



Board Meeting Agenda
March 25, 2019 – 6:00 p.m.

5:30 pm Dinner
6:00 pm Meeting

- I. Call to Order & Determination of a Quorum
- II. Welcome Guests
Kirk Monroe, Executive Director, Brazos Bend Guardianship Services
- III. Public Comment
- IV. **Consent Agenda**
 - A. Approve Board Meeting Minutes – January 28, 2019
 - B. February 6 & March 6, 2019 Real Estate Committee Meeting Minutes
- V. Assignment of Items Removed from Consent Agenda to Agenda
- VI. Board Training
Guardianship and Alternatives to Guardianship – Kirk Monroe
- VII. CEO Report
 - A. *Casey Connection*- update
 - B. 119 Floor Plan
 - C. January and February 2019 - Program Highlights
- VIII. Committee Reports:
 - A. Executive Committee Report – C. Huber
Executive Committee Meeting Minutes 3/13/2019
 - B. Internal Committee Report – H. Marshall
 1. Budget and Finance Committee
 - a) **Accept Financials: February 2019 YTD**
 - b) 2018 Financial Review - update
 2. Real Estate Committee (minutes in Consent Agenda)
 - C. Governance Committee Report – S. Lee
 1. Bylaw amendments:
 - a) **Bylaws – revisions to re-word “in-person board meeting attendance” with what is acceptable by state law**
 - b) **Edits to Internal Controls Policy, “Receipt of Cash, Checks & Charge Payment/Deposit Procedure”**
 - D. Nominating Committee – A. Johnston
 1. Pat Bullard – renewing for 3rd term 2019 – 2022
 2. Dale Buckles – fulfilling 3rd term of Charles Swihart 2019 - 2022
- IX. New Business – C. Huber
Annual Awards Dinner – April 29, 2019
- XI. Adjourn

Next Board Meeting: May 20, 2019 Annual Meeting



Board of Directors Meeting
January 28, 2019
Meeting Minutes

- 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 | Jenny Gortney | Kevin Barker | Laura LaVigne |
| Becky Geary | Allan Harris | Mike Casey | Cheryl Olivier |
| Avis Goldy | Stewart Jacobson | Larry Lobue | |
| Charlie Huber | Charles Swihart | | |
| Ann Johnston | Tariq Zafar | | |
| Sharon Lee | | | |
| Larry Lobue | | | |
| Hal Marshall | | | |

- II. Welcome Guests: Charlie thanked everyone for coming and welcomed Kevin Barker, Larry Lobue and Mike Casey. Charlie then recognized Mike Casey for the magnitude of support that he and his family have given to The Arc over the years. The Arc received over \$10,000 in donations in memory of his wife, Linda. Mike asked that these donations be used to pay for the CRM implementation, now entitled "The Casey Connection". Mike and his family then donated the additional funds needed for the CRM balance due. Mike and his family were applauded with gratitude for their contributions to The Arc.
- III. Public Comment: N/A
- IV. Consent Agenda: Motion was made by Avis Goldy to accept the Consent Agenda, seconded by Ann Johnston. **Motion approved.**
- V. Assignment of Items Removed from Consent Agenda to Agenda: No items removed.
- VI. CEO Report: Laura LaVigne reported on Program Highlights for the month of December. Laura stated Karri held a Parent Support Group presentation on December 6 with 10 attendees. Nancy had the Winter Dance in Bay City and the Holiday formal at Safari Texas. There were four bowling events in December. Also of note - Rachel and Larry Lobue have found a phone application and are now able to take attendance at Special Olympics practices. Rachel will be attending her first Winter Games event this week in Round Rock, TX. Teen/Tween Respite has a new name: "Parent Night Out/TeenTween Social", which is held the 1st Friday of each month. Over 90 participants from TwentySomethings and 27 people from Youth Group attended the "Holiday Lights" at Constellation Field. Laura gave a demo of The Arc's new website and stated that the last item that Click and Create is working on is the use of Mail Chimp for our e-newsletter.
- VII. Committee Reports:
- A. Executive Committee

Charlie stated that Stewart Jacobson announced his candidacy for a Sugar Land City Council position. In order to balance his board member duties with his new political commitments, Stewart has resigned from his positions of Chair of Nominating Committee and Chair of the External Committee. Charlie asked the board to accept

Stewart's resignations from chairing these two committees. A motion was made by Avis, seconded by Ann Johnston. **Motion approved.**

Charlie reviewed the Board's bylaw that provides for an appointment of an interim Chair of the Nominating Committee. Ann Johnston has accepted that position. Charlie made the recommendation to accept Ann Johnston as the interim Chair of the Nominating Committee.

Motion was accepted by Hal Marshall and seconded by Becky Geary. **Motion approved.**

The External Committee will continue to function without a chair.

B. Internal Committee

1. Budget & Finance

Hal Marshall reviewed the December 2018 Year-End Financials. A motion was made by committee to approve the December 2018 Year-End Financials. **Motion approved.**

2. Real Estate Committee:

- a. The Board convened in a closed session at 6:44 to discuss the following:
 - i. Grant Laura LaVigne authorization to sign the Landlord Waiver from QuVa if/when it returns.
 - ii. Approve lease renewal for 2715 Cypress Point building at same rate for 3 years.
 - iii. Ratify the 5 year lease with the City of Sugar Land for 123 Brooks St.
 - iv. Ratify granting Rick Cushenberry authorization to purchase a group home on Worley Drive and lease it to the HCS provider, Forgotten Angels, at the recommended rate.
 - v. Ratify loan from the Foundation to finance the Worley Drive home.
 - vi. Approve lease renewal for the Cypress Point home for 2 years at the existing rate.
 - vii. Ratify the granting permission for Rick Cushenberry & James Patterson to handle the transaction of selling 3005 Gilmar Townhome for the agreed upon price.

