

Board Meeting Agenda
The Arc Office, 407 Julie Rivers Dr.
Monday March 25, 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 03/13/2024
 - B. Board Meeting Minutes 01/22/2024
 - C. Executive Committee Meeting Minutes 01/17/2024

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

 - B. Budget and Finance Committee: M. Neely
 - 1. December 2023 YTD Financials
 - 2. February 2024 YTD Financials
 - 3. 2024 Draft Operating Budget
 - 4. Julie Rivers Capital Account Income & Expenses Report (**Closed Session**)

Action Items:

 - 1. Approve December 2023 YTD Financials
 - 2. Approve February 2024 YTD Financials
 - 3. Approve 2024 Operating Budget

- C. Governance Committee – A. Johnston
 - Strategic Planning Update

- D. Nominating Committee Report: L. Lobue
 - Board Candidate, Breah Campbell

- E. Real Estate Committee - T. Zafar (**Closed Session**)
 - 2/07/2024 Real Estate Committee Minutes
 - 1. Summerdale Lease Renewal – 1-year at \$1250 per month
 - 2. Update on Julie Rivers Renovation
 - 3. Office Space for Dan Roth
 - 4. Ratify one-year lease for Summerdale - \$1250 per month

Action Item: Ratify 1-year lease for Summerdale at \$1250 per month

- VII. CEO Report
 - A. Program Highlights January and February 2024
 - B. Vilma Nava-Cerda, Admin Assistant
 - C. Annual Awards Nominees
 - D. Open House at Julie Rivers
 - E. Calendar of Board Meetings and Events

- VIII. Old/New Business – H. Marshall

- IX. Adjourn

Next Board Meeting: Monday, May 20, 2024 (3rd Monday)

Executive Committee Meeting Minutes
March 13, 2024, 5:00 pm

Attendees: H. Marshall, Chairperson; A. Johnston, Chair of Governance Committee; L. Lobue, Past Chairperson; L. LaVigne, CEO

Absent: T. Duez, M. Neely, T. Zafar,

I. Executive Committee Business

H. Marshall called the meeting to order. Executive Committee Meeting minutes from 01/17/2024 will be distributed to committee members for review.

II. Nominating Committee: L. Lobue

Larry will discuss board candidate, Breah Campbell, at the March 25, 2024, Board meeting. Her information sheet and bio will be included in the Board packet. Committee discussed a vote would be taken at the May 20, Annual Meeting and that she begin her term July 1, 2024.

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

1. December 2023 YTD financials were presented and reviewed.
2. January and February 2024 YTD financials presented and discussed.
3. The 2024 Operating Budget draft was reviewed and discussed. Ann expressed concern about not sending our SO team to the Fall Classic State competition in Midland. Laura voiced concern over the level of risk traveling so far on a bus with over 20 athletes, but added SOTX may change the location. Nothing yet, has been decided.
4. Reviewed Julie Rivers YTD Capital Income/Expenses Report. With substantially all of the Crain Group renovation bills having been paid, approximately \$120,000 remains of the \$2,000,000 original grant monies. Some additional expenses totaling less than \$10,000 are expected, but have not been billed.
5. Hal will get with Megan to discuss B&F finalizing the February YTD 2024 financials and budget numbers before the March Board meeting.

IV. Governance Committee: A. Johnston

Strategic Planning Update: Traci Duez, our Strategic Planning coordinator and facilitator, has sent out an email to the Board to schedule our next (3rd) session. Ann will suggest that April 3 would be a good date for the next meeting.

V. Real Estate Committee – T. Zafar

Hal reviewed the minutes of the 2/07/2024, Real Estate Committee meeting. Discussed the CDBG for the sprinkler system was still being considered by the county. In the meantime, committee renewed the lease of 7919 Summerdale to Texana for one year at \$1250 – to be ratified by the Board at the March 25 meeting.

VI. March 25, 2024 Board Meeting Agenda – H. Marshall

Draft agenda was reviewed by the Executive Committee and additions made.

Next Executive Committee Meeting: Wednesday, May 8, 2024



Board of Directors Meeting Minutes
January 22, 2024
Start time 6:04 p.m. - Adjourned 6:55 p.m.
77 Sugar Creek Ctr Blvd, Suite 590
Sugar Land, TX 77478

Attendees: H. Marshall, Chairperson; 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; M. Neely, Treasurer
Guests: None

I. Call to Order & Determination of Quorum

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

II. Welcome Guests

No guests present

III. Public Comment

No public comment

IV. Consent Agenda

Approve Executive Committee Meeting Minutes – 12.13.2023
Approve Board Meeting Minutes – 12.18.2023

**Motion to accept consent agenda by S. Jacobson. 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 – 01.17.2024

B. Governance Committee – A. Johnston

1. Strategic Planning on Monday, January 29, 2024 at 5:45 PM at S. Jacobson's offices located at 77 Sugar Creek Center Blvd Suite 590, Sugar Land, TX 77478
2. T. Duez sent out form to be completed by each board member by 01.26.2024 at 5 PM.

C. Budget and Finance Committee – H. Marshall (M. Neely was absent)

1. Corrected November 2023 YTD Financials were reviewed
2. 2024 Draft Operating Budget is delayed and expected to be distributed to the Budget & Finance Committee within the next two weeks
3. Corrected Julie Rivers Operating Expense Reports were reviewed.

Motion to approve Corrected Financials for November 2023 and Julie Rivers from committee was Unanimously Approved

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

Reviewed Real Estate Committee Meeting Minutes from 01.10.2024

1. Update on lease for 2715 Cypress Point Dr.: All Little Things had three final issues regarding the lease:
 - i. Security deposit – the security deposit will be paid in two installments. June and December
 - ii. Ability to sublease to their subsidiary - approved
 - iii. Annual Insurance cost increase capture – this provision to be deleted from the lease. At the end of the first lease term, expense increases will be considered when determining lease renewal rate.
2. Update on Julie Rivers Renovations from K. Casey
 - i. Two interior doors need to open outward instead of inward per the Fire Marshall inspection. Will be completed by 01.26.2024
 - ii. Data contractor will return to work on the door locks after resolving permitting issue

Motion to approve additional lease provisions for 2715 Cypress Point from committee was Unanimously Approved

IV. CEO Report: L. LaVigne

- A. Reviewed program highlights for December 2023
- B. H. Marshall suggested getting a sponsor for the holiday party (dinner and dance) to increase visibility. L. LaVigne to assign sponsorship to holiday party to appropriate staff.
- C. J. Alcala-Hamilton requested IWD membership numbers and ethnicity data to aide with strategic planning session. L. LaVigne explained that data is incomplete

because all members do not choose to submit that information. But she will gather the data available.

- D. "Have a heart for The Arc Day" public policy handouts for Valentine's Day to Texas State Senators and Representatives that serve Fort Bend County was shared
- E. Job description for Administrative Assistant/Office Manager was presented for board review

Motion to approve Administrative Assistant/Office Manager job description by K. Casey. Seconded by S. Lee. Motion Unanimously Approved

V. Adjourn: Meeting adjourned at 6:55 PM

Next Board of Directors Meeting: Monday, March 25, 2024



Executive Committee Meeting Minutes
January 17, 2024
Start time 4:39 p.m. - Adjourned 6:17 p.m.
Julie Rivers Office

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

I. Executive Committee Business

H. Marshall called the meeting to order

December 13, 2023, Executive Committee Meeting Minutes assigned to the consent agenda of the January 22, 2024 Board Meeting.

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

1. QuickBooks not operating yet at the new office
2. November 2023 and YTD corrected financials and December 2023 YTD financials are not yet available due to the office move
3. Reviewed Julie Rivers Corrected YTD Operating Income/Expenses
4. L. LaVigne agreed to get an ETA from Jenny on the 2024 budget before the Board Meeting on January 22.

III. Governance Committee: A. Johnston

1. Strategic Planning update: A. Johnston deferred to T. Duez, who will be leading the strategic planning session on January 29, 2024.
2. T. Duez confirmed that Board Members received the pre-work form and instructions, corrected incorrect date that was in the email, and confirmed that members of executive committee would return the pre-work by January 26.
T. Duez agreed to send another reminder and date correction to the board before the next meeting.

