



**Board Meeting Agenda
123 Brooks St.
September 26, 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. Public Comment
- IV. **Consent Agenda** – L. Lobue
 - A. Board Meeting Minutes – 08/22/2022
 - B. Executive Committee Meeting Minutes – 09/14/2022
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report
Program Highlights (July & August 2022)
- VII. Committee Reports: L. Lobue
 - A. Governance Committee – A. Johnston
 - B. Internal Committee Report – H. Marshall
 - 1. Budget and Finance Committee: S. Lee
 - a. Committee Meeting Minutes 9/12/2022
 - b. August YTD 2022 Financials

Action Item: Approve August 2022 YTD Financials
 - 2. Real Estate Committee - T. Zafar (Closed Session)
 - a. Committee Meeting Minutes, 09/07/2022 Meeting
 - b. Email Committee Vote 09.15.2022 – Track of Land in Missouri City
 - c. PDF & Jpeg of Lot

Action Items: Real Estate Committee Recommends the Board:

 - a. Approve the Proposed, Renewed Leases for Cotter Ln, Chapman Falls, Thomas Jefferson
 - b. Approve the Purchase of the Track of Land in Missouri City
- VIII. New Business – L. Lobue
 - A. Committee Assignments
 - B. Grants Collected
 - C. Best in the West - Update
- IX. Adjourn

Next Board Meeting: December 19, 2022



Board of Directors Annual Meeting
August 22, 2022 (**Postponed from July 25, 2022**)
Meeting Minutes

- I. Call to Order and Determination of Quorum: Larry Lobue, Chairman, established a quorum was present and began the meeting at 6:02 p.m.

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

- II. Welcome Guests: Larry Lobue thanked everyone for attending. No guests were present.
- III. Board Member Resignation: Larry announced that Dale Buckles now lives in Alvin, TX and has resigned from the Board. Dale will join another local chapter of The Arc.
- IV. Public Comment: None
- V. Consent Agenda:
- A. Board Meeting Minutes – 5/23/2022: Motion was made by Hal Marshall to accept Consent Agenda item. Seconded by Megan Neely. **Motion approved.**
 - B. Executive Committee Meeting Minutes – 7/13/2022: Motion made by committee to accept the Executive Committee Meeting Minutes. **Motion Approved.**
- VI. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- VII. CEO Report:
- A. Laura reviewed the May and June program highlights. M.O.K.A., whose name was changed to “Moms of Kids with Autism & other Disabilities”, had 4 parents who attended the May meeting. The Parent Support Group event in May had 12 attendees. Karri is collaborating with The Arc of Texas, Disability Rights Texas and The Arc of Harris County to revise the 2018 IDEA Manual. The bowling program extended through the end of June with approximately 28-30 bowlers each week. Bowling will resume in September. Social Recreation, Special Olympics and TwentySomethings held virtual Bingo events in May and June and they attended a Space Cowboys baseball game on May 4. Teen/Tween Social on May 6 had 14 attendees. Youth Group attended a movie at the Star Cinema Grill. CDBG grant funds were received for both April & May activities.

- B. "Teen Siblings" group: Laura reviewed the new Program Goals The program will provide teen siblings with peer support and information in a recreational setting. Ann suggested that the flyer be edited to include the word "Teen" in the title so that it is not confused with the Adult Sibling program.
- C. The Board watched and discussed the video "What The Arc Does".

VIII. Committee Reports:

- A. Governance Committee – A. Johnston
Operational Goals – Draft- Tabled
- B. Internal Committee: H. Marshall
 - 1. Budget & Finance – S. Lee
 - a. Sharon reviewed the July 2022 YTD Financials. Motion made by committee to accept the July 2022 YTD Financials. **Motion Approved.**
 - 2. Real Estate Committee – T. Zafar
No guests were present, so the committee did not go into closed session.
Motion made by committee to approve the proposed, renewed leases for Brazos Bend, Parkview Lane and Summerdale Ln. **Motion Approved.**

