



Board Meeting Agenda
Stewart's Office
77 Sugar Creek Blvd, Ste. #590
Monday January 22, 2024 (Dinner 5:30 pm)

- I. Call to Order & Determination of a Quorum – H. Marshall
- II. Welcome Guests
- III. Public Comment
- IV. Consent Agenda – H. Marshall
 - A. Executive Committee Meeting Minutes 12/13/2023
 - B. Board Meeting Minutes 12/18/2023
 - Action Item: Approve Consent Agenda
- V. Assignment of Item(s) Removed from Consent Agenda to Agenda
- VI. Committee Reports: H. Marshall
 - A. Executive Committee – H. Marshall
 - Executive Committee Meeting Minutes 01/17/2024
 - B. Governance Committee – A. Johnston
 - Strategic Planning Update
 - C. Budget and Finance Committee: M. Neely
 - 1. Corrected November 2023 YTD Financials
 - 2. 2024 Draft Operating Budget
 - 3. Julie Rivers Corrected November Operating Account Income & Expenses Report (**Closed Session**)
 - Action Item: Approve Corrected November 2023 YTD Financials
 - D. Real Estate Committee - T. Zafar (**Closed Session**)
 - 1. Update on lease for 2715 Cypress Point Dr.
 - 2. Update on Julie Rivers Renovation
- VII. CEO Report
 - A. Program Highlights December 2023
 - B. TAOT Have a Heart for The Arc Project
 - C. Administrative Assistant/Office Manager Revised Job Description
 - Action Item: Approve Administrative Assistant/Office Manager Job Description
- VIII. Old/New Business – H. Marshall
- IX. Adjourn

Next Board Meeting: Monday, March 25, 2024



Executive Committee Meeting Minutes
December 13, 2023
Start time 5:00 p.m. - Adjourned 6:20 p.m.
407 Julie Rivers Dr.

Attendees: H. Marshall, Chairperson; T. Duez, Secretary; A. Johnston, Chair of Governance Committee; L. Lobue, Past Chairperson; L. LaVigne, CEO
Absent: T. Zafar, Vice Chairperson; M. Neely, Treasurer

I. Executive Committee Business

H. Marshall called the meeting to order

II. Budget & Finance Committee: H. Marshall (M. Neely absent)

1. Reviewed November 2023 and YTD financials were reviewed
2. Julie Rivers Grant Income/Expenses were reviewed
3. Julie Rivers Operating Income/Expenses were reviewed
 - T. Duez questioned some of the line items and missing line items for Julie Rivers property
 - L. LaVigne agreed to get answers and update prior to board meeting

NOTE: L. LaVigne sent corrected November financials and Julie Rivers Operating and Capital Income/Expenses reports to the Executive Committee on December 20, 2023

III. Governance Committee: A. Johnston

1. Rice Capstone Project was summarized
2. Discussed the need for 2024 Strategic plan and thinking that neither capstone project could be wholly accepted
3. Committee decided to repurpose 2023 Operating Goals for 2024 until an updated strategic plan is created
 - T. Duez agreed to facilitate the Board strategic planning session
 - A. Johnston agreed to have the Board select a date and time at the upcoming board meeting
 - The Executive Committee discussed the approach with T. Duez and agreed to move forward in January 2024

IV. Real Estate Committee – L. LaVigne (T. Zafar was absent)

1. Reviewed Real Estate Committee Meeting Minutes from 11/01/2023 and 12/06/2023
2. Julie River Renovation update was presented
3. Manorfield Ct. renewed lease was reviewed and will be placed on the board agenda for approval
4. Cypress Point lease agreement for “All Little Things Count” including sublease to their subsidiary has been presented and is ready to sign. This lease would commence February 1, 2024.
5. The Arc move in to Julie Rivers will happen in January 2024

V. December 18, 2023 Board Meeting Agenda: H. Marshall

Preliminary agenda was reviewed

VI. CEO Report: L. LaVigne

1. Briefly reviewed highlights for October & November 2023
2. Fundraising and Public Relations Liaison Position Update
 - L. LaVigne reviewed the process for filling the position. She posted the job description on the United Way Job Bank, The Arc's website and interviewed a contacted a online, employment marketplace website. However, the recruiting firm declined to accept because the salary was too low. There were 4 applicants, 2 of whom had fundraising and PR experience and one other who had fundraising experience, but only worked remotely. After interviewing, she offered the position to Cheryl Olivier – who clearly had the most experience and better skill set.
 - The Administrative Assistant position job description is being updated to fill the vacated position.

