



Board Meeting Agenda
123 Brooks St.
March 27, 2023 – 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 – 01.26.2023
 - B. Executive Committee Meeting Minutes 03.15.2023
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report
 - A. Program Highlights January & February 2023
 - B. Rice University Capstone Project Timeline
 - C. Golf Classic
- VII. Committee Reports: L. Lobue
 - A. Governance Committee – A. Johnston
 - 1. 2023 Draft Operating Plan
Action Item: Request Board's written input to L. LaVigne for Board approval at May 15 Board meeting.
 - 2. Discuss the Kathy Moody scholarship
 - 3. Discuss nominations for various awards at the Annual Awards dinner.
 - B. Internal Committee Report – H. Marshall
 - 1. Budget and Finance Committee: S. Lee
 - a. February 2023 YTD Financials
 - b. Discuss 2023 Operating Budget 1st Amendment
Action Items:
 - 1. **Approve February 2023 YTD Financials**
 - 2. Real Estate Committee - T. Zafar (Closed Session)
 - a. 2/1/2023 Real Estate Committee Minutes
Action Items:
 - 1. **Committee recommends to the Board that The Arc proceed with the repair and renovations of 6419 Brazos Glen.**
 - 2. **Committee recommends the Board grant T. Zafar the authority to continue working with the seller of 407 Julie Rivers Dr. to negotiate the price, set a closing date, and let The Arc know when to pay the additional earnest money for the 30-day extension. (Email vote taken)**

b. 3/8/2023 Real Estate Committee Minutes

Action Item: Committee recommends the board continue the current lease for Summerdale on month-month basis until we hear back from the County about the CBDG funding.

- VIII. New Business – L. Lobue
2023 Calendar of Events - *Revised*
- IX. Adjourn

Next Board Meeting: May 22, 2023



Board of Directors Annual Meeting
January 26, 2023
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
Josefina Alcala-Hamilton	Charlie Huber	Karri Axtell, Prog Dir.	Laura LaVigne
Kevin Casey	Megan Neely		Cheryl Olivier
Traci Duez	Laura Rosilez		Karri Axtell
Ann Johnston			
Jennifer Lane			
Sharon Lee			
Larry Lobue, Chairman			
Hal Marshall			
Tariq Zafar			

- II. Welcome Guests: Larry thanked everyone for attending and welcomed Karri Axtell.
- III. Public Comment: None
- IV. Consent Agenda:
- A. Board Meeting Minutes – 12/19/2022: Motion was made by Hal Marshall to accept Consent Agenda item. Seconded by Traci Duez. **Motion approved.**
- V. Assignment of items removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report:
- A. Laura reviewed the program highlights for December 2022. Laura began with reviewing Karri's hours for Parent Contacts & Visits. Karri continues to collaborate with Christ Church on the Teen/Tween Social program which is vital to our program. Pam has been in contact with Travis High School to confirm the use of the facility for basketball practice. Bowling attendance is increasing with an estimate of 23 to 28 bowlers every week. Special Olympics Volleyball is preparing for Winter Games in Austin, TX. Basketball attend Area & Regionals. Fourteen athletes competed in the Area Bowling Competition with everyone receiving either gold, silver or bronze medals or ribbons. Currently discussing adding bowling to the Special Olympics State Games participation rotation. The Arc is adding a new sport, cycling, which will begin in August. Teen/Tween Social had eleven attendees in December and have 17 registered attendees and 24 volunteers for the January event. Teen Pals Network program is growing and now has 16 teens matched with a Pal volunteer.
- B. Rice University Capstone project: Laura has submitted The Arc's application and reviewed the timeline included in the board packet. Timeline indicates that it could be late April to May 2024 when results are revealed by Rice University. Karri Axtell indicated that the Capstone project that she experienced was great. Ann Johnston asked Laura about the other names she had for possible Facilitators. Laura was contacted by one and will contact him. Hal stated he is concerned and we should consider other resources for a facilitator. Tariq made suggestions for other individuals for The Arc to consider for a facilitator.

- C. Karri Axtell gave an overview of the 18+ Adult Transition Program indicating that next school year FBISD and LCISD are considering altering the program from a 5-day, full time program to a 3 day, part-time, 4-hr. program. Karri has received concerns from parents of students age 18 – 21 in FBISD and LCISD. Parents are being told by staff they should begin looking for a part-time day rehabilitation program for their student. Karri has reached out to The Arc of Harris County and Disability Rights for information on this situation. Laura reached out to Kevin Barker with Texana Center to see if he knew anything about this and he did not. He stated that if this was the case, Texana would not be able to accommodate those students in the Texana's day hab programs. Josefina Alcala-Hamilton indicated that she contacted SPED about this issue and was sent the law. She determined that the law stated that school districts can do anything they want. Karri stated that she needs more parents to come forward that will experience this change next year. So far, she only has 3 parents from FBISD and 3 from LCISD.

VII. Committee Reports:

A. Governance Committee: A. Johnston

1. Ann Johnston stated the only item was the Capstone project and it has already been discussed.

B. Internal Committee: H. Marshall

1. Budget & Finance – S. Lee

- a. Sharon reviewed the December 2022 YTD Financials. Motion made by committee to approve the December 2022 YTD Financials. **Motion Approved.**

2. Real Estate Committee – T. Zafar

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

- a. Tariq gave an update on the purchase of 407 Julie Rivers Dr. indicating the building continues to be a viable option and a walkthrough was performed with the architect and engineer. A budget on the renovations and repairs is not yet available.
 - b. Laura provided an update on the grants received to purchase the building adding that donors include Will Swinbank, George Foundation, Henderson Wessendorff Foundation and The Harrison Group. Each will donate \$500,000 to purchase and complete the renovations of the building located at 407 Julie Rivers Dr.. Laura stated that The Arc of Fort Bend is celebrating 55 years and could incorporate that into the grand opening. Laura also indicated the George Foundation approved our grant request of 25k.
 - c. Hal gave an update on the site visit with Quynh –Anh McMahon of the George Foundation. She suggested that The Arc approach the public with a capital campaign to assist with possible building renovations. Hal provided an update on the site visit by Julie Gaston from Henderson Wessendorff.
 - d. Board agreed if the Real Estate committee proposes to move forward with the purchase of Julie Rivers Dr., the board will ratify the action via email confirmation.

VIII. New Business:

- A. Laura indicated that the 2023 Calendar of Events for the board was in the board packet.
- B. Traci Duez asked Laura about the status on the Donor Management System. Laura stated that a different direction was taken and we chose to use the Givesmart Donor CRM system instead of trying to incorporate it in the current Dynamics 365 CRM.

IX. Adjourn: Meeting adjourned at 7:12 p.m.

Submitted By:
Cheryl Olivier
Executive Assistant

Attested to:
Ann Johnston
Secretary, Board of Directors



Executive Team Meeting Minutes
March 15, 2023
Start time 5:03 p.m. - Adjourned 6:26 p.m.
The Arc Office

Attendees L.Lobue, Chairman; H. Marshall, Vice Chairman; A. Johnston, Secretary; S. Lee, Treasurer; C. Huber, Past Chairman; L. Lavigne, CEO
Absent T. Zafar, Real Estate Committee

1. Internal Committee Report

- a. Budget & Finance: S. Lee
 - i. February 2023 YTD Financials – reviewed and discussed. Lee discussed donations received and monies spent regarding Julie Rivers Drive and where the line items would be located. Discussed an expense and how to footnote the expense.
 - ii. Discussed the Sources and Uses Summary sheet when discussing the Julie Rivers Drive purchase.
 - iii. Discussed a possible capital campaign. Those present agreed it was best to evaluate the need once the expected Rice Capstone Project is completed and the analysis reviewed.
- b. Real Estate Committee Meeting: L. Lobue and H. Marshall
 - i. Purchase of Julie Rivers Drive – Lobue notified those present the purchase was completed on 3.1.2023. Closing was attended by Zafar, LaVigne and Lobue. Lobue discussed the immediate next steps needed. LaVigne discussed touring the building with Patterson, Zafar, staff and the architect. LaVigne will retour the building with staff and architect at a later date. The architect should have a space plan available for review in about two weeks.
 - ii. Discussed there were no action items.

Action Items

- i. Approve February 2023 YTD Financials

2. Governance Committee – A. Johnston

LaVigne covered the items in the CEO briefing. The following action items were identified:

Action Items

- i. Discuss with the Board members Draft - Operating Plan 2023. Request their written input; select a date to submit suggestions/edits to LaVigne for Board approval at May 15th Board meeting.

