



**Board Meeting Agenda
123 Brooks St.
August 22, 2022 – 6:00 p.m.
(Dinner 5:30 pm)**

- I. Call to Order & Determination of a Quorum – L. Lobue
 - II. Welcome Guests – L. Lobue
 - III. Board Member Resignation – L. Lobue
 - IV. Public Comment
 - V. **Consent Agenda** – L. Lobue
 - A. Board Meeting Minutes – 05/23/2022
 - B. Executive Committee Meeting Minutes – 07/13/2022
 - VI. Assignment of Items Removed from Consent Agenda to Agenda
 - VII. CEO Report
 - A. Program Highlights (May & June 2022)
 - B. Teen Siblings Group – New
 - C. Video – What The Arc Does
 - VIII. Committee Reports: L. Lobue
 - A. Governance Committee – A. Johnston
 - Operational Goals - Draft
 - B. Internal Committee Report – H. Marshall
 - 1. Budget and Finance Committee: S. Lee
 - July 2022 YTD Financials**
- Action Item: B&F Committee recommends the Board accept the July 2022 YTD Financials**
- 2. Real Estate Committee - T. Zafar (Closed Session)
 - Committee Meeting Minutes, 07/06/2022 Meeting
- Action Items: Real Estate Committee Recommends the Board Approve the Proposed, Renewed Leases for Brazos Glen, Parkview Ln, Summerdale Ln.**
- IX. New Business – L. Lobue
 - A. 119 & 123 Brooks Street Lease Update
 - B. Golf Classic Income/Expenses
 - C. 2022 Calendar of Board Meetings and Special Events
 - IX. Adjourn

Next Board Meeting: September 26, 2022



Board of Directors Annual Meeting
May 23, 2022
Meeting Minutes

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

Present	Absent	Guests	Staff Present
Dale Buckles		Josefina Alcala-Hamilton	Laura LaVigne
Pat Bullard		Kevin Casey	Cheryl Olivier
Charlie Huber		Traci Duez	
Ann Johnston		Jennifer Lane	
Sharon Lee		Megan Neely	
Larry Lobue, Chairman		Laura Rosilez	
Hal Marshall			
Tariq Zafar			

- II. Welcome & Introduction of Six New Directors to the Board: Larry introduced the six new Directors to the Board: Josefina Alcala-Hamilton, Kevin Casey, Traci Duez, Jennifer Lane, Megan Neely and Laura Rosilez

- III. Public Comment: None

- IV. Consent Agenda: Motion was made by Ann Johnston to accept the Consent Agenda. Seconded by Tariq Zafar.
Motion approved.

- V. Assignment of items removed from Consent Agenda to Agenda: No items removed.

- VI. CEO Report:

- A. Laura reviewed the March & April Program Highlights indicating that Karri had a total of 105.5 hrs. of Education Advocacy for 2022. M.O.K.A. held a live, in-person meeting in April. The Parent Support Group had virtual events in April and May with 20 attending in March and 12 attending in April. Laura met with Dory Clark of The Arc of Harris County to discuss re-opening Wings for All. Laura has tried several times to reach her contact at the Houston Airport System but her calls/emails were never returned. Laura is working with three HCS providers to gather information to support increasing salaries for Direct Care Professionals. The low salaries have caused a severe shortage of direct care support staff resulting in the inability to staff Day Habilitation centers in Fort Bend and surrounding counties. Laura is preparing a PowerPoint presentation to meet with state legislators outlining the need to increase the state's reimbursement rates to HCS providers. The current reimbursement rate is set at \$8.60/hr. Bowling began in April at Bowlero Lanes in Stafford. Number of participants is increasing weekly. SocRec, Special Olympics and TwentySomethings will continue offering monthly Zoom events of Bingo & Crafts, as the participation remains steady. Special Olympics soccer teams participated in Summer Games at Morgan's Wonderland in San Antonio. The teams received gold and bronze medals and one athlete received a gold Pentathlete medal. Special Olympics, Social Rec and TwentySomethings held a joint, in-person event in March. Laura notified the board that The Arc received \$358 from the "Kendra Gives Back" event. Laura, Larry and James met with Quinh-Anh McMahan, George Foundation, to discuss their grant request procedures.