VII. New Business:

- A. Larry notified the board that Golf Classic was a success! The Income and Expenses spreadsheet was reviewed and reflected a net income of \$100,854.51.
- B. Larry asked the board to review the 2022 Calendar of Board Meetings and Special Events included in the board packet.
- C. Larry stated that the Board approved an original plan to hire a full-time, Development/Marketing Director for The Arc. The job description was approved by the board in the March 2022 meeting. Larry suggested that this position be changed to a part-time, independent contractor position with annual compensation of \$25, 000. Larry also suggested that the \$25,000 grant money that we receive in the future from the George Foundation be used to fund this position. He added the person would manage the social media marketing for Best in the West and secure more sponsors.
The Board could re-evaluate the position in December to assess the effectiveness. Larry said he spoke to Jessica Roberts about the position and she is interested in the position. Larry recommended the Board hire Jessica Roberts. A suggestion was made to ask Jessica to attend the September board meeting. Laura informed the board that the usual protocol was for the Board to approve the "position" but that she, as CEO, would interview and recommend a candidate.
A motion was made by Ann Johnston to offer the job to Jessica Roberts on a part-time basis to perform social media marketing and secure sponsors for Best in the West. Seconded by Charlie Huber. **Motion Approved.**

VIII. Adjourn: Meeting adjourned at 7:41 p.m.

Submitted By:
Cheryl Olivier
Administrative Assistant

Attested to:
Ann Johnston
Secretary, Board of Directors

The next board meeting is September 26, 2022



Executive Committee Meeting Minutes
September 21, 2022
5:00 p.m. via ZOOM

Attendees Present

L. Lobue, Chairman
S. Lee, Treasurer
H. Marshall, Vice Chairman
L. Lavigne, CEO
C. Olivier, Executive Assistant

Attendees Absent:

A. Johnston, Secretary
T. Zafar, Real Estate
C. Huber, Past Chairman

I Internal Committee Report

A Budget & Finance Committee: S. Lee

June 2022 YTD Financials – S. Lee only briefly reviewed the June financials since all members present had reviewed them at the B&F meeting 9/12/2022. B&F will recommend acceptance at the 9/26/2022 Board meeting. She also reviewed the 2022 Operating Budget Review Schedule.

B Real Estate Committee: T. Zafar

1. Lease Renewals for Parkview Lane, Brazos Glen and Summerdale – In Tariq's absence, L. Lobue reviewed the recommendations for the board to approve the new leases for Cotter Ln, Chapman Falls and Thomas Jefferson.
2. L. Lobue also reviewed the recent opportunity to bid on a parcel of land that will serve as a site for The Arc's new building. The Real Estate Committee appointed T. Zafar, L. Lobue, J. Patterson and R. Cushenberry to approach the realtor and offer a bid on the parcel. The bid for just over \$175,000 was accepted! This offer was \$5 a square foot. L. Lobue then administered an email vote of Real Estate Committee members to recommend the purchase of the parcel of land to the board on 9/26/2022.

II Governance Committee – A. Johnston

In Ann's absence, L. Lobue reported that the three new board members who could not attend the Board Orientation meeting in July attended a make-up meeting on Sept. 19. The meeting went well with many questions answered.

III Committee Assignments: L. Lobue

Larry reviewed the 2022-23 Committee Assignments

IV CEO Report - L. LaVigne

Program Highlights – L. LaVigne

Laura provided an update on in-person programs and the progress on the Best in the West.

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

Reviewed and discussed.

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

**CEO Report
July & August 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:

July & August 2022

General Info & Referral: 14 (4.8 hrs.); 33 (11.2 hrs.)

Special Ed: 2 (.8 hrs.); 20 (9.0 hrs.)

IEP Reviews/Consultations: 1 (1.7 hrs.) 2 (2.7 hrs.)

ARD Meetings: 0;

Adult Transition Planning: 1 (1030hrs.); 13 (13.9 hrs.)

Guardianship: 0; 1 (.6 hrs.); 3 (1.5 hrs.)

