



**Annual Board Meeting Agenda  
123 Brooks St.  
June 27, 2023 (Dinner 5:30 pm)**

- I. Call to Order– L. Lobue
- II. Welcome Guests – L. Lobue
- III. Public Comment
- IV. **Consent Agenda – L. Lobue**
  - A. Board Meeting Minutes – 03.27.2023
  - B. Executive Committee Meeting Minutes 06.14.2023

**Action Item:**  
**Approve Consent Agenda**
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. CEO Report  
Program Highlights March, April May 2023
- VII. Committee Reports: L. Lobue
  - A. Executive Committee – L. Lobue  
Retiring Board Member, Charlie Huber (2014 – 2023)
  - B. Governance Committee – A. Johnston
    - 1. Installation of Officers July 1, 2023 – June 30, 2026 – L. Lobue
      - a. Hal Marshall, Chairman
      - b. Tariq Zafar, Vice Chairman
      - c. Megan Neely, Treasurer
      - d. Traci Duez, Secretary
    - 2. 2023 Draft Operating Plan
    - 3. Code of Ethics & Conflict of Interest Documents
    - 4. Rice University Capstone Project Update

**Action Items:**

    - I. Approve Installation of Officers**
    - II. Approve 2023 Operating Plan**
  - C. Internal Committee Report – H. Marshall
    - 1. Budget and Finance Committee: (S. Lee Absent) H. Marshall
      - a. May 2023 YTD Financials
      - b. 2022 Income and Functional Expense Reports

**Action Item: Approve May 2023 YTD Financials**
    - 2. Real Estate Committee - T. Zafar (Closed Session)
      - a. 05/03/2023 Real Estate Committee Minutes

**Action Item: Committee recommends the board approve the following lease agreements:**

      - 1. Russeff Field lease increased from \$1350 to \$1450 per month for 2-year lease**
      - 2. Whispering Creek lease increased from \$1950 to \$2000 per month for 2-year lease**

3. Rustic Trail: After receiving a request from the tenant, committee met and discussed the following agreement: Rustic Trail lease will remain at \$2000 per month for May, June and July. In August, 2023, lease will increase to \$2100 per month for either a 1 or 2- year lease (tenant choice).

- b. 06/07/2023 Real Estate Committee Minutes

Action Item: Committee recommends the board approve the River Rd lease increased from \$1250 to \$1350 per month.

- VIII. Old Business – L. Lobue  
Golf Classic Update
- IX. New Business – L. Lobue
- X. Adjourn

**Next Board Meeting: July 24, 2023**



Board of Directors Annual Meeting  
March 27, 2023  
Meeting Minutes

- I. Call to Order and Determination of Quorum: Larry Lobue, Chairman, did not attend. Vice Chair, Hal Marshall established a quorum was present and began the meeting at 6:05 p.m.

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

- II. Welcome Guests: Hal thanked everyone for attending. No guests were present.
- III. Public Comment: None
- IV. Consent Agenda:
- A. Board Meeting Minutes – 01.26.23 - Motion was made by Megan Geary to accept Consent Agenda item. Seconded by Kevin Casey. **Motion approved.**
  - B. Executive Committee Meeting Minutes – 03.15.23 - Motion was made by Sharon Lee to accept Consent Agenda item. Seconded by Megan Geary. **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 January & February 2023. Karri's had 22 hours in January and 9 hours in February for Parent Contacts & Visits. Her Outreach in the community totaled 17.10 hours. Karri's Education Advocacy hours were 35.6 hours. She met with LCISD to discuss Transition Services, met with FBISD to plan the Adult Transition & Resource Fair and she attended the Katy ISD Adult Transition Resource Fair. MOKA continues to meet via Facebook. Karri & Laura visited the Texana Learning Center in Rosenberg to determine space for 18+ students in ISD's Adult Transition programs. Megan Neely asked about an update on the Adult Transition issue in LCISD and FBISD. Laura provided the update and stated that she and Karri will be meeting with Deena Hill of FBISD and her Special Education team next week. Recreational Bowling is still picking up with an average of 32 bowlers. The Special Olympics Bowling program will now be managed by volunteers Eilene & Steve Brown. Bowling will be added to the State Rotation for competition. Basketball has begun and practices are being held at Travis High School. We have asked to have Track &Field practice at Travis High School also. Volleyball teams attended State Games in Bee Case, Tx. Laura has been busy with the anticipated purchase of 407 Julie Rivers Dr. She was able to transfer the utilities to The Arc's name. Selesky Pest Control will provide pest control free of charge again. Laura met with the fire department and failed inspection. Fire extinguishers must be added to Julie Rivers plus a sign is needed on the electrical closet door.

Laura met with Mike Dobert of HR in Alignment via conference call to discuss independent contractor vs employee status as it applies to our Social Recreation program. Findings were summarized and Laura contacted Marilyn Ewing to explain why The Arc could not contract Texana van drivers to transport & supervise clients to our Social Recreation events.

- B. Laura was notified that The Arc was accepted into the Rice University Capstone project. She gave a brief overview of The Arc to the Professor and informed her that The Arc is financially stable. The Capstone project is from April to June 2023. The final presentation will take place in June and the Board is invited to attend.
- C. Laura stated that the meeting with SWCC went well and they explained the set up for Golf Classic. John Grzywa attended the meeting also and informed SWCC that he would be paying for all of the tournament expenses.

