



Annual Board Meeting Agenda  
PROSPERITY BANK  
May 21, 2018 – 6:00 p.m.

5:30 pm Dinner  
6:00 pm Meeting

- I. Call to Order & Determination of a Quorum
- II. Welcome Guests
- III. Recognize Retiring Board Members, Diana Rushing & Monica Wright
- IV. Public Comment
- V. **Consent Agenda**
  - A. Approve Board Meeting Minutes – March 26, 2018
  - B. Executive Committee Meeting Minutes – May 09, 2018
- VI. Assignment of Items Removed from Consent Agenda to Agenda
- VII. CEO Report
  - A. March & April 2018 - Program Highlights
  - B. Teen/Tween Respite Program – Karri Axtell & Samantha Katchy
- VIII. Committee Reports:
  - A. Internal Committee Report – H. Marshall
    1. Budget and Finance Committee
      - a) **Accept Financials: April 2018 YTD**
      - b) **2017 Income/Functional Expenses**
    2. Real Estate Committee 4/18/2018 (closed session)  
Meeting Minutes: **Lease renewal – Russeff Field**
  - B. External Committee Report – S. Jacobson  
Golf Classic – June 18, 2018
  - C. Governance Committee Report – S. Lee
    1. **Accept reappointment of board positions 6-10**
    2. Three vacancies - Positions 11 & 14; Nominating Committee member- referred to Nominating Committee
- IX. New Business – C. Huber  
**Accept reappointment of Foundation Board Class of 2021 – Jim Miller, Ed Schimkowitz & Charlie Huber**
- XI. Adjourn

**Next Board Meeting: July 23, 2018**



Board of Directors Meeting  
 Minutes  
 March 26, 2018

- 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
Pat Bullard	Larry Lobue	Kevin Barker	Laura LaVigne
Becky Geary	Diana Rushing	Milton Wright	Cheryl Olivier
Avis Goldy			
Jenny Gortney			
Allan Harris, Sr.			
Charlie Huber			
Stewart Jacobson			
Ann Johnston			
Sharon Lee			
Hal Marshall			
Charles Swihart			
Monica Wright			
Tariq Zafar			

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Kevin Barker and Milton Wright.
- III. Public Comment: None.
- IV. Consent Agenda: Motion was made by Becky Geary to accept the Consent Agenda, seconded by Avis Goldy. **Motion approved.**
- V. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report: Laura LaVigne provided a brief update on The Arc’s new Respite Program. In partnership with Texana Center and Hope for Three, The Arc held its first Respite event at Texana Center on Friday, March 23. Samantha Katchy was selected as the new Respite Activities Director; four Behavior Techs and volunteers were interviewed. Four individuals were registered with one not being able to attend. Future Respite events are scheduled for April, May, August and September. Charlie Huber commented that this new program is a perfect example of our Core Value, “Cooperation” whereby we shall collaborate with other disability organizations in our community. Laura then reported on Program Highlights for the months of January and February. Laura stated that Margo & Karri participated in LCISD transition fair and helped a family with transition planning. Karri created a new instructional video for parents entitled “Advocacy Essentials”, held two Parent Training events and attended several networking events in the community. Laura stated that planning of “Wings for All” has begun and is scheduled for April 24, 2018. Nancy scheduled five events for the Social Recreation members. Special Olympics has kicked off basketball season. Laura further stated that she is continuing to work with Kirk White on The Arc’s Strategic Plan. She met with Jody Noirot and Dr. Atilade at AccessHealth. Nancy completed her monthly and annual reports for her CDBG grant.

VII. Operating Plan: Laura LaVigne reviewed the 2018 Operating Plan. She stated that Strategic Goals 1 – 5 did not reflect any changes however Goal #6 has been revised. Stewart Jacobson and Pat Bullard complimented Laura on her work. Laura stated that if any Board members have any questions, please give her a call. Laura and Kirk reviewed “AirTable” as a possible CRM option. Motion was made by Stewart Jacobson to approve the 2018 Operating Plan, seconded by Allan Harris. **Motion approved.**

VIII. Committee Reports: Laura LaVigne stated that Diana Rushing has resigned from the Board. Stewart Jacobson stated that all Board members of the Class of 2018 have renewed their term.

A. Internal Committee: Hal Marshall

1. Budget & Finance

a. Hal reviewed the February 2018 YTD Financials and 2018 Budget Amendments. A motion was made by committee to approve the February 2018 YTD Financials and 2018 Budget Amendments. **Motion approved.**

2. Real Estate Committee: Jenny Gortney

a. Jenny stated there are no Real Estate action items so therefore nothing to report.

B. External Committee: Stewart Jacobson

1. The Arc’s 50<sup>th</sup> Anniversary (2018)

Laura continues to post interesting historical facts about The Arc and that the Fort Bend STAR newspaper published a feature article on the front page about The Arc’s work in the community and how families have been helped. Stewart stated that due to a lack of interest in the 50<sup>th</sup> Anniversary picnic, the event has been cancelled.

