



**Board Meeting Agenda
Prosperity Bank, Sugar Land
May 23, 2022 – 6:00 p.m.
(Dinner 5:30 pm)**

- I. Call to Order & Determination of a Quorum – L. Lobue
- II. Welcome & Introduction of Six New Directors to the Board – L. Lobue
- III. Public Comment
- IV. **Consent Agenda** – L. Lobue
 - A. Board Meeting Minutes – 03/28/2022
 - B. Real Estate Committee Meeting Minutes – 04/06/2022
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report
Program Highlights (March & April 2022)
- VII. Committee Reports:
 - A. Executive Committee Meeting Minutes 05/11/2022 – L. Lobue
 - 1. **Governance will draft the requested additional strategic goals for the next Executive Committee meeting scheduled for July 13th, 2022.**
 - 2. **Governance will coordinate with the Chairman and the CEO on scheduling and organizing a board orientation event to be held in June or July, 2022.**
 - B. Governance Committee – A. Johnston
 - 1. Retiring Board Member: Pat Bullard (July 1, 2013 – June 30, 2022)
 - 2. **Election and Installation of New Board Members: Josefina Alcala-Hamilton, Kevin Casey, Traci Duez, Jennifer Lane, Megan Neely, Laura Rosilez**
 - 3. Code of Ethics & Conflict of Interest Documents
 - C. Internal Committee Report – P. Bullard
 - 1. Budget and Finance Committee: S. Lee
 - (i) **April 2022 YTD Financials**
 - (ii) 2021 Income and Functional Expenses
 - 2. Real Estate Committee - T. Zafar (Closed Session)
Committee Meeting Minutes, 05/04/2022 Meeting
Ratify lease for Rustic Trail to lease for \$2000 per month for one-year.
- VIII. New Business – L. Lobue
 - A. 119 & 123 Brooks Street Lease Update
 - B. Golf Classic June 13, 2022 Brochure and Registration Form
- IX. Adjourn

Next Board Meeting: July 25, 2022



Board of Directors Meeting
March 28, 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	
Dale Buckles		Larryn Lobue	Laura LaVigne	
Pat Bullard			Cheryl Olivier	
Charlie Huber				
Ann Johnston				
Sharon Lee				
Larry Lobue, Chairman				
Hal Marshall				
Tariq Zafar				

- II. Welcome Guests: Larry Lobue thanked everyone for attending. He also welcomed one guest, his daughter, Larryn Lobue.
- III. Public Comment: None.
- IV. Consent Agenda: Motion was made by Tariq Zafar to accept the Consent Agenda. Seconded by Hal Marshall.
Motion approved.
- V. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report:
- A. Laura reviewed the January and February 2022 Program Highlights indicating that Karri continues to provide Education Advocacy with a total of 68 hours for January and February . The M.O.K.A. support group returned to in-person meetings with their first meeting being held at a local restaurant. Bowling will be starting in April which for the first time will be billed through the CDBG grant program. A letter was sent to all past bowlers with the new rules. Social Rec members attended the Rodeo in February and everyone had a great time. Special Olympics Soccer had 16 registered athletes and Track & Field opened last week. Laura stated that Kendra Scott held a fundraiser this past Saturday for The Arc with 20% of proceeds being donated to us. Pat Bullard asked about Wings for All. Laura indicated that new staff at HAS did not want to work with The Arc and preferred to offer their own program(s) to address serving people with IDD. Pat asked about FASD and offered to speak with Dr. Mastrobattista about revitalizing it. Laura agreed for Pat to pursue talking to Dr. Mastrobattista.

VII. Committee Reports:

A. Executive Committee – L. Lobue

Laura discussed the Program Director/Marketing Job description that is included in the board packet. She stated she did not know how to proceed since it would be a board decision to approve the position. How do we pay for this position? The board discussed asking the Foundation for a grant to pay the salary since the money was not in the current budget. Larry Lobue mentioned The Arc's future building needs and possibly starting a capital campaign. He is concerned about asking the Foundation for a second grant. After discussion with the board, Laura will revise the job description to limit the duties to Development, Marketing and Social Media.

Motion was made by Charlie Huber for Laura to go to the Foundation and ask for \$60,000 grant to employ a Development person and also authorize the CEO to hire a development person and focus on development and marketing. Seconded by Dale Buckles. **Motion passed.**

B. Governance Committee – A. Johnston

1. Ann Johnston gave a recap of the Board Roundtable meeting stating they are taking action on all discussion items.

2. Ann stated that Charlie Huber presented the Board with six great future Board Members. Tariq made a motion to accept all six candidates. Seconded by Dale Buckles. **Motion passed.**

C. Internal Committee: P. Bullard

1. Budget & Finance – S. Lee

a. Sharon reviewed the February 2022 YTD Financials. Motion made by committee to accept the February 2022 YTD Financials. **Motion Approved.**

b. Sharon briefly reviewed the 2022 Operating Budget. Motion made by committee to accept the 2022 Operating Budget. **Motion Approved.**

2. Real Estate Committee – T. Zafar

Tariq discussed the Rustic Trail and Russeff Field lease renewals.

Motion made by committee to ratify the lease for Russeff Field at the same rate for one year.

Motion Approved.

Motion made by committee to ratify the lease for Rustic Trail at the rate of \$2000 for two years.

Motion Approved.

VII. New Business:

A. Laura gave a brief update on the 119 & 123 Brooks Street lease. James Patterson was in contact with an architect who created a floor plan for The Arc in 2020. He has met twice with Jimmy Thompson and Doug Goff with Johnson Development regarding someone to donate the land to be used for The Arc's office. This item will be placed on the next Real Estate meeting agenda.

B. Golf Classic is scheduled for June 13, 2022. The board discussed that they can support the Golf Classic by attending the auction, acquiring auction items and volunteering to help during the event. The purchase of items advertising The Arc's logo through a website with The Arc receiving a percentage was discussed. Dale to find a company that offer this service.

VIII. Adjourn: Meeting adjourned at 8:02 p.m.

Submitted By:
Cheryl Olivier
Administrative Assistant

Attested to:
Ann Johnston
Secretary, Board of Directors

Real Estate Sub-Committee
April 6, 2022
IN-PERSON & ZOOM MEETING MINUTES 5:00 PM

Present via ZOOM: M. Casey; H. Marshall

Present: D. Buckles, P. Bullard, J. Gortney L. Lobue, J. Patterson, R. Cushenberry, C. Olivier, L. LaVigne

Absent: T. Zafar

In Tariq's absence, Pat chaired the meeting.

