



Board Meeting Agenda
September 23, 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. **Public Comment**

IV. **Consent Agenda**

Approve Board Meeting Minutes – May 20, 2019 and July 22, 2019

V. **Assignment of Items Removed from Consent Agenda to Agenda**

VI. **CEO Report**

July & August 2019 - Program Highlights

VII. **Committee Reports:**

A. Executive Committee Report – C. Huber

1. July 09, 2019 Meeting:

- a) Board Committee Chairs/Members Assignments
- b) Revised Job Description for Program Directors

2. September 11, 2019 Meeting Minutes:

a) The Arc US Annual Meeting:

<https://convention.thearc.org/business-meeting-2/>

(1) Credentialing

(2) Bylaw revisions

(3) Four Position Statements:

Family Support, Long Term Supports & Services, Self-Advocacy, Transportation

3. Fundraising – Best in the West November 23, 2019

B. Governance Committee Report – S. Lee

CEO Evaluation & Board Member Self Evaluation

C. Internal Committee Report – H. Marshall

1. Budget and Finance Committee

- a) Accept Financials: August 2019 YTD
- b) 2019 3rd & 4th Quarter Forecast
- c) 2020 Budget Development Calendar

2. Real Estate Committee – T. Zafar (Closed Session)

- a) August 7, 2019 Committee Meeting: Lease Renewal -Wagon Wheel
- b) Real Estate Committee Meeting Minutes September 4, 2019

VIII. **Adjourn**

Next Board Meeting: December 16, 2019



Meeting Minutes
 Annual Membership Minutes, Prosperity Bank
 May 20, 2019

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:05 p.m.

Present	Absent	Guests	Staff Present
Becky Geary	Pat Bullard	Dale Buckles	Laura LaVigne
Avis Goldy	Charles Swihart	Haden Buckles	Cheryl Olivier
Jenny Gortney	Tariq Zafar	Chance Geary	
Allan Harris		Tom Larsen	
Charlie Huber		Gail Lawson	
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Larry Lobue			
Hal Marshall			

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Chance Geary, Tom Larsen and Gail Lawson. Note: Dale & Haden Buckles arrived at 6:35 p.m
- III. Public Comment: Tom Larsen stated he has been a member of The Arc since 1968. Charlie Huber thanked Tom for his 50+ years of help and all that he does.
- IV. Recognizing Retiring Board Members: Charlie stated that Charles Swihart was not able to attend tonight’s meeting, but thanked him for his years of service on The Arc’s Board and the External and Nominating Committees. Laura thanked Charles providing Preactive IT services at no charge. Charlie then thanked Jenny Gortney for her years of service since 2010. Jenny served on The Arc’s Board, Real Estate Committee, Audit Committee and Executive Committee. Since the early 1990’s, Jenny has been heavily involved with the planning the “Best in the West”. She currently serves as a Co-chair.
 Charlie reminded the Board to complete and submit the yearly Ethics & Conflict of Interest Policies’ receipts before leaving the meeting.
- V. Consent Agenda: Motion was made by Jenny Gortney to accept the Consent Agenda, seconded by Larry Lobue. **Motion approved.**
- VI. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VII. CEO Report: Laura reported on Program Highlights for the months of March and April. Karri held two parent training and speaking engagements as well as two Parent Support Group meetings. Karri met with a parent about her son getting a job. Laura stated that MOD Pizza recently hired Manak Pandya. He works twelve hours a week and he is thrilled to have a job. MOD Pizza had a grand opening earlier in the year and donated all of the proceeds to The Arc’s PNO/TeenTween Social program. Karri and Rachel met with Jennifer Pinti, Director of the T.W. Davis and Fort Bend Family YMCA, to discuss the Youth and TwentySomethings groups volunteering at their new Community Garden and using their pool facilities for a volunteer party. Karri also discussed future partnerships and adaptive sports opportunities at the YMCA. Nancy Dobert held several Social Recreation events. Rachel had competitions in Basketball and Soccer and track began in March. Rachel began planning two TwentySomethings events and summer

sports. Our April Teen/Tween Social event had 14 attendees. Laura mentioned the possibility of opening another location at River Pointe Church. Laura notified the Board that Rachel Lenzsch is getting married, will be moving to Austin, TX and has resigned. Cheryl and Laura met with Commissioner DeMerchant to describe the programs and services offered at The Arc. Laura and Karri met with Judge K.P. George. Laura and Karri also met with some middle school students who have developed a phone app that will connect and provide users a chat forum about issues. Laura notified the Board that the Skeeters Foundation has awarded The Arc a \$7500 grant, which will be designated for the Special Olympics program. The Arc will be applying for a grant from Halliburton. Hal Marshall asked if we knew how many beneficiaries does Halliburton support. Larry Lobue stated that last year they supported 20.

