

Board of Directors Meeting

Minutes

September 26, 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 | Allan Harris, Sr | Kevin Barker | Cheryl Olivier |
| Himesh Gandhi | Charles Swihart | Larryn Lobue |  |
| Becky Geary | Monica Wright |  |  |
| Avis Goldy |  |  |  |
| Jenny Gortney |  |  |  |
| Charlie Huber |  |  |  |
| Stewart Jacobson |  |  |  |
| Sharon Lee |  |  |  |
| Larry Lobue |  |  |  |
| Hal Marshall |  |  |  |
| Diana Rushing |  |  |  |
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1. Welcome Guests:   Stewart Jacobson thanked everyone for coming and welcomed Larryn Lobue and Kevin Barker.
2. Public Comment: Kevin Barker with Texana Center announced that State Representative Rick Miller was scheduled to appear at Texana’s Center on September 27, 2016, but had to be rescheduled. The new date is October 11, 2016 at 6 p.m. at the Rosenberg Learning Center. He stated that with the legislative session coming up, Representative Miller will be able to give insight on what the priorities will be.

Stewart Jacobson pointed out to the board the three, “mile-high” trophies on the conference room table. He asked Larry Lobue to explain to the Board how these trophies were won. Larry stated that The Arc’s Special Olympics Softball Teams participated in the Regional Softball Tournament held in Clute, TX. Hal Marshall’s Wolverines received 1st Place in Division II. Larry’s Angels received 1st Place in Division I and Kathy Zepeda’s Sharks received 2nd place. The teams also received the 2016 Sportsmanship Award. Larry stated that the Bocce Tournament held on Saturday went very well. Becky Geary stated that at the aquatics swim meet held on September 10, all athletics received a medal. They will now compete at the State Swim Meet on October 13 -14 at Texas A & M.

1. Consent Agenda: Motion to accept the Consent Agenda items made by Diana Rushing , seconded by Avis Goldy. **Motion approved.**
2. Assignment of Items Removed from Consent Agenda to Agenda:  No items removed.
3. Committee Reports:
4. Executive Team:  Minutes for the August and September meetings were included in the Consent Agenda.
5. Internal Committee:
6. *Budget & Finance*
7. Jenny Gortney reviewed the August 2016 financials. She stated that the August financials reflected the revisions requested at the July board meeting. Motion to approve the August 2016 Financials was made by committee. **Motion approved.**
8. Jenny Gortney stated that the 2016 Annual Audit is coming up. It will be a full audit because last year we had a review. She will add the cost of a 2016 Full Audit to the Operating budget. Himesh Gandhi asked who conducts the audit for The Arc and does it make sense to rotate who conducts the audit. Jenny stated that Richard Bennoch currently conducts our audit. Charlie Huber stated that there is some guidance but not a rule that suggests it is a good practice to change auditors every 5 years. Himesh further stated that it’s just good to have a different set of eyes looking at our records and he said we should consider it. Jenny then stated that the Budget & Finance committee will look at how long Richard has been doing the audit.
9. Jenny stated that they will meet in a week or two to review the budget and make any final revisions to the 2017 Operating budget. It will then be presented at the next Board meeting.
10. *Real Estate Committee*:
11. Board convened in closed session at 6:26 pm to discuss the Real Estate Committee minutes. The board reconvened in open session at 6:36 p.m.
12. Motion made by committee to renew the Chapman Falls. **Motion approved**.

1. Motion made by committee to renew the Thomas Jefferson. **Motion approved.**
2. Motion made by committee to renew the River Road. **Motion approved.**
3. Motion made by committee to extend the lease for the Summerdale (NSP) home. **Motion approved.**

1. External Committee:

Becky Geary reported:

1. The Kathy Moody Scholarship awarded four scholarships at the Awards dinner in June. They have one more applicant and will be setting up the interview. They will also discuss how many applications they will accept each year.
2. We would like to have Board members greeting guests as they enter the Best in the West fundraiser. Becky has a signup sheet available. Board members should wear their nametags, shirts with The Arc’s logo and arrive 30 minutes before their shift.
3. Governance Committee:
4. Sharon Lee reported that the Executive Directors Evaluation and Board Self Evaluation are coming up. She will send out the Survey Monkey links after today’s board meeting. Sharon asked everyone to get back with her no later than October 7. Stewart asked for 100% participation from the Board.
5. Sharon stated that the committee will start reviewing the Board Members terms of office next month.
6. New Business :
7. Stewart stated that The Arc of Texas Annual meeting is December 2-3 and asked for a volunteer to be our delegate. No one was volunteered. Laura will submit the paperwork for a proxy.
8. Stewart stated that the 2016-2017 Board meeting schedule was included in the Board Packet.
9. Stewart asked the Board to review the Executive Director’s Report. Laura has great things happening with FASD .
10. Meeting was adjourned at 6:36 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, December 19, 2016**