1. Income/Expense report: March 2022 report was reviewed and accepted by the committee.
2. Lease Renewals:
Rustic Trail –Committee approved lease rate at the last meeting. The wife/girlfriend of current tenant asked to lease the home beginning June 1, 2022. Rick sent her an application and if she returns it with supporting documentation, the committee will consider it. Rick asked her to submit it before he puts the home on an active listing May 1, 2022. It is Rick's opinion that the house will lease quickly.
3. Lease for 119 & 123 Brooks St. – The City of Sugar Land has not responded to the draft "Lease Amendment" submitted in January 2022. Laura contacted Dawn Steph, Director of Environmental and Neighborhood Services. Ms. Steph responded that the City was still considering the request, and would have an answer by end of March. However, that didn't happen, yet. Laura will contact her again.

James shared that he approached Doug Goff and Jerry Ulky, Johnson Development, to inquire if there was a parcel of land that could be donated or sold at a reduced price to The Arc for a future office building. There would be several occurrences that would preclude an offer, but the request was heard. The committee tabled further discussion until more information about a parcel was available and the cost and the scope of a building was determined. When more information on all issues is gathered, a path forward can be planned.

Next meeting: May 4, 2022



Executive Team Meeting Minutes
Via Zoom
4:49 p.m., May 11, 2022

Attendees
L. Lobue, Chairman
H. Marshall, Vice Chairman (joined 4:56 p.m.)
S. Lee, Treasurer (exited 5:36 p.m.)
A. Johnston, Secretary
T. Zafar, Real Estate Committee
D. Buckles, Board Member
L. Lavigne, CEO

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

1. Internal Committee Report:

- a. Budget & Finance Committee: S. Lee
April 2022 YTD Financials – reviewed and discussed recommended actions.
- b. Real Estate Committee Meeting: T. Zafar
 - i. Reviewed the committee's May 2022 meeting and discussed their recommended actions.
 - ii. Discussed the Brooks Street building lease.

2. Governance Committee – A. Johnston

- a) 2022 Operating Plan Goals
 - i. Reviewed and discussed the current goals.
 - ii. The members in attendance suggested and requested additional goals. Governance will draft the additional proposed strategic goals to bring forward for further review and discussion.
- b) New Board Members Terms
 - i. Reviewed and discussed the current board members terms.
 - ii. Reviewed and discussed the incoming six board members terms. In accordance with The Arc's by-laws, all 6 new board members 1st term will begin on July 1, 2022 and end on June 30, 2025.
- c) New Board Member Orientation
 - i. Reviewed the CEO's proposed agenda for the new member orientation. Suggestion was made to add specific times to each agenda item.
 - ii. Discussed date and location to hold the orientation. Those in attendance preference is to hold the orientation in June or July, on a weeknight, in a local restaurant. Governance will coordinate with the Chairman and the CEO in securing a date and location.
- d) Code of Ethics – The CEO and Governance reviewed the document and provided revisions. Those in attendance reviewed and discussed. The May revised document will be available for use at the annual meeting on May 23, 2022.
- e) Code of Conduct - The CEO and Governance reviewed the documents and provided revisions to those in attendance. The revisions were discussed and agreed upon. The documents will be revised for usage at the annual meeting on May 23, 2022.

Action Items:

- a) Governance will draft the requested additional strategic goals for the next Executive Committee meeting scheduled for July 13th, 2022.
- b) Governance will coordinate with the Chairman and the CEO on scheduling and organizing a board orientation event to be held in June or July, 2022.

- c) Governance will coordinate with the CEO on completing the Code of Ethic and Conduct for the annual meeting, May 23, 2022.

3. CEO Report: L. LaVigne

- a) Program Highlights – The CEO provided an update on programs including the Special Olympic soccer team traveling to SOTX Summer Games at Morgan’s Wonderland in San Antonio, Teen-Tween Social & Saturday Bowling at Bowlero have resumed. Social Rec and 20 Somethings attended a Sugar Land Space Cowboys game. Softball, bocce and aquatic Special Olympics sports will begin for Fall Special Olympics. The Chairman recognized a former board member and a current athlete who both are attending the Special Olympics USA games in Orlando this year.
- b) George Foundation Grant – The Chairman and Mr. James Patterson met with the CEO of the George Foundation. Following up, Laura and Larry met a Foundation representative and discussed reestablishing a relationship between The Arc of Fort Bend and The George Foundation. The Chairman and the CEO reported to the Executive Committee and discussed the various grants the George Foundation offers and the steps The Arc of Fort Bend will take to reestablish the relationship.
- c) Personnel and Office Space – Members present discussed staff working in person vs. remote. A discussion was held regarding the physical amount of office/storage space needed and what are the organizations future needs with an in person vs. remote schedule. The CEO reported in office vs. remote work is cyclical and fluctuates with staff adjusting their work locations as needed. Those board members in attendance agreed the organization requires an “in-office” presence and requests no hinderance to client services due to remote work. The CEO was asked to provide the Executive Committee with a plan for in-person vs. remote work including the amount of office/storage space needed.

Action Item: The CEO has been tasked to provide the Executive Committee with a plan for staff in-person vs. remote work and include the amount of office space/storage space needed based on the in person vs. remote work locations.

4. May 23, 2022 – Board Meeting Agenda: L. Lobue

Agenda reviewed and will be edited to encompass additional topics.

Next Executive Committee Meeting: Wednesday, July 13, 2022, at 4:45 p.m.



**BOARD OF DIRECTORS
TERMS OF OFFICE
July 01, 2022**

Officers, Term I, Term - July 1, 2020 thru June 30, 2023

Larry Lobue	Chairman	Position 1
Hal Marshall	Vice Chairman	Position 2
Sharon Lee	Treasurer	Position 3
Ann Johnston	Secretary	Position 4
Charles Huber	Past Chair	Position 5

Director, Term 2, Term - July 1, 2021 thru June 30, 2024

Tariq Zafar	Position 10
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Directors, Term 1, Term - July 1, 2022 thru June 30, 2025

Josefina Alcala	Position 6
Kevin Casey	Position 7
Traci Duez	Position 8
Jennifer Lane	Position 9
Megan Nealy	Position 11
Dale Buckles	Position 12
Laura Rosilez	Position 13
Vacancy	Position 14
Vacancy	Position 15

Nominating Committee, Term - July 1, 2020 thru June 30, 2023

Charlie Huber, Chair	July 1, 2020 - June 30, 2023
Vacancy	July 1, 2020 - June 30, 2023
Vacancy	July 1, 2020 - June 30, 2023

THE ARC OF FORT BEND COUNTY

CODE OF ETHICS

I. Purpose of This Code of Ethics

The Arc of Fort Bend County's ability to carry out its mission is dependent in part upon its reputation and credibility, which are based on the good judgment, ethical standards and personal integrity of every individual associated with The Arc. As The Arc continues to serve the community, it is paramount it conduct its activities in an ethical and responsible manner. We can do no less for the people we are serving in Fort Bend County.