The board reconvened in open session at 7:00 p.m. Motion made by committee to approve/ratify all seven items. **Motions approved.**

D. Governance Committee:

Charlie Huber reviewed the results of the CEO Evaluation with the Board. He also previously met with Laura to review the results. Three priority items for 2019 were identified.

- a. Get the Casey Connection up and running.
- b. Continue efforts to involve more young families in The Arc.
- c. Begin the process of finding a physical location for The Arc's office within 5 years. Staff and Board will be involved in the process.

VIII. New Business: Charlie asked the Board to please review and place the dates of the 2019 Board Meetings and Special Events on their calendars.

IX. Adjourn: Meeting adjourned at 7:10 p.m.

Submitted by:
Cheryl Olivier
Administrative Assistant

Attested to:
Sharon Lee
Secretary, Board of Directors

The next scheduled board meeting is March 25, 2019

Real Estate Sub-Committee
Meeting Minutes
February 6, 2019

Present:

| | |
|-------------------|--------------|
| J. Gortney, chair | J. Patterson |
| M. Casey | T. Zafar |
| R. Cushenberry | L. LaVigne |
| H. Marshall | |

Absent:

P. Bullard
L. Lobue

The committee met to discuss the following:

1. Income/Expense report: January YTD 2019 – Committee reviewed the report and noted:
 - a. Care Giver Inc. did not pay \$7375 for 5 of the 6 homes they lease until **01/30/2019**. The check was deposited on 2/1/2019 and so, the income was not posted on the January Income/Expense report. Committee agreed to realize that the “Net by Property” actually totaled \$5557 instead of a negative \$1818.31 and accepted the report.
 - b. Laura assessed late fees totaling \$1745 on the five properties. When Laura spoke to the CFO on 01/30/2019, she was informed the January lease payments were sent via “over-night mail”. Additionally, the check for “late fees” was mailed Friday, 02/01/2019.
 - c. February lease payments for all six properties were outstanding at the time of the meeting. Rick noted there were different late fees and “grace periods” attached to the different leases – all due to changes in laws governing leases. Committee recommended that Laura standardize the late fees and grace periods and inform Care Giver, Inc. that “all leases would need to be received by the 5th day of each month or an initial late fee of \$25 and \$10 per day thereafter, would be assessed until the lease payment was received”. This standardization will benefit both parties.
 - d. Laura will visit the Care Giver Inc. day habilitation center in Sugar Land Business Park to assess the activities.
 - e. Laura had asked Mike Rychlik to visit each property to make sure it was inhabited. All but one, Parkview Place, was obviously being used. Several months ago, Care Giver asked if they could install an interior sprinkler system in Parkview Place. They said they would move the residents out for the installation. They also asked for a 5-year lease to help secure the property after such a large investment. Laura will follow-up and find out when they expect to move back in.

Follow-up Note:

- f. *A check for the January late fees arrived via USPS on 02/06/2019.*
 - g. *February lease payments for all six properties had arrived via ACH deposit on 02/05/2019.*
 - h. *Care Giver Inc. is current on all leases and late fees.*
2. Forgotten Angels – Financial Information: Laura shared the BS, P&L and P&L by Facility she received from Forgotten Angels with the committee. The P&L by Facility was current as of 01/30/2019 and Hal commented that the financials demonstrated a solid financial position.
3. 3005 Gilmar: Rick and Commissioner are working on a sale to Mike Rychlik. They hope to close end of February.
4. Replacement of Office Space: Laura asked the committee to begin thinking about finding new office space for The Arc. Commissioner asked that staff begin with a list of requirements for the new space – configuration, square feet needed, land required, etc. This will be step #1. All agreed.

Next meeting: March 6, 2019

Real Estate Sub-Committee
Meeting Minutes
March 6, 2019

Present:

J. Gortney, chair
P. Bullard
R. Cushenberry
H. Marshall

L. Lobue
J. Patterson
T. Zafar
L. LaVigne

Absent:

M. Casey

The committee met to discuss the following:

1. Income/Expense report: February YTD 2019 – Committee reviewed & accepted the report.
2. Lease Renewal: Whispering Creek lease expires May 31, 2019. Committee will discuss renewal terms at future meeting - affording Rick time to gather comparative information for consideration.
3. 3005 Gilmar: Sold to Mike Rychlik
4. Replacement of Office Space: Laura submitted a list of projected needs/wants that staff discussed. Committee will look for an architect to donate time to draw-up plans for the office space. Laura will contact UH Sugar Land to inquire if there are students who would draw-up plans.

Next meeting: April 3, 2019



The voice of the voiceless

Fact: Brazos Bend Guardianship Services is a small non-profit that grew out of the Guardianship Assistance and Alternatives Program of The Arc of Fort Bend County. The program branched out from The Arc in September 2008.

Fact: Brazos Bend Guardianship Services has facilitated 87 Guardianship Information Sessions in the community since Dec. 2005 with a total of 1277 people attending the sessions.