VIII. Committee Reports:

A. Executive Committee: Minutes are in Consent Agenda

B. Internal Committee

1. Budget & Finance

a) Hal Marshall reviewed the April 2019 YTD Financials and a pie chart reflecting the 2018 Income/Functional Expenses. A motion was made by committee to approve the April 2019 YTD Financials and 2018 Income/Functional Expenses. **Motion approved.**

2. Real Estate Committee

The Board convened in closed session at 7:06 p.m. to discuss the lease renewals for 3003 Gilmar, River Rd and Whispering Creek homes. The board reconvened in open session at 7:08 p.m.

a. Motion made by committee to renew the 3003 Gilmar, River Rd and Whispering Creek leases according to the recommendation by the Real Estate committee. **Motion approved.**

b. Laura remarked that renovations to 119 Brooks have been completed. James Patterson has new shelving and will ask for volunteers to help move items from CubeSmart Public Storage to 119 Brooks. This move will save The Arc \$507/month. Larry Lobue stated that we need furniture at 119 Brooks.

C. Governance Committee:

1. Sharon Lee and Charlie Huber recommended the reappointment of Pat Bullard to board position 15 and the appointment of Dale Buckles to board position 12. **Motion approved.**

2. Charlie explained the recommended revisions of the Bylaws addressing board meeting attendance. **Motion approved.**

3. Charlie presented the names of the three proposed Foundation Board members for the term of May 1, 2019 – April 30, 2022 for acceptance: Bob Ewing, John Null and Bridget Yeung. **Motion approved.**

IX. New Business:

A. Charlie reminded the board about Golf Classic on June 17, 2019 at Weston Lakes. He asked the board to please try to attend the dinner and if anyone was interested in volunteering, or to buy a team, to please contact The Arc. Laura asked that the Board consider coming to the Auction. There are 15 – 18 great auction items this year.

B. Stewart Jacobson asked Charlie if there were any Legislative updates. Charlie stated that after an investigation by the Department of Justice, it was determined that Texas was in violation of federal law by placing a cap on the number of students identified as qualifying for Special Education services. Texas will provide additional funding to provide compensatory services to those students who were denied.

X. Adjourn: Meeting adjourned at 7:13 p.m.

Submitted by:
Cheryl Olivier, Administrative Assistant

Attested to:
Sharon Lee, Secretary, Board of Directors



Board Meeting Minutes
July 22, 2019

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, determined that was not a quorum present, but all agreed we would discuss the agenda items and defer action items for the next board meeting. The meeting began the meeting at 6:02 p.m.

Present	Absent	Guests	Staff Present
Pat Bullard	Dale Buckles		Laura LaVigne
Avis Goldy	Becky Geary		
Charlie Huber	Allan Harris		
Ann Johnston	Stewart Jacobson		
Larry Lobue	Sharon Lee		
Tariq Zafar	Hal Marshall		

- II. Secretary Pro-Tem: Avis agreed to serve
- III. Welcome Guests: None present
- IV. Public Comment: None
- V. Consent Agenda: Action deferred
- VI. CEO Report: Laura reviewed the highlights of The Arc’s programs and services for May & June. She also showed new developments of the Casey Connection – property repairs and maintenance are now available from January 2015- March 2019. She demonstrated how members and contacts can be located and how information regarding program participation is linked to each.
- VII. Committee Reports:
 - A. Executive Committee: C. Huber
 - a. Board Committee Chairs/Members’ Assignments
 - b. Revised Job Descriptions for Program Directors
Pat Bullard asked Laura if there were HR procedures used to search and replace employees. Laura responded there is no formal policy, but that she would look into documenting one.
Actions deferred
 - B. Internal Committee: L. Lobue
 - 1. Budget & Finance
 - a) Larry reviewed the **June 2019 YTD Financials. Action to accept was deferred.**
 - b) Larry reported on the Income/Expenses of the 2019 Golf Classic. Income was higher than 2018 and Expenses were lower than 2018.
 - 2. Real Estate Committee T. Zafar
There were no guests so the Board did not convene in closed session.
Tariq reviewed a report comparing the amounts “allocated” by the City of Sugar Land to bring 119 and 123 Brooks up to minimum standards with the “actual” amounts spent. He pointed out that the actual amount spent was \$48,000 less. Further, the renovation costs were absorbed into the Operating Account, negating the necessity to obtain a grant from the Foundation – at this time. Laura reminded the board that the next “test” would be in October, when donations and sponsorships for the Best in the West usually begin. If we realize a significant reduction in those donations it may be necessary to obtain a grant from the Foundation to cover operating expenses. Laura asked the Budget & Finance Committee to meet and develop a few financial forecasts for the 3rd and 4th quarters of 2019.
- VIII. Adjourn: Meeting adjourned at 7:08 p.m.

