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## **The Arc of Katy Board of Directors Meeting Date: January 16, 2024 Zoom**

### **Meeting Minutes**

The meeting was called to order at 6:04 pm by Cherie Duddridge, President.

Fred Shafer led the Board in prayer.

Board members: See attached Attendance dated 1/16/24.

Members who have provided proxies: None

Quorum confirmed.

#### **ACTION ITEMS**

A motion was made by Fred Shafer to approve the November 28, 2023, The Arc of Katy Board Minutes. The motion was seconded by Bonnie Holland. The minutes were approved. The motion passed. Fred Shafer wanted to note from the November Minutes, that the money given by Kingsland Baptist Missions (\$5000) was a Donation, and not a Grant.

#### **President's Reports**

- Cherie reported that we have a new Insurance Policy to replace the one that was cancelled. There was an email vote by the board to accept the new policy. Mike reported that the new policy is \$1000 less expensive, and covers more and has a lower deductible for replacing the roof. It was noted that the storage shed is now covered, and we are up to code with fire safety. The buses are covered at different rates, according to the age of each bus.
- Cherie has scheduled weekly Zoom planning meetings for ( ¡Viva! The Arc of Katy 2024 Fiesta) committees and assigned tasks to Board Members. Meetings are held on Mondays.
- Cherie and Fred went to The Katy Chamber Luncheon on December 14, 2023. Cherie spoke with Brooke Garcia regarding Board Training /Grant submission planning.
- The December Board Meeting scheduled for December 19, 2023 was cancelled due to lack of a quorum, however an email vote was held to put the new insurance in place.

#### **COMMITTEE REPORTS**

##### **Finance Committee**

- Cash Flow for December is a gain of \$17,380. Operating Income of \$641 combined with fundraising of \$13,598 resulting in a net income of \$14,239. Fundraising includes a \$6,708 for the Holiday show and a \$5,000 donation from Kingsland.
- Monthly Income was \$20,860 higher than the budget due to Tuition timing and fundraising.
- Year to date cash flow is positive \$9,003. The positive variance of \$17,653 is primarily due to higher tuition, lower salaries, admin expenses . The Holiday show contributed \$8,600.

- Restricted funds currently have a \$59,755 balance with \$2,500 dedicated to Oven and Fire system, \$5000 for security and \$50,000 for a van.
- Cash balance is \$158,130 up \$10,044 from last month.
- Insurance Policy has been acquired at a cost of \$31,321.
- Extension filed for 990, audit still in process

### **Building Committee**

- An external alarm horn has been installed and will sound if the main building or shed are opened
- Replaced dead bushes
- A Scout troop built some planters in the Pavilion area
- The Stove and Hood were installed in December.
- Needs: Building Security; • Install additional cameras; Installation of tall entry gate - \$5,400; Order Ford 15 passenger transit van \$55,000 - \$58,000 (\$50,000 grant towards this); Need signage about Private Property, (People stopping to use facilities)

### **Program Committee**

- The day program started back on January 2, 2024. A decision was made that families wanting to make changes in their schedules need to provide 30 days notice. They are financially responsible for the 30 days prior to the change. This information will be added to the handbook.
- HOLIDAY FA LA LA LA FASHION SHOW AND SING-A-LONG on December 9, 2023, was a big success and thank you to everyone who helped support the event. We collected \$10,046.00 from sponsorships, silent auction, tickets sales and donations and are awaiting a \$1,000 matching donation. With that donation, the total collected will be \$11,046.00. Currently the expenses for the event total \$907.09 which will bring profits to \$10,138.91 once the matching grant is received.
- The Arc of Katy Social for December was a Christmas Dance, and the January Social was a New Year's Party, both held at the Mark Chapman YMCA.
- The Barn Dance has been rescheduled from March 23, 2024, to April 20, 2024. This will allow more time between events for planning. New events are being added. More details to follow.
- Planning underway for !Viva! Arc of Katy on February 16, 2023 at Palacio Maria, in Katy. Seeking Live and Silent Auction items.
- Participants will be painting 2 Adirondack Chairs for the Live Auction.

### **Marketing and Communication Committee - No Meeting held; No Report Submitted**

- Focus is on Communication for Viva Fiesta The Arc of Katy. Press releases about honorees; Working on Ready Set Auction; Signage; Bid Cards; Table Numbers; Scripts for Auctioneer & MC, Timeline for Evening Events, Fund-a-Need, Printed Program
- Email blast to Membership, Sponsors, Katy Area Chamber, and Social Media.
- Continued work on communication of needs: sponsorships, donation items, Wine and Spirits for wine pull.
- The Barn Dance, has been changed from March 23, 2024 to April 20, 2024. This will allow more planning time, and give the families a break.

### **Fund Development Committee - No Meeting held; No report submitted**

- Drafting Annual Report to Donors; not complete to date. Fred suggested that Mike and Ann help to get documents needed to finish the report, that is needed to request more donations/grants.
- Kingsland Mission Ministry \$5,000 – Is a Donation Secured for Front Security Gate
- Rooms to Go- Requested by Fred Shafer

### **Board Development Committee**

- The Board Development Handbook is under revision. Bonnie Holland has recommended possible additions, and needed updates. A complete draft of the handbook will be provided to the Executive Board for review prior to sharing with the board. It will be available in 2024.
- Please submit potential board member candidate names to: [BoardDev@TheArcofKaty.org](mailto:BoardDev@TheArcofKaty.org)

### **Fiesta 2024 - ¡Viva! The Arc of Katy**

**There is a Zoom meeting every Monday to make sure everything is on track**

- February 16th at Placio Maria in Katy
- Theme ¡Viva! Fiesta The Arc of Katy
- Tickets - \$150.00, participants will be charged \$75.
- Board members need to secure: Ticket sales or sell a table of tickets; Silent and Live auction items; Go to each sponsor on your list and invite to buy tickets and or donate wine; sponsor the fiesta or donate an item to the silent or live auction
- • Supply wine or liquor - 5-6 bottles (\$20+per bottle) per board member. Need minimum of 100 bottles (wine/spirits) for the wine pull. Look for sales, ask friends, post on social media, approach businesses.

The next Arc of Katy Board meeting will be February 20, 2024 @ 6:00 pm.

The meeting was adjourned at 6:57 pm by Cherie Duddridge, President.

Respectfully submitted,

**Ellen Candito**

January 17, 2023

Secretary

The Arc of Katy



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**January 16, 2024 via Zoom  
Board of Directors**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Proxy</b>
Cherie Duddridge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mike Lattal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellen Candito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fred Shafer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Alcocer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audrey Bivens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amy Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Kares	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bonnie Holland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary McGovern	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Attendees			
Ann Ferner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>