

CASTLE ROCK SENIOR ACTIVITY CENTER
BOARD OF DIRECTORS
Meeting Agenda
January 15, 2021
1:00 pm

Zoom Meeting:

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

Topic: Board Meeting

Time: Jan 15, 2021 01:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96904628027?pwd=WHF0TWRwNldrZmdEWWWw4VTJXbFlvZz09>

Meeting ID: 969 0462 8027

Passcode: 551402

Call to Order

Record Proxy

Reports:

Secretary – Sherry Fogleman – *Approve Board Meeting Minutes of the December 18, 2020.*

Treasurer – Steve Lockwood – *Report/Approve*

o *Financial Report*

President – Phyllis Tumey

Executive Vice President – Bob Halvorson

Membership/Outreach Vice President – Lynn Kroloff

Immediate Past President – Doris Rollins

o *Election Procedure 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:

- *Officer term expiration*
- *Covid Vaccines*
- *Lifetime and Honorary Membership Nominations*
- *Signing of Conflict of Interest and Confidentiality Forms for 2021*
- *Board Member Goals*

Adjournment

The next Full Board Meeting is scheduled for **Friday, February 19, 2021 @ 1:00 pm.**

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of The Board of Directors Meeting
December 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 1:04 pm. All members were present except for Lynn Kroloff. Steve has Lynn's proxy.

SECRETARY'S REPORT

The minutes for the following board meetings were approved by consensus:

- October 9, 2020
- November 13, 2020
- November 20, 2020

PRESIDENT'S REPORT

Phyllis brought a bit of levity to the meeting by announcing that today is National Ugly Christmas Sweater Day as well as National Cookie Baking Day!

She also mentioned that the board has received several thank you notes from the staff for the bonuses they received this year. The notes are circulating in your mailboxes at the center.

Phyllis asked the committee chairs if they want to continue in their positions through 2021. All committee chairs agreed to continue.

She also asked to move the April EB and full Board meetings from April 16 to April 23. There were no objections.

TREASURER'S REPORT

Steve reported that our investments at Edward Jones are still doing well.

- The Senior Center Reserve Fund is at \$200,386.55, an increase of 15.31% YTD.
- The Foundation Account is at \$462,227.06, an increase of 15.77% YTD.
- The Community First Foundation annual dividend \$1,034.74. This has been deposited into the Foundation account.

He also reported on the QuickBooks project. Steve, Debbi and Aaron from the town met to discuss details of our network being on the town's system. All the Senior Center's data maintenance will be performed by the town and our information will be backed up daily. Both Debbi and Greg now have QuickBooks on their laptops and Debbi has received her own security information and no longer must use Greg's security.

Steve also reviewed the budget and reported that it is looking particularly good for a Covid year.

A motion was made by Sherry, seconded by Doris, and unanimously passed to approve the treasurer's report.

EXECUTIVE VICE PRESIDENT'S REPORT

Bob reported that he was quite impressed with the software used for the bidding for the auction this year. He likes the way reminders are sent to those bidding to let them know you might want to raise your bid, and the fact that reminder texts were sent out when no bids were coming in on an item.

Bob also reminded the EB that he has purchased additional car wash coupons for the Center and to check at the front desk if you are interested in purchasing them.

VICE PRESIDENT/MEMBERSHIP REPORT

Lynn was unable to attend this meeting.

IMMEDIATE PAST PRESIDENT'S REPORT

Doris referenced the election procedures document in the board packet where she has made recommendations for the changes to the process for elections. Several items were discussed regarding how to simplify the process. Wendy is on a board in her

district. She indicated it has a simpler process and will send Doris a copy of their procedures. By the January 15th meeting Doris will have a clean draft of the procedures for approval.

EXECUTIVE DIRECTOR'S REPORT

Debbi reported on new grants for the center and noted that she is busy working on end of year reports for the 2020 grants and writing new ones for 2021.