2. Kathy Moody Scholarship Awardees

Stewart stated that the committee interviewed two individuals and they will each be awarded with a scholarship at The Arc’s Annual Awards Dinner. Stewart further stated to the Board that the Annual Awards dinner is event to honor the people who have supported The Arc and our mission. It is important that Board members attend to show appreciation and to represent The Arc.

C. Governance Committee: Sharon Lee

Sharon stated that there was nothing to report.

IX. New Business:

Laura notified the Board that she will have surgery on April 10, 2018 and will be working from home.

X. Charlie adjourned the meeting at 7:21 p.m.

Submitted by:  
Cheryl Olivier  
Administrative Assistant  
The Arc of Fort Bend County

Attested to:  
Sharon Lee  
Secretary, Board of Directors

**The next scheduled board meeting is our Annual Meeting on May 21, 2018**



Executive Team Meeting Minutes  
4:45 pm May 9, 2018

Attendees: C. Huber, H. Marshall, S. Lee, S. Jacobson, L. LaVigne  
Absent: L. Lobue

1. **Internal Committee Report:** H. Marshall
  - a. Budget & Finance Committee
    - i. Audit Firm – Budget and Finance Committee will explore hiring a new audit firm to complete the financial statement audit or review, after this year’s review is complete. The same audit firm has been used for the past 9 years. Currently, an audit is done every three years, and a review is done the other two years.
    - ii. **April 2018 YTD Financials** – reviewed and discussed. Repair and maintenance expense is twice the budgeted amount due to the renovation of several properties. There are no other material variances. Net income is almost exactly on budget for this year. On the balance sheet, \$200,000 was sent to the Foundation at 2017 year-end for investing, resulting in the difference between this year and last year’s cash position.
  - b. Real Estate Committee Meeting: 04/18/2018 (05/02/2018 meeting cancelled)  
**Russeff Field Lease Renewal** – lease renewed for \$1,350 for two years (up from \$1,300). This property was acquired in 2009 through the Neighborhood Stabilization Program. The Arc does not have a mortgage on this property.
2. **Governance Committee:** S. Lee  
**Board Member re-instatement and vacancies-** Diana and Monica have resigned from the board, leaving two vacancies in the Director Term II class. There is also a vacancy for a Nominating Committee member. These vacancies will be filled after the annual meeting later this month. The Director Term III class will be reinstated/voted on at the annual meeting.
3. **External Committee Report:** S. Jacobson  
Golf Classic – June 18, 2018 – work on the Golf Classic is in progress. Gerry Kruger is the head of the golf committee.
4. **CEO Report:** L. LaVigne
  - a. Annual Awards Dinner – Thank you, Board members for stepping up!
  - b. Shopping Cart Abuse – safeguards have been put in place to prevent credit card abuse and fraudulent charges which were run through The Arc’s online shopping cart.
  - c. Respite Program update – there were five participants in the April and May respite programs. There is room for 10 participants in each session. No respite will be offered in June and July, but program will resume in August.
  - d. Grant of \$5000 paid to Brazos Bend Guardianship Services
5. **May 21, 2018 Annual Meeting Agenda:** C. Huber  
**Accept reappointment of Foundation Board Class of 2021** – Board will approve at annual meeting

**Next Meeting: Wednesday, July 11, 4:45 pm**

**CEO Report  
March & April 2018**

**I. Strategic Goal: The Arc shall advocate for appropriate individualized educational programs/opportunities for people with intellectual and developmental disabilities (I/DD) in all stages of life**

Members of External Committee and I interviewed two candidates for the Kathy Moody Memorial Scholarship.

Margo toured “Next Step Academy” in Sugar Land to check out its culinary school component for individuals with ASD.

Karri’s Highlights:

Parent Training/Conferences:

- 3/3/18 - Co-coordinated Spring Resource Fair @ FBISD Clements HS in conjunction Special Needs Spring Carnival (providing child care).
- Planning for fall resource fair begun w/ FBISD- Stephanie Burns, Darin Quintero
- 3/05/18 – Transition training with Margo at Lamar CISD Special Ed Parent Advisory Committee (SEPAC) (over 30 people in attendance).
- 3/24/18 – Advocacy Essentials training at Hope for Three Parent Workshop at United Way Stafford. (# Attended: 27).

