



Board Meeting Agenda  
July 23, 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. Public Comment
- IV. **Consent Agenda**
  - A. Approve Board Meeting Minutes – May 21, 2018
  - B. Executive Committee Meeting Minutes – July 11, 2018
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. Board Training:
  - A. Board Member Responsibilities – Handout
  - B. Update on Website Revisions
- VII. CEO Report  
May & June 2018 - Program Highlights
- VIII. Committee Reports:
  - A. Internal Committee Report – H. Marshall
    1. Budget and Finance Committee  
**Accept Financials: June 2018 YTD**
    2. Real Estate Committee (closed session)  
June 6: **Lease renewals: 3003 Gilmar, 3005 Gilmar, Brazos Glen, Cotter Lane, Parkview Ln**  
June 29 & July 18: Meeting Minutes
  - B. External Committee Report – S. Jacobson  
Golf Classic – Recap
  - C. Governance Committee Report – S. Lee
- IX. New Business – C. Huber
- XI. Adjourn

**Next Board Meeting: September 24, 2018**



Meeting Minutes  
Annual Membership Meeting  
Prosperity Bank  
May 21, 2018

- I. Call to Order and Determination of Quorum: Charlie Huber, Chairman, established a quorum was present and began the meeting at 6:05 p.m.

Present	Absent	Guests	Staff Present
Becky Geary	Pat Bullard	Karri Axtell	Laura LaVigne
Avis Goldy	Allan Harris, Sr.	Samantha Katchy	Cheryl Olivier
Jenny Gortney	Larry Lobue	Thomas W. Larsen	
Charlie Huber	Diana Rushing	Craig Swoboda	
Stewart Jacobson	Tariq Zafar	John Swoboda	
Ann Johnston		Milton Wright	
Sharon Lee			
Hal Marshall			
Charles Swihart			
Monica Wright			

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Karri Axtell, Samantha Katchy, Tom Larsen, Craig Swoboda, John Swoboda and Milton Wright
- III. Recognize Retiring Board Members: Charlie thanked Monica Wright for her six years of service on the board of directors and presented her with a crystal wedge. Charlie stated that Diana Rushing will also be retiring from the board, however was not able to attend.
- IV. Public Comment: Tom Larsen stated that he received the James Patterson Volunteer Award and wanted to express his thanks to The Arc. He also stated that he received the Volunteer of the Year Award from Texana Center. Charlie thanked Tom for all he does for the clients.
- V. Consent Agenda: Motion was made by Avis Goldy to accept the Consent Agenda, seconded by Jenny Gortney.  
**Motion approved.**
- VI. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VII. CEO Report: Laura LaVigne stated that since Karri Axtell joined The Arc, she has developed a nice working relationship with FBISD. Karri was able to help coordinate the FBISD Spring Resource Fair & Carnival held at Clements HS and is currently working on planning the fall resource fair. She and Margo Pasko attended Lamar CISD SEPAC training. The parent support group meetings have now been moved to The Arc’s office. Margo introduced ParkWest Staffing to The Arc of Greater Houston for new job opportunities in that service area. Margo worked with a new employer to find employees for a new doggie day care business and worked with a local provider to create an enriched day program for 150 of their clients. Margo again provided staff training for Fort Bend Transit Ambassadors. Nancy Dobert scheduled five events for the Social Recreation members. The Adaptive Tennis program, which is collaborated with the Missouri City Parks and Rec, ended on April 30, with a ceremony and big

party for the players. The Arc is planning to send six teams to Summer Games and two teams to state competition. Laura attended Access Health's "Community Centered Health Homes" stakeholders meeting and was able to meet the new CEO, Michael Dotson.

Laura introduced Karri Axtell and Samantha Kathy who provided a brief update on the new Teen/Tween Respite Program.

VIII. Committee Reports:

A. Internal Committee: Hal Marshall

1. Budget & Finance

- a. Hal reviewed the April 2018 YTD Financials and the 2017 Income/Functional Expenses pie chart. A motion was made by committee to approve the April 2018 YTD Financials and the 2017 Income/Functional Expenses pie chart. **Motion approved.**

2. Real Estate Committee: Jenny Gortney

The Board convened in closed session at 7:00 p.m. to discuss the lease renewal for the Russeff Field home. The board reconvened in open session at 7:01 p.m.

