



Board Meeting Agenda
December 16, 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 – September 23, 2019
- V. **Assignment of Items Removed from Consent Agenda to Agenda**
- VI. **CEO Report**
September, October, November 2019 - Program Highlights
- VII. **Committee Reports:**
 - A. Executive Committee Report – C. Huber
 1. December 11, 2019 Meeting Minutes (handout)
 2. Best in the West - Update
 3. Board Self Evaluation Results (**Closed Session**)
 4. CEO Yearly Evaluation Results (**Closed Session**)
 - B. Internal Committee Report – H. Marshall
 1. Budget and Finance Committee
 - a) CEO Compensation Recommendations (**Closed Session**)
 - b) **Accept Financials: November 2019 YTD**
 - c) **Approve 2020 Operating Budget**
 2. Real Estate Committee – T. Zafar (**Closed Session**)
 - a) November 6, 2019 Committee Meeting:
Lease Renewals - Manorfield Ct. and Willow Springs
- VIII. **New Business:**
2020 Calendar of Board Meetings/Events
- IX. **Adjourn**

Next Board Meeting: January 27, 2020



Board of Directors Meeting
 September 23, 2019
 Meeting Minutes

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:02 p.m.

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

- II. Welcome Guests: Charlie noted there were no guests in attendance.
- III. Public Comment: Charlie welcomed Dale Buckles to The Arc’s Board of Directors. Charlie extended condolences to Becky Geary on the passing of her mother. Becky thanked The Arc for the beautiful flowers that were sent to the funeral. Laura congratulated Charlie on the birth of his new grandson, Brooks Andrew Huber.
- IV. Consent Agenda: Motion was made by Hal Marshall to accept the Consent Agenda. Seconded by Avis Goldy. **Motion approved.**
- V. Assignment of items removed from Consent Agenda to Agenda: No items removed.

VI. CEO Report: Laura reviewed the highlights of The Arc’s programs and services for July and August. She stated that Karri conducted live presentations of her Parent Support Group training events so that parents can watch from home. Karri also is involved with planning the “Fall Transition & Disability Resource Fair” in conjunction with FBISD, Gigi’s Playhouse & Hope for 3, which will be held on 11/16/19.

Laura began planning “Wings for All” with The Arc of Greater Houston, Houston Airport Systems, United Airlines and TSA. The 7th event is scheduled for October 1, 2019. They are hoping for 100 participants at this event. Laura was happy to report that currently there were 3 or 4 Fort Bend County families registered for this event.

Karri hosted a vendor booth at Access Health’s Community “Operation Backpack” event in August. She also secured a copy of the movie “Intelligent Lives” which The Arc staff previewed. The Arc will sponsor a public viewing of the movie in Spring 2020. Pam Hollaway was hired in August and has already met with Missouri Parks and Rec. Department about facility usage. Special Olympics started practice for five sports in July with Area, Regional and State Competitions taking place in September and October. Skeeters once again donated game tickets for Special Olympics athletes and their families. Twenty Somethings also attended a Skeeters game and enjoyed a Hawaiian Luau at Christ Church. Laura attended FCCSA “5K Fun Run” on July 4th and was presented with a donation check of \$4900. Boeing contacted Pam about possible grant opportunities. Hal Marshall asked if the Boeing grant was for a specific program or designated as general. Laura stated it was designated as a general donation. Laura further stated that The Arc did not get the Halliburton grant but Halliburton has other opportunities that will benefit The Arc.

Charlie Huber informed the board that Skeeters was honoring James Patterson on Wednesday, September 25th at the game and encouraged them to try to attend.

- VII. Committee Reports:
- A. Executive Committee: C. Huber
- 1) July 09, 2019 Meeting:
 - a) Board Committee Chairs/Members’ Assignments – Motion was made by Becky Geary to accept the Board Committee Chairs/Members’ Assignments. Seconded by Allan Harris. **Motion approved.**
 - b) Revised Job Descriptions for Program Directors – Motion was made by Allan Harris to accept the Revised Job Descriptions for Program Directors. Seconded by Becky Geary. **Motion approved.**

- 2) September 11, 2019 Meeting Minutes:
 - a) The Arc US Annual Meeting: Motion was made by Avis Goldy to grant credentialing to Charlie Huber as The Arc of Fort Bend's representative at The Arc's Annual Business Meeting. Seconded by Ann Johnston. **Motion approved.**
- 3) Fundraising – Best in the West November 23, 2019 – Charlie stated that the Best in the West committee is looking for volunteers to greet guests at the event. In addition, they are in need of donations for the corrals as well as desserts for the Dessert corral. Charlie asked the board to consider volunteering in some capacity. Allan Harris asked the event committee to consider tasks that the clients can do at the event.

