Board of Directors Meeting

Minutes

March 28, 2016

1. Call to Order and Determination of Quorum. Stewart Jacobson established a quorum was present and began the meeting at 6:00 p.m.

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| |  |  |  |  | | --- | --- | --- | --- | | Present | Absent | Guests | Staff Present | | Pat Bullard | Gaylon Butler | Kevin Barker | Laura LaVigne | | Becky Geary | Himesh Gandhi | Milton Wright | Cheryl Olivier | | Avis Goldy | Jack Molho |  |  | | Jenny Gortney | Diana Rushing |  |  | | Allan Harris, Sr |  |  |  | | Charlie Huber |  |  |  | | Stewart Jacobson |  |  |  | | Sharon Lee |  |  |  | | Larry Lobue |  |  |  | | Laurel Wendt |  |  |  | | Monica Wright |  |  |  | |  |  |  |
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1. Welcome Guests. Stewart Jacobson thanked everyone for coming and welcomed Kevin Barker and Milton Wright. Stewart recognized Laura LaVigne for her 10 year work anniversary and her remarkable service with The Arc. Stewart presented Laura with a plaque.
2. Public Comment – None
3. Consent Agenda - Motion to accept the Consent Agenda items was made by Becky Geary, seconded by Allan Harris, Sr. **Motion approved**.
4. Assignment of Items Removed from Consent Agenda to Agenda - No items removed.
5. Committee Reports:
6. Executive Team: Minutes for the March meeting were included in the board packet. Report will be discussed in closed session.
7. Internal Committee:
8. Budget & Finance:
9. Jenny Gortney reviewed the January & February 2016 YTD financials. Motion to approve the January & February 2016 YTD financials was made by Laurel. Seconded by Allan. **Motion Approved**
10. Budget Amendments will be reviewed in closed session
11. Real Estate Committee: report will be discussed in closed session.
12. External Committee:

In Jack Molho’s absence, Laura LaVigne reported the following:

FASD Prevention Awareness Campaign- Laura is trying to schedule a meeting with Methodist Hospital to introduce the FASD campaign. Laura is scheduled to speak to counselors at The Fort Bend Women’s Center in April. Lee Vela with Clear Channel Communications has relocated three of the FASD billboards to more visible locations.

Kathy Moody Memorial Scholarship- Laura sent a letter to Bob Moody to inform him that The Arc has established a scholarship in Kathy’s name. Procedures have been created and a scholarship packet is now available on The Arc’s website. Mr. Moody’s family pledged $20,000 to fund the program.

“Wings for All” – scheduled for April 19, 2016, at George Bush Intercontinental Airport, at 10:00 a.m. This is a collaboration between The Arc US , The Arc of Texas, The Arc of Fort Bend, United Airlines, TSA and IAH.

Annual Business Meeting– scheduled for May 23, 2016, at Prosperity Bank. Registration available online at The Arc’s website.

Athletic Banquet– scheduled for June 5, 2016, at Safari Texas. This event is held to thank all of our wonderful volunteers. We need volunteers to help serve food. Stewart stated that the Board’s presence at this event is meaningful to volunteers and clients and encouraged them to attend and help serve.

Golf Classic– scheduled for June 20, 2016, at Weston Lakes. The event has been added to “Fort Bend Calendar” and is advertised in our E-blast and quarterly newsletter.

Annual Awards Dinner– scheduled for June 27, 2016, at Safari Texas. There will not be a business meeting at this event, only award presentations.

1. Governance Committee:

Sharon Lee stated that Laura is creating a Procedures Manual for The Arc’s office.

1. New Business:

Laura stated that she has discussed with the Executive Committee the project of reviewing The Arc’s strategic goals. She shared information on the “Matrix Map” which was used by The Arc of Texas when Charlie was the board president and Laura was a board member. She recommends learning about the Matrix Map process to determine if it is the best way to evaluate our mission impact and financial viability. Laura will begin by reading the book, Nonprofit Sustainability – Making Strategic Decisions for Financial Viability before deciding.

1. Old Business:
2. Executive Director’s Report: Laura gave a brief synopsis of the program highlights offered during January and February.
3. Laura distributed a letter and survey from a professor at The University of Georgia to board members. She stated that participation was voluntary.
4. Closed session:

The Board convened in closed session from 6:49 p.m. to 6:52 p.m. Upon returning to open session the following motions were made:

1. a motion was made by committee to approve amendments to the 2016 Operating Budget **Motion approved.**
2. a motion was made to renew the lease for Russeff Field under the same terms and conditions. **Motion approved.**
3. Meeting adjourned at 6:53 p.m.

Submitted by: Attested to:

Cheryl Olivier Becky Geary

Administrative Assistant Secretary

The Arc of Fort Bend County Board of Directors

**The next scheduled meeting will be on Monday, May 23, 2016**