

# May 2016 Board Meeting

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

Wednesday, May 25, 2016

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## I. Call to Order

- a) Chairman, Ray Aguilar, called the meeting to order at approximately 11:50 a.m.

## II. Members and Staff Present

### a) Board Members Present

- |                                     |                   |
|-------------------------------------|-------------------|
| ▪ Chairman, Ray Aguilar             | ▪ Lupe A. Cabello |
| ▪ Vice Chairman, Eric Robins        | ▪ Joanie Caskey   |
| ▪ Treasurer, Tom Shirley            | ▪ Joe Gurecky     |
| ▪ Secretary, Rick Forlano           | ▪ John Kennedy    |
| ▪ Assistant Secretary, Dorine Craig |                   |

### b) Board Members Not Present

- Assistant Treasurer, Jim Coppedge
- Ron Ewer

### c) Staff

- Manuela Arroyos
- Lori Dunaway
- Angelica Martinez
- Ritchie Pickett
- Liz Toomey

## III. Introduction of Director of Programs

- a) Mr. Ritchie Pickett, new Director of Programs, gave an introduction of himself to the board members present.

## IV. Minutes

- b) After review of the April 2016 minutes, a motion was made by Eric Robins to accept the minutes as presented with the addition of the information noted below. The motion was seconded by John Kennedy.
  - With no further discussion, the motion passed.

## V. Treasurer's Report

- a) All board members were provided with a copy of the April 2016 financials.
- b) The Treasurer's Report was presented by Treasurer, Tom Shirley.
- c) Income and payables were discussed
  - Current / normal
- d) Cinco de Mayo
  - Lori Dunaway, Director of Development provided a brief overview of the event
- e) All bills were reviewed and checks were signed by Treasurer, Tom Shirley and Chairman, Ray Aguilar.
- a) With no further discussion, a motion was made by Rick Forlano to accept the April 2016 Financials as presented and was seconded by Eric Robins.
  - The motion passed with no further discussion.

## VI. DADS Hearing

- a) Discussion regarding recent appeal hearing with the Department of Aging and Disability Services

- With assistance and direction from Rick Forlano
- b) Final Result:
- *“DADS failed to sustain its burden of proof in this case, because it did not provide any evidence that Petitioner (Fort Bend Seniors Meals on Wheels) violated the terms of its contract or of the applicable rules by failing to maintain documentation of meals delivered and undelivered prior to submitting claims for payment to DADS. DADS is not authorized to recoup \$1,138.50 from Petitioner.”*

## **VII. MOU – Houston Galveston Institute**

- a) Discussion regarding partnership with the Houston Galveston Institute, dba HGI Counseling
  - All board members were provided a copy of the proposal and MOW (memorandum of understanding) provided by HGI Counseling
- b) Funding to be requested from the Houston Endowment (by moving current funds to this project)
- c) CEO Arroyos requested approval to move forward with MOW and presented proposal
  - After discussion, a motion was made by Tom Shirley and seconded by Rick Forlano to approve the proposal provided by Houston Galveston, dba HGI Counseling

## **VIII. Nominating Committee**

- a) Board Chairman, Ray Aguilar, notified the board that we received a board application from Mr. Gregory Shockling,
- b) After discussion, Chairman Aguilar made a motion to accept the application of Mr. Schockling.
  - The motion was seconded by Eric Robins
  - With no further discussion, the motion passed

## **IX. Committee Dashboards**

- a) Committee Dashboards discussed
- b) Growth Plan provided by Jim Coppedge discussed
- c) Board member assignments and goals for each committee were finalized
  - Angelica available to coordinate conference calls with board members and FBS staff, if needed
- d) Nominations Committee (Dorine, Ray, and Eric)
  - Manuela has met with some potential board members and will meet with the Nominating Committee to discuss next steps

## **X. CEO Report**

- a) CEO Arroyos presented her monthly report in writing and verbally.
- b) Capital Campaign Updates
  - Working on and addressing current issues regarding keys for the admin building and the programs facility
  - Current discussion underway regarding the kiln requested for the Art Room in the programs facility
    - i. A kiln is not currently approved by the Fire Marshal or Fort Bend County
  - Development is still working on raising remaining capital campaign funds
- c) Volunteer Highlights
  - Several volunteer projects took place in May
- d) Personnel
  - New Employee, Ritchie Pickett, Director of Programs

## **XI. Development**

- a) Verbal and printed report provided by Lori Dunaway, Director of Development and Public Relations
- b) May events discussed
- c) Upcoming Events

- a. Health Fair – June 16<sup>th</sup>
- b. Mad Hatter – October 28<sup>th</sup>
- d) Capital Campaign Updates discussed
  - a. About to begin “Phase 2” – more information to come
- e) Grants ongoing

**XII. Executive Closed Session**

**XIII. Closing**

- a) Memorial Day event at Classic Chevrolet – donations will be received for FBS
- b) Adjourned at 12:35 p.m.

*Respectfully Submitted.*  
*Angelica Martinez*

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***Rick Forlano, FBS Board Secretary***