II. Scope of This Code of Ethics Limited to Conflicts Adversely Affecting The Arc

The board of directors of The Arc recognizes people associated with The Arc have outside business, professional, personal and advocacy interests, and may have a wide range of personal beliefs, values and commitments. Such interests, beliefs, values and commitments are a conflict of interest if they prevent individuals associated with The Arc from acting in good faith for the sole benefit of The Arc in matters which may affect The Arc adversely.

III. Persons to Whom This Code of Ethics Directly Applies

The Arc's board of directors adopts this Code of Ethics and directly applies it to members of the board of directors, committee members, and staff. A volunteer is covered under this Policy if that person has been granted significant independent decision-making authority from The Arc. Persons covered under this Policy are hereinafter referred to as "interested parties". It is the responsibility of the interested parties to act honestly, ethically, in a fiscally responsible manner, and to exercise their best skill, care and judgment for the sole benefit of The Arc of Fort Bend County in matters that may adversely affect The Arc.

IV. Notice of and Application of This Code of Ethics to Others Associated with The Arc

Periodically, but not less than annually, The Arc shall give notice of its policies in this Code of Ethics to other people associated with The Arc, including volunteers and members of the association who are not "interested parties" as defined above. This notice shall be given by a method reasonably calculated to inform these others of the existence of and general description of this Code of Ethics, and The Arc expects people associated with The Arc will comply with the Code of Ethics. Such notice may be given in a newsletter and may refer to the Code of Ethics which may be inspected at The Arc office, with an offer to provide a copy of the Code of Ethics on request. Contractors and consultants providing goods or services to The Arc shall in any contract or purchase order or similar document agree to comply with The Arc's Code of Ethics, which either shall be attached to the contract or similar document, or the document or purchase order

shall have stamped or typed on it a notice similar to “The Code of Ethics of The Arc of Fort Bend County applies to services provided under this agreement, and a copy will be provided on request.”

V. Duty to Inform Volunteers Assisting at Events or Programs

Volunteers of The Arc assisting at events or programs at which The Arc is a sponsor or the sole sponsor shall comply with this Code of Ethics, and it is the duty of The Arc’s employees or representatives at such events or programs to ensure volunteers understand and comply with this Code of Ethics. In the absence of employees or representatives of The Arc at such events or programs, the “lead” volunteer or person who coordinated The Arc’s involvement in or sponsorship of the event or program has this duty.

VI. Policy Adopted

In adopting this Code of Ethics, it is the established policy of The Arc to prohibit and forbid any unethical behavior or any material conflict of interest by an interested party adversely affecting The Arc.

VII. Obligation to Act in Good Faith

Interested parties shall exercise the utmost good faith in all matters touching on their association with The Arc of Fort Bend County and its programs, services and properties. In their dealings with and on behalf of The Arc, interested parties are held to a strict rule of honesty and fair dealing between themselves and The Arc, and shall not use their position or knowledge gained because of the position to create or further a conflict of interest which may affect The Arc adversely.

VIII. Obligation to Act for the Benefit of The Arc

All actions of interested parties shall be for the sole benefit of The Arc of Fort Bend County in any dealings that may affect The Arc adversely. Interested parties shall avoid directly or indirectly participating in any discussion, arrangement, agreement, investment or other activity which could result in a personal benefit, or benefit another organization at the expense of The Arc’s interests.

IX. Prohibition on Soliciting or Accepting Benefits Unless Agreed

No interested party shall solicit or accept any payments, gifts, loans, services, favors or any other thing of value in the performance or conduct of their association with The Arc from any vendor, contractor, consumer, family member, relative, guardian, volunteer, staff member, employee or other person or entity doing business, seeking to do business, associated with or seeking to be associated with The Arc, excepting only the agreed compensation and benefits received by the interested party as part of a contract or employment agreement or as otherwise permitted under the Conflict of Interest Policy which is hereby incorporated into the Code of Ethics.

X. Required and Prohibited Conduct

All interested parties shall:

1. Maintain confidentiality regarding consumer, personal, family, member, volunteer, donor and other private or sensitive information and records, including The Arc's business records and information.
2. Refrain from the illegal use of alcohol or use of illegal drugs while on any property or facility of The Arc of Fort Bend County.
3. Refrain from sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
4. Refrain from harassment and/or discrimination against individuals based on race, color, religion, national origin, gender, sexual orientation, marital status, age, veteran status, illnesses or disabilities.
5. Refrain from attempting to influence others with personal or religious beliefs or political advocacy or values unrelated to the mission or goals of The Arc while engaged in the performance of conduct or activities associated with or on behalf of The Arc of Fort Bend County, except that interested parties may be advocates for and attempt to influence others with beliefs or values that are part of the mission and goals of The Arc of Fort Bend County, The Arc of Texas or The Arc of the United States.
6. Refrain from soliciting business from staff or employees of The Arc of Fort Bend County.
7. Refrain from seeking preferential treatment in the operations or activities of The Arc of Fort Bend County, including in employment, client services or business relationships.
8. Refrain from establishing relationships with The Arc of Fort Bend County's clients and their families, and staff and employees, that are intimate, sexual or personal in nature to an extent which impairs the ability of the interested party to objectively perform the activities or tasks for The Arc, or gives the appearance of providing preferential treatment.
9. Refrain from any illegal or unethical behavior which diminishes an individual's or The Arc's reputation or credibility.
10. Refrain from soliciting, attempting to secure, or securing any compensation or benefit for an immediate family member, other than reimbursement of reasonable out-of-pocket expenses, and refrain from accepting a position as or serving as an officer, director, employee or staff if an immediate family member holds or accepts any of those positions, and for these purposes an "immediate family member" is a spouse, former spouse, parent, stepparent, sibling, stepsibling, child or stepchild; however, it is not a violation of this specific provision for immediate family members to hold positions as committee members or chairs if the first family member holds a position as an officer, director, employee or staff.