Adult Services (Provider/Day Hab/SSI/Medicaid): 11 (4.7 hrs.); 6 (3.0 hrs.)

Employment: 2 (1.0 hrs.); 1 (.50 hrs.)

Outreach: 11.10 hours; 15.50 hours (Attend community events, vendor fairs, create Community Happenings, social media articles, videos, virtual events)

Phone Calls: 48.30 hrs.; 81.50 hrs.

Total Education Advocacy Hours in 2022: Jan – Aug: 172.7 hrs.

Fall 2022 Presentation Planning

9/08/22 – Voting Accommodations in Fort Bend

10/13/22 – Employment – Transition to Life After HS

11/10/22 – Parent Tips: Transition Planning

12/08/22 – Helping Your Child Make Friends

- 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.**

I arranged a meeting with Representative Ron Reynolds to discuss the dire implications of the low reimbursement rates for Direct Care Professionals. J. Patterson, R. Cushenberry, L. Lobue, and representatives from Forgotten Angels and All the Little Things Count attended the meeting with me.

Karri and I attended the annual Access Health Community Health Fair in Richmond. We met with several parents who were interested in our services for their children with I/DD.

Community Meetings Membership:

Karri: Fort Bend Connect, 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: Set up September bowling with the new manager at Bowlero Stafford. Mailed and emailed information to current bowlers and registration information to new bowlers.

Social Recreation, Special Olympics & TwentySomethings:

Mailed out workbooks with July & August calendar activities and registration information for a Sugar Land Space Cowboys game, a sensory friendly Sound of Music play, sensory friendly movie passes & Zoom Summer BINGO.

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

7/20/22: The Sound of Music – AD George Theatre – 11 attendees

7/22/22: Virtual “Summer Games Bingo” ZOOM – 22 attendees

8/11/22: Virtual “Kitchen Supplies” Bingo ZOOM – 18 attendees

Special Olympics:

- Started process of securing volleyball venue at Travis High School for upcoming season. Secured in August to begin Monday Oct. 3
- Secured facility for tennis athletes. Working with Missouri City Parks & Rec facility.
- Working on athlete waiver forms and for all bocce, aquatics and softball athletes. Each practice will be entered into the Casey Connections so that we can track attendance.
- Continuing to send information and call parents about membership renewals for all sports athletes are participating in.
- Finalizing rosters for bocce, aquatics and softball
- Monday, Aug 1 – Softball and Aquatics practices started
- Monday, Aug 15 – Bocce practice started
- Thursday, Aug 25 – Tennis practice started

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.

I attended a workshop, Nonprofit Leadership Refresh, offered by the George Foundation. It covered all aspects of fundraising in current times.

Best in the West committee meetings began in August. November 19!

Community Development Block Grant Reimbursement:

June 2022:

Personnel- \$1,984.84

Fees & Services - \$455.00

Contract Staff- \$240.00

May 2022:

Personnel- \$1,984.84

Fees & Services - \$171.00



Budget & Finance Committee
Meeting Minutes - September 12, 2022
The Arc Office, 5:00 PM

Committee Members Present: S. Lee, Chair; L. Lobue, H. Marshall, M. Neely
Committee Members Absent: P. Bullard, J. Gortney
Staff Present: L. LaVigne, C. Olivier, J. Schulte