VII. Adjourn: Meeting adjourned at 6:20 PM

Next Executive Committee Meeting: Monday, January 17, 2023



Board of Directors Meeting Minutes
December 18, 2023
Start time 5:57 p.m. - Adjourned 6:55 p.m.
The Arc Office

Attendees: *H. Marshall, Chairperson; M. Neely, Treasurer; T. Duez, Secretary; A. Johnston, Chair of Governance Committee; L. Lobue, Past Chairperson; J. Alcala-Hamilton; K. Casey; S. Lee; S. Jacobson; L. LaVigne, CEO*

Absent: *T. Zafar, Vice Chairperson*

Guests:

I. Call to Order & Determination of Quorum

H. Marshall determined a quorum was present and called the meeting to order

II. Welcome Stewart Jacobson to the Board

H. Marshall welcomed S. Jacobson's return to The Arc Board of Directors. H. Marshall added that given Stewart's background with The Arc and his knowledge of our Governance process, Hal invited him to be part of the Governance Committee.

III. Public Comment

No guests present

IV. Consent Agenda

Board Meeting Minutes – 10.24.2023

**Motion to accept Consent Agenda by M. Neely. Seconded by A. Johnston.
Motion Unanimously Approved**

V. Assignment of Item(s) Removed from Consent Agenda to Agenda

None

VI. Committee Reports

A. Executive Committee - H. Marshall

1. Executive Committee Meeting Minutes from December 13, 2023, were not yet prepared. Approval was deferred until January Board Meeting

B. Governance Committee – A. Johnston

1. Introduced the Rice Capstone Project to S. Jacobson along with a brief summary of both proposals
2. Strategic Planning in January 2024 will be facilitated by T. Duez. Board discussed date for the first session and agreed upon Monday, January 29, 2024, at 6:00PM, at S. Jacobson's offices located at 77 Sugar Creek Center Blvd Suite 590, Sugar Land, TX 77478
3. T. Duez will prepare the agenda for the strategic planning session and have this distributed to the board along with meeting invitation for January 29, 2024.
4. Operating Goals from 2023 will continue to be utilized by The Arc CEO and staff until the Board updates the strategic plan and goals.

**Motion to accept 2023 Operating Plan Goals for 2024 until after the strategic planning session(s) completed by S. Lee. Seconded by K. Casey.
Motion Unanimously Approved**

C. Budget and Finance Committee – M. Neely

1. November 2023 YTD Financials were reviewed
 - i. S. Lee questioned whether gross profit numbers include funds from Brazos Glen
 - ii. Julie Rivers Operating and Capital Accounts Income & Expense Reports were reviewed. T. Duez questioned the utility bills for the months that are not listed for Julie River. Julie Rivers' expenses may not be accurate
 - iii. M. Neely and L. LaVigne agreed to clarify the budget questions with J. Schulte and acceptance of November Financials will be deferred to the January Board Meeting.
2. 2024 Draft Operating Budget – Budget and Finance Committee will meet in early January with expectation to present to the board a near-final draft at the January board meeting.

D. Real Estate Committee – H. Marshall (T. Zafar was absent)

- i. Reviewed Real Estate Committee Meeting Minutes from 11/01/2023 and 12/06/2023
Motion from Committee to approve renewal of Manorfield Ct. lease, which is expiring on January 31, 2024, was unanimously approved by the board
- ii. Julie Rivers Renovation update: Under budget even with unexpected repairs. A walkthrough is scheduled for 12/20/2023.
Motion to allow Real Estate Committee to expend funds needed to finalize the renovations (identified on Page 20, Paragraph 4 of the 12/18/2023 Board Meeting Agenda) made by S. Jacobson. Seconded by A. Johnston. Motion Unanimously Approved.

VII. CEO Report: L. LaVigne

A. Reviewed program highlights for October & November 2023

B. Fundraising and Public Relations Liaison Position Update

- L. LaVigne offered the position to Cheryl Olivier
- The Job description for Administrative Assistant will be updated and submitted to the board for approval.

VIII. Old Business: H. Marshall

“Best in the West” Income & Expense Report – reports “to-date” were reviewed. Hal reported the preliminary gross revenue number was just over \$332,000; which is an improvement over the budgeted gross revenue number of \$297,000. Many thanks (again) to Kevin Casey and the Casey family for the Mustang donation, as the raffle was a major contributor to our success.

IX. Adjourn: Meeting adjourned at 6:55 PM

Next Board of Directors Meeting: Monday, January 22, 2023

The Arc of Ft. Bend County Balance Sheet

As of November 30, 2023

Nov 30, 23

ASSETS

Current Assets

Checking/Savings

Cash

Julie Rivers	363,869.05
Facilities Repairs Account	34,463.67
Credit Card Account	10,753.20
Fundraising (WD)	20,699.43
Money Market	481,272.29
Operating Account	62,795.63

Total Cash 973,853.27

Total Checking/Savings 973,853.27

Other Current Assets

Prepaid Insurance

Crime	262.75
Cyber Liability	1,050.00
General/Professional Liability	3,588.00
Auto	8,421.08
D&O	1,803.00
Umbrella	3,481.50
Professional Liability	1,242.25
Property	48,038.91
Worker's Comp	731.91