Parent Contacts:

- Special Ed phone consultations/Info & Referral: March - 29 April - 34
- In-person special education consults & IEP reviews: March - 2 April - 2
- ARD meetings attended: March - 1 April - 0

Parent Support Group:

- 3/1/18 – Parent Support Group (PSG) Topic: Developmental Disabilities Awareness & Attendee Forum.  
Location: AFB Conference Room. # Attending: 7
- 4/5/18 – Parent Support Group - Medicaid Waivers – Presenter Sheri Talbot w/ Texana Center  
Location: United Way Stafford. (began using Eventbrite to advertise & track RSVP’s)
- Attendance stats on April 5th PSG meeting:  
Total RSVP’s PRIOR to event (on Eventbrite): 21  
Total # in attendance on event day: 26  
# who RSVP’d + attended: 14  
# who attended, but no prior Eventbrite RSVP (walk-in): 12  
# of AFB Members attended: 18  
# attended who are not yet AFB members: 8  
# of New email addresses acquired & added to Youth email: 10

Professional Development:

March 8 – 11: Attended Conference of Council of Parents Attorneys and Advocates

**II. Strategic Goal: The Arc shall advocate for a variety of vocational/employment options for people with I/DD.**

Margo:

- Patty Kelly, Avondale House, got the first Bloom Community Scholarship, on her way to becoming a CRP. She attributes progress to the presentation I did last July, and the ongoing advice/consultation.

- Introduced ParkWest Staffing with The Arc of Greater Houston for new job spots in that service area
- Working with new employer to find employees for new doggie day care business
- Prepared vocational curriculum for a local provider

**III. Strategic Goal: The Arc shall advocate for public and private community institutions to become more responsive to the individual needs of people with I/DD, thereby promoting quality of life for all.**

**Margo:**

- Wrote social stories and script for video for George Ranch “Sensory Friendly Day”—have also helped advertise the event
- Assisted one family with group home placement and transportation for weekend activities
- Working with local provider to create enriched day program for 150 of their clients
- Provided staff training on April 28 for 15 Fort Bend Transit Ambassadors who assist individuals with disabilities and the elderly as they use Fort Bend Transit

**Karri:**

- 3/03/18 – Vendor at Summer Resource Fair for parents on summer camps, activities, academic enrichment programs. AFB sponsored children’s prizes for respite event. Event held in partnership with FBISD, Gigi’s Playhouse and Hope for Three.
- 4/10/18 – Vendor at FBISD Parent Engagement Expo. Spoke with over 25 educators & FBISD staff regarding AFB programs & parent education presentations.
- 4/18/18 – Attend Youth in Philanthropy Luncheon – FB Chamber.
- 4/24/18 – Represented our chapter and assisted with “Wings for All” event – 100 participants!

Community Meetings:

- Margo: United Way Community Investment Committee, Exchange Club (secretary)  
 Karri: Fort Bend Connect, Fort Bend ISD Heart to Heart, Community Resource Coordination Group (CRCG)  
 Laura: Sugar Land Rotary, Leaders’ Circle, Health Education Advisory Board (HEAB) of OBMC, Fort Bend Transportation Advisory Committee

**IV. Strategic Goal: The Arc shall advocate for and promote a variety of appropriate and inclusive social, cultural, fitness/wellness opportunities in the community.**

Bowling Participation:

- |               |               |
|---------------|---------------|
| March 3 - 26  | April 7 – 25  |
| March 10 - 36 | April 14 –16  |
| March 17 - 27 | April 21 – 31 |
| March 24 - 33 | April 28 - 28 |
| March 31 - 33 |               |

Social Recreation:

- March 7 – Houston Rodeo – 60 Social Recreation members and staff attended.  
 March 24 – Houston Rockets game– 90 Social Recreation members and staff attended.  
 April 7 – Houston Astros– 90 Social Recreation members, family and staff attended.  
 April 14 - Disney on Ice – 100 Social Recreation members, family and staff attended.  
 April 28 – Arabia Shrine Circus– 115 Social Recreation members, family and staff attended.

Adaptive Tennis:

March 30 - tennis program season ended on 4/30 with medal ceremony and big party, including city council member Jerry Wyatt. 12 players. Great collaboration with Missouri City Parks and Rec, not part of Special Olympics. They will do another session in late summer/early fall as part of ongoing outreach to our client community.

Special Olympics:

- Tennis continues-- 12 players
- Soccer continues -- 17 players
- Golf season has begun—6 players
- Track season continues—35 participants
- Basketball – regular season ended, but now planning for 2 teams to go to Summer Games. Hotel rooms reserved, confirmed players, etc.
- Working on LCISD track meet
- Made arrangements for 3 summer sports: Aquatics, bocce and softball (reserved practice facilities, scheduled practices, confirmed coaches)

**V. Strategic Goal: The Arc shall continue to invest in properties that are self-sustaining and provide facilities for our constituents**

See Real Estate Committee meeting minutes for actions.

**VI. Strategic Goal: The Arc shall provide effective leadership to insure sustainability of the organization’s programs and services through utilizing an annual, Cost/Base/Analysis, assisting with fundraising activities, acquiring grants and maintaining the “corpus” of the Foundation**

In order to effect the updates of the website, Kirk White, Cheryl Olivier and I are participating in weekly conference calls with James Walters, Click ‘N Create, to review progress

I attended Access Health’s “Community Centered Health Homes” (CCHH), stakeholder meeting and met the new CEO, Michael Dotson. The meeting led to his consideration of rejuvenating the FASD Awareness Prevention Program at Access Health.

