
Fort Bend Seniors Meals on Wheels & Much, Much More!

Regular Board Meeting

Wednesday, January 22, 2014

1330 Band Road | Rosenberg, TX 77471

Call to Order

Chairman David Vasquez called the meeting to order at approximately 11:50 a.m.

Members and Staff Present

Board Members: Chairman, David Vasquez; Secretary, Ray Aguilar; Assistant Secretary, Rick Forlano; Namita Asthana; Jim Coppedge (via phones); Eric Robins; Russell Sander; and Wanda Sdao

Staff: Manuela H. Arroyos, Angelica Martinez, Liz Toomey, and Russelle Waldorf

Action Items

After review of the December 2013 minutes, a motion was made by Assistant Secretary, Rick Forlano, to accept the minutes as presented, and the motion was seconded by Eric Robins. With no further discussion, the motion passed.

Treasurer's Report

All board members were provided with a copy of the December 2013 financials. The Treasurer's Report was provided by FBS Director of Finance, Liz Toomey. Ms. Toomey informed the board that the financials were expected to break even – although some bills are expected to come in later. Chairman Vasquez asked if the agency should add to the current reserve. After discussion, it was decided that the board will consult with the board Treasurer, Tom Shirley, when he returns. After discussion, Eric Robins made a motion to approve the financials as presented. With no further discussion, the motion was seconded by Russell Sander, and the motion passed.

Committees

Chairman Vasquez opened the discussion regarding the need to create good, "working" committees as discussed in the Strategic Planning Meeting for: Facilities, Services / Programs, Partnerships / Relationships. Chairman Vasquez noted that Jim Coppedge and Joe Gurecky were not currently assigned to any committees. After discussion, Chairman Vasquez added Mr. Coppedge to the facilities committee, and Joe Gurecky was assigned to the Partnerships Committee. The following FBS employees will be assigned to committees as well: CEO, Manuela Arroyos, Angelica Martinez, Liz Toomey, and Russelle Waldorf. Committees are assigned as follows, with the Board Chairman participating in all committees:

Facilities

Jim Coppedge
Rick Forlano
Paul Friesen
Russell Sander
Tom Shirley

Services / Programs

Randy Briones
Namita Asthana
Wanda Sdao

Partnerships / Relationships

Ray Aguilar
Ron Ewer
Joe Gurecky
Eric Robins

Facility Update

CEO Arroyos informed the board of recent meetings with the county regarding foundation repairs needed for our current facility. The repairs are slated to begin on March 1st. At this time, FBS admin will have to relocate to a different location (offsite). The seniors will be relocated to the fairgrounds. CEO Arroyos also informed the board that AutoArch will be working on a design to provide the board in the coming month.

They already supplied FBS with a plan for the scope of work they will be performing in the next several months. Board members were emailed a copy prior to the board meeting.

Capital Campaign & Committee

The Capital Campaign Committee met with capital campaign consultants (Christy Jennings and Dini Spheris) on behalf of FBS. Namita Asthana, Jim Coppedge, and Wanda Sdao each took turns presenting to the board their views on each consultant, noting that neither company has strong roots in Fort Bend County. After discussion, the committee made a recommendation to sign Dini Spheris as the Capital Campaign Consultants. Eric Robins then made a motion to accept Dini Spheris' contract for nine months, with a 30 day out-clause, and a benchmark assessment at 4 – 5 months. Ray Aguilar seconded the motion, and with no further discussion, the motion passed.

Walker Estate

Rick Forlano updated the board on the Walker Estate. He stated that there was a scheduling conflict with one of the attorneys, so the trial was postponed. He added that FBS is looking at \$40 – 45,000 in awards.

CEO Report

CEO Arroyos presented her report, verbally. She updated the board on the recent staff meeting, where staff worked to create a slogan: "Serving one meal at a time – 40 years, 3 million meals and counting." She then informed the board that the United Way Year End Review letter came in, and shared it with the board. Chairman Vasquez asked what last year's letter said and asked that it be emailed to him.

Closing

The board meeting adjourned at 1 p.m.

*Respectfully Submitted,
Angelica Martinez*

Ray Aguilar, FBS Board Secretary