IV. Real Estate Committee – T. Zafar

1. 01.10.2024 Real Estate Committee Meeting minutes were reviewed by T. Zafar.
2. Update on Julie Rivers Renovation
3. Discussed City of Sugar Land permit and occupancy certificate issues. L. LaVigne will continue to rectify Fire permit with the City and our contractor.
4. Discussed Cypress Point lease agreement for “All Little Things Count” and insurance clause issues now used in commercial leases. Real Estate Committee is looking to mitigate the financial risk of rising insurance costs. L. LaVigne agreed to arrange a meeting between T. Zafar and Sandra Graves (from ATLTC) to discuss the insurance increase concerns.
5. Discussed the Summerdale property that is leased month-to-month to Texana. Committee is going to look at the current lease rate, as well as installing a sprinkler system when the CDBG is approved by the county.

V. January 22, 2024 Board Meeting Agenda – H. Marshall

1. Preliminary agenda was not ready to be reviewed by the Executive Committee

VI. CEO Report: L. LaVigne

1. Briefly discussed moving issues and last day at Brooks St.
2. Discussed minor salary adjustment for Fundraising and Public Relations Liaison
3. L. LaVigne presented an Administrative Assistant / Office Manager job description and received feedback from the Executive Committee

VII. Adjourn: Meeting adjourned at 6:17 PM

Next Executive Committee Meeting: Wednesday, March 13, 2024

The Arc of Ft. Bend County

Balance Sheet

As of December 31, 2023

ASSETS

Current Assets

Checking/Savings

Cash

Julie Rivers	295,108
Facilities Repairs Account	34,525
Credit Card Account	1,405
Fundraising (WD)	18,479
Money Market	483,219
Operating Account	50,911

Total Cash	883,647
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Total Checking/Savings	883,647
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Other Current Assets

Prepaid Insurance

Crime	263
Cyber Liability	1,050
General/Professional Liability	3,588
Auto	8,421
D&O	1,803
Umbrella	3,482
Professional Liability	1,242
Property	48,039
Worker's Comp	732

Total Prepaid Insurance	68,620
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Total Other Current Assets	68,620
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Total Current Assets	952,267
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Fixed Assets

Julie Rivers Property	1,607,681
Net Assets Donor Restriction	-750,000
Building-Commercial Property	1,195,872
Improvements-Commercial Propert	921,307
Building - Homes	2,058,229
Improvements-Homes	414,944
Land	804,768
Leasehold Improvemnt.123 Brooks	66,899
Office Equipment	5,324
Furniture and Fixtures	6,720
Computer Equipment	15,757
Automotive	76,832
Accumulated Depreciation	-2,419,371

Total Fixed Assets	4,004,962
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Other Assets

Contribution to Foundation	0
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The Arc of Ft. Bend County

Balance Sheet

As of December 31, 2023

Escrow - Rychlik Job Services	2,500
Earnest Money	1,000
Total Other Assets	<u>3,500</u>
TOTAL ASSETS	<u>4,960,729</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable-ARC	-1,208
Total Accounts Payable	<u>-1,208</u>
Other Current Liabilities	
Retirement Plan Payable	595
Taxes Payable-Fed W/H	43
Taxes Payable-SUTA	18
Total Other Current Liabilities	<u>656</u>
Total Current Liabilities	<u>-552</u>
Long Term Liabilities	
N/P-ARC Fdn (Worley Dr)	213,304
Security Deposits Payable	20,840
N/P-ARC Fdn (6419 Brazos Glen)	0
N/P-ARC Fdn (Chapman Falls)	57,454
N/P-ARC Fdn (5141 Cotter Ln)	0
N/P-ARC Fdn (2715 Cypress Impr)	169,357
N/P-ARC Fdn (Manorfield)	120,450
N/P-ARC Fdn (Rustic Trail)	127,266
N/P-ARC Fdn (5618 Wagon Wheel)	102,890
N/P-ARC Fdn (Whispering Creek)	227,499
N/P-ARC Fdn(2607 WillowSprings)	115,575
Total Long Term Liabilities	<u>1,154,635</u>
Total Liabilities	<u>1,154,083</u>
Equity	
Unrestricted Contra R&M Reserve	93,242
Unrestricted Net Assets	2,469,641
Net Income	1,243,762
Total Equity	<u>3,806,645</u>
TOTAL LIABILITIES & EQUITY	<u>4,960,728</u>

The Arc of Ft. Bend County

Profit & Loss Budget Performance

January through December 2023

	Jan - Dec 23	Jan - Dec 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	370.00	370.00	350.00	20.00	105.71%	350.00
Youth Social	1,340.00	1,340.00	1,000.00	340.00	134.0%	1,000.00
Riveredge Mortgage Payment	1,036.41	1,036.41	1,036.00	0.41	100.04%	1,036.00
Bowling - Lane Fee Income	7,043.00	7,043.00	4,800.00	2,243.00	146.73%	4,800.00
Donations & Contributions	42,113.86	42,113.86	22,000.00	20,113.86	191.43%	22,000.00
Donations - Designated	11,740.00	11,740.00	1,500.00	10,240.00	782.67%	1,500.00
Fundraising Event						
Auction / Bid Board Item	176,999.85	176,999.85				
Donation / Grant	41,175.00	41,175.00				
Raffle	52,139.85	52,139.85				
Sponsorship	63,619.50	63,619.50				
Tickets / Tables / Teams	46,749.21	46,749.21				
Fundraising Event - Other	88,572.09	88,572.09	407,000.00	-318,427.91	21.76%	407,000.00
Total Fundraising Event	469,255.50	469,255.50	407,000.00	62,255.50	115.3%	407,000.00
Grant - CDBG Fort Bend	39,189.28	39,189.28	41,605.00	-2,415.72	94.19%	41,605.00
Grant - FBJSL	7,500.00	7,500.00	15,000.00	-7,500.00	50.0%	15,000.00
Grants - Other	25,000.00	25,000.00	45,000.00	-20,000.00	55.56%	45,000.00
Membership Revenue	9,581.48	9,581.48	6,000.00	3,581.48	159.69%	6,000.00
Rental Income	498,890.03	498,890.03	459,000.00	39,890.03	108.69%	459,000.00
Social Rec Fees	6,568.54	6,568.54	5,400.00	1,168.54	121.64%	5,400.00
Total Income	2,388,200.68	2,388,200.68	1,009,691.00	1,378,509.68	236.53%	1,009,691.00
Gross Profit	2,388,200.68	2,388,200.68	1,009,691.00	1,378,509.68	236.53%	1,009,691.00
Expense						
JULIE RIVERS						
Supplies	175.00	175.00				
Cleaning	4,865.00	4,865.00				
Earnest / Escrow	30,000.00	30,000.00				
Landscaping	5,175.00	5,175.00				

The Arc of Ft. Bend County
Profit & Loss Budget Performance
January through December 2023

	<u>Jan - Dec 23</u>	<u>Jan - Dec 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
R&M	-1,930.00	-1,930.00				
Renovations						
Permits	1,035.00	1,035.00				
Inspections	3,298.27	3,298.27				
Renovations - Other	65,297.14	65,297.14				
Total Renovations	69,630.41	69,630.41				
Trash / Recycling Services	1,010.30	1,010.30				
Utilities	10,735.19	10,735.19				
Total JULIE RIVERS	119,660.90	119,660.90				
Printing and Reproduction	0.00	0.00	500.00	-500.00	0.0%	500.00
Casey Connection	6,505.00	6,505.00	4,000.00	2,505.00	162.63%	4,000.00
Auto / Vans - Repairs & Maint.	2,884.14	2,884.14	1,800.00	1,084.14	160.23%	1,800.00
Advocacy in Action						
Information / Referral	267.11	267.11	1,100.00	-832.89	24.28%	1,100.00
Educational Advocacy	1,391.92	1,391.92	1,372.00	19.92	101.45%	1,372.00
Advocacy in Action - Other	394.28	394.28				
Total Advocacy in Action	2,053.31	2,053.31	2,472.00	-418.69	83.06%	2,472.00
Reconciliation Discrepancies	0.57	0.57				
Accounting, Audit, Payroll	17,322.17	17,322.17	16,131.00	1,191.17	107.38%	16,131.00
Advertising & Marketing	1,227.23	1,227.23	550.00	677.23	223.13%	550.00
Affiliation/Asso/Mbrship/Certs	6,571.85	6,571.85	3,353.00	3,218.85	196.0%	3,353.00
Bank & CC Charges	3,800.05	3,800.05	6,000.00	-2,199.95	63.33%	6,000.00
Board Expenses	1,348.66	1,348.66	6,829.00	-5,480.34	19.75%	6,829.00
Community Outreach	3,337.20	3,337.20	3,000.00	337.20	111.24%	3,000.00
Conferences	113.68	113.68	400.00	-286.32	28.42%	400.00
Continuing Education/Staff Dev	540.00	540.00	100.00	440.00	540.0%	100.00
Donations / Contributions	302.00	302.00				
Employee Expenses						
Employee Salaries	387,275.46	387,275.46	380,007.00	7,268.46	101.91%	380,007.00
Employee-FICA/Medicare	23,947.21	23,947.21	29,071.00	-5,123.79	82.38%	29,071.00
Employee-Health/Dental	96,112.17	96,112.17	88,804.00	7,308.17	108.23%	88,804.00
Employee-Medicare	5,614.55	5,614.55				