- a. Motion made by committee to renew the Russeff Field home lease according to the recommendations made by the Real Estate committee. **Motion approved.**

B. External Committee: Stewart Jacobson

1. Golf Classic 2018

Stewart stated that there are lots of opportunities to purchase a team. He encouraged Board members to come out to the Golf tournament dinner and to wear their name badges. Gary Krueger will again chair the committee.

C. Governance Committee: Sharon Lee

- a. Sharon recommended the reappointment of Board Positions 6-10 for a third term. A motion was made by committee to reappoint Allan Harris, Sr., Becky Geary, Avis Goldy, Ann Johnston & Tariq Zafar. **Motion approved.**
- b. Sharon also stated that there are two vacancies for the Board and one vacancy for the Nominating Committee. Stewart Jacobson is working with the Nominating Committee to fill those positions.
- c. Charlie Huber asked all Board members to read and sign The Arc's Conflict of Interest and Code of Ethics Policies.

IX. New Business: Charlie Huber

Charlie presented the names of the three proposed Foundation Board members for the class of 2021 for acceptance - Jim Miller, Ed Schimkowitsch and Charlie Huber

Motion was made by Ann Johnston. Seconded by Hal Marshall. **Motion Approved.**

X. Charlie adjourned the meeting at 7:01 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 July 23, 2018**



Executive Team Meeting Minutes  
4:45 pm July 11, 2018

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

1. **Internal Committee Report:** H. Marshall
  - a. Budget & Finance Committee
    - i. Budget and Finance Committee will meet to discuss new hiring new CPA. Laura suggested talking to Randy Walker & Co, as they have completed the Forms 990.
    - ii. **June 2018 YTD Financials** – reviewed, discussed & accepted.
  - b. Real Estate Committee Meetings: June 6 & 29, 2018
    - i. **Lease Renewals** – 5
    - ii. 123 Brooks – Laura received notice from the City of Sugar Land that they were terminating the lease effective September 19, 2018. Discussions took place with the mayor and the City is open to entertaining accepting a lease which includes The Arc assuming responsibility for the maintenance and repairs. A sub committee was formed to work with the City officials. The lease termination date of 09/19/18 is suspended pending discussions with the City about The Arc’s offer to negotiate the terms of a lease.
2. **Governance Committee:** S. Lee  
Laura is reviewing the current bylaws and making suggestions for edits that would reflect current practices of The Arc. When completed, she will forward to Charlie for review and then to the Governance Committee.
3. **External Committee Report:** S. Jacobson  
Golf Classic – June 18, 2018 had an income of \$104,647 and expenses of \$4,028.
4. **CEO Report:** L. LaVigne
  - a. Laura gave an update on filling the Program Director’s vacancy due to Margo’s Sept. 29 retirement.
  - b. FASD – the Pregnancy Resource Medical Center has incorporated FASD prevention into their curriculum. Laura provided a DVD of a “mock” high school class learning how alcohol affects a fetus. Laura secured the DVD from The Arc of St. Louis.
5. **July 23, 2018 Annual Meeting Agenda:** C. Huber

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

## **What are the basic responsibilities of nonprofit boards? –*Board Source***

<https://boardsource.org/resources/board-responsibilities-structures-faqs/>

### **1. Determine mission and purpose.**

It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.

### **2. Select the chief executive.**

Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.

### **3. Support and evaluate the chief executive.**

The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.

### **4. Ensure effective planning.**

Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.

### **5. Monitor and strengthen programs and services.**

The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.

### **6. Ensure adequate financial resources.**

One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.

### **7. Protect assets and provide proper financial oversight.**

The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

### **8. Build a competent board.**

All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

### **9. Ensure legal and ethical integrity.**

The board is ultimately responsible for adherence to legal standards and ethical norms.

## **10. Enhance the organization's public standing.**

The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community through advocacy.

### **What are the legal responsibilities of nonprofit board members?**

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties that would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty, and the duty of obedience.

- **Duty of Care**

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

- **Duty of Loyalty**

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

- **Duty of Obedience**

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission. This duty also requires board members to obey the law and the organization's internal rules and regulations.

### **What are the responsibilities of individual board members?**

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- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.

- Inform others about the organization. Advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of the staff.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.

### **Personal characteristics to consider**

- Ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group.
- Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, advocate for the organization, and evaluate oneself.
- Interest in developing certain skills that you may not possess, such as in cultivating and soliciting funds, cultivating and recruiting board members and other volunteers, reading and understanding financial statements, and learning more about the substantive program area of the organization.
- Possession of honesty, sensitivity to and tolerance of differing views, community-building skills, personal integrity and sense of values, and concern for your nonprofit's development.