## VII. Committee Reports:

### A. Governance Committee: A. Johnston

- 1. Ann Johnston asked the Board to review the 2023 Draft Operating Plan and provide comments to Laura no later than April 7. Ann further stated that the plan has been reviewed by the Executive Committee. Hal stated that the 2024 Operating Plan will be developed with recommendations made by the Capstone Project.
- 2. Ann Johnston gave an overview of the Kathy Moody Memorial Scholarship Fund which began with a \$20,000 donation in 2015. So far, \$9500 in scholarships has been awarded. The Arc is offering a 2023 scholarship and has received 5 applicants. Interviews with applicants took place at The Arc's office and two recipients were chosen to receive \$1000 each toward their education at St Thomas University. Two thousand dollars was put in the budget.
- 3. Laura stated that she has received 34 nominations and is determining who will receive awards. She asked the board to place the date of April 24 on their calendars to attend. Some board members will be asked to present awards and Laura will provide a script. Cheryl and Laura will orchestrate the entire event. Mary Favre has volunteered to photograph the event.

### B. Internal Committee: H. Marshall

- 1. Budget & Finance – S. Lee
  - a. Sharon reviewed the February 2023 YTD Financials. Motion made by committee to approve the February 2023 YTD Financials. **Motion Approved.**
  - b. Hal distributed a confidential document to the board which listed sources and uses of funds for the purchase of 407 Julie Rivers Dr. Hal asked the board to return documents to him.
- 2. Real Estate Committee – T. Zafar was not in attendance. Hal Marshall presented. No guests were present, so the committee did not go into closed session.
  - a. Motion made by committee to ratify recommendation to proceed with the repair and renovations to 6419 Brazos Glen. **Motion Approved.**
  - b. Motion made by committee to ratify recommendation to grant Tariq Zafar the authority to continue working with the seller of 407 Julie Rivers 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). **Motion Approved.**
  - c. Motion made by committee to continue current lease of \$1200/month for Summerdale on a month-to-month basis until we hear back from the County about the CDBG funding. **Motion Approved.**

## VIII. New Business:

- A. Laura indicated that a *revised* 2023 Calendar of Events for the board was in the board packet.

IX. Adjourn: Meeting adjourned at 7:35 p.m.

Submitted By:  
Cheryl Olivier  
Executive Assistant

Attested to:  
Ann Johnston  
Secretary, Board of Directors

**The next board meeting is May 22, 2023**



Executive Team Meeting Minutes  
June 14, 2023  
Start time 4:57 p.m. - Adjourned 6:34 p.m.  
The Arc Office

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

**1. Internal Committee Report**

- a. Budget & Finance: S. Lee
  - i. May 2023 YTD Financials – reviewed and discussed. Lee discussed donations received and fixed assets. **Action Item – Approve Financials.**
  - ii. Discussed facilities repairs account along with employee retirement plan expenses of which LaVigne will review and report findings.
- b. Real Estate Committee Meeting: T. Zafar
  - i. Discussed Julie Rivers Drive - Zafar discussed the build operations and expenses. Discussed the remodel status.
  - ii. Zafar reviewed the Real Estate Committee meetings.
  - iii. Reviewed lease renewals for Board approval for the following properties: Russeff Field, Rustic Trail and Whispering Creek. **Action Item – Approve Lease Renewals.**
  - iv. Zafar discussed the repairs needed to the Brazos Glen property and the Real Estate Committee's next steps.
  - v. Johnston asked for clarification on UBIT regarding Rice Capstone.

**Action Items:**

- i. **Approve May 2023 YTD Financials**
- ii. **Approve three lease renewals:**
  - a) **Russeff Field**
  - b) **Rustic Trail**
  - c) **Whispering Creek**

**2. Governance Committee – A. Johnston**

- a. Installation of Officers and New Board Members – LaVigne presented Huber's proposed officers and new board members and discussions were held.
- b. The CEO Evaluation was deferred pending presentation to CEO.
- c. The Board Self Evaluation results were presented.

3. **CEO Report:** L. LaVigne

- a. LaVigne requested approval for the Draft 2023 Operating Plan. Those present agreed on approval. **Action Item – Approve Draft 2023 Operating Plan.**
- b. LaVigne provided those present with an update on the Julie Rivers Building Refresh.

**Action Item:**

**Board Approval of 2023 Operating Plan.**

4. **June 27, 2023 – Board Meeting Agenda:** L. Lobue  
Agenda reviewed and discussed.

**Next Executive Committee Meeting:  
Wednesday, July 14, 2023  
4:45 p.m.  
The Arc Office**

**CEO Report**  
**March, April, May 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:

March, April, May, 2023 Contacts:

General Info & Referral: 11 (4.4 hrs.); 13 (5.3 hrs.); 25 (11.2 hrs)

Special Ed: 14 (13 hrs.); 9 (5.5 hrs.); 25 (17.5 hrs)

IEP Reviews/Consultations: 5 (7.2 hrs.); 9 (14.3 hrs.); 7 (10.2 hrs)

ARD Meeting/Prep: 2 (7 hrs); 5 (3.1 hrs); 2 (2.9 hrs)

18+ Advocacy: 3 (2.2 hrs.); 7 (5.0 hrs.); 5 (3.8 hrs)

Guardianship: 1 (.40 hrs); 1 (.60)

Life Planning: 1 (2.2 hrs)

Adult Services (Provider/Day Hab/SSI/Medicaid): 4 (2 hrs.); 3(1.7 hrs.); 8 (4.0 hrs)

Employment: 1 (.30 hrs.); 4 (1.80 hrs); 1 (.60 hrs)

Outreach: 12.50 hours; 36 hrs; 12 hrs (Attend community events, vendor fairs, create Community Happenings, social media articles, videos, virtual events)

Total Education Advocacy Hours in: Jan - May 2023: 126.6 hrs

3/3/23 – Attend ARD Meeting w/ LCISD Parent & Student **re: 18+ Adult Transition Program (ATP)** reduction in services.

