

January 2015 Board Meeting

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

Wednesday, January 28, 2015

I. Call to Order

- a) Board Chairman, Ray Aguilar, called the meeting to order at approximately 11:45 a.m.

II. Members and Staff Present

- a) Board Members Present
 - Chairman, Ray Aguilar
 - Vice Chairman, Namita Asthana
 - Treasurer, Tom Shirley
 - Assistant Treasurer, Jim Coppedge
 - Assistant Secretary, Rick Forlano
 - Joanie Caskey
 - Dorine Craig
 - Jessica DeMarr
 - Joe Gurecky
 - Eric Robins
 - Russell Sander
- a) Board Members Not Present
 - Secretary, Wanda Sdao
- b) Staff
 - Manuela Arroyos
 - Angelica Martinez
 - Liz Toomey
- c) Other
 - Marilyn Knight (Development Consultant)

III. Minutes

- a) After review of the December 2014 minutes, a motion was made by Rick Forlano to accept the minutes, and the motion was seconded by Namita Asthana.
 - With no further discussion, the motion passed.

IV. Treasurer's Report

- a) All board members were provided with a copy of the December 2014 financials.
- b) The Treasurer's Report was presented by Treasurer, Tom Shirley.
- c) Current revenue and expenses were discussed.
 - Restricted income acknowledged in 2014 but for capital campaign / construction costs
 - Grants discussed
- d) Board Pledges were discussed
 - Payment plans were discussed
 - Invoices have been generated and will be sent out.
- e) AR was discussed and reviewed.
 - Fort Bend Medical will be written off as discussed last month.
 - Sugar Land Rotary paid their balance on Groovy Party 2014.
- f) Report from CEO
 - Year-end appeal was very successful this year - \$10,000 over budget and 3X more than what we received last year.

- Closed out the year with lots of accomplishments and achievements.
- g) All bills were reviewed and checks were signed during the finance committee meeting – just before this board meeting.
- h) With no further discussion, a motion was made by Eric Robins to accept the December 2014 Financials as presented, and was seconded by Jim Coppedge.
- i) Director of Finance, Liz Toomey, informed the board that there is still information pending from Fort Bend County regarding payables – which may affect December financials. She will notify the board with information as it comes in.
- j) The motion passed with no further discussion.

V. 2015 Budget

- a) All board members were provided 2015 draft budget information
- b) Director of Finance, Liz Toomey, presented the draft budget to the board.
 - All board members to review presented draft budget for 2015 over the next week – questions to be directed to Liz and the finance committee.
 - Approval can be over conference call after all board members have had a chance to review
- c) Ms. Toomey noted the current capital campaign variables regarding construction and interest charges.

VI. Sale of Land

- d) Report from Treasurer Shirley
- e) There is currently a contract on the Graeber Road land – information provided to Board Chairman and CEO Arroyos.

VII. Dashboards

- a) Branding Committee report provided by Rick Forlano
- b) Fundraising committee report provided by Jessica DeMarr
 - Development committee meetings being held every other week (meeting held yesterday)
 - Decision was made by the committee to only have one event this year: Mad Hatter
 - i. Tentative Date: Friday, October 30, 2015 – day before Halloween
 - ii. Tentative Theme: Alice in Wonderland Mad Hatter
 - iii. Tentative Location: Skeeter’s Constellation Field (which can hold approximately 300 guests)
 - iv. Jessica will provide more information as it is confirmed.
 - v. Attendance discussed
 - vi. Russell Sander made a motion to have the Fundraising/Development Committee continue their work on the Mad Hatter event. The motion was seconded by Namita Asthana. The motion passed with all in agreement.
 - Staff and Development Consultant report provided by Marilyn Knight
 - i. Corporate sponsorship plans discussed
 - ii. Monthly celebrations to be sponsored
- c) Capital Campaign Committee report
 - Committee meeting dates discussed
 - i. February 26 at 3 p.m.
 - Ground Breaking
- d) Long Term Growth
 - FBS to provide growth / projections to committee for review

- e) Volunteer Programs Committee report provided by Dorine Craig
 - Dorine Craig stated that the Volunteer Handbook will be updated and a retention program will be developed.
 - Volunteer Appreciation event discussed
 - i. Volunteer Appreciation event to be added to the sponsorship opportunities
 - Thank you letter to be sent to Secret Santa contributors
- f) Staff Development Committee report provided by Eric Robins
 - Bylaws were reviewed and to be compared to other nonprofits - for succession planning information
 - Web Conferencing information discussed – would like to implement so that board members or training can be done from other locations
- g) Financial Planning information discussed during Treasurer’s Report

VIII. Capital Campaign

- a) Construction has begun – tentatively looking at August as the completion date
- b) FBS met with the Kitchen Consultant – cost went up slightly
- c) Ground breaking date: Tuesday, March 3, 2015 at 10:30 a.m.

IX. CEO Report

- a) Open Development positions job interviews are going well – Ms. Knight
- h) Volunteer Coordinator position is still open – interim Volunteer Coordinator is former Director of Programs, Leah Doyle.
 - Interviews are still ongoing
- i) Glorianne Collison, Waller County Case Manager, resigned (to open her own business).
 - Replacement has already been hired.

X. Closing

- a) Jessica DeMarr asked that the Branding Committee work with the Development Committee to update the agency brochure
- b) Next meeting will be: Wednesday, February 25th, 2015 at 11:30 a.m.

*Respectfully Submitted,
Angelica Martinez*

Wanda Sdao, FBS Board Secretary