### **What are the board chair's responsibilities?**

<https://www.iwu.edu/action/Board-Job-Descriptions.pdf>

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- Oversee board and executive committee meetings.
- Work in partnership with the chief executive to make sure board resolutions are carried out.
- Call special meetings if necessary.
- Appoint all committee chairs and, with the chief executive, recommend who will serve on committees.
- Assist chief executive in preparing board meeting agendas.
- Assist chief executive in conducting new board member orientation.
- Oversee searches for a new chief executive.
- Coordinate chief executive's annual performance evaluation.
- Work with the governance committee to recruit new board members.
- Act as an alternate spokesperson for the organization.
- Periodically consult with board members on their roles and help them assess their performance.

## **What are the board secretary's responsibilities?**

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- Attend all board meetings.
- Serve on the executive committee if one exists.
- Ensure the safety and accuracy of all board records.
- Take board meeting minutes or review minutes if that task is assigned to a staff member.
  
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair.
- Provide notice of meetings of the board and/or of a committee when such notice is required.

## **What are the board treasurer's responsibilities?**

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- Attend all board meetings.
- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Understand financial accounting for nonprofit organizations.
- Serve as the chair of the finance committee.
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities.
  
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis.
- Present the annual budget to the board for approval.
- Review the annual audit and answer board members' questions about the audit (if there is no audit committee).

## **What are the board vice chair's responsibilities?**

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- Attend all board meetings.
- Serve on the executive committee if one exists.
- Carry out special assignments as requested by the board chair.
  
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.
- Participate as a vital part of the board leadership.



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## **What are the board past chair's responsibilities?**

- Attend all board meetings.
- Serve on the executive committee if one exists.
- Support the board chair.
- Carry out special assignments as requested by the board chair.
- Serve as an ambassador of the organization.

**CEO Report  
May & June 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**

Margo worked with a family whom she met at the LCISD Special Education Parent Advisory Committee meeting in March. She made several suggestions and referrals regarding transition planning.

Karri's Highlights:

Information & Referral:

Planning for fall resource fair begun w/ FBISD- Stephanie Burns, Darin Quintero

Parent Support Group:

5/3/18 – 3 new, parents attended Parent Support Group (PSG) Presenter: Families Can – a UH Project. Location: United Way Stafford

Educational Advocacy:

- Special Ed phone consultations/Info & Referral: May - 28 June - 19
- In-person special education consults & IEP reviews: May - 4 June - 1
- ARD meetings attended: May - 3 June - 1
- Completed English language production of first Educational Advocacy Parent Training Video “Advocacy Essentials” to be incorporated in the new website as a “parent training module”.
- Completed the production of both, a Spanish and Chinese version of the “Advocacy Essentials” parent training video, to be added to The Arc FB website
- 5/1/18 – Attended FBISD Special Education Parent Advisory Committee (SEPAC) Meeting & spoke about The Arc's programs.
- 5/9/18 – Attended presentation by Mike Morath, TEA Commissioner at the FB Chamber of Commerce

Professional Development:

5/9/18 – Completed “Person Centered Planning Training” and received certificate - HHSC.

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

Karri's Highlights:

5/23-24/18 - Attended “Best Practices in Supported Employment” Training by The Arc of Greater Houston.

**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.**

FASD Prevention Awareness Project: I met with Delia Rivera, Program Manager, and Lisa Pearson, ED, both from the Pregnancy Resource Medical Center in Rosenberg to share the program. We previewed a video I obtained which was produced by The Arc of St. Louis. The video is a “mock” classroom of young adults being taught about the effects of alcohol on a fetus. The instruction utilizes hands-on and visual aids. Ms. Rivera is going to incorporate the video in her lesson plans for the clients she works with.

Margo was the featured speaker at Exchange Club of Sugar Land on “50 years of The Arc of Fort Bend County”

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.**

Athletic Banquet: June 10: Celebrated the bowling and Special Olympics athletes and all the volunteers who make it happen – 235 attended! Nancy and Margo beautifully planned and executed this annual event.

Bowling Participation:

May 5 - 20	April 7 – 25
May 12- 25	April 14 –16
May 19- 28	April 21 – 31
May 26- 28	April 28 - 28

Social Recreation:

- May 19 – Sugar Land Skeeters game – 110 members and staff attended  
June 15 – Dance at K of C Sugar Land–109 Social rec members, staff and guests attended.  
June 23 – Star Cinema and Grill – 100 Social rec members and staff attended.