B. Governance Committee: S. Lee

Sharon stated that the CEO Evaluation will be sent to the Board within the next 2 weeks. She encouraged 100% participation from the Board.

C. Internal Committee:

1. Budget & Finance

- a) Hal Marshall reviewed the August 2019 YTD Financials. A motion was made by Ann Johnston to approve the August 2019 YTD Financials. Seconded by Becky Geary. **Motion approved.**
- b) Hal reported on the 3rd and 4th Quarter financial forecast.
- c) Hal also reported on The Arc's 2020 Budget Development Calendar. The final version of budget will be presented at the December 2019 board meeting.

2. Real Estate Committee: Tariq Zafar was not present. Hal Marshall made the presentation.

- a. Since no guests were present, the Board did not convene in closed session. The Board discussed the August 7, 2019 Real Estate Committee Meeting Minutes. The Board also discussed lease renewal for Wagon Wheel.
- b. The Board discussed the September 4, 2019 Real Estate Committee Meeting Minutes.
- c. Motion was made by committee to approve the lease renewal for Wagon Wheel with the same terms and conditions.

VIII. Adjourn: Meeting adjourned at 7:29 p.m.

Submitted by:
Cheryl Olivier
Administrative Assistant

Attested to:
Sharon Lee,
Secretary, Board of Directors

The next board meeting is December 16, 2019

CEO Report
September, October, November 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.

Staff and I wrote script and gathered photos depicting The Arc's programs and services for a video that will be developed by Elsa Malakoff – narrated by Pat Bullard!

Karri's Highlights:

Parent Contacts & Visits:

- General Info & Referral: Sep: 12; Oct: 4; Nov: 10
- Special Ed: Sep: 22; Oct: 19; Nov: 26
- IEP Reviews: Sep: 3 Oct: 0 Nov: 1
- ARD/Grievance/Transition Meetings: Sep: 1; Oct: 1; Nov: 5
- Guardianship: Sep: 2 Oct: 0; Nov: 0
- Adult Services (Provider/Day Hab/SO&SR): Sep: 7; Oct: 4; Nov: 4
- Employment: Sep: 2; Oct: 0; Nov: 2
- Outreach: Sep: 5; Oct: 3; Nov: 3

Total Education Advocacy Hours for 2019 from Jan – Oct: 229.50

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

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

Parent Support Group:

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

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

Karri collaborated with FBISD to plan and implement the Second Annual Adult Transition & Disability Resource Fair.

Nov. 16, 2019 at Clements HS

- The Arc planned and coordinated 3 presentations:
 1. Texas Workforce Commission (Workforce Solutions)
 2. Social Security Administration
 3. Vocational Rehabilitation
- The Arc coordinated attendance of 39 vendors.
- The Arc provided drinks and snacks, carnival prizes for children attending a special needs carnival which ran concurrently with the workshop

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.

- 10/01/2019 – I attended and helped execute the “Wings for All” event at Bush Airport. Another successful event!
- 9/21/19 – Karri attended and manned a table at “Help Our Parents Excel” (Hope for Three Resource Fair)
- 10/10/19 – Karri attended and manned a table at County Judge KP George Community Resource Fair at Mission Bend Elementary
- 11/2019 - Pam met with staff at the Four Corners Recreation facility to discuss future facility needs.

Community Meetings:

- Karri: Fort Bend Connect, Fort Bend ISD Heart to Heart, Community Resource Coordination Group (CRCC)
- 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:

September 9 – 29	October 5 – 30	November 2 - 31
September 14 – 33	October 19 – 36	November 9 –42
September 21 – 34	October 26 – 37	November 16 - 25
September 28 – 34		November 30 - 20

Social Recreation:

- September 20 – Dance and Pizza Party at St. Theresa’s– 104 Social Recreation members, family, guests and staff attended.
- September 30 – Fort Bend County Fair – 120 Social Recreation members, family and staff attended.
- October 19 – Monster Jam –100 Social Recreation members, family and staff attended.
- October 20 – Halloween Party at K of C Hall in Needville – 115 Social Recreation members, family, staff and guests attended.
- November 10 – Disney on Ice – 100 Social Recreation members, staff and family attended.
- November 16 – Dance and Pizza Party at St. Theresa’s – 85 Social Recreation members and staff and family members attended.

Special Olympics:

- Continued practicing in the sports of Aquatics, Bocce, Tennis, Golf and Softball through September.
- Area Golf Competition in September.
- Scheduled to participate in Regional Bocce & Softball Competitions but the competition was cancelled due to the weather.
- 19 athletes attended State Competition in Aquatics in October. (Bryan College Station)
- Volleyball Competition with 3 teams at Texas City High School. All three teams received gold medals in each of the three divisions.