1. August YTD 2022 Financials: Committee reviewed and accepted the financials.
Action Item: Committee recommends to the Board that they accept the August 2022 YTD Financials.
2. Real Estate R&M Costs
 - a. Review and discuss history of R&M costs. Laura provided the yearly totals of R&M from 2015 to present.
2015: \$63,347; 2016: \$91,831; 2017: \$72,661; 2018: \$80,919; 2019: \$116,939; 2020: \$95,780; 2021: \$89,689; 2022 YTD: \$114,107
 - b. 2023 future projections: Committee discussed the increase in costs for 2022. Factors include recent high costs incurred for the replacement of roofs, fences, flooring and needed interior and exterior painting. Laura explained that the COVID pandemic in 2020 & 2021 prevented interior R&M because the providers could not allow workman in their homes.
In order to better analyze the historical costs and to improve our budgeting for future real estate CAPITAL EXPENSES and R & M costs, committee requested a breakdown of expenses by residential, commercial and office R&M from 2018 to date. Laura will provide this to the committee.
 - c. Checks and balances: Hal shared that the Real Estate committee requested 3 bids for any repairs/replacements over \$5000. Committee agreed. The Committee concurred that additional checks & balances should be considered and discussed, possibly in conjunction with the Real Estate committee.
3. Health & Dental Insurance Coverage for Employees: The actual cost of the recent addition of one staff to our health & dental plan due to mandates of the Affordable Care Act, was discussed. Laura pointed out that premiums are based on age and because our staff has longevity and “maturity”, our costs reflect that. She did share that when an employee is eligible for Medicare, they no longer use The Arc’s health plan, but are reimbursed for the Medicare premiums. Medicare premiums are less than half of Blue Cross Blue Shield. Laura continues to consider other health care provider plans each year. Laura reported the following costs to the committee: The monthly increase from 4 to 5 employees is approximately \$1,355 (previously \$5,324/mo; now \$6,679/mo; these figures do not include the Medicare charge for Laura’s coverage). This equates to an annual increase of \$16,200, plus a one-time charge of \$2,710 for the addition of one employee.
4. Property Insurance Coverage: Laura shared that our property insurance is up for renewal in November. Stella Cuellar, C&I Insurance broker, has already begun work on obtaining renewal applications from the current companies. Laura requested 2 bids for each coverage area if the premiums increased. She will share quotes received. Hal reminded the members of the B & F Committee that a task force of the committee has for the last two-three years spent a considerable amount of time on the analysis of the annual insurance premium costs and coverages, and he offered to be available when Laura meets with Stella, the insurance broker.
5. 2023 Annual Operating Budget: Committee discussed a schedule of reviews that fit their schedules. October 3: 4:30 ZOOM Mtg, November 7: 4:30 pm meeting (if needed), December 14: present to Executive Committee, December 19: present to the Board.

The Arc of Ft. Bend County
Balance Sheet
As of August 31, 2022
Aug 31, 22

ASSETS

Current Assets

Checking/Savings

Cash

Facilities Repairs Account	93,044.85
Credit Card Account	9,732.10
Fundraising (WD)	17,669.30
Money Market	261,383.28
Operating Account	134,501.52

Total Cash 516,331.05

Total Checking/Savings 516,331.05

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 555,238.24

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 4,281,462.83

LIABILITIES & EQUITY

Liabilities

The Arc of Ft. Bend County

Balance Sheet

As of August 31, 2022

Aug 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)	218,289.70
Security Deposits Payable	19,640.00
N/P-ARC Fdn (6419 Brazos Glen)	87,181.14
N/P-ARC Fdn (Chapman Falls)	59,934.07
N/P-ARC Fdn (5141 Cotter Ln)	83,757.42
N/P-ARC Fdn (2715 Cypress Impr)	207,960.30
N/P-ARC Fdn (Manorfield)	124,522.75
N/P-ARC Fdn (Rustic Trail)	131,657.57
N/P-ARC Fdn (5618 Wagon Wheel)	107,598.71
N/P-ARC Fdn (Whispering Creek)	234,308.32
N/P-ARC Fdn(2607 WillowSprings)	120,945.35
Total Long Term Liabilities	1,395,795.33
Total Liabilities	1,397,654.24
Equity	
Unrestricted Contra R&M Reserve	82,000.00
Unrestricted Net Assets	2,878,378.61
Net Income	-76,570.02
Total Equity	2,883,808.59
TOTAL LIABILITIES & EQUITY	4,281,462.83