Submitted by:
Laura LaVigne

Attested to:
Avis Goldy, Secretary Pro-Tem, Board of Directors

**CEO Report
July & August 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:

Parent Contacts & Visits:

- General Info & Referral: Jul: 11 Aug: 8
- Special Ed: Jul: 5 Aug: 16
- IEP Reviews: Jul: 0 Aug: 1
- ARD/Grievance Meetings: Jul: 0 Aug: 1
- Guardianship: Jul: 6 Aug: 1
- Adult Service/Transition (Provider/Day Hab/SO&SR): Jul: 4 Aug: 11
- Employment: Jul: 3 Aug: 2

Total Education Advocacy Hours for 2019 from Jan – Aug: 171.70

Special Ed & Advocacy training - online video series & AFB article library

Develop new articles: “Medicaid Waiver Summary” and “What is I/DD?”

Parent Support Group:

- Plan for Sept. – Dec. Parent Presentations.
- Sept. 12 - Speech, OT, PT: What Parents Need to Know
- Oct. 10 – Finding Insurance coverage for Autism Related Therapies
- Nov. 14 – Special Needs Planning
- Dec. 12 – Addressing Behavioral Challenges (BCBA -Apara AU Clinic

Resource & Transition Fair w/ FBISD:

- Planning Fall Transition & Disability Resource Fair with FBISD, Gigi's & H43. (11/16/19 1 – 4 pm at Clements HS). (AFB to provide drinks & snacks and carnival prizes for children attending special needs carnival while parents attend resource fair).

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

- 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.**

I began planning with the partners of Wings for All for the event scheduled Tuesday, Oct 1, 2019

Karri developed a Spanish translation of “About AFB” flyer & “Agencies for I/DD in Fort Bend County 8/3/19 – Karri hosted a Vendor booth at Access Health Community Operation Backpack

8/23/19 Laura & Karri meet w/ Alice Hallgren to discuss ways to partner w/ St. John United Church Christ for volunteer training & help with program development of a special needs program (single event or respite, etc.)

Staff viewed the movie “Intelligent Lives” to be shown to members of the community at a later date

Pam met with Cristina & Kyle from the Missouri City Parks & Rec. Dept about facility usage and opportunities available in the next few months.

Community Meetings:

Karri: Fort Bend Connect, Community Resource Coordination Group (CRCG)

Laura: FASD Collaborative UT, Austin; 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:

May 4 – 22	May 18 – 31
May 11 –17	May 25 - 26

Social Recreation:

July 13th – Summer dance in Bay City – 107 Social Recreation members, family and staff attended.
July 20th – Star Cinema & Grill – The Lion King – 110 Social Recreation members, family and staff attended.

Special Olympics:

- Started practices for Aquatics, Bocce, Tennis, Golf and Softball in July. These practices will continue through August with Area, Regional & State Competitions taking place in September and October.
- Continuing to enforce the attendance policy for sports going to State Games. Athletes MUST attend 70% of the scheduled practices to be eligible to attend state.
- Sent out registration information to athletes interested in Volleyball
- 50 Skeeters tickets donated to Special Olympics Athletes and Families

Teen/Tween Social: Program not offered in July nor August

Teen/Tween Social Program Impact from Jan. - June 2019:

42 Teen & Adult Volunteers spent over 126 hrs playing games & practicing social skills with 33 Fort Bend County Teens with I/DD

TwentySomethings:

5/19/19 - 25 participants and family members enjoyed suite tickets to the Skeeters Game
5/31/19 Hawaiian Luau at Christ Church, Sugar Land. Chick-fil-a was served, unique silly games were played, and dancing at the end. 65 people attended – 22 young adults with IDD, 30 parents/siblings, 10 volunteers. Two families joined TwentySomethings due to the success of the event!

Youth:

- 7/13/19 - Aladdin Sensory Friendly at Hobby Center
- 7/28/19 - Summer Bash Pool Party at FB Family YMCA
- 8/23/19 – End of Summer Bash @ River Pointe Church (Partner w/ DSAH, Hope 43 & Gigi's).

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

On July 4, I attended and spoke at the First Colony Community Services "5K Fun Run". The Arc was chosen as the recipient of their proceeds. On July 25, I attended their board meeting and was presented a check for \$4900!

I began working with Cheryl, the team at Intellitec and James Walters, Click and Create, to automate The Arc's membership process through the Casey Connection.

J. Patterson and I met with officers of Moody Bank, Sugar Land, to discuss Foundation investments and Moody Bank's interest in supporting The Arc's fundraisers.

I began "onboarding" Pam Hollaway as she began work - replacing Rachel at the end of July

Pam's Highlights:

- Met with Ryne Baker (Boeing) about possible grant opportunities for The Arc. He will send grant request information in October.
- Contacted Carole Williams and Shari Don Austin about donations for the Best in the West event. They will each make baskets and Carole will volunteer to manage the Dessert Corral.
- Contacted and secured donation with Hilton/Nasa Space Center Hotel for a one night stay & breakfast for 4 to be included in a package for the auction.

