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Fort Bend Seniors Meals on Wheels & Much, Much More!  
Regular Board Meeting  
Wednesday, October 27, 2010  
1330 Band Road  
Rosenberg, TX 77471

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### **Call to Order**

Chairman Vasquez called the meeting to order at approximately 11:30 a.m.

### **Members and Staff Present**

Board Members: Vice Chairman, Randy Briones; Treasurer, Tom Shirley; Secretary, Michael Campbell; Assistant Secretary, Ray Aguilar; Rick Forlano, Christen Johnson, Eric Robins, and Nicole Volek

Staff: Manuela Arroyos, Angelica Martinez, and Kristin Weiss

### **In Home Service Update**

FBS Senior Case Manager, Leah Doyle, introduced herself and gave an update on the MOW programs and senior services. She explained her job position and the status of FBS clients and MOW waitlist (there is no waitlist, currently). She also gave an update on the in-home services and what the MOW drivers mean to those clients who are home-bound and unable to get around with ease.

### **Action Items**

After review of the minutes, a motion was made by Secretary, Michael Campbell to approve the September minutes and was seconded by Assistant Secretary, Ray Aguilar. 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 last month. Treasurer Tom Shirley presented the treasurer's report. Mr. Shirley began by informing the board that the agency is above budget—and looking good. In reviewing the account receivables, he stated that those who are on that "list" should pay their balances and get off of the list. He finished his report by asking the board if they had any questions. CEO Arroyos added that there have not been many grants at this point in the year, but we are expecting some grants to fund in December. She informed the board that FBS received a denial letter from the Meadow's Foundation, but we would be able to apply again in a few months. CEO Arroyos then added that although FBS is below budget in meals, FBS is on target with the number of meals we had budgeted to serve—as the amount of meals increases, the cost decreases, thus a decrease in the overall cost. Vice Chairman, Randy Briones, asked if there were any seniors on the waiting list, and Ms. Arroyos stated there were none. With no questions, a motion was made by Tom Shirley to accept the Treasurer's Report and was seconded by Ray Aguilar. The motion passed with no further discussion.

## **Budget Review**

After a brief discussion, it was decided that next month's meeting would be to review and approve the 2011 budget. Next month's meeting will be on Wednesday, November 17<sup>th</sup>—with the senior's Thanksgiving Luncheon to follow. The budget will be the only thing on the agenda—there will be no new items. There was then a vote to decide if there would be a meeting in December. All voted, "no." Ray Aguilar made a motion that there would be no meeting in December and was seconded by Rick Forlano. The motion passed.

## **CEO Report**

All board members were given a copy of the CEO's monthly report. CEO Arroyos went over some of the items in her report. She gave an update on The Groovy Party proceeds, Jewels of Fort Bend, and the Fort Bend Junior Service Leagues' Cookbook Fundraiser—which should bring in \$6,000 more before the end of the year. She notified the board that the Texas Department of Agriculture report is due on November 1<sup>st</sup>—which will need to be signed by Chairman Vasquez and then sent "overnight" by FedEx. She then added that FBS had to implement our Code of Conduct as some clients were not adhering to some of the rules set forth by FBS. In closing her report, Ms. Arroyos stated that a Volunteer Appreciation event would soon be scheduled and all would be notified as soon as the date and location was decided upon.

## **Fundraising Report**

Director of Development, Kristin Weiss, gave her report. She informed the board of the upcoming events and of the "Santa to a Senior" program, which will be underway soon. She added that Miracle on Morton Street / Tree of Honor would be on December 4th in downtown Richmond.

## **Closing**

In closing, Vice Chairman Randy Briones stated that he would like to discuss transportation in January and would like to have that on the agenda for January. He then presented FBS with \$620 that his company, Triumph Hospital in Sugar Land, raised for FBS. The meeting then adjourned at 12:30 p.m.

*Respectfully Submitted,  
Angelica Martinez*

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Michael Campbell, FBS Board Secretary