XI. Prohibition Against Participation in Actions or Decisions, and Required Disclosure

No interested party shall participate by discussion, voting or any other action taken by the board of directors or any committee of the board in the adoption of or the defeat of a motion or resolution that relates to any matter with a person or entity for whom the

interested party is utilized as an employee, volunteer, officer, director, trustee, or receives compensation or benefits, or otherwise has a significant interest; except as otherwise permitted under the Conflict of Interest Policy which is hereby incorporated into the Code of Ethics.. In cases in which any such matter may be discussed at a meeting, the interested party shall disclose any such interest promptly, and shall not participate in any vote on such matter even if the presence of the interested party is necessary to constitute a quorum, and at the discretion of the chair of the meeting the interested party shall leave the meeting during discussion and voting on the matter.

XII. Disclosure of Potential Conflicts Before Beginning Association with The Arc

All interested parties shall, before beginning or consummating any association or activity or agreement with The Arc of Fort Bend County, make a full disclosure of all facts that may be perceived to violate this Code of Ethics, or may be perceived to be a conflict of interest, to the Executive Committee, a standing committee of the board of directors, so an objective assessment may be made about whether such association or activity violates this Code of Ethics. The Arc of Fort Bend County maintains a Conflicts of Interest policy which is hereby incorporated into the Code of Ethics.

XIII. Acknowledgement of Receipt of Code of Ethics

Each interested party shall, initially upon beginning an association with The Arc of Fort Bend County and then annually, sign an acknowledgment of receipt of a copy of this Code of Ethics with a full disclosure of all facts known to them which may be perceived to be a violation of this Code of Ethics so an objective assessment may be made before beginning the association with The Arc and periodically during the association.

XIV. Procedure for Determination of Conflicts and Enforcement of Code of Ethics

The Executive Committee of The Arc of Fort Bend County, a standing committee of the board of directors, shall at the first reasonable opportunity following the receipt of information about any perceived violation of this Code of Ethics or any perceived conflict of interest that may adversely affect The Arc, review and investigate that information so an objective assessment may be made as to whether The Arc is adversely interested, and then report its findings and any recommendations to the board of directors of The Arc so that the board may take such action as it may deem appropriate.

This Code of Ethics was adopted by the board of directors of The Arc of Fort Bend County on May 19, 2003.

This Code of Ethics was amended or revised on: July 19, 2010, May 23, 2022,

_____.

**THE ARC OF FORT BEND COUNTY
ACKNOWLEDGMENT OF RECEIPT OF CODE OF ETHICS**

I acknowledge receipt of a copy of the Code of Ethics of The Arc of Fort Bend County adopted by its Board of Directors.

I wish to report that to the best of my knowledge, information and belief, I am not currently involved in a matter that might be construed as placing me in possible violation of the Code of Ethics of The Arc of Fort Bend County as applied to its programs and services, and/or its properties except for the matters I am disclosing below so an objective assessment may be made about whether a conflict of interest actually exists. I also understand I have a continuing obligation to disclose matters that might possibly violate the Code of Ethics that arise during the course of my involvement or activities with The Arc of Fort Bend County, again so an objective assessment may be made about whether a conflict of interest exists. I am describing here any matters that currently exist (describe or enter "none"):

I am a (check all that apply):

Current officer or member of the board of directors: ☐Yes ☐No

May serve on the board of directors: ☐Yes ☐No

Current or potential committee chair or member: ☐Yes ☐No

Current staff/employee: ☐Yes ☐No

Applying for employment: ☐Yes ☐No

Other (describe) _____: ☐Yes ☐No

I shall report any new matters under my continuing disclosure obligation to The Arc of Fort Bend County.

Signature: _____

Date: _____

The Arc of Fort Bend County Conflict of Interest Policy

I. Application of Policy

This Conflict of Interest Policy (the “Policy”) applies to board members, staff and certain volunteers of The Arc of Fort Bend County (“The Arc”). A volunteer is covered under this Policy if that person has been granted significant independent decision-making authority from The Arc. Persons covered under this Policy are hereinafter referred to as “interested parties.”

II. Conflicts of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen to be competing with the interests or concerns of The Arc. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following:

Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by The Arc. Examples include situations where:

- The Arc contracts to purchase or lease goods, services, or properties from an interested party, or a relative, or business associate of an interested party;
- The Arc purchases an ownership interest in or invests in a business entity owned by an interested party, or by a relative or business associate of an interested party;
- The Arc offers employment to an interested party, or a relative, or business associate of an interested party, other than a person who is already employed by the organization;
- an interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity or favor, of a value in excess of \$100.00, from a person or entity which does business, or seeks to do business, with The Arc; or
- an interested party, or a relative or business associate of an interested party, is gratuitously provided use of the facilities, property, or services of The Arc.

Other Interests - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that they would not have obtained absent their relationship with The Arc, or where their duty or responsibility owed to The Arc conflicts with a duty or responsibility owed to some other organization. Examples include where:

- an interested party seeks to obtain preferential treatment by The Arc for himself, or a relative, or business associate;
- an interested party seeks to make use of confidential information obtained from The Arc for their own benefit, or for the benefit of a relative, business associate, or other organization; or
- an interested party seeks to take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which they have reason to believe would be of interest to The Arc.

III. Disclosure of Actual or Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known, or reasonably should be known. This obligation extends to any circumstance in which the perception of a conflict of interest might be created.

An interested party shall complete the Conflict of Interest Questionnaire, in the form attached hereto, to fully and completely disclose the material facts about any actual or potential conflicts of interest. The Conflict of Interest Questionnaire shall be completed upon their association with the organization, and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the Conflict of Interest Questionnaires shall be provided to the CEO.

In the case of staff or volunteers, the Conflict of Interest Questionnaires shall be provided to the CEO of The Arc,

The CEO shall file copies of all Conflict of Interest Questionnaires with the official corporate records of The Arc.

IV. Procedures for Review of Actual or Potential Conflicts - Generally

Whenever there is reason to believe an actual or potential conflict of interest exists between The Arc and any board member, the Executive Committee will recommend to the Board of Directors the appropriate organizational response. This shall include, but not necessarily be limited to, invoking the procedures described in Section V, below, with respect to a specific proposed action or transaction.

Where the actual or potential conflict involves an interested party (other than a board member) other than the CEO, the CEO shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of The Arc. The CEO shall report to the Chairman of the Executive Committee of the Board of Directors the results of any review and the action taken. The Chairman of the Executive Committee, in consultation with the the Board of Directors of The Arc, shall determine if any further board review or action is required.

