



Annual Board Meeting Agenda
PROSPERITY BANK
May 20, 2019 – 6:00 p.m.

5:30 pm Dinner
6:00 pm Meeting

- I. Call to Order & Determination of a Quorum
- II. Welcome Guests
- III. Recognize Retiring Board Members: Jenny Gortney & Charles Swihart
- IV. Public Comment
- V. **Consent Agenda**
 - A. Approve Board Meeting Minutes – March 25, 2019
 - B. Executive Committee Meeting Minutes – May 14, 2019
- VI. Assignment of Items Removed from Consent Agenda to Agenda
- VII. CEO Report
March & April 2019 - Program Highlights
- VIII. Committee Reports:
 - A. Internal Committee Report – H. Marshall
 1. Budget and Finance Committee
 - a) **Accept Financials: April 2019 YTD**
 - b) **2018 Income/Functional Expenses (pie chart handout)**
 2. Real Estate Committee (closed session)
Lease renewals:
5/01/2019 Meeting Minutes– 3003 Gilmar, River Rd, Whispering Creek
 - B. Governance Committee Report – S. Lee (handout)
 1. **Accept reappointment of board position 15 – Pat Bullard**
 2. **Accept appointment of board position 12 – Dale Buckles**
 3. **Accept revisions to bylaws**
 4. **Accept Foundation Board Members' Term May 1, 2019 – April 30, 2022. B. Ewing, J. Null, B. Yeung**
- IX. New Business – C. Huber
Golf Classic – June 17, 2019
- XI. Adjourn

Next Board Meeting: July 22, 2019



Board of Directors Meeting
 March 25, 2019
 Meeting Minutes

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:00 p.m.

Present	Absent	Guests	Staff Present
Pat Bullard	Allan Harris	Larryn Lobue	Laura LaVigne
Becky Geary	Charles Swihart	Kirk Monroe	Cheryl Olivier
Avis Goldy			
Jenny Gortney			
Charlie Huber			
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Larry Lobue			
Hal Marshall			
Tariq Zafar			

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Larryn Lobue and Kirk Monroe.
- III. Public Comment: N/A
- IV. Consent Agenda: Motion was made by Avis Goldy to accept the Consent Agenda, seconded by Jenny Gortney.
Motion approved.
- V. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VI. Board Training: Kirk Monroe with Brazos Bend Guardianship Services thanked The Arc for all of its support. He then briefly gave a history of how Brazos Bend Guardianship was created. They have held 87 Information sessions, with over 800 attendees. They have helped 87 families with financial hardships and they are currently guardians to 57 adults. They have a staff of four and are at capacity. They will need additional funding to add another Care Manager. Kirk thanked The Arc of Fort Bend for their foresight to see the need for this program, for always getting his information out to our members, as well as, for The Arc’s financial support.
- VII. CEO Report: Laura LaVigne gave progress report to the Board on the *Casey Connection*, showing how the real estate information is contained in one place – easily accessed by any computer. She also provided an update on the renovations to 119 Brooks Street facility indicating that work cannot be started until the City of Sugarland cleans out the building. She provided a copy of the floor plan for 119 Brooks so the Board could see the amount of storage the building will provide. Blackmon Mooring was contacted about the need to test for asbestos which they will do. Selesky Pest Control will donate quarterly pest control treatments to The Arc’s buildings. Laura reported on Program Highlights for the months of January & February. Karri attended a Family Resource Fair at HCC Southwest. She spoke to three families about going to mediation and arbitration with the school district. Karri also conducted a parent training, the parent support group, as well as, several speaking engagements. Karri is an excellent resource for our parents. River Pointe Church contacted Karri about holding Teen/Tween Social there. They have a very nice facility and a lot of space. Laura stated that she applied for a Smart Financial Foundation grant requesting \$7000 to fund the Teen/Tween Social – they granted \$2000. We received an unbudgeted \$2800 donation

from MOD Pizza which Laura applied to the Teen/Tween Social. She is working to obtain the additional \$2200 to fund the 2019 Teen/Tween Social program. Teen/Tween Social continues to grow. Nancy held two events in January and two events in February for Social Recreation. Rachel is doing a great job planning Special Olympics Tennis, Soccer and Basketball - which have all begun.