Margo represented The Arc at the Richmond Historical District Sip and Stroll on the evening of April 20.

Nancy completed the December monthly and annual reports for the grant. She is currently receiving and organizing 2018 registration forms and documents for the clients’ files.

Community Development Block Grant:

March 2018 CDBG Reimbursement

Personnel - \$ 2,174.29  
Fees and Services - \$ 1785.46  
Contract Drivers - \$ 676.25

April 2018 CDBG Reimbursement

Personnel – \$ 2149.01  
Fees and Services - \$2369.04  
Contract Drivers - \$ 876.14

The Arc of Ft. Bend County  
**Balance Sheet**  
 As of April 30, 2018

Apr 30, 18

**ASSETS**

**Current Assets**

**Checking/Savings**

**Cash**

Credit Card Account	3,034.84
Fundraising (WD)	2,759.56
Money Market	108,652.15
Operating Account	25,564.76
Facilities Reserve contra	-52,000.00

**Total Cash** 88,011.31

**Total Checking/Savings** 88,011.31

**Other Current Assets**

**Prepaid Insurance**

Cyber Liability	600.00
Auto	2,359.04
D&O	1,704.00
Umbrella	790.50
Professional Liability	1,165.50
Property	19,175.54
Worker's Comp	617.54

**Total Prepaid Insurance** 26,412.12

**Total Other Current Assets** 26,412.12

**Total Current Assets** 114,423.43

**Fixed Assets**

Building-Commercial Property	1,195,871.59
Improvements-Commercial Propert	912,294.20
Building - Homes	2,174,775.64
Improvements-Homes	282,513.72
Land	810,768.00
Leasehold Improvement-123 Brook	9,062.00
Office Equipment	5,224.03
Furniture and Fixtures	6,720.00
Computer Equipment	15,757.00
Automotive	76,832.44
Accumulated Depreciation	-1,729,888.66

**Total Fixed Assets** 3,759,929.96

**Other Assets**

Facilities Reserve for Repairs	52,000.00
Escrow - Rychlik Job Services	2,500.00

**Total Other Assets** 54,500.00

**TOTAL ASSETS** 3,928,853.39

**LIABILITIES & EQUITY**

**Liabilities**

**Long Term Liabilities**

Deposits Payable	16,425.00
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The Arc of Ft. Bend County  
**Balance Sheet**  
As of April 30, 2018

	<u>Apr 30, 18</u>
N/P-ARC Fdn (6419 Brazos Glen)	97,465.12
N/P-ARC Fdn (Chapman Falls)	65,405.84
N/P-ARC Fdn (5141 Cotter Ln)	93,636.81
N/P-ARC Fdn (2715 Cypress Impr)	292,150.73
N/P-ARC Fdn (Manorfield)	134,380.20
N/P-ARC Fdn (Rustic Trail)	142,131.80
N/P-ARC Fdn (5618 Wagon Wheel)	117,599.47
N/P-ARC Fdn (Whispering Creek)	248,614.38
N/P-ARC Fdn(2607 WillowSprings)	132,180.62
<b>Total Long Term Liabilities</b>	<u>1,339,989.97</u>
<b>Total Liabilities</b>	1,339,989.97
<b>Equity</b>	
<b>Unrestricted Net Assets</b>	2,685,229.92
<b>Net Income</b>	<u>-96,366.50</u>
<b>Total Equity</b>	<u>2,588,863.42</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,928,853.39</u></u>