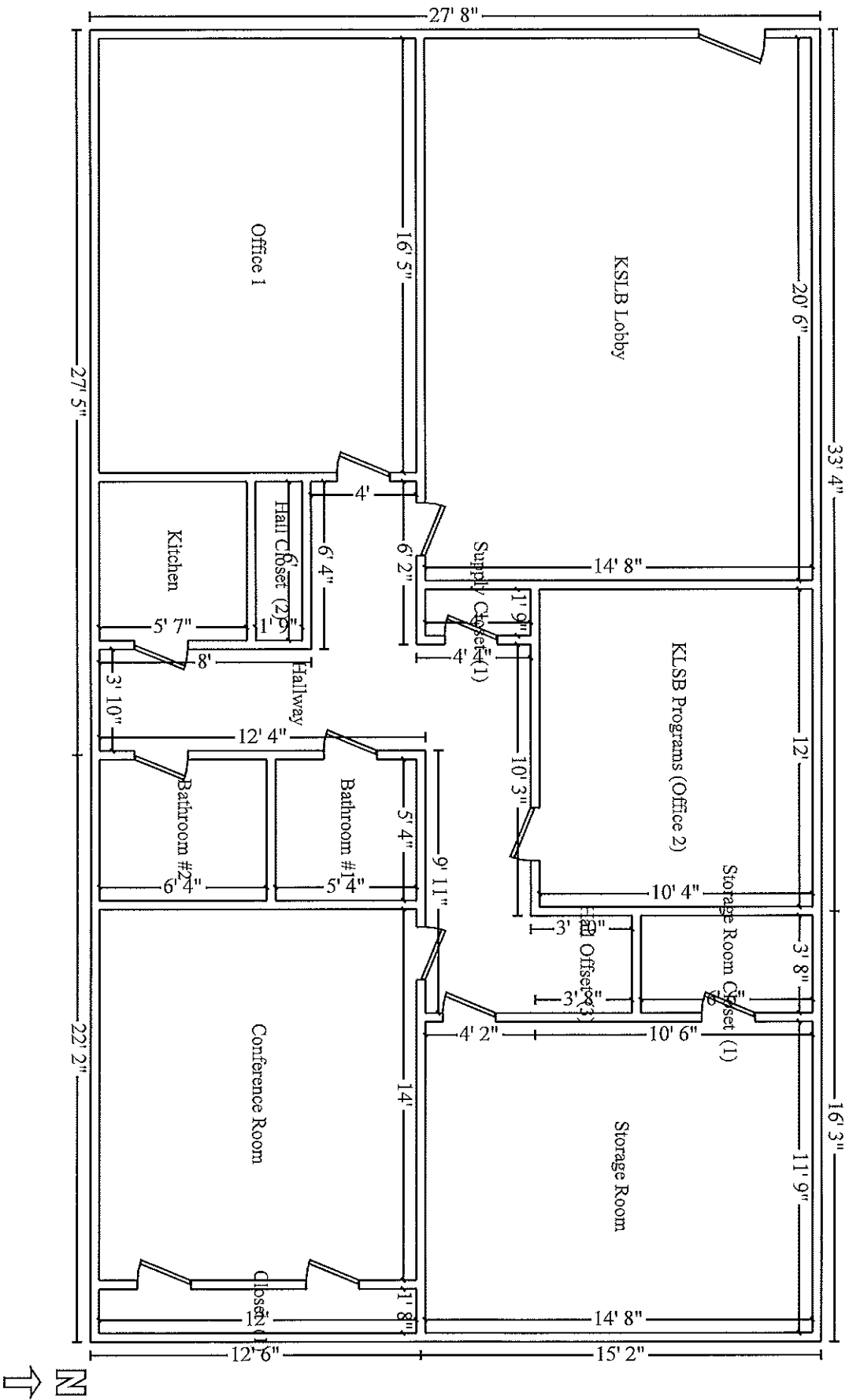
Fact: BBGS has helped 86 families obtain guardianship through our Guardianship Financial Assistance Program.

Fact: Brazos Bend Guardianship Services currently serves as the legal guardian for 57 incapacitated adults in Fort Bend County and Wharton County. 50 of the 57 have an IDD.

Fact: Brazos Bend Guardianship Services' sources of funding have included: The Arc of Fort Bend County, Fort Bend County, Fort Bend County Community Development Block Grant, The George Foundation, Houston Endowment, Herzstein Foundation, Henderson-Wessendorff Foundation, Fort Bend Junior Service League-Teen League, Oyster Creek Rotary Club, Sugar Land Rotary Club, Sugar Land Exchange Club, Texas Dept. of Health and Human Services Commission, Guardianship Fees and donations.



Bob is 41 yrs. old and has multiple diagnoses including Autism, Intellectually disabled, non-verbal and blindness. Bob's mom was his first guardian when he resided at Austin State Supported Living Center. In the fall of 2014 Bob was moved to Richmond State Supported Living Center and then, sadly, his Mom passed away in December 2015. Richmond State contacted BBGS and asked if we could become Bob's successor guardian because there was no one else to take on that role. We were appointed his successor guardian in September 2016. Since that time, we've helped Bob move in to the community as a part of the Home and Community Based Services(HCS) Program. He's adjusted very well to his new group home and day habilitation program. As Bob's guardian, we are his voice. We advocate for his needs and see him on a regular basis to ensure he's being properly cared for in his environments.