VIII. Committee Reports:

A. Executive Committee: Minutes are in Consent Agenda

B. Internal Committee

1. Budget & Finance

- a) Hal Marshall reviewed the February 2019 YTD Financials. A motion was made by committee to approve the February 2019 YTD Financials. **Motion approved.**
- b) Hal informed the board that the 2018 Financial Review is in progress

2. Real Estate Committee: Minutes are in Consent Agenda

C. Governance Committee:

1. Sharon Lee gave a brief overview of the proposed amendment to Article V, Sections 4 and 5 of the Bylaws. After substantial discussion, the board agreed to send the following amendments to the membership:
 - a. "All regular meetings of the Board of Directors may be conducted by any means authorized by law consistent with these Bylaws."
 - b. "A quorum for a regular Board meeting shall consist of at least fifty-one percent (51%) of all Board members present in attendance as allowed by these Bylaws. All actions taken by the Board must be passed by a majority of the Board members as allowed by these Bylaws."The membership will vote on this change at the May 20, 2019, Annual Meeting.

2. Sharon stated that Randy Walker, CPA, reviewed The Arc's Internal Controls Policy. Mr. Walker suggested a minor change to "Receipt of Cash, Checks & Charge Payment/Deposit" procedures, which Laura incorporated in the policy and shared with the board.
3. Jenny Gortney asked that the specific name of the bank used by The Arc be removed throughout the Internal Controls document. Instead, to use the word, "bank". A motion was made by committee to approve the edit made to "Receipt of Cash, Checks & Charge Payment/Deposit Procedure" and removal of specific bank name in the Internal Controls document. **Motion approved.**

D. Nominating Committee:

Ann Johnston stated we have two Board members not returning to the board. Pat Bullard has agreed to another term on the board. Dale Buckles has been asked and has accepted to join the board. The membership will vote on this slate of directors at the May 20, 2019, Annual Meeting.

VIII. New Business: Charlie reminded the board about the Awards Dinner on April 29, 2019. Laura LaVigne asked Larry Lobue to share the news that he accepted the position of "Executive Advisor" for the Sugar Land Skeeters.

IX. Adjourn: Meeting adjourned at 7:47 p.m.

Submitted by:
Cheryl Olivier
Administrative Assistant

Attested to:
Sharon Lee
Secretary, Board of Directors

The next scheduled board meeting is May 20, 2019 Annual Meeting

**CEO Report
March & April 2019**

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:

Information & Referral: Mar: 27 Apr: 27

Parent Contacts & Visits:

- General Info & Referral: Mar: 27 Apr: 27
- SpEd Consults: Mar: 17 Apr: 16
- Guardianship: Mar: 3 Apr: 1
- Adult Transition (Employ/Provider/Day Hab/SO&SR): Mar: 1 Apr: 5
- IEP Reviews: Mar: 1 Apr: 3
- ARD/Grievance Meetings: Mar: 3 Apr: 1

Parent Training & Speaking Engagements:

3/2/19 -Co-Hosted Summer Camp & Disability Resource Fair with FBISD, Gigi's & H43. (AFB provided drinks & snacks for children attending special needs carnival while parents attended resource fair).

3/21/19 – Rachel and Karri were Vendors at Lamar CISD Transition Resource Fair

Parent Support Group:

3/7/19 – Medicaid Waiver Programs – Attorney Terry Anstee w/ Disability Rights Texas

4/4/19 – Obtaining Effective Speech Services – Sabina Duhon MA, CCC, SLP

Professional Development:

4/30/19 – Fort Bend Chamber – “Communication Ninja” with Rachel and Cheryl (Continuing Education)

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

Karri conferenced with parents regarding “Employment”: Mar: 2 Apr: 3

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.

Members from the External Committee interviewed Carla Torres for the Kathy Moody Memorial Scholarship.

Karri and I toured the facilities at Riverpointe Church campus to ascertain if they would be appropriate for a location to expand the Teen/Tween Social – PNO program.

Karri and I also toured JoyCare, an HCS daycare program for medically fragile school-age children located in SW Houston.

On 4/9/19 & 4/15/19 – Karri and I met with FBISD & Sugar Land City Council Candidates about AFB programs

On 4/23/19 – Karri & Rachel met with Jennifer Pinti, Director of YMCA (T.W. Davis & Fort Bend Family YMCA) – discussed Youth Group & Twenty Somethings Volunteer at Community Garden & YMCA use of

pool for party after volunteering. Discuss other potential partnerships (Youth or Twenty Somethings attend event – dance, karate, class free, then can join, discuss other adaptive sports that may be offered through the Y, use of pool & fields for SO practice as needed.)