Total Prepaid Insurance 68,619.40

Total Other Current Assets 68,619.40

Total Current Assets 1,042,472.67

Fixed Assets

Julie Rivers Property	1,607,681.37
Net Assets Donor Restriction	-750,000.00
Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	921,307.20
Building - Homes	2,137,802.01
Improvements-Homes	414,944.45
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	-2,419,370.92

Total Fixed Assets 4,084,536.16

Other Assets

Contribution to Foundation	-0.34
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

The Arc of Ft. Bend County Balance Sheet

As of November 30, 2023

	Nov 30, 23
Total Other Assets	3,499.66
TOTAL ASSETS	5,130,508.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable-ARC	-79.11
Total Accounts Payable	-79.11
Other Current Liabilities	
Retirement Plan Payable	595.00
Taxes Payable-Fed W/H	43.20
Taxes Payable-SUTA	18.02
Total Other Current Liabilities	656.22
Total Current Liabilities	577.11
Long Term Liabilities	
N/P-ARC Fdn (Worley Dr)	213,625.39
Security Deposits Payable	20,840.00
N/P-ARC Fdn (Chapman Falls)	57,613.54
N/P-ARC Fdn (5141 Cotter Ln)	78,766.93
N/P-ARC Fdn (2715 Cypress Impr)	171,845.37
N/P-ARC Fdn (Manorfield)	120,729.66
N/P-ARC Fdn (Rustic Trail)	127,567.56
N/P-ARC Fdn (5618 Wagon Wheel)	103,193.74
N/P-ARC Fdn (Whispering Creek)	227,938.41
N/P-ARC Fdn(2607 WillowSprings)	115,921.63
Total Long Term Liabilities	1,238,042.23
Total Liabilities	1,238,619.34
Equity	
Unrestricted Contra R&M Reserve	93,242.00
Unrestricted Net Assets	2,469,641.17
Net Income	1,329,005.98
Total Equity	3,891,889.15
TOTAL LIABILITIES & EQUITY	5,130,508.49

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

	<u>Nov 23</u>	<u>Jan - Nov 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
Grants - Julie Rivers	0.00	1,250,000.00				
Facilities Other Income	0.00	18,572.58				
Ride fee	230.00	370.00	350.00	20.00	105.71%	350.00
Youth Social	210.00	1,250.00	1,000.00	250.00	125.0%	1,000.00
Real Estate (Other Income)	0.00	70.00				
Riveredge Mortgage Payment	0.00	1,036.41	1,036.00	0.41	100.04%	1,036.00
Bowling - Lane Fee Income	827.00	6,250.00	4,150.00	2,100.00	150.6%	4,800.00
Donations & Contributions	150.00	40,756.08	20,130.00	20,626.08	202.46%	22,000.00
Donations - Designated	0.00	1,740.00	1,175.00	565.00	148.09%	1,500.00
Fundraising Event						
Auction / Bid Board Item	115,392.90	150,725.90				
Donation / Grant	2,025.00	41,175.00				
Raffle	18,300.00	52,139.85				
Sponsorship	22,172.15	54,619.50				
Tickets / Tables / Teams	15,207.34	44,499.21				
Fundraising Event - Other	1,600.00	69,566.20	375,000.00	-305,433.80	18.55%	407,000.00
Total Fundraising Event	174,697.39	412,725.66	375,000.00	37,725.66	110.06%	407,000.00
Grant - CDBG Fort Bend	0.00	35,471.30	37,905.00	-2,433.70	93.58%	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	180.00	9,461.48	5,500.00	3,961.48	172.03%	6,000.00
Rental Income	50,700.00	457,770.03	420,750.00	37,020.03	108.8%	459,000.00
Social Rec Fees	555.00	5,961.81	4,950.00	1,011.81	120.44%	5,400.00
Total Income	<u>227,549.39</u>	<u>2,266,435.35</u>	<u>896,946.00</u>	<u>1,369,489.35</u>	<u>252.68%</u>	<u>1,009,691.00</u>
Gross Profit	227,549.39	2,266,435.35	896,946.00	1,369,489.35	252.68%	1,009,691.00
Expense						
JULIE RIVERS						
Supplies	0.00	175.00				
Cleaning	340.00	4,695.00				
Earnest / Escrow	0.00	30,000.00				