Teen/Tween Social:

- Sept 6 - 11 Teens Attend: (1 first time attendee,1 no-show or canceled)
Volunteers: 16 (9 Teens; 7 Adults. 11 First time volunteers. 3 No-show/cancel)

Oct. 4 – 11 Teens Attend (0 first time attendees, 4 no-show or canceled]
Volunteers: 12 [8 Teens; 4 Adults. 5 First time volunteers. 4 No-show/cancel]

Nov 1 – 13 Teens Attend (4 first time attendees. 1 no-show or canceled)
Volunteers: 11 (7 Teens; 4 Adults. 6 First time volunteers. 6 no-show/cancel)

Dec 6 – 18 Teens Attend (2 first time attendees. 3 no-show or canceled)
Volunteers: 13 (10 Teens; 3 Adults. 4 First time volunteers. 10 No-show/cancel)

Youth:

- 10/4/19 – Skeeters Baseball Tickets
- 10/25/19 – Cirque La Vie at Sugar Land Town Square

Twenty Somethings & Youth:

- 12/05/19 – Sugar Land Holiday Lights (Sensory Friendly) Constellation Field

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

2019 Best in the West planning began in September. Everyone hustled to make sure the event would be a success. As it turned out, the event was a success!

Pam and I presented a PowerPoint highlighting our Special Olympics delegation to the Fort Bend Junior Service League's Beneficiary Review Committee to support our \$10,000 grant request.

I was one of three no profits asked to present to the group, "100 Women Who Give a Damn in Fort Bend County" on Oct. 16. The women who attend all donate \$100 to a "kitty" and then vote on the non-profit they liked the best. While The Arc did not win, we received \$700 in spontaneous donations from the women there.

Megan Geary, new member of the B&F Committee, joined me to meet with John Grzywa former owner of Fairway Golf. Mr. Grzywa wanted information on donating funds from a maturing IRA directly to The Arc. After our meeting, he donated \$100,000 – an increase from the \$7500 he first talked about!

I attended a cocktail party at Skeeters to learn how they partner with and support area non profits.

Pam's Highlights:

- Met with Carole Williams concerning Best in the West dessert corral. She will take over this area of the fundraiser this year and for years to come.
- Picked up baskets donated by Shari Don Austin. (6 large baskets donated)
- Secured donation from Nasa Hilton Hotel & Mamacitas Restaurant for Best in the West.

Community Development Block Grant:

Nancy completed the September through November monthly reports for the grant:

<u>Reimbursement for September 2019:</u>	<u>Reimbursement for October 2019:</u>	<u>Reimbursement for November 2019:</u>
Fees and Services - \$215.84	Fees and Services - \$918.00	Fees and Services - \$131.51

The Arc of Ft. Bend County Balance Sheet

As of November 30, 2019

Nov 30, 19

ASSETS

Current Assets

Checking/Savings

Cash

Credit Card Account	101,582.13
Fundraising (WD)	52,253.10
Money Market	41,143.57
Operating Account	136,640.75
Payroll Account	-43,769.29
Facilities Reserve contra	-71,000.00

Total Cash 216,850.26

Total Checking/Savings 216,850.26

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	1,542.70

Total Prepaid Insurance 51,457.19

Total Other Current Assets 51,457.19

Total Current Assets 268,307.45

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	71,000.00
Escrow - Rychlik Job Services	2,500.00
Earnest Money	1,000.00