The Arc of Ft. Bend County

Profit & Loss Budget Performance

August 2022

	<u>Aug 22</u>	<u>Jan - Aug 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	30.00	130.00	-100.00	23.08%	230.00
Youth Social	110.00	858.15	520.00	338.15	165.03%	800.00
Riveredge Mortgage Payment	1,100.00	1,100.00	0.00	1,100.00	100.0%	1,036.00
Bowling - Lane Fee Income	6.00	1,950.00	1,950.00	0.00	100.0%	4,500.00
Donations & Contributions	654.10	23,809.86	12,000.00	11,809.86	198.42%	20,000.00
Donations - Designated	50.00	1,100.00	0.00	1,100.00	100.0%	1,150.00
Fundraising Event						
Auction / Bid Board Item	2,500.00	24,368.57				
Donation / Grant	1,000.00	23,887.41	0.00	23,887.41	100.0%	23,766.00
Sponsorship	0.00	45,260.58				
Tickets / Tables / Teams	600.00	3,651.07				
Fundraising Event - Other	4,573.75	23,651.69	100,000.00	-76,348.31	23.65%	391,000.00
Total Fundraising Event	<u>8,673.75</u>	<u>120,819.32</u>	<u>100,000.00</u>	<u>20,819.32</u>	<u>120.82%</u>	<u>414,766.00</u>
Grant - CDBG Fort Bend	2,679.84	15,280.75	25,375.00	-10,094.25	60.22%	40,000.00
Grants - Other	0.00	23,766.11	0.00	23,766.11	100.0%	20,000.00
Membership Revenue	620.00	4,578.53	6,000.00	-1,421.47	76.31%	9,000.00
Rental Income	41,300.00	316,675.00	312,900.00	3,775.00	101.21%	468,100.00
Social Rec Fees	<u>75.00</u>	<u>643.00</u>	<u>4,800.00</u>	<u>-4,157.00</u>	<u>13.4%</u>	<u>8,400.00</u>
Total Income	<u>55,268.69</u>	<u>510,610.72</u>	<u>463,675.00</u>	<u>46,935.72</u>	<u>110.12%</u>	<u>987,982.00</u>
Gross Profit	55,268.69	510,610.72	463,675.00	46,935.72	110.12%	987,982.00
Expense						
Auto / Vans - Repairs & Maint.	104.00	1,427.81	1,200.00	227.81	118.98%	2,300.00
Advocacy in Action						
Casey Connection	370.00	4,037.50	1,700.00	2,337.50	237.5%	2,500.00
Information / Referral	59.99	618.52	610.00	8.52	101.4%	1,100.00
Educational Advocacy	<u>0.00</u>	<u>13.89</u>	<u>20.00</u>	<u>-6.11</u>	<u>69.45%</u>	<u>1,268.00</u>
Total Advocacy in Action	<u>429.99</u>	<u>4,669.91</u>	<u>2,330.00</u>	<u>2,339.91</u>	<u>200.43%</u>	<u>4,868.00</u>
Reconciliation Discrepancies	0.00	201.10				
Accounting, Audit, Payroll	350.78	11,877.63	11,933.36	-55.73	99.53%	16,000.00
Advertising & Marketing	21.32	245.18	426.40	-181.22	57.5%	800.00

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

	Aug 22	Jan - Aug 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Affiliation/Asso/Mbrship/Certs	0.00	5,343.35	3,158.00	2,185.35	169.2%	3,178.00
Bank & CC Charges	141.13	1,113.69	2,000.00	-886.31	55.69%	6,000.00
Board Expenses	79.98	1,618.52	1,150.00	468.52	140.74%	1,605.00
Community Outreach	102.84	1,802.84	3,200.00	-1,397.16	56.34%	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	31,237.03	253,912.90	249,194.64	4,718.26	101.89%	373,792.00
Employee-FICA/Medicare	1,936.68	15,001.64	18,451.36	-3,449.72	81.3%	27,677.00
Employee-Health/Dental	7,446.10	54,101.39	45,935.36	8,166.03	117.78%	68,903.00
Employee-Medicare	452.93	3,508.46				
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	41,072.74	326,691.78	318,225.36	8,466.42	102.66%	483,232.00
Event Expenses	6,186.02	18,880.12	12,740.00	6,140.12	148.2%	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	10,400.00	10,400.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	19,043.25	95,819.79	50,336.00	45,483.79	190.36%	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	-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	0.00	-555.30	0.00	-555.30	100.0%	66,223.00
Interest Expense	5,773.63	46,391.43	45,534.61	856.82	101.88%	70,335.43
Meals & Supplies / Meetings	0.00	180.67	180.00	0.67	100.37%	250.00