The Arc of Ft. Bend County

Profit & Loss Budget Performance

November 2023

	<u>Nov 23</u>	<u>Jan - Nov 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Landscaping	0.00	5,175.00				
R&M	190.00	570.00				
Renovations						
Permits	0.00	1,035.00				
Inspections	0.00	3,298.27				
Renovations - Other	8,216.94	10,244.46				
Total Renovations	8,216.94	14,577.73				
Trash / Recycling Services	116.70	898.60				
Utilities	1,221.23	8,713.47				
Total JULIE RIVERS	10,084.87	64,804.80				
Printing and Reproduction	0.00	0.00	0.00	0.00	0.0%	500.00
Casey Connection	0.00	6,505.00	3,700.00	2,805.00	175.81%	4,000.00
Auto / Vans - Repairs & Maint.	0.00	2,884.14	1,800.00	1,084.14	160.23%	1,800.00
Advocacy in Action						
Information / Referral	0.00	233.54	900.00	-666.46	25.95%	1,100.00
Educational Advocacy	0.00	1,391.92	1,132.00	259.92	122.96%	1,372.00
Advocacy in Action - Other	0.00	394.28				
Total Advocacy in Action	0.00	2,019.74	2,032.00	-12.26	99.4%	2,472.00
Reconciliation Discrepancies	0.00	0.57				
Accounting, Audit, Payroll	4,115.24	11,931.93	14,786.75	-2,854.82	80.69%	16,131.00
Advertising & Marketing	61.83	1,165.40	495.00	670.40	235.43%	550.00
Affiliation/Asso/Mbrship/Certs	33.57	6,444.05	3,353.00	3,091.05	192.19%	3,353.00
Bank & CC Charges	563.43	3,020.32	2,750.00	270.32	109.83%	6,000.00
Board Expenses	113.32	1,348.66	6,259.88	-4,911.22	21.55%	6,829.00
Community Outreach	115.00	3,337.20	2,800.00	537.20	119.19%	3,000.00
Conferences	0.00	51.69	75.00	-23.31	68.92%	400.00
Continuing Education/Staff Dev	0.00	540.00	0.00	540.00	100.0%	100.00
Donations / Contributions	102.00	302.00				
Employee Expenses						
Employee Salaries	33,031.72	355,821.73	348,339.75	7,481.98	102.15%	380,007.00
Employee-FICA/Medicare	2,047.95	21,997.10	26,648.42	-4,651.32	82.55%	29,071.00
Employee-Health/Dental	8,104.39	87,449.29	81,403.63	6,045.66	107.43%	88,804.00

The Arc of Ft. Bend County

Profit & Loss Budget Performance

November 2023

	Nov 23	Jan - Nov 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Employee-Medicare	478.98	5,158.47				
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
Total Employee Expenses	43,663.04	477,899.19	461,035.80	16,863.39	103.66%	510,926.00
Event Expenses	14,857.54	58,484.57	44,800.00	13,684.57	130.55%	49,055.00
Facilities HOA Fees	0.00	10,268.70	9,850.00	418.70	104.25%	9,850.00
Facilities Landscaping	0.00	650.00				
Facilities (Other)	0.00	2.00				
Facilities Prop Mgmt Fees	1,300.00	14,300.00	14,300.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	3,400.49	131,048.62	69,210.00	61,838.62	189.35%	75,500.00
Facilities Utilities	0.00	688.86				
Insurance						
General/Professional Liability	0.00	0.00	7,261.00	-7,261.00	0.0%	7,261.00
Crime	0.00	0.00	300.00	-300.00	0.0%	300.00
Workers Comp	0.00	1,526.00	1,437.00	89.00	106.19%	1,437.00
Property	-148.00	-148.00	47,863.00	-48,011.00	-0.31%	47,863.00
Cyber Liability	1,200.00	1,200.00	1,200.00	0.00	100.0%	1,200.00
Auto	309.60	309.60	9,624.00	-9,314.40	3.22%	9,624.00
D&O	2,154.00	2,154.00	2,061.00	93.00	104.51%	2,061.00
Umbrella	2,678.00	2,678.00	3,979.00	-1,301.00	67.3%	3,979.00
Insurance - Other	82,167.00	82,167.00				
Total Insurance	88,360.60	89,886.60	73,725.00	16,161.60	121.92%	73,725.00
Interest Expense	5,106.40	57,040.55	60,150.71	-3,110.16	94.83%	65,234.71
Meals & Supplies / Meetings	0.00	157.37	150.00	7.37	104.91%	250.00
Office						
Lease 119 & 123	0.00	465.60	233.00	232.60	199.83%	233.00
Website	0.00	370.37	400.00	-29.63	92.59%	1,000.00
Computer / Software	-32.32	560.95	400.00	160.95	140.24%	3,000.00
Copier Lease	704.30	5,352.03	5,089.26	262.77	105.16%	5,552.00
Repairs & Maintenance	2,121.99	9,716.58	4,977.50	4,739.08	195.21%	5,430.00
Supplies	132.55	2,467.20	2,376.00	91.20	103.84%	2,600.00

