



**BOARD OF DIRECTORS' MEETING**

DECEMBER 8, 2017

MEETING MINUTES

**Board Present:** Chad Tywater (Chair), Hector Amaya (Immediate Past Chair), Rick McCarty (Parliamentarian), Steve Griffith (Vice Chair), Jake Squiers; Maureen McCutchen (Secretary), J'Nette Thorne, Sam Arciniega, Patti Ballew, Don Langer, Steve Hayes, Robert Bradshaw, Tammy Hortenstein, (Ralph Herring- conference call)

**Board Absent:** Jackie Zigtema, Dale Hosack, Curtis Scheffe, Frank Fucello, Shon Bjornberg, Steve Hatchell, Kristi Hudson

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

**Guests:**

Kit and Lisa Flynn, Megan Flynn, Jan Sartain, Ian Rawn, Susanna Brady-Lusk

- I. EXECUTIVE SESSION – 9:30AM (CURRENT BOARD MEMBERS ONLY)
- II. CALL TO ORDER AT 11:05AM – CHAD TYWATER
- III. Lisa Flynn and Megan Flynn – Presentations for Megan Flynn and Jan Sartain
- IV. PRESIDENT'S UPDATE
  - A. Organizational Dashboard
  - B. 50<sup>th</sup> Special Olympics Anniversary
  - C. 2018 Hill Day
  - D. PAC
  - E. Finish Line / Tommy Hilfiger
  - F. Challenge Coins
  - G. Athlete Leadership Committee – Patti Ballew
  - H. Unified Cup
  - I. 2018 Special Olympics Accreditation
  - J. Strategic Plan Update

- Suzanne Anderson mentioned that Tommy Hilfiger donated many boxes of adaptive clothing to provide to SOTX athletes. The clothing was sent to Dickenson ISD where the community is still struggling.
- Finish Line has donated 1,000 pair of shoes for SOTX athletes.
- The Challenge Coins have arrived and can be purchased after the board meeting at \$20 each through Tela Mange.
- The Athlete Leadership Committee (ALC) is a new subcommittee of the board for 2018. The ALC will be comprised of 3 athlete board members and 3 members of the President's Advisory Committee. The Committee will allow athletes to share their ideas and thoughts with the board. Patti Ballew will take the lead for the committee and report to the board. First meeting was held earlier this week.
- SOTX was awarded \$1,000 from Over the Edge for Ashley Billard to assist with her fundraising goals.

V. BOARD MEETING MINUTES – SEPTEMBER 15, 2017

Motion	<i>To approve September 15, 2017 board meeting minutes as presented.</i>
Made	Steve Griffith
Second	Rick McCarty
Vote	Passed unanimously

VI. BOARD RE-ELECTIONS

- A. Maureen McCutchen
- B. Robert Bradshaw
- C. Steve Griffith
- D. Steve Hatchell
- E. Dale Hosack

Motion	<i>To approve board re-election slate as presented.</i>
Made	Tammy Hortenstine
Second	Jake Squiers
Vote	Passed unanimously

VII. BOARD OF DIRECTOR OFFICER ELECTIONS

- A. Chair – Chad Tywater
- B. Vice-Chair – Steve Griffith
- C. Treasurer – Dale Hosack
- D. Secretary – Maureen McCutchen
- E. Parliamentarian – Rick McCarty
- F. Steve Hayes (appointed)
- G. Robert Bradshaw (appointed)
- H. Don Langer (appointed)

Motion	<i>To accept the Board of Directors' Officer elections as presented.</i>
Made	Sam Arciniega
Second	Hector Amaya
Vote	Passed unanimously

VIII. 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. Refer to Dashboard for additional YTD information**

- A. Motion to approve *September 2017 Un-Audited Financials*

Motion	<i>To approve the September 2017 un-audited financials as presented.</i>
Made	Steve Griffith
Second	Hector Amaya
Vote	Passed unanimously

- B. Motion to approve the 2018 Budget

Motion	<i>To approve the 2018 Budget as presented.</i>
Made	Steve Griffith
Second	Bob Bradshaw
Vote	Passed unanimously

C. GRANT SIGNATURE AUTHORIZATION.

Motion	<p style="text-align: center;"><b>GRANT RESOLUTION OF SPECIAL OLYMPICS TEXAS, INC.'S BOARD OF DIRECTORS</b></p> <p><b>BE IT RESOLVED:</b> That the Board Chairman of Special Olympics Texas, Inc. be, and is hereby, designated as the authorized representative of Special Olympics Texas, Inc. for the purposes of applying for on behalf of Special Olympics Texas, Inc. applications for grants, which require authorization by the Board of Directors and have been determined by the President of Special Olympics Texas, Inc. as appropriate grants for the ongoing operations and mission of Special Olympics Texas, Inc.</p> <p><b>BE IT FURTHER RESOLVED:</b> That this resolution does not alter or modify in any way the authority of the President or staff of Special Olympics Texas, Inc.'s to apply for grants or other funding that is in the normal and ordinary conduct of Special Olympics Texas, Inc.'s business and in accordance with the internal policies and procedures of Special Olympics Texas, Inc.</p> <p><b>BE IT FURTHER RESOLVED:</b> That this resolution so executed and delivered be attached to the minutes of meetings of the Board of Directors of Special Olympics Texas, Inc. as an exhibit and that such resolution be, and is hereby, adopted and incorporated into the official corporate records of Special Olympics Texas, Inc. by reference.</p> <p><b>BE IT FURTHER RESOLVED:</b> That this resolution ratifies the actions of the foregoing officer of Special Olympics Texas, Inc. in all matters pertaining to the application for grants as have heretofore been completed in the normal and ordinary conduct of Special Olympics Texas, Inc.'s business and in accordance with the internal policies and procedures of Special Olympics Texas, Inc.</p> <p><b>BE IT FURTHER RESOLVED:</b> That any prior authorizations inconsistent with the foregoing resolution are, and they are hereby, revoked and rescinded.</p> <p><i>To accept the Grant Signature Authorization as presented.</i></p>
Made	Steve Griffith
Second	J'Nette Thorne
Vote	Passed unanimously