Golf Classic is scheduled for June 13. Pam was asked to offer ideas to make the fundraiser more “mission centered”. She was happy to do so, and will take a leadership role in designing and implementing several methods. The Arc will have a unified team and clients will volunteer in various ways at the event.

VII. Committee Reports:

A. Executive Committee – L. Lobue

Larry stated that the Executive Committee was tasked with two items:

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. Larry stated the event will take place mid-June.

B. Governance Committee – A. Johnston

1. Larry recognized Pat Bullard for his 9 years of leadership and service on the Board. Pat will remain on the Real Estate and Budget & Finance committees.
2. Larry presented the six new Board Members for election. All six new Board Members were elected and installed.
3. Ann stated that we still have two vacant positions on the Board.
4. Ann notified the board that their obligation as board members is to do a Self-Assessment and evaluate the CEO. Evaluations are posted for the current board members and Ann asked that they complete them. Larry will present the results to the Board at a future meeting.
5. Ann notified all Board Members that copies of the Code of Ethics and Conflict of Interest forms were required annually, are in the board packet. Please read, sign and return to her.

C. Internal Committee: P. Bullard

1. Budget & Finance – S. Lee

- a. Sharon reviewed the April 2022 YTD Financials. Motion made by committee to accept the April 2022 YTD Financials. **Motion Approved.**
- b. Hal Marshall reviewed the 2021 Income and Functional Expenses pie charts.

2. Real Estate Committee – T. Zafar

No guests were present, so the committee did not go into closed session.

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

Motion Approved.

VII. New Business:

- A. Tariq gave a recap on the 119 & 123 Brooks Street lease with the City of Sugar Land. Laura stated the City notified her that they will be doing a study on all of the leased properties and will get back to her in 2023 about The Arc’s lease.
- B. Larry gave an update on the Golf Classic stating that we need more teams and sponsors.
- C. Dale Buckles stated that The Arc has a brand but is not taking advantage of it. He is pursuing adding a portal to our website for the public to purchase our branded merchandise with The Arc receiving the exposure and a portion of the sale.

VIII. Adjourn: Meeting adjourned at 7:06 p.m.

Submitted By:
Cheryl Olivier
Administrative Assistant

Attested to:
Ann Johnston
Secretary, Board of Directors



Executive Team Meeting Minutes
4:45 p.m., July 13, 2022

Attendees in Person

L. Lobue, Chairman
H. Marshall, Vice Chairman
A. Johnston, Secretary
L. Lavigne, CEO
C. Olivier, Executive Assistant

Attendees via Zoom

S. Lee, Treasurer
T. Zafar, Real Estate Committee
C. Huber, Past Chairman

I Internal Committee Report

- A Budget & Finance Committee: S. Lee
 - 1. **June 2022 YTD Financials** – Executive Committee reviewed and discussed.
 - 2. Discussed loan payment corrections to The Arc Foundation. L. Lavigne will verify file documentation properly reflects the corrective actions.
- B Real Estate Committee: T. Zafar
 - 1. **Lease Renewals for Parkview Lane, Brazos Glen and Summerdale** – The Real Estate Committee reviewed their recommendations to the Executive Committee and suggested the Board approve the new leases.
 - 2. Discussed the Brooks Street building lease and possible future actions.

II Governance Committee – A. Johnston

- A. A. Johnston requested postponing the presentation of updated Operating Goals to the Board in order to allow new Board members to gain operational knowledge prior to goal approval. Governance will have updated Strategic Goals to the Board for approval to enable implementation on January 1, 2023.
- B. A. Johnston requested removing current draft of proposed goals from Board documentation pending further review.

III Board Member Orientation

- A. Discussed the new location of the orientation and those members attending.
- B. Reviewed and discussed the agenda and the Board Member's presentation roles.

IV Possible Conflict of Interest

L. Lavigne brought forward a possible Conflict of Interest for new Board Member, J. Lane. C. Huber indicated he discussed this issue with J. Lane, City of Sugar Land City Council Member, prior to her accepting a Board Member nomination. The Chairman will contact J. Lane, discuss the matter and provide an opportunity for Lane to amend her Conflict of Interest document, if she chooses to do so.