The Arc of Ft. Bend County

Profit & Loss Budget Performance

November 2023

	Nov 23	Jan - Nov 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Telephone / Internet	366.78	4,239.43	3,916.88	322.55	108.24%	4,273.00
Utilities	857.91	6,063.53	4,620.00	1,443.53	131.25%	5,040.00
Total Office	4,151.21	29,235.69	22,012.64	7,223.05	132.81%	27,128.00
PROGRAMS						
PR Youth Respite	0.00	1,131.12	1,030.00	101.12	109.82%	2,600.00
PR Activity/Mtg-Food & Supplies	860.54	8,535.27	7,930.00	605.27	107.63%	14,800.00
PR Athletic Banquet	0.00	3,602.18	5,200.00	-1,597.82	69.27%	5,200.00
PR Bowling Lane Fees	1,262.04	12,599.54	10,150.00	2,449.54	124.13%	11,550.00
PR DJ	0.00	750.00	3,000.00	-2,250.00	25.0%	3,600.00
PR Equipment, Shirts, Uniforms	814.00	1,219.18	1,025.00	194.18	118.94%	3,300.00
PR Fuel	102.45	553.44	430.00	123.44	128.71%	2,420.00
PR Game / Registration Fees	0.00	425.00	425.00	0.00	100.0%	2,300.00
PR Hotel	4,025.00	4,479.38	4,000.00	479.38	111.99%	27,000.00
PR Other Expenses / Gifts	0.00	162.11	0.00	162.11	100.0%	700.00
PR Parking & Tolls	43.57	126.21	260.00	-133.79	48.54%	620.00
PR Practice Facil. / Lifeguards	0.00	597.71	600.00	-2.29	99.62%	6,000.00
PR Scholarships	0.00	2,000.00				
PR Tickets / Venue Fees	589.00	8,874.64	16,500.00	-7,625.36	53.79%	18,000.00
PR Training & Background checks	29.97	83.68	385.00	-301.32	21.74%	420.00
PR Transportation	858.84	2,591.80	3,650.00	-1,058.20	71.01%	7,050.00
PR - Twenty Somethings	0.00	326.31	100.00	226.31	326.31%	2,400.00
Total PROGRAMS	8,585.41	48,057.57	54,685.00	-6,627.43	87.88%	107,960.00
PR Contract Workers	992.00	5,668.00	5,874.00	-206.00	96.49%	8,360.00
Postage and Delivery	354.92	2,162.68	2,300.00	-137.32	94.03%	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	185,960.87	1,031,143.40	856,144.78	174,998.62	120.44%	991,273.71
Net Ordinary Income	41,588.52	1,235,291.95	40,801.22	1,194,490.73	3,027.59%	18,417.29
Other Income/Expense						
Other Income						
Interest Income	895.00	11,190.98				
Investment Income	1,024.74	2,875.41				

The Arc of Ft. Bend County

Profit & Loss Budget Performance

November 2023

	<u>Nov 23</u>	<u>Jan - Nov 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Total Other Income	1,919.74	14,066.39				
Other Expense						
Gain/Loss on Sale of Property	0.00	-80,128.86				
Other Expenses	0.00	481.22				
Total Other Expense	0.00	-79,647.64				
Net Other Income	1,919.74	93,714.03				
Net Income	<u>43,508.26</u>	<u>1,329,005.98</u>	<u>40,801.22</u>	<u>1,288,204.76</u>	<u>3,257.27%</u>	<u>18,417.29</u>

The Arc of Ft. Bend County
Julie Rivers Operating Statement
January through November 2023