3/29/23 – Meeting w/ Fort Bend ISD Sped Directors about **18+ ATP reduction in services.**

Spring 2023 Parent Presentation Meetings

3/9/23 – Netsmart Parent Presentation – Lindsay Castellanos – Child Advocates Fort Bend (Registered: 9 Attended: 5)

4/27/23 – Community First Choice – Maribel Burgos – Texana Center (Registered: 19 Attended: 13)

5/11/23 – Individualized Skills and Socialization – Kevin Barker – Texana Center (Registered: 18 Attended: 12)

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

Professional Development:

3/29/23 – “Employment First” Training – Texas Health & Human Services

3/30/23 – ABA Training by U of H Clear Lake Autism Center

In April, Karri and I traveled to Austin to “staff” The Arc’s table at the Capitol building. We were there with several other local chapters and TAOT to meet with legislators. Karri and I met personally with Representatives Jetton, Lalani and Kitzman. We talked to them about several issues of interest, but especially the low reimbursement rates for Direct Care Professionals (DCPs).

- 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

**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:

March 04 – 35	April 01 – 29	May 06 - 34
March 11 – 32	April 08 – 34	May 13 - 29
March 18 – 31	April 15 – 33	May 20 - 33
March 25 – 34	April 29 – 29	May 27 - 37

Social Recreation, Special Olympics & TwentySomethings:

03/07– Houston Rodeo – New Kids on the Block– 50 Social Recreation members and family attended.

04/15 – Disney on Ice – 35 Social Recreation members and family or staff attended.

04/23 – Arabia Shrine Circus – 48 Social rec members and family or staff attended.

05/26 - Sugar Land Space Cowboys game – 56 Social Recreation members and family or staff attended.

Special Olympics:

In March, confirmed all athlete waiver forms and current medicals for all Spring Sport athletes. (Track & Field, Soccer & Tennis). Each practice/competition will be entered into the Casey Connection so that we can track attendance.

- 03/04 - Basketball Competition held at Alvin High School. We took 3 teams and they all medaled.
- 03/21 - Tennis practices started. We have 11 athletes enrolled in our tennis program and this is the 3<sup>rd</sup> year that Missouri City Parks & Rec has hosted tennis. Tennis continues through May 16.
- 03/21 - Soccer practices started. We have two soccer teams
- 03/21 - Track & field practices started. We have 17 people signed up for track & field.
- 03/25 - Regional Basketball in Pearland. Our 3 teams competed & all did well.

In April, completed corrections on all entries for Track & Field and Soccer that were submitted and returned from the State Office. Coordinated meals and transportation for Spring Games in Baytown for our Soccer and Track & Field athletes.

04/22 - Track & Field and Soccer Competitions at Spring Games in Baytown . We had 16 track athletes and two soccer teams. Everyone played hard and did well.

In May, I began coordinating all fall sports: Aquatics, Bocce, Golf & Softball. This included confirming facilities for all 4 sports. This year, Aquatics practices will be at the George Ranch HS pool. Both Lamar Natatorium and Terry HS pools are unavailable due to maintenance.

05/22 – 8 Golf athletes attended the Golf Classic fundraiser at SWCC. They welcomed the golfers, thanked them for their support and wished them luck upon their departure to the holes. The athletes were excited about attending. This was their second year to participate in the event.

Adult Sibling Support Group:

4/3/23 – Texas Roadhouse Rosenberg - 6 pm, Registered: 6 Attended: 4

Teen Sibling Connection Support Group

4/14/23 – Christ Church Sugar Land 5:30 – 7:30 pm, Registered: 5 Attended: 3

#### Teen/Tween Social: 5:30 – 7:30 pm Christ Church Sugar Land

- 50<sup>th</sup> Teen/Tween Social: 03/03/2023: Teens: 18 Registered – 15 attend (3 - 1<sup>st</sup> time attendee), Volunteers: 29 Registered – 20 attend (2 Adults, 18 Teens). 0 – 1<sup>st</sup> Time Vol.)
- 04/1/2023: 03/31/2023: Teens: 14 Registered – 11 Attend (2 – 1<sup>st</sup> time attendees), Volunteers: 32 Registered – 23 attend (6 Adults, 17 Teens). 8 – 1<sup>st</sup> time Vol.
- 05/05/2023: Teens: 15 Registered – 11 attend (1 - 1<sup>st</sup> time attendee), Volunteers: 31 Registered – 18 attend (4 Adults, 14 Teens). 4 – 1<sup>st</sup> Time Vol.)

#### TwentySomethings:

- 03/21 - event at Christ's Church - 13 TwentySomethings attended. We played games and participated in "gym- time" with the "Dance Out Loud" instructor. The games and a pizza dinner were enjoyed by all.

#### Teen Pals Network:

3 teens matched with volunteers

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

I have spent time in Mar, April and May with the Real Estate sub committee and Jamie Knight, architect, to discuss and plan what needs to be done at Julie Rivers building to make it suit The Arc's needs.

I visited the Brazos Glen home with Mike Rychlik, The Arc's Property Manager, to assess the damage caused by repairing the foundation. We assessed the interior and made a list of needed renovations to make the house ready for another provider or for the general public.

#### **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.**

In March, I began planning the return of the Annual Awards Dinner, scheduled for April 24. Notices were sent to the community, members and parents of children with IDD to gather nominations. The Kathy Moody Memorial Scholarship(s) were also presented at the dinner.

Also, in March, we began planning the 2023 Golf Classic. New date and new location. We met with the contact at SWCC to determine needs and costs. Also began bi-weekly planning meetings.

In March, a team from the board and I began meeting with 2 teams of Rice University MBA students, as The Arc was accepted in their Capstone Project. The project consists of the students analyzing current programs and services and making recommendations for the development of our next, 5-year Strategic Plan. Project involved weekly, 2-hour ZOOM meetings with the two teams beginning in April. Final projects will be presented June 20.

On April 25, Larry, Karri and I attended Commissioner's Court to accept a proclamation from County Judge KP George. Judge George thanked us with a donation of \$500 for the work we do for families with children who have autism.