Community Development Block Grant:

Nancy completed the July and August monthly reports for the grant

Reimbursement for July 2019:

Personnel – \$ 1,874.94
Fees and Services - \$ 945.00
Contract Drivers - \$ 391.01

Reimbursement for July 2019:

Personnel – \$ 1,950.43
Fees and Services - \$ 1260.00

COMMITTEE ASSIGNMENTS 2019 -20

I. GOVERNANCE

S. LEE, D. BUCKLES, K. EDWARDS, B. GEARY, A. GOLDY, A. JOHNSTON

- A. LEGAL COMPLIANCE
BOARD POLICY, EMPLOYEE POLICY, AUDITS
- B. REVIEW OF GOVERNANCE DOCUMENTS
BYLAWS, INTERNAL CONTROLS
- C. SUCCESSION PLANNING
- D. BOARD MEMBER NOMINATION (OVERSEE NOMINATING COMMITTEE)
- E. BOARD MEMBER ORIENTATION
- F. BOARD MEMBER EVALUATION
- G. REVIEW OF MISSION & GOALS
- H. DISASTER RECOVERY
- I. EXECUTIVE DIRECTOR EVALUATION

II. INTERNAL H. MARSHALL

- A. FINANCE: H. MARSHALL, P. BULLARD, M. GEARY, J. GORTNEY, A. HARRIS, L. LOBUE
 - 1. MONTHLY FINANCIALS REVIEW
 - 2. ANNUAL BUDGET
 - 3. ANNUAL AUDIT/FORM 990
FINANCIAL PERFORMANCE

B. REAL ESTATE MANAGEMENT: T. ZAFAR, P. BULLARD, M. CASEY, J. GORTNEY, R. CUSHENBERRY, L. LOBUE, H. MARSHALL, J. PATTERSON,

III. EXECUTIVE COMMITTEE (BOARD OFFICERS + COMMITTEE CHAIRS) C. HUBER, L. LOBUE, H. MARSHALL, S. LEE, T.ZAFAR

- A. APPROVAL OF STRATEGIC PLAN
- B. GOVERNMENTAL RELATIONS
- C. PARTNERSHIPS
- D. FUND RAISING
- E. ANNUAL MEETING



Job Description

TITLE: Program Director
CLASSIFICATION: Salaried - Exempt
SUPERVISOR: CEO

Essential Duties and Responsibilities

- I. Supervision of the Special Olympics Programs:
 - a. Liaison to volunteer, Head of Delegation
 - b. Manage all administrative duties including SO budget, athlete and volunteer registration, hotel accommodations, transportation, meals and snacks, rooming lists, trip coordination and grant reports
 - c. Attend area and state competitions, as necessary
- II. TwentySomethings Program Facilitator:

Coordinate quarterly events in the community for young adults with I/DD and their families, to meet, socialize and network.
- III. Employment Advocacy Duties:

Work with parents, state employment agencies, school districts and private partners to advocate for hiring individuals with I/DD.
- IV. General and Administrative
 - a. Develop and conduct ongoing evaluation of programs and services offered
 - b. Provide program data that is necessary for grant requests
 - c. Provide pictures and articles for the E-newsletter, newsletter, Facebook
 - d. Assist with duties associated with The Arc's fundraisers – Best in the West and Golf Classic
 - e. Other duties, as assigned

Estimated % of Time Spent in Each Area

- 65% - Special Olympics Program
- 15% - TwentySomethings Program
- 5% - Employment Advocacy
- 15% - Other duties

Qualifications/Requirements:

- Knowledge of developmental and intellectual disabilities
- Ability to advocate for and promote the best interests of individuals with intellectual disabilities in our community
- Competency in training people

- Strong oral, written and interpersonal skills
- Ability to work independently with minimum supervision and to accept direction on given assignments
- Excellent customer service skills
- Demonstrated proficiency in MS Office software (Word, Excel, Outlook)
- Strong organizational skills and attention to detail
- Ability to multi-task, set priorities and perform under pressure
- Professional appearance so as to represent The Arc to all community stakeholders
- Ability to work cooperatively with team members
- Ability to maintain high level of confidentiality associated with personnel, donors and client information.

Education/Training/Experience:

- BA/BS in Education or a related Human Services field or equivalent experience.
- Experience with people with intellectual and/or developmental disabilities preferred

Physical Requirements:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports. Requires occasional lifting of boxes up to 50 pounds. Work is performed in an office environment. Work may be stressful at times. Contact may involve dealing with angry or upset people.

Acknowledgement:

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or departmental needs.

