

Special Olympics Texas
Board of Directors' Meeting
Meeting Minutes
September 15, 2017

Board Present:

Chad Tywater (Chair), Hector Amaya (Immediate Past Chair), Rick McCarty (Parliamentarian), Maureen McCutchen (Secretary), Jeanette Thorne, Sam Arciniega, Ralph Herring, Pattie Ballew, Don Langer, Steve Hayes, Robert Bradshaw, Kristi Hudson, Tammy Hortenstein, Jackie Zigtema

Board Absent:

Dale Hosack, Steve Griffith, Jake Squiers; Curtis Scheffe, Frank Fuccello, Shon Bjornberg, Steve Hatchell

SOTX Staff:

Suzanne Anderson, Rick Brown, Kathy McClain, Tela Mange, Lynette Pardue, Marlene Mitchell

1. Call to Order – Chad Tywater at 11:06 a.m.
2. President's Update
 - a. Board Emails
 - b. Dashboard
 - c. Research Update

Board Email and Dashboard have been updated with additional information.

Suzanne Anderson and Rick Brown attended the Special Olympics US Business Meeting held in Minnesota in August. Both agreed, it was a very good experience.

We are looking to form an Athlete Leadership Committee where the athletes' voice can be heard from a board standpoint and allow them to share their initiatives. We will have more detailed information at the next board meeting. We are planning another athlete survey to gain more data. Looking for more details.

Prior to Hurricane Harvey our budget was at \$7.7 million. Since Harvey we are projecting \$6.6 million -A reduction of \$1.1 million (Events that were cancelled due to Harvey). Corporate Sponsors are using their funds to assist with the disaster towards relief efforts. Many of our events in the East, North and West Regions were either cancelled or postponed.

Development Activities to gain momentum:

Launching a tech project "I Am," which is a digital book with a voice controlled app to enable parents/guardians to record all aspects of their special needs child's life. For SOTX's marketing efforts on this project, we'll receive 10% of sales, 80% of sponsorships and 2% of on-going maintenance fees.

IBC is launching a promotion in September in the Austin and Houston areas. 865 stores will be participating in the promotion selling Coca Cola products. We are planning for \$250,000 for a calendar year from three different promotions: Fall Classic, Winter Games & Summer Games.

Chick Fil A – Central Texas - will do a % of sale promotion in June 2018

Proprietor's Bowling Association of America - working to get them on board

NFL Alumni – Austin Area Chapter has adopted SOTX as their charity of choice and will be doing a bowling tournament in February 2018.

Southern Methodist University and Learfield have teamed together to sell home game tickets vs Connecticut with \$5 per ticket sold being donated to SOTX and two different SOTX Flag Football teams playing at half-time of the SMU game.

United Airlines will be doing an international promotion: SOTX is to receive \$70k in 2018, \$80k in 2019 and \$90k in 2020. Monies will be designated for Unified Champion Schools. SOI & Toyota have agreed to a 5-year \$5 million global sponsorship. SOTX will receive \$100,000 from this sponsorship in 2018. The money is to support “Unified” programming. We’ve started a new fundraiser called the SOTX Speaker Series. This will be an every-6-month event where motivational speakers will be invited to speak to our athletes and we’ll raise funds by selling seats and sponsorships.

We’re working on getting “booth space” to sell SOTX Merchandise at South by Southwest in 2018.

We’re also working on creating a celebrity sports council that will become a fundraising arm for SOTX.

Lynette reported that the Finances of SOTX were not strong. We have used \$300,000 of our Line of Credit at Chase and have \$50,000 in the bank currently with only \$200,000 remaining in our Line of Credit. We need to repay the Line of Credit prior to year-end to position SOTX for a lean January. Revenue may bring in enough to cover our reduced expenses, but the timing of expenses is consistent and the timing of revenue unknown. The board was asked to help by bringing new initiatives and resources to the table.

Communications is working to bring Michael Phelps to participate in Over the Edge Challenge Coin – planning to sell for \$50 each.

