

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of The Board of Directors Meeting
February 21, 2020

Executive Board Members

Phyllis Tumey, President
Bob Halvorson, Executive Vice President
Lynn Kroloff, Vice President of Membership and Outreach
Steve Lockwood, Treasurer
Sherry Fogleman, Secretary
Doris Rollins, Immediate Past President

Committee Chair Members

Patty Hasty, Activities Committee Chairman
Al Wonstolen, Liaison to Community
Sports Chairman - OPEN
Jon Hendricks, Transportation Committee

Staff Members Present

Debbi Haynie, Executive Director

Legal Advisor

Wendy Monteith

Wendy Monteith was unable to attend this meeting.

Phyllis Tumey called the meeting to order at 1:10 pm.

Secretary's Report

The minutes of the January 17, 2020 board meeting were approved by consensus.

Treasurer's Report

Steve referenced the Statement of Activities Budget Performance report for January 2020 and responded to questions.

A motion was made by Doris and seconded by Lynn to approve the financial report for January 2020 as presented. The motion was approved unanimously.

Steve shared an updated Reserves/Investments Status Report and responded to comments. The Center funds are now at \$180,266 up 3% and the Foundation's funds are at \$415,992 up 3.27%

Steve reported that the Finance Committee met yesterday. He is pleased that Cathy McMahon has joined the committee and has volunteered to draft a Reserve policy. Jim Paladino is working with the committee again and has volunteered to draft the Internal/Control policy. Jim is also working on phase II of the Chart of Accounts. Ray Gehlen has joined the Finance Committee. Pete Wells has moved to Wind Crest in Lone Tree but wants to remain a member of the Senior Center and wants to stay involved with the Finance Committee.

Steve noted that the reserve account is mostly dedicated to vehicle replacement for the Center. Jon is working on getting MSRP pricing for new vehicles. In response to a question about replacing the cars we currently own, Steve said that at this time we are looking at replacing about one vehicle a year.

President's Report

Phyllis reported that she attended the Douglas County Senior Council meeting at St. Andrews Methodist Church. The subject was on brain injuries and was very informative. She also attended an excellent stroke presentation at the Senior Center. Phyllis will be working the elections from February 20 through March 3 and will be on vacation March 4 through March 14th. She asked Doris and/or Bob to attend the March DC Senior Council meeting for her.

Executive Vice President's Report

Bob reported that the Senior Life Expo planning is going well. New information on the expo is being published today.

King Soopers and Amazon.Smiles – Bob has asked Debbi for a schedule of events where staff and board members can speak to the membership about these two programs. Bob also noted that the manager, Eric, at King Soopers is happy to help our members sign up for their program while at the store.

Bob also reported that there will be a Golf Committee meeting held next week.

Membership/Outreach Vice President Report

Lynn reported that membership as of January 31st is at 1147.

The membership survey had a good return. About 1/3 of the surveys sent out were returned to the Center. The majority of the comments were positive.

Lynn reported that she attended the Denver Senior Coalition meeting on February 13th. There were two presentations at this meeting; one was Touching Hearts at Home Dementia Care and the other was from the McCaffrey Brothers Real Estate who are certified specialists in Senior Real Estate. During the introductions made around the room Lynn spoke briefly about the Senior Life Expo and provided flyers to the group.

Immediate Past President

Recruiting for vacant board positions – Doris is looking for a person to fill the Sports Chairman position.

Policies and Procedures – Doris reported that she is still working on this document and it should be available soon.

Vintage and Vibrant – The planning committee is researching potential topics for the 2021 event. Planning meetings are held monthly.

Senior Center Summit – Doris is chairing the event and Lynn Kroloff and Sherry Fogleman will be co-chairing the event with Doris. The group identified the first two tasks as identifying which senior centers might be interested in attending and to create a script to use when calling other senior centers in Colorado.

Strategic Plan – The Executive Board approved creating a plan with a financial focus. Steve and his committee are working on a document to detail the plan

Executive Director's Report

Rotary Club – Debbi reported that she and Juli met with the Castle Rock Morning Rotary Group on January 29th where they were very well received. Following the meeting one member of the group came to the Center to sign up both his wife and himself as members. He asked us to speak again at the other noon club group in March and to speak at an OLLI Group (Osher Lifelong Learning Institute) meeting in the future.