Cheryl and I met Commissioner DeMerchant at his office to describe the programs and services offered by The Arc for Ft. Bend County residents. I explained how important the support of Precinct IV commissioner was to our fund raisers and how I hoped that support would continue.

Community Meetings:

Karri: Fort Bend Connect, Community Resource Coordination Group (CRCG), Fort Bend Chamber “Leadership Forum” (Health & Social Services)
Laura: Sugar Land Rotary, Leaders’ Circle, Health Education Advisory Board (HEAB) of OBMC, Fort Bend Transportation Advisory Committee

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:

March 2 – 23	April 6 – 27
March 9 – 35	April 13 – 37
March 16 – 31	April 20 – 27
March 23 – 28	April 27 - 11
March 30 - 38	

Social Recreation:

March 3– Mardi Gras Ball– 112 Social Recreation members, family and staff attended.
March 6 – Houston Rodeo – 50 Social Recreation members, family and staff attended.
March 15 – St. Patrick’s dance and pizza party– 110 Social Recreation members, family and staff attended.
March 30 – Supercross– 98 Social Recreation members, family and staff attended.
April 27 – Arabia Shrine Circus– 110 Social Recreation members, family and staff attended.

Special Olympics:

- 6 basketball teams and 1 individual skills athlete competed in the Area 22 Basketball tournament on March 2nd
- Soccer Season continued and competed in the Area 4 Spring Games on April 27th – one team won Gold and one team won silver
- Tennis Regional meet was cancelled due to rain on April 13th
- Track began on March 4th
- Track Lamar Consolidated Invitational track meet was cancelled due to rain on April 13th
- Track competed in the Area 22 Spring Games
- Rachel worked on and completed the planning process for Summer Games 2019 in San Antonio for 22 athletes including hotel, transportation, chaperone, and meal accommodations
- Started the planning process for the next two TwentySomethings events
- Started the planning for Summer sports bocce, aquatics, and softball

Teen/Tween Social:

- 3/01/19 – 11th Teen Social: # Teens Attend: 10 [2 first time attendees], # Volunteers: 10 [6 Teens; 4 Adults])

- 4/05/19 – 12th Teen Social: # Teens Attend: 14 [5 first time attendees; 4 no-shows, 1 canceled day before.] # Volunteers: 12 [7 Teens; 5 Adults. 7 first time volunteers. 4 no-shows.]

TwentySomethings:

4/06 TwentySomethings and Youth Program event at the Sugar Land Plaza watching Incredibles 2

Youth:

4/6/19 – Steel City Pops & Movie in Sugar Land Town Square

5/11/19 – Children’s Film Festival (Tickets by East Fort Bend County Optimists.)

Plan for 7/13/19 Aladdin Sensory Friendly Production at Hobby Center.

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 meeting minutes for actions.

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

I completed Rachel’s 6-month “Probationary” Evaluation.

Karri and I met with a middle school student who is developing a phone app that will connect and provide users a chat format. The app will connect the users with information about The Arc of Fort Bend County and other topics related to the disability community.

Rachel submitted an application for the 2019 FBJSL Grant Application

Community Development Block Grant:

Nancy completed the March and April monthly reports for the grant

Reimbursement for March 2019:

Personnel - \$2,682.20

Activity Fees – \$1,339.72

Contract Drivers - \$\$1,747.64

Reimbursement for April 2019:

Personnel – \$ 2,291.59

Activity Fees – \$ 430.00

Contract Drivers - \$ 429.06

The Arc of Ft. Bend County

Balance Sheet

As of April 30, 2019

Apr 30, 19

ASSETS

Current Assets

Checking/Savings

Cash

Credit Card Account	5,900.66
Fundraising (WD)	5,069.80
Money Market	48,501.82
Operating Account	113,314.10
Payroll Account	3,628.07
Facilities Reserve contra	-64,000.00

Total Cash 112,414.45

Total Checking/Savings 112,414.45

Other Current Assets

Prepaid Insurance

Crime	112.75
Cyber Liability	1,100.00
Auto	4,818.08
D&O	3,124.00
Umbrella	1,644.50
Professional Liability	6,234.25
Property	32,880.91
Worker's Comp	478.70