Special Olympics:

- Aquatics program began - 12 swimmers.
- Accepted registrations and organized rosters for bocce and softball – 24 so far for bocce, and 28, so far, for softball
- Margo planned for The Arc to host a Special Olympics Texas “Town Hall” meeting to introduce their new CEO to all Area 22 delegations.

Teen/Tween Respite:

5/11/18 – Teen-Tween Respite- Third event 6 – 9 pm. Attended: 5

TwentySomethings:

- May 20 – Skeeters Game attended by 48

**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 follow 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 am working with Kirk White to incorporate the use of a CRM, “relational database tool” to manage our programs, fundraising and membership needs.

Nancy, Cheryl and I serve on the Golf Classic Planning Committee and each have individual tasks to complete before the event takes place.

As a means of increasing corporate and community participation in events through sponsorships and “peripheral” volunteering, Margo engaged Citgo employees to not only volunteer at the yearly Area Bocce tournament, but also to serve the food at the athletic banquet this year.

The Arc was awarded a \$3000 grant to support the FASD Prevention Awareness Project

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:

May 2018 CDBG Reimbursement

Personnel - \$ 2,098.44  
Fees and Services - \$ 1260.00  
Contract Drivers - \$ 321.21

April 2018 CDBG Reimbursement

Personnel – \$ 2073.15  
Fees and Services - \$807.25  
Contract Drivers - \$ 439.14

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

	<u>Jun 18</u>	<u>Jan - Jun 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	461.20	1,393.72	150.00	1,243.72	929.15%	500.00
Riveredge Mortgage Payment	0.00	0.00	0.00	0.00	0.0%	1,036.00
Bowling - Lane Fee Income	515.00	4,020.00	3,900.00	120.00	103.08%	6,080.00
Donations & Contributions	1,912.00	6,474.31	9,000.00	-2,525.69	71.94%	19,000.00
Donations - Designated	130.00	1,225.00	905.00	320.00	135.36%	1,220.00
Donations In Memory Kathy Moody	0.00	5,000.00				
Fundraising Event	52,967.87	105,715.94	114,000.00	-8,284.06	92.73%	450,000.00
Grant - CDBG Fort Bend	5,394.19	17,324.16	16,852.00	472.16	102.8%	43,700.00
Grants - Other	3,000.00	3,000.00	2,000.00	1,000.00	150.0%	4,000.00
Membership Revenue	1,553.62	6,185.29	5,400.00	785.29	114.54%	11,000.00
Rental Income	35,700.00	221,775.00	216,925.00	4,850.00	102.24%	436,975.00
Social Rec Fees	1,350.64	7,553.64	6,500.00	1,053.64	116.21%	14,000.00
<b>Total Income</b>	<u>102,984.52</u>	<u>379,667.06</u>	<u>375,632.00</u>	<u>4,035.06</u>	<u>101.07%</u>	<u>987,511.00</u>
<b>Gross Profit</b>	102,984.52	379,667.06	375,632.00	4,035.06	101.07%	987,511.00
<b>Expense</b>						
CC Charges / Other	0.00	1,962.40				
Auto / Vans - Repairs & Maint.	225.30	764.85	950.00	-185.15	80.51%	1,500.00
<b>Advocacy in Action</b>						
Information / Referral	0.00	99.94	100.00	-0.06	99.94%	1,000.00
Educational Advocacy	0.00	163.23	175.00	-11.77	93.27%	300.00
Advocacy in Action - Other	2,746.54	2,746.54	100.00	2,646.54	2,746.54%	3,500.00
<b>Total Advocacy in Action</b>	2,746.54	3,009.71	375.00	2,634.71	802.59%	4,800.00
Accounting, Audit, Payroll	705.82	8,096.36	8,500.00	-403.64	95.25%	15,300.00
Advertising & Marketing	69.52	1,160.21	300.00	860.21	386.74%	1,000.00
Affiliation/Asso/Mbrship/Certs	45.00	4,116.95	4,158.00	-41.05	99.01%	5,500.00
Bank & CC Charges	439.50	2,631.77	3,050.00	-418.23	86.29%	5,700.00
Board Expenses	316.77	936.65	600.00	336.65	156.11%	1,220.00
Community Outreach	500.00	3,183.95	2,685.00	498.95	118.58%	3,500.00
Conferences	0.00	2,161.75	2,500.00	-338.25	86.47%	2,500.00
Continuing Education/Staff Dev	0.00	35.00	50.00	-15.00	70.0%	500.00