	Type	Date	Num	Name	Memo	Amount	Balance
Rental Income							
	Deposit	03/02/2023		FACILITIES - Julie Rivers:Office	Dan Roth - March rent	500.00	500.00
	Deposit	03/02/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - March rent	1,500.00	2,000.00
	Deposit	03/10/2023	797523764	FACILITIES - Julie Rivers:Office	Hampson Properties - March rent	1,000.00	3,000.00
	Deposit	04/03/2023	800055441	FACILITIES - Julie Rivers:Office	Hampson Properties - April rent	1,000.00	4,000.00
	Deposit	04/06/2023	44376395	FACILITIES - Julie Rivers:Office	Pat Bullard - April rent	300.00	4,300.00
	Deposit	04/13/2023		FACILITIES - Julie Rivers:Office	Dan Roth - April rent	500.00	4,800.00
	Deposit	04/13/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - April rent	1,500.00	6,300.00
	Deposit	05/01/2023		FACILITIES - Julie Rivers:Office	Dan Roth - May rent	500.00	6,800.00
	Deposit	05/01/2023		FACILITIES - Julie Rivers:Office	Texas Builders - May rent (5/9)	1,500.00	8,300.00
	Deposit	05/15/2023		FACILITIES - Julie Rivers:Office	Hampson Prosperties - May rent	1,000.00	9,300.00
	Deposit	06/01/2023		FACILITIES - Julie Rivers:Office	Dan Roth - June rent	500.00	9,800.00
	Deposit	06/01/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - June rent 6/12	1,500.00	11,300.00
	Deposit	06/06/2023	806763967	FACILITIES - Julie Rivers:Office	Hampson Properties - June rent	1,000.00	12,300.00
	Deposit	07/03/2023	810354275	FACILITIES - Julie Rivers:Office	Hampson Properties - July rent	1,000.00	13,300.00
	Deposit	07/03/2023		FACILITIES - Julie Rivers:Office	Dan Roth - July rent	500.00	13,800.00
	Deposit	07/03/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - July rent 7/11	1,500.00	15,300.00
	Deposit	07/31/2023	813892762	FACILITIES - Julie Rivers:Office	Hampson Properties - August rent	1,000.00	16,300.00
	Deposit	08/01/2023		FACILITIES - Julie Rivers:Office	Dan Roth - August rent	500.00	16,800.00
	Deposit	08/01/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - August rent 8/3	1,500.00	18,300.00
	Deposit	08/29/2023	817269008	FACILITIES - Julie Rivers:Office	Hampson Properties - September rent	1,000.00	19,300.00
	Deposit	09/01/2023		FACILITIES - Julie Rivers:Office	Dan Roth - September rent	500.00	19,800.00
	Deposit	09/01/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - September rent 9/6	1,500.00	21,300.00
	Deposit	10/02/2023		FACILITIES - Julie Rivers:Office	Dan Roth - October rent	500.00	21,800.00
	Deposit	10/02/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - October rent 7/11	1,500.00	23,300.00
	Deposit	10/03/2023	820677812	FACILITIES - Julie Rivers:Office	Hampson Properties - October rent	1,000.00	24,300.00
	Deposit	11/01/2023		FACILITIES - Julie Rivers:Office	Dan Roth - November rent	500.00	24,800.00
	Deposit	11/01/2023		FACILITIES - Julie Rivers:Office	Texas Builders Finance - November rent 11/9	1,500.00	26,300.00
	Deposit	11/03/2023	824308802	FACILITIES - Julie Rivers:Office	Hampton Properties - November rent	1,000.00	27,300.00
Total Rental Income						27,300.00	27,300.00
JULIE RIVERS							
Cleaning							
	Bill	04/03/2023	89584	FACILITIES - Julie Rivers:Office	March Janitorial Service	-650.00	-650.00

The Arc of Ft. Bend County
Julie Rivers Operating Statement
January through November 2023

Type	Date	Num	Name	Memo	Amount	Balance
Bill	04/21/2023	89673	FACILITIES - Julie Rivers:Office	April Janitorial Service	-650.00	-1,300.00
Bill	04/28/2023	90077	FACILITIES - Julie Rivers:Office	May Janitorial Service	-650.00	-1,950.00
Bill	06/06/2023		FACILITIES - Julie Rivers:Office	June Janitorial Service	-650.00	-2,600.00
Bill	07/03/2023		FACILITIES - Julie Rivers:Office	July Janitorial Service	-650.00	-3,250.00
Bill	09/18/2023		FACILITIES - Julie Rivers:Office	September Janitorial Service	-200.00	-3,450.00
Bill	09/26/2023	91205	FACILITIES - Julie Rivers:Office	August Janitorial Service	-650.00	-4,100.00
Bill	10/02/2023	7263	FACILITIES - Julie Rivers:Office	September cleaning	-255.00	-4,355.00
Bill	11/03/2023		FACILITIES - Julie Rivers:Office	October cleaning	-340.00	-4,695.00
Total Cleaning					-4,695.00	-4,695.00
Landscaping						
Bill	03/29/2023		FACILITIES - Julie Rivers:Office	Annual Lawn Maintenance (prorated) - 407 Julie Riv	-625.00	-625.00
Bill	04/14/2023		FACILITIES - Julie Rivers:Office	3/25/23 by Tony Vaccaro	-50.00	-675.00
Bill	07/03/2023		FACILITIES - Julie Rivers:Office	Trim trees, remove one, & grinder	-3,000.00	-3,675.00
Bill	09/18/2023		FACILITIES - Julie Rivers:Office	Annual Lawn Maintenance Sept 23 - Aug 24	-1,500.00	-5,175.00
Total Landscaping					-5,175.00	-5,175.00
R&M						
Bill	06/08/2023		FACILITIES - Julie Rivers:Office	Pest Control	-190.00	-190.00
Bill	08/10/2023		FACILITIES - Julie Rivers:Office	Pest Control	-190.00	-380.00
Bill	11/20/2023		FACILITIES - Julie Rivers:Office	Pest Control	-190.00	-570.00
Total R&M					-570.00	-570.00
Trash / Recycling Services						
Bill	05/08/2023	3-0853-0151013	FACILITIES - Julie Rivers:Office	4/1 - 5/31 Waste & Recycling service	-223.40	-223.40
Bill	06/06/2023	0853-007331421	FACILITIES - Julie Rivers:Office	6/1 - 6/30 Waste & Recycling service	-111.70	-335.10
Bill	07/03/2023	0853-007374057	FACILITIES - Julie Rivers:Office	7/1-7/31 Waste & Recycling service	-111.70	-446.80
Bill	08/01/2023	0853-007419416	FACILITIES - Julie Rivers:Office	8/1-8/31 Waste & Recycling service	-111.70	-558.50
Bill	09/12/2023	0853-007459926	FACILITIES - Julie Rivers:Office	9/1-9/30 Waste & Recycling service	-111.70	-670.20
Bill	10/18/2023		FACILITIES - Julie Rivers:Office	10/1-10/31 Waste & Recycling service	-111.70	-781.90
Bill	11/17/2023		FACILITIES - Julie Rivers:Office	11/1-11/30 Waste & Recycling service	-116.70	-898.60
Total Trash / Recycling Services					-898.60	-898.60
Utilities						
Bill	03/29/2023	746122	FACILITIES - Julie Rivers:Office	Electric 3/1/2023 - 3/14/2023	-24.68	-24.68
Bill	04/14/2023	219-502	FACILITIES - Julie Rivers:Office	Water - 3/1 - 4/3	-182.96	-207.64
Bill	04/28/2023	746122	FACILITIES - Julie Rivers:Office	Electric 3/14/2023 - 4/13/2023	-640.39	-848.03

