

CASTLE ROCK SENIOR ACTIVITY CENTER  
BOARD OF DIRECTORS  
Meeting Agenda  
December 18, 2020  
1:00 pm

**Zoom Meeting:**

Castle Rock Senior Center is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: Dec 18, 2020 01:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93246119884?pwd=aVJmWVZNRlJkRzdGbzlYkxUTFSQT09>

Meeting ID: 932 4611 9884

Passcode: 635712

One tap mobile

+16699006833,,93246119884#,,,,,0#,,635712# US (San Jose)

+12532158782,,93246119884#,,,,,0#,,635712# US (Tacoma)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

Meeting ID: 932 4611 9884

Passcode: 635712

Find your local number: <https://zoom.us/j/93246119884>

**Call to Order**

**Record Proxy:** Lynn is unable to attend this meeting. Her proxy is Steve Lockwood.

**Reports:**

Secretary – Sherry Fogleman – *Approve Board Minutes of the following:*

*October 9, 2020 meeting*

*November 13, 2020 meeting*

*November 20, 2020 Annual Meeting*

Treasurer – Steve Lockwood – *Report/Approve*

o *Financial Report*

President – Phyllis Turney

Executive Vice President – Bob Halvorson

Membership/Outreach Vice President – Lynn Kroloff

Immediate Past President – Doris Rollins

o *Election Procedures changes*

Executive Director – Debbi Haynie

**Standing Committees' Reports:**

Activities – Patty Hasty

Liaison to Community – Al Wonstolen

Sports – Cynthia Timmons

Transportation – Jon Hendricks

Legal – Wendy Monteith

**Old Business:**

**New Business:**

- o *Approval of 2021 Important Dates to Remember*

**Adjournment**

The next Full Board Meeting is scheduled for **Friday, January 15, 2021 @ 1:00 pm.**

CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The Board of Directors Meeting  
October 9, 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 Cynthia Timmons and Jon Hendricks. Sherry is Jon's proxy.

**SECRETARY'S REPORT**

The minutes of the September 18, 2020 board meeting were approved by consensus.

**PRESIDENT'S REPORT**

Phyllis reported that the Covid money the Center has received to date is \$69,000. Congratulations to Debbi for her persistence.

Phyllis also reminded the board that the Annual Meeting reports are due to **Sherry by Friday, November 13**. Please let Sherry know who of the board members wants to be at the Center for the annual meeting.

### **TREASURER'S REPORT**

Steve reported on the Center's investments with Edward Jones. The Foundation is up 7.27% YTD with a balance of \$430,987 and the Senior Center's numbers are up 7.64% YTD with a balance of \$188,472.

Budget news reported is that income is up \$7300 YTD. Expenses are down \$26,500. Steve attributed this good news mostly to the hard work of Debbi and staff.

Steve also reported on the Dinar donations that were donated for the staff at the Center. He said that a thank you note will be sent to the donor with the current value of the dinar donation noted in the letter. A letter will be given to each of the staff members with the currency provided. The letter will include the current value of the gift.

Steve also reported that the 990s and audit are complete and if a board member would like a copy, they can be found on the CRSC website.

Steve informed the board that the policies that were to be discussed at today's meeting are being pushed to a future meeting.

The QuickBooks issue is being finalized. QuickBooks will be installed on the town's network and a new laptop purchased for Greg. The town will set up the laptop for security they require. It should all be up and running in the next 30 days.

### **EXECUTIVE VICE PRESIDENT'S REPORT**

Bob reported that the "Holiday Wreath Celebration" (scheduled for November 9 through November 18) and the "Holiday 'Bidding for Giving' Celebration" (scheduled for December 1 through December 13) are both moving along very well.

Loving Life Challenge brought in \$16,482.00 this year!

### **VICE PRESIDENT/MEMBERSHIP REPORT**

Lynn reported that membership has decreased by about 15%. She is continuing to make calls to encourage members to renew their membership.

### **IMMEDIATE PAST PRESIDENT'S REPORT**

Doris thanked Al for providing her with the name of a third person willing to help count the Center's election ballots. Doris is working with Juli on the materials to send out next Friday.

### **EXECUTIVE DIRECTOR'S REPORT**

Debbi reported that she has submitted what we've spent on Covid so far to the County for the Douglas County CARES Act program as well as the funding for the second

phase of the program. She was able to find out the vehicle request is not included in that program.

We met our incentive goal at the Shopping Extravaganza bringing into the Center \$5,564.21.

Debbi has also been invited to speak at the Douglas County Town Hall – Older Adult Forum. The current tentative date for this forum is October 23.

There was an article in the Castle Pines Connection/Behind the Business in a recent edition on the Debbi and the Center.

Debbi also reported that we've received approval for the new wheelchair accessible vehicle and that we will be able to use the Quick Procurement Process to purchase it which will save a lot of time.

### **COMMITTEE REPORTS**

**Activities** – Patty reported the activities for our members have been going very well. The Shelvis concert was great with 42 members attending and the Drive-in movie was a lot of fun for the members with 17 attending. She also reported on items/fun projects that have been provided for members to pick up and take home to enjoy.