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

	<u>Jun 18</u>	<u>Jan - Jun 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Employee Expenses</b>						
Employee Salaries	29,120.62	174,332.71	170,964.00	3,368.71	101.97%	341,932.00
Employee-FICA	1,805.49	10,874.65	13,078.50	-2,203.85	83.15%	26,157.00
Employee-Health/Dental	4,629.41	26,105.09	27,979.11	-1,874.02	93.3%	58,590.00
Employee-Medicare	422.27	2,543.30				
Employee-Retirement Plan	0.00	0.00	0.00	0.00	0.0%	6,839.00
Employee-SUTA	0.00	248.39	2,322.00	-2,073.61	10.7%	4,644.00
Mileage Reimbursement	0.00	151.62	150.00	1.62	101.08%	2,100.00
<b>Total Employee Expenses</b>	<b>35,977.79</b>	<b>214,255.76</b>	<b>214,493.61</b>	<b>-237.85</b>	<b>99.89%</b>	<b>440,262.00</b>
<b>Event Expenses</b>	<b>3,313.00</b>	<b>8,354.41</b>	<b>8,100.00</b>	<b>254.41</b>	<b>103.14%</b>	<b>37,300.00</b>
<b>Facilities HOA Fees</b>	<b>0.00</b>	<b>12,408.86</b>	<b>12,500.00</b>	<b>-91.14</b>	<b>99.27%</b>	<b>12,500.00</b>
<b>Facilities Permit / License</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>350.00</b>
<b>Facilities Prop Mgmt Fees</b>	<b>1,300.00</b>	<b>7,800.00</b>	<b>7,800.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>15,600.00</b>
<b>Facilities R&amp;M / Improvements</b>	<b>5,352.49</b>	<b>26,108.93</b>	<b>15,000.00</b>	<b>11,108.93</b>	<b>174.06%</b>	<b>30,400.00</b>
<b>Facilities Utilities</b>	<b>99.84</b>	<b>568.72</b>	<b>1,200.00</b>	<b>-631.28</b>	<b>47.39%</b>	<b>2,500.00</b>
<b>BBGS Agreement</b>	<b>0.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>5,000.00</b>
<b>Insurance</b>						
Workers Comp	102.91	491.46	617.46	-126.00	79.59%	1,235.00
Property	3,195.91	19,175.46	19,175.46	0.00	100.0%	38,351.00
Cyber Liability	100.00	600.00	600.00	0.00	100.0%	1,200.00
Auto	393.16	2,358.96	2,358.96	0.00	100.0%	4,718.00
Professional Liability	133.75	802.50	802.50	0.00	100.0%	1,605.00
D&O / Fiduciary	284.00	1,704.00	1,704.00	0.00	100.0%	3,408.00
Umbrella	131.75	790.50	790.50	0.00	100.0%	1,581.00
<b>Total Insurance</b>	<b>4,341.48</b>	<b>25,922.88</b>	<b>26,048.88</b>	<b>-126.00</b>	<b>99.52%</b>	<b>52,098.00</b>
<b>Interest Expense</b>	<b>5,529.09</b>	<b>33,435.64</b>	<b>33,435.64</b>	<b>0.00</b>	<b>100.0%</b>	<b>66,307.07</b>
<b>Meals &amp; Supplies / Meetings</b>	<b>0.00</b>	<b>163.66</b>	<b>165.00</b>	<b>-1.34</b>	<b>99.19%</b>	<b>600.00</b>
<b>Office</b>						
Website	0.00	5,882.35	5,800.00	82.35	101.42%	8,400.00
Cell Phone	203.52	1,272.25	1,773.00	-500.75	71.76%	3,546.00
Computer / Software	0.00	2,873.62	2,558.00	315.62	112.34%	3,158.00
Copier Lease	345.82	2,482.85	2,130.48	352.37	116.54%	4,261.00