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
 April 2018

	<u>Apr 18</u>	<u>Jan - Apr 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Youth Respite	70.00	110.00	150.00	-40.00	73.33%	500.00
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	810.00	2,960.00	2,800.00	160.00	105.71%	6,080.00
Donations & Contributions	260.81	3,764.25	6,000.00	-2,235.75	62.74%	19,000.00
Donations - Designated	0.00	1,015.00	905.00	110.00	112.16%	1,220.00
Donations In Memory Kathy Moody	0.00	5,000.00				
Fundraising Event	0.00	38,548.07	38,000.00	548.07	101.44%	450,000.00
Grant - CDBG Fort Bend	3,095.88	7,293.97	11,236.00	-3,942.03	64.92%	43,700.00
Grants - Other	0.00	0.00	2,000.00	-2,000.00	0.0%	4,000.00
Membership Revenue	688.60	4,101.67	3,600.00	501.67	113.94%	11,000.00
Rental Income	36,050.00	150,400.00	144,200.00	6,200.00	104.3%	436,975.00
Social Rec Fees	862.00	5,368.00	4,500.00	868.00	119.29%	14,000.00
<b>Total Income</b>	<u>41,837.29</u>	<u>218,560.96</u>	<u>213,391.00</u>	<u>5,169.96</u>	<u>102.42%</u>	<u>987,511.00</u>
<b>Gross Profit</b>	41,837.29	218,560.96	213,391.00	5,169.96	102.42%	987,511.00
<b>Expense</b>						
Bank & CC fees (Other)	0.00	0.00				
Auto / Vans - Repairs & Maint.	0.00	212.43	250.00	-37.57	84.97%	1,500.00
<b>Advocacy in Action</b>						
Information / Referral	0.00	99.94	0.00	99.94	100.0%	1,000.00
Educational Advocacy	0.00	163.23	175.00	-11.77	93.27%	300.00
Advocacy in Action - Other	0.00	0.00	0.00	0.00	0.0%	3,500.00
<b>Total Advocacy in Action</b>	0.00	263.17	175.00	88.17	150.38%	4,800.00
Accounting, Audit, Payroll	242.32	7,184.72	7,500.00	-315.28	95.8%	15,300.00
Advertising & Marketing	0.00	594.90	200.00	394.90	297.45%	1,000.00
Affiliation/Asso/Mbrship/Certs	0.00	3,831.95	3,808.00	23.95	100.63%	5,500.00
Bank & CC Charges	130.57	2,171.52	2,350.00	-178.48	92.41%	5,700.00
Board Expenses	0.00	371.96	400.00	-28.04	92.99%	1,220.00
Community Outreach	0.00	1,683.95	1,685.00	-1.05	99.94%	3,500.00
Conferences	-5.00	1,371.29	1,450.00	-78.71	94.57%	2,500.00
Continuing Education/Staff Dev	0.00	0.00	0.00	0.00	0.0%	500.00

**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
 April 2018

	<b>Apr 18</b>	<b>Jan - Apr 18</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Employee Expenses</b>						
Employee Salaries	29,434.86	115,965.08	113,976.00	1,989.08	101.75%	341,932.00
Employee-FICA	1,824.99	7,255.83	8,719.00	-1,463.17	83.22%	26,157.00
Employee-Health/Dental	4,640.99	16,846.27	17,775.49	-929.22	94.77%	58,590.00
Employee-Medicare	426.82	1,696.94				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	6,839.00
Employee-SUTA	0.00	248.39	1,548.00	-1,299.61	16.05%	4,644.00
Mileage Reimbursement	151.62	151.62	150.00	1.62	101.08%	2,100.00
<b>Total Employee Expenses</b>	<b>36,479.28</b>	<b>142,164.13</b>	<b>142,168.49</b>	<b>-4.36</b>	<b>100.0%</b>	<b>440,262.00</b>
Event Expenses	920.00	4,679.41	4,800.00	-120.59	97.49%	37,300.00
Facilities HOA Fees	0.00	12,408.86	12,500.00	-91.14	99.27%	12,500.00
Facilities Permit / License	0.00	0.00	0.00	0.00	0.0%	350.00
Facilities Prop Mgmt Fees	1,300.00	5,200.00	5,200.00	0.00	100.0%	15,600.00
Facilities R&M / Improvements	-1,692.15	19,529.02	10,000.00	9,529.02	195.29%	30,400.00
Facilities Utilities	56.20	411.99	800.00	-388.01	51.5%	2,500.00
BBGS Agreement	0.00	5,000.00	5,000.00	0.00	100.0%	5,000.00
<b>Insurance</b>						
Workers Comp	102.91	285.64	411.64	-126.00	69.39%	1,235.00
Property	3,195.91	12,783.64	12,783.64	0.00	100.0%	38,351.00
Cyber Liability	100.00	400.00	400.00	0.00	100.0%	1,200.00
Auto	393.16	1,572.64	1,572.64	0.00	100.0%	4,718.00
Professional Liability	133.75	535.00	535.00	0.00	100.0%	1,605.00
D&O / Fiduciary	284.00	1,136.00	1,136.00	0.00	100.0%	3,408.00
Umbrella	131.75	527.00	527.00	0.00	100.0%	1,581.00
<b>Total Insurance</b>	<b>4,341.48</b>	<b>17,239.92</b>	<b>17,365.92</b>	<b>-126.00</b>	<b>99.27%</b>	<b>52,098.00</b>
Interest Expense	5,564.03	22,359.97	22,359.97	0.00	100.0%	66,310.94
Meals & Supplies / Meetings	0.00	65.42	65.00	0.42	100.65%	600.00
<b>Office</b>						
Website	371.10	4,612.35	4,800.00	-187.65	96.09%	8,400.00
Cell Phone	262.16	865.21	1,182.00	-316.79	73.2%	3,546.00
Computer / Software	0.00	2,171.99	2,358.00	-186.01	92.11%	3,158.00
Copier Lease	579.28	1,791.21	1,420.32	370.89	126.11%	4,261.00