Total Prepaid Insurance 50,393.19

Total Other Current Assets 50,393.19

Total Current Assets 162,807.64

Fixed Assets

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,326,047.15
Improvements-Homes	336,088.10
Land	810,768.00
Leasehold Improvemnt.123 Brooks	9,062.00
Office Equipment	5,324.02
Furniture and Fixtures	6,720.00
Computer Equipment	15,757.00
Automotive	76,832.44
Accumulated Depreciation	-1,886,889.66

Total Fixed Assets 3,807,874.84

Other Assets

Trans to Foundation to invest	74,448.00
Facilities Reserve for Repairs	64,000.00
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets 141,948.00

TOTAL ASSETS 4,112,630.48

The Arc of Ft. Bend County

Balance Sheet

As of April 30, 2019

Apr 30, 19

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable-ARC -33.40

Total Accounts Payable -33.40

Other Current Liabilities

Taxes Payable-Fed W/H 1,385.73

Taxes Payable-FICA 1,817.32

Taxes Payable-Medicare 425.02

Total Other Current Liabilities 3,628.07

Total Current Liabilities 3,594.67

Long Term Liabilities

N/P-ARC Fdn (Worley Dr) 225,448.30

Deposits Payable 20,375.00

N/P-ARC Fdn (6419 Brazos Glen) 94,344.80

N/P-ARC Fdn (Chapman Falls) 63,692.35

N/P-ARC Fdn (5141 Cotter Ln) 90,640.32

N/P-ARC Fdn (2715 Cypress Impr) 265,869.62

N/P-ARC Fdn (Manorfield) 131,370.96

N/P-ARC Fdn (Rustic Trail) 138,948.83

N/P-ARC Fdn (5618 Wagon Wheel) 114,500.94

N/P-ARC Fdn (Whispering Creek) 244,195.87

N/P-ARC Fdn(2607 WillowSprings) 128,714.83

Total Long Term Liabilities 1,518,101.82

Total Liabilities 1,521,696.49

Equity

Unrestricted Net Assets 2,690,216.58

Net Income -99,282.59

Total Equity 2,590,933.99

TOTAL LIABILITIES & EQUITY 4,112,630.48

**Budget vs Actual YTD
April 2019**

	<u>Apr 19</u>	<u>Jan - Apr 19</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense						
Income						
Facilities Other Income	0.00	1,745.00				
Ride fee	199.64	1,428.75	1,000.00	428.75	142.88%	3,000.00
Youth Respite	150.00	610.00	180.00	430.00	338.89%	450.00
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	912.00	3,053.00	3,240.00	-187.00	94.23%	7,296.00
Donations & Contributions	559.88	6,282.94	6,600.00	-317.06	95.2%	20,000.00
Donations - Designated	3,452.46	6,727.46	450.00	6,277.46	1,494.99%	1,570.00
Fundraising Event	0.00	10,868.67	0.00	10,868.67	100.0%	315,000.00
Grant - CDBG Fort Bend	3,500.51	7,603.33	11,300.00	-3,696.67	67.29%	34,000.00
Grant - FBJSL	0.00	0.00	0.00	0.00	0.0%	10,000.00
Grants - Other	0.00	0.00	0.00	0.00	0.0%	80,000.00
Membership Revenue	780.00	4,042.97	3,200.00	842.97	126.34%	10,000.00
Rental Income	45,050.00	157,180.00	144,200.00	12,980.00	109.0%	432,600.00
Social Rec Fees	899.28	5,333.35	4,600.00	733.35	115.94%	14,000.00
Total Income	<u>55,503.77</u>	<u>204,875.47</u>	<u>174,770.00</u>	<u>30,105.47</u>	<u>117.23%</u>	<u>928,952.00</u>
Gross Profit	55,503.77	204,875.47	174,770.00	30,105.47	117.23%	928,952.00
Expense						
CC Charges / Other	0.00	-4.98				
Auto / Vans - Repairs & Maint.	76.25	106.25	80.00	26.25	132.81%	1,200.00
Advocacy in Action						
Information / Referral	146.33	303.42	340.00	-36.58	89.24%	600.00
Educational Advocacy	0.00	100.00	60.00	40.00	166.67%	160.00
Advocacy in Action - Other	1,825.00	1,825.00	0.00	1,825.00	100.0%	4,700.00
Total Advocacy in Action	<u>1,971.33</u>	<u>2,228.42</u>	<u>400.00</u>	<u>1,828.42</u>	<u>557.11%</u>	<u>5,460.00</u>
Accounting, Audit, Payroll	210.97	916.66	1,005.00	-88.34	91.21%	15,470.00
Advertising & Marketing	53.30	1,090.70	280.00	810.70	389.54%	840.00
Affiliation/Asso/Mbrship/Certs	90.00	985.00	1,270.00	-285.00	77.56%	4,278.00
Bank & CC Charges	2,176.60	2,420.85	300.00	2,120.85	806.95%	4,300.00
Board Expenses	129.00	804.72	825.00	-20.28	97.54%	1,400.00
Community Outreach	100.00	2,650.00	2,650.00	0.00	100.0%	3,500.00

