone: _____ Cell: 281-216-2465

Preferred Email: kcasey@earthlink.net

Employer: KR mustang Inc Work phone: _____

Employer address: 2606 Charles Ln.

of years as member of The Arc: _____ Recommended by: Mike Casey

Family member with I/DD? ☒ Yes ☒ No Relationship: _____

Interests/community activities: 30 years entrepreneur and property management, guardian for friend with memory care needs, executor of friends estate _____

Previous experience as a Director: N/A

Special skills/training/experience: good working with people and money

Current positions/activities with The Arc: best in the west supporter

Previous position/activities with The Arc: _____

Ways you believe you can contribute as a board member: I think my common sense approach towards problem solving and ideas may be of help. _____

Can you attend all/most board meetings, committee meetings and special events? ☒ yes ☒ no



Board Candidate Information Sheet

Date: 02/06/2022

Name: Laura G. Rosilez

Address: 1838 Mamie Springs Ct.

City: Richmond Zip Code: 77469

Phone: 832-228-7172 Cell: same

Preferred Email: laurarosilez@gmail.com

Employer: Riverstone HOA Work phone: 832-778-2222

Employer address: 18353 University Blvd. Sugar Land TX 77479

of years as member of The Arc: 0 Recommended by: Stewart Jacobson

Family member with I/DD? ☒ Yes ☐ No Relationship: Younger Sister

Interests/community activities: I have been involved in the LCISD school - Lamar Con. High School.

I have working with many non-profits in Fort Bend County.

Previous experience as a Director: I have been on the Team of the Fort Bend Chamber - Director of Administration.

Special skills/training/experience: ENL Leadership - 2019 and FBCC Leadership- 2020

I have working with many non-profits in Fort Bend County.

Current positions/activities with The Arc: N/A

Previous position/activities with The Arc: N/A

Ways you believe you can contribute as a board member: My on going involvement in Fort Bend County.

I have working with many non-profits in Fort Bend County.

Can you attend all/most board meetings, committee meetings and special events? ☒ yes ☐ no



Board Candidate Information Sheet

Name: Jennifer Lane Date: _____

Address: 1115 Wood Fern Drive

City: Sugar Land Zip Code: 77479

Phone: _____ Cell: 281 639 4143

Preferred Email: Jennifer.Lane.Texas@gmail.com

Employer: Lamar CISD Job Title: _____

Employer address: 5911 Avenue I Rosenberg TX 77471

If you are a member of The Arc: ☒ Recommended by: Carol McCutcheon

Family member with IDD? ☐ Yes ☒ No Relationship: _____

Interests/Community activities: Local government, supporting law enforcement, efficiency & transparency.

Previous experience as a Director: Sugar Land Development Corporation

Special skills/training/experience: Ability to build relationships with local leaders and organizations.

Current positions/activities with The Arc: ☒

Previous positions/activities with The Arc: ☒

What do you believe you can contribute as a board member? Generate awareness across the county and help pull in sponsors.

Can you attend all/most board meetings, committee meetings and special events? ☐ Yes ☒ No

The Arc of Ft. Bend County Balance Sheet

As of February 28, 2022

Feb 28, 22

ASSETS

Current Assets

Checking/Savings

Cash

Facilities Repairs Account	93,021.91
Credit Card Account	4,729.99
Fundraising (WD)	1,999.19
Money Market	358,573.15
Operating Account	133,774.60

Total Cash 592,098.84

Total Checking/Savings 592,098.84

Other Current Assets

Prepaid Insurance

Crime	249.75
Cyber Liability	1,000.00
Auto	6,553.08
D&O	1,717.00
Umbrella	2,566.50
Professional Liability	1,242.25
Property	24,741.91
Worker's Comp	836.70

Total Prepaid Insurance 38,907.19

Total Other Current Assets 38,907.19

Total Current Assets 631,006.03

Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,220,853.15
Improvements-Homes	270,659.45
Land	804,768.00
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	-2,045,336.92

Total Fixed Assets 3,530,641.93

Other Assets

Contribution to Foundation	182,620.00
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets 186,120.00