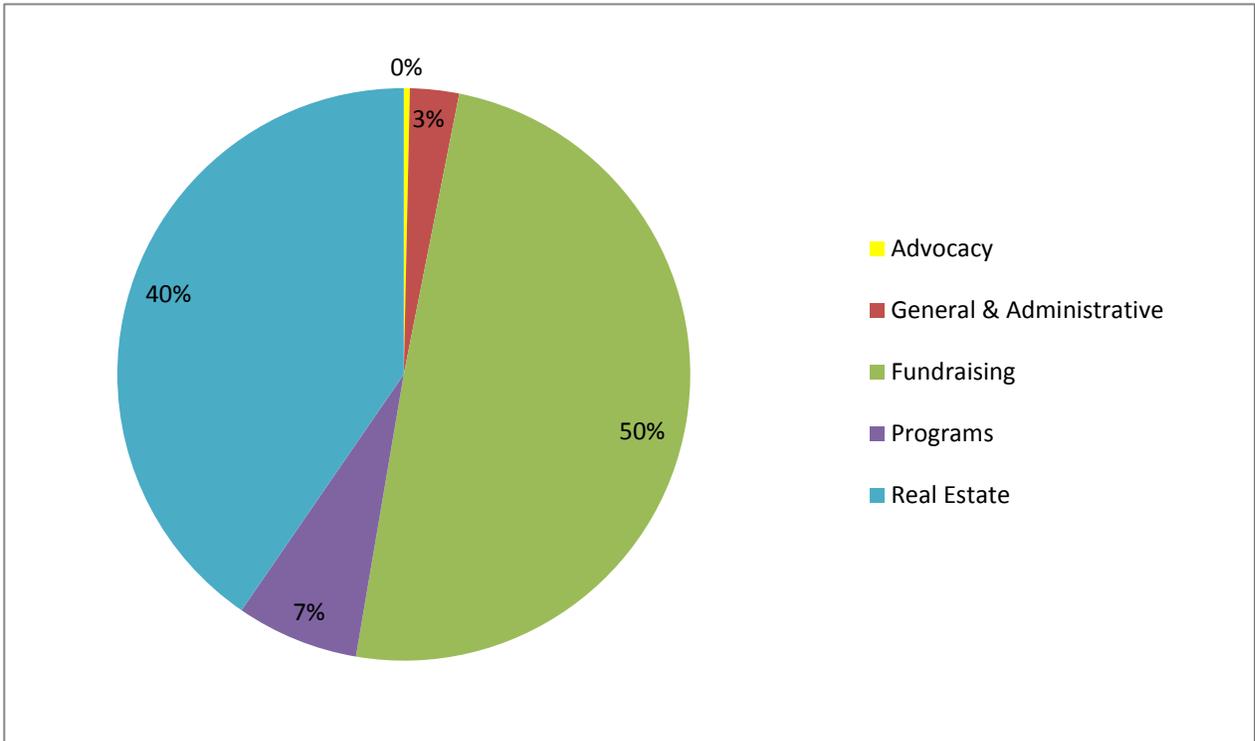
**The Arc of Ft. Bend County**  
**Profit & Loss Budget Performance**  
 April 2018