#### Community Development Block Grant:

February Reimbursement:	March Reimbursement:	April Reimbursement:
Personnel- \$ 2544.35	Personnel- \$ 2270.76	Personnel- \$ 2462.27
Fees & Services - \$ 526.50	Fees & Services - \$ 992.00	Fees & Services - \$ 1349.00
Contract Staff - \$ 240.00	Contract Staff - \$ 360.00	Contract Staff - \$ 300.00

**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

<b>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”</b>					
<b>Objective</b>	<b>Activities</b>	<b>Who is Responsible</b>	<b>Estimated Cost/Human Resources</b>	<b>Projected Completion Date</b>	<b>Success Factors</b>
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

<b>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</b>					
<b>Objective</b>	<b>Activities</b>	<b>Who is Responsible</b>	<b>Estimated Cost/Human Resources</b>	<b>Projected Completion Date</b>	<b>Success Factors</b>
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> <ol style="list-style-type: none"> <li>Send weekly reservation emails to eligible Bowlers. Update the Eligibility list and reservation list each Friday and send attendance link to lead volunteer.</li> <li>Complete monthly, semi-annual and annual reports plus a yearly audit for CDBG compliance.</li> <li>Enter Social Rec and Bowling attendance on Casey Connection.</li> </ol>				
D. The Arc will provide and promote a quality adult Special Olympics program	1. Oversee volunteers, families, coaches and athletes in consult with HOD	Director of Special Olympics	Normal Operating Expenses	On-going	Attendance in Special Olympics events
	2. Ensure compliance with SO & The Arc's policies and procedures and paperwork – including all trainings required by Special Olympics for coaches and volunteers	Director of Special Olympics	Normal Operating Expenses	On-going	Activity logs
	3. Facilitate an increase in athletes, sports offered, events, volunteers and funding	Director of Special Olympics	Normal Operating Expenses	On-going	Attendance in Special Olympics events
	4. Maintain working relationship with Special Olympics Area & State offices and facility coordinators	Director of Special Olympics	Normal Operating Expenses	On-going	Attendance in Special Olympics events
	5. Enter all practices, events and competition attendance into the Casey Connection	Director of Special Olympics	Normal Operating Expenses	On-going	Activity logs



**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"> <li>1. Interview prospective providers and determine the scope of services they offer</li> <li>2. Obtain financial data reflecting the lessee's fiscal viability</li> <li>3. Monitor the care and maintenance of each property to assure it is maintained to The Arc's and the neighborhood's standard</li> <li>4. When leased to a provider, monitor the management of each group home.</li> </ol>	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"> <li>1. Stay in touch with current/prospective providers to ascertain their need for commercial properties</li> <li>2. When leased to a provider, monitor the management of each commercial property.</li> </ol>	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"> <li>Engage area company employees to volunteer at The Arc events</li> <li>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.</li> <li>Recruit U of H Sugar Land and Wharton County Junior College volunteers to help in programs/events that interest them</li> </ol>	<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"> <li>Staff will include clients in welcoming guests, volunteering where able, thanking guests for supporting The Arc, etc.</li> </ol>	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"> <li>Provide 1-year Family memberships to new graduates – to increase membership base</li> </ol>	Director of Youth Programs	\$500	On-going	# of new members
				On-going	Budget reports

# Operating Plan 2023

DRAFT to BOARD

	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

E. Staff will determine the best means of communicating and promoting the mission, activities and needs of The Arc.	1. Maintain contact with Click and Create (current vendor) to assess efficiency and effectiveness of all current forms of communication – E-newsletter, Facebook, and Twitter. Make recommendations for revisions.	Staff	\$1000	December 2023	Updated Website and all communication driving readers to the website
F. Board will consider leasing properties at market rate to the general public when a provider is not available	1. Advertise property through HAR	Board/Staff	Normal Operating Costs	On-going	All Properties Leased

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

# The Arc of Ft. Bend County

## Balance Sheet

As of May 31, 2023

May 31, 23

### ASSETS

#### Current Assets

##### Checking/Savings

##### Cash

Julie Rivers	358,443.77
Facilities Repairs Account	34,342.93
Credit Card Account	7,379.04
Fundraising (WD)	52,751.63
Money Market	239,829.53
Operating Account	158,165.70

Total Cash 850,912.60

Total Checking/Savings 850,912.60

##### 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 900,641.79

#### 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	1,000.00

Total Other Assets 222,225.66

TOTAL ASSETS 4,561,391.38

### LIABILITIES & EQUITY

#### Liabilities

# The Arc of Ft. Bend County

## Balance Sheet

As of May 31, 2023

May 31, 23

<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable-ARC	-28.60
<b>Total Accounts Payable</b>	-28.60
<b>Other Current Liabilities</b>	
Retirement Plan Payable	595.00
Taxes Payable-Fed W/H	43.20
Taxes Payable-SUTA	18.02
<b>Total Other Current Liabilities</b>	656.22
<b>Total Current Liabilities</b>	627.62
<b>Long Term Liabilities</b>	
N/P-ARC Fdn (Worley Dr)	215,527.39
Security Deposits Payable	20,840.00
N/P-ARC Fdn (6419 Brazos Glen)	84,104.47
N/P-ARC Fdn (Chapman Falls)	58,559.80
N/P-ARC Fdn (5141 Cotter Ln)	80,801.93
N/P-ARC Fdn (2715 Cypress Impr)	186,572.18
N/P-ARC Fdn (Manorfield)	122,382.21
N/P-ARC Fdn (Rustic Trail)	129,349.47
N/P-ARC Fdn (5618 Wagon Wheel)	104,989.98
N/P-ARC Fdn (Whispering Creek)	230,535.90
N/P-ARC Fdn(2607 WillowSprings)	117,970.20
<b>Total Long Term Liabilities</b>	1,351,633.53
<b>Total Liabilities</b>	1,352,261.15
<b>Equity</b>	
Unrestricted Contra R&M Reserve	93,000.00
Unrestricted Net Assets	3,551,658.67
Net Income	-435,528.44
<b>Total Equity</b>	3,209,130.23
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,561,391.38</b>

