

**SPECIAL OLYMPICS TEXAS**  
**BOARD OF DIRECTORS' MEETING**  
**UNIVERSITY AT TEXAS AT ARLINGTON**  
**E. H. Hereford University Center – Concho Conference Room**  
**300 W First St, Arlington, TX 76010**  
**MAY 25, 2017**  
**MEETING MINUTES**

**Board Present:** Chad Tywater (Chair), Hector Amaya (Immediate Past Chair), Steve Griffith (Vice Chair), Dale Hosack, (Treasurer), Rick McCarty (Parliamentarian), Maureen McCutchen (Secretary) Curtis Scheffe, Jeanette Thorne, Frank Fuccello, Steve Hatchell, Robert Bradshaw, Ralph Herring, Pattie Ballew, Don Langer, Kristi Hudson, Steve Hayes, Shon Bjornberg, Tammy Hortenstein, Jake Squiers

**Board Absent:** Jackie Zigtema, Sam Arciniega

**SOTX Staff:** Suzanne Anderson, Rick Brown, Kathy McClain, Tela Mange, Lynette Pardue, Marlene Mitchell

**SOTX Staff Not Present:** Margaret Larsen

- I. EXECUTIVE SESSION – 10:30AM
- II. CALL TO ORDER – CHAD TYWATER 11:45AM
- III. BOARD MEETING MINUTES – FEBRUARY 10, 2017

Motion	To approve the February 10, 2017 Board Meeting Minutes as presented.
Made	Steve Griffith
Second	Jeanette Thorne
Vote	Passed Unanimously

- IV. SPECIAL EXECUTIVE AND FINANCE MEETING MINUTES – MARCH 24, 2017

Motion	To approve the March 24, 2017 Executive and Finance Minutes as presented.
Made	Steve Griffith
Second	Rick McCarty
Vote	Passed Unanimously

- V. SPECIAL BOARD MEETING MINUTES – APRIL 4, 2017

Motion	To approve the April 4, 2017 Board Meeting Minutes as presented.
Made	Steve Griffith
Second	Steve Hayes
Vote	Passed Unanimously

- VI. RECOMMENDATION TO NOT CANCEL THE JULY 15, 2017 BOARD OF DIRECTORS' MEETING

Motion	To approve not canceling the July 15, 2017 Board of Directors' Meeting.
Made	Rick McCarty
Second	Jeanette Thorne
Vote	Passed Unanimously

- VII. RECOMMENDATION TO NOT CANCEL THE JUNE 15, 2017 FINANCE COMMITTEE CALL

Motion	To approve not canceling the June 15, 2017 Finance Committee Conference Call.
Made	Ralph Herring
Second	Steve Griffith
Vote	Passed Unanimously

VIII. RECOMMENDATION TO NOT CANCEL THE JUNE 22, 2017 EXECUTIVE COMMITTEE CALL

Motion	To approve not canceling the June 22, 2017 Executive Committee Conference Call.
Made	Jeanette Thorne
Second	Steve Hayes
Vote	Passed Unanimously

IX. RECOMMENDATION TO APPROVE AMARILLO AREA FOUNDATION GRANT AGREEMENT AS PRESENTED.

Motion	To approve the Amarillo Area Foundation Grant agreement as presented.
Made	Steve Hayes
Second	Pattie Ballew
Vote	Passed Unanimously

X. BOARD RESOLUTION

**Resolution to approve completion of any/all documents related to estate settlement from any/all estate settlement representatives including but not limited to: attorneys, banks, financial services firms, personal representatives, etc.**

We, the Board of Directors of Special Olympics Texas, unanimously support our attempts to secure ‘Planned Gifts’ from any/all individuals, families, family foundations, trusts, etc., and any/all distribution agents such as attorneys, banks, financial services firms, etc. that act as intermediaries for distributions of such gifts from such entities. We hereby give our President and CEO, Margaret Larsen, as well as our Vice President of Resource Development, Richard M. Brown, E.D., CFRE, the authority to sign any/all documents required by distribution agents to facilitate said distributions. It is our mission to provide year-round sports training and athletic competition in a variety of sports for persons with intellectual disabilities throughout the state of Texas. To be voted on every 2<sup>nd</sup> quarter.