TOTAL ASSETS 4,347,767.96

LIABILITIES & EQUITY

Liabilities

The Arc of Ft. Bend County Balance Sheet

As of February 28, 2022

Feb 28, 22

Current Liabilities	
Accounts Payable	
Accounts Payable-ARC	620.89
Total Accounts Payable	620.89
Other Current Liabilities	
Retirement Plan Payable	1,370.00
Taxes Payable-SUTA	18.02
Total Other Current Liabilities	1,388.02
Total Current Liabilities	2,008.91
Long Term Liabilities	
N/P-ARC Fdn (Worley Dr)	220,368.59
Security Deposits Payable	19,640.00
N/P-ARC Fdn (6419 Brazos Glen)	89,057.49
N/P-ARC Fdn (Chapman Falls)	60,798.25
N/P-ARC Fdn (5141 Cotter Ln)	85,559.92
N/P-ARC Fdn (2715 Cypress Impr)	221,480.77
N/P-ARC Fdn (Manorfield)	126,288.37
N/P-ARC Fdn (Rustic Trail)	133,573.99
N/P-ARC Fdn (5618 Wagon Wheel)	109,268.70
N/P-ARC Fdn (Whispering Creek)	237,140.65
N/P-ARC Fdn(2607 WillowSprings)	122,862.43
Total Long Term Liabilities	1,426,039.16
Total Liabilities	1,428,048.07
Equity	
Unrestricted Contra R&M Reserve	82,000.00
Unrestricted Net Assets	2,878,378.61
Net Income	-40,658.72
Total Equity	2,919,719.89
TOTAL LIABILITIES & EQUITY	4,347,767.96

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2022

	Feb 22	Jan - Feb 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
Ride fee	0.00	0.00	0.00	0.00	0.0%	230.00
Youth Social	0.00	30.00	130.00	-100.00	23.08%	800.00
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	0.00	0.00	0.00	0.00	0.0%	4,500.00
Donations & Contributions	951.28	4,635.98	3,000.00	1,635.98	154.53%	20,000.00
Donations - Designated	0.00	250.00	0.00	250.00	100.0%	1,150.00
Fundraising Event						
Auction / Bid Board Item	30.00	4,805.00				
Donation	0.00	3,200.00	0.00	3,200.00	100.0%	23,766.00
Tickets / Tables	0.00	72.22				
Fundraising Event - Other	0.00	0.00	0.00	0.00	0.0%	383,000.00
Total Fundraising Event	30.00	8,077.22	0.00	8,077.22	100.0%	406,766.00
Grant - CDBG Fort Bend	0.00	0.00	5,000.00	-5,000.00	0.0%	40,000.00
Grants - Other	0.00	0.00	0.00	0.00	0.0%	20,000.00
Membership Revenue	195.00	555.00	1,500.00	-945.00	37.0%	9,000.00
Rental Income	39,300.00	76,475.00	78,600.00	-2,125.00	97.3%	468,100.00
Social Rec Fees	0.00	0.00	0.00	0.00	0.0%	8,400.00
Total Income	40,476.28	90,023.20	88,230.00	1,793.20	102.03%	979,982.00
Gross Profit	40,476.28	90,023.20	88,230.00	1,793.20	102.03%	979,982.00
Expense						
Auto / Vans - Repairs & Maint.	0.00	0.00	0.00	0.00	0.0%	2,300.00
Advocacy in Action						
Casey Connection	0.00	443.75	500.00	-56.25	88.75%	2,500.00
Information / Referral	0.00	0.00	0.00	0.00	0.0%	1,100.00
Educational Advocacy	0.00	0.00	0.00	0.00	0.0%	1,268.00
Total Advocacy in Action	0.00	443.75	500.00	-56.25	88.75%	4,868.00
Accounting, Audit, Payroll	238.28	588.30	483.34	104.96	121.72%	16,000.00
Advertising & Marketing	0.00	53.30	106.60	-53.30	50.0%	800.00
Affiliation/Asso/Mbrship/Certs	0.00	2,808.00	2,808.00	0.00	100.0%	3,178.00
Bank & CC Charges	168.15	348.51	500.00	-151.49	69.7%	6,000.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2022