Total Other Assets 148,948.00

TOTAL ASSETS 4,225,130.29

The Arc of Ft. Bend County Balance Sheet

As of November 30, 2019

Nov 30, 19

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable-ARC -33.40

Total Accounts Payable -33.40

Other Current Liabilities

Retirement Plan Payable 775.00

Taxes Payable-Fed W/H 4,028.12

Taxes Payable-FICA 2,916.64

Taxes Payable-Medicare 682.16

Taxes Payable-SUTA -275.52

Total Other Current Liabilities 8,126.40

Total Current Liabilities 8,093.00

Long Term Liabilities

N/P-ARC Fdn (Worley Dr) 223,517.91

Security Deposits Payable 20,375.00

N/P-ARC Fdn (6419 Brazos Glen) 92,447.68

N/P-ARC Fdn (Chapman Falls) 62,652.61

N/P-ARC Fdn (5141 Cotter Ln) 88,816.72

N/P-ARC Fdn (2715 Cypress Impr) 249,922.37

N/P-ARC Fdn (Manorfield) 129,544.97

N/P-ARC Fdn (Rustic Trail) 137,017.41

N/P-ARC Fdn (5618 Wagon Wheel) 112,620.76

N/P-ARC Fdn (Whispering Creek) 241,514.74

N/P-ARC Fdn(2607 WillowSprings) 126,611.81

Total Long Term Liabilities 1,485,041.98

Total Liabilities 1,493,134.98

Equity

Unrestricted Net Assets 2,691,740.33

Net Income 40,254.98

Total Equity 2,731,995.31

TOTAL LIABILITIES & EQUITY 4,225,130.29

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

	<u>Nov 19</u>	<u>Jan - Nov 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	249.75	3,047.43	2,750.00	297.43	110.82%	3,000.00
Youth Respite	160.00	1,240.00	405.00	835.00	306.17%	450.00
Riveredge Mortgage Payment	0.00	1,036.04	1,036.00	0.04	100.0%	1,036.00
Bowling - Lane Fee Income	659.00	5,986.00	7,280.00	-1,294.00	82.23%	7,296.00
Donations & Contributions	5,398.40	22,533.36	18,150.00	4,383.36	124.15%	20,000.00
Donations - Designated	10,440.00	17,601.46	1,255.00	16,346.46	1,402.51%	1,570.00
Fundraising Event	172,667.21	341,814.32	315,000.00	26,814.32	108.51%	315,000.00
Grant - CDBG Fort Bend	215.84	32,950.49	31,075.00	1,875.49	106.04%	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	260.00	8,137.37	8,800.00	-662.63	92.47%	10,000.00
Rental Income	36,950.00	429,680.00	396,550.00	33,130.00	108.36%	432,600.00
Social Rec Fees	874.50	12,722.76	12,650.00	72.76	100.58%	14,000.00
Total Income	<u>227,874.70</u>	<u>890,994.23</u>	<u>794,951.00</u>	<u>96,043.23</u>	<u>112.08%</u>	<u>928,952.00</u>
Gross Profit	227,874.70	890,994.23	794,951.00	96,043.23	112.08%	928,952.00
Expense						
CC Charges / Other	0.00	-6.98				
Auto / Vans - Repairs & Maint.	0.00	2,163.14	1,200.00	963.14	180.26%	1,200.00
Advocacy in Action						
Information / Referral	0.00	328.42	340.00	-11.58	96.59%	600.00
Educational Advocacy	17.83	117.83	60.00	57.83	196.38%	160.00
Advocacy in Action - Other	57.77	14,387.62	0.00	14,387.62	100.0%	4,700.00
Total Advocacy in Action	75.60	14,833.87	400.00	14,433.87	3,708.47%	5,460.00
Accounting, Audit, Payroll	0.00	6,499.84	6,805.00	-305.16	95.52%	15,470.00
Advertising & Marketing	53.30	1,463.80	770.00	693.80	190.1%	840.00
Affiliation/Asso/Mbrship/Certs	65.00	5,091.00	4,070.00	1,021.00	125.09%	4,278.00
Bank & CC Charges	99.52	4,530.57	3,650.00	880.57	124.13%	4,400.00
Board Expenses	0.00	1,515.38	1,025.00	490.38	147.84%	1,400.00
Community Outreach	0.00	3,350.26	3,150.00	200.26	106.36%	3,500.00

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

	Nov 19	Jan - Nov 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Conferences	20.00	538.87	710.00	-171.13	75.9%	1,345.00
Continuing Education/Staff Dev	0.00	85.00	50.00	35.00	170.0%	500.00
Employee Expenses						
Employee Salaries	29,318.42	318,000.59	318,370.25	-369.66	99.88%	347,313.00
Employee-FICA	1,786.26	19,622.09	23,934.20	-4,312.11	81.98%	26,110.00
Employee-Health/Dental	6,304.34	54,413.79	52,851.37	1,562.42	102.96%	57,656.04
Employee-Medicare	417.76	4,589.02				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	6,826.00
Employee-SUTA	13.68	354.58	4,644.00	-4,289.42	7.64%	4,644.00
Mileage Reimbursement	0.00	595.43	450.00	145.43	132.32%	1,950.00
Employee Expenses - Other	0.00	84.99				
Total Employee Expenses	37,840.46	397,660.49	400,249.82	-2,589.33	99.35%	444,499.04
Event Expenses	17,421.73	31,142.59	35,800.00	-4,657.41	86.99%	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	14,300.00	14,300.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	3,072.96	51,309.37	27,940.00	23,369.37	183.64%	30,480.00
Facilities Utilities	0.00	104.50				
Insurance						
Crime	0.00	0.00	123.00	-123.00	0.0%	123.00
Workers Comp	0.00	-1,132.00	1,132.00	-2,264.00	-100.0%	1,132.00
Property	0.00	198.00	35,870.00	-35,672.00	0.55%	35,870.00
Cyber Liability	0.00	0.00	1,200.00	-1,200.00	0.0%	1,200.00
Auto	0.00	0.00	5,256.00	-5,256.00	0.0%	5,256.00
Professional Liability	0.00	0.00	6,405.00	-6,405.00	0.0%	6,405.00
D&O / Fiduciary	0.00	0.00	3,408.00	-3,408.00	0.0%	3,408.00
Umbrella	0.00	0.00	1,794.00	-1,794.00	0.0%	1,794.00
Insurance - Other	56,710.00	56,710.00				
Total Insurance	56,710.00	55,776.00	55,188.00	588.00	101.07%	55,188.00
Interest Expense	6,152.51	65,933.18	66,631.81	-698.63	98.95%	71,811.81
Meals & Supplies / Meetings	0.00	253.25	225.00	28.25	112.56%	500.00