The Arc of Ft. Bend County
Profit & Loss Budget Performance
January through December 2023

	Jan - Dec 23	Jan - Dec 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Employee-Retirement Plan	7,305.19	7,305.19	7,600.00	-294.81	96.12%	7,600.00
Employee-SUTA	167.41	167.41	4,644.00	-4,476.59	3.61%	4,644.00
Mileage Reimbursement	133.29	133.29	800.00	-666.71	16.66%	800.00
Total Employee Expenses	520,555.28	520,555.28	510,926.00	9,629.28	101.89%	510,926.00
Event Expenses	59,028.58	59,028.58	49,055.00	9,973.58	120.33%	49,055.00
Facilities HOA Fees	10,268.70	10,268.70	9,850.00	418.70	104.25%	9,850.00
Facilities Landscaping	650.00	650.00				
Facilities (Other)	2.00	2.00				
Facilities Prop Mgmt Fees	15,600.00	15,600.00	15,600.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	137,111.78	137,111.78	75,500.00	61,611.78	181.61%	75,500.00
Facilities Utilities	688.86	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	1,526.00	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	89,886.60	89,886.60	73,725.00	16,161.60	121.92%	73,725.00
Interest Expense	62,126.25	62,126.25	65,234.71	-3,108.46	95.24%	65,234.71
Meals & Supplies / Meetings	157.37	157.37	250.00	-92.63	62.95%	250.00
Office						
Lease 119 & 123	465.60	465.60	233.00	232.60	199.83%	233.00
Website	370.37	370.37	1,000.00	-629.63	37.04%	1,000.00
Computer / Software	569.90	569.90	3,000.00	-2,430.10	19.0%	3,000.00
Copier Lease	5,806.35	5,806.35	5,552.00	254.35	104.58%	5,552.00
Repairs & Maintenance	11,312.76	11,312.76	5,430.00	5,882.76	208.34%	5,430.00
Supplies	2,554.28	2,554.28	2,600.00	-45.72	98.24%	2,600.00
Telephone / Internet	4,446.89	4,446.89	4,273.00	173.89	104.07%	4,273.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
January through December 2023

	Jan - Dec 23	Jan - Dec 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Utilities	6,063.53	6,063.53	5,040.00	1,023.53	120.31%	5,040.00
Total Office	31,589.68	31,589.68	27,128.00	4,461.68	116.45%	27,128.00
PROGRAMS						
PR Youth Respite	1,319.59	1,319.59	2,600.00	-1,280.41	50.75%	2,600.00
PR Activity/Mtg-Food & Supplies	9,910.27	9,910.27	14,800.00	-4,889.73	66.96%	14,800.00
PR Athletic Banquet	3,602.18	3,602.18	5,200.00	-1,597.82	69.27%	5,200.00
PR Bowling Lane Fees	15,986.70	15,986.70	11,550.00	4,436.70	138.41%	11,550.00
PR DJ	975.00	975.00	3,600.00	-2,625.00	27.08%	3,600.00
PR Equipment, Shirts, Uniforms	1,219.18	1,219.18	3,300.00	-2,080.82	36.95%	3,300.00
PR Fuel	600.18	600.18	2,420.00	-1,819.82	24.8%	2,420.00
PR Game / Registration Fees	425.00	425.00	2,300.00	-1,875.00	18.48%	2,300.00
PR Hotel	4,479.38	4,479.38	27,000.00	-22,520.62	16.59%	27,000.00
PR Other Expenses / Gifts	460.68	460.68	700.00	-239.32	65.81%	700.00
PR Parking & Tolls	126.21	126.21	620.00	-493.79	20.36%	620.00
PR Practice Facil. / Lifeguards	597.71	597.71	6,000.00	-5,402.29	9.96%	6,000.00
PR Scholarships	2,000.00	2,000.00				
PR Tickets / Venue Fees	9,882.64	9,882.64	18,000.00	-8,117.36	54.9%	18,000.00
PR Training & Background checks	189.58	189.58	420.00	-230.42	45.14%	420.00
PR Transportation	2,591.80	2,591.80	7,050.00	-4,458.20	36.76%	7,050.00
PR - Twenty Somethings	1,746.31	1,746.31	2,400.00	-653.69	72.76%	2,400.00
Total PROGRAMS	56,112.41	56,112.41	107,960.00	-51,847.59	51.98%	107,960.00
PR Contract Workers	6,348.00	6,348.00	8,360.00	-2,012.00	75.93%	8,360.00
Postage and Delivery	2,563.85	2,563.85	2,500.00	63.85	102.55%	2,500.00
Professional Fees - Legal	0.00	0.00	50.00	-50.00	0.0%	50.00
Professional Fees - Other	1,237.50	1,237.50				
Total Expense	1,159,593.62	1,159,593.62	991,273.71	168,319.91	116.98%	991,273.71
Net Ordinary Income	1,228,607.06	1,228,607.06	18,417.29	1,210,189.77	6,670.94%	18,417.29
Other Income/Expense						
Other Income						
Interest Income	12,121.32	12,121.32				
Investment Income	4,075.75	4,075.75				
Total Other Income	16,197.07	16,197.07				

The Arc of Ft. Bend County
Profit & Loss Budget Performance
January through December 2023

	Jan - Dec 23	Jan - Dec 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Other Expense						
Other Expenses	1,042.21	1,042.21				
Total Other Expense	1,042.21	1,042.21				
Net Other Income	15,154.86	15,154.86				
Net Income	1,243,761.92	1,243,761.92	18,417.29	1,225,344.63	6,753.23%	18,417.29

Balance Sheet

As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
Cash	
Julie Rivers	125,462.98
Facilities Repairs Account	34,524.53
Credit Card Account	7,617.89
Fundraising (WD)	12,785.85
Money Market	409,571.95
Operating Account	77,310.86
Payroll Account	15,742.22
Total Cash	683,016.28
Total Checking/Savings	683,016.28
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	751,635.68
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	2,058,228.85
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	-2,242,592.43
Total Fixed Assets	4,181,741.49
Other Assets	
Contribution to Foundation	-0.34
Escrow - Rychlik Job Services	2,500.00

Balance Sheet

As of February 29, 2024

	Feb 29, 24
Earnest Money	1,000.00
Total Other Assets	3,499.66
TOTAL ASSETS	4,936,876.83
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable-ARC	10,147.14
Total Accounts Payable	10,147.14
Other Current Liabilities	
Retirement Plan Payable	-105.00
Taxes Payable-Fed W/H	-1,404.73
Taxes Payable-FICA	-1,917.63
Taxes Payable-Medicare	-448.48
Taxes Payable-SUTA	-83.16
Total Other Current Liabilities	-3,959.00
Total Current Liabilities	6,188.14
Long Term Liabilities	
N/P-ARC Fdn (Worley Dr)	212,671.60
Security Deposits Payable	20,840.00
N/P-ARC Fdn (Chapman Falls)	57,131.82
N/P-ARC Fdn (2715 Cypress Impr)	164,348.13
N/P-ARC Fdn (Manorfield)	119,888.36
N/P-ARC Fdn (Rustic Trail)	126,660.41
N/P-ARC Fdn (5618 Wagon Wheel)	102,279.30
N/P-ARC Fdn (Whispering Creek)	226,616.05
N/P-ARC Fdn(2607 WillowSprings)	114,878.73
Total Long Term Liabilities	1,145,314.40
Total Liabilities	1,151,502.54
Equity	
Unrestricted Contra R&M Reserve	93,242.00
Unrestricted Net Assets	3,713,412.59
Net Income	-21,280.30
Total Equity	3,785,374.29
TOTAL LIABILITIES & EQUITY	4,936,876.83