**CEO Report
January & February 2019**

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.

Karri's Highlights:

Information & Referral:

- Planning Committee for 3/2/19 Summer Camps & Disability Resource Fair with FBISD
- 1/26/19 – AFB Table at Family to Family Resource Fair – HCC Southwest

Parent Contacts & Visits:

- General Info & Referral: Jan: 37 Feb: 24
- SpEd Info & Resources: Jan: 11 Feb: 14
- Guardianship: Jan: 2 Feb: 2
- Adult Transition (Employ/Provider/Day Hab/SO&SR): Jan: 4 Feb: 5
- SpEd Phone Consults: Jan: 15 Feb: 11
- ARD meetings attended: : Jan: 1 Feb: 1
- IEP Reviews: Jan: 4 Feb: 2
- Transition HS to Adult Consult: : Jan: 1 Feb: 0
- Guidance on Mediation & Due Process: Jan: 2 Feb: 1
- Behavior & MDR Consult: Jan: 1 Feb: 1

Totals: Jan.: 74 Feb.: 61

Parent Training & Speaking Engagements:

- 01/26/19 – Advocacy Essentials Presentation – Family to Family Conference – Special Ed – HCC Southwest Campus # Attend: 7
- Special Ed & Advocacy training - online video series & AFB article library

Parent Support Group: In-person & “Online Access” to all PSG monthly presentations.
2/7/19: Wrightslaw Conference at U of H (9 am – 4:30 pm) Scholarship for 2 parents to attend.

Professional Development:

2/7/19 – Wrightslaw Conference on Special Education Law, Evaluation Tests & Measurements.

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

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.

Community Meetings:

Karri: Fort Bend Connect, Community Resource Coordination Group (CRCG), Fort Bend Chamber “Leadership Forum”
Laura: Sugar Land Rotary, Leaders’ Circle, Health Education Advisory Board (HEAB) of OBMC, Fort Bend Transportation Advisory Committee

I worked with Lee Vela to again display FASD Prevention Awareness Billboards in Ft. Bend County. He received the artwork and posted 6 digital billboards throughout the county.

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:

| | |
|-----------------|------------------|
| January 5 – 33 | February 2 – 26 |
| January 12 – 42 | February 9 – 34 |
| January 19 – 17 | February 16 – 39 |
| January 26 – 26 | February 23 – 36 |

Social Recreation:

January 19 – Star Cinema Grill– 100 Social Recreation members, family and staff attended.
January 26 – Monster Jam– 102 Social Recreation members, family and staff attended.
February 10 – Valentine’s Dance – 97 Social Recreation members, staff and guests attended.
February 22 – Houston SaberCats Rugby – 100 Social Recreation members, staff and guests attended

Special Olympics:

- Tennis is now an official Special Olympics sport. Jimmy Jimenez, Beth Jimenez, and Bill Caldwell attended the coaches training to become the tennis coaches
- 3 Volleyball teams attended the Winter Games state tournament in Round Rock, Texas and all won 1st place
- Tennis season began on February 6
- Soccer season began on February 12
- Basketball completed classifications on February 26
- Started the planning process for the Summer Games Tournament in San Antonio May 2 – 5

Teen/Tween Social:

- 1/04/19 – # Teens Attend: 12 (# Volunteers: 7 [5 Teens; 2 Adults])
- 2/01/19 – # Teens Attend: 15 (# Volunteers: 14 [10 Teens & 4 Adults])

TwentySomethings:

February 15: Valentines party at Christ Church, Sugar Land. 20 participants along with their families. We had 12 volunteers to facilitate the games and dance with the participants. MOD pizza donated 15 pizzas for the event!

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

Feb. 18, Jenny and I met with Randy Walker, CPA, to begin the Financial Review for The Arc and the Foundation

- Rachel submitted an application for the 2019 Skeeters Foundation Grant
- And she completed a second order of 47 T-Shirts for members of The Arc

Community Development Block Grant:

Nancy completed the December monthly and annual reports for the grant. I am currently receiving and organizing 2019 registration forms and documents for the clients' files.

Reimbursement for January:

Personnel - \$ 2,083.26

Fees and Services - \$ 1,401.00

Contract Drivers - \$ 618.56

Reimbursement for February:

Personnel – \$ 2,213.47

Fees and Services - \$660.87

Contract Drivers - \$ 626.17



Executive Team Meeting Minutes
4:45 pm March 13, 2019

Attendees: C. Huber, S. Lee, L. LaVigne

1. **Internal Committee Report:**

- a. Budget & Finance Committee
February 2019 YTD Financials -reviewed and discussed, Budget and Finance Committee will meet to discuss February financials before Board of Directors' March meeting.
- b. Real Estate Committee Meeting:
 - i. 02/06 & 03/06, 2019 meetings – Caregiver was late on January rent and late fees were charged. They are now up to date on their rent payments. 3005 Gilmore property was sold in Feb 2019.
 - ii. 123 Brooks – Real Estate committee is considering options of buying an existing building or constructing a new building for The Arc offices.

2. **Governance Committee:** S. Lee

- a. Bylaws need to be revised to allow for meetings held by electronic communication means – teleconference, video conference, etc. Bylaws, as currently written, mandate in person meetings.
- b. Discussion: 15-member Board – or go with 12 – Bylaws do not require that the board have a minimum number of directors. For the upcoming year, there may be up to 3 vacancies on the Board of Directors.
- c. Edit to Internal Controls – Randy Walker, CPA, recommended a minor change to the internal controls policy, "Receipt of Cash, Checks, Charge Payments and Deposit Procedures". Laura has edited the policy to incorporate the recommended change. See attached document.
Action Item: committee recommends revisions to the Internal Controls document, "Receipt of Cash, Checks, Charge Payments and Deposit Procedures".