	Feb 22	Jan - Feb 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Board Expenses	0.00	0.00	0.00	0.00	0.0%	1,605.00
Community Outreach	0.00	0.00	0.00	0.00	0.0%	3,200.00
Conferences	0.00	0.00	0.00	0.00	0.0%	400.00
Continuing Education/Staff Dev	0.00	0.00	0.00	0.00	0.0%	250.00
Employee Expenses						
Employee Salaries	41,400.15	71,378.02	62,298.66	9,079.36	114.57%	373,792.00
Employee-FICA/Medicare	1,822.81	3,681.44	4,612.84	-931.40	79.81%	27,677.00
Employee-Health/Dental	6,080.87	12,481.63	11,483.84	997.79	108.69%	68,903.00
Employee-Medicare	426.29	860.97				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	7,236.00
Employee-SUTA	61.97	154.90	1,548.00	-1,393.10	10.01%	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.0%	980.00
Total Employee Expenses	49,792.09	88,556.96	79,943.34	8,613.62	110.78%	483,232.00
Event Expenses	75.33	67.34	0.00	67.34	100.0%	46,240.00
Facilities HOA Fees	0.00	9,846.70	9,850.00	-3.30	99.97%	9,850.00
Facilities Prop Mgmt Fees	1,300.00	2,600.00	2,600.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	7,400.41	8,085.36	12,584.00	-4,498.64	64.25%	75,500.00
Facilities Utilities	0.00	138.05				
Insurance						
General Liability	0.00	0.00	0.00	0.00	0.0%	4,869.00
Crime	0.00	0.00	0.00	0.00	0.0%	300.00
Workers Comp	0.00	0.00	0.00	0.00	0.0%	976.00
Property	0.00	0.00	0.00	0.00	0.0%	42,677.00
Cyber Liability	0.00	0.00	0.00	0.00	0.0%	1,200.00
Auto	0.00	0.00	0.00	0.00	0.0%	8,872.00
Professional Liability	0.00	0.00	0.00	0.00	0.0%	2,139.00
D&O	0.00	0.00	0.00	0.00	0.0%	2,061.00
Umbrella	0.00	0.00	0.00	0.00	0.0%	3,129.00
Total Insurance	0.00	0.00	0.00	0.00	0.0%	66,223.00
Interest Expense	5,909.35	9,931.29	11,710.45	-1,779.16	84.81%	66,710.45
Meals & Supplies / Meetings	0.00	0.00	0.00	0.00	0.0%	250.00
Office						
Lease 119 & 123	0.00	0.00	0.00	0.00	0.0%	233.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2022

	Feb 22	Jan - Feb 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Website	0.00	0.00	0.00	0.00	0.0%	500.00
Computer / Software	0.00	0.00	0.00	0.00	0.0%	4,000.00
Copier Lease	439.39	878.78	895.50	-16.72	98.13%	5,373.00
Repairs & Maintenance	340.00	3,832.04	1,371.66	2,460.38	279.37%	8,230.00
Supplies	707.41	975.94	470.00	505.94	207.65%	2,800.00
Telephone / Internet	315.00	513.51	701.20	-187.69	73.23%	4,207.00
Utilities	305.21	560.71	756.00	-195.29	74.17%	4,536.00
Total Office	<u>2,107.01</u>	<u>6,760.98</u>	<u>4,194.36</u>	<u>2,566.62</u>	<u>161.19%</u>	<u>29,879.00</u>
PROGRAMS						
PR Youth Respite	0.00	0.00	0.00	0.00	0.0%	2,160.00
PR Activity/Mtg-Food & Supplies	4.33	70.12	0.00	70.12	100.0%	10,000.00
PR Bowling Lane Fees	0.00	0.00	0.00	0.00	0.0%	9,250.00
PR DJ	0.00	0.00	0.00	0.00	0.0%	3,000.00
PR Equipment, Shirts, Uniforms	0.00	0.00	0.00	0.00	0.0%	2,500.00
PR Fuel	0.00	49.73	100.00	-50.27	49.73%	2,900.00
PR Game / Registration Fees	0.00	0.00	0.00	0.00	0.0%	1,200.00
PR Hotel	0.00	0.00	0.00	0.00	0.0%	12,000.00
PR Other Expenses / Gifts	56.29	56.29	0.00	56.29	100.0%	600.00
PR Parking & Tolls	0.00	0.00	0.00	0.00	0.0%	310.00
PR Practice Facil. / Lifeguards	0.00	0.00	0.00	0.00	0.0%	2,200.00
PR Tickets / Venue Fees	0.00	0.00	0.00	0.00	0.0%	20,000.00
PR Training & Background checks	0.00	0.00	0.00	0.00	0.0%	700.00
PR Transportation	0.00	0.00	0.00	0.00	0.0%	5,600.00
PR - Twenty Somethings	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>1,800.00</u>
Total PROGRAMS	<u>60.62</u>	<u>176.14</u>	<u>100.00</u>	<u>76.14</u>	<u>176.14%</u>	<u>74,220.00</u>
PR Contract Workers	0.00	0.00	0.00	0.00	0.0%	10,616.00
Postage and Delivery	0.00	301.50	416.00	-114.50	72.48%	2,500.00
Printing and Reproduction	0.00	0.00	0.00	0.00	0.0%	500.00
Professional Fees - Legal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>60.00</u>
Total Expense	<u>67,051.24</u>	<u>130,706.18</u>	<u>125,796.09</u>	<u>4,910.09</u>	<u>103.9%</u>	<u>919,981.45</u>
Net Ordinary Income	-26,574.96	-40,682.98	-37,566.09	-3,116.89	108.3%	60,000.55
Other Income/Expense						
Other Income						