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

	<u>Aug 22</u>	<u>Jan - Aug 22</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
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	191.84	3,191.20	3,200.00	-8.80	99.73%	4,000.00
Copier Lease	454.32	3,559.91	3,582.00	-22.09	99.38%	5,373.00
Repairs & Maintenance	1,045.00	13,804.37	5,486.64	8,317.73	251.6%	8,230.00
Supplies	206.64	2,151.43	1,868.00	283.43	115.17%	2,800.00
Telephone / Internet	557.83	2,835.19	2,804.68	30.51	101.09%	4,207.00
Utilities	953.20	3,322.14	3,024.00	298.14	109.86%	4,536.00
Office - Other	199.00	199.00				
Total Office	3,607.83	29,063.24	19,965.32	9,097.92	145.57%	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	557.44	4,081.46	5,700.00	-1,618.54	71.61%	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	1,200.00	-1,200.00	0.0%	3,000.00
PR Equipment, Shirts, Uniforms	0.00	216.48	1,900.00	-1,683.52	11.39%	2,500.00
PR Fuel	58.78	375.78	1,180.00	-804.22	31.85%	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	388.13	388.13	400.00	-11.87	97.03%	2,200.00
PR Program Enhancements	0.00	169.00				
PR Tickets / Venue Fees	0.00	660.00	11,800.00	-11,140.00	5.59%	20,000.00
PR Training & Background checks	0.00	164.85	230.00	-65.15	71.67%	700.00
PR Transportation	0.00	1,757.92	4,100.00	-2,342.08	42.88%	5,600.00
PR - Twenty Somethings	0.00	858.34	860.00	-1.66	99.81%	1,800.00
Total PROGRAMS	1,004.35	18,407.51	38,780.00	-20,372.49	47.47%	74,220.00
PR Contract Workers	0.00	1,608.00	4,560.00	-2,952.00	35.26%	10,616.00
Postage and Delivery	879.13	1,690.39	1,664.00	26.39	101.59%	2,500.00
Printing and Reproduction	0.00	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
August 2022

	Aug 22	Jan - Aug 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Total Expense	<u>80,096.99</u>	<u>587,225.41</u>	<u>537,883.05</u>	<u>49,342.36</u>	<u>109.17%</u>	<u>923,856.43</u>
Net Ordinary Income	<u>-24,828.30</u>	<u>-76,614.69</u>	<u>-74,208.05</u>	<u>-2,406.64</u>	<u>103.24%</u>	<u>64,125.57</u>
Other Income/Expense						
Other Income						
Interest Income	0.00	22.94				
Investment Income	13.17	114.03				
Other Income	<u>850.00</u>	<u>1,510.00</u>				
Total Other Income	<u>863.17</u>	<u>1,646.97</u>				
Other Expense						
Other Expenses	<u>1,510.00</u>	<u>1,602.30</u>				
Total Other Expense	<u>1,510.00</u>	<u>1,602.30</u>				
Net Other Income	<u>-646.83</u>	<u>44.67</u>				
Net Income	<u><u>-25,475.13</u></u>	<u><u>-76,570.02</u></u>	<u><u>-74,208.05</u></u>	<u><u>-2,361.97</u></u>	<u><u>103.18%</u></u>	<u><u>64,125.57</u></u>



Real Estate Sub-Committee
September 7, 2022
MEETING MINUTES 5:00 PM

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

Absent: J. Gortney, P. Bullard

Staff: C. Olivier, L. LaVigne

1. Income/Expense report: August 2022 YTD report was reviewed. Committee was concerned about the large R&M expenses. After discussion, all agreed to ask Mike Rychlik to be sure and secure 3 bids for any repair/replacement exceeding \$5000. Report accepted by the committee.