- i. Explain and discuss the Kathy Moody scholarship.
- ii. Explain and discuss nominations for various awards presented at the Annual Awards dinner in April.

3. CEO Report: L. LaVigne

- a) LaVigne provided those present with copies of the Draft Operating Plan 2023. She requested input and reminded she has veto power. LaVigne will send a digital copy to all Executive Committee members by 3.17.2023. All present agreed they would review and send edits to LaVigne by 3.21.2023 so LaVigne could update for board packet distributions 3.23.2023.
- b) Discussed the Kathy Moody scholarship and the applicant review process. Those present agreed for LaVigne to select interview meeting method (in person or zoom) based on candidate.
- c) Discussed the Annual Awards Dinner and the various awards to be presented. LaVigne was asked for nominations in all categories. LaVigne explained the Special Recognition category.
- d) LaVigne discussed The Golf Classic to be held at Sweetwater Country Club in May 2023. She provided an overview of the day and locations. LaVigne asked if S. Johnston was available to assist with photography day of. A. Johnston volunteered yes along with drink cart service.
- e) LaVigne provided an updated calendar and those present discussed and selected a date for the May Board meeting. Updated calendar included discussion of change of date for the Best in the West.

Executive Committee Action Items

- i. LaVigne to email Draft - Operating Plan 2023.
- ii. Executive Committee to provide suggestions/edits to LaVigne by 3.21.2023.

Board Action Items which move to Governance

4. March 27, 2023 – Board Meeting Agenda: L. Lobue
Agenda reviewed and discussed. Approved items.

Next Executive Committee Meeting: Wednesday, May 10, 2023, at 4:45 p.m.

**CEO Report
January & February 2023**

- I. Strategic Goal: The Arc shall advocate for appropriate individualized educational programs & opportunities for people with intellectual and developmental disabilities (I/DD) in all stages of life.**
Karri's Highlights:

Parent Contacts & Visits:

January & February 2023 Contacts:

General Info & Referral: 22 (9.50 hrs.); 9 (4.50 hrs.)

Special Ed: 7 (4.2 hrs.); 9 (6.0 hrs.)

IEP Reviews/Consultations: 6 (6.10 hrs.); 9 (8.80 hrs.)

ARD Meeting/Prep: 3 (3.9 hrs)

18+ Advocacy: 3 (2.2 hrs.); 6 (4.4 hrs.)

Guardianship: 2 (8.0 hrs); 2 (1.70)

Adult Services (Provider/Day Hab/SSI/Medicaid): 4 (2 hrs.); 8 (4.5 hrs.)

Employment: 1 (.30 hrs.)

Outreach: 17.10 hours; (Attend community events, vendor fairs, create Community Happenings, social media articles, videos, virtual events)

Total Education Advocacy Hours in: Jan - Feb 2023: 35.6 hrs

Karri:

1/9/23 Met w/ Brittany Harris, Transition Coordinator at Lamar CISD – Transition Services @ LCISD & Planning Transition Resource Fair

1/11/23 – Met w/ Debbie Jebbia, Transition Coordinator at Fort Bend ISD to plan Adult Transition & Resource Fair being held Saturday, April 19, 2023 at James Reece Career & Technical Center

2/9/2023 - Katy ISD Adult Transition Resource Fair

Spring 2023 Presentation Planning

2/09/23 – ABLE Accounts – Anna Mallett – Texas Comptroller's Office

M.O.K.A. Parent Support Group: Facebook Group ongoing

Teen Sibling Connection Support Group:

2/10/23 – Christ Church Sugar Land 5:30 – 7 pm

Karri and I visited the Texana Learning Center at Rosenberg to ascertain space for 18+ students in ISD's Adult Transition programs.

- II. Strategic Goal: The Arc shall advocate for a variety of vocational/employment options for people with I/DD.**

Community Happenings e-news & social media posts of employment opportunities & training programs

- III. Strategic Goal: The Arc shall advocate for public and private community institutions to become more responsive to the individual needs of people with I/DD, thereby promoting quality of life for all.**

Community Meetings Membership:

Karri: Fort Bend Connect, Community Resource Coordination Group (CRCG)

Laura: Fort Bend Transportation Advisory Committee, Ft. Bend Leadership Group

Professional Development:

- 1/2/23 – Social Security & Benefits Presentation with Shanbay Jones, SSA;
- 1/17/23 Special Ed Issues in 88th Legislative Session – Stephen Alleman, Disability Rights Texas.
- 2/13/23 – The Arc US Policy Kick-Off ;
- 2/16/23 – Texas Tribune Panel on School Choice.

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:

January 7 – 35	February 4 – 32
January 14 – 35	February 11 – 27
January 21 – 37	February 18 – 34
January 28 – 29	February 25 – 34

Social Recreation, Special Olympics & TwentySomethings:

- 1/29 - Monster Jam – 18 Social Recreation members and family attended.
- 2/12 – Mardi Gras Ball – 28 Social Recreation members and family attended.

Special Olympics:

Confirmed that practice facility for basketball will be Travis High School and informed all coaches, athletes and parents of times and place.

- 1/9/: Basketball practice begun – 4 teams + 3 “individual skill” athletes (42 athletes)
- 2/17-2/19: State Volleyball Games in Bee Cave, TX. Pam applied for and received a grant from SOTX for 20, free hotel rooms!
- Reached out to Highlands Elementary School to request practice facilities for Soccer. Waiting on reply.
- Reached out to Travis Highschool to request facility usage for Track & Field practices. Waiting on reply.
- Called Cristina Escamos to set up meeting for the sport of Tennis. We will start in March at the Missouri Parks & Rec. facility. This will be our 3rd year

Teen/Tween Social:

- 1/6/2023 (Fri.) @ 5:30 – 7:30 pm Christ Church Sugar Land – Teens: 15 Registered – 12 attend (0 - 1st time attendee) Volunteers: 26 Registered – 19 attend (5 Adults, 14 Teens, 11 – 1st Time Vol.)
- 2/3 /2023, 2023 @ 5:30 – 7:30 pm Christ Church Sugar Land - Teens: 18 Registered – 14 attend (2 - 1st time attendee) Volunteers: 27 Registered – 19 attend (2 Adults, 17 Teens). 2 – 1st Time Vol.)

Teen Pals Network:

11 returning teens re-applied and are matched with new volunteers.

Youth Group: Free tickets to Children’s Museum of Houston/Sugar Land – to use when they want

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

I assumed the tasks of transferring all utilities at 407 Julie Rivers to The Arc’s name. Several providers were not contracted, as we could receive services for substantially less money.

I’ve toured the new office building several times to ascertain the best use of space. I met and spent time with the current tenants, introducing myself as their new landlord and explaining The Arc’s mission.

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 researched Independent contractor vs employee and conferenced with Mike Dobert, HR In Alignment, for application to our Social Recreation Program. I summarized the findings and called Marilyn Ewing to explain why The Arc could not "contract" with Texana van drivers to transport & supervise their clients to our events.

Nancy completed the 2022 Annual report and December 2022 monthly report and billing.

Community Development Block Grant

December Reimbursement:

Personnel- \$ 1502.03

Fees & Services - \$ 713.75

Contract Staff - \$ 240.00

January Reimbursement:

Personnel- \$ 1,997.17

Fees & Services - \$ 807.50

Contract Staff - \$ 240.00

I. Strategic Goal: The Arc shall advocate for appropriate individualized educational programs/opportunities for people with intellectual and developmental disabilities (IDD) in all stages of life

Objective	Activities	Who is Responsible	Estimated Cost/Human resources	Projected Completion Date	Success Factors
A. The Arc will offer information, training and support to parents and community members	1. Offer &/or partner with other agencies to sponsor Special Education and/or Disability Conference/Resource Fair	Director of Advocacy Programs	\$1000	On-going	Attendance sheets and evaluation reports reflecting positive feedback
	2. Present about IDD and disability civil rights topics to the public (at conferences, resource fairs, schools, support groups)	Director of Advocacy Programs	Normal operating expenses	On-going	Attendance sheets and evaluation reports reflecting positive feedback
	3. Train parents on their educational rights and effective advocacy techniques, individually, informally and formally, which may include attending ARD meetings to advocate for a free appropriate public education	Director of Advocacy Programs	Normal operating expenses	On-going	# of families counseled & ARDs attended Parent evaluation and positive feedback
	5. Refer parents to agencies to address their current and future needs i.e., Texana Authority, Social Security Administration, Texas Workforce, etc.	Director of Advocacy Programs	Normal operating expenses	On-going	Phone logs