V. Procedures for Addressing Conflicts of Interest - Specific Transactions

Where an actual or potential conflict exists between the interests of The Arc and an interested party with respect to a specific proposed action or transaction, The Arc shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the board of directors of The Arc. The following procedures shall apply:

- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of The Arc shall not participate in anyway in, or be present during, the deliberations and decision-making of The Arc with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction.
- The disinterested members of the board of directors may approve the proposed action or transaction upon finding that it is in the best interests of The Arc. The board shall consider whether the terms of the proposed transaction are fair and reasonable to the organization and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.

- Approval by the disinterested members of the board of directors shall be by vote of a majority of directors in attendance at a meeting at which a quorum is in attendance. An interested party shall not be counted for purposes of determining whether a quorum is in attendance, nor for purposes of determining what constitutes a majority vote of directors in attendance.
- The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

VI. Violations of Conflict of Interest Policy

If the board of directors has reason to believe an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the board determines the interested party has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

VII. Public Concerns over Conflicts of Interest.

It is the policy of The Arc to be transparent in all matters concerning actual or perceived conflicts of interest. To that end, The Arc welcomes enquiries from anyone having dealings with or an interest in The Arc on any matter involving conflicts of interest. Such enquiries are to be referred to the CEO of The Arc or to any board member.

This Conflict of Interest Policy was adopted by the board of directors of The Arc of Fort Bend County on September 20, 2010.

Revised: May 23, 2022

**The Arc of Fort Bend County
Conflict of Interest Policy**

Annual Affirmation of Compliance and Conflict of Interest Questionnaire

I have received and carefully read the Conflict of Interest Policy for board members, staff and volunteers of The Arc of Fort bend County (“The Arc”) and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm I understand and agree to comply with the Conflict of Interest Policy. I further understand The Arc is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Conflict of Interest Questionnaire and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of The Arc, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Chairman of the Board of Directors of The Arc or to the CEO, as applicable.

I further certify that the information set forth in the Conflict of Interest Questionnaire and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (please print):_____

Signature:_____

Date:_____

Conflict of Interest Questionnaire

Please complete the questionnaire, below, indicating any actual or potential conflicts of interest. If you answer “yes” to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.

Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by The Arc.

Please indicate, during the past 12 months:

1. Has The Arc contracted to purchase or lease goods, services, or property from you, or from any of your relatives or business associates? No___ Yes___

If yes, please describe:

2. Has The Arc purchased an ownership interest in or invested in a business entity owned by you, or owned by any of your relatives or business associates? No___ Yes___

If yes, please describe:

3. Has The Arc offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by The Arc? No___ Yes___

If yes, please describe:

4. Have you, or have any of your relatives or business associates, been provided with a gift, gratuity or favor, valued in excess of \$100.00, from a person or entity which does business, or seeks to do business, with The Arc? No___ Yes___

If yes, please describe:

5. Have you, or any of your relatives or business associates, been gratuitously provided use of the facilities, property, or services of The Arc? No___ Yes___

If yes, please describe:

-[add additional examples, if any]

Other Interests - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that he would not have obtained absent his/her relationship with The Arc, or where his/her duty or responsibility owed to The Arc conflicts with a duty or responsibility owed to some other organization.

Please indicate if at anytime during the past twelve months:

6. Did you obtain preferential treatment by The Arc for yourself, or for any of your relatives or business associates? No___ Yes___

If yes, please describe:

7. Did you make use of confidential information obtained from The Arc for your own benefit, or for the benefit of a relative, business associate, or other organization? No___ Yes___

If yes, please describe:

8. Did you take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which you had reason to believe would be of interest to The Arc? No___ Yes___

If yes, please describe:

-[add additional examples if any]

Name (please print):_____

Signature:_____

Date:_____

The Arc of Ft. Bend County

Balance Sheet

As of April 30, 2022

Balance Sheet

Apr 30, 22

ASSETS

Current Assets

Checking/Savings

Cash

Facilities Repairs Account	93,044.85
Credit Card Account	3,064.27
Fundraising (WD)	1,999.35
Money Market	306,146.59
Operating Account	186,107.34

Total Cash	590,362.40
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Total Checking/Savings	590,362.40
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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
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Total Other Current Assets	38,907.19
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Total Current Assets	629,269.59
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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
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Other Assets

Contribution to Foundation	192,082.66
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets	195,582.66
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TOTAL ASSETS	4,355,494.18
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LIABILITIES & EQUITY

Liabilities

The Arc of Ft. Bend County

Balance Sheet

As of April 30, 2022

Balance Sheet

Apr 30, 22

Current Liabilities	
Accounts Payable	
Accounts Payable-ARC	160.89
Total Accounts Payable	160.89
Other Current Liabilities	
Retirement Plan Payable	1,270.00
Taxes Payable-SUTA	18.02
Total Other Current Liabilities	1,288.02
Total Current Liabilities	1,448.91
Long Term Liabilities	
N/P-ARC Fdn (Worley Dr)	219,484.39
Security Deposits Payable	19,640.00
N/P-ARC Fdn (6419 Brazos Glen)	88,475.00
N/P-ARC Fdn (Chapman Falls)	60,480.09
N/P-ARC Fdn (5141 Cotter Ln)	85,000.34
N/P-ARC Fdn (2715 Cypress Impr)	216,601.00
N/P-ARC Fdn (Manorfield)	125,729.63
N/P-ARC Fdn (Rustic Trail)	132,981.77
N/P-ARC Fdn (5618 Wagon Wheel)	108,692.19
N/P-ARC Fdn (Whispering Creek)	235,912.59
N/P-ARC Fdn(2607 WillowSprings)	122,217.59
Total Long Term Liabilities	1,415,214.59
Total Liabilities	1,416,663.50
Equity	
Unrestricted Contra R&M Reserve	82,000.00
Unrestricted Net Assets	2,878,378.61
Net Income	-21,547.93
Total Equity	2,938,830.68
TOTAL LIABILITIES & EQUITY	4,355,494.18