3. **CEO Report:** L. LaVigne

Casey Connection – information from the real estate properties, such as rent and repairs, will be the first data input into the Casey Connection, followed by membership and bowling data.

Program Highlights – looking into expanding Teen/Tween Social – Parent Night Out program to a second site – possibly at River Pointe Church; waiting to hear about grant from Smart Financial.

FASD – Billboard information is being displayed on six digital billboards throughout Fort Bend County.

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2019

| | <u>Feb 19</u> | <u>Jan - Feb 19</u> | <u>YTD Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> | <u>Annual Budget</u> |
|--------------------------------|------------------|---------------------|-------------------|-----------------------|--------------------|----------------------|
| Ordinary Income/Expense | | | | | | |
| Income | | | | | | |
| Facilities Other Income | 1,745.00 | 1,745.00 | | | | |
| Ride fee | 395.00 | 984.71 | 500.00 | 484.71 | 196.94% | 3,000.00 |
| Youth Respite | 50.00 | 160.00 | 90.00 | 70.00 | 177.78% | 450.00 |
| Riveredge Mortgage Payment | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 1,036.00 |
| Bowling - Lane Fee Income | 1,636.00 | 2,141.00 | 1,620.00 | 521.00 | 132.16% | 7,296.00 |
| Donations & Contributions | 1,262.33 | 2,161.46 | 3,300.00 | -1,138.54 | 65.5% | 20,000.00 |
| Donations - Designated | 105.00 | 3,255.00 | 160.00 | 3,095.00 | 2,034.38% | 1,570.00 |
| Fundraising Event | 750.00 | 8,912.57 | 0.00 | 8,912.57 | 100.0% | 315,000.00 |
| Grant - CDBG Fort Bend | 0.00 | 0.00 | 5,650.00 | -5,650.00 | 0.0% | 34,000.00 |
| Grant - FBJSL | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 10,000.00 |
| Grants - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 80,000.00 |
| Membership Revenue | 1,400.00 | 1,810.00 | 1,600.00 | 210.00 | 113.13% | 10,000.00 |
| Rental Income | 44,625.00 | 81,780.00 | 72,100.00 | 9,680.00 | 113.43% | 432,600.00 |
| Social Rec Fees | 1,560.00 | 3,720.00 | 2,300.00 | 1,420.00 | 161.74% | 14,000.00 |
| Total Income | <u>53,528.33</u> | <u>106,669.74</u> | <u>87,320.00</u> | <u>19,349.74</u> | <u>122.16%</u> | <u>928,952.00</u> |
| Gross Profit | 53,528.33 | 106,669.74 | 87,320.00 | 19,349.74 | 122.16% | 928,952.00 |
| Expense | | | | | | |
| Auto / Vans - Repairs & Maint. | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 1,200.00 |
| Advocacy in Action | | | | | | |
| Information / Referral | 0.00 | 90.50 | 90.00 | 0.50 | 100.56% | 600.00 |
| Educational Advocacy | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 160.00 |
| Advocacy in Action - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 4,700.00 |
| Total Advocacy in Action | 0.00 | 90.50 | 90.00 | 0.50 | 100.56% | 5,460.00 |
| Accounting, Audit, Payroll | 102.91 | 417.75 | 505.00 | -87.25 | 82.72% | 15,470.00 |
| Advertising & Marketing | 53.30 | 106.60 | 140.00 | -33.40 | 76.14% | 840.00 |
| Affiliation/Asso/Mbrship/Certs | 0.00 | 625.00 | 1,000.00 | -375.00 | 62.5% | 4,278.00 |
| Bank & CC Charges | 0.00 | 141.07 | 100.00 | 41.07 | 141.07% | 4,300.00 |
| Board Expenses | 260.00 | 449.25 | 450.00 | -0.75 | 99.83% | 1,400.00 |
| Community Outreach | 1,550.00 | 1,550.00 | 1,550.00 | 0.00 | 100.0% | 3,500.00 |
| Conferences | 310.00 | 310.00 | 310.00 | 0.00 | 100.0% | 1,345.00 |