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

	<u>Nov 19</u>	<u>Jan - Nov 19</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Office						
Website	0.00	1,280.00	0.00	1,280.00	100.0%	700.00
Cell Phone	0.00	1,894.79	2,711.50	-816.71	69.88%	2,958.00
Computer / Software	0.00	2,392.66	1,100.00	1,292.66	217.52%	1,200.00
Copier Lease	0.00	4,012.66	3,987.50	25.16	100.63%	4,350.00
Repairs & Maintenance	3,861.02	61,406.52	9,240.00	52,166.52	664.57%	10,130.00
Supplies	293.58	2,733.85	3,850.00	-1,116.15	71.01%	4,300.00
Storage Rental	0.00	2,525.00	2,020.00	505.00	125.0%	2,020.00
Telephone / Internet	207.47	3,933.99	3,927.00	6.99	100.18%	4,291.00
Utilities	0.00	689.00	3,740.00	-3,051.00	18.42%	4,080.00
Office - Other	0.00	1,032.80	240.00	792.80	430.33%	240.00
Total Office	4,362.07	81,901.27	30,816.00	51,085.27	265.78%	34,269.00
PROGRAMS						
PR Youth Respite	355.19	4,386.58	8,648.10	-4,261.52	50.72%	8,859.00
PR Activity/Mtg-Food & Supplies	-728.90	4,026.73	7,315.00	-3,288.27	55.05%	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	9,408.00	12,400.00	-2,992.00	75.87%	12,768.00
PR DJ	300.00	1,500.00	1,500.00	0.00	100.0%	3,000.00
PR Equipment, Shirts, Uniforms	0.00	139.75	120.00	19.75	116.46%	3,550.00
PR Fuel	163.72	2,061.20	1,800.00	261.20	114.51%	3,200.00
PR Game / Registration Fees	0.00	4,055.00	2,400.00	1,655.00	168.96%	3,000.00
PR Hotel	3,318.36	12,873.40	8,820.00	4,053.40	145.96%	20,000.00
PR Other Expenses / Gifts	0.00	430.00	400.00	30.00	107.5%	750.00
PR Parking & Tolls	0.00	298.33	1,100.00	-801.67	27.12%	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	0.00	33,794.75	32,000.00	1,794.75	105.61%	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	0.00	1,696.89	1,150.00	546.89	147.56%	2,400.00
Total PROGRAMS	3,408.37	85,056.99	87,988.10	-2,931.11	96.67%	122,027.00
PR Contract Drivers	780.50	12,431.93	18,150.00	-5,718.07	68.5%	20,000.00

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

	Nov 19	Jan - Nov 19	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Postage and Delivery	0.00	1,805.73	2,915.00	-1,109.27	61.95%	3,200.00
Printing and Reproduction	0.00	793.00	550.00	243.00	144.18%	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	131,362.02	851,434.54	774,993.73	76,440.81	109.86%	888,927.85
Net Ordinary Income	96,512.68	39,559.69	19,957.27	19,602.42	198.22%	40,024.15
Other Income/Expense						
Other Income						
Investment Income	2.52	66.68				
Other Income	0.00	649.50				
Total Other Income	2.52	716.18				
Other Expense						
Other Expenses	0.00	20.89				
Total Other Expense	0.00	20.89				
Net Other Income	2.52	695.29				
Net Income	96,515.20	40,254.98	19,957.27	20,297.71	201.71%	40,024.15