Motion	To approve board resolution for any/all estate settlements pertaining to Special Olympics Texas.
Made	Steve Griffith
Second	Rick McCarty
Vote	Passed Unanimously

XI. FINANCE – \* *2017 Goal – Create annual budget, coordinate annual audit, manage team funds, support grant writing, manage all facilities, coordinate new building, accurately report financial information. YTD achieved –2016 audit completed. Refer to Dashboard for additional YTD information.*

A. Motion to approve March 2017 Un-audited Financials

Motion	To approve the March 2017 un-audited financials as presented.
Made	Steve Griffith
Second	Shon Bjornberg
Vote	Passed Unanimously

B. Motion to approve the 2016 Audit report and meet with auditor to expand the scope of 2017 audit.

Motion	To approve the 2016 Audit Report and meet with auditor to expand the scope of 2017 audit.
Made	Steve Griffith
Second	Hector Amaya
Vote	Passed Unanimously

XII. CONSENT/INFORMATION

A. Meeting Minutes

Finance Committee Meeting – April 13, 2017

Executive Committee Meeting – April 20, 2017

B. President's Update

1. Board Email Updates
2. Organizational Dashboard
3. LETR/Kickoff / PAC Meeting – May 2, 2017 (Recap)
4. May 11, 2017 Board Orientation (Recap)
5. Summer Games Tentative Schedules (Events and Competition)
6. Big 12 / Collegiate Partnerships

C. Field Services \* **2017 Goal – 58,000 Athletes. Refer to Dashboard for YTD Information.**

- |                          |                                     |
|--------------------------|-------------------------------------|
| 1. Competition and Games | 4. Project Unify-Meet in the Middle |
| 2. Program Training      | 5. Healthy Athletes                 |
| 3. Outreach and Families | 6. World Games                      |

Suzanne Anderson reported that there are six schools in the new pilot program for Unified Athletics. There will be a SOTX Staff Meeting immediately after the board meeting. Summer Games Competition starts on Friday.

D. Communications \* **2017 Goal – Enhance web capabilities, tools and information for increased multi-media offerings and increased number of website and social media visits. Refer to Dashboard for YTD Information.**

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|--------------------------------|--------------------------------|
| 1. PR/Communications Committee | 4. Graphic Design              |
| 2. Website                     | 5. Marketing and PR Activities |
| 3. Social Media                | 6. Hill Days                   |

Tela Mange mentioned she is looking for volunteers for Opening and Closing Ceremonies and Team Announcers for Summer Games.

E. Shared Services \* **2017 Goal – Increase staff proportionate to need / Address IT and Volunteer needs. Refer to Dashboard for YTD Information.**

1. Turnover & Staff Report
2. Volunteer Report

Kathy McClain - Consent Agenda

East Region LETR Coordinator beginning work today.

F. Development \* **2017 Goal – \$ 8,150,000 revenue / In-kind \$9,000,000 Refer to Dashboard for YTD Information.**

Development Update

Rick Brown reported 7-11/Alon promotion going well. They are operating in 280 stores in West Texas. Three districts are 45% ahead of goal. We will receive \$30-\$35k in new money from the 7-11/Alon \$1 paper torch sales.

G. Approval of Consent Agenda

Motion	To approve consent agenda as presented.
Made	Steve Griffith
Second	Steve Hayes
Vote	Passed Unanimously

XIII. BOARD MANAGEMENT COMMITTEE UPDATES

SOTX Board Roster, Term, Attendance

We are focusing on recruiting new board members. One nomination for Kathy Ashwin (HEB).

XIV. ANNOUNCEMENTS

A. Calendars

B. Board Expense Form

Please complete your board expense forms and return to finance or Marlene Mitchell.

C. Next Meeting – July 14, 2017

Request	To change board meeting in July to July 14, 2017 11am-1pm
Made	Dale Hosack
Second	Steve Griffith
Vote	No opposed / one abstain - Robert Bradshaw

XV. ADJOURNMENT

Motion	<i>To adjourn the board of directors' meeting.</i>
Made	Steve Griffith
Second	Rick McCarty
Vote	Passed Unanimously

**\*NOTES IN BOLD/ITALICS ARE CORRELATED TO THE STRATEGIC PLAN / MARK YOUR CALENDARS FOR UPCOMING EVENTS/MEETINGS**

**2017 SOTX Executive Meetings/Games**

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**2017 Finance Committee Meetings**

- June 15, 2017 – 3:00 p.m. – 5:00 p.m. (Conf. Call)
- August 17, 2017 – 3:00 p.m. – 5:00 p.m. (Conf. Call)
- November 9, 2017 – 3:00 p.m. – 5:00 p.m. (Conf. Call)

**2017 Executive Committee Meetings**

- June 22, 2017 – 2:00 p.m. – 4:00 p.m. (Conf. Call)
- August 24, 2017 – 2:00 p.m. – 4:00 p.m. (Conf. Call)
- November 16, 2017 – 2:00 p.m. – 4:00 p.m. (Conf. Call)

**2017 Board of Directors' Meeting**

- July 14, 2017 – 11:00 a.m. – 1:00 p.m. (Chapter Office/Friday)
- September 15, 2017 – 11:00 a.m. – 1:00 p.m. / (Chapter Office) (Friday)
- December 8, 2017 – 9:30 a.m. – 1:00 p.m.  
(Austin) (Friday). Executive Session – 9:30am

***A Very Special Celebration – 6:30pm-9:00pm***