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2019

| | Feb 19 | Jan - Feb 19 | YTD Budget | \$ Over Budget | % of Budget | Annual Budget |
|--------------------------------|------------------|---------------------|-------------------|-----------------------|--------------------|----------------------|
| Continuing Education/Staff Dev | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 500.00 |
| Employee Expenses | | | | | | |
| Employee Salaries | 30,365.12 | 57,973.13 | 57,885.50 | 87.63 | 100.15% | 347,313.00 |
| Employee-FICA | 1,767.97 | 3,594.36 | 4,351.68 | -757.32 | 82.6% | 26,110.00 |
| Employee-Health/Dental | 4,644.29 | 9,288.58 | 9,609.34 | -320.76 | 96.66% | 57,656.04 |
| Employee-Medicare | 413.48 | 840.61 | | | | |
| Employee-Retirement Plan | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 6,826.00 |
| Employee-SUTA | 74.19 | 180.22 | 1,548.00 | -1,367.78 | 11.64% | 4,644.00 |
| Mileage Reimbursement | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 1,950.00 |
| Total Employee Expenses | 37,265.05 | 71,876.90 | 73,394.52 | -1,517.62 | 97.93% | 444,499.04 |
| Event Expenses | 1,000.00 | 2,297.54 | 0.00 | 2,297.54 | 100.0% | 38,800.00 |
| Facilities HOA Fees | 0.00 | 12,783.32 | 12,410.00 | 373.32 | 103.01% | 12,410.00 |
| Facilities Prop Mgmt Fees | 1,300.00 | 2,600.00 | 2,600.00 | 0.00 | 100.0% | 15,600.00 |
| Facilities R&M / Improvements | 2,868.26 | 13,031.26 | 5,080.00 | 7,951.26 | 256.52% | 30,480.00 |
| Facilities Utilities | 90.75 | 90.75 | | | | |
| Insurance | | | | | | |
| Crime | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 123.00 |
| Workers Comp | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 1,132.00 |
| Property | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 35,870.00 |
| Cyber Liability | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 1,200.00 |
| Auto | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 5,256.00 |
| Professional Liability | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 6,405.00 |
| D&O / Fiduciary | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 3,408.00 |
| Umbrella | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 1,794.00 |
| Total Insurance | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 55,188.00 |
| Interest Expense | 5,386.37 | 10,791.96 | 10,791.96 | 0.00 | 100.0% | 63,538.16 |
| Meals & Supplies / Meetings | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 500.00 |
| Office | | | | | | |
| Website | 880.00 | 880.00 | 0.00 | 880.00 | 100.0% | 700.00 |
| Cell Phone | 159.38 | 318.73 | 493.00 | -174.27 | 64.65% | 2,958.00 |
| Computer / Software | 99.99 | 149.99 | 200.00 | -50.01 | 75.0% | 1,200.00 |
| Copier Lease | 514.21 | 1,044.64 | 725.00 | 319.64 | 144.09% | 4,350.00 |

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2019

| | Feb 19 | Jan - Feb 19 | YTD Budget | \$ Over Budget | % of Budget | Annual Budget |
|--|------------------|---------------------|-------------------|-----------------------|--------------------|----------------------|
| Repairs & Maintenance | 583.64 | 923.64 | 1,680.00 | -756.36 | 54.98% | 10,130.00 |
| Supplies | 343.15 | 486.59 | 700.00 | -213.41 | 69.51% | 4,300.00 |
| Storage Rental | 505.00 | 505.00 | 1,010.00 | -505.00 | 50.0% | 2,020.00 |
| Telephone / Internet | 157.73 | 686.40 | 714.00 | -27.60 | 96.13% | 4,291.00 |
| Utilities | 0.00 | 36.14 | 680.00 | -643.86 | 5.32% | 4,080.00 |
| Office - Other | 232.80 | 232.80 | 240.00 | -7.20 | 97.0% | 240.00 |
| Total Office | <u>3,475.90</u> | <u>5,263.93</u> | <u>6,442.00</u> | <u>-1,178.07</u> | <u>81.71%</u> | <u>34,269.00</u> |
| PROGRAMS | | | | | | |
| PR Youth Respite | 667.94 | 779.20 | 1,771.80 | -992.60 | 43.98% | 8,859.00 |
| PR Activity/Mtg-Food & Supplies | -583.80 | 1,416.20 | 2,330.00 | -913.80 | 60.78% | 12,450.00 |
| PR Athletic Banquet | 3,400.00 | 3,400.00 | 3,400.00 | 0.00 | 100.0% | 5,800.00 |
| PR Bowling Lane Fees | 2,887.50 | 3,738.00 | 2,800.00 | 938.00 | 133.5% | 12,768.00 |
| PR DJ | 300.00 | 300.00 | 300.00 | 0.00 | 100.0% | 3,000.00 |
| PR Equipment, Shirts, Uniforms | 114.75 | 114.75 | 120.00 | -5.25 | 95.63% | 3,550.00 |
| PR Fuel | 261.30 | 301.11 | 450.00 | -148.89 | 66.91% | 3,200.00 |
| PR Game / Registration Fees | 0.00 | 780.00 | 800.00 | -20.00 | 97.5% | 3,000.00 |
| PR Hotel | 119.60 | 119.60 | 120.00 | -0.40 | 99.67% | 20,000.00 |
| PR Other Expenses / Gifts | 0.00 | 430.00 | 400.00 | 30.00 | 107.5% | 750.00 |
| PR Parking & Tolls | 0.00 | 84.00 | 200.00 | -116.00 | 42.0% | 1,450.00 |
| PR Practice Facil. / Lifeguards | 1,056.00 | 1,056.00 | 0.00 | 1,056.00 | 100.0% | 2,600.00 |
| PR Scholarships | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 3,000.00 |
| PR Tickets / Venue Fees | 4,560.00 | 10,500.00 | 8,150.00 | 2,350.00 | 128.83% | 32,000.00 |
| PR Training & Background checks | 0.00 | 10.00 | 10.00 | 0.00 | 100.0% | 200.00 |
| PR Transportation | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 7,000.00 |
| PR - Twenty Somethings | 0.00 | 590.00 | 0.00 | 590.00 | 100.0% | 2,400.00 |
| Total PROGRAMS | <u>12,783.29</u> | <u>23,618.86</u> | <u>20,851.80</u> | <u>2,767.06</u> | <u>113.27%</u> | <u>122,027.00</u> |
| PR Contract Drivers | 986.00 | 2,200.56 | 3,300.00 | -1,099.44 | 66.68% | 20,000.00 |
| Postage and Delivery | 155.29 | 155.29 | 530.00 | -374.71 | 29.3% | 3,200.00 |
| Printing and Reproduction | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 1,200.00 |
| Professional Fees - Legal | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 50.00 |
| Professional Fees - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 500.00 |
| Total Expense | <u>67,587.12</u> | <u>148,400.54</u> | <u>139,545.28</u> | <u>8,855.26</u> | <u>106.35%</u> | <u>880,554.20</u> |

