Board of Directors Meeting

Minutes

December 14, 2015

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

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| Present | Absent | Guests | Staff Present |
| Pat Bullard | Allan Harris, Sr | Kevin Barker | Laura LaVigne |
| Gaylon Butler | Jack Molho | Chance Geary | Cheryl Olivier |
| Himesh Gandhi | Laurel Wendt | Larryn Lobue |  |
| Becky Geary |  | Milton Wright |  |
| Avis Goldy |  |  |  |
| Jenny Gortney |  |  |  |
| Charlie Huber |  |  |  |
| Stewart Jacobson |  |  |  |
| Sharon Lee |  |  |  |
| Larry Lobue |  |  |  |
| Diana Rushing |  |  |  |
| Monica Wright |  |  |  |
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1. Welcome Guests. Stewart Jacobson thanked everyone for coming and welcomed Kevin Barker, Chance Geary, Larryn Lobue and Milton Wright.
2. Public Comment – Kevin Barker thanked The Arc for use of the Industrial building which allowed them to sort toys for Santa’s Exchange.
3. Consent Agenda - Motion to accept the Consent Agenda items was made by Himesh Gandhi, seconded by Avis Goldy. Motion approved.
4. Assignment of Items Removed from Consent Agenda to Agenda - No items removed.
5. Committee Reports:
6. Executive Team: Minutes for October and November meetings were included in the Consent Agenda.
7. Internal Committee:
8. Budget & Finance: Jenny Gortney, Treasurer, reviewed the November 2015 YTD financials. Jenny also discussed the Annual Financial Review for 2015. Motion to approve the September, October and November 2015 YTD financials including the Annual Financial Review. Motion Approved.
9. Real Estate Committee: report in closed session.
10. External Committee:

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

1. FASD Prevention Awareness Project-
2. Wings for All event – Laura stated that the second event on October 13 at George Bush Intercontinental Airport went very well. IAH would like to do this event twice a year. United Airlines would like to keep the limit of participants to 40. Sessions for TSA, United Airlines and volunteers were held before the event to provide training and information on how to interact with the participants.
3. Scholarship proposal- Laura LaVigne stated that The Arc would like to move forward with the memorial scholarship and would work with an accredited program at a Texas University. The amount of the scholarship has not been determined.
4. 2015 Best in the West- Laura reported that the event was a huge success. Unofficial results indicate that the event grossed approximately $405,000. Stewart Jacobson indicated that the Board would like to show its appreciation to the Western Dance committee. One option could be for Board to make donations towards the Western Dance wrap-up Dinner that will be held on January 13 at Safari Texas. There is a possibility that this donation would be then given to The Arc.
5. Annual Meeting proposed date change – Laura LaVigne stated that she would like the annual meeting to be on another day instead of with the Awards Banquet. She proposed the annual meeting be the regular scheduled Board meeting on May 23, 2016. The Annual Awards banquet would still be held in June.
6. Governance Committee:
7. DeMinimis Safe Harbor Policy/Capital Acquisitions Policy Amendment- Sharon Lee recommended that the policy be changed to reflect assets with a purchase price in excess of $2500 be capitalized and depreciated. Currently the policy states $10,000. Motion was made by committee. Motion approved.
8. Old Business:

Executive Director’s Report: Laura gave a brief synopsis of the programs offered during September, October and November. Charlie Huber informed the Board that he was no longer on the board of The Arc of Texas.

1. New Business
2. 2016 Board meeting Schedule – Stewart asked the board to make note of the meeting dates for 2016.
3. Corporate Resolution – Federal Grants – Laura LaVigne explained the need for the Corporate Resolution. This resolution would authorize her to sign grant applications. Currently grant applications require signature from the Board President and Secretary which are not always available due to work schedules. Motion was made by committee. Motion approved.
4. Closed session:

The Board convened in closed session from 6:57 p.m.7:20 p.m. Upon returning to open session, a motion was made by Becky Geary and seconded by Avis Goldy to approve the 2016 Operating Budget including Executive Director’s compensation. Motion was made by Avis Goldy and seconded by Diana Rushing to renew the leases for Manorfield Ct and Rustic Trail. Motion was made by Diana Rushing and seconded by Jenny Gortney to approve the asset sales of the Riveredge property.

1. Motion was made by Becky Geary to adjourn at 7:21 p.m. Seconded by Diana Rushing

Submitted by: Attested to:

Cheryl Olivier Becky Geary

Administrative Assistant Secretary

The Arc of Fort Bend County Board of Directors

**The next scheduled meeting will be on Monday, January 25, 2016**