V CEO Report - L. LaVigne

Program Highlights – L. LaVigne provided an update on programs and the organization's June activities. L. Lavigne will be introducing and seeking approval for a new program at the upcoming Board meeting. The program will be a "Teen Sibling Support Group" designed for those teens who have siblings with IDD.

The 2022 Golf Classic donations/expenses were presented by L. Lavigne. Discussions were held supporting this year's inclusion of The Arc's athletes as greeters and awards presenters. The opportunity to acknowledge the attendance of Board/Foundation members at next year's Golf Classic was discussed.

VI July 25, 2022 Board Meeting Agenda - L. Lobue

Reviewed and discussed.

VII Other – L. Lobue

L. Lobue requested a Closed Session, beginning at 5:52 p.m., with C. Olivier leaving the room. Returned 6:13 p.m.

VIII Meeting Adjourned - 6:14 p.m.

Next Executive Committee Meeting: Wednesday, September 14, 2022, at 4:45 p.m.

**CEO Report
May & June 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:

March and April 2022

General Info & Referral: 23 (8.2 hrs.); 22 (8.3 hrs.)

Special Ed: 18 (8.5 hrs.); 5 (2.9 hrs.)

IEP Reviews/Consultations: 14 (15.7 hrs.) 2 (2.7 hrs.)

ARD Meetings: 2 (5.4 hrs.)

Adult Transition Planning: 0; 2 (1.90 hrs.)

Guardianship: 0; 1 (.6 hrs.)

Adult Services (Provider/Day Hab/SSI/Medicaid): 4 (1.6 hrs.); 2 (.80 hrs.)

Employment: 3 (1.2 hrs.); 3 (1.6 hrs.)

Outreach: 11.10 hours; 17.50 hours (Attend community events, vendor fairs, create Community Happenings, social media articles, videos, virtual events)

Phone Calls: 79.30 hrs.; 54.90 hrs.

Total Education Advocacy Hours in 2022: Jan – Jun: 142.6 Hrs.

Community Programs Attended:

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

05/09/22: 4 attend in person at Pacific Coast Tacos

Parent Support Group:

05/12/22: Fort Bend Center for Independent Living – Gretchen Stockstill

Registered – 19 Attended – 12

Planning: Fall Resource Fair w/Clements HS NHS on 10/15/22, Parent Support Group Fall Speakers

- 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.**

IDEA Manual 2022 Revision – Karri is collaborating with The Arc of Texas, Disability Rights Texas and The Arc of Harris County to revise the 2018 IDEA Manual. Paper and online interactive versions created. Meetings in May - July to write, edit and design 2022 Manual. (30+ hours of collaboration to date).

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 Attendance:

05/07/22:	28	06/04/22:	27
05/14/22:	24	06/11/22:	29
05/21/22:	29	06/18/22:	28
05/28/22:	28	06/25/22:	30

Social Recreation, Special Olympics & TwentySomethings:

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

NOTE: The Virtual BINGO events are continuing because they are so well-attended and worth the effort!

05/04/22: Space Cowboys game, 11:00 am – 3:00 pm, 9 members participated

05/19/22: Virtual “Zoo Animal Bingo”, 19 members participated

06/16/22: Virtual “July 4th Bingo”, 22 members participated

Teen Pals Network: For summer 2022, 4 Teens participating

Teen/Tween Social:

05/05/2022: Teens 18 Registered (1 - 1st time attendees) – 14 attend (1 - 1st time attendees)

Volunteers: 24 Registered – 15 attended (Adults – 4; Teens - 11) (1st time vols. - 6)

Youth:

06/29/22 – Movie Lightyear at Star Cinema Grill Missouri City – 2 youth members attend.

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.

It was “All Hands on Deck” for the 2022 Golf Classic! Staff assisted with all planning, set-up, execution & clean-up tasks. And, it was a great success!

