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Fort Bend Seniors Meals on Wheels & Much, Much More!  
Annual Board Meeting  
Wednesday, August 25, 2010  
1330 Band Road, Rosenberg, TX 77471

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### **Call to Order**

Chairman Vasquez called the meeting to order at approximately 11:45 a.m.

### **Members and Staff Present**

Board Members: Chairman, David Vasquez; Vice Chairman, Randy Briones, Treasurer, Tom Shirley; Assist. Treasurer, Lisa Collins; Assistant Secretary, Michael Campbell; Ray Aguilar and Nicole Volek

Staff: Manuela Arroyos, Angelica Martinez, Kristin Weiss, Rebecca Maitland, and Liz Toomey

### **Action Items**

Assistant Secretary, Michael Campbell informed the board that although he did not get to review the minutes, he was informed by Secretary, Jana Endicott, that the minutes looked good with no corrections needed. A motion was made by Ray Aguilar to approve the June minutes and was seconded by Randy Briones. With no discussion, the motion passed.

### **Treasurer's Report**

All board members were provided with copies of the June and July financials, and Treasurer Tom Shirley presented his report. He stated that the financials were positive to plan. After discussing the financials and current account balances, Chairman Vasquez asked if some money could be moved into a money market. Treasure Shirley then stated that \$100,000 could be moved into a CDARs and still be 100% FDIC insured. At that point, he made a motion to move \$100,000 into CDARs, and Vice Chairman, Randy Briones, seconded the motion. With no further discussion and all in agreement, the motion passed.

Treasure Shirley then made a motion to have Chairman Vasquez sign the IRS Form 990 so that it could be submitted and to approve the treasurer's report as submitted. (All board members were emailed a copy of the IRS Form 990 prior to the board meeting.) The motion was seconded by Nicole Volek, and with no further discussion, the motion passed.

### **PEOs**

Fort Bend Seniors' contract with Tri-State PEO (Professional Employers Organization) will be up at the end of September. CEO Arroyos notified the board that FBS has been diligently researching and meeting with other PEOs for the coming year. She explained how Tri-State's fees went up and how little help they were to FBS since they are not local (Tri-State is located in New York). The other PEOs that FBS has been looking at are: Administaff, Employer's One Source, and Paychex. All board members were provided information on all the PEOs in their board packets. After discussion regarding admin fees and health care rates, Ray Aguilar made a motion for FBS to move to Administaff for its PEO and was seconded by Lisa Collins. With no further discussion, the motion passed. Chairman David Vasquez abstained from the vote.

## **Insurance**

FBS has several insurances up for renewal in September. CEO Arroyos informed the board that FBS has received quotes from Mike Reichek, FBS' current insurance broker, and State Farm Agent, Kevin Patton. All board members were given summaries of the quotes received in their board packets. After reviewing all quotes, Mike Campbell made a motion to split the insurance and give auto coverage to State Farm and General Liability coverage to Mike Reichek. The motion was seconded by Randy Briones. With no further discussion, the motion passed.

## **Nominating Committee**

Vice Chairman Randy Briones (Chairman of the nominating committee) began the discussion regarding the new slate of officers and the applications received from potential board members. All board members were given a copy of the applications received. After discussion, the board decided to accept the applications received from: Robin Elackatt, Christen Johnson, Eric Robins, Paul Friesen, and Namita Asthana. Randy Briones stated that he received two resignations: Jana Endicott and Cindy Garza, but had not received anything from Lisa Anhaizer. After discussion regarding board renewals and resignations, all members present voted on who would be on the new slate of members. Their vote resulted in the following:

Chairman: David Vasquez	Members:
Vice Chairman: Randy Briones	Rick Forlano
Treasurer: Tom Shirley	Nicole Volek
Assistant Treasurer: Lisa Collins	Robin Elackatt
Secretary: Michael Campbell	Christen Johnson
Assistant Secretary: Ray Aguilar	Eric Robins
	Paul Friesen
	Namita Asthana

There was a motion from Lisa Collins to accept the new slate of officers as voted on. The motion was seconded by Ray Aguilar. With no further discussion, the motion passed.

## **New Building**

All board members were given a copy of the minutes from the meeting that was held with David Wallace concerning the possible purchase of the Butler building and capital campaign. Chairman Vasquez asked if the decision to move forward with the Butler building or withdraw from purchasing be extended for one more month. Discussion followed regarding the board's strategic plan and the current position the agency is in regarding a capital campaign and purchase of a new facility. It was then decided that the board would meet on September 9<sup>th</sup> at 4 p.m. at Oasis Senior Living to further discuss the Butler building and capital campaign.

## **CEO Report**

All board members were given a copy of the CEO's monthly report. CEO Arroyos informed the board that Wells Fargo had given the agency \$8,000 and then agreed to give an additional \$10,000. She informed the board that she hired Susan Whitacre as Director of Volunteers part time. CEO Arroyos added that Susan's goal is to have MOW routes covered by the end of the year, and would consider hiring her full time at the end of the year if she reaches her goal.

### **Fundraising**

Kristin Weiss, Director of Development, gave a brief report on the upcoming fundraising projects which include the Jewels of Fort Bend and the Groovy Party. She asked all board members to donate a \$25 restaurant gift certificate for the Jewels of Fort Bend event and alcohol for the “booze wagon” for the Groovy Party.

### **Closing**

The meeting adjourned at approximately 2:00 p.m.

*Respectfully Submitted,  
Angelica Martinez*

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Michael Campbell, FBS Board Secretary