	7. Offer special education training via online video series, articles and resources on The Arc's website	Director of Advocacy Programs	Normal operating expenses	On-going	Parent evaluation and feedback received
B. The Arc will advocate for meaningful Individualized Transition Plans	1. Offer life planning meetings with families to address the four areas of Transition Planning (Rec/Leisure, Post-Secondary Education, Living Arrangements and Financial/Employment)	Director of Advocacy Programs	Normal operating expenses	On-going	Follow-up notes, Activity Logs
C. The Arc will offer support groups to parents, siblings and non-parental caretakers	1. Facilitate parent support groups in specific areas of need, as identified by staff and parents 2. Offer support group for teen siblings age 13 – 18 to foster peer support in a recreational environment (Teen Sibling Connection Social) 3. Offer support group for adult siblings (18+) and other non-parental adult caregivers to offer support and comradery (Adult Sibling Connection Social)	Director of Advocacy Programs Director of Youth Programs Director of Advocacy Programs	Normal Operating Expenses \$500 \$500	On-going On-going On-going	Attendance sheets and evaluation reports reflecting positive feedback Attendance sheets and evaluation reports reflecting positive feedback Attendance sheets and evaluation reports reflecting positive feedback

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

Objective	Activities	Who is Responsible	Estimated cost/Human Resources	Projected Completion Date	Success Factors
A. The Arc will advocate for those agencies that specialize in employment for people with disabilities to increase the volume of those employed.	1. Advise and counsel families/individuals regarding paths to gaining and retaining employment	Director of Advocacy Programs	Normal operating expenses	On-going	Activity logs
	2. Conduct outreach to businesses regarding the benefits of hiring people with disabilities			On-going	Activity logs
	3. Refer to the state Vocational Rehabilitation program for employment skills assessment, paid training and job placement services provided by the state			Each June	Activity logs
	4. Serve as a community resource for businesses who seek assistance in providing accommodations				Activity logs
	5. Share employment-related news, training, resources and job opportunities in monthly e-newsletter				Activity logs
	6. Offer Kathy Moody Memorial Scholarships each year to a member who is attending post-secondary training/school	Staff/Board	\$1000		Annual Meeting Awards

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 (IDD), thereby promoting “Quality of Life for All”					
Objective	Activities	Who is Responsible	Estimated Cost/Human Resources	Projected Completion Date	Success Factors
A. The Arc will develop a systematic approach to legislative advocacy	1. Visit elected/appointed officials to advocate for improved policies/services for individuals with IDD	Staff Key volunteers	\$1000	On-going	Activity logs
	1. Work with TAOT Legislative Advocacy department to address proposed legislation locally that affects families of children with IDD	Staff		On-going	Activity logs
B. When consulted about a systemic issue with a public or private community institution, assist the IWD or family with institutional advocacy.	1. Stay engaged with client families and institutions and be available for consultation and assistance as needed, up to 4 individual “cases” or institutions per year.	Director of Advocacy Programs	Normal Operating Expenses	On-going	Activity logs
C. Staff will provide general advocacy to improve the lives of people with IDD	1. Participate in inclusive community awareness events such as Yoga for All and other IDD awareness campaigns through The Arc of Texas and The Arc of US	Staff	Normal Operating Expenses	On-going	Activity logs

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

Objective	Activities	Who is Responsible	Estimated Cost/Human Resources	Projected Completion Date	Success Factors
A. The Arc will facilitate social events for school-age youth and young adults	1. Offer monthly respite night for Fort Bend Co. parents of teens 11 – 18 yrs. The teen will socialize with teen peers & Behavior Technicians (Teen/Tween Social)	Director of Youth Programs	\$6,000	On-going	Attendance sheets and evaluation reports reflecting positive feedback
	2. Offer 1 to 1 Social program for Teens with IDD to socialize with peers (Teen Pals Network)	Director of Youth Programs	Normal Operating Expenses	On-going	Attendance sheets and evaluation reports reflecting feedback
	3. Offer &/or partner with other organizations and businesses to offer inclusive disability-friendly events and activities that families may choose to participate in around their schedule	Director of Youth Programs	Normal Operating Expenses	On-going	In-person meetings, E-mails, announcements at Parent Support Group & community events
B. The Arc will plan and offer TwentySomethings Social programs	1. Plan 4-6 events each year for TwentySomethings members.	Director of Special Olympics & Twenty Somethings	Normal Operating Expenses	On-going	Activity Logs
C. The Arc will offer and promote Adult Social and Recreational programs to members	1. Obtain and submit all required information from participating clients for CDBG administration for Adult Soc Rec and Social Bowling programs. 2. Stay apprised of local events and plan monthly events for Adult Soc	Director of Adult Programs	Normal Operating Expenses	On-going	Event attendance reflected in the Casey Connection

	<p>Rec members. Includes reservations, tickets, etc.</p> <p>3. Send weekly reservation emails to eligible Bowlers. Update the Eligibility list and reservation list each Friday and send attendance link to lead volunteer.</p> <p>4. Complete monthly, semi-annual and annual reports plus a yearly audit for CDBG compliance.</p> <p>5. Enter Social Rec and Bowling attendance on Casey Connection.</p>				
D. The Arc will provide and promote a quality adult Special Olympics program	<p>1. Oversee volunteers, families, coaches and athletes in consult with HOD</p> <p>2. Ensure compliance with SO & The Arc's policies and procedures and paperwork – including all trainings required by Special Olympics for coaches and volunteers</p> <p>3. Facilitate an increase in athletes, sports offered, events, volunteers and funding</p> <p>4. Maintain working relationship with Special Olympics Area & State offices and facility coordinators</p> <p>5. Enter all practices, events and competition attendance into the Casey Connection</p>	<p>Director of Special Olympics</p> <p>Director of Special Olympics</p> <p>Director of Special Olympics</p> <p>Director of Special Olympics</p> <p>Director of Special Olympics</p>	<p>Normal Operating Expenses</p> <p>Normal Operating Expenses</p> <p>Normal Operating Expenses</p> <p>Normal Operating Expenses</p> <p>Normal Operating Expenses</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p>Attendance in Special Olympics events</p> <p>Activity logs</p> <p>Attendance in Special Olympics events</p> <p>Attendance in Special Olympics events</p> <p>Activity logs</p>

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

Objective	Activities	Who is Responsible	Estimated Cost/Human Resources	Projected Completion Date	Success Factors
A. When feasible, The Arc will purchase, maintain and lease homes at rates reflective of Board policy	<ol style="list-style-type: none"> 1. Interview prospective providers and determine the scope of services they offer 2. Obtain financial data reflecting the lessee's fiscal viability 3. Monitor the care and maintenance of each property to assure it is maintained to The Arc's and the neighborhood's standard 4. When leased to a provider, monitor the management of each group home. 	CEO with consultation with the Real Estate Committee	Normal Operating Expenses	On-going	<p>Reports reflecting prospective new clients</p> <p>Reports reflecting financials</p> <p>HOA violations remedied. Bi-yearly inspection reports</p> <p>Problems addressed in a timely fashion</p>
B. When feasible, The Arc will purchase and maintain commercial properties and lease properties at rates reflective of Board policy.	<ol style="list-style-type: none"> 1. Stay in touch with current/prospective providers to ascertain their need for commercial properties 2. When leased to a provider, monitor the management of each commercial property. 	CEO with consultation with the Real Estate Committee	By Board Action	On-going	Property purchased

VI. Strategic Goal: The Arc shall provide effective leadership to insure the financial sustainability of the organization's programs and services through engaging in mission-centric fundraising and continued grant funding to strengthen our financial position

Objective	Activities	Who is Responsible	Estimated Cost/Human Resources	Projected Completion Date	Success Factors
A. The Arc will increase corporate and community participation in events through sponsorships and peripheral volunteering, thereby reducing the organizational risk associated with specific fund-raising activities.	<ol style="list-style-type: none"> Engage area company employees to volunteer at The Arc events Engage Fort Bend Junior Service League, Boy Scout Troup, National Charity League volunteers to volunteer at the Best in the West, Golf Classic and Athletic Banquet. Recruit U of H Sugar Land and Wharton County Junior College volunteers to help in programs/events that interest them 	<p>Board/Staff</p> <p>Board/Staff</p> <p>Board/Staff</p>	Normal Operating Costs	On-going	Increased Corporate Participation
B. Staff/Board will include clients at fundraising events as representatives of The Arc and its mission.	<ol style="list-style-type: none"> Staff will include clients in welcoming guests, volunteering where able, thanking guests for supporting The Arc, etc. 	Staff	Normal Operating Costs	On-going	Pictures taken at events and used to promote following year
C. The Arc will focus on revenue generation and cost reduction associated with specific services and programs.	<ol style="list-style-type: none"> Provide 1-year Family memberships to new graduates – to increase membership base 	Director of Youth Programs	\$500	On-going	# of new members
				On-going	Budget reports

