

Board of Directors Meeting

Minutes

December 19, 2016

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 | Himesh Gandhi | Larryn Lobue | Laura LaVigne |
| Becky Geary | Allan Harris, Sr. | Marian Wright | Cheryl Olivier |
| Avis Goldy | Charles Swihart |  |  |
| Jenny Gortney |  |  |  |
| Charlie Huber |  |  |  |
| Stewart Jacobson |  |  |  |
| Sharon Lee |  |  |  |
| Larry Lobue |  |  |  |
| Hal Marshall |  |  |  |
| Diana Rushing |  |  |  |
| Monica Wright |  |  |  |
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1. Welcome Guests:   Stewart Jacobson thanked everyone for coming and welcomed Larryn Lobue and Marian Wright.
2. Public Comment: None
3. Consent Agenda: Motion to accept the Consent Agenda items made by Avis Goldy, seconded by Hal Marshall. **Motion approved.**
4. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
5. Executive Director’s Report – September, October & November 2016

Laura gave a review of staff actions/progress during September, October and November.

1. Laura shared three short videos. The Arc and Texana Center were contacted by John Watson to assist in developing a video highlighting the positive aspects of hiring people with disabilities. Employers featured in the video are Taco Bell, PG Professional Golf, Palladium Theatre and Parkwest Staffing. The video will be added to our website and distributed. Charlie Huber stated that The Arc’s first core value is “Awareness”. The Arc did not provide any funds for the making of this video. Monica Wright and Larryn Lobue were recognized for their many years of service at Whataburger and Outback Steakhouse.
2. Laura reviewed the 2016 grant requests that were completed. The Arc was awarded

$28,000 in grant funds. When asked about the cost of the grant writer compared to the income generated, Laura responded that the cost was minimal. She developed the “shell” of our grant requests and the grant writer adds the particular human interest side. Charlie added that comparisons of expense vs income will be reviewed as a part of the future Matrix project.

1. FASD promotion work will start again in January. More billboards with Clear Channel will be displayed around Fort Bend County with grant funds received from The Arc of the U.S.

1. Committee Reports:
2. Executive Team:  Stewart Jacobson introduced the committee chairs to report.
3. Internal Committee:
4. *Budget & Finance*
5. Jenny Gortney reviewed the September, October and November 2016 financials. Motion to approve the September, October and November 2016 Financials was made by Becky Geary. Seconded by Avis Goldy. **Motion approved.**
6. Jenny stated that the $263,000 proceeds received from previous fundraisers was listed as an asset on The Arc’s financial statements. It was transferred to The Arc Foundation and is listed as a liability on their financial statement. Jenny proposed to the Board that the $263,000 be made a permanent transfer to The Arc Foundation for investment purposes. The board members agreed.
7. Jenny reviewed the final draft of the 2017 Operating Budget. Charlie Huber disclosed that because he is on the Board of another non-profit that receives funds from The Arc he will not participate in the vote to adopt the 2017 Operating Budget. Motion to adopt 2017 Operating Budget was made by Diana Rushing. Seconded by Avis Goldy. **Motion approved.**
8. *Real Estate Committee*:

Jenny stated that the committee reviewed three of the Internal Control policies dealing with property and have made recommendations:

1. Motion made by committee to approve the new Modification Requests policy. **Motion approved**.

1. Motion made by committee to approve the new Request to Lease Property policy. **Motion approved.**
2. Motion made by committee to approve the revised Property Leases policy. **Motion approved.**

Laura stated that The Skeeter’s Foundation has donated $5000 to The Arc to purchase warm ups for our athletes-thanks to Larry Lobue, who serves on their board of directors. Funds should be received in January 2017. Larry was thanked for his contribution and work on the Skeeter’s Foundation Board.

1. External Committee:

Becky Geary reported:

1. The Kathy Moody Scholarship committee amended the scholarship application guidelines. They decided that applications would be accepted in January and February of each calendar year. Each scholarship would be limited to $1000.00 per person. Only three scholarships would be awarded per calendar year. Each recipient would be invited to the Awards Dinner and presented with the Scholarship award. The committee awarded a $1000 scholarship to Michael Pelz.
2. Laura LaVigne stated that 2016 Best in the West was another huge success. Preliminary results reveal over $300,000 profit with expenses approximately $30,000. Stewart stated that the Board is grateful to everyone who volunteered for this event and would like to thank the committee for their hard work. He will be attending the wrap-up dinner that will be held on January 18 at Safari Texas to personally thank the volunteers on the Boards behalf. The Board was invited to attend as well.
3. Governance Committee:

 Sharon Lee stated that there was nothing to report at this time.

1. New Business :
2. Laura LaVigne stated that The Arc was formed and founded in 1968 and will be celebrating its 50th year anniversary in 2018. Laura has asked the External Committee to begin planning activities to celebrate. Laura added that Best in the West will be celebrating its 30th year anniversary in 2018.

X. Motion was made by Diana Rushing to adjourn at 7:21 p.m. Seconded by Avis Goldy.

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 23, 2017**