The Arc of Ft. Bend County
Julie Rivers Operating Statement
January through November 2023

Type	Date	Num	Name	Memo	Amount	Balance
Bill	05/10/2023		FACILITIES - Julie Rivers:Office	Reimbursement for portion of Champion Energy bill	-483.16	-1,331.19
Bill	05/17/2023	219-502	FACILITIES - Julie Rivers:Office	Water - 4/3 - 5/1	-187.85	-1,519.04
Bill	06/05/2023	746122	FACILITIES - Julie Rivers:Office	Electric 4/14/2023 - 5/12/2023	-485.14	-2,004.18
Bill	07/03/2023	746122	FACILITIES - Julie Rivers:Office	Electric 5/12/2023 - 6/13/2023	-606.43	-2,610.61
Bill	08/07/2023	746122	FACILITIES - Julie Rivers:Office	Electric 6/12/2023 - 7/13/2023	-823.38	-3,433.99
Bill	08/28/2023	4798 5100 4005 7024	FACILITIES - Julie Rivers:Office	Water - 5/1 - 6/1	-196.80	-3,630.79
Bill	09/01/2023	746122	FACILITIES - Julie Rivers:Office	Electric 7/13/2023 - 8/11/2023	-865.94	-4,496.73
Bill	09/18/2023	219 502	FACILITIES - Julie Rivers:Office	Water - 8/1 - 9/1	-225.03	-4,721.76
Bill	09/18/2023	746122	FACILITIES - Julie Rivers:Office	Electric 8/11/2023 - 9/12/2023	-1,024.33	-5,746.09
Bill	09/20/2023	4798 5100 4005 7032	FACILITIES - Julie Rivers:Office	Water - 6/1-7/3 & 7/3-8/1	-469.24	-6,215.33
Bill	10/18/2023	219-502	FACILITIES - Julie Rivers:Office	Water - 9/1 - 10/2	-225.27	-6,440.60
Bill	10/24/2023	746122	FACILITIES - Julie Rivers:Office	Electric 9/12/2023 - 10/11/2023	-1,051.64	-7,492.24
Bill	11/14/2023	219-502	FACILITIES - Julie Rivers:Office	Water - 10/2 - 11/1	-234.98	-7,727.22
Bill	11/28/2023	746122	FACILITIES - Julie Rivers:Office	Electric 10/11/2023 - 11/9/2023	-986.25	-8,713.47
Total Utilities					-8,713.47	-8,713.47
Total JULIE RIVERS					-20,052.07	-20,052.07
TOTAL					7,247.93	7,247.93

**CEO Report
December 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:

December 2023 Contacts:

General Info & Referral: 7 (2.9 hrs.)

Special Ed: 8 (4.0 hrs.); 3 (1.8 hrs.)

IEP Reviews/Consultations: 2 (1.9 hrs.)

ARD Meeting/Prep: 0

Life Planning: 1 (1.1 hrs.)

Guardianship: 0

Adult Services (Provider/Day Hab/SSI/Medicaid): 1 (.8 hrs.)

Employment: 2 (1.3 hrs.)

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

Total Education Advocacy Hours in: Jan - Dec 2023: 210.3 Hrs.

Professional Development:

12/14/23 – Webinar: Resident Rights in Medicaid-Funded Assisted Living and Group Homes

Fall 2023 Parent Presentation Meetings

12/14/23 – Parent Tips to Protect Against Medicaid Fraud (Texas Attorney General's Office – Lesleigh Morton)

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

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) Ft. Bend Leadership Group

Laura: The Arc of Texas Executive Directors Meeting, Fort Bend Transportation Advisory Committee, Leaders' Circle

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:

December 2 – 23

December 9 – 38

December 16 – 34

December 23 – 28

December 30 – 31

Social Recreation & Twenty Somethings:

December 7 – Holiday Dinner and Dance – 105 Social rec and Twenty Somethings members, family and staff attended.