The Arc of Ft. Bend County

Profit & Loss Budget Performance

February 2024

	<u>Feb 24</u>	<u>Budget</u>	<u>Jan - Feb 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Ride fee	140.00		140.00		
Youth Social	160.00		310.00		
Direct Benefits to Donors	0.00		-12,501.25		
Bowling - Lane Fee Income	822.00		2,609.00		
Donations & Contributions	229.21		1,241.35		
Donations - Designated	70.00		670.00		
Fundraising Event					
Auction / Bid Board Item	4,685.00		5,939.35		
Donation / Grant	0.00		100.00		
Total Fundraising Event	<u>4,685.00</u>		<u>6,039.35</u>		
Grant - CDBG Fort Bend	0.00		6,144.87		
Membership Revenue	1,090.00		2,200.00		
Rental Income	70,680.00		109,100.00		
Social Rec Fees	1,155.00		1,410.00		
Total Income	<u>79,031.21</u>		<u>117,363.32</u>		
Gross Profit	79,031.21		117,363.32		
Expense					
JULIE RIVERS					
Moving Expenses	1,774.36		4,878.83		
Trash / Recycling Services	233.67		233.67		
Total JULIE RIVERS	<u>2,008.03</u>		<u>5,112.50</u>		
Advocacy in Action					
Information / Referral	38.25		76.50		
Educational Advocacy	0.00		1,177.00		
Total Advocacy in Action	<u>38.25</u>		<u>1,253.50</u>		
Accounting, Audit, Payroll	593.73		981.70		
Advertising & Marketing	61.83		123.66		
Affiliation/Asso/Mbrship/Certs	0.00		3,108.00		
Bank & CC Charges	141.48		372.79		
Board Expenses	257.54		585.06		

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2024

	<u>Feb 24</u>	<u>Budget</u>	<u>Jan - Feb 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Community Outreach	1,500.00		1,500.00		
Employee Expenses					
Employee Salaries	32,222.50		47,190.93		
Employee-FICA/Medicare	1,997.55		3,129.63		
Employee-Health/Dental	8,921.39		17,314.03		
Employee-Medicare	467.17		731.93		
Employee-SUTA	45.63		87.63		
Total Employee Expenses	43,654.24		68,454.15		
Event Expenses	512.18		512.18		
Facilities HOA Fees	0.00		8,330.62		
Facilities Prop Mgmt Fees	1,300.00		2,600.00		
Facilities R&M / Improvements	11,432.00		24,615.80		
Interest Expense	4,730.90		9,466.73		
Office					
Computer / Software	148.93		148.93		
Copier Lease	454.32		908.64		
Repairs & Maintenance	2,219.50		3,069.50		
Supplies	555.53		876.96		
Telephone / Internet	673.10		1,098.79		
Utilities	1,213.83		3,448.48		
Total Office	5,265.21		9,551.30		
PROGRAMS					
PR Activity/Mtg-Food & Supplies	254.38		519.77		
PR Bowling Lane Fees	2,863.75		2,863.75		
PR Equipment, Shirts, Uniforms	-40.00		-40.00		
PR Fuel	20.00		20.00		
PR Game / Registration Fees	0.00		500.00		
PR Other Expenses / Gifts	0.00		110.42		
PR Practice Facil. / Lifeguards	900.00		900.00		
Total PROGRAMS	3,998.13		4,873.94		
PR Contract Workers	700.00		1,540.00		
Total Expense	76,193.52		142,981.93		

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2024

	<u>Feb 24</u>	<u>Budget</u>	<u>Jan - Feb 24</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Net Ordinary Income	2,837.69		-25,618.61		
Other Income/Expense					
Other Income					
Interest Income	245.51		840.35		
Investment Income	1,029.73		2,215.23		
Other Income	<u>1,180.00</u>		<u>1,180.00</u>		
Total Other Income	2,455.24		4,235.58		
Other Expense					
Other Expenses	<u>-102.73</u>		<u>-102.73</u>		
Total Other Expense	<u>-102.73</u>		<u>-102.73</u>		
Net Other Income	<u>2,557.97</u>		<u>4,338.31</u>		
Net Income	<u><u>5,395.66</u></u>		<u><u>-21,280.30</u></u>		

			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Western Dance	Golf	Classic	New Initiatives	TOTAL
														-
Ordinary Income / Expense														-
	INCOME													-
		Bowling - Lane Fees			6,740									6,740
		Donations & Contributions		30,000										30,000
		Donations - Designated		200	100	300	400	600						1,600
		Fundraising Events								300,000	110,000			410,000
		Fundraising New Initiatives											20,000	20,000
		Grants	45,000											45,000
		Grant - CDBG Fort Bend			9,500	30,500			35,000					75,000
		Grant - FBJSL						10,000						10,000
		Membership Revenue	9,000											9,000
		Rental - Julie Rivers							30,000					30,000
		Rental - Chapman Falls							19,200					19,200
		Rental - Cotter Lane							16,200					16,200
		Rental - Cypress Point Bldg.							113,500					113,500
		Rental - Cypress Point Home							18,000					18,000
		Rental - Grant Dr.							17,400					17,400
		Rental - Industrial							105,000					105,000
		Rental - Manorfield							16,500					16,500
		Rental - Parkview							18,600					18,600
		Rental - River Road							16,200					16,200
		Rental - Russeff Field							17,400					17,400
		Rental - Rustic Trail							25,200					25,200
		Rental - Summerdale							14,900					14,900
		Rental - Thomas Jefferson							16,800					16,800
		Rental - Wagon Wheel							16,200					16,200
		Rental - Whispering Creek							24,000					24,000
		Rental - Willow Springs							17,100					17,100
		Rental - Worley Drive							19,800					19,800
		Riveredge Annual Mortgage Payment							1,036					1,036
		Ride Fees						350						350
		Social Rec Fees				5,500								5,500
		Teen Tween Social / Youth Respite					1,200							1,200
	TOTAL INCOME		54,000	30,200	16,340	36,300	1,600	10,950	558,036	300,000	110,000	20,000		1,137,426
	EXPENSE													
		Accounting, Payroll Processing	22,383											22,383
		Advertising & Marketing		942										942
		Advocacy in Action												-
		AA Educational Advocacy		1,377										1,377
		AA Information / Referral		1,808										1,808
		Affiliation/ Association/ Membership		3,438										3,438

2024 BUDGET /FINAL

[illegible]

2024 BUDGET /FINAL

															-
			General & Admin	Advocacy	Bowling	Social Recreation	Youth	Special Olympics	Real Estate	Western Dance	Golf	Classic	Bowling	TOTAL	
		Office - Repairs & Maintenance	11,070												11,070
		Office - Supplies	2,600												2,600
		Office - Telephone / Internet	4,652												4,652
		Office - Utilities / Water & Electric	16,140												16,140
		Office - Website	1,000												1,000
		PR Activites/Meetings - Meals, Food & Supplies				2,000	2,240	10,000							14,240
		PR Athletic Banquet			2,200			3,000							5,200
		PR Bowling Lane Fees			15,000										15,000
		PR Contract Workers			4,560	2,000	3,600								10,160
		PR DJ				1,050									1,050
		PR Equipment, Shirts & Uniforms			800	120		2,400							3,320
		PR Fuel	250			-		1,200							1,450
		PR Game / Registration Fees						1,400							1,400
		PR Hotel						10,000							10,000
		PR Other Expenses & Gifts				300	300	600							1,200
		PR Parking & Tolls				120		200							320
		PR Practice Facilities / Lifeguards						3,500							3,500
		PR Scholarships & Sponsorships		2,000											2,000
		PR Tickets / Venues / Events				10,850									10,850
		PR Volunteer/Parent Training Expenses & Background checks					200	180							380
		PR Transportation				1,800		3,600							5,400
		PR Twenty Somethings				2,000									2,000
		PR Teen Tween Social / Youth Respite					2,900								2,900
		Postage & Delivery	2,600												2,600
		Printing & Reproduction	250	250											500
		Professional Fees - Legal/Other	500												500
		TOTAL EXPENSE	668,776	22,840	22,680	20,420	9,240	36,380	315,778	36,030	22,800		-		1,154,943
			(614,776)	7,360	(6,340)	15,880	(7,640)	(25,430)	242,259	263,970	87,200		20,000		(17,517)
		3/20/2024													