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2022

	<u>Feb 22</u>	<u>Jan - Feb 22</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Investment Income	14.79	32.25				
Total Other Income	14.79	32.25				
Other Expense						
Other Expenses	0.00	7.99				
Total Other Expense	0.00	7.99				
Net Other Income	14.79	24.26				
Net Income	<u>-26,560.17</u>	<u>-40,658.72</u>	<u>-37,566.09</u>	<u>-3,092.63</u>	<u>108.23%</u>	<u>60,000.55</u>

2022 BUDGET - 2nd DRAFT

			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL
												-
Ordinary Income / Expense												-
	INCOME											-
		Bowling - Lane Fees			4,500							4,500
		Donations & Contributions		20,000								20,000
		Donations - Designated		200	50	200	200	500				1,150
		Fundraising Events								100,000	291,000	391,000
		Grants	20,000	23,766								43,766
		Grant - CDBG Fort Bend			3,750	36,250						40,000
		Grant - FBJSL										-
		Membership Revenue	9,000									9,000
		Rental - Brazos Glen							13,200			13,200
		Rental - Chapman Falls							17,400			17,400
		Rental - Cotter Lane							13,200			13,200
		Rental - Cypress Point Bldg.							96,000			96,000
		Rental - Cypress Point Home							18,000			18,000
		Rental - Grant Dr.							15,600			15,600
		Rental - Industrial							105,000			105,000
		Rental - Manorfield							16,500			16,500
		Rental - Parkview							18,600			18,600
		Rental - River Road							15,000			15,000
		Rental - Russeff Field							16,200			16,200
		Rental - Rustic Trail							20,500			20,500
		Rental - Summerdale							13,800			13,800
		Rental - Thomas Jefferson							15,000			15,000
		Rental - Wagon Wheel							14,400			14,400
		Rental - Whispering Creek							23,400			23,400
		Rental - Willow Springs							16,500			16,500
		Rental - Worley Drive							19,800			19,800
		Riveredge Annual Mortgage Payment							1,036			1,036
		Ride Fees						230				230
		Social Rec Fees				8,400						8,400
		Youth Respite					800					800
	TOTAL INCOME		29,000	43,966	8,300	44,850	1,000	730	469,136	100,000	291,000	987,982
	EXPENSE											
		Accounting, Payroll Processing	16,000									16,000
		Advertising & Marketing		800								800
		Advocacy in Action										-
		AA Educational Advocacy		1,268								1,268
		AA Information / Referral		1,100								1,100
		Affiliation/ Association/ Membership	3,178									3,178

2022 BUDGET - 2nd DRAFT

2022 BUDGET - 2nd DRAFT

[illegible]