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

	<u>May 23</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Grants - Julie Rivers	0.00	1,250,000.00				
Facilities Other Income	0.00	18,572.58				
Ride fee	0.00	140.00	140.00	0.00	100.0%	350.00
Youth Social	110.00	690.00	700.00	-10.00	98.57%	1,000.00
Direct Benefits to Donors	0.00	-6,740.00				
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	0.00	3,008.00	2,650.00	358.00	113.51%	4,800.00
Donations & Contributions	1,317.95	31,290.06	9,150.00	22,140.06	341.97%	22,000.00
Donations - Designated	60.00	570.00	320.00	250.00	178.13%	1,500.00
<b>Fundraising Event</b>						
Auction / Bid Board Item	250.00	21,883.00				
Donation / Grant	400.00	3,650.00				
Sponsorship	2,700.00	4,450.00				
Tickets / Tables / Teams	4,500.00	9,300.00				
Fundraising Event - Other	28,483.11	55,804.02	70,000.00	-14,195.98	79.72%	407,000.00
<b>Total Fundraising Event</b>	36,333.11	95,087.02	70,000.00	25,087.02	135.84%	407,000.00
Grant - CDBG Fort Bend	0.00	15,312.43	16,460.00	-1,147.57	93.03%	41,605.00
Grant - FBJSJL	0.00	0.00	0.00	0.00	0.0%	15,000.00
Grants - Other	0.00	25,000.00	25,000.00	0.00	100.0%	45,000.00
Membership Revenue	400.00	4,653.38	2,500.00	2,153.38	186.14%	6,000.00
Rental Income	30,500.00	208,300.00	191,250.00	17,050.00	108.92%	459,000.00
Social Rec Fees	495.00	2,102.00	2,250.00	-148.00	93.42%	5,400.00
<b>Total Income</b>	<u>69,216.06</u>	<u>1,647,985.47</u>	<u>320,420.00</u>	<u>1,327,565.47</u>	<u>514.32%</u>	<u>1,009,691.00</u>
<b>Gross Profit</b>	69,216.06	1,647,985.47	320,420.00	1,327,565.47	514.32%	1,009,691.00
<b>Expense</b>						
<b>JULIE RIVERS</b>						
Supplies	175.00	175.00				
Cleaning	0.00	1,950.00				
Earnest / Escrow	0.00	30,000.00				
Landscaping	0.00	675.00				



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

	<u>May 23</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Purchase	0.00	1,607,681.37				
Renovations						
Inspections	0.00	2,003.27				
Total Renovations	0.00	2,003.27				
Trash / Recycling Services	223.40	223.40				
Utilities	671.01	1,519.04				
Total JULIE RIVERS	1,069.41	1,644,227.08				
Printing and Reproduction	0.00	0.00	0.00	0.00	0.0%	500.00
Casey Connection	2,175.00	5,880.00	1,900.00	3,980.00	309.47%	4,000.00
Auto / Vans - Repairs & Maint.	1,882.51	2,299.07	500.00	1,799.07	459.81%	1,800.00
Advocacy in Action						
Information / Referral	0.00	0.00	0.00	0.00	0.0%	1,100.00
Educational Advocacy	36.90	1,168.90	1,132.00	36.90	103.26%	1,372.00
Total Advocacy in Action	36.90	1,168.90	1,132.00	36.90	103.26%	2,472.00
Reconciliation Discrepancies	0.57	0.57				
Accounting, Audit, Payroll	252.58	6,503.15	11,721.25	-5,218.10	55.48%	16,131.00
Advertising & Marketing	353.30	527.08	225.00	302.08	234.26%	550.00
Affiliation/Asso/Mbrship/Certs	300.00	5,858.80	3,353.00	2,505.80	174.73%	3,353.00
Bank & CC Charges	153.93	920.34	1,250.00	-329.66	73.63%	6,000.00
Board Expenses	0.00	672.17	2,845.40	-2,173.23	23.62%	6,829.00
Community Outreach	0.00	2,662.59	2,500.00	162.59	106.5%	3,000.00
Conferences	0.00	51.69	75.00	-23.31	68.92%	400.00
Continuing Education/Staff Dev	0.00	75.00	0.00	75.00	100.0%	100.00
Donations / Contributions	0.00	200.00				
Employee Expenses						
Employee Salaries	33,007.89	161,725.37	158,336.25	3,389.12	102.14%	380,007.00
Employee-FICA/Medicare	1,984.46	9,818.11	12,112.90	-2,294.79	81.06%	29,071.00
Employee-Health/Dental	7,934.49	39,672.45	37,001.65	2,670.80	107.22%	88,804.00
Employee-Medicare	464.09	2,310.18				
Employee-Retirement Plan	0.00	7,305.19	0.00	7,305.19	100.0%	7,600.00
Employee-SUTA	0.00	167.41	4,644.00	-4,476.59	3.61%	4,644.00
Mileage Reimbursement	0.00	0.00	0.00	0.00	0.0%	800.00
Employee Expenses - Other	0.00	-1,339.99				

