

May 2014 Board Meeting

Fort Bend Seniors Meals on Wheels
1330 Band Road, Rosenberg, TX 77471

Wednesday, May 28, 2014

I. Call to Order

- a) Chairman David Vasquez called the meeting to order at approximately 11:30 a.m.

II. Members and Staff Present

a) Board Members

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| ▪ Chairman, David Vasquez | ▪ Jim Coppedge |
| ▪ Vice Chairman, Randy Briones | ▪ Ron Ewer |
| ▪ Secretary, Ray Aguilar | ▪ Joe Gurecky |
| ▪ Assistant Secretary, Rick Forlano | ▪ Eric Robins |
| ▪ Namita Asthana | ▪ Russell Sander |
| | ▪ Wanda Sdao |

b) Staff

- Manuela Arroyos
- Angelica Martinez
- Liz Toomey

III. Minutes

- a) After review of the April 2014 minutes, a correction was noted. A motion was made by Eric Robins, to accept the minutes, with correction, and the motion was seconded by Wanda Sdao.
- b) With no further discussion, the motion passed.

IV. 2013 Form 990

- a) All board members received a copy of the 2013 Form 990, via email, this month. Chairman Vasquez then signed the document for submittal to the IRS, via Blazek and Vetterling.
- b) Board members were given an opportunity to ask questions, if any.

V. Facility

- a) CEO Arroyos offered a report on the current updates on the facility, administrative building, and the Capital Campaign. All board members were provided with an updated design of the facilities.
- b) CEO Arroyos stated that there would be a meeting on Friday, May 30th, with Commissioner Morrison to discuss details within the contract / leasing agreement with the county.
- c) Next meeting will be to discuss finishes.
- d) CEO Arroyos met with the Houston Endowment and the Wessendorff Foundation. Ms. Arroyos provided details regarding the meetings with the board, as well as information regarding upcoming meetings with other foundations.

VI. Treasurer's Report

- a) All board members were provided with a copy of the April 2014 financials.
- b) The Treasurer's Report was presented by Director of Finance, Liz Toomey.
- c) Special Events Budget shows ahead of plan due to timing – April Financials presented, but Mad Hatter is in May. May Financials (next month) will show a more up-to-date status of sponsorships and revenue.
- d) Land
 - FBS will need to follow up on Tax Exempt Status with the FBCAD.
- e) Grants are \$100K ahead of budget.
 - Grants were funded earlier than budgeted, and were not solicited.
 - Contract Grant Writer is performing well and working with Angelica Martinez, Executive Assistant, to submit grants and reports.
- f) AR was discussed.
- g) With no further discussion, a motion was made by Rick Forlano to accept the April 2014 Financials as presented, and was seconded by Ray Aguilar. The motion passed with no further discussion

VII. CEO Reports

- a) CEO Arroyos presented the board with a 2013 Year-End Report and the May 2014 CEO Report. Both reports were presented in writing with highlights provided verbally.
- b) Third Party events were discussed.
 - Update on 9th annual Cinco de Mayo fundraiser presented by La Cocina Restaurant: \$41,000+ raised – approximately \$32,000 net to FBS.
 - Spring Fling Car Show – donation received from proceeds
- c) United Way site visit update provided

VIII. Climate Survey

- a) Insperity Climate Survey was tabled until next month's meeting

IX. Mad Hatter Update

- a) Board member, Wanda Sdao, presented the board with an update on the Mad Hatter event.

X. Closing

The FBS Annual Board Meeting is coming up—date to be determined. Next board meeting will be on Wednesday, June 25, 2014.

*Respectfully Submitted,
Angelica Martinez*

Ray Aguilar, FBS Board Secretary