NOTES - 2022 Budget

Ordinary Income/Expense

Income	
Bowling - Lane Fee Income	Estimated: average of bowlers in 2019 (before pandemic)
Donations & Contributions	Estimated: based on 2019, 2020 & 2021 actuals and projections of 2022
Donations - Designated	Estimated: based on 2019, 2020 & 2021 actuals and projections of 2022
Fundraising Event	Estimate based on 2021 actuals
Grant - CDBG Fort Bend	Federal HUD Grant for low income consumers living in restricted areas of Ft Bend County to be used for activites. Provided to SR & Bowling Programs to help offset salaries, activity fees, contract staff, & monthly dues
Grant - FBJSL	Arc was not eligible this year because programs (Special Olympics) were not Operating due to pandemic
Grants	ARPA Grant \$23,766, Anticipated \$5,000 from Geiger Foundation in addition to misc.grants
Membership Revenue	Estimated based on 2019, 2020, 2021 & projections for 2022: IWD \$20, IND \$35, FAM \$50, CORP \$100, LIFETIME (IND \$500, CORP \$2,000)
Rental - Brazos Glen	Texana \$1,100 per month x 12 months - expires 8/31/2022
Rental - Chapman Falls	Caregiver \$1,450 per month x 12 months - expires 10/31/2022
Rental - Cotter Lane	All the Little Things Count \$1,100 per month x 12 months - expires 10/31/2022
Rental - Cypress Point Building	Texana \$8,000 per month x 12 months
Rental - Cypress Point (Home)	Caregiver \$1,500 per month x 12 months - expires 1/31/2023
Rental - Grant Dr.	All the Little Things Count \$1,300 per month x 12 months - expires 10/31/2023
Rental - Industrial	QuVa \$8,750 x 12 months
Rental - Manorfield Ct.	All the Little things Count \$1,375 x 12 months - expires 1/31/2024
Rental - Parkview Lane	Forgotten Angels \$1,550.00 per month x 12 months - expires 7/31/2022
Rental - River Road	All the Little Things Count \$1,250 x 12 months - expires 7/31/2023
Rental - Russeff Field	All the Little things Count \$1,350 x 12 months - expires 5/31/2022
Rental - Rustic Trail	Jose Arriola \$2,000 per month x 5 months - expires 5/31/2022 / *Assuming it will be leased to a provider... \$1,500 x the 7 remaining months
Rental - Summerdale	Caregiver \$1,150 per month x 12 months - expires 9/30/2022
Rental - Thomas Jefferson	Caregiver \$1,250 per month x 12 months - expires 10/31/2022
Rental - Wagon Wheel	Vonda Holmes \$1,200 per month x 12 months - expires 10/31/2023
Rental - Whispering Creek	Caregiver \$1,950 per month x 12 months - expires 5/31/2023
Rental - Willow Springs	All the Little Things Count \$1,375 per month x 12 months - expires 10/31/2023
Riveredge Morg. Payment	Purchaser will pay \$1,036.00 annually for 10 years..in September - Last Payment September 2025
Social Rec Fees	based on 2019 (pre pandemic) actuals & estimate by Nancy
Youth Respite	Fees anticipated for Youth Respite participants

Expense

NOTES - 2022 Budget

Accounting, Audit, Payroll processing	ESTIMATE: REVIEW & 990 by Randy Walker \$13,100 Payroll Services - ADP
Advertising & Marketing	General advertising / marketing, Constant Contact - eblasts (\$53.30 x 12)
Advocacy in Action:	
AA Educational Advocacy	Special Ed Connect 1 yr. subscription, IEP Notebook, Tabs, Make n Take Parent Training Workshop supplies, Program resources
AA Information / Referral	Spring & Fall Resource Fair, Respite evnt snacks, drinks, prizes, vendor table supplies, Booths or sponsorship items for other conferences and fairs
Affiliation/Asso/Membership/Cert	Arc of US \$2,808, DropBox \$130, Zoom \$240
Auto / Vans -Repairs & Maintenance	State Registration & Inspection. Repairs. Regular Maintenance: oil changes, tire rotation, etc.
Bank & CC Charges	Estimate
Board Expenses	Board meeting dinners, Exit gifts, name badges for new members, snacks for meetings, Boardsource, Survey Monkey
Community Outreach	Sponsorship for "Dream League" \$1,500 & Lamar LL \$1,000, flowers/memorials , Misc. events
Conferences	Karri (Youth & Advocacy) - Family to Family \$75, Positive Futures \$50, TX Legal Digest Bak to School \$ 275
Continuing Education / Staff Dev.	Webinars, Workshops, & Opportunities that might be available to the staff for training & developmental purposes
Employee Salaries	includes Bonus to each employee paid in January - Total \$12,000
Employee FICA/Medicare	7.65% of Gross salaries
Employee SUTA	8.6% of \$9,000 Texas cap per employee
Employee Health & Dental	Health and Dental Insurance
Employee Retirement Plan	Retirement Vonluntary Contribution made by the Arc of Ft. Bend (Based on 2% of Employee's 2022 Salaries)
Employee Workers Comp	Texas Mutual - Estimate based on rates paid November 2021
Event Expenses	Golf Classic & Western Dance (based on 2021 actuals and current year projections)
Facilities Insurance - Property/Fire	Based on actual rates paid November 2021 for policy period 11/15/21 - 11/15/22
Facilities - Other	Nothing Budgeted - Unanticipated expenses
Facilities - Proptert Mgt. Fees	Rychlik Services \$1,300 x 12 months
Facilities R&M - HOA Fees	Actual amounts paid January 2022
Facilities R&M. / Improvements	\$4,000 x 16 Homes, \$11,500 - Cypress Pt. Bldg. :includes AC Maint. on all residential properties, Commercial properties A/C Maintenance aggreement
Facilities - Real Estate Taxes/MUDs	None anticipated - Exempt
Facilities - Utilities	None anticipated
Insurance - Cyber	Protection against issues related to Cyber hacking - \$1,000 Based on actual rates paid November 2021
Insurance - D&O/Fiduciary	Based on actual rates paid November 2021 for policy period 11/15/21 - 11/15/22
Insurance - Liability Package & Auto	Based on actual rates paid November 2021 for policy period 11/15/21 - 11/15/22
Insurance - Umbrella	Based on actual rates paid November 2021 for policy period 11/15/21 - 11/15/22
Meals & Supplies / Meetings	staff meetings, committee meetings, Advocacy - lunches with community members, Arc supporters
Mileage Reimbursement	Estimate
Notes Payable - Brazos Glen	681.61 per month