2. Lease Renewals:

Committee reviewed CMAs on Cotter Ln., Chapman Falls and Thomas. After discussion, the following recommendations will be made to the board for action:

Action Items: All three leases will be renewed for the same lease amount and each for a one-year term.

3. Other: J. Patterson informed the committee of a parcel of land in Missouri City that is for sale. He spoke to the realtor, and was encouraged to make an offer. After a viewing a layout of the parcel and a discussion of how a building would fit, the committee decided to authorize J. Patterson, T. Zafar, R. Cushenberry and L. Lobue to approach the seller with an offer.

Next meeting: October 5, 2022

RE: Potential land purchase

Tariq Zafar <TZafar@wongfleming.com>

Mon 9/19/2022 4:15 PM

To: Jenny Gortney (111) <Jennifer.Gortney@prosperitybankusa.com>; Idlobue <Idlobue@aol.com>; RICHARD CUSHENBERRY <rcush45@gmail.com>

Cc: James Patterson <jamesdpatterson314@gmail.com>; Admin <adminassistant@arcoffortbend.org>; Hal Marshall <hmarshall@ibt.com>; Jenny Gortney <j.gortney@yahoo.com>; Laura LaVigne <llavigne@arcoffortbend.org>; Mike Casey <mcasey@texasbuildersfinance.com>; Pat Bullard <patricksbullard@comcast.net>

I think we have enough votes for approval. Thank you everyone.

Larry,

At the executive committee meeting can you please propose that we need a motion to approve the real estate purchase agreement and that the Arc be authorized into additional agreements to conduct its due diligence and feasibility for this property?



Top Ranked Law Firm for 2015 by Fortune Magazine and American Lawyer Media

Tariq Zafar | Partner | Wong Fleming

77 Sugar Creek Center Blvd., Suite 401 | Sugar Land, TX 77478

Phone: 281.340.2074 | Fax: 866.240.0629

tzafar@wongfleming.com

NAMWOLF
LAW FIRM MEMBER

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From: Jenny Gortney (111) <Jennifer.Gortney@prosperitybankusa.com>

Sent: Friday, September 16, 2022 8:52 AM

To: Idlobue <Idlobue@aol.com>; RICHARD CUSHENBERRY <rcush45@gmail.com>

Cc: James Patterson <jamesdpatterson314@gmail.com>; Admin <adminassistant@arcoffortbend.org>; Hal Marshall <hmarshall@ibt.com>; Jenny Gortney <j.gortney@yahoo.com>; Laura LaVigne <llavigne@arcoffortbend.org>; Mike Casey <mcasey@texasbuildersfinance.com>; Pat Bullard <patricksbullard@comcast.net>; Tariq Zafar <TZafar@wongfleming.com>

Subject: RE: Potential land purchase

Vote - yes

Jennifer (Jenny) Gortney
Senior Vice President

Deposit Operations & Retail

Project Administrator

Prosperity Bank

14060 Southwest Freeway

Sugar Land, Tx 77478

direct 281-269-7230

cell 281-633-1603

fax 281-269-7108

email: jennifer.gortney@prosperitybankusa.com



From: Idlobue <Idlobue@aol.com>

Sent: Friday, September 16, 2022 8:39 AM

To: RICHARD CUSHENBERRY <rcush45@gmail.com>

Cc: James Patterson <jamesdpatterson314@gmail.com>; Admin <adminassistant@arcoffortbend.org>; Hal Marshall <hmarshall@ibt.com>; Jenny Gortney <j.gortney@yahoo.com>; Jenny Gortney (111) <Jennifer.Gortney@prosperitybankusa.com>; Laura LaVigne <llavigne@arcoffortbend.org>; Mike Casey <mcasey@texasbuildersfinance.com>; Pat Bullard <patricksbullard@comcast.net>; Tariq Zafar <TZafar@wongfleming.com>

Subject: Re: Potential land purchase

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and DO NOT open attachments or click on links from unknown or unexpected emails.