**Community Liaison** – Al was unable to attend the Foundation's meeting, but said they are busy with online letters to grantees.

He also noted that the Transit Solutions Group is looking for a new leader.

The IREA luncheon will not be available this year. They are working with VOA to provide food for "shut-ins".

**Sports** – Cynthia was out of town for this meeting, but her report shows no changes from last month.

**Transportation** – Jon was unable to attend this meeting but asked if there were any questions from his report to please give him a call.

### **LEGAL ISSUES**

Wendy had nothing to report at this meeting.

**OTHER**

In response to a question regarding the target date for opening the Center, it was reported that we will not be opening in November and are still unable to make a decision as to when we can open.

Although mentioned at our last meeting regarding the possibility of opening Dining to Donate this month, the Center is still not comfortable starting it up yet.

Debbi will be preparing a slide show for the annual meeting. The meeting will be held via Zoom with a few of the board members at the Center.

It was also suggested that something is presented at the Annual Meeting regarding those who have passed this year.

**ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 1:41 pm.

Respectively submitted:

\_\_\_\_\_  
Sherry Fogleman, Secretary

\_\_\_\_\_  
Phyllis Tumey, President

**CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The Board of Directors Meeting  
October 9, 2020**

**Motions Page**

The minutes of the September 18, 2020 board meeting were approved by consensus.

**CASTLE ROCK SENIOR ACTIVITIES CENTER**  
**Minutes of The Board of Directors Meeting**  
**November 13, 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 9:03 am. All members were present except for Steve Lockwood and Jon Hendricks. Sherry is Steve's proxy.

**PRESIDENT'S REPORT**

Phyllis reported that the Covid level has now reached Orange and that the community needs to be more cautious regarding the virus than before. She asked Debbi to share some of what the Center has done regarding this change. Debbi has reduced the staff's time in the center, and she needs to limit the number of people coming into the center including the board members. She asked that the board members contact the center to make an appointment when they need to come to the center.

Debbi also mentioned there has been an increase in Covid outbreaks in the senior apartment centers. She has been in contact with several of them to make sure there is a safe place our volunteers can leave groceries or other things they are taking to these areas for our seniors.



Debbi explained also that the center is looking at using the online service at grocery stores to order the food that our seniors are asking for and having the volunteers just pick the completed order at the stores and dropping them off at the seniors' front doors. This will eliminate some of the possible exposure to the virus for our volunteers Shannon is also preparing a Zoom presentation on how to use the Instacart program. Debbi indicated that the center is short of drivers, so they are having to use the ones who are still working more than usual.

She noted that they are also in need of additional people to make reassurance calls to the seniors. The police are now beginning to make reassurance calls for seniors as well.

### **ANNUAL MEETING**

Phyllis suggested that since both officers running for re-election are uncontested and asked if it is really necessary to have outsiders coming into the center to count ballots. After a short discussion, it was decided that the ballots will be taken to Doris for her to count at her home and then she will make the announcement at the Annual Meeting.

The Annual Meeting will be held via Zoom with only Phyllis, Steve and Debbi participating at the Center. All other board members will be participating via Zoom. The Annual Meeting will also be video taped and put on the Website for those who could not attend.

### **ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 9:43 am.

Respectively submitted:

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Sherry Fogleman, Secretary

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Phyllis Tumey, President

CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The CRSAC Annual Meeting/Board Meeting  
November 20, 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  
Shannon Rutt  
Juli Asbridge  
Mary Jo Fry  
Tina Whitby  
Amber Jackson  
Susan Santamaria-Fenton

Legal Advisor

Wendy Monteith

Al Wonstolen and Wendy Monteith were unable to attend the meeting.

Phyllis Tumey called the meeting to order at 1:00 pm. She welcomed everyone to the meeting and reviewed Zoom meeting etiquette. Phyllis then explained that her primary focus this year for the Center was mostly the Covid 19 virus. She followed that report by introducing the board and staff and explained their positions with the Center.

**CENTER'S ANNUAL REPORT**

Debbi provided her report on 2020 and gave a recap of how she and the staff had to redesign center activities and services to accommodate the Covid 19 restrictions. She provided an impressive PowerPoint presentation to show some of those changes that were made and how they affected the members, the volunteers, and the members. As

of October 31, 2020, the center's membership was at 915 members which included 85 new members this year. Membership is down due to those members who did not want to renew their membership until the center is able to open again. Activities were at 130 per month prior to Covid and as of today's date there are 20+ activities provided virtually each month. They continued to provide about 350 rides each month for essential medical and nutrition during Covid. Nutrition services continued with meals on wheels, hot meals delivered and grocery shopping for seniors. Fundraising efforts continued during the "Covid year" and as of the annual meeting the center has collected approximately \$38,599. Volunteers were amazing during this year donating 25,068 hours so far this year.

A slide was presented listing those members who have passed so far this year and a moment was taken to remember all those who are no longer with us.