Community Development Block Grant Reimbursement:

April 2022:

Personnel- \$2,199.41
Fees & Services - \$633.00
Contract Staff- \$240.00

May 2022:

Personnel- \$2,118.95
Fees & Services - \$617.00
Contract Staff- \$240.00



123 Brooks Street Sugar Land, Texas 77478

(281) 494-5959 Fax: (281) 494-5960 www.arcoffortbend.org

July 6, 2022

Program Goals and Operating Plan

Teen Siblings Social Group benefitting people with
Intellectual or Developmental Disabilities in Fort Bend County

Purpose: Provide teen siblings with peer support and information in a recreational context.

Goals:

- 1) Events will be fun to attend and socially engaging.
- 2) Provide a supported environment where teen siblings may connect with other teens who:
 - a. Can relate to having similar family challenges of having a brother or sister with IDD
 - b. Share their challenges and concerns about their sibling in a safe, non-judgmental environment.
- 3) Share information and resources to support the siblings.

Outcomes:

100% of teen siblings will:

- Meet other Fort Bend County teens who will someday be caregivers of a sibling with IDD.
- Have an opportunity to share their concerns and challenges of being a sibling.
- Know they are not alone in their journey and where to seek resources.

Strategy:

- Director in charge of Youth Programs at The Arc of Fort Bend County will coordinate a semi-annual event (spring and fall) by scheduling an interactive, social event with refreshments.
- Teen siblings will be recruited to assist with planning and preparation of future events.

Program Details

Population Served: Fort Bend County High School Teens age 13+ who are a sibling to a person with intellectual and/or developmental disability (IDD).

Event Details: Provide a two (2) hour interactive social event with refreshments twice a year for teens who have a sibling with an intellectual or developmental disability (IDD).

1. **Date/Time:** A Friday evening from 5:30 - 7:30 pm in the spring and fall semester of the school year.
 - a. **Location:** Churches or other free/low cost venues.
2. **Cost:** Free to attendees.

Siblings of The Arc

DOES YOUR BROTHER OR SISTER HAVE IDD?
THIS FUN NIGHT IS JUST FOR YOU! (NOT YOUR SIBLING)

Meet other "typical" teens who can relate to having a brother or sister with IDD. Have fun and de-stress!

- FREE EVENT
- FOOD & DRINK
- GAMES
- RELAY RACES
- MAKE NEW FRIENDS



[Sign Up](#)

IDD: Intellectual or developmental disability. Examples: Autism, Down Syndrome, Cerebral Palsy.

FRIDAY 9/16/22

5:30 – 7:30 PM

**CHRIST CHURCH
SUGAR LAND**

**3300 Austin Pkwy
Sugar Land**



Teen Sibling Connection offers peer support for Fort Bend Co. neuro-typical high school teens age 13 – 19

Draft ~ 2023 Strategic Goals

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

II. Strategic Goal: The Arc shall advocate for a variety of vocational/employment options for people with intellectual and developmental disabilities (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 intellectual and developmental disabilities (I/DD), thereby promoting quality of life for all

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

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

VI. Strategic Goal: The Arc shall provide effective leadership to ensure the financial sustainability of the organization’s programs and services through engaging in mission-centric fundraising,

VII. *Strategic Goal: The Arc shall provide effective leadership to increase the organization’s visibility in the community*

The Arc of Ft. Bend County

Balance Sheet

As of July 31, 2022

Jul 31, 22

ASSETS

Current Assets

Checking/Savings

Cash

Facilities Repairs Account	93,044.85
Credit Card Account	9,037.83
Fundraising (WD)	17,225.81
Money Market	294,265.71
Operating Account	134,729.21