Ordinary Income/Expense

Income

Bowling - Lane Fee Income	Estimated..Based on new Bowling program and 2023 participation
Donations & Contributions	Estimated: based on donations received in 2023
Donations - Designated	Estimated: based on donations received in 2023
Fundraising Event	Decided by Budget & Finance Committee
Fundraising New Initiatives	Income goal set for new Fundraising staff position
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 - FBJSL	Received \$7,500 in 2023
Grants	Anticipate \$5,000 from Geiger Foundation, \$25,000 grant from George Foundation for Operational expenses, in addition to misc.grants
Membership Revenue	Estimate based on past several years: IWD \$20, IND \$35, FAM \$50, CORP \$100, LIFETIME (IND \$500, CORP \$2,000)
Rental - Chapman Falls	Caregiver \$1,600 per month x 12 months - expires 10/31/2025
Rental - Cotter Lane	All the Little Things Count \$1,350 per month x 12 months - expires 10/31/2025
Rental - Cypress Point Building	January \$8,000 - Texana, Feb-Dec All the Little Things Count \$9,750 per month x 12 months - expires 1/31/2029
Rental - Cypress Point (Home)	Caregiver \$1,500 per month x 12 months - expires 1/31/2025
Rental - Grant Dr.	All the Little Things Count \$1,450 per month x 12 months - expires 10/31/2025
Rental - Industrial	QuVa \$8,750 x 12 months - expires 6/23/2026
Rental - Manorfield Ct.	All the Little things Count \$1,375 x 12 months - expires 1/31/2026
Rental - Parkview Lane	Forgotten Angels \$1,550.00 per month x 12 months - expires 8/31/2024 Might increase to \$1,600, but did not budget an increase
Rental - River Road	All the Little Things Count \$1,350 x 12 months - expires 7/31/2025
Rental - Russeff Field	All the Little things Count \$1,450 x 12 months - expires 5/31/2025
Rental - Rustic Trail	Ella Brooks \$2,100 per month x 12 months - expires 7/31/2024 Will probably not increase
Rental - Summerdale	Texana \$1,200 Jan-Feb, \$1,250 per month March-Dec - expires 2/28/2025
Rental - Thomas Jefferson	Caregiver \$1,400 per month x 12 months - expires 10/31/2025
Rental - Wagon Wheel	Vonda Holmes \$1,350 per month x 12 months - expires 10/31/2025
Rental - Whispering Creek	Caregiver \$2,000 per month x 12 months - expires 5/31/2025
Rental - Willow Springs	All the Little Things Count \$1,425 per month x 12 months - 11/30/2025
Rental - Worley Dr.	Forgotten Angels \$1,650.00 per month x 12 months - expires 1/31/2025
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
Teen Tween Social / Youth Respite	Fees anticipated for Youth Respite / Teen Tween Social participants

Expense

Accounting, Audit, Payroll processing	AUDIT & 990 by Randy Walker \$19,000 Payroll Services - ADP
Advertising & Marketing	Constant Contact - eblasts \$61.83 x 12, \$200 misc
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, Resource Fair event snacks, drinks, prizes, vendor table supplies, Booths or sponsorship items for other conferences and fairs, Mailchimp
Affiliation/Asso/Membership/Cert	The Arc of US \$2,808, Ft. Bend Chamber \$300, Central Ft. Bend Chamber \$330,
Auto / Vans -Repairs & Maintenance	State Registration & Inspection. Repairs. Regular Maintenance: oil changes, tire rotation, etc.
Bank & CC Charges	Estimate
Board Expenses	Board meeting dinners approx \$200 x 6, Food for Strategic planning meetings \$400, Exit gifts \$100, name badges for new members \$50, snacks for meetings \$100, Boardsource \$129, Board & CEO evaluations \$1,200
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 Back to School \$ 275
Continuing Education / Staff Dev.	Webinars, Workshops, & Opportunities that might be available to the staff for training & developmental purposes, Leadership for Cheryl
Employee Salaries	2% Increase, plus new Fundraising position
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% of annual salary per eligible employee
Employee Workers Comp	Texas Mutual - Estimate based on rates paid November 2023
Event Expenses	Golf Classic & Western Dance based on 2023 actuals and projections for 2024, Awards Dinner
Facilities R&M - HOA Fees	Actual amounts paid January 2023
Facilities R&M. / Improvements	\$4,000 x 15 Homes, \$11,500 - Cypress Pt. Bldg., includes AC Maint. on all residential properties, Commercial properties A/C Maintenance agreement
	\$35,000 Sprinkler System Summerdale
Facilities - Landscaping	\$1,500 Contract with the county
Facilities Insurance - Property/Fire	Based on actual rates paid November 2023 for policy period 11/15/23 - 11/15/24
Facilities - Propert Mgt. Fees	Rychlik Services \$1,300 x 12 months
Facilities - Utilities	None anticipated
Insurance - Cyber	Protection against issues related to Cyber hacking - Based on actual rates paid November 2023 for policy period 11/15/23 - 11/15/24
Insurance - D&O/Fiduciary	Based on actual rates paid November 2023 for policy period 11/15/23 - 11/15/24
Insurance - Liability Package & Auto	Based on actual rates paid November 2023 for policy period 11/15/23 - 11/15/24
Insurance - Umbrella	Based on actual rates paid November 2023 for policy period 11/15/23 - 11/15/24
Meetings / Meals & Supplies	Staff meetings, committee meetings, Advocacy - lunches with community members, Arc supporters, expenses related to procuring donations, sponsorships, etc

Mileage Reimbursement	Estimate
Noted Payable - Chapman Falls	404.17 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 / IT/ Software	PC repair - PARTS ONLY/NO LABOR, Computer/Software supplies or equipment, Dynamic 365 \$2436, DropBox \$130, Zoom \$240, Tech Soup - member fee for Zoom \$18
	Microsoft 365 Business premium (10 licenses) \$120 yearly
Office - Copier Lease	Sharp - \$415 per month plus billable prints
Office - Lawn Maintenance	\$375 per month March-December = \$3,750 Lawn & flowerbed maintenance, monthly sprinkler checks
Office - Moving Expenses	All expenses related to moving.... Movers, etc. (I will provide list & breakdown with 2nd draft)
Office - R&M	Cleaning \$150 x 50 weeks = \$7,500. ESTIMATE... R&M \$200 per month?, A/C Maint. \$1,170 annually / service 3 times for the year
Office - Supplies	General Office Supplies: copy paper, pens, cleaning supplies, misc items for office, etc.
Office - Telephone / Internet	Nextiva Phone \$228.40 x 12 months = \$2,740.80 Comcast Internet \$159.32 x 12 months = \$1,911.84 (might be a little less)
Office - Utilities - Water / Electric / Trash	407 Julie Rivers TOTAL GUESS? Electric \$11,000 Water \$3,200 Republic Waste \$111.70 x 12, \$600 Final Bills Brooks St.
Office - Website	Support & Hosting
Postage and Delivery	Estimate for 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 - \$340 Books Alive Performance "Chicken Big", Pizza Party, Sensory friendly movie, RR Museum, other event admission
	Teen Sibling event - Spring \$250 / Fall \$250, Adult Sibling event - Fall \$250 / Spring \$250
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 2023
PR Contract Workers	SR - Contract workers for activities & events, Bowling and Respite staff
PR DJ	Social Recreation dances, Holiday Formal, and Karaoke
PR Equipment, Shirts, Uniforms	Uniforms & Equipment for Special Olympic Sports, Bowling shirts
PR Fuel	Fuel for Arc vans used for Special Olymoics travel; as well as office use
PR Game / Registration Fees	State Games
PR Hotel	Special Olympics State Games
PR Other Expenses & Gifts	SR - Christmas gift cards for Contract workers, misc Youth - Volunteer Recognition