	2. Implement a \$10.00 - \$20.00 ride fee” for athletes who utilize The Arc’s transportation, including fuel reimbursement for private vehicles, to/from Special Olympics events.	Director of Special Olympics	Normal Operating Cost		
D. The Arc will determine the highest and best use of available resources and staff.	1. Assist Self Advocates and advisors to plan and implement their own program or join an existing program at their Day Habilitation location a. Assist with program information and workbooks to be used for meetings. b. Provide information on current programs (Rosenberg Exchange Club) and membership requirements. c. Provide Texas Advocates Conference information for Self-Advocates interested in attending Annual Conference.	Director of Adult Programs	Normal Operating Costs	On-going	Activity Logs
	2. Maintain Educational Advocacy Plan online: a. Add informative & instructional Special Education topic videos to increase parent knowledge & awareness of basic Special Ed concepts. (You Tube & Facebook)	Director of Advocacy Programs	\$500	On-going	PowerPoints & Videos posted on You Tube & Facebook
	c. Website - Educational Advocacy resources page with links to other instructional videos, websites & reputable parent resources.		Normal Operating Costs	On-going	Resources Page on Website

VII. Strategic Goal: The Arc will increase the organizations visibility in the community					
Objective	Activities	Who is Responsible	Estimated Cost/Human Resources	Projected Completion Date	Success Factors
A. Long-Range Planning	1. The Arc will engage with Rice University's MBA Capstone Project to evaluate current needs of our IDD community and determine which current or future programs will address those needs.	Board, Staff, Community Members	\$2000	December 2024	Revised 2024 Operating Plan
	2. Evaluate the needs assessment to determine adjustments to current programs and what future staffing is necessary to implement Capstone Project recommendations that The Arc decides to incorporate.	Board/Staff	TBD in 2024 Operating budget	December 2023	Revised 2024 Operating Plan
B. Community awareness	1. Attend Fort Bend Co. Chamber and other public networking events to raise awareness of The Arc and its mission 2. Membership at local service clubs/orgs. (Sugar Land Rotary Club, Exchange Club)	Board/Staff	Normal Operating Costs	On-going	Activity Logs
C. Media & Publications	1. Press releases to Fort Bend Star, FB Independent, local news channels, radio stations 2. Maintain The Arc's monthly E-newsletter 3. Media appearances	Board/Staff	Normal Operating Costs	On-going	Activity Logs

Award	Name	Nominee's Email	Guest	Guest	Nominator	Nominator's Email	Total #	# Res'd Tables	
Kathy Moody Scholarship	Dylan Alexander	Dbalexan@stthom.edu	Mom		Self		2		
	Noah Alexander	alexannw@stthom.edu	Dad		Self		2		
	Junaid Ali	junaidaly7@gmail.com			self				
	Steven Diep (joined 1/2023)	ha.diep@att.net							
	Kevin Jacob (non-member)	felixdotiacon@gmail.com							
Larry Sharp Service	John Grzywa								
	Trey Sissom	edward.sissom@fortbendisd.com	Wife, Kellie Sissom	Daughter, Kylie Sissom	Larry Lobue		3		
Community Awareness	Michael Kahlenberg & Matthew Hricko	Michael.kahlenberg@fortbendcountytexas.gov	Wife, Vivian				2		
		matthew.hricko@fortbendcountytexas.gov							
		Family?							
	Mary Sotelo	mary.sotelo@texanacenter.com							
Advocay Awards	Jean Torres, Associate Professor & Director of Exceptionality at the University of St. Thomas	torrest@stthom.edu	Husband, Andre Torres	Friend, Beth Barrette	Angela Alexander	axm7762@comcast.net	3		
	Courtney Kalaher & Lauren Dowdy Out Loud Dance	courtney@outloudanddance.com							
		mailto:lauren.a.dowdy@gmail.com							
	Allison Vickery & Cristina Escamos MC Parks & Rec	allison.vickery@missouricitytx.gov							
		cristina.escamos@missouricitytx.gov							
Outstanding Educators	Sharmila Singh	sharmilasingh6@yahoo.co			Nellie Green, C.Choppell Temple, Ph.D chappeltemple01@gmail.	Nelliegreen@me.com			
	Sunila Singhal	sunila.singhal@fortbendisd.com	yes	yes	Sharmila Singh	sharmilasingh6@yahoo.com	3		
	Enobong Usanga	eno.usanga@fortbendisd.com			John Torgersen	jitorg2005@yahoo.com			
	Debra Wingard	debbie.wingard@fortbendisd.com							
	Torivia Hernandez	torivia.hernandez@lcisd.org							

	Charlene Grugus	charlene@trueknight.org							
Outstanding Employers	Chris Frazier, Texas Roadhouse, Rosenberg 281-341-7427	chris.frazier@texasroadhouse.com	Makayla - Accepting		The Arc	gearbecky@gmail.com			
	Shirley Collier, BJ's Restaurant, Sugar Land 281-242-0400	scollier@bjsrestaurants.com			Larry Lobue	ldlobue@aol.com			
	Kroger Foods								
	Vickie Maresh, Texas Burger, Needville								
Outstanding Employees	Chance Geary	gearybecky@gmail.com	Mom	Hannah Przybilla, GiGi Playhouse Teacher	The Arc		3		
	Larryn Lobue								
	Mike Cushenberry								
	Ty Williams						2		
Special Recognition									
Adult Sibling Grp	Megan Neely	megan.geary11@gmail.com					3		
	Kathleen DeBees	kathleendacy.johnston@gmail.com							
Teen Sibling Grp	Zaima Chowdhury	zaimaschowdhury@gmail.com							
	Riya Bhalesha	rbhalesha1@gmail.com							
	Suhani Goswami	suhanigos7@gmail.com							
James Patterson Volunteer of the Year	Debbie Peterson		Bill Peterson	Kristen, Drew & Christina Peterson			5		
Chairman's Award									
				VIP					
Designated Tables				Staff			6		
				Board					
TOTAL							34		

The Arc of Ft. Bend County Balance Sheet

As of February 28, 2023

Feb 28, 23

ASSETS

Current Assets

Checking/Savings

Cash

Julie Rivers	1,971,903.80
Facilities Repairs Account	34,241.85
Credit Card Account	4,652.26
Fundraising (WD)	23,590.80
Money Market	305,347.03
Operating Account	143,589.31
Payroll Account	-1,531.33

Total Cash 2,481,793.72

Total Checking/Savings 2,481,793.72

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	35,563.91
Worker's Comp	836.70

Total Prepaid Insurance 49,729.19

Total Other Current Assets 49,729.19

Total Current Assets 2,531,522.91

Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,220,853.15
Improvements-Homes	364,819.45
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	-2,231,614.92

Total Fixed Assets 3,438,523.93

Other Assets

Contribution to Foundation	218,725.66
Escrow - Rychlik Job Services	2,500.00
Earnest Money	11,000.00