NOTES - 2022 Budget

Noted Payable - Chapman Falls	407.98 per month
Notes Payable - Cotter Lane	654.78 per month
Notes Payable - Cypress Point Bldg.	3,353.61 per month
Notes Payable - Manorfield Ct.	804.92 per month
Notes Payable - Rustic Trail	851.40 per month
Notes Payable - Wagon Wheel	740.81 per month
Notes Payable - Whispering Creek	1,395.74 per month
Notes Payable - Willow Springs	832.07 per month
Office - Computer/Software	PC repair - PARTS ONLY/NO LABOR, Computer/Software supplies or equipment, Adobe \$65, Dynamic 365 \$2,131, \$1,200 - new computer for Karri
Office - Copier Lease	Base Charge \$439.39 x 12 months (\$5,272.68) \$100 mics....excess prints, etc.
Office - Postage and Delivery	Estimated: based on 2019, 2020, & 2021 expenses..meter rental, supplies, Postage refills, bulk mailings, Western Dance & Golf mailouts, Permit fee
Office Exp. - R&M	\$4,250 (\$85 x 50 weeks) cleaning service, General repairs & maint., A/C maintenance contract w/ Mesa Mechanical \$480, Heater repair 119 Brooks \$3,500
Office - Supplies	General Office Supplies: copy paper, pens, cleaning supplies, misc items for office, etc.
Office - Telephone / Internet	Nextiva Phone \$199.91 x 12 months = \$2,398.92 Comcast Internet \$150.66 x 12 months = \$1,807.92
Office - Utilities / Water & Electric	123 & 119 Brooks St. - Electric \$3,600 / based on average of bills provided by the City of Sugar Land, Water \$936- based on an average bills from 2020 & 21
Office - Website	Support & Hosting
PR Activity/Mtg. Exp. - Food & Supplies	SR - supplies, meals, snacks, drinks; SO - meals, snacks, drinks, water, ice (mostly for state games) Youth - Pizza Party, Swim Party, Safety Bingo, Magic Show, Sibling Event
PR Athletic Banquet	Not this year
PR Bowling Lane Fees	Estimated: Average of bowlers per week in 2019 (before pandemic)
PR Contract Drivers	Contract workers & Drivers for monthly activities and events, Respite staff
PR DJ	Social Recreation monthly dances, Holiday Formal, and Karaoke
PR Equipment, Shirts, Uniforms	Uniforms & Equipment for Special Olympic Sports, SR - shirts for Contract Drivers
PR Fuel	Fuel for Arc vans used for Social Rec activities and Special Olymoics travel, as well as office use
PR Game / Registration Fees	State Games: Summer, Fall & Winter
PR Hotel	Special Olympics State Games
PR Other Expenses & Gifts	SR - Christmas gift cards for Drivers, misc Youth - Volunteer Recognition
PR Parking & Tolls	SR - Activities SO - State Games
PR Practice Facilities / Lifeguards	Facilities / Field Rentals
PR Tickets/Venue Fees	Social Recreation Monthly Activities
PR Volunteer/Parent Exp - Training & Background checks	Coach/Volunteer training for Special Olympics, Volunteer Background checks
PR Transportation	SR - Buses for SR Activities/Events, SO - Van rentals for State Games, Area Tournaments

NOTES - 2022 Budget

PR Twenty Somethings	Activities for "Twenty Somethings" Social Recreation
PR Youth Respite	Supplies: consumable, nonconsumable, Snacks / food & drinks
Printing & Reproduction	Office, letterhead, envelops, etc
Professional Fees - Legal	Misc. legal services
3/3/2022	