The Arc of Ft. Bend County

Profit & Loss Budget Performance

April 2022

	<u>Apr 22</u>	<u>Jan - Apr 22</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
Ride fee	0.00	0.00	50.00	-50.00	0.0%	230.00
Youth Social	188.15	598.15	260.00	338.15	230.06%	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	1,350.00	-1,350.00	0.0%	4,500.00
Donations & Contributions	10,042.49	15,461.79	6,000.00	9,461.79	257.7%	20,000.00
Donations - Designated	150.00	420.00	0.00	420.00	100.0%	1,150.00
Fundraising Event						
Auction / Bid Board Item	0.00	4,805.00				
Donation	0.00	3,200.00	0.00	3,200.00	100.0%	23,766.00
Sponsorship	5,250.00	5,250.00				
Tickets / Tables	0.00	72.22				
Fundraising Event - Other	485.20	485.20	0.00	485.20	100.0%	383,000.00
Total Fundraising Event	<u>5,735.20</u>	<u>13,812.42</u>	<u>0.00</u>	<u>13,812.42</u>	<u>100.0%</u>	<u>406,766.00</u>
Grant - CDBG Fort Bend	0.00	0.00	11,625.00	-11,625.00	0.0%	40,000.00
Grants - Other	23,766.11	23,766.11	0.00	23,766.11	100.0%	20,000.00
Membership Revenue	464.15	2,619.15	3,000.00	-380.85	87.31%	9,000.00
Rental Income	38,850.00	163,575.00	157,200.00	6,375.00	104.06%	468,100.00
Social Rec Fees	210.00	320.00	1,200.00	-880.00	26.67%	8,400.00
Total Income	<u>79,406.10</u>	<u>220,572.62</u>	<u>180,685.00</u>	<u>39,887.62</u>	<u>122.08%</u>	<u>979,982.00</u>
Gross Profit	79,406.10	220,572.62	180,685.00	39,887.62	122.08%	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	615.00	900.00	-285.00	68.33%	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	<u>0.00</u>	<u>615.00</u>	<u>900.00</u>	<u>-285.00</u>	<u>68.33%</u>	<u>4,868.00</u>
Accounting, Audit, Payroll	238.28	1,064.86	966.68	98.18	110.16%	16,000.00
Advertising & Marketing	53.30	159.90	213.20	-53.30	75.0%	800.00
Affiliation/Asso/Mbrship/Certs	296.70	5,293.35	3,108.00	2,185.35	170.31%	3,178.00

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

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Bank & CC Charges	125.49	591.65	1,000.00	-408.35	59.17%	6,000.00
Board Expenses	385.60	592.13	600.00	-7.87	98.69%	1,605.00
Community Outreach	1,500.00	1,700.00	3,200.00	-1,500.00	53.13%	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	30,244.62	132,464.07	124,597.32	7,866.75	106.31%	373,792.00
Employee-FICA/Medicare	1,875.14	7,468.74	9,225.68	-1,756.94	80.96%	27,677.00
Employee-Health/Dental	6,013.19	24,508.01	22,967.68	1,540.33	106.71%	68,903.00
Employee-Medicare	438.55	1,746.73				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	7,236.00
Employee-SUTA	0.00	167.39	3,096.00	-2,928.61	5.41%	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.0%	980.00
Total Employee Expenses	38,571.50	166,354.94	159,886.68	6,468.26	104.05%	483,232.00
Event Expenses	0.00	301.17	0.00	301.17	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	5,200.00	5,200.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	1,749.12	10,892.67	25,168.00	-14,275.33	43.28%	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	5,864.20	23,583.43	23,583.43	0.00	100.0%	70,335.43
Meals & Supplies / Meetings	0.00	120.26	120.00	0.26	100.22%	250.00
Office						

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

	Apr 22	Jan - Apr 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Lease 119 & 123	0.00	0.00	0.00	0.00	0.0%	233.00
Website	0.00	0.00	0.00	0.00	0.0%	500.00
Computer / Software	0.00	1,148.00	1,200.00	-52.00	95.67%	4,000.00
Copier Lease	439.39	1,757.56	1,791.00	-33.44	98.13%	5,373.00
Repairs & Maintenance	1,114.84	5,313.75	2,743.32	2,570.43	193.7%	8,230.00
Supplies	312.83	1,379.81	936.00	443.81	147.42%	2,800.00
Telephone / Internet	0.00	1,219.11	1,402.36	-183.25	86.93%	4,207.00
Utilities	237.91	1,122.08	1,512.00	-389.92	74.21%	4,536.00
Total Office	<u>2,104.97</u>	<u>11,940.31</u>	<u>9,584.68</u>	<u>2,355.63</u>	<u>124.58%</u>	<u>29,879.00</u>
PROGRAMS						
PR Youth Respite	267.37	267.37	300.00	-32.63	89.12%	2,160.00
PR Activity/Mtg-Food & Supplies	3.25	764.03	1,550.00	-785.97	49.29%	10,000.00
PR Bowling Lane Fees	0.00	0.00	2,750.00	-2,750.00	0.0%	9,250.00
PR DJ	0.00	0.00	300.00	-300.00	0.0%	3,000.00
PR Equipment, Shirts, Uniforms	0.00	0.00	700.00	-700.00	0.0%	2,500.00
PR Fuel	0.00	49.73	660.00	-610.27	7.54%	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	0.00	56.29	0.00	56.29	100.0%	600.00
PR Parking & Tolls	0.00	0.00	30.00	-30.00	0.0%	310.00
PR Practice Facil. / Lifeguards	0.00	0.00	0.00	0.00	0.0%	2,200.00
PR Program Enhancements	0.00	169.00				
PR Tickets / Venue Fees	0.00	0.00	1,800.00	-1,800.00	0.0%	20,000.00
PR Training & Background checks	59.95	109.90	110.00	-0.10	99.91%	700.00
PR Transportation	0.00	897.00	1,600.00	-703.00	56.06%	5,600.00
PR - Twenty Somethings	105.77	105.77	350.00	-244.23	30.22%	1,800.00
Total PROGRAMS	<u>436.34</u>	<u>2,419.09</u>	<u>10,150.00</u>	<u>-7,730.91</u>	<u>23.83%</u>	<u>74,220.00</u>
PR Contract Workers	368.00	560.00	2,080.00	-1,520.00	26.92%	10,616.00
Postage and Delivery	0.00	405.63	832.00	-426.37	48.75%	2,500.00
Printing and Reproduction	335.00	335.00	250.00	85.00	134.0%	750.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	60.00
Total Expense	<u>53,328.50</u>	<u>242,114.14</u>	<u>256,692.67</u>	<u>-14,578.53</u>	<u>94.32%</u>	<u>923,856.43</u>
Net Ordinary Income	26,077.60	-21,541.52	-76,007.67	54,466.15	28.34%	56,125.57