Special Olympics:

- Competed in the area bowling competition on December 2, in Texas City. We had athletes in 3 shifts. Our new coaches, Eilene and Steve Brown, did a great job in their coaching efforts and all athletes did well.
- We hosted a Holiday Party for TwentySomethings and Social Rec at Safari Texas. We had over 100 in attendance and everyone had a nice meal and danced the night away. A great time was had by all.
- Submitting all 2024 Basketball information on December 18. Basketball practices will begin the 2nd week of January.
- Planning and confirming calendar dates for all 2024 events for Special Olympics and TwentySomethings.
- Meeting with Larry on December 19 to order all uniforms, bags and equipment utilizing the grant funds.

Teen Pals Network:

Nov. 6, 2023 – Returning teen, Cailin Carawford, requested a new Pal. Seeking a new Pal match. Since program launched in August, 2020, 16 Teens matched with a Pal volunteer.

Teen/Tween Social:

12/01/2023 - Teen/Tween Social Friday, 6 –9 pm. Teens: 17 Registered – 12 Attend 1st Time Participants: 1. Volunteers: 32 Registered – 22 Attend (7 Adults, 15 Teens) 1st Time Vols: 5 (No-Show/Canceled: 10).

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

I attended “Team Meetings” with the Crain Group, Jamie Knight, architect, and our Real Estate committee members to review pay requests and to preliminarily walk the Julie Rivers building to develop a punch list.

(See Real Estate committee minutes)

VI. Strategic Goal: The Arc shall provide effective leadership to insure sustainability of the organization’s programs and services through utilizing an annual, Cost/Base/Analysis, assisting with fundraising activities, acquiring grants and maintaining the “corpus” of the Foundation.

Pam attended the FBJSJL Check Presentation at Memorial Herman Sugar Land Hospital on December 8. We received a grant of 7,500.00 to support the Special Olympics Program

Nancy completed the September & November 2023 monthly report and billing for reimbursement. Organizing 2023 files that have been received for the site audit and requesting information needed to complete files.

CDBG Reimbursement

December 2023:

Personnel- \$ 2, 106.62

Fees & Services - \$ 951.50

Contract Staff - \$ 560.00

Active Memberships : 254

The Arc of Fort Bend County

Position: Administrative Assistant/ Office Manager
Reports to: CEO
Classification: Non-Exempt, 12 months
Hours: 40 hours per week

Duties:

Office Management:

1. Serve as Receptionist. Monitor front-door visitors and their access. Answer phones promptly and direct callers to the appropriate person. Take messages as needed when staff is not available.
2. Coordinate and handle activities necessary to maintain daily functions of The Arc office including, but not limited to, inventories/reordering of all office, building and volunteer supplies
3. Serve as accounts receivable for general donations, membership etc.
4. Maintain all records and documents of The Arc according to approved records retention schedule, including grants, donations, Board meetings for the Foundation and The Arc board.
5. Prepare Donation Letters and Acknowledgement forms for all donations and grants received in The Arc's office. Submit letters to the CEO for review and signature. Maintain monthly donation file.
6. Maintain reservation calendars for both Conference Rooms.
7. Log and maintain monthly & yearly rental payments for residential and commercial properties. Notify CEO of incorrect or missed monthly payments by the lessee.
8. Prepare W-9 forms and Sales & Use Tax Exemptions form and distribute to appropriate companies.
9. Other duties as assigned.

Administrative Assistant:

10. Welcome visitors and members to The Arc's office. Inquire into their needs. Notify Program Directors if documents or assistance are needed. Prepare packet on all appropriate program information with business cards to give to visitor or member.
11. Notify Program Directors and CEO of appointment arrivals, pickups and deliveries.
12. Monitor CEO calendar to ensure scheduled appointments and meetings are attended.
13. Maintain and update The Arc's website.
14. Maintain and keep secure the Casey Connection (CRM). Includes sending renewal letters to members as requested by Program Directors. Reconcile New and Renewed membership transactions on a quarterly basis to the CRM ensuring all data was carried over.
15. Serve as the monthly E- Newsletter Editor. Notify Program Directors a week in advance for their updates and articles for the monthly e-blast. Keep notes on items, notices and updates to place in the e-blast. Maintain monthly file.
16. Plan all aspects of scheduled Board Meetings, including, food, drinks, board packet files, computer and visual equipment, print Agenda and any additional documents.
17. Provide clerical support to Program Directors as requested.
18. Other duties as assigned.

Qualifications/Requirements:

- Excellent customer service skills
- Excellent telephone etiquette
- Strong oral, written and interpersonal skills
- Strong organizational skills and attention to detail
- Excellent proficiency in MS Office (Word, Excel, Outlook, Power Point)
- Experience in Constant Contact and website revisions – or ability to learn
- Ability to work independently with minimal supervision and to accept direction on given assignments

CEO Signature

Signature