	<b>Apr 18</b>	<b>Jan - Apr 18</b>	<b>YTD Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	<b>Annual Budget</b>
<b>Repairs &amp; Maintenance</b>	340.00	1,785.00	1,600.00	185.00	111.56%	5,000.00
<b>Supplies</b>	27.13	1,873.29	1,500.00	373.29	124.89%	4,500.00
<b>Storage Rental</b>	0.00	1,398.00	1,864.00	-466.00	75.0%	5,592.00
<b>Telephone / Internet</b>	0.00	1,229.89	1,428.00	-198.11	86.13%	4,292.00
<b>Utilities</b>	38.52	154.68	160.00	-5.32	96.68%	480.00
<b>Office - Other</b>	0.00	1,245.60				
<b>Total Office</b>	<b>1,618.19</b>	<b>17,127.22</b>	<b>16,312.32</b>	<b>814.90</b>	<b>105.0%</b>	<b>39,229.00</b>
<b>PROGRAMS</b>						
<b>PR Youth Respite</b>	229.77	1,044.77	805.00	239.77	129.79%	2,000.00
<b>PR Activity/Mtg-Food &amp; Supplies</b>	0.00	3,218.75	3,781.08	-562.33	85.13%	13,250.00
<b>PR Athletic Banquet</b>	0.00	4,174.59	4,200.00	-25.41	99.4%	4,500.00
<b>PR Bowling Lane Fees</b>	1,620.00	5,880.00	6,000.00	-120.00	98.0%	12,160.00
<b>PR DJ</b>	0.00	0.00	1,100.00	-1,100.00	0.0%	3,300.00
<b>PR Equipment, Shirts, Uniforms</b>	0.00	0.00	0.00	0.00	0.0%	3,550.00
<b>PR Fuel</b>	0.00	758.24	1,000.00	-241.76	75.82%	3,300.00
<b>PR Game / Registration Fees</b>	0.00	900.00	1,000.00	-100.00	90.0%	4,000.00
<b>PR Hotel</b>	0.00	8,713.45	9,000.00	-286.55	96.82%	27,000.00
<b>PR Other Expenses / Gifts</b>	0.00	666.52	240.00	426.52	277.72%	1,200.00
<b>PR Parking &amp; Tolls</b>	244.00	604.49	570.00	34.49	106.05%	1,800.00
<b>PR Practice Facil. / Lifeguards</b>	0.00	1,188.00	1,188.00	0.00	100.0%	4,200.00
<b>PR Scholarships</b>	1,000.00	2,000.00	2,000.00	0.00	100.0%	2,000.00
<b>PR Tickets / Venue Fees</b>	0.00	12,265.00	12,000.00	265.00	102.21%	36,000.00
<b>PR Training &amp; Background checks</b>	0.00	73.50	92.00	-18.50	79.89%	1,000.00
<b>PR Transportation</b>	0.00	2,370.40	3,160.00	-789.60	75.01%	8,400.00
<b>PR - Twenty Somethings</b>	0.00	-1,800.00	800.00	-2,600.00	-225.0%	2,400.00
<b>Total PROGRAMS</b>	<b>3,093.77</b>	<b>42,057.71</b>	<b>46,936.08</b>	<b>-4,878.37</b>	<b>89.61%</b>	<b>130,060.00</b>
<b>PR Contract Drivers</b>	1,648.56	6,780.94	6,400.00	380.94	105.95%	20,000.00
<b>Postage and Delivery</b>	-61.98	904.13	1,180.00	-275.87	76.62%	3,500.00
<b>Printing and Reproduction</b>	226.00	944.00	968.00	-24.00	97.52%	3,700.00
<b>Professional Fees - Legal</b>	0.00	0.00	0.00	0.00	0.0%	50.00
<b>Professional Fees - Other</b>	0.00	182.00	220.00	-38.00	82.73%	500.00
<b>Total Expense</b>	<b>53,861.27</b>	<b>314,740.61</b>	<b>310,093.78</b>	<b>4,646.83</b>	<b>101.5%</b>	<b>901,479.94</b>

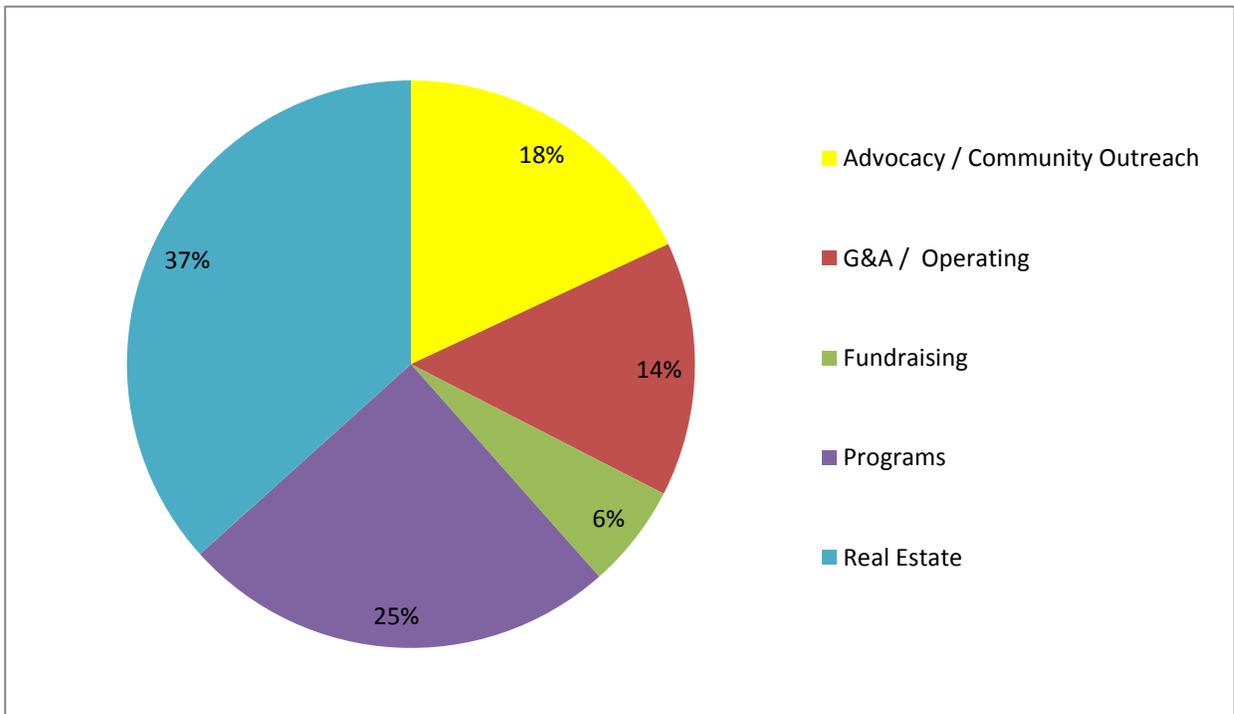
## The Arc of Ft. Bend County Profit & Loss Budget Performance April 2018