### **TREASURER'S REPORT**

Steve Lockwood provided an update on the status of the current 2020 actuals vs budget mentioning that it is down significantly because of Covid, however he is pleased to note that we are still in very good shape this year. He also reported that our investments have grown by 11% in the Foundation and the reserve funds even with Covid's effect on the markets.

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

Steve then presented the 2021 Budget for approval by the membership.

A motion was made, seconded, and unanimously passed by the membership to approve the 2021 budget as presented.

### **ELECTIONS**

Due to the Covid restrictions Doris took the ballots for elections home to tabulate the results. There was a total of 319 votes received with is a third of our membership. She then gave an overview of how new board members are selected and expressed concern regarding the process since not all new members are known to the board. The Executive Board members are nominated and selected by the membership at the annual meeting. The committee chairs are elected by the board.

The two board members up for election or re-election were approved by the membership. Bob Halvorson was elected as Executive Vice President in charge of fundraising and Sherry Fogleman was re-elected as Board Secretary.

## **RECOGNITIONS**

Phyllis reported that the board is very pleased with the staff during this year and their efforts to re-imagine the center and its operations for the membership. Each staff member has really risen to the occasion to continue to support the center and the members. Phyllis and Steve presented to each staff member a letter of recognition, a bonus check, and a commemorative coin manufactured by Western Heritage Company in Loveland for front line workers and first responders during the Covid pandemic.

## **ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 1:42 pm.

Respectively submitted:

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Sherry Fogleman, Secretary

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Phyllis Tumey, President

**CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The CRSAC Annual Meeting/Board Meeting  
November 20, 2020**

**Motions Page**

**A motion was made, seconded, and unanimously passed to approve the 2020 financial report.**

**A motion was made, seconded, and unanimously passed by the membership to approve the 2021 budget as presented.**

# Executive Vice President Report

December, 2020

## Fundraising/Community Outreach Events:

<u>Senior Life Expo – April 16, 2020</u>	Cancelled
<u>Golf Tournament – September 2<sup>nd</sup>, 2020 @ Arrowhead</u>	\$11,845.78
<u>Loving the Second Half Fund Challenge</u>	\$16,482.00
<u>Shopping Extravaganza - October 3 / 4</u>	\$5,564.21
<u>Colorado Gives – 12/8</u>	\$7,422 Not including incentive fund
<u>Craft Show - 2020 –</u>	
On line “Holiday Wreath Celebration” 11/10 – 11/18	\$ 1,190.00
On line “Holiday ‘Bidding for Giving’ Celebration” 12/1 – 12/13	\$ 5,940.00
Community Corner	\$ 600.00
Online Boutique Sales - opened 12/6 - as of 12/11	\$ 157.00
Boutique Sales- Thru 11/30/20	\$ 3,648.90
<u>Meadows Car Wash:</u> 174 tickets sold	\$ 522.00

## On-Going Fundraising Efforts:

<u>King Soopers</u> – Quarters 1 and 2, 2020 – 95 households	Amount to CRSAC	\$2787.66
<u>Amazon Smiles</u> -Quarters 1, 2 and 3, 2020	Amount to CRSAC	\$150.59
<u>Burger King</u> - Quarter 1, 2020	Amount to CRSAC	\$43.22

2020 Dining to Donate \$200

## 2021:

**Senior Life Expo** - Thursday, April 15, 2021 – Reserved & contracts signed

**Golf Tournament** – September 9, 2021 – Bear Dance - Larkspur, CO – Reserved & contracts signed

**Craft Show Extraordinaire** – Saturday, November 6<sup>th</sup>, 2021 – Reserved and contracts signed.

*Respectfully submitted, Bob Halvorson*

# CASTLE ROCK SENIOR ACTIVITY CENTER

## ELECTION PROCEDURES

(Adopted 1-18-19)  
(Revised 1-2-2020)

Ballots will be printed indicating name of candidate and office

A box will indicate placing "x" to vote for candidate

Date of election indicated

Deadline for receipt of ballot

Mail ballot pack includes:

The ballot issued

Voter instructions

*See top!* Return envelope, voter printed name and the original signature of voter, indicated on the back of the envelope

*#1 Membership survey - remove any reference to survey*  
*Change to: Ballot must be inserted*  
Each of the above items must be inserted into a mailing envelope and mailed to voters at least 3 weeks before election.

The member opens the envelope; reads the instructions; completes the ballot;

*#1* completes the survey; inserts the ballot and survey in the provided self-addressed envelope; signs their name on the back of the envelope; prints their name; affixes postage to the package if mailed or hand carries the document to the senior center.

Ballot receipt procedure:

Ballots received via United States Postal Service are placed unopened in the secured ballot box.

Ballots received via walk-ins are placed unopened in a secured ballot box.

The ballot box will be located and locked in the Director's office until the committee starts processing the ballots.

ELECTION POLLS ARE CLOSED AT 4:30 PM ON THE TUESDAY BEFORE THE ANNUAL MEETING

### NOMINATION/ELECTION COMMITTEE

CHAIR – IMMEDIATE PAST PRESIDENT

- #2 ~~ELECTION JUDGES – NON MEMBERS OF THE CENTER~~ - *meet only if needed*  
*Election Chair may count ballots*  
#3 All committee members must sign a non disclosure statement - *outtake over*

Collection and/or acceptance of ballots is discontinued at 4:30 PM the Tuesday before the Annual Meeting. All ballots received after closing time will be rejected.