Total Cash 548,303.41

Total Checking/Savings 548,303.41

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 587,210.60

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

Total Other Assets 195,582.66

TOTAL ASSETS 4,313,435.19

LIABILITIES & EQUITY

Liabilities

The Arc of Ft. Bend County

Balance Sheet

As of July 31, 2022

Jul 31, 22

Current Liabilities	
Accounts Payable	
Accounts Payable-ARC	-79.11
Total Accounts Payable	-79.11
Other Current Liabilities	
Retirement Plan Payable	1,920.00
Taxes Payable-SUTA	18.02
Total Other Current Liabilities	1,938.02
Total Current Liabilities	1,858.91
Long Term Liabilities	
N/P-ARC Fdn (Worley Dr)	218,590.43
Security Deposits Payable	19,640.00
N/P-ARC Fdn (6419 Brazos Glen)	87,516.09
N/P-ARC Fdn (Chapman Falls)	60,083.69
N/P-ARC Fdn (5141 Cotter Ln)	84,079.18
N/P-ARC Fdn (2715 Cypress Impr)	210,288.82
N/P-ARC Fdn (Manorfield)	124,784.04
N/P-ARC Fdn (Rustic Trail)	131,939.31
N/P-ARC Fdn (5618 Wagon Wheel)	107,882.72
N/P-ARC Fdn (Whispering Creek)	234,719.02
N/P-ARC Fdn(2607 WillowSprings)	121,269.26
Total Long Term Liabilities	1,400,792.56
Total Liabilities	1,402,651.47
Equity	
Unrestricted Contra R&M Reserve	82,000.00
Unrestricted Net Assets	2,878,378.61
Net Income	-49,594.89
Total Equity	2,910,783.72
TOTAL LIABILITIES & EQUITY	4,313,435.19

The Arc of Ft. Bend County

Profit & Loss Budget Performance

July 2022

	<u>Jul 22</u>	<u>Jan - Jul 22</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
CORRECTION ITEMS	-6.00	-6.00				
Ride fee	0.00	30.00	130.00	-100.00	23.08%	230.00
Youth Social	30.00	748.15	455.00	293.15	164.43%	800.00
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	716.00	1,950.00	1,950.00	0.00	100.0%	4,500.00
Donations & Contributions	611.43	23,155.76	10,500.00	12,655.76	220.53%	20,000.00
Donations - Designated	300.00	1,050.00	0.00	1,050.00	100.0%	1,150.00
Fundraising Event						
Auction / Bid Board Item	11,950.00	21,868.57				
Donation / Grant	12,500.00	21,350.00	0.00	21,350.00	100.0%	23,766.00
Sponsorship	11,200.00	41,400.00				
Tickets / Tables / Teams	0.00	3,051.07				
Fundraising Event - Other	1,447.50	24,475.93	100,000.00	-75,524.07	24.48%	383,000.00
Total Fundraising Event	<u>37,097.50</u>	<u>112,145.57</u>	<u>100,000.00</u>	<u>12,145.57</u>	<u>112.15%</u>	<u>406,766.00</u>
Grant - CDBG Fort Bend	2,975.95	12,600.91	21,875.00	-9,274.09	57.6%	40,000.00
Grants - Other	0.00	23,766.11	0.00	23,766.11	100.0%	20,000.00
Membership Revenue	465.00	3,958.53	5,250.00	-1,291.47	75.4%	9,000.00
Rental Income	40,500.00	275,375.00	274,100.00	1,275.00	100.47%	468,100.00
Social Rec Fees	158.00	568.00	3,900.00	-3,332.00	14.56%	8,400.00
Total Income	<u>82,847.88</u>	<u>455,342.03</u>	<u>418,160.00</u>	<u>37,182.03</u>	<u>108.89%</u>	<u>979,982.00</u>
Gross Profit	82,847.88	455,342.03	418,160.00	37,182.03	108.89%	979,982.00
Expense						
Auto / Vans - Repairs & Maint.	38.00	1,323.81	0.00	1,323.81	100.0%	2,300.00
Advocacy in Action						
Casey Connection	860.00	3,667.50	1,500.00	2,167.50	244.5%	2,500.00
Information / Referral	558.53	558.53	550.00	8.53	101.55%	1,100.00
Educational Advocacy	0.00	13.89	20.00	-6.11	69.45%	1,268.00
Total Advocacy in Action	<u>1,418.53</u>	<u>4,239.92</u>	<u>2,070.00</u>	<u>2,169.92</u>	<u>204.83%</u>	<u>4,868.00</u>
Reconciliation Discrepancies	-818.85	201.10				
Accounting, Audit, Payroll	3,988.28	11,526.85	11,691.69	-164.84	98.59%	16,000.00