2020 Notes

Ordinary Income/Expense

Income

Bowling - Lane Fee Income	Estimated: average of 32 bowlers per week @ \$6.00 each x 38 weeks
Donations & Contributions	Estimated: based on 2018 actuals and 2019 year-to-date
Donations - Designated	Estimated: based on 2018 actuals and 2019 year-to-date
Fundraising Event	WD - Reduced 2019 WD Actual Gross Income(\$294,000) by 10% Golf Classic - Reduced total net from 2019 actuals by 25%
Grant - CDBG Fort Bend	Federal HUD Grant for low income consumers living in restricted areas of Ft Bend County to be used for activities. Provided to SR Program to help offset salaries, activity fees, contract drivers, & monthly dues
Grant - FBJSL	Grant for Special Olympics - Will find out in December if we are awarded
Grants	Anticipated misc.grants, \$75,000 Grant from Foundation, Skeeters \$7,500 grant designated for SO
Kathy Moody Memorial Scholarship	Nothing budgeted
Membership Revenue	Estimated based on 2018 actuals & 2019 year-to-date: IWD \$20, IND \$35, FAM \$50, CORP \$100, LIFETIME (IND \$500, CORP \$2,000)
Rental - Brazos Glen	Texana \$1,100 per month x 12 months - expires 8/31/2020
Rental - Chapman Falls	Caregiver \$1,350 per month x 12 months - expires 10/31/2020
Rental - Cotter Lane	All the Little Things Count \$1,100 per month x 12 months - expires 10/31/2020
Rental - Cypress Point Building	Texana \$8,000 per month x 12 months - expires 1/31/2022
Rental - Cypress Point (Home)	Caregiver \$1375 per month x 12 months - expires 1/30/2021
Rental - Gilmar 3003	Shirley Young \$400 per month x 12 months - expires 6/1/2020
Rental - Grant Dr.	All the Little Things Count \$1,200 x 2 months (Jan. & Feb.), allowing for 90 days vacant, \$1,200 per month for remaining months in 2020 of new lease
Rental - Industrial	QuVa \$8,125 x 12 months - expires 6/23/2021
Rental - Manorfield Ct.	All the Little Things Count \$1,250 x 1 month (January) & \$1,300 per month x 11 months - expires 1/30/2020
Rental - Parkview Lane	Caregiver \$1,550.00 per month x 12 months - expires 7/30/2020
Rental - River Road	All the Little Things Count \$1,200 x 12 months - expires 6/30/2021
Rental - Russeff Field	All the Little things Count \$1,350 x 12 months - expires 5/31/2020
Rental - Rustic Trail	Texana \$1,300 x 1 month (January) allowing for 90 days vacant, \$1,300 per month for remaining months in 2020 of new lease
Rental - Summerdale	Caregiver \$1,150 per month x 12 months - expires 9/29/2020
Rental - Thomas Jefferson	Caregiver \$1,200 per month x 12 months - expires 10/31/2020
Rental - Wagon Wheel	Vonda Holmes \$1,200 per month x 12 months - expires 10/31/2020
Rental - Whispering Creek	Caregiver \$1,950 per month x 12 months - expires 5/31/2021
Rental - Willow Springs	All the Little Things Count \$1,250 x 1 month (January) & \$1,300 per month x 11 months - expires 11/30/2019
Rental - Worley Drive	Forgotten Angels \$1,650 per month x 12 months - expires 1/31/2021
Riveredge Morg. Payment- Owner financed	Purchaser will pay \$1,036.00 annually for 10 years..in September - Last Payment September 2025

2020 Notes

Social Rec Fees

based on 2019 actuals & estimate by Nancy

Youth Respite

Fees anticipated from Tween/Teen Social participants

Expense

Accounting, Audit, Payroll processing

ESTIMATE: REVIEW & 990 by TO BE DETERMINED ?? \$13,000 ?? Payroll Services - ADP \$2,470

Advertising & Marketing

General advertising / marketing \$200, Constant Contact - eblasts (\$53.30 x 12)

Advocacy in Action:

Ft. Bend Chamber Leadership or Pam \$2,700

AA Educational Advocacy

Parent Training - IEP Notebook \$60, Special Ed Connect 2 year renewal \$2,035, Program Resources (books, software, etc. to be available for parents) \$100

AA Information / Referral

Resource Fair - Spring & Fall \$300, Spring & Fall Resource Fair Respite Event Carnival Prizes \$200, Booths or sponsorship items for other conferences and fairs \$200, AFB Spsorship items \$200

Affiliation/Asso/Membership/Cert

Arc of US \$3,456 Laura Rotary Membership & monthly meetings \$990, Ft. Bend Chamber \$300, AAIDD \$85, COPAA - Karri \$95, Central Fort Bend Chamber \$225

Auto / Vans -Repairs & Maintenance

State Registration & Inspection. Repairs. Regular Maintenance: oil changes, tire rotation, etc.

