
Fort Bend Seniors Meals on Wheels & Much, Much More!
Regular Board Meeting
Wednesday, February 24, 2010
1330 Band Road, Rosenberg, TX 77471

Call to Order

Vice Chairman Randy Briones called the meeting to order at approximately 11:45 a.m.

Members and Staff Present

Board Members: Randy Briones, Tom Shirley, Lisa Collins, Jana Endicott, Rick Forlano, Cindy Garza, and Nicole Volek.

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

Action Items

Secretary, Jana Endicott informed the board that she had reviewed the minutes and found no errors or corrections needed. A motion was made by Jana Endicott to approve the January minutes and was seconded by Rick Forlano. With no discussion, the motion passed.

Treasurer's Report

Treasurer, Tom Shirley, presented his report by giving the end of month numbers and balances. He then thanked Rebecca Maitland, Grant Writer, for her efforts. He also noted that expenses were below plan. He reported that all bills and check were reviewed and signed. He stated that the agency was on top of plan and that FBS is "off to a good start." Vice Chairman, Randy Briones, asked if there were any questions regarding the financials. With no further questions, a motion was made by Secretary, Jana Endicott, to accept the Treasurer's report as presented, was seconded by Cindy Garza, and passed with all approving.

Money Market

CEO Arroyos informed the board that the discussion on the money market would be tabled. Treasurer Shirley stated that we have to see what the numbers will be like after the audit, and mentioned that all monies are currently 100% FDIC insured until June. Liz Toomey asked what happens after June. Mr. Shirley stated that after June, the maximum amount that will be insured will be \$250,000—at that time, the board will have to look at it again.

Policies

CEO Arroyos notified the board that she had several policies that she wanted to have board member, Rick Forlano, review and make recommendations as needed. CEO Arroyos asked the board to review them (they were all given a copy) and approve pending recommendations from Mr. Forlano. Mr. Forlano stated that he would be able to review them later in the day and would email her (Manuela) in the morning. CEO Arroyos stated that she would contact the board members by email and the board can respond and approve by email. Vice Chairman Randy Briones stated that he would be anticipating the email and reminded the board to also expect an email for board approval of the following policies pending recommendations and corrections by Rick Forlano:

- CEO Job Description
- CEO Performance Evaluation Policy
- Debit Card Account Procedures

- FBS Determining Compensation Policy
- FBS Effectiveness Policy
- Gift Acceptance Policy

CEO Report

CEO Arroyos began her report by providing the board with a list of the all the totals from the grants FBS has received in the past few months. She added that one grant went towards the purchase of another meals on wheels vehicle in the amount of \$15,000—and fundraising dollars matched that amount to complete the full cost of the vehicle. She then added that FBS was selected to be the “Jewels of Fort Bend” by Fort Bend Focus Magazine. FBS will receive 100% of raffle sales—which board members should help to gather—and proceeds from the event after expenses. She then reminded the board of the Cinco de Mayo fundraiser that is coming up in May, and added that FBS gets 50% of table sales and 100% of auction and raffle sales. She then added that she and Kristin Weiss, Director of Development, have been showing the FBS agency video off at several of their meetings and have been receiving a good response from it. She added that she and staff have been working diligently to get the FBS name out there and looking for partnerships for a buy in campaign.

Jana Endicott asked what kind of raffle items are needed for the Jewels of Fort Bend event. Kristin Weiss informed the board that 10-15 items are needed for raffle prizes, and that FBS will need to supply the items. She added that she can discuss raffle items with board members after the meeting. CEO Arroyos then informed the board that the agency is in the process of preparing for the audit which is scheduled next month. Ms. Arroyos notified the board of the MOWAA (Meals on Wheels Assoc. of America) conference coming up in April—to be held in Sugar Land. She added that FBS and board members will have the opportunity to meet with nutrition providers. CEO Arroyos provided the board with an activity report with the number of meals served, goal numbers, and the number of transportation / rides provided. In closing, CEO Arroyos informed the board that she is still working to fill the three new positions discussed in the last couple of months.

Fund Development

Kristin Weiss, Director or Development, provided the board with a report of fundraising efforts and updates of upcoming events. She notified the board that FBS is still looking for a \$10,000 sponsorship for the Mad Hatter event in May. She then added that there has been a steady stream of volunteers and informed the board of a volunteer orientation at La Cocina Mexican Restaurant on March 4th.

Grants

Rebecca Maitland, Grant Writer, informed the board that she would be submitting grants totaling over \$300,000 today. She added that one of the grants are to be signed by the board chairman. CEO Arroyos then asked the board if they would approve Vice Chairman Randy Briones to sign the grant in place of the chairman who was not present. The board approved Mr. Briones to sign the grant.

Closed Session—Personnel Matter

FBS Staff was dismissed so that the board could convene in closed session.

Closing

Following closed session, the board approved Rebecca Maitland, Grant Writer, to a full time position. The board then adjourned at approximately 12:45 p.m.

*Respectfully Submitted,
Angelica Martinez*

Jana Endicott, Secretary