**Budget vs Actual YTD
April 2019**

Conferences	0.00	318.87	310.00	8.87	102.86%	1,345.00
Continuing Education/Staff Dev	0.00	0.00	0.00	0.00	0.0%	500.00
Employee Expenses						
Employee Salaries	27,407.53	115,666.76	115,771.00	-104.24	99.91%	347,313.00
Employee-FICA	1,801.54	7,171.38	8,703.36	-1,531.98	82.4%	26,110.00
Employee-Health/Dental	4,644.29	18,577.16	19,218.68	-641.52	96.66%	57,656.04
Employee-Medicare	421.30	1,677.12				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	6,826.00
Employee-SUTA	0.00	194.38	3,096.00	-2,901.62	6.28%	4,644.00
Mileage Reimbursement	128.12	128.12	0.00	128.12	100.0%	1,950.00
Total Employee Expenses	<u>34,402.78</u>	<u>143,414.92</u>	<u>146,789.04</u>	<u>-3,374.12</u>	<u>97.7%</u>	<u>444,499.04</u>
Event Expenses	-310.82	1,946.72	300.00	1,646.72	648.91%	38,800.00
Facilities HOA Fees	0.00	12,783.32	12,410.00	373.32	103.01%	12,410.00
Facilities (Other)	118.17	118.17				
Facilities Prop Mgmt Fees	1,300.00	5,200.00	5,200.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	614.86	14,441.12	10,160.00	4,281.12	142.14%	30,480.00
Facilities Utilities	-13.75	104.50				
Insurance						
Crime	0.00	0.00	0.00	0.00	0.0%	123.00
Workers Comp	0.00	0.00	0.00	0.00	0.0%	1,132.00
Property	0.00	0.00	0.00	0.00	0.0%	35,870.00
Cyber Liability	0.00	0.00	0.00	0.00	0.0%	1,200.00
Auto	0.00	0.00	0.00	0.00	0.0%	5,256.00
Professional Liability	0.00	0.00	0.00	0.00	0.0%	6,405.00
D&O / Fiduciary	0.00	0.00	0.00	0.00	0.0%	3,408.00
Umbrella	0.00	0.00	0.00	0.00	0.0%	1,794.00
Total Insurance	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>55,188.00</u>
Interest Expense	6,290.44	22,450.61	21,510.11	940.50	104.37%	63,544.11
Meals & Supplies / Meetings	0.00	0.00	0.00	0.00	0.0%	500.00
Office						
Website	0.00	880.00	0.00	880.00	100.0%	700.00
Cell Phone	219.38	697.49	986.00	-288.51	70.74%	2,958.00
Computer / Software	0.00	2,276.66	400.00	1,876.66	569.17%	1,200.00
Copier Lease	357.94	1,760.52	1,450.00	310.52	121.42%	4,350.00