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

	<b>May 23</b>	<b>Jan - May 23</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Total Employee Expenses</b>	43,390.93	219,658.72	212,094.80	7,563.92	103.57%	510,926.00
<b>Event Expenses</b>	1,692.00	15,402.36	8,800.00	6,602.36	175.03%	49,055.00
<b>Facilities HOA Fees</b>	0.00	10,268.70	9,850.00	418.70	104.25%	9,850.00
<b>Facilities Landscaping</b>	0.00	250.00				
<b>Facilities Prop Mgmt Fees</b>	1,300.00	6,500.00	6,500.00	0.00	100.0%	15,600.00
<b>Facilities R&amp;M / Improvements</b>	16,337.12	104,189.97	31,450.00	72,739.97	331.29%	75,500.00
<b>Facilities Utilities</b>	53.21	136.79				
<b>Insurance</b>						
<b>General/Professional Liability</b>	0.00	0.00	0.00	0.00	0.0%	7,261.00
<b>Crime</b>	0.00	0.00	0.00	0.00	0.0%	300.00
<b>Workers Comp</b>	0.00	0.00	0.00	0.00	0.0%	1,437.00
<b>Property</b>	0.00	0.00	0.00	0.00	0.0%	47,863.00
<b>Cyber Liability</b>	0.00	0.00	0.00	0.00	0.0%	1,200.00
<b>Auto</b>	0.00	0.00	0.00	0.00	0.0%	9,624.00
<b>D&amp;O</b>	0.00	0.00	0.00	0.00	0.0%	2,061.00
<b>Umbrella</b>	0.00	0.00	0.00	0.00	0.0%	3,979.00
<b>Total Insurance</b>	0.00	0.00	0.00	0.00	0.0%	73,725.00
<b>Interest Expense</b>	5,583.07	25,061.94	28,151.06	-3,089.12	89.03%	65,142.06
<b>Meals &amp; Supplies / Meetings</b>	47.44	47.44	0.00	47.44	100.0%	250.00
<b>Office</b>						
<b>Lease 119 &amp; 123</b>	0.00	465.60	233.00	232.60	199.83%	233.00
<b>Website</b>	0.00	339.21	350.00	-10.79	96.92%	1,000.00
<b>Computer / Software</b>	90.01	90.01	100.00	-9.99	90.01%	3,000.00
<b>Copier Lease</b>	454.32	2,376.13	2,313.30	62.83	102.72%	5,552.00
<b>Repairs &amp; Maintenance</b>	645.00	2,167.04	2,262.50	-95.46	95.78%	5,430.00
<b>Supplies</b>	298.85	796.40	1,080.00	-283.60	73.74%	2,600.00
<b>Telephone / Internet</b>	243.65	2,060.21	1,780.40	279.81	115.72%	4,273.00
<b>Utilities</b>	166.35	2,144.78	2,100.00	44.78	102.13%	5,040.00
<b>Total Office</b>	1,898.18	10,439.38	10,219.20	220.18	102.16%	27,128.00
<b>PROGRAMS</b>						
<b>PR Youth Respite</b>	115.42	699.14	830.00	-130.86	84.23%	2,600.00
<b>PR Activity/Mtg-Food &amp; Supplies</b>	184.18	5,339.66	6,130.00	-790.34	87.11%	14,800.00
<b>PR Athletic Banquet</b>	0.00	0.00	0.00	0.00	0.0%	5,200.00

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

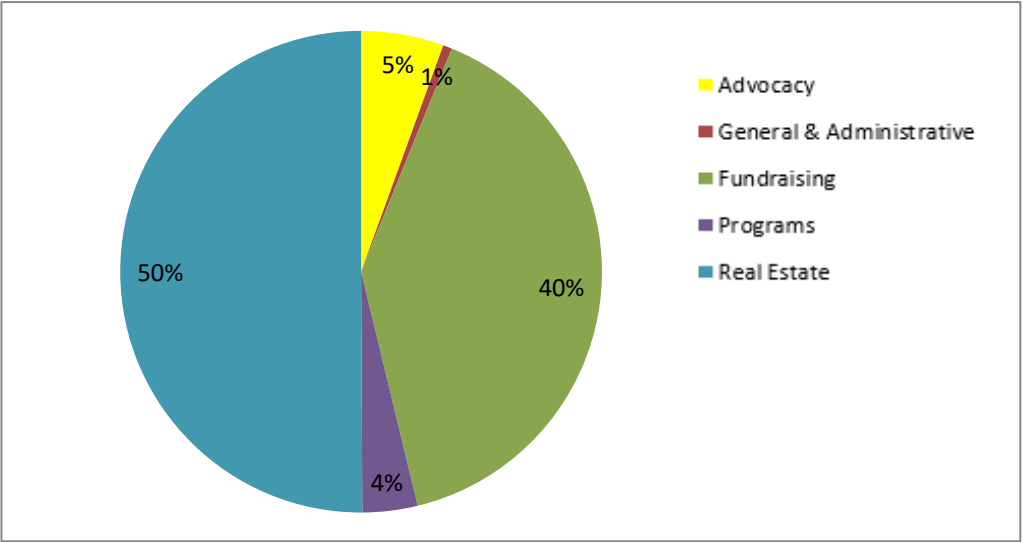
	<b>May 23</b>	<b>Jan - May 23</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
PR Bowling Lane Fees	0.00	7,787.50	6,400.00	1,387.50	121.68%	11,550.00
PR DJ	0.00	0.00	900.00	-900.00	0.0%	3,600.00
PR Equipment, Shirts, Uniforms	0.00	21.63	225.00	-203.37	9.61%	3,300.00
PR Fuel	121.36	305.21	250.00	55.21	122.08%	2,420.00
PR Game / Registration Fees	0.00	425.00	425.00	0.00	100.0%	2,300.00
PR Hotel	389.28	389.28	0.00	389.28	100.0%	27,000.00
PR Other Expenses / Gifts	0.00	162.11	0.00	162.11	100.0%	700.00
PR Parking & Tolls	63.87	93.52	110.00	-16.48	85.02%	620.00
PR Practice Facil. / Lifeguards	0.00	0.00	0.00	0.00	0.0%	5,000.00
PR Scholarships	0.00	2,000.00				
PR Tickets / Venue Fees	1,650.00	2,069.00	7,500.00	-5,431.00	27.59%	18,000.00
PR Training & Background checks	0.00	33.73	0.00	33.73	100.0%	420.00
PR Transportation	93.13	1,826.09	1,650.00	176.09	110.67%	7,050.00
PR - Twenty Somethings	0.00	337.81	0.00	337.81	100.0%	2,400.00
<b>Total PROGRAMS</b>	<b>2,617.24</b>	<b>21,489.68</b>	<b>24,420.00</b>	<b>-2,930.32</b>	<b>88.0%</b>	<b>106,960.00</b>
PR Contract Workers	868.00	2,636.00	3,654.00	-1,018.00	72.14%	8,360.00
Postage and Delivery	0.00	982.26	1,000.00	-17.74	98.23%	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				
<b>Total Expense</b>	<b>80,011.39</b>	<b>2,089,347.18</b>	<b>361,640.71</b>	<b>1,727,706.47</b>	<b>577.74%</b>	<b>990,181.06</b>
<b>Net Ordinary Income</b>	<b>-10,795.33</b>	<b>-441,361.71</b>	<b>-41,220.71</b>	<b>-400,141.00</b>	<b>1,070.73%</b>	<b>19,509.94</b>
<b>Other Income/Expense</b>						
<b>Other Income</b>						
Interest Income	906.09	5,644.96				
Investment Income	33.56	200.45				
<b>Total Other Income</b>	<b>939.65</b>	<b>5,845.41</b>				
<b>Other Expense</b>						
Other Expenses	0.00	12.14				
<b>Total Other Expense</b>	<b>0.00</b>	<b>12.14</b>				
<b>Net Other Income</b>	<b>939.65</b>	<b>5,833.27</b>				
<b>Net Income</b>	<b>-9,855.68</b>	<b>-435,528.44</b>	<b>-41,220.71</b>	<b>-394,307.73</b>	<b>1,056.58%</b>	<b>19,509.94</b>