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

	<u>Jun 18</u>	<u>Jan - Jun 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Repairs & Maintenance	425.00	2,550.00	2,400.00	150.00	106.25%	5,000.00
Supplies	83.10	2,334.66	2,250.00	84.66	103.76%	4,500.00
Storage Rental	0.00	2,796.00	2,796.00	0.00	100.0%	5,592.00
Telephone / Internet	155.56	2,147.38	2,142.00	5.38	100.25%	4,292.00
Utilities	37.92	232.31	240.00	-7.69	96.8%	480.00
Office - Other	0.00	1,245.60				
<b>Total Office</b>	<b>1,250.92</b>	<b>23,817.02</b>	<b>22,089.48</b>	<b>1,727.54</b>	<b>107.82%</b>	<b>39,229.00</b>
<b>PROGRAMS</b>						
PR Youth Respite	9.99	1,565.68	1,305.00	260.68	119.98%	2,000.00
PR Activity/Mtg-Food & Supplies	-190.51	5,774.89	9,101.08	-3,326.19	63.45%	13,250.00
PR Athletic Banquet	1,489.08	5,503.67	4,500.00	1,003.67	122.3%	4,500.00
PR Bowling Lane Fees	0.00	7,960.00	7,000.00	960.00	113.71%	12,160.00
PR DJ	300.00	300.00	1,650.00	-1,350.00	18.18%	3,300.00
PR Equipment, Shirts, Uniforms	331.12	331.12	300.00	31.12	110.37%	3,550.00
PR Fuel	304.34	1,539.05	1,300.00	239.05	118.39%	3,300.00
PR Game / Registration Fees	0.00	1,517.30	1,600.00	-82.70	94.83%	4,000.00
PR Hotel	0.00	8,742.99	9,000.00	-257.01	97.14%	27,000.00
PR Other Expenses / Gifts	0.00	666.52	240.00	426.52	277.72%	1,200.00
PR Parking & Tolls	0.00	604.49	820.00	-215.51	73.72%	1,800.00
PR Practice Facil. / Lifeguards	180.00	1,764.00	1,788.00	-24.00	98.66%	4,200.00
PR Scholarships	0.00	2,159.35	2,000.00	159.35	107.97%	2,000.00
PR Tickets / Venue Fees	1,870.00	15,245.00	18,000.00	-2,755.00	84.69%	36,000.00
PR Training & Background checks	21.00	94.50	113.00	-18.50	83.63%	1,000.00
PR Transportation	913.33	4,002.48	4,560.00	-557.52	87.77%	8,400.00
PR - Twenty Somethings	312.00	-1,488.00	1,200.00	-2,688.00	-124.0%	2,400.00
<b>Total PROGRAMS</b>	<b>5,540.35</b>	<b>56,283.04</b>	<b>64,477.08</b>	<b>-8,194.04</b>	<b>87.29%</b>	<b>130,060.00</b>
PR Contract Drivers	853.56	8,207.38	9,600.00	-1,392.62	85.49%	20,000.00
Postage and Delivery	500.00	1,404.13	1,760.00	-355.87	79.78%	3,500.00
Printing and Reproduction	200.00	1,144.00	1,168.00	-24.00	97.95%	3,700.00
Professional Fees - Legal	0.00	0.00	0.00	0.00	0.0%	50.00
Professional Fees - Other	0.00	182.00	220.00	-38.00	82.73%	500.00
<b>Total Expense</b>	<b>69,306.97</b>	<b>453,116.03</b>	<b>446,225.69</b>	<b>6,890.34</b>	<b>101.54%</b>	<b>901,476.07</b>

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

	<u>Jun 18</u>	<u>Jan - Jun 18</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Net Ordinary Income</b>	33,677.55	-73,448.97	-70,593.69	-2,855.28	104.05%	86,034.93
<b>Other Income/Expense</b>						
<b>Other Income</b>						
<b>Investment Income</b>	9.60	74.06				
<b>Total Other Income</b>	<u>9.60</u>	<u>74.06</u>				
<b>Other Expense</b>						
<b>Other Expenses</b>	0.00	241.67				
<b>Total Other Expense</b>	<u>0.00</u>	<u>241.67</u>				
<b>Net Other Income</b>	<u>9.60</u>	<u>-167.61</u>				
<b>Net Income</b>	<u><u>33,687.15</u></u>	<u><u>-73,616.58</u></u>	<u><u>-70,593.69</u></u>	<u><u>-3,022.89</u></u>	<u><u>104.28%</u></u>	<u><u>86,034.93</u></u>