Texas is an employment-at-will state. I understand if I am offered and accept employment with The Arc, I have the right to terminate my employment at any time. The Arc retains the same right to terminate my employment at any time, with or without notice, for any legal reason or no reason, regardless of any other documents, oral or written statements issued by The Arc or its representative.

Signature

Date

Printed Name



Executive Team Meeting Minutes
4:45 pm September 11, 2019

Attendees: C. Huber, S. Lee, L. Lobue, T. Zafar, H. Marshall, L. LaVigne

1. Internal Committee Report: H. Marshall

- a. Budget & Finance Committee – meeting on 8/27/2019 included all committee members.
 - i. **August 2019 YTD Financials** – reviewed and discussed. The golf tournament was successful. Income from the tournament was \$113,000 and expenses were \$4,000, which is a \$60,000 income surplus over budgeted amount. Grant from The Arc Foundation is not needed at this time, as The Arc’s cash position is good.
 - ii. 2020 Budget Preparation Calendar – in process
 - iii. 3rd and 4th Qtr 2019 Forecast – J. Gortney has provided a breakdown of the Best of the West income/expenses. Budgeted income is 25% less than in past years.
 - iv. Casey Connection Unbudgeted Expenses – these expenses were not included in current year budget.
 - v. 119/123 Renovations Unbudgeted Expenses - \$48,000 has been spend on renovations this year.
- b. Real Estate Committee Meeting 09.04.2019: T. Zafar – considering long-term strategic planning for the Brook Street lease. Committee is looking at a 5-year rolling lease and whether it will be acceptable by the City.

2. Governance Committee: S. Lee – need to have board members complete self-evaluation and CEO evaluation.

3. CEO Report: L. LaVigne

- a. *Casey Connection* – system is up and running, and training is almost complete. Membership will be the last area to be implemented.
- b. Program Director Job Description- edited to allow for “equivalent experience” in place of a BA/BS in education or human services.
- c. Program Highlights – new FASD billboards will be going up soon. The Arc will also be getting an updated video.

4. The Arc US Annual Meeting: C. Huber

<https://convention.thearc.org/business-meeting-2/>

- a. Credentialing – voting will be by proxy since no one from our chapter will attend
- b. Bylaw revisions – Laura recommended that the proposed amendments be approved.
- c. Four Position Statements: *Family Support, Long Term Supports & Services, Self-Advocacy, Transportation* – the online link above containing these statements has all information about the bylaws revisions and position statements.

5. September 23, 2019 Board Meeting Agenda: C. Huber
(Includes Action Items from July 22, 2019 Meeting)

6. Other:

Next Meeting: Wednesday, December 11, 2019 4:45 pm

DATE: August 11, 2019
TO: Chapters of The Arc
FROM: Board of Directors
SUBJECT: Proposed Bylaws Amendments

At a meeting held on April 7, 2019, the Board of Directors of The Arc of the United States, Inc. (the Corporation) approved proposed amendments to Article 6 of the Bylaws of The Arc of the United States, Inc. (the Bylaws). The proposed amendments are recommended for adoption by Chapters of The Arc as voting members of the Corporation.

Pursuant to Article 10 of the Bylaws, “a vote of two-thirds (2/3rds) of all the votes held and entitled to be cast by Chapters of The Arc that are present in person or by proxy” is required for adoption.

A marked up copy of Article 6 is attached, indicating the proposed amendments. The current Bylaws in their entirety may be found on the website under [About Us>Financials and Reporting>Organizing Documents>Bylaws.](#)

The following is a description of the substance and purpose of the amendments.

Section 6.7 - The Legal Advocacy Subcommittee is converted into a Standing Committee. The Composition, Roles and Responsibilities are defined in terms substantially equivalent to other Standing Committees. The Legal Advocacy Subcommittee was originally constituted as a subcommittee of the Policy and Positions Committee. The Board believes it is more appropriately a separate Standing Committee given The Arc’s increased use of legal advocacy, the need for timely and effective input into the legal advocacy work, and the different knowledge and skills required for and beneficial to legal advocacy, as opposed to legislative and regulatory advocacy.

Section 6.8 – Two subcommittees of the National Conference of Executives -- the Chapter Excellence Subcommittee and the Program Excellence Subcommittee -- are eliminated. This change is being proposed at the request of the NCE Steering Committees as these subcommittees have never been empaneled. Instead, the NCE Steering Committee utilizes a work group structure, constituting and empanelling different work groups from time to time as needed to fulfill the goals and objectives of NCE. The listed subcommittees were unnecessary.

A number of additional non-substantive changes are made to correct ministerial errors in the original document.

