Board of Directors Meeting

Minutes

July 27, 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 | Avis Goldy | Chance Geary | Laura LaVigne |
| Gaylon Butler | Sharon Lee | Bridget Stephney | Cheryl Olivier |
| Himesh Gandhi | Larry Lobue | Mary Stephney-Quinby |  |
| Becky Geary | Jack Molho |  |  |
| Jenny Gortney | Diana Rushing |  |  |
| Allan Harris, Sr. | Monica Wright |  |  |
| Charlie Huber |  |  |  |
| Stewart Jacobson |  |  |  |
| Laurel Wendt |  |  |  |

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1. Welcome Guests. Stewart Jacobson thanked everyone for coming and welcomed Chance Geary, Bridget Stephney and Mary Stephney-Quinby.
2. Welcome:
3. Stewart Jacobson recognized Mary Stephney-Quinby for her many years of service on the board and presented her with a crystal wedge.
4. Stewart Jacobson welcomed new Board Member, Allan Harris, Sr.
5. Charlie Huber administered the Oath of Office to the Board of Directors’ Class of 2018 who were present: Allan Harris, Sr., Himesh Gandhi and Charlie Huber. Avis Goldy & Larry Lobue were not present.
6. Public Comment – Bridget Stephney, informed the Board that she and Mohammed Earls have been selected to play on the Athletes Without Limits U.S. Basketball Team. The World Championship is scheduled for September 20-27, 2015 in Quito, Ecuador. The Board congratulated Bridget on this great honor.
7. Consent Agenda - Motion to accept the Consent Agenda items was made by Himesh Gandhi, seconded by Jenny Gortney. Motion approved.
8. Assignment of Items Removed from Consent Agenda to Agenda - No items removed.
9. Board Training – Laura LaVigne presented an FASD Prevention Awareness Project PowerPoint presentation to the board. The FASD project is a collaboration between The Arc of Fort Bend and Oakbend Medical Center. Laura presented the PowerPoint to Oakbend’s Advisory Board a few weeks ago. Oakbend is the first hospital in the U.S who is participating in this project. FASD toolkits will be distributed to all offices, clinic and hospital departments and all staff and volunteers will be trained. Laura shared that County Judge Bob Hebert is impressed with this project and offered to provide a Proclamation at Commissioners Court with a press release. The Proclamation is scheduled for September 1, 2015. A press conference is planned for September 15, 2015 at Oakbend Medical Center, Williams Way location. Laura invited the Board to attend. Billboards advertising the danger of alcohol use during a woman’s pregnancy will be used in conjunction with the hospital training. Laura is submitting a grant proposal to The Arc of the U.S. to help fund the billboard costs.

Access Health will be contacted to participate in the FASD project along with Ft. Bend Women’s Center. Methodist, Memorial Hermann and St. Luke’s hospitals will also be contacted to join in the collaboration. Stewart stated that Laura LaVigne conceived this plan and was proud of the progress.

1. Committee Reports:
2. Executive Team: Stewart provided an overview of the Executive Team meetings held on June 10 and July 8, 2015.
3. Internal Committee:
4. Budget & Finance: Jenny Gortney, Treasurer, reviewed the June 2015 YTD financials. Jenny also reviewed the amended 2015 Operating Budget. Motion to accept the May and June 2015 YTD financials and the amended 2015 Operating Budget was made by committee. Motion approved.
5. Real Estate Committee: Jenny Gortney reviewed the following information on leases:
6. leases for both Grant Drive and Wagon Wheel expire August 31, 2015. Committee recommended the terms and conditions for renewal. Motion to approve the action was made via committee. Motion approved.
7. the committee recommended the terms and conditions of the lease for the new home on Whispering Creek, leased to UCG, beginning June 1, 2015 – May 31, 2017. Motion to ratify the action was made via committee. Motion approved.
8. External Committee:

In Jack Molho’s absence, Becky Geary reported on the following events:

1. Athletic Banquet held June 14. This was the biggest and best, yet, with over 250 athletes, bowlers, volunteers and guests in attendance.
2. Annual Golf Classic on June 22 - income/expenses - net income of approximately $111,000.
3. Annual meeting and Awards dinner-held at Safari Texas on June 29. It was a great event and was very well attended.
4. Governance Committee:

In Sharon Lee’s absence, Himesh Gandhi presented the final “Chief Executive Succession Plan”. This plan will provide a guide to move forward when the Executive Director’s position is vacated. Motion was made by committee to accept the Executive Director Succession plan. Motion approved.

1. Old Business:

Executive Director’s Report: In the interest of time, Stewart reminded the members to review the Executive Director’s report online. The Executive Director’s Evaluation form will be emailed to all board members to complete.

1. New Business

No new business was reported.

Meeting adjourned at 7:05 p.m.

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, September 28, 2015**