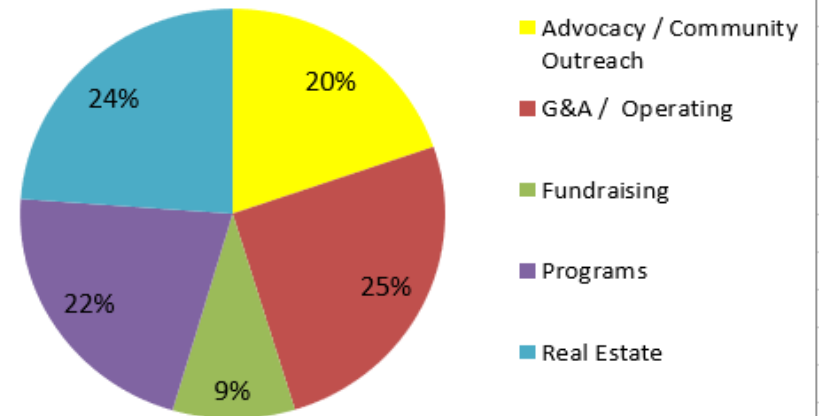
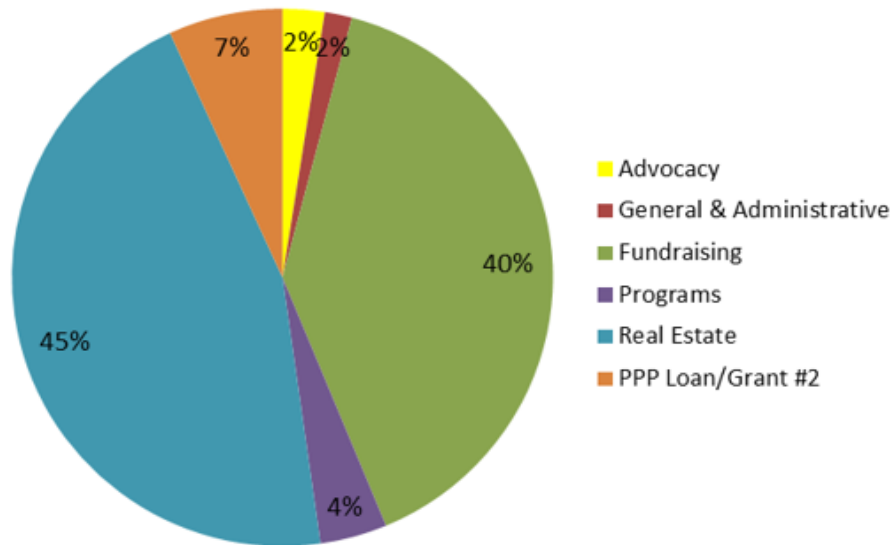
The Arc of Ft. Bend County

Profit & Loss Budget Performance

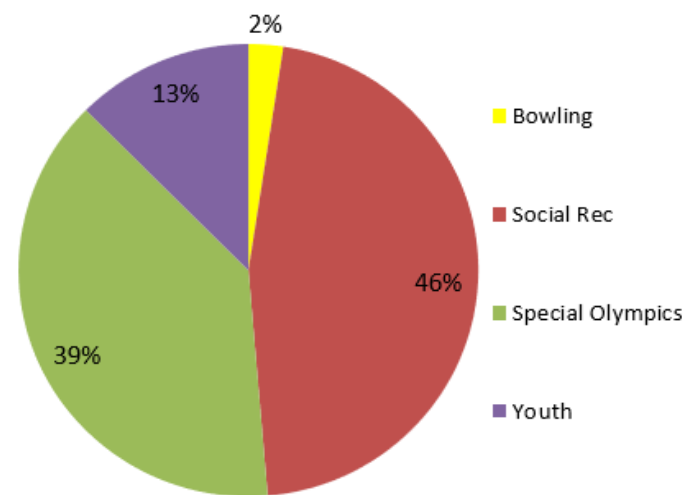
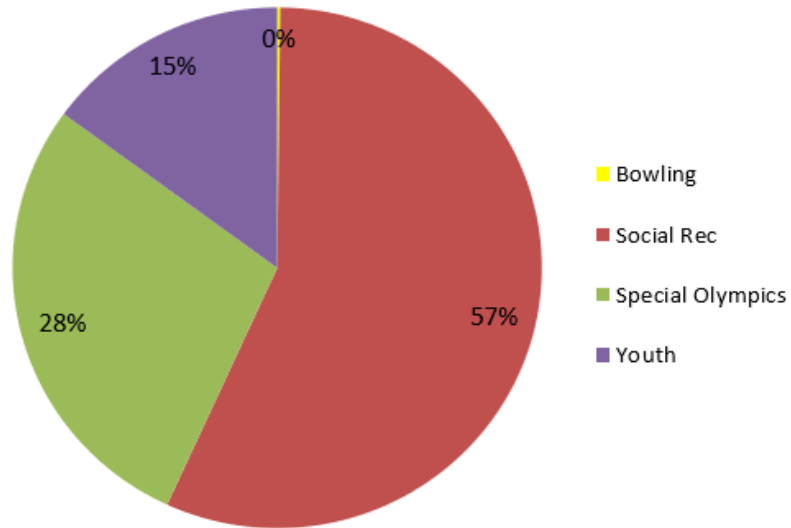
April 2022

	<u>Apr 22</u>	<u>Jan - Apr 22</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Other Income/Expense						
Other Income						
Interest Income	0.00	22.94				
Investment Income	13.53	60.95				
Total Other Income	<u>13.53</u>	<u>83.89</u>				
Other Expense						
Other Expenses	11.00	90.30				
Total Other Expense	<u>11.00</u>	<u>90.30</u>				
Net Other Income	<u>2.53</u>	<u>-6.41</u>				
Net Income	<u><u>26,080.13</u></u>	<u><u>-21,547.93</u></u>	<u><u>-76,007.67</u></u>	<u><u>54,459.74</u></u>	<u><u>28.35%</u></u>	<u><u>56,125.57</u></u>

2021 INCOME					2021 EXPENSES		
Advocacy	\$ 25,561.41				Advocacy / Community Outreach	\$ 141,162.19	
G&A / Operating	\$ 16,598.10				G&A / Operating	\$ 182,932.00	
Fundraising	\$ 403,351.54				Fundraising	\$ 66,691.34	
Programs	\$ 40,830.47				Programs	\$ 154,535.62	
Real Estate	\$ 462,613.00				Real Estate	\$ 170,824.41	
PPP Loan/Grant #2	\$ 69,535.32				Total	\$ 716,145.56	
Total	\$ 1,018,489.84						



