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Fort Bend Seniors Meals on Wheels & Much, Much More!  
Regular Board Meeting  
Wednesday, June 23, 2010  
Triumph Hospital  
Sugar Land, TX 77471

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### **Call to Order**

Chairman Vasquez called the meeting to order at approximately 10:45 a.m.

### **Members and Staff Present**

Board Members: Chairman, David Vasquez; Vice Chairman, Randy Briones, Assist. Treasurer, Lisa Collins; Assistant Secretary, Michael Campbell; Ray Aguilar and Rick Forlano

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

### **Action Items**

Assistant Secretary, Michael Campbell informed the board that they had reviewed the minutes and found no errors or corrections needed. A motion was made by Ray Aguilar to approve the May minutes and was seconded by Lisa Collins. With no discussion, the motion passed.

### **Treasurer's Report**

All board members were provided with last month's financials and a copy of the draft Financial Committee Minutes from June 18, 2010. Assist. Treasurer, Lisa Collins presented the treasurer's report as Treasurer, Tom Shirley, was not present. CEO Arroyos informed the board that the agency received grant money from the Mitchell Foundation and the Gulf Coast Foundation. Financials were reviewed by all board members present and CEO Arroyos reminded the board that the financials were generated over a week early since the agency's CPA was going to be out of town. She also added that the money from HGAC was going to come in later, because of some issues that arose with the April billing. There was a motion by Ray Aguilar to accept the treasurer's report as presented and to approve all bills and checks. Rick Forlano seconded the motion and with no further discussion, the motion passed. Mike Campbell and Lisa Collis signed the checks.

### **Facility Update**

CEO Arroyos began the discussion regarding the capital campaign and strategic plan to purchase a new facility for Fort Bend Seniors. FBS is currently looking at a building in Rosenberg. Chairman Vasquez reminded the board that FBS is "not buying," but performing its preliminary due diligence. Rebecca Maitland added that a facility owned by FBS would be able to provide all-day activities to seniors as well as other options—which are not available to FBS as we are in a county owned facility. Chairman Vasquez stressed that looking into purchasing a facility is all preliminary.

### **Guest Speaker – Ronnie Haggerty**

Ronnie Haggerty, a certified fund raising professional with the United Way of Houston, spoke to the FBS board on Capital Campaigns. She presented all board members with a copy of "Are You Ready for a Capital Campaign?" She then proceeded to touch on all aspects of conducting a capital campaign.

### **Annual Meeting**

Chairman Vasquez asked the board to consider having the annual meeting in August. There would be no traditional meeting in July; however, the board nominating committee will meet. He then stressed that new board members are needed. There was a motion by Ray Aguilar to move the annual board meeting to August (Wednesday, August 25<sup>th</sup>, 2010) and was seconded by Rick Forlano. CEO Arroyos added that there WOULD be a finance committee meeting in July. With no further discussion the motion passed. Vice Chairman, Randy Briones, added that names and contact phone numbers should be gathered of potential board members prior to the nominating committee meeting.

### **CEO Report**

All board members were given a copy of the CEO's monthly report. She added that the agency received CPR Training this month. She reported on staff changes and new hires (Leah Doyle and Glorianne Collison). In closing, she informed the board that the draft 2009 IRS Form 990 questionnaire was submitted to Blazek and Vetterling to complete the Form 990. Ms. Arroyos also added that we have received the letter from Blazek and Vetterling which states that no management letter was issued on the 2009 Year End Audit.

### **Closing**

CEO Arroyos notified the board that she will be scheduling a meeting with David Wallace (former Sugar Land Mayor)—who will also be speaking on Capital Campaigns. The meeting adjourned at approximately 12:30 p.m.

*Respectfully Submitted,  
Angelica Martinez*

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Jana Endicott, FBS Board Secretary