The Arc of Fort Bend County  
Balance Sheet June 30, 2018

	<u>Jun 30, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Cash	
Credit Card Account	22,374
Fundraising (WD)	39,808
Money Market	67,062
Operating Account	33,829
Payroll Account	0
Facilities Reserve contra	-53,000
Total Cash	<u>110,073</u>
Total Checking/Savings	<u>110,073</u>
Other Current Assets	
Prepaid Insurance	
Cyber Liability	400
General Liability	0
Auto	1,573
D&O	1,136
Umbrella	527
Professional Liability	898
Property	12,784
Worker's Comp	412
Prepaid Insurance - Other	0
Total Prepaid Insurance	<u>17,730</u>
Total Other Current Assets	<u>17,730</u>
Total Current Assets	<u>127,803</u>
Fixed Assets	
Building-Commercial Property	1,195,872
Improvements-Commercial Propert	912,294
Building - Homes	2,174,776
Improvements-Homes	282,514
Land	810,768
Leasehold Improvemnt.123 Brooks	9,062
Office Equipment	5,224
Furniture and Fixtures	6,720
Computer Equipment	15,757
Automotive	76,832
Accumulated Depreciation	-1,729,889
Total Fixed Assets	<u>3,759,930</u>
Other Assets	
Facilities Reserve for Repairs	53,000
Escrow - Rychlik Job Services	2,500
Total Other Assets	<u>55,500</u>
<b>TOTAL ASSETS</b>	<u><u>3,943,233</u></u>

The Arc of Fort Bend County  
Balance Sheet June 30, 2018

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Retirement Plan Payable	0
Taxes Payable-Fed W/H	0
Taxes Payable-FICA	0
Taxes Payable-FUTA	0
Taxes Payable-Medicare	0
Taxes Payable-SUTA	0

Total Other Current Liabilities 0

Total Current Liabilities 0

Long Term Liabilities

Deposits Payable	16,425
N/P-ARC Fdn (6419 Brazos Glen)	96,956
N/P-ARC Fdn (Chapman Falls)	65,126
N/P-ARC Fdn (5141 Cotter Ln)	93,148
N/P-ARC Fdn (2715 Cypress Impr)	287,861
N/P-ARC Fdn (Manorfield)	133,889
N/P-ARC Fdn (Rustic Trail)	141,612
N/P-ARC Fdn (5618 Wagon Wheel)	117,094
N/P-ARC Fdn (Whispering Creek)	247,893
N/P-ARC Fdn(2607 WillowSprings)	131,615

Total Long Term Liabilities 1,331,619

Total Liabilities 1,331,619

Equity

Temp Restricted Net Assets	0
Unrestricted Net Assets	2,685,230
Net Income	-73,617

Total Equity 2,611,613

TOTAL LIABILITIES & EQUITY 3,943,232

Real Estate Sub-Committee  
Meeting Minutes  
June 6, 2018

**Present:**

J. Gortney, chair      J. Patterson  
P. Bullard              T. Zafar  
M. Casey                L. LaVigne  
R. Cushenberry

**Absent:**

L. Lobue  
H. Marshall

The committee met to discuss the following items:

1. Income/Expense Report : Repairs and Maintenance budget was discussed and the report was accepted.
2. Forgotten Angels: Rick is working with Julie Kelly, who is now with Forgotten Angels, to find a home and commercial building in Ft. Bend County. Rick reported that they will need more homes soon and would like to lease from The Arc – if we have homes available.

Meanwhile, Laura is having difficulty receiving timely communication (emails are ignored) with her “assigned representative” from Unified Care Group (now owned by Caregiver, Inc.). She is making sure that all providers are completing the necessary repairs and maintenance as determined by the inspections that occurred in March and April. She suggested offering a one-year lease for the Parkview Lane home and then, to consider not renewing the other five homes Caregiver Inc. leases IF they do not maintain open communication.

Before that is done, Laura will schedule a meeting with her assigned representative and the supervisor to discuss communication, repair & maintenance procedures and terms of the leases in an effort to simplify the management of the properties Caregiver, Inc. leases from The Arc. Mike Casey volunteered to attend the meeting to represent the board’s interests.

After above meeting, Laura will decide how to proceed.

3. 3005 Gilmar: Laura has been unable to find a roommate to move in with Tony P. She is concerned that the townhome cannot be sustained with only \$375 a month in rent. Committee agreed to raising the rent to \$650, which is commensurate with 3003 Gilmar (including use of the garage). Laura will notify Tony’s sister and Texana Center of the increase. If Tony moves out, Laura recommends selling the townhome.
4. Lease Renewals:  
Committee made the following recommendations for board action:

**Action Items: Renew 2-year leases with Texana for both Cotter Lane and Brazos Glen under the same terms and conditions. Offer Caregiver a two or one year lease (TBD) under the same terms and conditions. Ratify the \$50 increase in lease amount of 3003 Gilmar lease for one year.**

**Next meeting: July 18, 2018**

CALLED MEETING  
Real Estate Sub-Committee  
Meeting Minutes  
Friday, June 29, 2018