INCOME BY PROGRAM						EXPENSES BY PROGRAM					
Bowling	\$	75.00				Bowling	\$	3,766.04			
Social Rec	\$	23,130.47				Social Rec	\$	71,440.17			
Special Olym	\$	11,525.00				Special Olympi	\$	60,019.29			
Youth	\$	6,100.00				Youth	\$	19,310.12			
Total		\$ 40,830.47				Total		\$ 154,535.62			



Real Estate Sub-Committee

May 4, 2022

IN-PERSON & ZOOM MEETING MINUTES 5:00 PM

Present via ZOOM: T. Zafar, Chair; D. Buckles; P. Bullard; M. Casey; L. Lobue; R. Cushenberry

Present: J. Gortney, H. Marshall, J. Patterson, C. Olivier, L. LaVigne

1. Income/Expense report: April 2022 report was reviewed and accepted by the committee.
2. Lease Renewals:
Rustic Trail –Ella Brooks submitted her application, credit report and a letter of explanation. Her Equifax score is 546. Ms. Brooks also said that Mr. Arriola, current tenant, agreed to let her use his deposit as her deposit. Laura will secure this from Mr. Arriola in writing with Notary seal. After discussion, committee agreed to lease the property for one (1) year at \$2000 per month, so long as Mr. Arriola agrees to forego his deposit for her benefit.
This lease was approved at \$2100 for one year at the March 28, 2022 Board Meeting. Committee recommends leasing to Ms. Brooks for one year at \$2000 per month.
Action Item: Committee recommends the Board re-ratify the lease for Rustic Trail for a one-year lease at \$2000 per month.
3. Lease Extension for 119 & 123 Brooks St. –No update available.

Next meeting: June 1, 2022

May 6, 2022

Dear Friends and Supporters,

We are very excited about The Arc of Fort Bend County's upcoming 28th annual *Golf Classic*! Weston Lakes Country Club will be hosting a live, in-person event and Troy Construction is back as our Title Sponsor. We invite you to join us again this year for a day of golf and fun on Monday, June 13. Registration will begin at 10:00 a.m. followed by a box lunch, provided by Five Star Food Services, and a shotgun start at 11:00 a.m. Invite your family and friends to join us for a BBQ dinner hosted by Sprint Waste Services and prepared by the winning BBQ cook-off team, "Yeah-I-Do! Cook 'N Crew". Dinner will be served in the lovely dining room at Weston Lakes, followed by the live auction, led by James Patterson. Awards and auction begin upon completion of play (approximately 4:30 p.m.).

The tournament is limited to 144 golfers, so submit your registration form as soon as possible. The teams fill up quickly and we have a waiting list every year! If you do not have a foursome but would like to play, we will put you with a team. Again, this year, the "Back 9" and "Elite 9" are available for those who want to support The Arc, but cannot play that day.

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

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

Sincerely,



Gary Krueger
PG Golf
Golf Classic Chairman

Tia Baker
LJA Engineers

Dale Buckles

Nancy Dobert
Program Director, The Arc

John Kennedy
Texas State Technical College

John Grzywa

Laura LaVigne
CEO, The Arc

Robert Molina

Michael Moore, D.V.M.
The Diamonds at Daily Park

Cheryl Olivier
Administrative Assistant

James Patterson

Marelisa Tomlinson
PG Golf

Richard Stolleis
Kaluza, Inc.

A Letter from the Committee

Monday, June 13, 2022, is the day of The Arc's *Golf Classic* at Weston Lakes Country Club. Our title sponsor, Troy Construction, will again make this first-class, sold-out, annual event possible!

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

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

Because our committee tightly controls expenses, **99% of our gross proceeds in 2021** went to funding The Arc's programs and services. You are making a difference in the lives of people who want to live, work and play in our community. Every year **you make a difference**. We invite you to come out to Weston Lakes, pull your driver out of your golf bag and join us at the 2022 *Golf Classic*.

Thank you for your support.

Achieve with us.

Country club dress code enforced.

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

**Reservations will be taken on first come basis and cannot be confirmed until fees are received.
(Limited to 36 foursomes)**

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

Dinner & Auction will occur Rain or Shine!

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



**For more information
contact:**

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

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

**The Arc's 28th Annual
2022 Golf Classic & Auction**

Title Sponsor



**Pipeline and Facilities
Contractors
Pipeline Integrity Services**

**Monday, June 13, 2022
Weston Lakes Country Club
32611 FM 1093 • Fulshear, Texas
(281) 346-1227**

Tournament Entry Form

Title Sponsor Troy Construction

☐ **Platinum Underwriter** **\$5000**
Includes Gold Underwriter Package, Plus a Second Foursome, and a Half Page Ad in the Auction Booklet

☐ **Gold Underwriter** **\$2000**
Includes Silver Underwriter Package, Plus a Certificate for a Round of Golf for Four and Four Framed Team Photos

☐ **Silver Underwriter** **\$1500**
Includes Executive Package, Hole Sponsor, Beverage Cart Sponsor and Recognition in the Auction Booklet

☐ **Executive Package** **\$1200**
Includes Basic Package for Four and a Foursome

☐ **Single Entry** **\$300**
Includes Basic Package for Four and a Foursome

☐ **Beverage Cart Sponsor** **\$500**

☐ **Hole Sponsor** **\$250**
Sign to read: _____

Basic Package includes Box Lunch, BBQ Dinner at Live Auction, Putting Contest, Closest to the Pin, Longest Drive Contest, Easy Eagle, Mulligans and Team Photo

☐ **Unable to attend but would like to donate** \$ _____

☐ _____ (**# Guests**) **Will Attend Dinner** (*Donation Accepted*) \$ _____

Total payment \$ _____

Elite and Back 9

If you cannot participate in the tournament you can choose one of the following sponsorships to support The Golf Classic. As an Elite or Back 9 Sponsor, you are invited to attend the BBQ dinner and auction. Simply let us know you are attending and how many guests.

“Elite 9” **\$1,500**
You will be listed as a putting green sponsor and a hole sponsor and will receive a certificate for golf for four, with carts, for the Weston Lakes course to be used at your convenience.

“Back 9” **\$1,000**
You will be listed as a hole sponsor and will receive a certificate for golf for four, with carts, for the Weston Lakes course to be used at your convenience.

Team Players

Company: _____

Team Captain: _____

Address: _____

Telephone: _____

Email: _____

Names of additional players or guests:

Name: _____

Email: _____

Name: _____

Email: _____

Name: _____

Email: _____

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

or

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

Information

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

**Will take place RAIN or SHINE!*

Entry Deadlines

Sign Production **May 27, 2022**
Player Entries **May 31, 2022**

Enjoy These Events:

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



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