Bank & CC Charges

Estimate: Based on 2019 actuals and current year projections

Board Expenses

Board meeting dinners, Annual Meeting expenses..Exit gifts, snacks for meetings, Boardsource, Survey Monkey

Casey Connection

Ongoing Implementation Support

Community Outreach

Sponsorship for "Dream League" \$1,500 & Lamar LL \$1,000, flowers/memorials , Misc. events

Conferences

Tx Parent to Parent - Sponsor Principal / Admin \$545, Parent Support Group \$10 x 8 meetings \$80, Positive Futures Conference \$50, Tx Legal Digest Back to School Conference \$200

Continuing Education / Staff Dev.

Webinars, Workshops, & Opportunities that might be available to the staff for training & developmental purposes

Employee Salaries

2020 Employee salaries increased by 3%, plus CEO compensation

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

Retirement Vonluntary Contribution made by the Arc of Ft. Bend (Based on 2% of Employee's 2020 Salaries)

Employee Workers Comp

Texas Mutual - Estimate based on rates paid November 2019

Event Expenses

Awards Dinner \$2,500, Golf Classic & Western Dance (based on 2018 / 2019 actuals and current year projections)

Facilities Insurance - Property/Fire

Based on actual rates paid November 2019 for policy period 11/15/19 - 11/15/20

Facilities - Other

Nothing Budgeted - Legal Matters, Misc., Unanticipated expenses

Facilities - Propert Mgt. Fees

Rychlik Services \$1,300 x 12 months

Facilities R&M - HOA Fees

APPROXIMATE - Will have exact numbers by end of Dec. 2019

Facilities R&M. / Improvements

\$1,500 x 17 Homes = \$25,500, \$2,500 Cypress Pt. Bldg, A/C Maintenance aggreement through Mesa Mechanical for Cypress Pt. Bldg is \$6,280 per year

Facilities R&M - Landscaping

Annual Lawn Maintenance at Cypress Pt. from Fort Bend County CSCD \$1,500 reimbursed by Texana

2020 Notes

Facilities - Real Estate Taxes/MUDs	None anticipated - Exempt
Insurance - Cyber	Protection against issues related to Cyber hacking - \$1,000 Based on actual rates paid November 2018 for policy period 11/15/19 - 11/15/20
Insurance - D&O/Fiduciary	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Insurance - Liability Package & Auto	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Insurance - Umbrella	Based on actual rates paid November 2018 for policy period 11/15/18 - 11/15/19
Meals & Supplies / Meetings	staff meetings, committee meetings, Advocacy - lunches with community members, Arc supporters
Mileage Reimbursement	WILL CHANGE once everyone turns in actual mileage at end of year ...Estimated - Based on 2019
Notes Payable - Brazos Glen	681.61 per month
Noted Payable - Chapman Falls	407.98 per month
Notes Payable - Cotter Lane	654.78 per month
Notes Payable - Cypress Point Bldg.	3,353.61 per month
Notes Payable - Manorfield Ct.	804.92 per month
Notes Payable - Rustic Trail	851.40 per month
Notes Payable - Wagon Wheel	740.81 per month
Notes Payable - Whispering Creek	1,395.74 per month
Notes Payable - Willow Springs	832.07 per month
Notes Payable - Worley Dr.	1211.71 per month
Office - Cell Phone	\$2,478.00 Based on average AT&T bill (\$206.50), plus \$240 reimbursement to Pam & \$240 to Karri for phone expenses (\$20 per person x 12 months)
Office - Computer/Software	PC repair - PARTS ONLY...NO LABOR, Computer/Software supplies or equipment, \$700 allowance for one new computer
Office - Copier Lease	Base Charge \$345.82 x 12 months (\$4,149.84) , Reimbursement to DeLage for property tax on copier Approx. \$200
Office - Postage and Delivery	Estimated: based on 2019 expenses..meter rental, supplies, Postage refills, bulk mailings, Western Dance & Golf mailouts, Permit fee
Office Exp. - R&M	Landscaping \$2,400 annually, \$4,250 (\$85 x 50 weeks) cleaning service, General repairs & maint. \$2,400, window cleaning \$200 2x per year, \$480 total annually A/C maintenance contract - Spring & Fall
Office - Supplies	General Office Supplies: copy paper, pens, cleaning supplies, misc items for office, etc.
Office - Telephone / Internet	Nextiva Phone \$202 x 12 months = \$2,424 Comcast Internet \$155.56 x 12 months = \$1,866.72
Office - Utilities / Water & Electric	123 & 119 Brooks St. - Electric \$3,600 annually / based on average bills provided by the City of Sugar Land, Water \$960 / based on an average bill of \$40 per month x 12 months x 2 properties
Office - Website	\$400 Hosting & Basic Support
PR Activity/Mtg. Exp. - Food & Supplies	SR- supplies, meals, snacks, drinks; SO - meals, snacks, drinks, water, ice (mostly for state games), YTT - Tween/teen socials - consumables & nonconsumables \$700, food & drinks \$1,650 Youth - \$200 Pizza party, Safety Bingo, Sibling Event, Magic Show, etc \$500 21+ Social Event
PR Athletic Banquet	Bowling \$2,200, SO \$3,100 Includes food, drinks, DJ, decorations, trophies, gifts, facility
PR Bowling Lane Fees	Estimated: Average of 32 bowlers per week @ 10.50 x 38 weeks