2022 INCOME

Advocacy	\$	51,889
General & Administrative	\$	5,679
Fundraising	\$	375,137
Programs	\$	34,599
Real Estate	\$	468,825

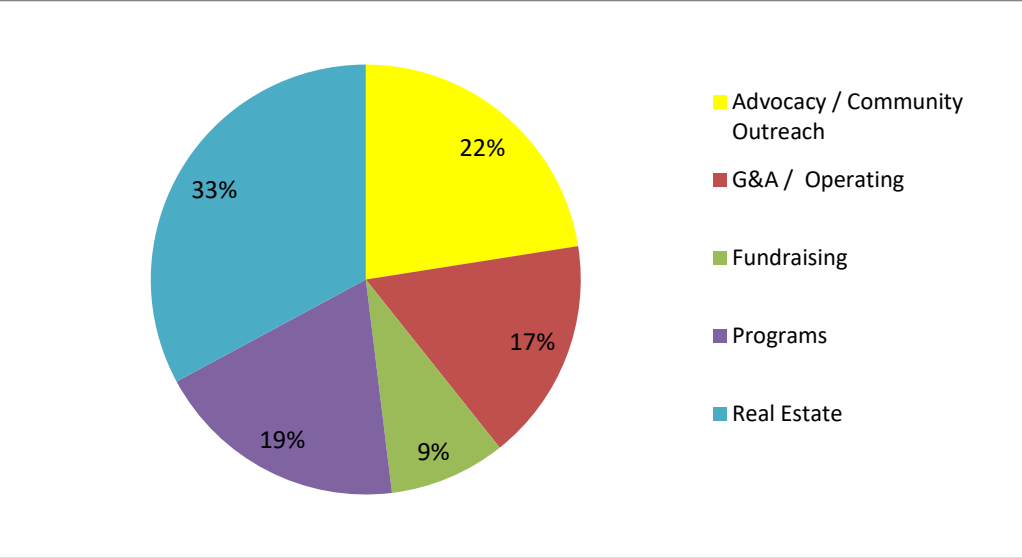
Total \$ 936,129

NOTE: The income does not include \$750,000  
The Arc received from a grant and donation, as it is  
restricted for the purchase and upgrade of the Julie  
Rivers office building.



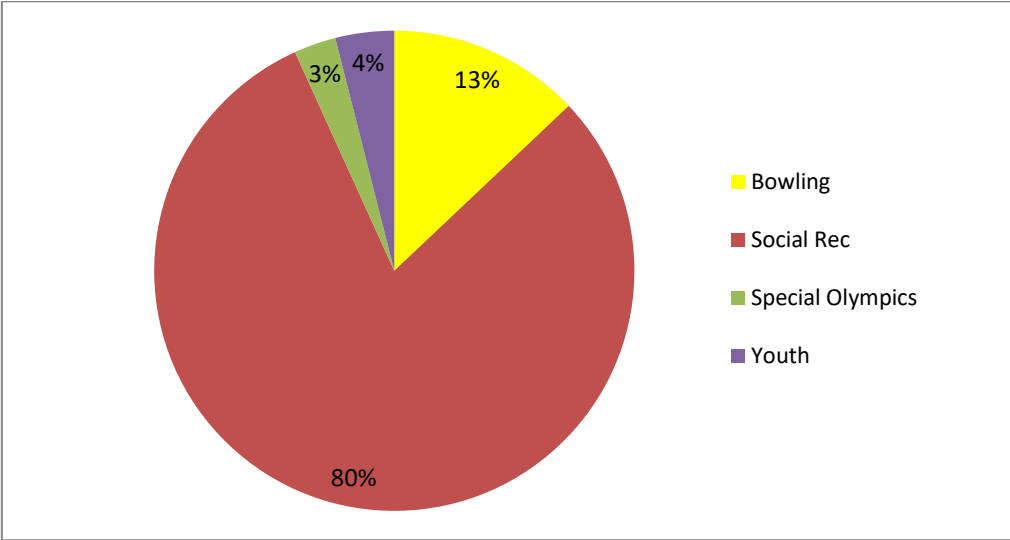
2022 FUNCTIONAL EXPENSES

Advocacy / Community Out	\$	217,979
G&A / Operating	\$	162,485
Fundraising	\$	84,791
Programs	\$	184,651
Real Estate	\$	318,274
Total	\$	968,180