	<u>Apr 18</u>	<u>Jan - Apr 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Net Ordinary Income</b>	-12,023.98	-96,179.65	-96,702.78	523.13	99.46%	86,031.06
<b>Other Income/Expense</b>						
<b>Other Income</b>						
<b>Investment Income</b>	10.76	54.82				
<b>Total Other Income</b>	10.76	54.82				
<b>Other Expense</b>						
<b>Other Expenses</b>	0.00	241.67				
<b>Total Other Expense</b>	0.00	241.67				
<b>Net Other Income</b>	10.76	-186.85				
<b>Net Income</b>	<u>-12,013.22</u>	<u>-96,366.50</u>	<u>-96,702.78</u>	<u>336.28</u>	<u>99.65%</u>	<u>86,031.06</u>

## 2017 Income



## 2017 Functional Expenses



Real Estate Sub-Committee  
Meeting Minutes  
April 18, 2018

**Present:**

J. Gortney, chair  
L. Lobue  
P. Bullard  
M. Casey  
R. Cushenberry

H. Marshall  
T. Zafar

**Absent:**

P. Bullard  
L. LaVigne

The committee met to discuss the following items:

1. Income/Expense Report : Repairs and Maintenance budget was discussed and the report was accepted.
2. Grant Dr. Group Home: James reported that he and Laura met with George Patterson, CEO, Texana Center. They have agreed to reimburse the Arc \$2,310 for additional work on the house. Jenny reported that the new tenant ATLTC has moved into the house and started rental payments in March.
3. Lease Renewals: The committee discussed the comparable for Russeff Field which is currently rented to ATLTC since 2011. Jenny S indicated that Rick has performed an inspection on the house and recommends that the carpet be replaced in 2 if not 3 rooms as well as repairs to some of the interior and exterior doors. Rick Cushenberry made a motion to increase the rent on the property to \$1,350 per month for the new 2 year lease. The motion was seconded by Hal Marshal. The motion passed with a unanimous vote. It was recommended by Rick C, since the house is an NSP, the original lease be reviewed for any specific verbiage that may require the tenants to provide financial information if requested and if so, it be added to the new lease.  
Action Item: Renew 2-year lease with ALTC at \$1350 per month (\$50 increase).
4. Other: No other business was discussed.

**Next meeting: ~~May 2, 2018, 8:00 am~~ June 6, 2018**



**BOARD OF DIRECTORS  
TERMS OF OFFICE  
July 01, 2018**

**Officers, Term II: July 1, 2017 - June 30, 2020**

Charles Huber	Chairman	Position 1
Larry Lobue	Vice Chairman	Position 2
Hal Marshall	Treasurer	Position 3
Sharon Lee	Secretary	Position 4
Stewart Jacobson	Past Chair	Position 5

**Directors, Term III: July 1, 2018- June 30, 2021**

Allan Harris, Sr.	Position 6
Becky Geary	Position 7
Avis Goldy	Position 8
Ann Johnston	Position 9
Tariq Zafar	Position 10

**Director Term II Term: July 1, 2016- June 30, 2019**

Vacancy	Position 11
Charles Swihart	Position 12
Jenny Gortney	Position 13
Vacancy	Position 14
Pat Bullard	Position 15

**Nominating Committee**

Stewart Jacobson, Chair	July 1, 2017 - June 30, 2020
Joanne Meyer	July 1, 2017 - June 30, 2019
Vacancy	July 1, 2018 - June 30, 2020

**The Arc Foundation  
BOARD OF DIRECTORS**

**Terms of Office  
Updated 4/16/2018**

*Class/Director*

*Term of office beginning on May 1 of the first  
year or when installed and ending on April 30  
of the last year*

**Class of 2019**

Bob Ewing  
Bob Brown  
John Null

May 1, 2016- April 30, 2019  
May 1, 2016- April 30, 2019  
May 1, 2016- April 30, 2019

**Class of 2020**

James Patterson  
Rick Cushenberry  
Michael Moore

May 1, 2017- April 30, 2020  
May 1, 2017- April 30, 2020  
May 1, 2017- April 30, 2020

**Class of 2021**

Jim Miller  
Ed Schimkowitsch  
Charlie Huber

May 1, 2018- April 30, 2021  
May 1, 2018- April 30, 2021  
May 1, 2018- April 30, 2021