The Arc of Ft. Bend County
Profit & Loss Budget Performance
February 2019

| | <u>Feb 19</u> | <u>Jan - Feb 19</u> | <u>YTD Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> | <u>Annual Budget</u> |
|----------------------|-------------------|---------------------|-------------------|-----------------------|--------------------|----------------------|
| Net Ordinary Income | -14,058.79 | -41,730.80 | -52,225.28 | 10,494.48 | 79.91% | 48,397.80 |
| Other Income/Expense | | | | | | |
| Other Income | | | | | | |
| Investment Income | 9.53 | 23.83 | | | | |
| Total Other Income | 9.53 | 23.83 | | | | |
| Other Expense | | | | | | |
| Other Expenses | -540.00 | -539.00 | | | | |
| Total Other Expense | -540.00 | -539.00 | | | | |
| Net Other Income | 549.53 | 562.83 | | | | |
| Net Income | <u>-13,509.26</u> | <u>-41,167.97</u> | <u>-52,225.28</u> | <u>11,057.31</u> | <u>78.83%</u> | <u>48,397.80</u> |

The Arc of Ft. Bend County Balance Sheet

As of February 28, 2019

Feb 28, 19

ASSETS

Current Assets

Checking/Savings

Cash

| | |
|---------------------------|------------|
| Credit Card Account | 1,094.00 |
| Fundraising (WD) | 4,318.97 |
| Money Market | 101,751.32 |
| Operating Account | 132,735.61 |
| Facilities Reserve contra | -62,000.00 |

Total Cash 177,899.90

Total Checking/Savings 177,899.90

Other Current Assets

Prepaid Insurance

| | |
|------------------------|-----------|
| Crime | 112.75 |
| Cyber Liability | 1,100.00 |
| Auto | 4,818.08 |
| D&O | 3,124.00 |
| Umbrella | 1,644.50 |
| Professional Liability | 6,234.25 |
| Property | 32,880.91 |
| Worker's Comp | 478.70 |

Total Prepaid Insurance 50,393.19

Total Other Current Assets 50,393.19

Total Current Assets 228,293.09

Fixed Assets

| | |
|---------------------------------|---------------|
| Building-Commercial Property | 1,195,871.59 |
| Improvements-Commercial Propert | 912,294.20 |
| Building - Homes | 2,174,775.64 |
| Improvements-Homes | 336,088.10 |
| Land | 810,768.00 |
| Leasehold Improvemnt.123 Brooks | 9,062.00 |
| Office Equipment | 5,324.02 |
| Furniture and Fixtures | 6,720.00 |
| Computer Equipment | 15,757.00 |
| Automotive | 76,832.44 |
| Accumulated Depreciation | -1,886,889.66 |

Total Fixed Assets 3,656,603.33

Other Assets

| | |
|--------------------------------|-----------|
| Facilities Reserve for Repairs | 62,000.00 |
| Escrow - Rychlik Job Services | 2,500.00 |
| Earnest Money | 1,000.00 |

Total Other Assets 65,500.00

TOTAL ASSETS 3,950,396.42

LIABILITIES & EQUITY

Liabilities

The Arc of Ft. Bend County
Balance Sheet

As of February 28, 2019

Feb 28, 19

| | |
|---------------------------------------|---------------------|
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable-ARC | -33.40 |
| Total Accounts Payable | -33.40 |
| Total Current Liabilities | -33.40 |
| Long Term Liabilities | |
| Deposits Payable | 20,375.00 |
| N/P-ARC Fdn (6419 Brazos Glen) | 94,876.27 |
| N/P-ARC Fdn (Chapman Falls) | 63,983.90 |
| N/P-ARC Fdn (5141 Cotter Ln) | 91,150.89 |
| N/P-ARC Fdn (2715 Cypress Impr) | 270,341.37 |
| N/P-ARC Fdn (Manorfield) | 131,882.98 |
| N/P-ARC Fdn (Rustic Trail) | 139,490.42 |
| N/P-ARC Fdn (5618 Wagon Wheel) | 115,028.16 |
| N/P-ARC Fdn (Whispering Creek) | 244,947.68 |
| N/P-ARC Fdn(2607 WillowSprings) | 129,304.54 |
| Total Long Term Liabilities | 1,301,381.21 |
| Total Liabilities | 1,301,347.81 |
| Equity | |
| Unrestricted Net Assets | 2,690,216.58 |
| Net Income | -41,167.97 |
| Total Equity | 2,649,048.61 |
| TOTAL LIABILITIES & EQUITY | 3,950,396.42 |

Proposed Bylaws Amendments About Board Meeting Attendance and Voting

Excerpt from Bylaws:

ARTICLE V

BOARD OF DIRECTORS

.....