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

	Jul 22	Jan - Jul 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Advertising & Marketing	21.32	223.86	373.10	-149.24	60.0%	800.00
Affiliation/Asso/Mbrship/Certs	0.00	5,343.35	3,158.00	2,185.35	169.2%	3,178.00
Bank & CC Charges	132.82	972.56	1,750.00	-777.44	55.58%	6,000.00
Board Expenses	630.00	1,538.54	1,150.00	388.54	133.79%	1,605.00
Community Outreach	0.00	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	30,667.08	222,675.87	218,045.31	4,630.56	102.12%	373,792.00
Employee-FICA/Medicare	1,901.34	13,064.96	16,144.94	-3,079.98	80.92%	27,677.00
Employee-Health/Dental	10,120.90	46,655.29	40,193.44	6,461.85	116.08%	68,903.00
Employee-Medicare	444.68	3,055.53				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	7,236.00
Employee-SUTA	0.00	167.39	4,644.00	-4,476.61	3.6%	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.0%	980.00
Total Employee Expenses	43,134.00	285,619.04	279,027.69	6,591.35	102.36%	483,232.00
Event Expenses	2,972.93	11,194.10	12,240.00	-1,045.90	91.46%	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	9,100.00	9,100.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	62,349.34	76,776.54	44,044.00	32,732.54	174.32%	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	-555.30	-555.30	0.00	-555.30	100.0%	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	-555.30	-555.30	0.00	-555.30	100.0%	66,223.00
Interest Expense	5,255.03	40,617.80	28,690.98	11,926.82	141.57%	70,335.43

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

	Jul 22	Jan - Jul 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Meals & Supplies / Meetings	0.00	180.67	180.00	0.67	100.37%	250.00
Office						
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	664.05	2,999.36	3,000.00	-0.64	99.98%	4,000.00
Copier Lease	454.32	3,105.59	3,134.25	-28.66	99.09%	5,373.00
Repairs & Maintenance	5,606.68	12,759.37	4,800.81	7,958.56	265.78%	8,230.00
Supplies	194.91	1,944.79	1,635.00	309.79	118.95%	2,800.00
Telephone / Internet	198.46	2,277.36	2,454.10	-176.74	92.8%	4,207.00
Utilities	500.98	2,368.94	2,646.00	-277.06	89.53%	4,536.00
Total Office	7,619.40	25,455.41	17,670.16	7,785.25	144.06%	29,879.00
PROGRAMS						
PR Youth Respite	0.00	267.37	300.00	-32.63	89.12%	2,160.00
PR Activity/Mtg-Food & Supplies	380.92	3,524.02	4,300.00	-775.98	81.95%	10,000.00
PR Bowling Lane Fees	0.00	4,037.50	4,000.00	37.50	100.94%	9,250.00
PR DJ	0.00	0.00	900.00	-900.00	0.0%	3,000.00
PR Equipment, Shirts, Uniforms	0.00	216.48	900.00	-683.52	24.05%	2,500.00
PR Fuel	0.00	317.00	1,150.00	-833.00	27.57%	2,900.00
PR Game / Registration Fees	0.00	1,325.00	500.00	825.00	265.0%	1,200.00
PR Hotel	0.00	3,828.00	6,500.00	-2,672.00	58.89%	12,000.00
PR Other Expenses / Gifts	0.00	256.29	0.00	256.29	100.0%	600.00
PR Parking & Tolls	0.00	21.39	110.00	-88.61	19.45%	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	660.00	8,200.00	-7,540.00	8.05%	20,000.00
PR Training & Background checks	19.98	164.85	190.00	-25.15	86.76%	700.00
PR Transportation	0.00	1,757.92	3,600.00	-1,842.08	48.83%	5,600.00
PR - Twenty Somethings	56.57	858.34	860.00	-1.66	99.81%	1,800.00
Total PROGRAMS	457.47	17,403.16	31,510.00	-14,106.84	55.23%	74,220.00
PR Contract Workers	0.00	1,608.00	4,060.00	-2,452.00	39.61%	10,616.00
Postage and Delivery	197.37	811.26	1,456.00	-644.74	55.72%	2,500.00
Printing and Reproduction	28.00	363.00	250.00	113.00	145.2%	750.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	60.00