I vote yes

Sent from my iPhone



On Sep 16, 2022, at 8:25 AM, RICHARD CUSHENBERRY <rcush45@gmail.com> wrote:

Rick Cushenberry. Seconds James's motion.

On Thu, Sep 15, 2022 at 9:58 PM James Patterson <jamesdpatterson314@gmail.com> wrote:

James Patterson moves to approve the purchase agreement as presented and authorize Tariq Zafar to present this document to The Arc board.

Sent from my iPhone

On Sep 15, 2022, at 6:47 PM, Tariq Zafar <TZafar@wongfleming.com> wrote:

All,

We have identified a piece of land located off of Hwy 90 and Texas Parkway that would be suitable for the future headquarters of the Arc. The Seller has agreed to give us a substantial discount from the asking price. The land is approximately 0.8 acres, and the purchase price is \$175,785. Please see the attached, proposed contract for the land that we would need to enter into before we can begin our feasibility. Please review and let me know if anyone has any questions or concerns. I need a motion and vote approving this agreement to be executed by the Arc and to approve the Arc to begin feasibility work on this property.

Top Ranked Law Firm for 2015 by Fortune Magazine and American Lawyer Media
Tariq Zafar | Partner | Wong Fleming

77 Sugar Creek Center Blvd., Suite 401 | Sugar Land, TX 77478

Phone: 281.340.2074 | Fax: 866.240.0629

tzafar@wongfleming.com

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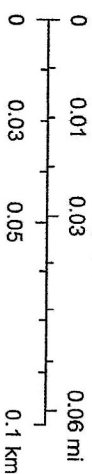
Rick Cushenberry

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807 ft
151 ft
155 ft
244
198 ft

S GESSNER RD
US 90A
LOUISIANA ST
DOUGLAS ST
Ft. Bend Court
Ft. Bend
First Church of Christ Scientist
AMASWELL ST
Unit 100

1:2,163





COMMITTEE ASSIGNMENTS 2022-23

I. GOVERNANCE A. JOHNSTON, J. ALCALA-HAMILTON, K. EDWARDS, J. LANE, L. ROSILEZ

1. LEGAL COMPLIANCE
BOARD POLICY, EMPLOYEE POLICY
2. REVIEW OF GOVERNANCE DOCUMENTS
BYLAWS, INTERNAL CONTROLS
3. SUCCESSION PLANNING
4. BOARD MEMBER NOMINATION (OVERSEE NOMINATING COMMITTEE)
5. BOARD MEMBER ORIENTATION
6. BOARD MEMBER EVALUATION
7. REVIEW OF MISSION & GOALS
8. DISASTER RECOVERY
9. EXECUTIVE DIRECTOR EVALUATION

II. INTERNAL H. MARSHALL

FINANCE: S. LEE, T. DUEZ, H. MARSHALL, P. BULLARD, M. GEARY, J. GORTNEY

1. MONTHLY FINANCIALS REVIEW
2. ANNUAL BUDGET
3. ANNUAL AUDIT/FORM 990
4. FINANCIAL PERFORMANCE

REAL ESTATE MANAGEMENT: T. ZAFAR, P. BULLARD, K. CASEY, M. CASEY, J. GORTNEY, R. CUSHENBERRY, H. MARSHALL, J. PATTERSON

1. MONTHLY REAL ESTATE INCOME/EXPENSE REVIEW
2. ANNUAL BUDGET PREP FOR FINANCE COMMITTEE
3. LEASE RATES FOR PROPERTIES

III. EXECUTIVE COMMITTEE (BOARD OFFICERS + COMMITTEE CHAIRS) L. LOBUE, CHAIR C. HUBER, H. MARSHALL, S. LEE, A. JOHNSTON, T. ZAFAR

1. APPROVAL OF STRATEGIC PLAN
2. GOVERNMENTAL RELATIONS
3. PARTNERSHIPS
4. FUND RAISING
5. ANNUAL MEETING