- #4 *if needed* Committee reserves secure area in the center to process the ballots beginning on the Wednesday before the annual meeting. The secure room is only used for ballot processing from Tuesday at 4:30 PM until completion of the annual meeting on Friday. Candidates are not allowed in the secured area or access to any of the committee during the voting process.

- #5 *Chair Immediate Past President*  
~~Committee unlocks and opens the ballot box.~~

- #6 The committee sorts the envelopes. Those *envelopes* with no or more than one signature on the envelope will be rejected votes. *Place envelope in stack of 20*

- Remind* #7 One member will read off the name printed on the reverse of the envelope and the other members will verify from senior center roster that the voter is a member in good standing. If the voter is not, the ballot will be rejected.

The ~~committee~~ places accepted ballots in batches of 20 in a pile.

#8



~~One committee member will open the envelopes. If survey is also enclosed~~  
#9 separate the surveys in a pile to be given to membership at the end of the election process. *seal envelopes*

~~The committee member will read the results of the vote to other 2 members. If the voter has voted for more than one candidate per office~~  
#10 the vote will be rejected. If more than 1 ballot is in the returned envelope all those ballots are rejected. *Change wording*

~~The other members will tally the votes on the tally sheet.~~ *Change wording*

After the batch is complete the 2 other members compare their voting tally sheets, if they agree, they put that batch aside. If they do not agree, the member will read the ballots again. *Change to recount, if one of members agree put one aside*

#13 ~~All three place their initials on the tally sheets.~~

#14 Paperclip the ballots to the tally sheets. ~~Put a rubber band around the envelopes.~~

Continue this method until all envelopes are tallied.

#15 ~~At the end of each day post the results of all the tally sheets on a final voter results sheet.~~

The candidate with the most votes wins, and if it has a margin of 10 or less votes, perform a recount for that race. In the event of a tie, recount each candidates votes, and then still a tie, do a lot drawing, or other casting of lots (die roll for example).

**VOTE RESULTS ARE ANNOUNCED AT THE END OF THE ANNUAL MEETING, NOT BEFORE, BY THE COMMITTEE CHAIR, THE IMMEDIATE PAST PRESIDENT.**

**\*\*\*All Ballots and Tally materials must be maintained for a minimum of 25 months from the date of the election. All Ballots and Tally materials will be stored with the designated year's records in a sealed envelope and disposed in accordance with the records retention policy.**

# Executive Director's Report

December 18th, 2020

## Grants and Funding Info –

- El Pomar Foundation - \$5000 for Food Assistance
- Douglas County Senior Foundation - \$4500 – Senior Programs
- HST Funds – Vehicle Replacement – contract signed – Waiting on 2021 Price sheets to be received by CDOT
- DRCOG –HST Funds Additional Funds for November and December
  - Transportation - \$ 13,000
- Douglas County CARES Act Funding - \$26,671.79 - – Additional funds approved from original ask of \$23,470.43

Busy working on end of year reports for our 2020 grants. Along with writing new ones for 2021.

## Center Info –

Automated Mass Callings - We now have the ability to do a mass calling to our members with a staff's personal voice or computer generated voice (the personal voice is the route we will use). We have an additional feature that allows us to ask up to 3 Yes/No question also. We did one of these calls earlier this week. This will help us reach many of our members that do not have emails. We can also send out cancellation of events in one call, No Transportation days to riders, etc. This will save on employee time and be able to reach a more people in a short period of time. The caller ID on landlines will read Castle Rock Senior Center, however on Cell phone it will depend on the carrier and personal settings.

Fundraising – The online auctions and online boutique have been working smoothly. Mary Jo has done a great job of organizing and managing this program. This platform has been a great addition to our fundraising toolbox.

*Wishing all of YOU a Happy Holidays and looking forward to 2021!!!! See you next year....*