PR Parking & Tolls	SR - Activities SO - State / Regional Games & Area Tournaments
PR Practice Facilities / Lifeguards	Facilities / Field Rentals
PR Tickets/Venue Fees	Social Recreation Activities
PR Volunteer/Parent Exp - Training & Background checks	Coach/Volunteer training for Special Olympics, Volunteer Background checks
PR Transportation	SR- Bus for HLSR or other events, SO - Van rentals for State / Regional Games, Area Tournaments
PR Twenty Somethings	Activities for "Twenty Somethings" Social Recreation
PR Teen Tween Social / Youth Respite	Supplies: consumable, nonconsumable, Snacks / food & drinks
Printing & Reproduction	Office, letterhead, envelopes, etc

Julie Rivers
Capital Account
11/2022 through 02/2024

	Type	Date	Memo	Amount	Balance
Grants - Julie Rivers					
	Deposit	12/16/2022	Grant from Swinbank Family for purchase of Julie Rivers	500,000.00	500,000.00
	Deposit	12/16/2022	Grant from Harrison Group for purchase of Julie Rivers	250,000.00	750,000.00
	Deposit	02/14/2023	Grant from The George Foundation for purchase of Julie Rivers	500,000.00	1,250,000.00
	Deposit	02/17/2023	Grant from Henderson-Wessendorff Foundation for purchase of Julie Rivers	500,000.00	1,750,000.00
	Deposit	02/28/2023	Grant from Harrison Group for purchase of Julie Rivers	250,000.00	2,000,000.00
Total Grants - Julie Rivers				2,000,000.00	2,000,000.00
JULIE RIVERS					
Earnest / Escrow					
	Check	11/16/2022	Earnest money	-10,000.00	-10,000.00
	Check	02/13/2023	Additional Earnest money	-30,000.00	-40,000.00
Total Earnest / Escrow				-40,000.00	-40,000.00
Landscaping					
	Bill	06/02/2023	Repairs to sprinkler system	-791.00	-791.00
	Bill	06/20/2023	Plantation Irrigation - Sprinkler system	-86.52	-877.52
	Bill	09/08/2023	Repair sprinkler in Zone 1 & 3	-310.00	-1,187.52
	Bill	01/08/2024	Trim oak trees behind building	-975.00	-2,162.52
	Bill	01/08/2024	Remove trees and grind stumps	-2,400.00	-4,562.52
Total Landscaping				-4,562.52	-4,562.52
R&M					
	Deposit	12/03/2023	Insurance payment for damage to Carport	2,500.00	2,500.00
Total R&M				2,500.00	2,500.00
Renovations					
Permits					
	Bill	07/20/2023	ADA Permit	-1,035.00	-1,035.00
Total Permits				-1,035.00	-1,035.00
Inspections					
	Bill	03/29/2023	Property inspection prior to purchase	-1,800.00	-1,800.00
	Bill	04/20/2023	City of Sugar Land / Certificate of Occupancy	-39.75	-1,839.75
	Bill	04/20/2023	Fire extinguisher	-150.99	-1,990.74
	Bill	04/20/2023	Electric sign	-12.53	-2,003.27
	Bill	08/01/2023	Pre-renovation Asbestos Survey	-1,295.00	-3,298.27
Total Inspections				-3,298.27	-3,298.27

Julie Rivers
Capital Account
11/2022 through 02/2024

	Type	Date	Memo	Amount	Balance
Renovations - Other					
	Bill	07/18/2023	Resealed metal pan & opened lines at electrical conduit	-395.00	-395.00
	Bill	09/20/2023	Sam's Cleaning & Hauling - Haul off desks	-445.00	-840.00
	Bill	11/03/2023	Install cables for cameras & access doors	-1,125.00	-1,965.00
	Check	11/15/2023	Data & Cameras Access Points	-7,091.94	-9,056.94
	Bill	12/05/2023	Repaired one puncture in the Duro-Last membrane	-345.00	-9,401.94
	Check	12/14/2023	First pay request	-54,707.68	-64,109.62
	Check	01/17/2024	Second pay request	-147,238.63	-211,348.25
	Check	02/15/2024	Install access Camera	-3,317.31	-214,665.56
	Bill	02/20/2024	Blinds	-2,175.00	-216,840.56
	Check	02/21/2024	Pay request - Apps #3 & #4	-19,929.55	-236,770.11
Total Renovations - Other				-236,770.11	-236,770.11
Total Renovations				-241,103.38	-241,103.38
Total JULIE RIVERS				-283,165.90	-283,165.90
Bank & CC Charges					
	Check	02/13/2023	Outgoing wire fee - Additional earnest money	-20.00	-20.00
	Check	02/28/2023	Incoming wire fee - Grant from Harrison Group	-7.50	-27.50
	Check	03/01/2023	Outgoing wire fee - Purchase of Julie Rivers	-20.00	-47.50
Total Bank & CC Charges				-47.50	-47.50
Interest Income					
	Deposit	12/31/2022	Interest	628.76	628.76
	Deposit	01/31/2023	Interest	1,275.04	1,903.80
	Deposit	02/28/2023	Interest	1,925.77	3,829.57
	Deposit	03/31/2023	Interest	630.67	4,460.24
	Deposit	04/30/2023	Interest	806.31	5,266.55
	Deposit	05/31/2023	Interest	906.09	6,172.64
	Deposit	06/30/2023	Interest	883.83	7,056.47
	Deposit	07/31/2023	Interest	915.55	7,972.02
	Deposit	08/31/2023	Interest	917.88	8,889.90
	Deposit	09/30/2023	Interest	890.53	9,780.43
	Deposit	10/31/2023	Interest	922.49	10,702.92
	Deposit	11/30/2023	Interest	895.00	11,597.92
	Deposit	12/31/2023	Interest	869.48	12,467.40

Julie Rivers
Capital Account
11/2022 through 02/2024

	Type	Date	Memo	Amount	Balance
	Deposit	01/31/2024	Interest	594.84	13,062.24
	Deposit	02/29/2024	Interest	245.51	13,307.75
Total Interest Income				13,307.75	13,307.75
				1,730,094.35	1,730,094.35
	Wire	3/1/2023	Purchase of Julie Rivers		1,607,681.37
TOTAL			Total Left		\$ 122,412.98

The Arc of Ft. Bend County
Julie Rivers Capital Report

	Type	Date	<div>Memo</div> <div>November 2022 through January 2024</div>	<div>Amount</div> <div>November 2022 through January 2024</div>	Balance
Grants - Julie Rivers					
	Deposit	12/16/2022	Grant from Swinbank Family for purchase of Julie R	500,000.00	500,000.00
	Deposit	12/16/2022	Grant from Harrison Group for purchase of Julie Riv	250,000.00	750,000.00
	Deposit	02/14/2023	Grant from The George Foundation for purchase of .	500,000.00	1,250,000.00
	Deposit	02/17/2023	Grant from Henderson-Wessendorff Foundation for	500,000.00	1,750,000.00
	Deposit	02/28/2023	Grant from Harrison Group for purchase of Julie Riv	250,000.00	2,000,000.00
Total Grants - Julie Rivers				2,000,000.00	2,000,000.00
JULIE RIVERS					
Earnest / Escrow					
	Check	11/16/2022	Earnest money	-10,000.00	-10,000.00
	Check	02/13/2023	Additional Earnest money	-30,000.00	-40,000.00
Total Earnest / Escrow				-40,000.00	-40,000.00
R&M					
	Deposit	12/03/2023	Insurance payment for damage to Carport	2,500.00	2,500.00
Total R&M				2,500.00	2,500.00
Renovations					
Permits					
	Bill	07/20/2023	ADA Permit	-1,035.00	-1,035.00
Total Permits				-1,035.00	-1,035.00
Inspections					
	Bill	03/29/2023	Property inspection prior to purchase	-1,800.00	-1,800.00
	Bill	04/20/2023	City of Sugar Land / Certificate of Occupancy	-39.75	-1,839.75
	Bill	04/20/2023	Fire extinguisher	-150.99	-1,990.74
	Bill	04/20/2023	Electric sign	-12.53	-2,003.27
	Bill	08/01/2023	Pre-renovation Asbestos Survey	-1,295.00	-3,298.27
Total Inspections				-3,298.27	-3,298.27
Renovations - Other					
	Bill	06/02/2023	Repairs to sprinkler system	-791.00	-791.00
	Bill	06/20/2023	Plantation Irrigation - Sprinkler system	-86.52	-877.52
	Bill	07/18/2023	Resealed metal pan & opened lines at electrical con	-395.00	-1,272.52
	Bill	09/08/2023	Repair sprinkler in Zone 1 & 3	-310.00	-1,582.52
	Bill	09/20/2023	Sam's Cleaning & Hauling - Haul off desks	-445.00	-2,027.52
	Bill	11/03/2023	Install cables for cameras & access doors	-1,125.00	-3,152.52

