

Arc of Katy Board Meeting Minutes The Arc of Katy Building 5819 Tenth Street, Ste. C Katy, TX 77493 Wednesday, January 16, 2019 6:30 p.m.

The meeting was called to order by Fred Shafer, President.

The Invocation was delivered by Fred Shafer.

Roll call was made and quorum announced by Donna Bode, Secretary.

The Arc of Katy Board of Directors-Board Meeting Attendance

Secretary: Donna Bode

Meeting Date	January 16, 2019		Quorum	Yes
First Name	Last	Present	Absent	
Donna	Bode	X		Secretary
Amy	Campbell		X	Director
Ellen	Candito	X		Director
Dennis	Combrink	X		<u>Director</u>
Robert	Crutchfield		X	Director
Fran	Dahl		X	Director
Sherry	Ahart-David	es x		Director
Pat	Doucette	X		<u>Director</u>
Cherie	Duddridge	X		Director
Don	Elder Jr.	X		<u>Director</u>
Ida Faye	Elder	X		<u>Director</u>
Denise	Hester		X	<u>Director</u>
Carolyn	Kares	X		<u>Director</u>
Margaret	Laney	X		Vice President
Mike	Lattal	X		Director
Elizabeth (Liz)	Moreland-Mason	1 X		<u>Director</u>
Kristie	Ondracek		X	Director
Marchelle	Peters		X	Director
Fred	Shafer	X		President

<u>Lewis (Louis)</u> White x <u>Director</u> Other Members Present: - Ann Ferner, Administrative Assistant

Quorum: Except as otherwise required by statute or provided by these Bylaws, 40% of Directors then in office shall constitute a Quorum for the transaction of business at any meeting of the Board of Directors and the act of a majority of the Directors present at any meeting at which a quorum is present shall be the act of the Organization. The Directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if Directors leave the meeting and less than a quorum remains. If a quorum is present at no time during a meeting, a majority of the Directors present may adjourn and reconvene the meeting without further notice. Proxy voting may be allowed if necessary, but proxies for quorum are not permitted.

No one requested a Public Forum.

Action Items:

Margaret Laney made a motion to approve the **December 11, 2018 Board Minutes** after a few changes. This was seconded by Don Elder. All were in favor and the motion passed.

After discussion Cherie Duddridge made a motion that we **elect Pat Doucette** to the Arc of Katy Board of Directors. Pat had been serving on the Advisory Committee. Ellen Candito seconded the motion. All were in favor and the motion passed. Pat will serve on the Finance Committee.

There was discussion and approval of the roles and responsibilities of the **Chief Executive Officer** presented by Fred Shafer. Fred reported that the by-laws identify the Board President as the organization's Chief Executive Officer. The CEO roles and responsibilities will not be incorporated into the bylaws but provided as clarification for the position. Fred made a motion that the roles and responsibilities be accepted and was seconded by Donna Bode, Secretary. All were in favor and the motion passed.

Discussion Items:

The board discussed the changes to **Article IV Officers** related to the position of Vice President being changed to President Elect. The recommended changes will be brought to the next Board meeting for approval.

The Arc of Katy will provide a resource to the community through **Education Seminars**. The Empowerment Through Knowledge training series will provide training opportunities for families, caregivers, school personnel and other individuals that have or serve persons with an intellectual and developmental disability. The three trainings will address the Grief Process parents face when their child is born, navigating the Medicaid Waiver Process, and navigating the Special Education Process. The first presentation will be February 21, 2019, from 6:30 p.m.-8:00 p.m. at Kingsland Baptist Church. **Information** and **registration** is available on our website www.thearcofkaty.org.

Board Training about the Day Program enrollment process was provided by Carolyn Kares and Ann Ferner. The system is organized and helpful to those interested.

Committee Reports:

Finance Committee - Mike Lattal, Treasurer, provided the following reports: Balance Sheet as of November 30, 2018, Balance Sheet as of December 31, 2018, Budget vs. Actuals: FY 2019-FY19 P&L September – November, 2018, and Budget vs. Actuals: FY 2019-FY19 P&L September – December, 2018. We need to make \$100,000 from our May 3, 2019 Gala.

Program Committee – Carolyn Kares, Chairman, reported on the Color Run provided by Cinco Ranch to be held Saturday, April 13, 2019. Early bird registration ends February 28th. Two special Saturdays for elementary and middle school special needs students:

Elementary students (8-11 years) will take place Saturday, March 23rd

Middle school (12-14 years) will take place Saturday, April 6th A craft and snack will be offered from 10 a.m. to 12 noon at a cost of \$5.00 per student. Participant must be accompanied by an adult.

Liz Mason, Board member who creates unique pieces of jewelry and canvas art, will work with the Day Program participants to create original pieces of canvas art to be donated to the live auction of the Chamber Gala and our Gala.

Dennis and Jeanne Ann Combrink head the social committee.

Arc of Katy socials are held the 2nd Saturday of the month at the Ballard YMCA from 7-9 p.m. Monthly movie socials will be held two weeks after the Arc YMCA socials at the Arc Building.

Board Development- Ida Faye and Don Elder welcomed Pat Doucette to the Board.

Communication Committee and the Gala Committee-Margaret Laney reported that a gala meeting will be held following the Board meeting tonight. Greater Giving is up and running. John Curry and Margaret Laney will draft the news releases and information for our website. Joni Barker, Event Coordinator, and the committee are doing well. Art Rascone will MC and Glenn Beckendorff will be the auctioneer. The sponsorship packet is ready for mailing.

Margaret Laney, Dawn Wethey and ARC participants will give a presentation to the Rotary Club of Katy about The Arc of Katy.

President's Report:

Robert Crutchfield is taking a sabbatical from the Board.

Kristie Ondracek submitted her resignation as a member of the Board.

Don Elder made a motion to adjourn, seconded by Ellen Candito. All were in favor and the meeting adjourned.

Respectfully submitted,

Donna Bode Secretary The Arc of Katy