

May 2015 Board Meeting

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

Wednesday, May 27, 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

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| ▪ Chairman, Ray Aguilar | ▪ Dorine Craig |
| ▪ Treasurer, Tom Shirley | ▪ Joe Gurecky |
| ▪ Secretary, Wanda Sdao | ▪ Eric Robins |
| ▪ Assistant Secretary, Rick Forlano | ▪ Russell Sander |
| ▪ Joanie Caskey | |

a) Board Members Not Present

- Assistant Chairman, Namita Asthana
- Jim Coppedge, Assistant Treasurer
- Jessica DeMarr
- Ron Ewer

b) Staff

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

III. Closed Session

IV. Minutes

- a) After review of the April 2015 minutes, a motion was made by Wanda Sdao to accept the minutes as presented, and the motion was seconded by Eric Robins.
 - With no further discussion, the motion passed.

V. Treasurer's Report

- a) All board members were provided with a copy of the April 2015 financials.
- b) The Treasurer's Report was presented by Treasurer, Tom Shirley.
- c) Current revenue and expenses were discussed – currently "on top" of plan
- d) Capital Campaign revenue and expenses were discussed
 - The land on Graeber Road still has a note payable on it and is currently for sale
- e) AR was discussed and reviewed.
- f) AP is current.
- g) All bills were reviewed and checks were signed during the finance committee meeting held earlier this morning.

- h) With no further discussion, a motion was made by Rick Forlano to accept the April 2015 Financials as presented and was seconded by Russell Sander.
 - The motion passed with no further discussion.

VI. Dashboards

- a) Branding Committee report provided by Rick Forlano
 - Currently working on presentation for new branding plan for FBS and possible name change
- b) Fundraising / Development committee has been meeting as scheduled.
 - Development will be discussed later in the meeting with a report by Lori Dunaway
- c) Capital Campaign Committee report
 - No updates at this time.
 - Capital Campaign updates will be provided by Marilyn Knight
- d) Long Term Growth
 - Joanie Caskey provided a brief update – currently working with Jim Coppedge
- e) Volunteer Programs Committee
 - Wanda Sdao presented the committee report
 - i. Meeting was held this month with Rene Casanova and Rick Branek (former Volunteer Coordinator) to discuss goals and plans for the Volunteer Department
 - ii. Mr. Branek has offered to continue working with Rene to bring the Volunteer Department up to date
- f) Staff Development Committee report provided by Russell Sander
 - A Succession Planning meeting was held this month to discuss the CEO position
 - “Command Staff” will be working on their individual succession planning
 - Eric Robins is working on recommendations for the Succession Planning related to the board of directors
- g) Financial Planning Committee information discussed during Treasurer’s Report

VII. Capital Campaign

- a) Marilyn Knight presented a report on the current status of the FBS Capital Campaign.
- b) The Executive Committee met this month to discuss the recommendations from Dini and engagement opportunities within the board
- c) Naming Rights / Opportunities were discussed,
 - Permanent naming opportunities start at \$25,000
 - There will be “bricks” and “pavers” at lower levels as well
- d) CEO Arroyos gave an update on Construction
 - The foundation for the administrative building has been poured
 - The weather has set the schedule back for completion of the remaining construction

VIII. Development & Public Relations

- a) Lori Dunaway, FBS Director of Development and Public Relations, provided an update for her department
 - A handout of the recent media reports was provided
 - Past and upcoming events were discussed
 - Databases are being reviewed for possible renewal or termination (for more efficient use of)
 - The development department is ready to “move forward” with Mad Hatter

IX. CEO Report

- a) CEO Arroyos presented her report verbally
- b) Currently working with the county for emergency preparedness and for being a “closed pod” distribution site for the senior population, volunteers, and staff in case of a pandemic
- c) Senior Center Coordinator position is currently open
- d) Team building was held with all staff last week
 - Discussed communication goals
 - Insperity provided harassment training with staff and command staff
- e) The FBS offices and senior centers were closed yesterday due to flooding
 - Some areas in Waller County are still inaccessible to do closed roads
 - Emergency Meals were distributed to all seniors recently and more Emergency Meals will be distributed next month
 - i. Each Emergency Meal box has five meals (per box)

X. Closing

- a) Special thanks to Lori Dunaway for her efforts and contributions to the development of FBS
- b) Next meeting will be: June 24th

*Respectfully Submitted,
Angelica Martinez*

Wanda Sdao, FBS Board Secretary