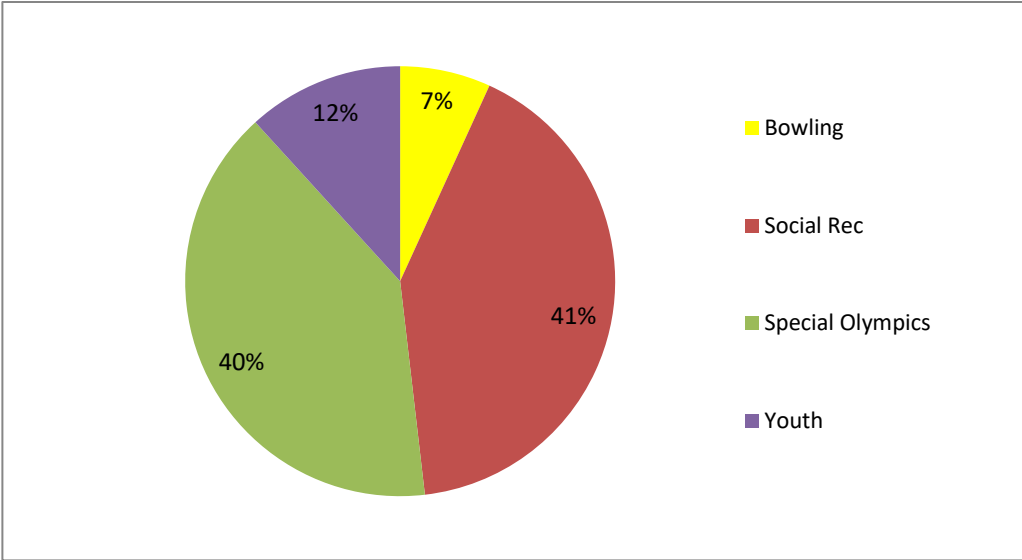
Bowling	\$	4,479
Social Rec	\$	27,772
Special Olympics	\$	980
Youth	\$	1,368
Total	\$	34,599

2022 PROGRAM INCOME



Bowling	\$	12,592
Social Rec	\$	76,338
Special Olympics	\$	74,014
Youth	\$	21,708
Total	\$	184,651

2022 PROGRAM EXPENSES





Real Estate Committee  
MEETING MINUTES  
May 3, 2023  
123 Brooks Street 8:00 AM

Present: T. Zafar, Chair; K. Casey; R. Cushenberry; J. Gortney  
Absent: P. Bullard, M. Casey, L. Lobue, H. Marshall; J. Patterson  
Staff: L. LaVigne

1. Brazos Glen: Foundation repair completed for \$11,216 (not including any needed plumbing repair). Insurance coverage: \$18,572. Roof replacement completed for \$10,700. Insurance coverage \$11,216 received 12/16/2022. There is a section of fence to be repaired and the driveway needs to be replaced.
2. Income/Expense Reports (including Julie Rivers): YTD April reports were reviewed. Reports accepted by the committee.
3. Lease Renewals:
  - a. After review of the CMAs and Rick's comparisons, committee agreed on the following:
    - i. Russeff Field will be increased from \$1350 to \$1450 per month for a 2-year lease
    - ii. Rustic Trail will be increased from \$2000 to \$2100 per month. Tenant will have choice between a 1 or 2-year lease
    - iii. Whispering Creek will be increased from \$1950 to \$2000 per month for a 2-year lease

Action Item: Committee recommends the board approve the above lease terms and conditions. Motion passed.

4. Julie Rivers Update: L. LaVigne shared an estimate to remove 4 tree stumps, add a yard of top soil and sod, and trim -out 3 large trees and several smaller trees. K. Casey will check with a landscape company he uses to see about removing the stumps.

Next Meeting: June 7, 2023



Real Estate Committee  
MEETING MINUTES  
June 7, 2023  
123 Brooks Street 8:00 AM

Present: T. Zafar, Chair, (via phone); K. Casey; R. Cushenberry; J. Gortney; L. Lobue; H. Marshall; J. Patterson

Absent: P. Bullard, M. Casey

Staff: L. LaVigne

Guest: M. Rychilk, Property Manager for The Arc

1. Brazos Glen: Sell or lease to the public or a provider?

L. LaVigne shared with the committee that she had contacted the three providers who currently lease homes from The Arc, and reported that none are able to open another group home because of the staffing shortage.

Rick Cushenberry provided a CMA for the home reflecting current sales data of similar homes in the subdivision. Homes of similar size and updated are selling between \$275,000 - \$3,000,000. Rick shared that these sales prices might offer the committee justification for doing the repairs needed and then either selling or leasing the home to the public for \$2100 per month.

Repairs have been estimated at \$60,896 for the general public and \$37, 299 for a provider (if available).

After discussion, committee agreed that:

- a. Hal would reach out to his contacts that purchase and flip houses and secure an estimate for what Brazos Glen would sell for "as-is".
- b. When this info is secured, committee agreed to let Hal, Kevin and Tariq make the decision to sell the home or refurbish the home to lease to the general public.

(Mike Rychlik left the meeting after this discussion)

2. Income/Expense Reports (including Julie Rivers): May 2023 YTD reports were reviewed. Reports accepted by the committee.

3. Julie Rivers Income/Expense Reports (Grants and Operating): May 2023 YTD reports were reviewed. Reports accepted by the committee.



4. Lease Renewals:

- a. River Rd. lease expires 7/31/2030. Rick provided a CMA for the property. After discussion, committee agree to increase the monthly rent from \$1250 to \$1350 for 2 years.

Action Item: Committee recommends the board approve the above lease terms and conditions. Motion passed.

5. Julie Rivers Update: L. LaVigne shared that a final floor plan has been agreed upon and sent to Brad Crain for pricing. The Arc will gather all needed permits to update the building. Insurance coverage has been added to The Arc policy.

Next Meeting: July 5, 2023