Castle Rock Chamber of Commerce – Annual Banquet, April 25th – Debbi reported that she has been nominated for the Citizen of the Year for the work she does at the Center and her volunteer activity within the community over the years.

It was suggested that the Center cover the cost of Debbi and her husband's attendance at the Annual Banquet on April 25th.

A motion was made by Lynn and seconded by Patty that the Center pay for Debbi and her husband's attendance at the Castle Rock Chamber of Commerce's Annual Banquet on April 25, 2020. The motion passed unanimously.

New Income – Debbi reported that we recently received a \$6000 check from the Denver Masonic Shriners.

Fax Line – The Center is currently paying about \$105 a month for this line. With the town's help we are switching to an eFax solution for about \$10 per month for a savings of about \$1140 a year.

Copier – The lease on our copier is up in May 2020. By coordinating with the Town and their provider Konica Minolta we can piggyback on the savings they received. This will save us about \$120 per month.

COMMITTEE REPORTS

Activities Report

Patty reported on some of the activity highlights for January 2020. Many enjoyed the trip to the Women's Bean Project and the CBS tour in January as well as the out to dinner events.

Upcoming events include a trip to the Ice Castles in Dillon and a Mystery Trip (always loved by many). We will also have the Castle Rock Fire Department bringing us information on "Emergency Alerts and Warnings" in February.

Liaison to the Community Report

Al reported that the Douglas County Senior Services Foundation decided to participate in the Senior Life Expo this year. The new vice-president there is Melanie Worley.

The Transit Solution Group received an update for RTD on their issues. The main problem is hiring drivers and keeping them.

Sports Report

Debbi reported on sports since we currently do not have a sports chairperson. She reported that she is in the process of locating sponsors for new bowling shirts for the team. Greg Bell has offered to be one of the sponsors. The bowling is currently the only active sports team.

The golf league signup is scheduled for Tuesday, March 31 at 9:00 am with play beginning in spring.

Softball league signup is next month on Thursday, March 12th at 9:00 am. Again, play will not begin until spring. Wes Johnson is stepping down from his lead role on one of the softball teams.

We are looking for a new hiking group leader. We will try to partner with the Rec Center Coordinator, Marne Hanson for our hikes until a hiking group leader can be identified.

As of 2020 we are no longer counting badminton and pickle ball as Center sponsored sports.

Transportation Report

Jon reported that January was fairly normal in terms of expense and mileage. Maintenance costs totaled \$658 in January.

Jon inquired about the possibility of purchasing shirts for the volunteers at the Center. Debbi will research this item and report back to the board.

Legal Advisor

Wendy Monteith was unable to attend the meeting.

OLD BUSINESS

Election Procedures – A final version of the Center’s Elections Procedures was included in the board packet for final approval.

A motion was made by Steve and seconded by Jon and unanimously passed to approve the Election Procedures as presented.

Board Job Descriptions and 2020 Board Member Goals – Phyllis asked the board members to review their board member job descriptions (making changes where necessary) and create their board goals for 2020. These documents should be given to Sherry to add to the board package for the March 20th meeting.

NEW BUSINESS

Lifetime and Honorary Membership Nominations – Phyllis explained the process for nominating and selecting members for these two types of memberships and asked the Board to submit their recommendations to her by the March 20 board meeting. The deadline for the forms to be submitted is March 31.

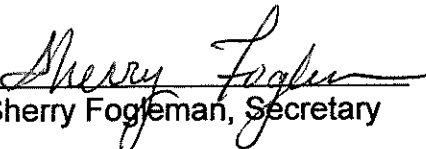
The recipients will be selected at the April 24th executive board meeting.

Volunteer Hours – Debbi asked that the board members remember to report their hours each month spent on work for the Center. Even if it is time away from the Center and you are working for the Center, those hours should be reported as well.

ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 2:23 pm

Respectively submitted:


Sherry Fogelman, Secretary


Phyllis Tumey, President

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Motions Page

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