Total Other Assets 232,225.66

TOTAL ASSETS 6,202,272.50

The Arc of Ft. Bend County Balance Sheet

As of February 28, 2023

Feb 28, 23

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable-ARC -79.11

Total Accounts Payable -79.11

Other Current Liabilities

Retirement Plan Payable 545.00

Taxes Payable-SUTA 18.02

Total Other Current Liabilities 563.02

Total Current Liabilities 483.91

Long Term Liabilities

N/P-ARC Fdn (Worley Dr) 216,458.81

Security Deposits Payable 20,840.00

N/P-ARC Fdn (6419 Brazos Glen) 85,141.90

N/P-ARC Fdn (Chapman Falls) 59,023.18

N/P-ARC Fdn (5141 Cotter Ln) 81,798.50

N/P-ARC Fdn (2715 Cypress Impr) 193,784.04

N/P-ARC Fdn (Manorfield) 123,191.49

N/P-ARC Fdn (Rustic Trail) 130,222.10

N/P-ARC Fdn (5618 Wagon Wheel) 105,869.62

N/P-ARC Fdn (Whispering Creek) 231,807.92

N/P-ARC Fdn(2607 WillowSprings) 118,973.40

Total Long Term Liabilities 1,367,110.96

Total Liabilities 1,367,594.87

Equity

Unrestricted Contra R&M Reserve 93,000.00

Unrestricted Net Assets 3,561,658.67

Net Income 1,180,018.96

Total Equity 4,834,677.63

TOTAL LIABILITIES & EQUITY 6,202,272.50

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense						
Income						
Grants - Julie Rivers	1,250,000.00	1,250,000.00				
Facilities Other Income	18,572.58	18,572.58				
Ride fee	0.00	0.00	0.00	0.00	0.0%	350.00
Youth Social	210.00	380.00	170.00	210.00	223.53%	1,000.00
Direct Benefits to Donors	-6,740.00	-6,740.00				
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	884.00	1,519.00	1,000.00	519.00	151.9%	4,800.00
Donations & Contributions	430.31	12,100.97	3,660.00	8,440.97	330.63%	22,000.00
Donations - Designated	260.00	460.00	230.00	230.00	200.0%	1,500.00
Fundraising Event						
Auction / Bid Board Item	553.00	21,553.00				
Donation / Grant	1,000.00	3,250.00				
Sponsorship	0.00	1,500.00				
Tickets / Tables / Teams	2,100.00	3,600.00				
Fundraising Event - Other	0.00	0.00	0.00	0.00	0.0%	407,000.00
Total Fundraising Event	3,653.00	29,903.00	0.00	29,903.00	100.0%	407,000.00
Grant - CDBG Fort Bend	2,455.75	5,334.15	6,130.00	-795.85	87.02%	41,605.00
Grant - FBJSJL	0.00	0.00	0.00	0.00	0.0%	15,000.00
Grants - Other	25,000.00	25,000.00	25,000.00	0.00	100.0%	45,000.00
Membership Revenue	1,195.00	2,099.38	1,000.00	1,099.38	209.94%	6,000.00
Rental Income	31,700.00	76,500.00	76,500.00	0.00	100.0%	459,000.00
Social Rec Fees	680.00	890.00	900.00	-10.00	98.89%	5,400.00
Total Income	1,328,300.64	1,416,019.08	114,590.00	1,301,429.08	1,235.73%	1,009,691.00
Gross Profit	1,328,300.64	1,416,019.08	114,590.00	1,301,429.08	1,235.73%	1,009,691.00
Expense						
Printing and Reproduction	0.00	0.00	0.00	0.00	0.0%	500.00
Casey Connection	2,627.50	2,627.50	1,000.00	1,627.50	262.75%	4,000.00
Auto / Vans - Repairs & Maint.	0.00	0.00	0.00	0.00	0.0%	1,800.00
Advocacy in Action						
Information / Referral	0.00	0.00	0.00	0.00	0.0%	1,100.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Educational Advocacy	0.00	1,132.00	1,132.00	0.00	100.0%	1,372.00
Total Advocacy in Action	0.00	1,132.00	1,132.00	0.00	100.0%	2,472.00
Accounting, Audit, Payroll	367.83	620.41	2,688.50	-2,068.09	23.08%	16,131.00
Advertising & Marketing	109.82	131.14	90.00	41.14	145.71%	550.00
Affiliation/Asso/Mbrship/Certs	0.00	2,808.00	2,808.00	0.00	100.0%	3,353.00
Bank & CC Charges	244.73	367.42	500.00	-132.58	73.48%	6,000.00
Board Expenses	274.32	491.12	1,138.16	-647.04	43.15%	6,829.00
Community Outreach	2,500.00	2,500.00	2,500.00	0.00	100.0%	3,000.00
Conferences	0.00	51.69	75.00	-23.31	68.92%	400.00
Continuing Education/Staff Dev	0.00	0.00	0.00	0.00	0.0%	100.00
Donations / Contributions	200.00	200.00				
Employee Expenses						
Employee Salaries	32,641.94	64,687.81	63,334.50	1,353.31	102.14%	380,007.00
Employee-FICA/Medicare	2,023.82	4,010.66	4,845.16	-834.50	82.78%	29,071.00
Employee-Health/Dental	7,934.49	15,868.98	14,800.66	1,068.32	107.22%	88,804.00
Employee-Medicare	473.32	937.99				
Employee-Retirement Plan	7,305.19	7,305.19	0.00	7,305.19	100.0%	7,600.00
Employee-SUTA	101.18	200.52	1,857.60	-1,657.08	10.8%	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.0%	800.00
Total Employee Expenses	50,479.94	93,011.15	84,837.92	8,173.23	109.63%	510,926.00
Event Expenses	5,807.00	5,807.00	0.00	5,807.00	100.0%	49,055.00
Facilities HOA Fees	0.00	10,268.70	9,850.00	418.70	104.25%	9,850.00
Facilities Prop Mgmt Fees	1,300.00	2,600.00	2,600.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	63,500.64	67,577.43	12,580.00	54,997.43	537.18%	75,500.00
Facilities Utilities	32.08	32.08				
Insurance						
General/Professional Liability	0.00	0.00	0.00	0.00	0.0%	7,261.00
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%	1,437.00
Property	0.00	0.00	0.00	0.00	0.0%	47,863.00
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%	9,624.00
D&O	0.00	0.00	0.00	0.00	0.0%	2,061.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Umbrella	0.00	0.00	0.00	0.00	0.0%	3,979.00
Total Insurance	0.00	0.00	0.00	0.00	0.0%	73,725.00
Interest Expense	5,647.37	8,226.79	11,316.02	-3,089.23	72.7%	11,316.02
Meals & Supplies / Meetings	0.00	0.00	0.00	0.00	0.0%	250.00
Office						
Lease 119 & 123	0.00	465.60	233.00	232.60	199.83%	233.00
Website	124.45	124.45	125.00	-0.55	99.56%	1,000.00
Computer / Software	0.00	0.00	0.00	0.00	0.0%	3,000.00
Copier Lease	454.32	908.64	925.32	-16.68	98.2%	5,552.00
Repairs & Maintenance	366.31	526.31	905.00	-378.69	58.16%	5,430.00
Supplies	116.04	253.79	432.00	-178.21	58.75%	2,600.00
Telephone / Internet	365.74	719.34	712.16	7.18	101.01%	4,273.00
Utilities	847.99	847.99	840.00	7.99	100.95%	5,040.00
Total Office	2,274.85	3,846.12	4,172.48	-326.36	92.18%	27,128.00
PROGRAMS						
PR Youth Respite	130.04	130.04	230.00	-99.96	56.54%	2,600.00
PR Activity/Mtg-Food & Supplies	500.00	829.25	700.00	129.25	118.46%	14,800.00
PR Athletic Banquet	0.00	0.00	0.00	0.00	0.0%	5,200.00
PR Bowling Lane Fees	1,412.50	1,412.50	2,500.00	-1,087.50	56.5%	11,550.00
PR DJ	0.00	0.00	600.00	-600.00	0.0%	3,600.00
PR Equipment, Shirts, Uniforms	0.00	0.00	0.00	0.00	0.0%	3,500.00
PR Fuel	0.00	0.00	60.00	-60.00	0.0%	1,810.00
PR Game / Registration Fees	-325.60	-325.60	0.00	-325.60	100.0%	2,300.00
PR Hotel	0.00	0.00	0.00	0.00	0.0%	27,000.00
PR Other Expenses / Gifts	0.00	162.11	0.00	162.11	100.0%	700.00
PR Parking & Tolls	0.00	0.00	0.00	0.00	0.0%	410.00
PR Practice Facil. / Lifeguards	0.00	0.00	0.00	0.00	0.0%	5,000.00
PR Tickets / Venue Fees	432.00	432.00	3,000.00	-2,568.00	14.4%	18,000.00
PR Training & Background checks	19.98	19.98	0.00	19.98	100.0%	420.00
PR Transportation	0.00	0.00	0.00	0.00	0.0%	7,050.00
PR - Twenty Somethings	0.00	249.11	0.00	249.11	100.0%	2,400.00
Total PROGRAMS	2,168.92	2,909.39	7,090.00	-4,180.61	41.04%	106,340.00
PR Contract Workers	488.00	672.00	1,164.00	-492.00	57.73%	8,360.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2023