She also reported on the Automated Mass Calling process that have been set up for the center. It allows a staff member to place an automated call to our members to leave messages or conduct short surveys of the members. This should save on employee time and be able to reach more people in a short period of time.

The vehicle replacement 2021 price sheets are not yet available. The purchase of the new wheelchair accessible vehicle has been postponed until 2021.

Debbi said Aging Resources will be providing us with Echo show type tablets that we can share with our members to help them participate in more of the virtual activities. These will be distributed to some of members who do not have access to a computer.

Debbi has been discussing with the town and Tri-County Health (TCH) about getting the center staff and essential volunteers on a priority list for the Covid vaccine. She should know more after the first of the year.

She also explained that we may have an opportunity for the Senior Expo being held outdoors in June at the Event Center, should we be unable to arrange something inside the building due to Covid restrictions. More information to come at the time nears.

At this time, the Craft Show at the Event Center will only allow 59 booths and 175 people in the building at one time. As requests come in from the vendors, the center will guarantee the first 59 who make that request and put the rest on a waiting list in the event Covid restrictions lighten up by then.

Debbi also announced that Joan Cunningham will be taking over the Garden Club.

COMMITTEE REPORTS

Activities – Patty reported that virtual activity participation continues to grow. There were several virtual activities offered in November and they seem to be very well received. It was reported also that the center has received \$4500 to put towards activities for the center in 2021.

Community Liaison – Al reported that the Douglas County Senior Services Foundation received the matching funds from the county and was able to send out the grant checks.

The Douglas County Senior Life Council still has not met but is putting out virtual presentations for now.

The Douglas County Transit Solutions Group resumed virtual meetings on December 17.

Sports – Cynthia reported there have been no big changes in the Sports area. Bowling has been canceled for the remainder of the year or until the bowling alley is open full days.

She is hoping to be able to go forward with the golf and softball leagues this summer. Sign up forms will go out at the end of January 2021.

Transportation – Jon reported that he had to spend \$9517 recently on maintenance of the vehicles. A significant amount of this expenditure was due to the Hepa-3 Filtration Systems and Sanitation Stations for the buses.

LEGAL ISSUES

Wendy had nothing to report at this meeting.

OTHER

Phyllis reminded the board that the fireworks that were canceled for the Fourth of July due to fire restrictions will be set off on New Year's Eve at 7:00 pm above the Santa Fe Quarry.

ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 1:56 pm.

Respectively submitted:

Sherry Fogleman, Secretary

Phyllis Tumey, President

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of The Board of Directors Meeting
December 18, 2020

Motions Page

The minutes for the following board meetings were approved by consensus:

- October 9, 2020
- November 13, 2020
- November 20, 2020

A motion was made by Sherry, seconded by Doris, and unanimously passed to approve the treasurer's report.

Castle Rock Senior Center
Statement of Activities Prev Year Comparison
December 2020