The Arc of Ft. Bend County

Balance Sheet

As of August 31, 2019

Aug 31, 19

ASSETS

Current Assets

Checking/Savings

Cash

Credit Card Account	2,028.21
Fundraising (WD)	5,873.56
Money Market	57,976.12
Operating Account	103,740.44
Payroll Account	2,696.63
Facilities Reserve contra	-68,000.00

Total Cash 104,314.96

Total Checking/Savings 104,314.96

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 154,708.15

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	68,000.00
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets 145,948.00

TOTAL ASSETS 4,108,530.99

The Arc of Ft. Bend County
Balance Sheet
 As of August 31, 2019
Aug 31, 19

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable-ARC -33.40

Total Accounts Payable -33.40

Other Current Liabilities

Retirement Plan Payable 200.00

Taxes Payable-Fed W/H 601.60

Taxes Payable-FICA -498.92

Taxes Payable-Medicare -116.64

Taxes Payable-SUTA -162.52

Total Other Current Liabilities 23.52

Total Current Liabilities -9.88

Long Term Liabilities

N/P-ARC Fdn (Worley Dr) 224,352.10

Security Deposits Payable 20,375.00

N/P-ARC Fdn (6419 Brazos Glen) 93,267.83

N/P-ARC Fdn (Chapman Falls) 63,101.92

N/P-ARC Fdn (5141 Cotter Ln) 89,604.62

N/P-ARC Fdn (2715 Cypress Impr) 256,813.78

N/P-ARC Fdn (Manorfield) 130,334.05

N/P-ARC Fdn (Rustic Trail) 137,852.05

N/P-ARC Fdn (5618 Wagon Wheel) 113,433.26

N/P-ARC Fdn (Whispering Creek) 242,673.35

N/P-ARC Fdn(2607 WillowSprings) 127,520.60

Total Long Term Liabilities 1,499,328.56

Total Liabilities 1,499,318.68

Equity

Unrestricted Net Assets 2,691,740.33

Net Income -82,528.02

Total Equity 2,609,212.31

TOTAL LIABILITIES & EQUITY 4,108,530.99

The Arc of Ft. Bend County
Profit & Loss Budget Performance
August 2019

	<u>Aug 19</u>	<u>Jan - Aug 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	204.86	2,488.00	2,000.00	488.00	124.4%	3,000.00
Youth Respite	20.00	800.00	270.00	530.00	296.3%	450.00
Riveredge Mortgage Payment	1,036.04	1,036.04	0.00	1,036.04	100.0%	1,036.00
Bowling - Lane Fee Income	0.00	4,466.00	4,850.00	-384.00	92.08%	7,296.00
Donations & Contributions	1,305.90	15,189.03	13,200.00	1,989.03	115.07%	20,000.00
Donations - Designated	20.00	6,917.46	880.00	6,037.46	786.08%	1,570.00
Fundraising Event	2,000.00	126,518.37	50,000.00	76,518.37	253.04%	315,000.00
Grant - CDBG Fort Bend	4,271.51	26,313.27	22,600.00	3,713.27	116.43%	34,000.00
Grant - FBJSL	0.00	0.00	0.00	0.00	0.0%	10,000.00
Grants - Other	0.00	12,500.00	0.00	12,500.00	100.0%	80,000.00
Membership Revenue	403.62	7,013.33	6,400.00	613.33	109.58%	10,000.00
Rental Income	29,125.00	300,630.00	288,400.00	12,230.00	104.24%	432,600.00
Social Rec Fees	1,306.59	9,654.12	9,200.00	454.12	104.94%	14,000.00
Total Income	<u>39,693.52</u>	<u>515,270.62</u>	<u>397,800.00</u>	<u>117,470.62</u>	<u>129.53%</u>	<u>928,952.00</u>
Gross Profit	39,693.52	515,270.62	397,800.00	117,470.62	129.53%	928,952.00
Expense						
Auto / Vans - Repairs & Maint.	86.75	2,097.14	1,200.00	897.14	174.76%	1,200.00
Advocacy in Action						
Information / Referral	0.00	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	7,950.00	12,881.25	0.00	12,881.25	100.0%	4,700.00
Total Advocacy in Action	<u>7,950.00</u>	<u>13,284.67</u>	<u>400.00</u>	<u>12,884.67</u>	<u>3,321.17%</u>	<u>5,460.00</u>
Accounting, Audit, Payroll	0.00	6,065.02	6,405.00	-339.98	94.69%	15,470.00
Advertising & Marketing	53.30	1,303.90	560.00	743.90	232.84%	840.00
Affiliation/Asso/Mbrship/Certs	3,791.00	4,866.00	4,070.00	796.00	119.56%	4,278.00
Bank & CC Charges	279.11	3,344.43	1,550.00	1,794.43	215.77%	4,300.00
Board Expenses	16.00	1,020.47	1,025.00	-4.53	99.56%	1,400.00
Community Outreach	500.00	3,150.00	3,150.00	0.00	100.0%	3,500.00
Conferences	0.00	318.87	310.00	8.87	102.86%	1,345.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
August 2019