	Feb 23	Jan - Feb 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Postage and Delivery	241.13	241.13	400.00	-158.87	60.28%	2,500.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	50.00
Professional Fees - Other	0.00	1,237.50				
Total Expense	138,264.13	207,358.57	145,942.08	61,416.49	142.08%	935,735.02
Net Ordinary Income	1,190,036.51	1,208,660.51	-31,352.08	1,240,012.59	-3,855.12%	73,955.98
Other Income/Expense						
Other Income						
Interest Income	0.00	1,275.04				
Investment Income	40.93	88.55				
Total Other Income	40.93	1,363.59				
Other Expense						
Other Expenses	30,000.00	30,005.14				
Total Other Expense	30,000.00	30,005.14				
Net Other Income	-29,959.07	-28,641.55				
Net Income	1,160,077.44	1,180,018.96	-31,352.08	1,211,371.04	-3,763.77%	73,955.98

The Arc's 2023 Operating BUDGET - Amendment #1

			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance	TOTAL
												-
Ordinary Income / Expense												-
	INCOME											-
		Bowling - Lane Fees			4,800							4,800
		Donations & Contributions		22,000								22,000
		Donations - Designated		400	100	300	200	500				1,500
		Fundraising Events								110,000	297,000	407,000
		Grants	45,000									45,000
		Grant - CDBG Fort Bend			5,355	36,250						41,605
		Grant - FBJSL						15,000				15,000
		Grant - 407 Julie Rivers							1,250,000			1,250,000
		Insurance payment for Brazos Glen							18,573			18,573
		Membership Revenue	6,000									6,000
		Rental - Brazos Glen							-			-
		Rental - Chapman Falls							17,400			17,400
		Rental - Cotter Lane							13,200			13,200
		Rental - Cypress Point Bldg.							96,000			96,000
		Rental - Cypress Point Home							18,000			18,000
		Rental - Grant Dr.							15,600			15,600
		Rental - Industrial							105,000			105,000
		Rental - Julie Rivers							33,000			33,000
		Rental - Manorfield							16,500			16,500
		Rental - Parkview							18,600			18,600
		Rental - River Road							15,000			15,000
		Rental - Russeff Field							16,200			16,200
		Rental - Rustic Trail							24,000			24,000
		Rental - Summerdale							14,400			14,400
		Rental - Thomas Jefferson							15,000			15,000
		Rental - Wagon Wheel							14,400			14,400
		Rental - Whispering Creek							23,400			23,400
		Rental - Willow Springs							16,500			16,500
		Rental - Worley Drive							19,800			19,800
		Riveredge Annual Mortgage Payment							1,036			1,036
		Ride Fees						350				350
		Social Rec Fees				5,400						5,400
		Youth Respite					1,000					1,000
		TOTAL INCOME	51,000	22,400	10,255	41,950	1,200	15,850	1,761,609	110,000	297,000	2,311,264

The Arc's 2023 Operating BUDGET - Amendment #1

		General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance		TOTAL
	EXPENSE											
	Accounting, Payroll Processing	16,131										16,131
	Advertising & Marketing		550									550
	Advocacy in Action											-
	AA Educational Advocacy		1,372									1,372
	AA Information / Referral		1,100									1,100
	Affiliation/ Association/ Membership	3,353										3,353
	Auto / Vans - Repairs & Maintenance	1,800										1,800
	Bank & CC Charges	3,000							800	2,200		6,000
	Board Expenses	6,829										6,829
	Casey Connection		4,000									4,000
	Community Outreach		3,000									3,000
	Conferences		400									400
	Continuing Education / Staff Develop.	100										100
	Employee - Salaries	380,007										380,007
	Employee - SS / FICA & Medicare	29,071										29,071
	Employee - SUTA	4,644										4,644
	Employee - Health & Dental	88,804										88,804
	Employee - Mileage Reimbursement	200			300		300					800
	Employee - Retirement Plan	7,600										7,600
	Employee - Workers Compensation	1,437										1,437
	Event Expenses		5,225						10,000	33,830		49,055
	Facilities - HOA							9,850				9,850
	Facilities - Insurance / Property & Fire							47,863				47,863
	Facilities - Property Management Fees							15,600				15,600
	Facilities - R&M / Improvements							135,469				135,469
	Facilities - R&M / Landscaping											2,400
	Facilities - Utilities											945
	Insurance - Auto	9,624										9,624
	Crime	300										300
	Insurance - Cyber Liability	1,200										1,200
	Insurance - D&O / Fiduciary	2,061										2,061
	Insurance - Liability / General & Professional	7,261										7,261
	Insurance - Umbrella	3,979										3,979
	Julie Rivers - Cleaning							6,500				6,500
	Julie Rivers - Escrow							30,000				30,000
	Julie Rivers - Landscaping							1,500				1,500
	Julie Rivers - Moving Expenses							2,000				2,000
	Julie Rivers - Purchase							1,607,681				1,607,681
	Julie Rivers - R&M							1,838				1,838
	Julie Rivers - Renovations							356,000				356,000
	Julie Rivers - Trash / Recycling Service							1,127				1,127
	Julie Rivers - Utilities							11,360				11,360
	Meetings / Meals & Supplies	250										250
	Notes Payable - Brazos Glen							8,426				8,426
	Notes Payable - Chapman Falls							4,850				4,850

The Arc's 2023 Operating BUDGET - Amendment #1

													-
													-
													-
			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Golf Classic	Western Dance		TOTAL
		Notes Payable - Cotter Lane							8,094				8,094
		Notes Payable - Cypress Point Bldg.							38,486				38,486
		Notes Payable - Manorfield							9,359				9,359
		Notes Payable - Rustic Trail							10,092				10,092
		Notes Payable - Wagon Wheel							8,759				8,759
		Notes Payable - Whispering Creek							16,665				16,665
		Notes Payable - Willow Springs							9,989				9,989
		Notes Payable - Worley							14,531				14,531
		Office - Computer / Software	3,000										3,000
		Office - Copier Lease	5,552										5,552
		Office - Lease	233										233
		Office - Repairs & Maintenance	5,430										5,430
		Office - Supplies	2,600										2,600
		Office - Telephone / Internet	4,273										4,273
		Office - Utilities / Water & Electric	5,040										5,040
		Office - Website	1,000										1,000
		PR Activites/Meetings - Meals, Food & Supplies				3,600	1,000	10,200					14,800
		PR Athletic Banquet			2,200			3,000					5,200
		PR Bowling Lane Fees			11,550								11,550
		PR Contract Workers			2,280	3,000	3,080						8,360
		PR DJ				3,600							3,600
		PR Equipment, Shirts & Uniforms			800	200		2,500					3,500
		PR Fuel	250			360		1,200					1,810
		PR Game / Registration Fees						2,300					2,300
		PR Hotel						27,000					27,000
		PR Other Expenses & Gifts				500		200					700
		PR Parking & Tolls				210		200					410
		PR Practice Facilities / Lifeguards						5,000					5,000
		PR Scholarships & Sponsorships		2,000									2,000
		PR Tickets / Venues / Events				18,000							18,000
		PR Volunteer/Parent Training Expenses & Background checks					300	120					420
		PR Transportation				2,000		5,050					7,050
		PR Twenty Somethings				2,400							2,400
		PR Youth Respite					2,600						2,600
		Postage & Delivery	2,500										2,500
		Printing & Reproduction	250	250									500
		Professional Fees - Legal	50										50
		Professional Fees - Other											500
		TOTAL EXPENSE	597,828	17,897	16,830	34,170	6,980	57,070	2,356,037	10,800	36,030		3,133,643
			(546,828)	4,503	(6,575)	7,780	(5,780)	(41,220)	(594,429)	99,200	260,970		(822,379)
		3-23-2023											

