

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of The Board of Directors Meeting
September 18, 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
Cynthia Timmons, Sports Chairman
Jon Hendricks, Transportation Committee

Staff Members Present

Debbi Haynie, Executive Director

Legal Advisor

Wendy Monteith

Phyllis Tumey called the meeting to order at 1:00 pm. All members were present except for Bob Halvorson.

SECRETARY'S REPORT

The minutes of the August 21, 2020 board meeting were approved by consensus.

PRESIDENT'S REPORT

Phyllis thanked those who participated in this year's golf tournament as well as the many volunteers who helped make it a success. She reported that this year's tournament produced a \$8,391 profit. She said that we have \$3,720 in donations from those who had signed up for the golf leagues but were unable to play due to the cancellation of our sports activities this year. She suggested that the \$3,720 be added to this year's tournament profit to make the profit for the tournament more attractive.

A motion was made by Steve, seconded by Al and unanimously passed to approve the golf league's donation of \$3,720 to this

year's golf tournament profit of \$8,391 making this year's golf tournament profit \$12,111.

Phyllis also suggested that the \$544 that was donated to the center from the softball leagues be donated to General Donations.

A motion was made by Lynn, seconded by Cynthia, and unanimously passed to donate the \$544 donation from the softball leagues to General Donations.

In response to a question about the Colorado Gives Day, she noted the date for that fundraiser is December 8, 2020.

A discussion was held regarding the Dining to Donate program. It was agreed that the center can begin that program again if the restaurant follows the Covid guidelines. Wendy will meet with Shannon to determine the proper wording for advertising this program.

EXECUTIVE VICE PRESIDENT'S REPORT

No oral report at this meeting due to Bob's absence.

TREASURER'S REPORT

Steve provided a report on the 2019 audit. He said that this is the cleanest audit the Center has had in several years. There were no negative comments at all on this audit. Steve said that Jim Davis complimented Greg, Debbi and staff for their efforts in preparation for the audit. Jim also complimented the efforts of the Finance Committee. Steve has the letter of acceptance to send to Jim Davis as soon as we have the full board's approval.

A motion was made by Doris, seconded by Al and unanimously passed to approve the results of the 2019 Audit.

Steve referenced the Reserve Fund Policy draft included in the board packet, responded to questions, and asked for the board's approval on this policy document.

A motion was made by Al, seconded by Sherry, and unanimously approved to accept the Reserve Fund Policy document dated September 2020.

Two other policies being worked on by the Finance Committee are a revision to the current Procurement Policy and an Internal Controls Policy. Steve plans to review one or both of those policies at the next board meeting.

Also, in the works for the Finance Committee is the Chart of Accounts project. It is coming along nicely and he and Jim Paladino plan to meet with Greg next week.

Steve referenced the 2021 Budget in the board packet and responded to questions.

A motion was made, seconded, and unanimously passed by the board to approve the proposed 2021 Budget.

Steve referenced the financial report for August 2020 stating that we are in good shape and asked for comments or questions. Hearing none,

A motion was made by Lynn, seconded by Doris, and unanimously passed to approve the August 2020 financial report.

Steve also provided an update on the Edward Jones funds. He reported that the CRSAC funds are up 6.18% with an ending balance of \$185,931 and the Foundation is up 5.75% with an ending balance of \$425,200.

VICE PRESIDENT/MEMBERSHIP REPORT

Lynn reported that the center has gained two new members this month. She said many of the members have indicated that they prefer to renew until the center is open again.

IMMEDIATE PAST PRESIDENT'S REPORT

Doris reported that she has identified two people that will help us with the vote counting for the upcoming center elections. Al agreed to help us find a third person for this project by October 9th. She also mentioned that she, Phyllis and Debbi have met to discuss the documents for the election.

EXECUTIVE DIRECTOR'S REPORT

Debbi reported that the CARES Act Funding for Covid expenses is \$2.5 million. She is currently writing up another request for anticipated spending for the Center. She asked the board for some ideas of what to add to the request. Several were mentioned which she will add to the request.

Debbi has been invited and plans to attend the State of the Town luncheon on October 5th from 12-1 pm.

Debbi discussed the auctions set for November/December. She has researched many platforms for online purchasing for these auctions. She recommends going with the AES program for \$1,865 for one year.

A motion was made by Steve, seconded by Jon and unanimously approved to authorize Debbi to purchase the AES software in the amount of \$1,865 for online purchasing to help with our auctions later this year.

Debbi discussed the Colorado Dial Framework product (information in board member's packets).

Debbi also noted that next year the Center turns 50! There is nothing in the budget for any kind of celebration, nor are we sure where Covid will be next year. Debbi asked the board to think about what we can do to celebrate this event.

This year's Annual Meeting will be held 100% virtually via Zoom due to the Covid restrictions. The Executive Board will be at the Center in attendance and the Committee Chairs will do their reports virtually. Information will be shared with the members in October.

COMMITTEE REPORTS

Activities – Patty reported the activities for our members have been going very well. Members are enjoying the virtual bingo, the drive through Italian ice treats, and the "Drive-in movie". She expressed her appreciation for the staff and how hard they are working to make these events happen.

Community Liaison – Al reported that the only active group at this time is the Senior Services Foundation. Donations are coming in quite well, maybe even better than last year.

Sports – Cynthia said there is not much to report. She did mention she has joined the Golf Tournament Committee.

Transportation – Jon said that the center is up about 10% on rides. He is also training the drivers to use the new sanitizing "gun" at the end of each day on their assigned cars. They are sanitizing daily now rather than weekly.

LEGAL ISSUES

Wendy had nothing to report at this meeting.

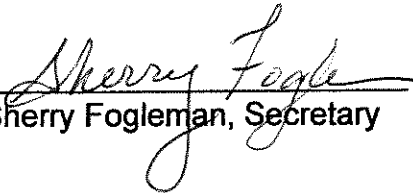
OTHER

Sherry reminded the board that the October meeting was changed from October 16th to October 9th.


ADJOURNMENT

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

Respectively submitted:



Sherry Fogleman, Secretary



Phyllis Tumey, President

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Motions Page

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