*Respectfully Submitted,*

*Debbi Haynie – Executive Director*

Grant Funding for CRSAC

Status Report for Grant Funding Applied/or In Place for 2020 +

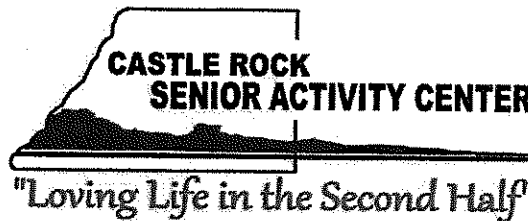
New since last report	Year	Beginning Month	Ending Month	Grantor	Type of funding	Grant Term	Request Amount	Amount Awarded	Type of Payment	Grant Accepted/ Denied/ In Progress	Comments
	2020	Jan-20	Dec-20	Town of Castle Rock	Senior Services	1 yr	\$70,000.00	\$70,000.00	Quarterly	Approved 10-1-19	Contract signed 10-2-19
	2020	Jan-20	Dec-20	Town of Castle Rock	Transportation	1 yr	\$60,000.00	\$60,000.00	Quarterly	Approved 10-1-19	Contract signed 10-1-19
	2020	Jan-20	Jun-20	DRCOG -Additional Funds	Transportation	6m	\$5,200.00	\$5,200.00	Monthly Reimbursement	8/28/2019	Asking for allittle above the difference from original request. 200 rides beginning in Jan 2020 to June 2020
	2019/20	Jul-19	Jun-20	DRCOG 19/20	Transportation	1 yr	\$78,000.00	\$46,880.00	Monthly Reimbursement	Contracted Signed	6 month allocation - 1350 rides & \$36,140 - Full Contract award \$72,280 & 2780 rides ( Ask was for \$78,000 and 3000 rides) - Reallocation of Funds for 2019/2020 - subject two 3000 below
					Resurrance Calls	2 mths	\$0.00	\$18,000.00	Monthly Reimbursement	Reallocated 9-25-2020	50 resurrance clients per week at 3 calls per week = 150 calls total @ \$15. = \$2,250 per week if we plan for 2 months (8 weeks from March 23rd to May 23 [ish]) that would be \$18,000
					Material Aid - Grocery Aid		\$0.00	\$7,400.00	Monthly Reimbursement	Reallocated 9-25-2020	15 clients @ \$60 per week = \$900 per week, again for 8 weeks = \$7,200
	2020	July	Aug	DRCOG 2020-Additional Funds	Transportation	2 mths	\$20,400.00	\$7,400.00	Monthly Reimbursement	Awarded 7-1-2020	289 rides for 2 months
					Resurrance Calls	2 mths	\$0.00	\$9,000.00	Monthly Reimbursement	Awarded 7-1-2020	600 calls - 3 a week for 25 clients fro 2 months
					Material Aid - Grocery Aid	2 mths	\$0.00	\$4,000.00	Monthly Reimbursement	Awarded 7-1-2020	16 clients @ \$120 a month for 2 months
					Transportation	10 mth	\$32,760.00	\$32,760.00	Monthly Reimbursement	Contracted Signed	1260 rides for 10 months
	2020/2021	Sep-20	Jun-21	DRCOG 20/21	Material Aid - Grocery Aid	10 mths	\$22,575.00	\$22,575.00	Monthly Reimbursement	Contracted Signed	16 clients @ \$120 a month for 4 months Sept - Dec.
					Resurrance Calls	10 mths	\$7,680.00	\$7,680.00	Monthly Reimbursement	Contracted Signed	1505 Calls - Sept - Nov - 2 calls a week for 35 clients \$19,650 an d then Dec - March 1 call a week for 35 clients \$8925
	2020	Jan-20	Dec-20	DRCOG - HST Fund	Transportation	1 Yr	\$13,000.00	\$13,000.00	Monthly Reimbursement	Contracted Signed	Approved - Contract signed 4/3/2020
*	2020	Nov-20	Dec-20	DRCOG - HST Fund	Transportation	2 mths	\$13,000.00	\$13,000.00	Monthly Reimbursement	Awarded (12/1/2020)	500 trips
	2020	Jan-20	Dec-20	DRCOG - TIPS Fund Capital Expense	Vehicle Purchase		\$54,000.00	\$48,000.00	One Time	Approved 10-16-19	Approved - Contract pending program - This would be for a Wheelchair Mini Van. 80/20 Match
	2020	Jan-20	Dec-20	FTA - 5310	Transportation	1 yr	\$67,080.00	\$70,000.00	Monthly Reimbursement	Approved 10-16-19	2-13-20 Contract Signed and Approved - Can back bill to Jan 7th, 2020
	2020			105 West Brewing	Senior Services & Transportation	1 yr	\$0.00	\$0.00	One Time	Submitted 6-13-19	Charity of the month - Donation
	2020	Jan-19	Dec-19	Volunteers of America	Nutrition Services/Senior Services	1 yr	\$15,000.00	\$15,000.00	Monthly Reimbursement	Approved 7-24-19	\$3000 Increase from 2019 Approved