**Present:**

J. Gortney, chair	J. Patterson
P. Bullard	H. Marshall
M. Casey (telephone)	T. Zafar (telephone)
R. Cushenberry	L. LaVigne

**Absent:**

L. Lobue

The committee met to discuss the following:

Lease – 123 Brooks:

On Thursday, June 21, Laura met with Stacie Henderson, Assistant Director of Environmental & Neighborhood Services for the City of Sugar Land. Ms. Henderson provided a "Notice of Termination" letter from the City of Sugar Land for the lease at 123 Brooks, which provided for 90 days' notice to vacate. The termination is a result of "water intrusion" caused by Hurricane Harvey. The City estimates it will cost \$145,000 to "repair the building to a condition where it is fully functional without continued problems and ongoing maintenance concerns". Ms. Henderson shared that both buildings needed new roofs and both needed to be "water sealed".

After the meeting, Laura notified Commissioner Patterson and he began to gather information regarding the termination action. After several conversations with Commissioner Patterson the City agreed to stop the request for The Arc to vacate in 90 days. Further, the City agreed to entertain the idea of The Arc leasing the property and taking responsibility for all repairs, maintenance and utilities.

The committee met to discuss our position on negotiating a "reasonable" lease amount with the City which would include The Arc taking responsibility for all repairs, maintenance and utilities. The City has leased the building to The Arc since 2007 for \$1 per year, including electricity. In addition, the committee discussed the possibility of leasing the adjacent building and use it for storage – replacing the commercial storage unit now used. Laura was told the adjacent building's estimated repair costs were at about \$211,000.

A sub-committee, led by Pat Bullard, was established to develop a reasonable lease. Other members include Tariq Zafar, Charlie Huber and Rick Cushenberry.

The committee agreed upon the following immediate plan of action:

1. Laura will first meet with Ms. Henderson and request:
  - a. Any post-Harvey inspection reports for both buildings. (Blackmon & Mooring walked through our building after the storm.)

- b. The repair "punch-lists" developed by the City to repair the buildings that make up the \$145,000 and \$211,000 costs.
  - c. Permission to walk-through the adjacent building to ascertain if the space is sufficient for The Arc's storage needs.
2. After receipt and review of the above, the sub-committee will develop a "Term Sheet" that they can use as a basis to propose a new lease to the City.

**Next meeting: July 18, 2018**

Real Estate Sub-Committee  
Meeting Minutes  
July 18, 2018

Present:

J. Patterson  
P. Bullard  
H. Marshall  
L. LaVigne

Absent:

J. Gortney, chair  
M. Casey  
R. Cushenberry  
L. Lobue  
T. Zafar

1. The committee met to discuss the following:
2. Income/Expense report: YTD June, 2018 – report accepted
3. Lease Renewals: Committee again, discussed the lease renewals and approved.  
**Action Item: committee recommends the board approve the 5 renewals under the terms and conditions listed below:**

Home	Provider	Lease Rate	Lease Expires	Last Increase	Lease Rate History	New Lease
3003 Gilmar	n/a	\$375	06/30/2018	N/A	N/A	<b>\$400</b> 1-year lease
3005 Gilmar	n/a	\$375	month -month	N/A	N/A	<b>\$650</b> Month- Month
1839 Parkview Lane	Unified Care Group	\$1550	07/31/2018	N/A	2016- \$1550	\$1550 2-year lease
6419 Brazos Glen	Texana	\$1100	08/31/2018	2012	2007- \$1000 2012 - \$1100	\$1100 2-year lease
5141 Cotter Lane	Texana	\$1100	08/31/2018	2012	2007- \$1000 2012 - \$1100	\$1100 Month- Month

4. QuVA "Landlord Lien Waiver" Request: Laura reported that she spoke to Peter Jenkins and requested a definition of "the personal property" that the lender was requesting a waiver for. Mr. Jenkins provided an edited Waiver with that definition and Laura sent it to Tariq to review. Tariq suggested replacing the words "personal property" with the definition. He also verified that Laura is OK with notifying the lender if and when QuVa should end the lease. After discussion, committee agreed. Tariq will "redline" the document and return it to Laura to send to Peter Jenkins.

5. 123 Brooks St: Committee discussed points covered in Laura's meeting with Stacie Henderson from the City. Committee agreed to draft a lease and proposed "term sheet" which will also include leasing and taking responsibility for the adjacent building at 119 Brooks St. Pat and Hal will develop the lease and term sheet the documents will be sent to the City.

Next meeting: August 1, 2018