The Arc of Ft. Bend County
Julie Rivers Capital Report

	Type	Date	Memo	Amount	Balance
			November 2022 through January 2024		
	Check	11/15/2023	Data & Cameras Access Points	-7,091.94	-10,244.46
	Bill	12/05/2023	Repaired one puncture in the Duro-Last membrane	-345.00	-10,589.46
	Check	12/14/2023	First pay request	-54,707.68	-65,297.14
	Check	01/17/2024	Second pay request	-147,238.63	-212,535.77
Total Renovations - Other				-212,535.77	-212,535.77
Total Renovations				-216,869.04	-216,869.04
Total JULIE RIVERS				-254,369.04	-254,369.04
Bank & CC Charges					
	Check	02/13/2023	Outgoing wire fee - Additional earnest money	-20.00	-20.00
	Check	02/28/2023	Incoming wire fee - Grant from Harrison Group	-7.50	-27.50
	Check	03/01/2023	Outgoing wire fee - Purchase of Julie Rivers	-20.00	-47.50
Total Bank & CC Charges				-47.50	-47.50
Interest Income					
	Deposit	12/31/2022	Interest	628.76	628.76
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	Deposit	03/31/2023	Interest	630.67	4,460.24
	Deposit	04/30/2023	Interest	806.31	5,266.55
	Deposit	05/31/2023	Interest	906.09	6,172.64
	Deposit	06/30/2023	Interest	883.83	7,056.47
	Deposit	07/31/2023	Interest	915.55	7,972.02
	Deposit	08/31/2023	Interest	917.88	8,889.90
	Deposit	09/30/2023	Interest	890.53	9,780.43
	Deposit	10/31/2023	Interest	922.49	10,702.92
	Deposit	11/30/2023	Interest	895.00	11,597.92
	Deposit	12/31/2023	Interest	869.48	12,467.40
	Deposit	01/31/2024	Interest	594.84	13,062.24
Total Interest Income				13,062.24	13,062.24
Subtotal				1,758,645.70	1,758,645.70
	Wire	3/1/2023	Purchase of Julie Rivers	1,607,681.37	1,607,681.37
TOTAL					\$ 150,964.33



Board Candidate Information Sheet

Date: _____

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Cell: _____

Preferred Email: _____

Employer: _____ Work phone: _____

Employer address: _____

of years as member of The Arc: _____ Recommended by: _____

Family member with I/DD? ☐ Yes ☐ No Relationship: _____

Interests/community activities: _____

Previous experience as a Director: _____

Special skills/training/experience: _____

Current positions/activities with The Arc: _____

Previous position/activities with The Arc: _____

Ways you believe you can contribute as a board member: _____

Can you attend all/most board meetings, committee meetings and special events? ☐ yes ☐ no

Breah Campbell Bio

I have been married to my husband, Marcus for 19 years, together for 25!!!! We have three amazing boys! Kameron (24) Kobie & Kaeson (14) and of course, our fur babies, Kash & Khloe (6). My family and I love traveling and all things sports, especially football. Our family moved to Fort Bend to make it our forever home in 2005. Professionally, I am an account manager for Si Environmental. I have been working in this amazing industry for eighteen years managing MUD's and Levee District's throughout Fort Bend, Brazoria and Harris County. I served as Board Secretary for North Mission Glen MUD from March 2015-Aug 2022. I currently serve as a Board Member for Weston MUD. I am a Co-Chair for the Fort Bend Chamber of Commerce Leadership Forum since 2018, graduating from the program in 2016. I also serve as a Board Member for the Chamber. I am a Chair for AWBD's Emerging Leaders Program where I helped develop the program, and it continues to grow today. When I have the opportunity, I love to serve and volunteer with non-profit organizations within Fort Bend County. I love my community. It is the core of what has made me the person and professional I am today.





Real Estate Committee Meeting Minutes
407 Julie Rivers
8:00 am Wednesday, February 7, 2024

Attendees: T. Zafar, Chairman; K. Casey; R. Cushenberry; J. Gortney; H. Marshall; J. Patterson; L. LaVigne

Not Present: M. Casey, L. Lobue, M. Neely

- I. Sprinkler System:** Tariq shared that T. Duez had contacted him regarding long-range planning from the perspective of the Real Estate committee. Given that there is no indication of the HCS reimbursement funds increasing, Tariq asked if the committee had any thoughts on what we would do with our group homes if HCS providers could no longer afford to lease from us. Ideas included selling the homes, leasing them to the general public and paying the property taxes and installing sprinkler systems in the homes so that the HCS providers could add a 4th client and better afford the home. If Fort Bend County CDBG funds were available, that would be an option to pay for the sprinkler systems. Committee also discussed requesting funding from The Arc Foundation. A suggestion was made to consider installing a sprinkler system in a home so that we could learn and experience the process and cost. After discussion, committee agreed to wait until The Arc received approval for the CDBG reimbursement grant to be approved.
- II. Income/Expense Report:** The December, 2023 & January 2024, I/E reports were prepared for the committee to review and let Tariq know if there were any comments. **J. Patterson moved to accept the reports. H. Marshall seconded the motion. Motion passed.**

The January 2024, Julie Rivers' Operating and Capital income and expense reports were also presented to committee.
- III. Leases expiring: Summerdale (currently month-to-month)** After a review of the CMA provided by R. Cushenberry, committee recommended offering Texana Center a one-year lease at the increased rate of \$1250 per month (currently \$1200 per month)
- IV. 407 Julie Rivers Update:**

 - K. Casey and L. LaVigne were scheduled for a final walk-through at the end of the Real Estate meeting.
 - Committee discussed moving Dan Roth Custom Homes' office to the conference room in Texas Builders Finance suite. Preliminary discussions revealed that Mr. Roth would be happy with that move.
 - The agenda item of Developing leases to replace the current month-to-month leases for the three tenants was discussed. T. Zafar suggested that the month-to-month leases in effect provides The Arc as landlord, with more control at this point with the current tenants. Discussion was tabled for the next meeting.

Next Meeting: March 6, 2024

**CEO Report
January and February 2024**

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 and February Contacts:

General Info & Referral: 11 (5.3 hrs.); 16

Special Ed: 7 (5.0 hrs.); 3 (1.8 hrs.)

IEP Reviews/Consultations: 3 (3.5 hrs.); 5 (6.1 hrs.)

ARD Meeting/Prep: 0; 0

Life Planning: 0; 0

Guardianship: 1 (.40 hrs.); 0

Adult Services (Provider/Day Hab/SSI/Medicaid): 4 (3.0 hrs.); 4 (3.2 hrs.)

Employment: 4 (2.0 hrs.); 0

Outreach: 53 hours; (Attend community events, vendor fairs, create Community Happenings, social media articles, videos, virtual events)

Total Education Advocacy Hours in: Jan & Feb 202: 21.4 Hrs.

Community Outreach Conferences & Meetings:

1/20/24 – Exhibitor at Family to Family Conference.