3. Board Meeting Minutes

Motion	To approve the July 14, 2017 Board Meeting Minutes as presented.
Made	Rick McCarty
Second	Hector Amaya
Vote	Passed Unanimously

4. Board Nominations

- a. Doug Reim
- b. Jan Sartain
- c. Ian Rawn
- d. Benjamin Garcia
- e. Susanne Brady-Lusk

Motion	To approve the Board Nominations as presented.
Made	Kristi Hudson
Second	Jeanette Thorne
Vote	Passed Unanimously

5. 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 July 2017 un-audited financials.

Motion	To approve the July 2017 un-audited financials as presented.
Made	Sam Arciniega
Second	Ralph Herring
Vote	Passed Unanimously

- b. Motion to approve the 2016 Form 990.

Motion	To approve the 2016 Form 990 as presented.
Made	Rick McCarty
Second	Hector Amaya
Vote	Passed Unanimously

- c. Motion to approve changing the name on Special Olympics Texas Bank of America Accounts.

Motion	To approve changing the name on Special Olympics Texas Bank of America Accounts. Add Lynette Pardue, Kathy McClain and Dale Hosack.
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Made	Kristi Hudson
Second	Jeanette Thorne
Vote	Passed Unanimously

6. Consent Agenda

a. Meeting Minutes

1. Finance Meeting Minutes (August 18, 2017)
2. Executive Committee Meeting Minutes (August 24, 2017)
3. Executive Committee Meeting Minutes (September 6, 2017)

b. Finance

1. 2018 Budget Process
2. Summary of new FASB Reporting Requirements
Lynette Pardue mentioned we have begun working with the 2018 Budget. 2018 budget will be presented at the next board meeting.

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

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|--------------------------|-----------------------------|
| 1. Competition and Games | 4. Unified Champion Schools |
| 2. Program Training | 5. Healthy Athlete |
| 3. Outreach and Families | 6. National Games |

Due to budget constraints for Fall Classic we will have not use a stage and will only have one tent for Bocce. All other areas will use pop-up tents.

We have received monetary donations from other Special Olympics office – Southern California (\$5,000), Georgia (\$3,500), New Mexico (\$500), A few other Special Olympics Offices have mentioned they will be sending funds as well. We are talking with SOI regarding the Christmas Record Grant to see if we can receive some funding from this source.

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. P/R Communications Committee | 3. Social Media |
| 2. Website | 4. Graphic Design |
| | 5. Marketing and PR Activities |

Consent

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

1. Turnover and Staff Report
2. Volunteer Report

Consent – we have 11 vacancies (5 on hold and 6 open)

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

Development Update

Consent

g. **Approval of Consent Agenda**

Motion	To approve the consent agenda as presented.
Made	Rick McCarty
Second	Robert Bradshaw
Vote	Passed Unanimously

7. CEO Search Update

Steve Hayes and Rick McCarty who are on the CEO Search Committee will be meeting with each VP after board meeting today. They will compare the board and staff comments from the survey.

Board Members who would like to be considered for CEO position, please inform a member of the CEO Search Committee. In addition, interested board members would be required to resign from the SOTX Board and remain off the board for at least two years.

8. Board Management Committee Updates

- a. SOTX Board Roster, Term and Attendance
- b. SOTX Board Report Card
- c. SOTX Board Officers

9. Announcements

- a. Calendars
- b. Board Expense Form
- c. Next Meeting – December 8, 2017 (SOTX Chapter Office/ 9:30am-1:00pm) Executive Session

Board Calendars are in the book. Please review to make sure you are aware of upcoming meetings and events.

Hector Amaya requested if everyone would consider attending the “Very Special Celebration” in December. It would be great if we had more board participation for this fundraiser.

10. Adjournment

Motion	To adjourn the board of directors’ meeting.
Made	Steve Hayes
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

2017 Finance Committee Meetings

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

2017 Executive Committee Meetings

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

2017 Board of Directors’ Meeting

- 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***