**Budget vs Actual YTD
April 2019**

Repairs & Maintenance	12,205.59	13,894.23	3,360.00	10,534.23	413.52%	10,130.00
Supplies	100.02	743.70	1,400.00	-656.30	53.12%	4,300.00
Storage Rental	1,010.00	2,020.00	2,020.00	0.00	100.0%	2,020.00
Telephone / Internet	710.04	1,757.33	1,428.00	329.33	123.06%	4,291.00
Utilities	74.07	231.55	1,360.00	-1,128.45	17.03%	4,080.00
Office - Other	0.00	232.80	240.00	-7.20	97.0%	240.00
Total Office	14,677.04	24,494.28	12,644.00	11,850.28	193.72%	34,269.00
PROGRAMS						
PR Youth Respite	500.04	1,675.56	3,543.60	-1,868.04	47.28%	8,859.00
PR Activity/Mtg-Food & Supplies	3,160.08	4,738.22	5,510.00	-771.78	85.99%	12,450.00
PR Athletic Banquet	0.00	3,400.00	3,400.00	0.00	100.0%	5,800.00
PR Bowling Lane Fees	2,026.50	5,764.50	5,600.00	164.50	102.94%	12,768.00
PR DJ	0.00	600.00	600.00	0.00	100.0%	3,000.00
PR Equipment, Shirts, Uniforms	0.00	114.75	120.00	-5.25	95.63%	3,550.00
PR Fuel	301.48	712.02	750.00	-37.98	94.94%	3,200.00
PR Game / Registration Fees	780.00	1,560.00	1,600.00	-40.00	97.5%	3,000.00
PR Hotel	0.00	5,262.40	5,320.00	-57.60	98.92%	20,000.00
PR Other Expenses / Gifts	0.00	430.00	400.00	30.00	107.5%	750.00
PR Parking & Tolls	0.00	156.00	400.00	-244.00	39.0%	1,450.00
PR Practice Facil. / Lifeguards	0.00	1,056.00	0.00	1,056.00	100.0%	2,600.00
PR Scholarships	1,000.00	1,000.00	1,000.00	0.00	100.0%	3,000.00
PR Tickets / Venue Fees	1,100.00	18,756.75	13,450.00	5,306.75	139.46%	32,000.00
PR Training & Background checks	10.00	20.00	10.00	10.00	200.0%	200.00
PR Transportation	690.00	690.00	700.00	-10.00	98.57%	7,000.00
PR - Twenty Somethings	0.00	985.31	400.00	585.31	246.33%	2,400.00
Total PROGRAMS	9,568.10	46,921.51	42,803.60	4,117.91	109.62%	122,027.00
PR Contract Drivers	3,241.45	5,442.01	6,600.00	-1,157.99	82.46%	20,000.00
Postage and Delivery	104.13	259.42	1,060.00	-800.58	24.47%	3,200.00
Printing and Reproduction	73.00	273.00	250.00	23.00	109.2%	1,200.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	50.00
Professional Fees - Other	0.00	0.00	0.00	0.00	0.0%	500.00
Total Expense	74,872.85	289,366.07	266,846.75	22,519.32	108.44%	880,560.15
Net Ordinary Income	-19,369.08	-84,490.60	-92,076.75	7,586.15	91.76%	48,391.85
Other Income/Expense						

**Budget vs Actual YTD
April 2019**

Other Income					
Investment Income	5.84	37.92			
Total Other Income	<u>5.84</u>	<u>37.92</u>			
Other Expense					
Other Expenses	1.00	-67.57			
Total Other Expense	<u>1.00</u>	<u>-67.57</u>			
Net Other Income	<u>4.84</u>	<u>105.49</u>			
Net Income	<u><u>-19,364.24</u></u>	<u><u>-84,385.11</u></u>	<u><u>-92,076.75</u></u>	<u><u>7,691.64</u></u>	<u><u>91.65%</u></u>
				<u><u>48,391.85</u></u>	

Real Estate Sub-Committee
Meeting Minutes
May 1, 2019

Present:

P. Bullard
M. Casey
R. Cushenberry
J. Patterson
L. LaVigne

Absent:

J. Gortney, chair
L. Lobue
H. Marshall
T. Zafar

The committee met to discuss the following:

1. **Income/Expense report April YTD, 2019:** Committee reviewed and accepted the report after noting that principal/interest expenses are not “booked” for Worley Dr. The loan amount had to be adjusted to reflect the correct amount borrowed from the Foundation. First payment is May 1.
2. **Lease Renewals:** Whispering Creek, 3003 Gilmar and River Rd have leases expiring. Laura shared leasing and repair reports for all three properties using the new “Casey Connection” data base. After review and discussion, committee recommended offering the tenants renewed leases under the same terms and conditions.
3. **119/123 Brooks – renovation update:** Laura and James gave a brief update on progress of renovating 119 Brooks. Committee discussed needed office layout requested by staff, available property in Fort Bend County and timing of the re-development of the Imperial Sugar property. Discussions and plans will continue.

Committee then toured 119 Brooks St. to view the re-build progress.

Next meeting: June 5, 2019

Golf Classic 2019



Weston Lakes Country Club

Register online at
www.arcoffortbend.org



Troy Construction LLC

Monday, Page 14 June 17, 2019