2020 Notes

PR Contract Labor SR - Hired Drivers for monthly activities and special events, YTT - Director & Behavior Techs for Tween / Teen Socials

PR DJ Social Recreation monthly dances, Holiday Formal, and Karaoke

PR Equipment, Shirts, Uniforms Bowling League Shirts, Uniforms & Equipment for Special Olympic Sports, SR - shirts for Contract Drivers

PR Fuel Fuel for Arc vans and Texana vans used for Social Rec activities and Special Olymoics travel, as well as office use

PR Game / Registration Fees State Games: Summer, Fall & Winter

PR Hotel Special Olympics State Games

PR Other Expenses & Gifts SR- Christmas gift cards for Drivers, SO- Volunteer Gifts, YTT - \$200 Volunteer recognition

PR Parking & Tolls SR - Activities SO - State Games

PR Practice Facilities / Lifeguards Facilities / Field Rentals **Basketball & Volleyball \$2,600, Lifeguards for Swimming practices & Facility rental \$2,000

PR Scholarships & Sponsorships Kathy Moody Scholarship - limit of THREE recipients per year / \$1,000 each

PR Tickets/Venue Fees Social Recreation Events, YTT - \$200 Youth Socials, \$500 Sibling Social

PR Volunteer/Parent Exp - Training & Background checks SO - Coach/Volunteer training for Special Olympics, SO & YTT - Volunteer Background checks

PR Transportation SR- Buses for SR Activities/Events, SO- Van rentals for Area, Regional & State Competitions

PR Twenty Somethings Activities for "Twenty Somethings" Social Recreation

Printing & Reproduction Advocacy - \$800 typeset for Quarterly newsletters (\$200 x 4), G&A - \$300 #10 envelopes, \$100 misc

Professional Fees - Legal Misc. legal services provided by Charlie Huber

Professional Fees - Other Grant Writing (\$60 per hour)

12-13-2019

Real Estate Sub-Committee
Meeting Minutes
November 6, 2019

Present:

H. Marshall
P. Bullard
M. Casey
R. Cushenberry

J. Gortney
J. Patterson
L. LaVigne

Absent:

T. Zafar, Chair
L. Lobue

The committee met to discuss the following:

1. **Income/Expense report October YTD, 2019:** Committee reviewed and accepted the report.

2. **Lease Renewals:**

<u>Property</u>	<u>Tenant</u>	<u>Expiration</u>
a. Willow Springs	ATLTC	11/30/19
b. Manorfield Ct	ATLTC	01/31/20
c. Rustic Trail	Texana	01/31/20
d. Grant Dr	ATLTC	02/28/20

The committee reviewed the “comps” for all four properties using CMS information provided by Rick. They also considered when/if the lease amounts have been increased for each of the four properties. After discussion committee recommends the following:

Action Item: Committee recommends to the board a \$50 per month increase for each property, for two-year terms.

3. **Spring Inspections:** Laura is working on collecting the money owed by CareGiver, Inc. for damages caused by tenants.
4. **119/123 Brooks Lease:** Tariq completed the draft addendum to the current lease and Laura submitted it to the committee. James shared the addendum with current City Manager, Allan Bogard. Mr. Bogard sent the proposed addendum to City Council for consideration.

Next meeting: December 4, 2019, 8:00 am

2020 Calendar of Board Meetings & Special Events

January 27	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
March 23	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
April 27	Annual Awards Dinner	6:00 pm – 9:00 pm
May 18	Annual Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
June 22	Golf Classic	10:00 am Registration, 5:00 pm Dinner/Auction
July 27	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
September 28	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting
November 21	Best in the West	6:00 pm, BBQ Dinner, Dance, Auctions
December 14	Board Meeting	5:30 pm Dinner, 6:00 pm Meeting