	Aug 19	Jan - Aug 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Continuing Education/Staff Dev	0.00	50.00	50.00	0.00	100.0%	500.00
Employee Expenses						
Employee Salaries	27,218.63	230,845.45	231,542.00	-696.55	99.7%	347,313.00
Employee-FICA	1,739.96	14,270.12	17,406.72	-3,136.60	81.98%	26,110.00
Employee-Health/Dental	4,644.29	37,154.32	38,437.36	-1,283.04	96.66%	57,656.04
Employee-Medicare	406.94	3,337.32				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	6,826.00
Employee-SUTA	59.10	312.58	4,644.00	-4,331.42	6.73%	4,644.00
Mileage Reimbursement	0.00	448.81	400.00	48.81	112.2%	1,950.00
Employee Expenses - Other	0.00	35.99				
Total Employee Expenses	34,068.92	286,404.59	292,430.08	-6,025.49	97.94%	444,499.04
Event Expenses	304.00	8,396.40	5,800.00	2,596.40	144.77%	38,800.00
Facilities HOA Fees	0.00	12,783.32	12,410.00	373.32	103.01%	12,410.00
Facilities Inspection/Appraisal	0.00	0.00	0.00	0.00	0.0%	0.00
Facilities (Other)	0.00	118.17				
Facilities Prop Mgmt Fees	1,300.00	10,400.00	10,400.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	5,489.03	31,729.09	20,320.00	11,409.09	156.15%	30,480.00
Facilities Utilities	0.00	104.50				
Insurance						
Crime	0.00	0.00	0.00	0.00	0.0%	123.00
Workers Comp	0.00	-1,132.00	0.00	-1,132.00	100.0%	1,132.00
Property	821.00	198.00	0.00	198.00	100.0%	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	821.00	-934.00	0.00	-934.00	100.0%	55,188.00
Interest Expense	6,212.10	47,415.87	48,114.97	-699.10	98.55%	68,969.97
Meals & Supplies / Meetings	178.16	203.16	225.00	-21.84	90.29%	500.00
Office						
Website	400.00	1,280.00	0.00	1,280.00	100.0%	700.00

The Arc of Ft. Bend County
Profit & Loss Budget Performance
August 2019

	Aug 19	Jan - Aug 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Cell Phone	155.96	1,522.87	1,972.00	-449.13	77.23%	2,958.00
Computer / Software	0.00	2,276.66	800.00	1,476.66	284.58%	1,200.00
Copier Lease	664.74	3,598.16	2,900.00	698.16	124.07%	4,350.00
Repairs & Maintenance	1,295.00	52,188.65	6,720.00	45,468.65	776.62%	10,130.00
Supplies	560.74	1,877.85	2,800.00	-922.15	67.07%	4,300.00
Storage Rental	0.00	2,525.00	2,020.00	505.00	125.0%	2,020.00
Telephone / Internet	364.65	3,201.59	2,856.00	345.59	112.1%	4,291.00
Utilities	74.07	540.88	2,720.00	-2,179.12	19.89%	4,080.00
Office - Other	0.00	1,032.80	240.00	792.80	430.33%	240.00
Total Office	3,515.16	70,044.46	23,028.00	47,016.46	304.17%	34,269.00
PROGRAMS						
PR Youth Respite	433.48	3,171.52	5,990.40	-2,818.88	52.94%	8,859.00
PR Activity/Mtg-Food & Supplies	138.41	4,260.86	6,820.00	-2,559.14	62.48%	12,450.00
PR Athletic Banquet	0.00	5,064.17	4,925.00	139.17	102.83%	5,800.00
PR Bowling Lane Fees	0.00	8,011.50	8,200.00	-188.50	97.7%	12,768.00
PR DJ	0.00	900.00	900.00	0.00	100.0%	3,000.00
PR Equipment, Shirts, Uniforms	25.00	139.75	120.00	19.75	116.46%	3,550.00
PR Fuel	267.96	1,727.53	1,350.00	377.53	127.97%	3,200.00
PR Game / Registration Fees	720.00	2,175.00	2,400.00	-225.00	90.63%	3,000.00
PR Hotel	0.00	9,555.04	5,320.00	4,235.04	179.61%	20,000.00
PR Other Expenses / Gifts	0.00	430.00	400.00	30.00	107.5%	750.00
PR Parking & Tolls	0.00	214.33	800.00	-585.67	26.79%	1,450.00
PR Practice Facil. / Lifeguards	0.00	1,967.25	2,000.00	-32.75	98.36%	2,600.00
PR Scholarships	0.00	1,000.00	1,000.00	0.00	100.0%	3,000.00
PR Tickets / Venue Fees	3,078.00	33,794.75	24,050.00	9,744.75	140.52%	32,000.00
PR Training & Background checks	0.00	20.00	10.00	10.00	200.0%	200.00
PR Transportation	0.00	2,334.94	2,400.00	-65.06	97.29%	7,000.00
PR - Twenty Somethings	279.00	1,696.89	1,150.00	546.89	147.56%	2,400.00
Total PROGRAMS	4,941.85	76,463.53	67,835.40	8,628.13	112.72%	122,027.00
PR Contract Drivers	497.75	9,347.29	13,200.00	-3,852.71	70.81%	20,000.00
Postage and Delivery	339.13	1,304.23	2,120.00	-815.77	61.52%	3,200.00
Printing and Reproduction	320.00	593.00	550.00	43.00	107.82%	1,200.00