NOTES - 2023 Budget

Ordinary Income/Expense

Income

Bowling - Lane Fee Income	Estimated..Based on new Bowling program and 2022 participation
Donations & Contributions	Estimated: based on donations received in 2022 to date
Donations - Designated	Estimated: based on donations received in 2022 to date
Fundraising Event	Based on 2022 actuals for WD and 2022 actuals for Golf Classic
Grants	Anticipated \$5,000 from Geiger Foundation in addition to misc.grants, \$25,000 grant from George Foundation for Operational expenses
Grant - CDBG Fort Bend	Federal HUD Grant for low income consumers living in restricted areas of Ft Bend County to be used for activites.
	Provided to SR & Bowling Programs to help offset salaries, activity fees, contract staff, & monthly dues
Grant - FBJSJL	Will find out amount and receive check in December 2023
Grant - Julie Rivers	\$750,000 received in 2022 (Not in this Budget) 12/16 \$500,000 from Swinbank, 12/16 \$250,000 from The Harrison Group
	2023: 2/14 \$500,000 The George Foundation, 2/17 \$500,000 Henderson-Wessendorff Foundation, 2/28 \$250,000 The Harrison Group
Insurance payment for Brazos Glen	\$18,572.58 received from insurance to cover foundation. Estimated repair \$15,225
Membership Revenue	Estimate based on past several years: IWD \$20, IND \$35, FAM \$50, CORP \$100, LIFETIME (IND \$500, CORP \$2,000)
Rental - Brazos Glen	None anticipated at this point. Being repaired /renovated
Rental - Chapman Falls	Caregiver \$1,450 per month x 12 months - expires 10/31/2023
Rental - Cotter Lane	All the Little Things Count \$1,100 per month x 12 months - expires 10/31/2023
Rental - Cypress Point Building	Texana \$8,000 per month x 12 months - expires 1/31/2024
Rental - Cypress Point (Home)	Caregiver \$1,500 per month x 12 months - expires 1/31/2023
Rental - Grant Dr.	All the Little Things Count \$1,300 per month x 12 months - expires 10/31/2023
Rental - Industrial	QuVa \$8,750 x 12 months - expires 6/23/2026
Rental - Julie Rivers	Texas Builders Finance / Mke Casey - \$1,500, Hampson Properties - \$1,000, Dan Roth - \$500, Pat Bullard - \$300
Rental - Manorfield Ct.	All the Little things Count \$1,375 x 12 months - expires 1/31/2024
Rental - Parkview Lane	Forgotten Angels \$1,550.00 per month x 12 months - expires 8/31/2024
Rental - River Road	All the Little Things Count \$1,250 x 12 months - expires 7/31/2023
Rental - Russeff Field	All the Little things Count \$1,350 x 12 months - expires 5/31/2023
Rental - Rustic Trail	Ella Brooks \$2,000 per month x 12 months - expires 5/31/2023
Rental - Summerdale	Texana \$1,200 per month x 12 months - expires 8/31/2023
Rental - Thomas Jefferson	Caregiver \$1,250 per month x 12 months - expires 10/31/2023
Rental - Wagon Wheel	Vonda Holmes \$1,200 per month x 12 months - expires 10/31/2023
Rental - Whispering Creek	Caregiver \$1,950 per month x 12 months - expires 5/31/2023
Rental - Willow Springs	All the Little Things Count \$1,375 per month x 12 months - expires 10/31/2023
Rental - Worley Dr.	Forgotten Angels \$1,650.00 per month x 12 months - expires 1/31/2023

NOTES - 2023 Budget

Riveredge Morg. Payment	Purchaser will pay \$1,036.00 annually for 10 years..in September - Last Payment September 2025
Social Rec Fees	Estimated by Nancy / Program Director
Youth Respite	Fees anticipated for Youth Respite participants
Expense	
Accounting, Audit, Payroll processing	REVIEW & 990 by Randy Walker \$13,100 Payroll Services - ADP
Advertising & Marketing	Constant Contact - eblasts (\$21.32 x 4 months, \$53.30 x 8)
Advocacy in Action:	
AA Educational Advocacy	LRP / Special Ed Connect 1 yr. subscription, IEP Notebook, Tabs, Make n Take Parent Training Workshop supplies, Program resources, Adobe
AA Information / Referral	Spring & Fall Resource Fair, Respite event snacks, drinks, prizes, vendor table supplies, Booths or sponsorship items for other conferences and fairs
Affiliation/Asso/Membership/Cert	Arc of US \$2,808, DropBox \$130, Zoom \$300, Rotary \$115
Auto / Vans -Repairs & Maintenance	State Registration & Inspection. Repairs. Regular Maintenance: oil changes, tire rotation, etc.
Bank & CC Charges	Estimate
Board Expenses	Board meeting dinners \$200 x 6, Exit gifts \$100, name badges for new members \$0, snacks for meetings \$100, Boardsource \$129, Survey Monkey \$300, Strategic Plan facilitator \$5,000
Casey Connection	Support & Assistance from Intellitec Solutions
Community Outreach	Sponsorship for "Dream League" \$1,500 & Lamar LL \$1,000, flowers/memorials , Misc. events
Conferences	Karri (Youth & Advocacy) - Family to Family \$75, Positive Futures \$50, TX Legal Digest Bak to School \$ 275
Continuing Education / Staff Dev.	Webinars, Workshops, & Opportunities that might be available to the staff for training & developmental purposes
Employee Salaries	Increases proposed by CEO
Employee FICA/Medicare	7.65% of Gross salaries
Employee SUTA	8.6% of \$9,000 Texas cap per employee
Employee Health & Dental	Health and Dental Insurance
Employee Retirement Plan	Voluntary Contribution made by the Arc of Ft. Bend - 2%/annual salary of eligible employee
Employee Workers Comp	Texas Mutual - Estimate based on rates paid November 2022
Event Expenses	Golf Classic & Western Dance (based on 2022 actuals and current year projections), Awards Dinner
Facilities Insurance - Property/Fire	Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Facilities - Other	Nothing Budgeted - Unanticipated expenses
Facilities - Propert Mgt. Fees	Rychlik Services \$1,300 x 12 months
Facilities - HOA Fees	Actual amounts paid January 2022
Facilities R&M / Improvements	\$4,000 x 16 Homes, \$11,500 - Cypress Pt. Bldg. :includes AC Maint. on all residential properties, Commercial properties A/C Maintenance agreement
Brazos Glen R&M / Improvements	\$60,468.59 added to total Facilities R&M: *Roof replacement \$11,435.65 (received \$11,216.23 check from insurance 12/16/2022)
	*Foundation repair \$15,225.00 (received \$18,572.58 check from insurance 2/17/23) *Remove old tile and install & grout new tile \$6,785.71

NOTES - 2023 Budget

	*Repair sheetrock, tape, float, texture, prime. Paint ceilings, walls, baseboards, doors, door trims & all mouldings \$7,328.57
	*Remove and pour new driveway. Haul away debris \$7,686.00 *Pressure wash exterior, caulk and paint \$4,571.24 *Install new shower door \$865
	*Remove and install new water heater \$2,571.42 *Plumbing \$4,000
Facilities - Utilities	None anticipated
Insurance - Cyber	Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Insurance - D&O/Fiduciary	Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Insurance - Liability Package & Auto	Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Insurance - Umbrella	Based on actual rates paid November 2022 for policy period 11/15/22 - 11/15/23
Interest Expense	Monthly interest expense for mortgage payments. DOES NOT INCLUDE PRINCIPAL - the bottom line of this Operating Budget differs from bottom line total in Quickbooks
Julie Rivers - Cleaning	Empire Cleaning 3x per week - \$650 per month
Julie Rivers - Landscaping	Fort Bend County CSCD Contract \$1,500 Annually
Julie Rivers - Move	\$2,000 Estimated expenses to move from Brooks St. to Julie Rivers
Julie Rivers - Purchase	\$1,607,681.37 at closing
Julie Rivers - R&M	Fresh Air - A/C contract including filters \$612.50 per quarter
Julie Rivers - Renovations	\$356,000 Funds remaining from \$2M grant minus purchase...\$30K escrow & \$10K earnest money paid in 2022. Also includes interest earned
Julie Rivers - Trash / Recycling Service	Republic - \$112.67 per month
Julie Rivers - Utilities	City of SL water - approx \$158 per month, Champion Energy - approx \$925 per month, Centerpoint (parking lot lights) - approx \$53 per month
Meetings / Meals & Supplies	staff meetings, committee meetings, Advocacy - lunches with community members, Arc supporters
Mileage Reimbursement	Estimate
Notes Payable - Brazos Glen	702.13 per month
Noted Payable - Chapman Falls	404.17 per month
Notes Payable - Cotter Lane	674.48 per month
Notes Payable - Cypress Point Bldg.	3,207.20 per month
Notes Payable - Manorfield Ct.	779.92 per month
Notes Payable - Rustic Trail	840.97 per month
Notes Payable - Wagon Wheel	729.88 per month
Notes Payable - Whispering Creek	1,388.76 per month
Notes Payable - Willow Springs	832.41 per month
Notes Payable - Worley Dr.	1210.94 per month
Office - Computer/Software	PC repair - PARTS ONLY / NO LABOR, Computer/Software supplies or equipment, \$2,323 Dynamic 365 subscription (13 licenses)
Office - Copier Lease	Base Charge \$454.32 x 12 months (\$5,451.84) \$100 misc....excess prints, etc. ** Price will most likely increase in May when lease expires and we have to get new copier & negotiate new contract
Office - R&M	Cleaning 123 Brooks \$4,250 (\$85 x 50 weeks), 119 Brooks (\$100 x2 times per year), Misc repairs & maint \$500., A/C maintenance contract w/ Mesa Mechanical \$480

