



Board of Directors Meeting
 Minutes
 July 24, 2017

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:00 p.m.

Present	Absent	Guests	Staff Present
Becky Geary	Diana Rushing		Laura LaVigne
Avis Goldy	Pat Bullard		
Jenny Gortney	Larry Lobue		
Allan Harris, Sr.	Charles Swihart		
Charlie Huber			
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Hal Marshall			
Monica Wright			
Tariq Zafar			

- II. Welcome Guests: No guests attended
- III. Welcome New Board Members/Executive Team: Charlie welcomed Ann and Tariq to this meeting at The Arc office and acknowledged the members of the Executive Team.
- IV. Public Comment: None
- V. Consent Agenda: Motion was made by Avis to accept the Consent Agenda, seconded by Hal. **Motion approved.**
- VI. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VII. CEO Report: Laura LaVigne reported on several activities of importance including the following: Margo handed out welcome packets to high school students leaving the school system. The packets introduce The Arc’s mission and activities and families are given a one-year membership. Margo has begun working with Avondale House – assisting them with quality transition planning for their high school students. She is also training 45 docents at the George Ranch – covering how to identify “triggers” and de-escalation techniques to use with students with disabilities. Also, how to modify lessons. Nancy offered two large activities for over 100 clients at the Skeeters and Star Cinema Grill. Laura presented the first rendition of the staff’s Matrix Map. The map plots each line of service in relation to its mission impact and profitability. She accepted a check for \$7000 from the “Rock for Charity” event and another for \$5250 from the Corvette Owners Club of Houston.

VIII. Board Training: Laura LaVigne

Laura presented The Arc's core value of "Awareness" and pointed out how our activities do increase awareness and acceptance. Stewart shared his personal story of how he became "aware" of the strengths of those with disabilities by joining The Arc and getting involved. Charlie shared that the Core Values were adopted by the board in 2006 and are a philosophical base for our operations.

VIII. Committee Reports:

A. Internal Committee: Hal Marshall

1. Budget & Finance

- a. Hal reviewed the June 2017 YTD Financials. A motion was made by committee to approve the June 2017 YTD Financials. **Motion approved.**
- b. Hal reviewed the 2016 Audit from Richard Bennoch, Nonprofit Accounting. A motion was made by committee to accept the audit. **Motion approved.**

2. Real Estate Committee:

Jenny reported that the committee offered Texana Center lease renewals for Grant Dr. and Wagon Wheel under the same terms and conditions. She also reported that the City of Sugar Land offered The Arc a one-year lease with an auto-renewal clause for the same lease amount. A motion was made by committee to approve the leases for the two group homes, pending Texana's acceptance, and the Brooks Street lease. **Motion approved.**

B. External Committee: Stewart Jacobson

1. 2017 Golf Classic

Stewart reported on the income and expenses of the fundraiser. The board was impressed by how few expenses there were.

2. The Arc's 50th Anniversary 2018

Becky reviewed the committee's plans for posts social media and articles in The Arc's newsletter, along with the picnic in April 2018.

C. Governance Committee: Sharon Lee

Sharon asked Laura to share the revised job description for the Director of Youth Programs. A motion from committee was made to accept the job description. **Motion approved.**

IX. New Business:

Charlie reviewed The Arc of Texas' request for chapters to send a representative to their Annual Meeting. After discussion, Charlie will ask Larry if he would like to attend. If not, Charlie will attend and represent our chapter. Stewart made a motion to appoint either Larry or Charlie as our chapter delegate to TAOT Annual Meeting. Allan seconded it. **Motion approved.**

X. Old Business: none

XI. Charlie adjourned the meeting at 7:32 p.m.

Submitted by:
Laura LaVigne
CEO
The Arc of Fort Bend County

Attested to:
Sharon Lee
Secretary
Board of Directors

The next scheduled meeting is the Annual Meeting on Monday, September 25, 2017