**The Arc of Ft. Bend County
Profit & Loss Budget Performance
August 2019**

	Aug 19	Jan - Aug 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
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	70,663.26	589,874.11	515,153.45	74,720.66	114.51%	885,986.01
Net Ordinary Income	-30,969.74	-74,603.49	-117,353.45	42,749.96	63.57%	42,965.99
Other Income/Expense						
Other Income						
Investment Income	5.86	59.05				
Other Income	0.00	649.50				
Total Other Income	5.86	708.55				
Other Expense						
Other Expenses	0.00	20.89				
Total Other Expense	0.00	20.89				
Net Other Income	5.86	687.66				
Net Income	-30,963.88	-73,915.83	-117,353.45	43,437.62	62.99%	42,965.99

Real Estate Sub-Committee
Meeting Minutes
August 7, 2019

Present:

T. Zafar, Chair
P. Bullard
M. Casey
L. Lobue
J. Patterson
L. LaVigne

Absent:

J. Gortney
H. Marshall
R. Cushenberry

The committee met to discuss the following:

1. **Income/Expense report July YTD, 2019:** Committee reviewed the report, discussed expenses at Wagon Wheel and accepted the report.
2. **Lease Renewals:** Wagon Wheel lease expires 10/31/2019. J. Patterson noticed the income listed on Income/Expense report did not match 7 months at \$1200. Laura said she would find out why. Committee discussed offering a two-year lease or staying with a one-year lease. After discussion, committee agreed to:
Action Item: offer a one-year lease for Wagon Wheel with the same terms and conditions.

After Note: Laura researched the lease payments for Wagon Wheel and found:

- a. Texana signed a lease for 9/01/2017 – 8/31/2019
 - b. Texana paid \$1200 per month from 9/01/2017 – 11/30/2018.
 - c. On 11/15/2018, Texana vacated their lease.
 - d. On 11/16/2018, Vonda Holmes paid \$600 on her lease which began 11/16/2018 – 10/31/2019.
 - e. On 2/01/2019 The Arc reimbursed Texana \$600 for the ½ month of November 2018 rent they pre-paid.
 - f. \$1200 X's 7 months = \$8400 minus \$600 reimbursement to Texana = \$7800 (the amount on the July Income/Expense report).
3. **Spring Inspections:** Laura reviewed results of Spring Inspections. Homes leased to Caregiver have not completed necessary repairs. Laura is concerned this reflects that the clients are not supervised as closely as they may need to be. After discussion, committee agreed that Laura will ask Mike to complete quarterly inspections of two homes: Summerdale and Whispering Creek. She will keep the committee informed on what is noted.
Laura also shared that there was a grease fire at 3003 Gilmar and the stove exhaust hood had to be replaced. P. Bullard asked if insurance would cover the cost of replacing the hood. And, further, if our leases required the tenants to carry renters' insurance. J. Patterson suggested that Laura discuss adding that requirement in future leases with R. Cushenberry. Laura will check with our insurance to see if it's covered.
 4. **119/123 Brooks Lease:** J. Patterson shared a discussion he had with City Mgr. Allan Bogard concerning possibly renewing the lease. T. Zafar will propose a draft amendment. Committee will discuss again next Real Estate meeting.

Next meeting: September 4, 2019

Real Estate Sub-Committee
Meeting Minutes
September 4 2019

Present:

T. Zafar, Chair	H. Marshall
P. Bullard	L. Lobue
M. Casey	J. Patterson
R. Cushenberry	L. LaVigne
J. Gortney	

Absent:

The committee met to discuss the following:

1. **Income/Expense report August YTD, 2019:** Committee reviewed the report, discussed expenses at Wagon Wheel and accepted the report.
2. **Lease Renewals:** Willow Springs, ATLTC
Committee decided to defer the renewal until Jan. 2020 when another home, Manorfield Ct, also leased by ATLTC, will come due. Both will be reviewed and new leases proposed at that time
3. **Spring Inspections:** Two tenants were invoiced for repairs completed that were caused by the tenant. Both have been paid.
4. **119/123 Brooks Lease:** Committee agreed to offer the City of Sugar Land a “rolling 5-year lease”. Committee will continue with planning to leave the current space in 4 years.

Next meeting: October 2, 2019