2/10/24 – Present “Advocacy Essentials” to Depelchin Center - Relatives As Caregivers Conference.

2/13/24 – Legislative Rep. Visits – Jacey Jetton, Trevor Nehls, Gary Gates & Lizzie Fletcher

2/14/24 – Legislative Rep Visits – Suleman Lelani & Judge KP George

2/21/24 – Legislative Rep Visit – Ron Reynods

2/28/24 – Katy ISD Sped Resource Fair

Professional Development:

1/11/24 – Excellence in Non Profit Leadership Seminar

2/22/24 – Webinar: Crisis & Diversion Grant Funding

2/29/24 - Webinar: Intersections of Disability and Rurality: Elevating Family Voices

Spring 2024 Parent Presentation Meetings

2/8/24 – Three Graces Scholarships (Arden Stone)

3/21/24 – Easter Seals of Greater Houston

4/11/24 – Employment 101 by Self-Advocate Justin Moen

5/9/24 – SSI Filing Tips – Barbara Bush

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 (Group of CEOs of “service nonprofits”)

Karri and I met with Representative Suleman Lalani to explain TAOT Legislative Initiatives with an emphasis on the Direct Care Professional shortage.

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 6 – 38	February 3 – 38
January 13 – 33	February 10 – 36
January 20 – 34	February 17 – 31
January 27 – 3	February 24 – 34

Social Recreation & Twenty Somethings:

February 18 – Mardi Gras Ball – 48 Social Recreation members and families attended.

Special Olympics:

January:

- Preparing for Winter Games – State Volleyball on Feb. 15th – 18th. In the process of securing hotel, meals and transportation.
- Submitted grant proposal to Special Olympics Texas for all room fees to be covered.
- Special Olympics sent a notification to all delegations that all coaching certifications expire in January 2024. I'm in the process of helping recertify all coaches in all sports. I'm sending personalized links to each coach for each sport and tracking the recertification process.
- Started basketball practices at Travis Highschool on January 24th. We will be sending 5 basketball teams and 5 Individual Skills players to the Area Basketball Competitions. (approximately 55 players)
- Because of inconsistency with Travis High School's practice facility, I located and confirmed a different practice site for 3 of the 5 teams. (Pick up USA Fitness, Erick Acosta)
- Submitted hotel list to La Quinta in Bee Cave, Texas.

February:

- 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. Spoke with Cristina Escamos to set up registration dates for tennis. We will start in March at the Missouri Parks & Rec. facility. This will be our 4th year partnering with them.
- Started working on athlete waiver forms and current medicals for all Spring Sport athletes. (Track & Field, Soccer & Tennis) Each practice will be entered into the Casey Connection so that we can track attendance.
- Received notification that we received the Hotel Grant from SOTX for Winter Games. All rooms for our team (23 rooms) will be covered with no expenses incurred by The Arc.
- Met with Sugarland Parks & Recreation about facility needs. (Ryan Gilmore & J.P. Awayan)
- Continuing basketball practices at Travis Highschool and also Pickup USA Fitness.
- Attended Winter Games (State Competition) in Bee Cave, Texas on Feb. 15th – 18th. We took 3 Volleyball teams. The Arc teams were very successful and exhibited great sportsmanship.
- Submitted Basketball Entries to the Special Olympics State Office for March competition.

Teen Pals Network: Since program launched in August, 202, 16 Teens matched with a Pal volunteer.

Teen/Tween Social:

01/5/2024 - Teen/Tween Social Friday, 6 –9 pm. Teens: 16 Registered – 13 Attend 1st Time Participants: 2
Volunteers: 34 Registered –23 Attend (2 Adults, 21 Teens) 1st Time Vols: 3 (No-Show/Canceled: 11).

2/2/2024 - Teens: 15 Registered – 13 Attend 1st Time Participants: 1 Volunteers: 34 Registered – 20
Attend (2 Adults, 18 Teens) 1st Time Vols: 3 (No-Show/Canceled: 14).

Youth Group: Planning: 1/23/14 – Meeting w/ River Pointe Church & Books Alive for YG performance of
“Chicken Big” on June 18, 2024 @ 10:30 am.

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

(See Real Estate committee 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.

January was spent packing, moving and unpacking – in and around a Board meeting, Foundation Board meeting, Strategic Planning Workbook and meeting and George Foundation grants - final reports due.

Nancy completed the 2023 Annual report and December 2023 monthly report and billing. Completed and submitted the Project Information Form and an updated 2024 budget.

Updated the 2024 registration forms and sent them to Social Rec and bowling members to renew.

CDBG Reimbursement

December 2023:

Personnel- \$ 1,125.25

Fees & Services - \$ 721.50

Contract Staff - \$ 680.00

January 2024:

Personnel- \$ 2,204.55

Fees & Services - \$ 591.50

Contract Staff - \$ 360.00

Active Family Memberships : 248

Award	Name	Nominee's Email	Guest	Guest	Nominator	Nominator's Email	Total #	# Res'd Tables	
Special Recognition	Brad Crain, Crain Group LLC (713) 436-8727	bcrain@craingroup.com			Laura				
	Charles Swihart, PreActive IT	swihart@preactiveit.com							
	Mary Montgomery, Primeway Credit Union 713-799-6511	mmontgomery@primewayfcu.com							
Larry Sharp Service									
Community Awareness	Clements HS Honor Society	lynson.alexander@fortbendisd.com			Karri				
	Lynson Alexander & Stephanie Yang	stephanie.yang@fortbendisd.com							
	Tara McMartin, faculty advisor, CHS Interact Club	Tara.McMartin@fortbendisd.com							
	Zaima Chowdhury (Club Pres.) & Anna Pavlova	zaimaschowdhury@gmail.com ; anpavlova06@gmail.com							
	Tracy Hobby, Rosenberg Railroad Museum	tracy.hobby@rrrm.org							
Advocay Awards	Alexandra Hamilton	hamiltonalex55@gmail.com			Karri				
James Patterson Volunteer of the Year	BJ Donagan								
Outstanding Educators	Robyn Crowson-Wagner, SAILS Teacher, KHS	Robyn.crowsonwagner@fortbendisd.com			Jennifer Pearce	jenniferpearce1970@yahoo.com			
	Susan Jennings, Resource Teacher, PE	susan.jennings@fortbendisd.com			Melody Dipasca	rubibrilla@yahoo.com			
	Michele Rose, Art Teacher, Drabek Elem	michele.rose@fortbendisd.com			Karri				
	Emma Wood, OT, Avilo Therapy	rubibrilla@yahoo.com			Melody Dipasca	rubibrilla@yahoo.com			
	Rochelle Fowkes, Trans. Teacher, Seven Lakes HS,	rochellerfowkes@katyisd.org							
	Jillianne Ostrowsky, Katy ISD Transition Programs Dept	jillianneostrowsky@katyisd.org							
	Debbie Jebbia & Alexis Greer, FBISD Transition Program	Debbie.Jebbia@fortbendisd.com							
		Alexis.Greer@fortbendisd.com			Karri				
Outstanding Employers/Employees	Jupiter Pizza & Waffle Co., Victor Litwinenko	281-221-3825			Ammie Blahuta	ablahuta@thegeorgefoundation.org			
	Mike Marshall/ Randalls								
	Yi-No Cheng/Jamison Alexander or Carey Kroger Sweetwater	hddaphne@gmail.com ; jamison@stores.kroger.com							
Family of the Year	Eilene & Steve Brown								
Chairman's Award									
				VIP					
Designated Tables				Staff			7		
				Board					
TOTAL						TOTAL	7		

2024 Calendar of Board Meetings & Special Events

January 22	Board Meeting	6:00 pm
March 25	Board Meeting	6:00 pm
April 22	Annual Awards Dinner	6:00 pm – Safari Texas Forum Ballroom
May 20	Annual Board Meeting	6:00 pm
June 3	Golf Classic	Location: SWCC
July 22	Board Meeting	6:00 pm
September 23	Board Meeting	6:00 pm
November 16	Best in the West	Location: George Ranch Arena 6:00 pm, BBQ Dinner, Dance, Auctions
Oct/Nov	Board Meeting (if needed)	6:00 pm
December 16	Board Meeting	6:00 pm