

April 2015 Board Meeting

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

Wednesday, April 29, 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 | ▪ Dorine Craig |
| ▪ Assistant Chairman, Namita Asthana | ▪ Joe Gurecky |
| ▪ Treasurer, Tom Shirley | ▪ Ron Ewer |
| ▪ Secretary, Wanda Sdao | ▪ Russell Sander |
| ▪ Assistant Secretary, Rick Forlano | |
| ▪ Joanie Caskey | |

a) Board Members Not Present

- Jim Coppedge, Assistant Treasurer
- Jessica DeMarr
- Eric Robins

b) Staff

- Manuela Arroyos
- Rene Casanova
- Lori Dunaway
- Angelica Martinez
- Ashley Roberts
- Liz Toomey
- Marilyn Knight (Contract Development)

III. Introductions

- a) New staff members introduced themselves: Rene Casanova, Volunteer Coordinator; Lori Dunaway, Director of Development and Public Relations; and Ashley Roberts, Development and Public Relations Manager
 - The Volunteer Coordinator position was discussed

IV. Minutes

- a) After review of the February 2015 minutes (there was no meeting in March), a motion was made by Wanda Sdao to accept the minutes, and the motion was seconded by Namita Asthana.
 - With no further discussion, the motion passed.

V. Treasurer's Report

- a) All board members were provided with a copy of the March 2015 financials – which includes the financial information from February as well.
- b) The Treasurer's Report was presented by Treasurer, Tom Shirley.
- c) Current revenue and expenses were discussed – currently on plan
 - Income and expenses are currently below plan / "on plan" from a budget standpoint

- d) Capital Campaign revenue and expenses were discussed
 - The land on Graeber Road is currently for sale
 - Payment to Hangman was processed this check run – for the Meals on Wheels kitchen addition
- e) Question regarding the Money Market
 - The money market account holds our reserve budget; additional funds will be moved to allow for 100% insurability through FDIC
- f) AR was discussed and reviewed.
- g) All bills were reviewed and checks were signed during the finance committee meeting held on Monday, April 27th.
- h) With no further discussion, a motion was made by Ron Ewer to accept the March 2015 Financials as presented and was seconded by Russell Sander.
 - The motion passed with no further discussion.

VI. 2014 Audit Review

- a) All board members were provided 2014 draft audit information
- b) Treasurer Shirley gave a report on the meeting with the audit firm, Blazek and Vetterling, on Monday, April 27th
 - There were no findings and no management letter issued
 - The audit was “clean” and presented for approval
 - Currently waiting on information from Fort Bend County regarding the contract / amount due at year end.
- c) The board will be emailed the final draft of the audit when we receive the input needed from the county

VII. Dashboards

- a) Branding Committee report provided by Rick Forlano
 - No updates at this time.
- b) Fundraising / Development committee has been meeting as scheduled.
 - CEO Arroyos provided the report on current events and the upcoming Mad Hatter
 - i. The Cinco de Mayo event will be this Saturday, May 2nd – this is the 10th annual event sponsored by La Cocina Mexican Restaurant
 - ii. Chili Cook-Off at Classic Chevrolet in Sugar Land – Jimerson Underground to cook the chili for us (and providing all supplies and ingredients)
 - iii. Boot & Bling event this coming month – benefiting FBS (Hosted by the Women’s Contractor’s Association)
 - iv. The Mad Hatter committee met this morning – event currently scheduled for October 30th
 - v. The Legacy Ford partnership was discussed
 - Legacy Ford will be the title sponsor for “Secret Santa”
 - This year is Legacy Ford’s 10 year anniversary
- c) Capital Campaign Committee report
 - No updates at this time.
- d) Long Term Growth
 - Joanie Caskey provided a brief update – currently working on growth charts with the help of FBS
- e) Volunteer Programs Committee
 - Dorine Craig stated that they will be meeting with the committee members on May 19th and with FBS new Volunteer Coordinator, Rene.

- i. Rick Branek, FBS' previous Volunteer Coordinator will be in attendance to give input and suggestions on how to proceed
- f) Staff Development Committee report provided by Russell Sander
 - Committee met with CEO Arroyos to discuss key positions and succession planning
- g) Financial Planning information discussed during Treasurer's Report

VIII. Capital Campaign

- a) CEO Arroyos notified the board that construction is currently two month behind schedule (per discussion with Fort Bend County)
- b) Marilyn Knight gave a report on current funds received, meetings with potential funders, and pending grants/proposals
 - "Scale of Gifts" was provided to all board members to help FBS reach its final goal
 - Prospects were discussed
 - Rick Forlano asked about an Advisory Board
 - Ray Aguilar, CEO Arroyos, and the Long Term Growth will work to contact the Capital Campaign Committee to re-engage them to be active in the capital campaign.

IX. CEO Report

- a) CEO Arroyos presented her report verbally
- b) Currently working on the HGAC (Houston-Galveston Area Council on Aging) application – due tomorrow
- c) "Arts of Collaboration" project discussed
- d) Meals on Wheels Association of Texas Conference was last week – CEO Arroyos was a presenter
- e) SL-CDBG will be out tomorrow for a monitoring visit

X. Closing

- a) Assistant Chairman, Namita Asthana, informed the board that there will be a business expo coming up
- b) Next meeting will be: Wednesday, May 27th

*Respectfully Submitted,
Angelica Martinez*

Wanda Sdao, FBS Board Secretary