2019/20	Nov-19	Douglas County Community Foundation - Heart and Hands Grant	Transportation/ Nutrition	1 Yr	\$5,000.00	\$1,500.00	One Time	Approved 10-17-19	This is the first year of the grant and they had a large response of nonprofits apply for the grant monies. They handed more grants out with smaller amount.
2020		Colorado Garden Foundation	Garden	1 Yr	\$1,800.00	\$1,800.00	One Time	Approved 9-12-19	LOI submitted 8/28/19 - 9-12-19 Grant approved without application required. Funding will be in February of 2020
2019/2020		Lillis Foundation	Scholarship and Active Minds	1 Yr	\$12,000.00	\$12,000.00	One Time	Approved 9-24-2019	Extended to June 2021
2020		JCAF Foundation	Wellness programs - Senior Artz, Drama & Tai Chi	1 Yr	\$5,000.00	\$5,000.00	One Time	Received 12-10-19	
2020		E-470 Safety Foundation	Transportation	1 Yr	\$2,500.00	\$2,500.00	One Time	Received 6-5-2020	
2020	Dec-20	Douglas County Senior Foundations	General Operating	1 Yr	\$6,000.00	\$4,000.00	One Time	Received 12-1-19	3-23 Ask to change scope of Grant to General Operating. Approved on 3-26-2020
2020		Castle Rock Rotary Club	General Operating	1 Yr	\$5,000.00	\$2,500.00	One Time	Received 12-9-19	3-23 Ask to change scope of Grant to General Operating. Approved on 3-26-2020
2020/21		Daniel Fund	Wellness Programs/General Operations	1 Yr	\$25,000.00	\$40,000.00	One Time	Received 8-1-2020	
2020		Independent Bank	General Operating	1 Yr	\$10,000.00	\$0.00	One Time	Not Selected for 2020	LOI submitted 11/20/19. On 2-1-20 approval to submit formal grant. Submits 2/17/2020 - On March 18 Was given the opportunity to change the scope of grant due to COVID. Resubmitted with General Operation Scope on 3/23/2020 Not select this year due to large amount of charities applying.
2020		Douglas County - Miller Fund	General Operating	1 Yr	\$25,000.00	\$25,000.00	One Time	Received 9/23/20	
2020		Yes Grant - ENT Credit Union	Volunteer Services	1 Yr	\$5,000.00	\$0.00	One Time	Submitted 2-12-20	They had a large response of nonprofits apply for the grant monies.
2020		Sam's Club #4853	Senior Services	1 Yr	\$2,500.00	\$2,000.00	One Time	Awarded 4-27-2020	Additional information sent to support request on 4-13-2020
2020		Walmart #984	Senior Services	1 Yr	\$1,000.00	\$500.00	One Time	Awarded 5-10-2020	Additional information requested on 4-13-2020 by Store Manager
2020		Applewood Community Grant	Senior Services	1 Year	\$1,000.00	\$0.00	One Time	Submitted Monthly	
2020		Colorado COVID Relief Fund	General Operating		\$25,000.00	\$25,000.00	One Time	Awarded 5-13-2020	Funds received 5-15-2020
2020		NextFifty Initiative	General Operating		\$25,000.00	\$25,000.00	One Time	Awarded 4-23-2020	Covid Relief Fund
2020		El Pomar Foundation	General Operating		\$10,000.00	\$1,000.00	One Time	4/17/2020	Covid Relief Fund - Have to have a recommendation from a Health Dept or BOB of El Pomar to submit. I have a contact with TCHD and they are writing us a recommendation to apply. Submitted 4/15/20
2020		Douglas County Community Foundation - COVID relief	General Operating		\$3,000.00	\$3,000.00	One Time	Resubmitted 5-19-2020	
2020		Douglas County CARES Act Fund	COVID Related Expenses		\$26,671.79	\$26,671.79	Reimbursement	Awarded	Received an additional \$ 886.36
					\$655,166.79	\$627,366.79			

Special Note: \$126,335.43 additional funds for Direct COVID relief in 2020

**Status Report for Grant Funding Applied/or in Place for 2021 +**

New slice last report	Year	Beginning Month	Ending Month	Grantor	Type of funding	Grant Term	Request Amount	Amount Awarded	Type of Payment	Grant Accepted/ Denied/ in Progress	Comments
	2021	Jan-21	Dec-21	Town of Castle Rock	Senior Services	1 yr	\$70,000.00	\$70,000.00	Quarterly	Approved 9-15-20	Contract
	2021	Jan-21	Dec-21	Town of Castle Rock	Transportation	1 yr	\$60,000.00	\$60,000.00	Quarterly	Approved 9-15-20	
	2020/2021	Sep-20	Jun-21	DRCOG - AAA 20/21	Transportation	10 mth	\$32,760.00	\$32,760.00	Monthly Reimbursement	Signed	1260 rides for 10 months
					Material Aid - Grocery Aid	10 mths	\$22,575.00	\$22,575.00	Monthly Reimbursement	Signed	16 clients @ \$120 a month for 4 months
					Resurgence Calls	10 mths	\$7,680.00	\$7,680.00	Monthly Reimbursement	Signed	1505 Calls - Sept - Nov - 2 calls a week for 35 clients \$13,650 and then Dec - March 1 call a week for 35 clients \$8925
	2021	Jan-21	Jun-21	DRCOG - AAA	Transportation - Additional Funds	6 m	\$11,700.00		Monthly Reimbursement	Submitted 9/1/2020	450 rides - 75 a month for 6 months
	2021	Jan-21	Dec-21	DRCOG - HST	Transportation	1 yr	\$78,000.00				
	2021	Jan-21	Dec-21	FTA - 5310	Transportation	1yr					
*	2021	Jan-21	Jun-21	DRCOG - CDOT	Transportation - Additional Funds	6	\$31,200.00				1200 rides fro MDW
*	2021-2023	Jul-21	Jun-22	DRCOG - HST	Transportation	1yr	\$14,000.00		Monthly Reimbursement	Grant Submitted 28-20	10-500 rides @ \$28.00 LOI Submitted 3-30-20
*	2021-2023	Jul-21	Jun-22	FTA - 5310	Transportation	1 yr	\$75,600.00		Monthly Reimbursement	Grant Submitted 28-20	10-2700 rides @ \$28.00 LOI Submitted 3-30-20
*	2021			DC Senior Foundation	Activities and Garden	1 yr	\$6,000.00	\$4,500.00	One Time	Awarded 12-16/2020	
	2020/21			Daniel Fund	Wellness Programs/General Operations	1 yr	\$25,000.00	\$40,000.00	One Time	Received 8-1-2020	
	2019/2020/2021			Lillis Foundation	Scholarship and Active Minds	1 yr	\$12,000.00	\$12,000.00	One Time	Approved 9-24-2019	Extended to June 2021
*	2021			El Pomar Foundation	Food Assistance	6mt	\$5,000.00	\$5,000.00	One Time	Check received 12-15-2020	
*	2021			Gardenknowhow.org	Community Garden	1	\$1,000.00		One Time	Submitted 10-13-2020	
*	2021			JCAF Foundation	Wellness programs - Senior Artz, Drama & Tai Chi	1 yr	\$5,000.00	\$5,000.00	One Time	Not Selected for 2020	
	2021/2022	Jul-21	Jun-22	DRCOG - AAA 20/21	Transportation	12 mths	\$154,000.00		Monthly Reimbursement	Grant Submitted 28-20	10-3000 rides @ \$28.00 LOI Submitted Updated 11-1-20
					Resurgence Calls	12 mths	\$49,500.00		Monthly Reimbursement	Submitted 11-1720	275 call a month
							\$661,015.00	\$259,515.00			



