
Fort Bend Seniors Meals on Wheels & Much, Much More!
Regular Board Meeting
Wednesday, May 4, 2011
1330 Band Road
Rosenberg, TX 77471

Call to Order

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

Members and Staff Present

Board Members: Chairman, David Vasquez; Treasurer, Tom Shirley; Secretary, Michael Campbell; Namita Asthana; Rick Forlano, Christen Johnson, Eric Robins, and Nicole Volek

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

Action Items

After review of the minutes, a motion was made by Rick Forlano to approve the March minutes and was seconded by Christen Johnson. With no discussion, the motion passed.

Treasurer's Report

All board members were provided with the March's financials. Treasurer Shirley presented his report and reviewed all financials with the board. He stated that overall, the financials look great. Treasurer Shirley then informed the board that the finance committee decided to move \$200,000 from the operating account to the CDARs account. After discussion, a motion was made by Eric Robins to accept the treasurer's report as presented and to move \$200,000 to the CDARs, reserve account. Nicole Volek seconded the motions and with no further discussion, the motions passed.

Audit

All board members were given a copy of the 2010 draft audit. Treasurer Shirley stated that FBS once again received a clean audit with no recommendations or management letter. Rick Forlano made a motion to accept the draft audit as presented and was seconded by Michael Campbell. With no further discussion, the motion passed.

Transportation Agreement

All board members were given a copy of the draft transportation agreement for 2011 – 2012. CEO Arroyos began the discussion by stating that she was concerned with the agreement presented by the county due to section three of the agreement. The County omitted a section in the agreement which caps annual increases at 5%. Without that provision within the contract, FBS would be left open for extraneous increases. Rick Forlano stated that it was not good to sign a contract without a fixed provision which would leave us wide open—and is essentially improper for a nonprofit. Chairman Vasquez recommended that FBS continue on the current contract, month to month, until the agency can do its due diligence on budget and possibly bring in-house. Chairman Vasquez then requested Liz Toomey to provide a financial analysis for next month's board meeting showing what the cost would be to the agency if we were to bring transportation in-house.

Sugar Land CDBG

CEO Arroyos informed the board that the City of Sugar Land needed a letter signed by the chairman or vice chairman authorizing Manuela to sign the application for CDBG funding. Nicole Volek made a motion to allow the CEO, Manuela Arroyos, to sign the application for SL-CDBG. Rick Forlano seconded the motion. With no further discussion, the motion passed.

Capstone / Building Design

Architect, Ben Koush, presented his design for the future site of FBS. There was a discussion regarding land and location. It was decided that FBS would look into the purchase of land located in Rosenberg. Chairman Vasquez and the board then requested that Liz Toomey update the financial analysis on the new building and capital campaign to reflect the new design presented by the architect.

CEO Report

CEO Arroyos presented her report, verbally, who began by announcing that the FBJSL had given FBS \$10,000 more from cookbook sales. She added that FBS would be distributing hurricane / emergency meals to FBS clients. She stated that FBS would be conducting a hurricane preparedness press conference on Wednesday, May 18.

Fund Raising

Kristin Weiss updated the board on the Mad Hatter fundraiser, which was a success with 140 more people in attendance than last year. She then reminded the board of the Cinco de Mayo event at La Cocina this Saturday, May 7th.

Closing

The meeting adjourned at approximately 1:30 p.m.

*Respectfully Submitted,
Angelica Martinez*

Michael Campbell, FBS Board Secretary