NOTES - 2023 Budget

Office - Supplies	General Office Supplies: copy paper, pens, cleaning supplies, misc items for office, etc.
Office - Telephone / Internet	Nextiva Phone \$201.77 x 12 months = \$2,421.24 Comcast Internet \$154.29 x 12 months = \$1,851.48
Office - Utilities / Water & Electric	123 & 119 Brooks St. Electric \$3,900 - based on average of bills provided by the City of Sugar Land, Water \$1,140 - based on average of bills from 2021 & 22
Office - Website	Support & Hosting
Postage and Delivery	Estimate based on 2019-2022 expenses: meter rental, supplies, Postage refills, bulk mailings, Western Dance & Golf mailouts, Permit fee
PR Activity/Mtg. Exp. - Food & Supplies	SR - supplies, meals, snacks, drinks; SO - meals, snacks, drinks, water, ice (mostly for state games)
	Youth - Pizza Party, Swim Party, Safety Bingo, Magic Show, Sibling Event
PR Athletic Banquet	Estimate based on past years. Expenses are split between Special Olympics and Bowling Program.
PR Bowling Lane Fees	Estimated by Nancy...based on average bowler participation in 2022
PR Contract Workers	Contract workers & Drivers for monthly activities & events, Bowling and Respite staff
PR DJ	Social Recreation monthly dances, Holiday Formal, and Karaoke
PR Equipment, Shirts, Uniforms	Uniforms & Equipment for Special Olympic Sports, SR - shirts for Contract Drivers, Bowling shirts
PR Fuel	Fuel for Arc vans used for Social Rec activities and Special Olymoics travel; as well as office use
PR Game / Registration Fees	State Games: Summer, Fall & Winter
PR Hotel	Special Olympics State Games
PR Other Expenses & Gifts	SR - Christmas gift cards for Drivers, misc Youth - Volunteer Recognition
PR Parking & Tolls	SR - Activities SO - State / Regional Games & Area Tournaments
PR Practice Facilities / Lifeguards	Facilities / Field Rentals
PR Scholarships	Two \$1,000 Kathy Moody Scholarships to be awarded at the Awards Dinner
PR Tickets/Venue Fees	Social Recreation Monthly Activities

Real Estate Committee
MEETING MINUTES
February 1, 2023
119 Brooks Street 8:30 AM

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

Absent: P. Bullard, M. Casey

Guest: M. Rychlik

Staff: L. LaVigne

1. Brazos Glen Insurance Coverage: Insurance paid \$11, 216.23 for the roof and \$18,092 for the foundation damage. M. Rychlik presented an estimate for total repairs (Roof replacement, foundation repair, plus \$27,307.94 in additional repairs including sheetrock repair, complete interior and exterior painting, new concrete driveway, shower door, water heater...) totaling \$53,967.94. The R/E Committee discussed (a) the options of selling and/or repairing; (b) the current demand for the house from service providers; etc. Committee asked H Marshall to comment on The Arc's finances to cover the additional costs and he noted that this indeed would be a large repair cost early in the year, likely to cause The Arc to exceed its R & M budget before end of year. The R&M reserve will be significantly depleted by the payment of the Industrial roof replacement, but there would be some funds available. (Laura also reported the completion of the Industrial roof and provided before and after photos of the roof to show the committee). After this discussion, it was agreed by the committee to proceed with repairs of Brazos Glen
Action Item: Committee recommends to the Board that The Arc proceed with the repair and renovations of 6419 Brazos Glen.
2. Income/Expense Report: January 2023 YTD report was reviewed. Report accepted by the committee.
3. Lease Renewals: Next renewal is Summerdale on April 30, 2023. Summerdale is on a 6-month lease to Texana. J. Patterson suggested we wait until closer to the renewal date to decide on a lease amount. It may be that the CDBG grant requesting funds to install a sprinkler system will be approved, Texana can house a 4th client at that location. If so, the rent will increase.
4. Update on Grants received and purchase of 407 Julie Rivers: Laura reported the status on each of the four large grants as follows:
 - a. Swinbank funds have been received;
 - b. \$250,000, ½ of the Harrison Interests funds, have been received. Mr. Ed Knight requested that Laura notify him of our closing date (once established) so that he can provide the remaining ½ of committed funding;
 - c. The George Foundation approved the total of both the \$500,000 Capital Grant and the \$25,000 Operating Grant requests. Both are expected to be funded at the end of February;

d. Laura expects to hear from Henderson - Wessendorff by Friday, Feb 4.

Assuming all grants are fully funded, and based on the purchase price of \$1,650,000, there will be an excess of approximately \$350,000 (less closing costs) which will be established as a Repair & Maintenance reserve for the Julie Rivers building. Hal noted that in our site visit with The George Foundation, Quynh-Anh McMahan made a point that we maintain a healthy reserve for the building as real estate repair and maintenance costs can be significant. She even suggested that we ought to consider raising more capital for the R&M reserve.

5. T. Zafar explained that there is now a new title company to handle the closing, and he has reviewed the new title commitment. Only issue for discussion was the access easement and parking sharing agreement. The PCA inspection reflected \$15,900 in total non-critical repair costs, which Hal briefly reported as concrete/expansion joint repair and sealant; re-stripe parking lot (\$3,900) roof repair and maintenance (\$5,000) and electrical/breaker box work (\$7,000). Hal and Laura to follow up from Mesa Mechanical to get some additional clarity on four items noted by Mesa in its inspection. J. Patterson shared comments from the engineer inspection that the foundation is good. Committee discussed asking the seller for a reduction in price (or a donation to The Arc) for the \$15,900 from the PCA report plus the Mesa inspection (final numbers to be provided by Mesa in 24 hours) to cover the repairs of items in these reports. It was discussed and agreed that no ADA costs are to be part of our negotiation/request for a cost reduction, as the ADA non-compliance issues were discussed and disclosed prior to signing the contract.

Action Item: Committee recommends the Board grant T. Zafar the authority to continue working with the seller to negotiate the price, set a closing date, and let The Arc know when to pay the additional earnest money for the 30-day extension.

(L. Lobue will send a notice to The Arc Board approve this action.)

Next Meeting: March 01, 2023

Real Estate Committee
MEETING MINUTES
March 8, 2023
119 Brooks Street 8:30 AM

Present: T. Zafar, Chair; R. Cushenberry; J. Gortney, H. Marshall J. Patterson;

Absent: P. Bullard, M. Casey, L. Lobue

Staff: L. LaVigne

1. Brazos Glen: Committee discussed insurance payments received for the repair of the foundation and the roof. Hal will contact Allied Foundation to ascertain the difference between their bid and the two others. Committee already agreed to move forward with the repairs at the last meeting.
2. Income/Expense Report: February 2023 YTD report was reviewed. Committee asked if Julie Rivers property could be added to the report. A separate report will be generated each month for the committee because the "line items" are unique to the purchase. Report accepted by the committee.
3. Lease Renewals:
 - a. Summerdale lease expires 4/30/2023. We are waiting on the county to approve the CBDG funding to install a sprinkler system in this home. Committee agreed for R. Cushenberry to research costs of a sprinkler system so that we would be ready when grant is approved.
 - b. Rick will provide CMAs to the committee on the next homes coming up with expiring leases.

Action Item: Committee recommends the board continue the current lease on month-month basis until we hear back from the County about the CBDG funding. Motion passed.

4. Closing on Julie Rivers: Tariq reported the closing was simple and completed quickly.

Next Meeting: April 05, 2023

2023 Calendar of Board Meetings & Special Events

January 26	Board Meeting	6:00 pm Meeting
March 27	Board Meeting	6:00 pm Meeting
April 24	Annual Awards Dinner	6:00 pm
May 15	Board Meeting	6:00 pm
May 22	Golf Classic	10:30 am SWCC
June 26	Annual Board Meeting	6:00 pm Meeting
July 24	Board Meeting	6:00 pm Meeting
September 25	Board Meeting	6:00 pm Meeting
November 11	Best in the West	6:00 pm George Ranch Arena
December 18	Board Meeting	6:00 pm Meeting