## December 2020 Board of Directors Meeting

### 2020 ACTIVITY REPORT

#### November HIGHLIGHTS

- November was a monumental month when it came to changes. We adapted through the COVID pandemic and have been making changes since March. It came time for the Annual Membership meeting and it was held via Zoom. We had 27 people attend virtually and check in online. This is a big step considering the demographic.
- Active Minds continues to draw great participation. "Veterans' Day" was the topic on 11/19.
- The take-home art kit for November was a Painting With a Twist package that everyone loves. 25 people purchased the kits. We've gotten a lot of great feedback about the art kits, as some who are "introverted" would rather do theirs at home anyhow.
- Jaime Stewart of Gubbels Law Office joined us for a virtual presentation on "Powers of Attorney." This is an invaluable resources to those who take advantage of it, and we appreciate her partnership.
- Colleen Morton started a new program with the CRSACE, "Virtual Wellness." This is to replace the Lunch & Learns while we are at home. In November, therapists from Thrive Therapy demonstrated how to stay "Fit and Strong at Home."
- Kevin Snow, the ever popular tour guide from Denver History Tours, went live via Zoom on "History of Trains in Colorado." These presentations are a relatively inexpensive resource that everyone loves time and time again.
- Natalie Welch, DC Librarian, started a "Book Chat" to fill the void of the in-person Book Club. Members are really enjoying having the connection to the library.
- Current Events, Drama, Bingo, Mind Fit and Low Vision Support Groups are all still going strong and maintaining steady involvement.

#### PARTICIPATION STATISTICS

	Participants		
	#November	#October	#September
Off-Site Activities	0	0	0
On-Site Activities (including VOA lunch)	319	218	216
Health & Wellness Activities	45	101	106
Sports	0	0	0
Virtual Activity	145	143	164
Take Home Activity	45	46	10
<b>Totals</b>	<b>554</b>	<b>508</b>	<b>496</b>

COVID-19 VIRUS Center Closed to in-person activities for the month of November.

#### UPCOMING ACTIVITIES

We are excited to see what 2021 has in store. As you can see, the numbers above indicate that more members are using Zoom (this may be because the weather is colder and people are staying more indoors). We will continue educating and helping more access the resource. Staff are busy closing out the online Wreath Auction and Bidding for Giving Auctions that replaced our Craft Show Extraordinaire. The New Year's activities and big events are continually evolving.

We are constantly researching and networking with other parks and rec groups to share ideas. Even though the CRSAC doors aren't open to the public just yet, our activities remain strong.

-Submitted by Patty Hasty, Activity Chairperson  
& Shannon Rutt, Activities Coordinator

Community Liaison Report  
December 2020

The Douglas County Senior Services Foundation finally received the matching funds from the County and was able to send out the Grant checks. The requests for assistance this year far exceeded the funds available even though our donations were up so, it was necessary to cut back on each request.

The Douglas County Senior Life Council still has not met, it puts out virtual presentations for now.

The Douglas county Transit Solutions Group resumed virtual meeting on the 17<sup>th</sup>.