SECTION 4:

Regular meetings of the Board of Directors shall be held as needed as determined by the Chairman, on a minimum of ten (10) days' notice to the officers and directors on the Board of Directors, and such notice may be given in any manner permitted by law, including electronically. All regular meetings of the Board of Directors ~~must be held in person, and may not be conducted by other means.~~ may be conducted by any means authorized by law consistent with these Bylaws including, without limitation, by means of: (1) conference telephone or similar communications equipment by which all persons participating in the meeting can communicate with each other; or (2) another suitable electronic communications system, including videoconferencing technology or the Internet, only if: (a) each member entitled to participate in the meeting consents to the meeting being held by means of that system; and (b) the system provides access to the meeting in a manner or using a method by which each member participating in the meeting can communicate concurrently with each other participant. Special meetings of the Board may be called with 24 hours' notice by the Chairman or by the Secretary upon the written request of three (3) Board members. Only that business stated in the call for the special meeting may be discussed or acted upon. Specially called meetings of the Board of Directors may be held by electronic means provided that any action taken at a meeting held by electronic means receives the favorable vote of not less than 80% of the members of the Board; provided, however, that when a vote is taken by electronic means, the Board of Directors shall, at the immediately following regular meeting of the Board of Directors, record and affirm in the minutes of that meeting the proposal and action taken by an electronic vote of the Board held under this section.

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SECTION 5:

A quorum for a regular Board meeting shall consist of at least fifty-one percent (51%) of all Board members ~~present in person.~~ in attendance as allowed by these Bylaws. All actions taken by the Board must be passed by a majority of the Board members ~~present.~~ in attendance as allowed by these Bylaws.

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Receipt of Cash, Checks & Charge Payments/ Deposit Procedure

Date: March 25, 2019

Policy:

Checks and cash should be deposited within 10 business days of its receipt at The Arc's office. When cash and checks are held at The Arc office prior to depositing, they shall be stored in a fire retardant safe. The combination for the office safe will be held by the CEO.

Procedure:

1. The Administrative Assistant and the Program Director in charge of Social Recreation program will immediately stamp checks received with a restricted endorsement and will document each check on an excel spreadsheet. **Once a week, on a random basis, and assigned by the CEO, another employee will witness the Administrative Assistant and the Program Director open and stamp the checks.**
2. The checks are then placed in the safe for the Accounts Manager to process for deposit. The Excel spreadsheets are copied – copies are given to the Accounts Manager, originals are given to the CEO.
3. The Arc's account manager will enter all checks and cash received into financial accounting software.
4. The Arc's Account Manager will prepare deposit slips of all received cash and checks for the appropriate accounts. Copies of deposit slips and backup are kept by the accounts manager. The deposit slips and attached funds will be placed in a bank bag.
5. Before a deposit is taken to the bank, the CEO will compare the excel spreadsheets completed by the Director of Adult Programs and the Administrative Assistant with the deposit slips to assure all checks and cash received are accounted for in the deposit. The CEO will initial the deposit slips and Excel spreadsheets and then file with the yearly financial records.
6. The CEO or designee will make the deposit.
7. Voided checks will be filed with yearly financial records.
8. The CEO will open bank statements, review and initial them and then give them to the Accounts Manager for reconciliation.
9. An independent contract accountant will review the "detail of the books" regularly to become familiar with the usual and customary business of The Arc.
10. When received in the mail, the charge account statement is distributed to the program directors so that the charges can be verified and explained. Receipts for all charges are attached to the statement. The CEO reviews and initials the charges.
11. **Each month, a copy of the Prosperity Bank statement for the Operating account and a copy of the approved charge account statement are submitted to the Board Chairman or his/her designated board member for review. Questions about expenditures are posed to the CEO.**



**BOARD OF DIRECTORS
TERMS OF OFFICE
July 01, 2019**

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 III Term: July 1, 2019- June 30, 2022

| | | |
|--------------|-------------|-----------------------------|
| Vacancy | Position 11 | (Monica Wright) |
| Dale Buckles | Position 12 | (replacing Charles Swihart) |
| Vacancy | Position 13 | (Jenny Gortney) |
| Vacancy | Position 14 | (Diana Rushing) |
| Pat Bullard | Position 15 | |

Nominating Committee

| | |
|---------------------|------------------------------|
| Ann Johnston, Chair | July 1, 2017 - June 30, 2020 |
| Vacancy | July 1, 2019 - June 30, 2021 |
| Vacancy | July 1, 2018 - June 30, 2020 |



Annual Awards Dinner
April 29, 2019
Safari Texas Forum Ballroom
6:00 pm

Kathy Moody Memorial Scholarship Award
Carla Torres

Larry Sharp Service Awards
Leslie Cline, R.G. Miller Engineers
Board of Directors, First Colony Dream League
Missouri City Parks and Recreation
Jennifer Murillo, CITGO Petroleum Volunteers

Community Awareness Awards
Dr. Chapell Temple & Renee Teel, Christ Church, Sugar Land
Bill Grantham, First Colony Community Association

Advocacy Awards
Justin Mohen
Brian Schnick

Outstanding Educator Award
Ashley Cuello, The Monarch School & Institute

Outstanding Employer Award
Skeeters

Outstanding Employee Awards
Michael Kidd
Michael Medina

James Patterson Volunteer of the Year
Bill Jameson, WJ Interests, LLC Wealth Advisors

Chairman's Award
Larry Lobue