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

	<u>Jul 22</u>	<u>Jan - Jul 22</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Total Expense	128,168.34	505,628.42	461,471.62	44,156.80	109.57%	923,856.43
Net Ordinary Income	-45,320.46	-50,286.39	-43,311.62	-6,974.77	116.1%	56,125.57
Other Income/Expense						
Other Income						
Interest Income	0.00	22.94				
Investment Income	13.51	100.86				
Other Income	660.00	660.00				
Total Other Income	673.51	783.80				
Other Expense						
Other Expenses	0.00	92.30				
Total Other Expense	0.00	92.30				
Net Other Income	673.51	691.50				
Net Income	<u>-44,646.95</u>	<u>-49,594.89</u>	<u>-43,311.62</u>	<u>-6,283.27</u>	<u>114.51%</u>	<u>56,125.57</u>

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

Present: T. Zafar, Chair; P. Bullard; H. Marshall, J. Patterson, C. Olivier, L. LaVigne

Present via ZOOM: M. Casey, R. Cushenberry, L. Lobue

Absent: J. Gortney

1. Income/Expense report: June 2022 YTD report was reviewed and accepted by the committee.

2. Lease Renewals:

Committee reviewed CMAs on Parkview Ln, Brazos Glen and Summerdale homes. After discussion, following recommendations will be made to the board for action:

Action Items:

- a. Parkview Ln: Committee recommends renewing the lease with Forgotten Angels for the same terms and conditions (2-year lease for \$1550 per year)
 - b. Brazos Glen: Committee recommends renewing the lease for one year with an increase from \$1100 per month to \$1200 per month.
 - c. Summerdale: Committee recommends leasing the home to a Provider of Services for a two-year term at \$1450 per month. If a Provider of Services cannot be located, committee recommends leasing to the general public for one year at \$1900 per month.
3. Lease Extension for 119 & 123 Brooks St. – The City notified Laura that they will respond to our request to extend our lease after they complete a study of all city-owned property. They hope to have the results of the study by early 2023. Hal recommended that in January 2023 if we have not heard from the City, we send a written request amending our request of a three-year renewal to a one-year extension which would extend our lease out to January 2025. After discussion, committee agreed this would be a prudent request. Laura will follow up in January.

Next meeting: August 3, 2022

Golf Classic 2022 Income and Expenses

8/18/2022

Income	Total	Expenses	Total
Live Auction	\$22,550.00	Activate burner phone	\$0.00
Sponsors, Team Registrations	\$72,100.00	Bar Tenders	\$350.00
Donations	\$5,320.00	Beer	\$320.00
Donation from John Grzywa	\$10,000.00	Cookies	\$40.00
Golf Games	\$1,251.00	Deposit to Weston Lakes	\$250.00
		Dining Room	\$500.00
		First place gross awards	\$60.00
		Gift card for Keith & Carlos	\$100.00
		Givesmart credit card Processing Fees	\$812.70
		Givesmart Software Fee	\$658.50
		Leonetti Signs	\$266.00
		Mailing Expenses	\$189.27
		Photography	\$600.00
		TABC training	\$15.00
		Tournament Fees from Weston Lakes	\$6,150.00
		Walgreens-Print pictures	\$55.02
		Sponsor & Team Frames	
Total Income	\$111,221.00	Total Expenses	\$10,366.49
Net Income	\$100,854.51		

2022 Calendar of Board Meetings & Special Events

January 24	Board Meeting	6:00 pm Meeting
March 28	Board Meeting	6:00 pm Meeting
May 23	Annual Board Meeting	6:00 pm Meeting
June 13	Golf Classic	10:00 am Registration, 5:00 pm Dinner/Auction
July 14	Board Orientation	6:30 pm P. F. Chang's
July 25	Board Meeting	6:00 pm Meeting
September 26	Board Meeting	6:00 pm Meeting
November 19	Best in the West	6:00 pm, BBQ Dinner, Dance, Auctions
December 19	Board Meeting	6:00 pm Meeting