Al Wonstolen

**Sports Report  
December 18, 2020**

**Bowling - cancelled for the season**

**Softball and golf - not currently active but planning to begin as per normal in the spring.**

**Respectfully submitted,**

**Cynthia Timmons**



**CRCAS TRANSPORTATION REPORT**  
**December 2020**  
**(Nov)**

**VEHICLE MILEAGE & PASSENGER REPORT**

Vehicle	Miles
<b>Shuttles</b>	
Cars	860
Vans	2045
MV1	425
<b>Total Shuttle Miles</b>	<b>3330</b>
<b>Activities/Events</b>	
Buses	- 0 -
Vans	- 0 -
<b>Total Act/Events</b>	<b>- 0 -</b>

**Total miles for both programs: 3330**

Bus rides: None    Vehicles: 523    Total Rides: 523

**VEHICLE MAINTENANCE COSTS**

Cars	\$1169	C6 \$845, C7 \$50, C7 \$174, C8 \$50, C9 \$50 (C6 Front end) (C7Reg&Dome) (C8 & 9 Domes)
Vans	\$ 551	V7 \$26 Service, \$475 Replace radiator, \$50 Reface dome
MV1	\$- 0 -	
Buses	\$7797	Hepa-3 Filtration Systems & Sanitation Stations (\$2599 ea x 3)
<b>Total Costs</b>	<b>\$9517</b>	

**EXPENSES FROM PROFIT/LOSS STATEMENT**

	Miles	%	Expenses
Car Shuttles	860	26	\$ 98
Van Shuttles	2045	61	\$230
MV1 Shuttles	425	13	\$ 48
<b>Total miles</b>	<b>3330</b>	<b>100</b>	<b>\$376</b>

**MONTHLY VEHICLE MILEAGE COSTS**

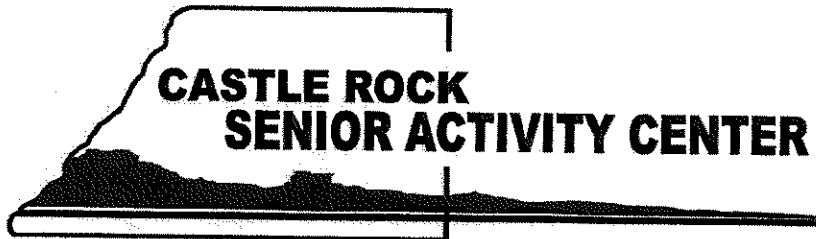
Vehicles	Fuel	Miles	Expenses	Costs per Mile
Cars	184	860	\$ 61	\$.07
Vans	128	2045	\$262	\$.13
MV1	25	425	\$ 53	\$.12
Buses	-0-			
<b>Totals</b>	<b>184</b>	<b>3330</b>	<b>\$376</b>	

**VEHICLE DONATIONS**

**None**

Respectively submitted,

Jon Hendricks  
 Transportation Chair



"Loving Life in the Second Half"

**2021 Important Dates to Remember**

Updated 12-2-20

**JANUARY**

**January 1st, Friday —CENTER CLOSED -New Year's Day**

January 15th, Friday — Board Meeting @1:00 p.m.

**January 18th, Monday — CENTER CLOSED—Martin Luther King Day**

**FEBRUARY**

**February 15th, Monday - CENTER CLOSED—President's Day**

February 19th, Friday—Board Meeting @ 1:00 p.m.

**MARCH**

March 19th, Friday—Board Meeting @ 1:00 p.m.

**APRIL**

April 15th, Thursday—Senior Life Expo

April 16th, Friday - Board Meeting @ 1:00 p.m.

**MAY**

May 21st, Friday—Board Meeting @1:00 p.m.

**May 31st, Monday—CENTER CLOSED—Memorial Day**

**JUNE**

June 9th, Wednesday—Alternate Date for Senior Life Expo

TBA— Ducky Derby 2021

June 18th, Friday - Board Meeting @ 1:00 p.m.

**July , August, September—Loving Life Match Fund Challenge**

**JULY**

**July 5th, Monday—CENTER CLOSED—Fourth of July**

No Board Meeting

**AUGUST**

**August 9th -13th - CENTER CLOSED—Rec Center Annual Maintenance**

August 20th, Friday -Summer Board Meeting @ 1:00 p.m.

**SEPTEMBER**

**September 6th, Monday—CENTER CLOSED—Labor Day**

September 9nd, Thursday— 21th Annual Golf Tournament—

Bear Dance Golf Course

TBA—Artfest—Downtown Castle Rock

TBA—Shopping Extravaganza—Castle Rock Outlets

September 17th, Friday—Board Meeting @ 1:00 p.m.

**OCTOBER**

October 15th, Friday—Board Meeting @1:00 p.m.

**NOVEMBER**

November 6th, Saturday—29th Annual Craft Show Extraordinaire—

Douglas County Events Center 9:00 a.m. to 4:00 p.m.

November 19th, Friday—Annual General Membership & Board Meeting @1:00 p.m.

**November 25th & 26th—CENTER CLOSED—Thanksgiving Holidays**

**DECEMBER**

December 14th, Tuesday - Colorado Gives Day

December 17th, Friday—Board Meeting @ 1:00 p.m.

**December 24th & 27th - CENTER CLOSED - Christmas Holidays**

**December 31st, Friday—Closing at Noon.**