IX. CONSENT/INFORMATION

A. Meeting Minutes

1. Finance Committee Meeting – November 9, 2017
2. Executive Committee Meeting – November 16, 2017

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

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| <ol style="list-style-type: none"> <li>1. Competition and Games</li> <li>2. Program Training</li> <li>3. Outreach</li> <li>4. Families – Bob Bradshaw</li> </ol> | <ol style="list-style-type: none"> <li>5. Unified Champion Schools</li> <li>6. Healthy Athletes</li> <li>7. World/USA Games</li> </ol> |
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- Suzanne Anderson reported that we have a quota of 17 athletes and one unified partner for 2018 Games.
  - Bob Bradshaw reported for the Families Committee. Working on generating a newsletter and web page for the Families Support Network. Additional information is attached.

C. 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**

- 1. PR/Communications Committee
- 2. Website/Social Media
- 3. Marketing and PR Activities

Tela Mange mentioned that the date for 2018 Hill Day should be confirmed by mid-January 2018. Marlene Mitchell will send out dates and other information when confirmed.

D. 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 reported we are currently at 16% annualized turnover for the end of year. We have 13 vacancies and 13 terminations.

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

- 1. Development Update
  - 2. 2017 Board Giving Update
  - 3. December 8, 2017 “A Very Special Celebration
- Consent Agenda

F. Approval of Consent Agenda

Motion	<i>To approve consent agenda as presented.</i>
Made	Steve Griffith
Second	Rick McCarty
Vote	Passed unanimously

X. BOARD MANAGEMENT COMMITTEE UPDATES

- A. SOTX Board Roster, Attendance, Term
- B. EOY Board Report Card Summary
- C. Frank Fuccello – Board Resignation
- D. Kristi Hudson – Board Resignation
- E. 2018 Committee List

New Board Members present were introduced.

Frank Fuccello and Kristi Hudson have resigned from the board.

XI. ANNOUNCEMENTS

- A. MEETING Calendars
- B. Board Expense Form
- C. NEXT – February 16, 2018 SOTX Chapter Office

Please review meeting calendars so you are aware of upcoming meetings and/or events.

Please complete and turn in your board expense reports.

XII. Adjournment

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

**\*NOTES IN BOLD/ITALICS ARE STAFF GOALS FROM THE STRATEGIC PLAN**

# 2018 SOTX Board/Executive Meetings/Games

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## **2018 Finance Meetings**

- January 18, 2018 – 3:00 p.m. – 5:00 p.m. (Conf. Call)
- April 12, 2018 – 3:00 p.m. – 5:00 p.m. (Conf. Call)
- June 14, 2018 – 3:00 p.m. – 5:00 p.m. (Conf. Call)
- August 16, 2018 – 3:00 p.m. – 5:00 p.m. (Conf. Call)
- November 8, 2018 – 3:00 p.m. – 5:00 p.m. (Conf. Call)

## **2018 Executive Meetings**

- January 11, 2018 – 10 a.m. – 12:00pm Plan Session
- January 26, 2018 – 11 a.m. – 1:00pm (Conf. Call)
- April 19, 2018 – 2:00 p.m. – 4:00 p.m. (Conf. Call)
- June 21, 2018 – 2:00 p.m. – 4:00 p.m. (Conf. Call)
- August 16, 2018 – 2:00 p.m. – 4:00 p.m. (Conf. Call)
- November 15, 2018 – 2:00 p.m. – 4:00 p.m. (Conf. Call)

## **2018 Board of Directors' Meeting**

- February 15, 2018 – Board Orientation – Thursday  
Chapter Office/Webinar (10:30 a.m. – 2:30 p.m.)
- February 16, 2018 – 11:00 a.m. – 1:00 p.m.  
Chapter Office (Friday)
- May 24, 2018 – 11:00 am – 1:00 p.m.  
(UTA) (Thursday)
- July 14, 2018 – 11:00 a.m. – 1:00 p.m. (Saturday)
- September 14, 2018 – 11:00 a.m. – 1:00 p.m.  
(Chapter Office) (Friday)
- December 7, 2018 – 10:00 a.m. – 1:00 p.m.  
(Austin) (Friday). Executive Session – 10am-11am /  
Board Meeting – 11:00am-1:00pm

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