Ordinary Income/Expense	Dec 20	Dec 19	\$ Change
Income			
40000 · 01-ACTIVITY INCOME	194	3,046	-2,852
40050 · 02-MEMBERSHIP		36	-36
40100 · 03-SHUTTLE CONTRIBUTIONS		692	-692
40200 · 06-CASTLE ROCK SERVICE CONTRACT	10,833	10,000	833
40300 · 07-Douglas County Grants	51,808	15,312	36,496
40400 · 08-GRANTS	10,750	8,500	2,250
40600 · 12-TRANSPORTATION - DONATIONS	692	1,210	-518
40700 · 15-FUND RAISING INC.	15,284	13,531	1,753
42800 · 22-MISC	8	790	-782
43200 · INTEREST & DIV SAVINGS	1	3,748	-3,747
43400 · Insurance Reimbursement	1,476		1,476
44000 · Restricted Grant/Fund Income		506	-506
45000 · In-Kind Income	7,000	7,000	
Total Income	98,046	64,371	33,675
Expense			
60300 · ACTIVITIES EXPENSE	1,663	2,390	-727
60500 · ADVERTISING EXPENSE	547	629	-82
60600 · BANK FEES	144	336	-191
61000 · CENTER SUPPLIES	137	59	78
61400 · CONTRACT ADMINISTRATIVE HELP	150		150
62000 · DEPRECIATION	3,513	3,549	-36
62400 · Dues, Conferences	420	420	
62500 · FUND RAISING EXP	1,069	2,248	-1,179
62900 · GIFTS	209	307	-98
63000 · INSURANCE	2,310	2,742	-432
63600 · MISCELLANEOUS		22	-22
63700 · OFFICE SUPPLIES	381	511	-130
64000 · PAYROLL EXPENSES	22,095	21,977	118
64400 · Payroll Support Services	31	35	-5
64450 · PAYROLL TAXES	1,613	1,745	-132
65000 · POSTAGE	1,285	451	834
65110 · Accounting	1,225	1,488	-263
65200 · RENT	60	60	
65300 · STAFF-VOL EXP		545	-545
65400 · TELEPHONE	239	352	-114
66000 · VEHICLES - Fuel	404	942	-538
67000 · VEHICLES-Maintenance	943	195	748
68000 · Restricted Grant/Fund Expense	849	5,136	-4,288
69000 · In-Kind Expense	7,000	7,000	
Total Expense	46,287	53,138	-6,852
Net Ordinary Income	51,760	11,233	40,527
Other Income/Expense			
Other Income			
72005 · Recognized Gain		1,386	-1,386
Total Other Income		1,386	-1,386
Other Expense			
75000 · Transfer to Reserves	2,000	500	1,500
75200 · COVID-19 Wages			
Total Other Expense	2,000	500	1,500
Net Other Income	-2,000	886	-2,886
Net Income	49,760	12,118	37,641

Castle Rock Senior Center
Statement of Activities Budget Performance
December 2020

Ordinary Income/Expense	Dec 20	Budget	Jan - Dec 20	YTD Budget	Annual Budget
Income					
40000 · 01-ACTIVITY INCOME	194	2,800	20,712	65,000	65,000
40050 · 02-MEMBERSHIP			35,283	40,000	40,000
40100 · 03-SHUTTLE CONTRIBUTIONS		900	4,678	16,000	16,000
40200 · 06-CASTLE ROCK SERVICE CONTRACT	10,833	10,833	130,000	130,000	130,000
40300 · 07-Douglas County Grants	51,808	8,000	195,585	140,000	140,000
40400 · 08-GRANTS	10,750	7,000	147,500	75,000	75,000
40500 · 09-OUTREACH EVENTS			-50	14,000	14,000
40600 · 12-TRANSPORTATION - DONATIONS	692	83	754	1,000	1,000
40700 · 15-FUND RAISING INC.	15,284	12,000	90,594	110,000	110,000
42800 · 22-MISC	8	125	458	1,500	1,500
43200 · INTEREST & DIV SAVINGS	1	125	4,202	1,500	1,500
43400 · Insurance Reimbursement	1,476		2,487		
44000 · Restricted Grant/Fund Income		500	12,182	26,000	26,000
45000 · In-Kind Income	7,000	7,000	84,008	84,000	84,000
Total Income	98,046	49,367	728,392	704,000	704,000
Expense					
60300 · ACTIVITIES EXPENSE	1,663	2,000	36,429	35,000	35,000
60500 · ADVERTISING EXPENSE	547	250	3,267	3,000	3,000
60600 · BANK FEES	144	250	2,423	3,000	3,000
60700 · BLDG & EQ MTCE/CLEANING		8		100	100
61000 · CENTER SUPPLIES	137	417	7,818	5,000	5,000
61400 · CONTRACT ADMINISTRATIVE HELP	150		150		
62000 · DEPRECIATION	3,513	4,167	42,419	50,000	50,000
62400 · Dues, Conferences	420	208	2,389	2,500	2,500
62500 · FUND RAISING EXP	1,069	2,200	16,541	30,000	30,000
62700 · FURN-EQUIP REPAIR/UPGRADES		42		500	500
62800 · FURNITURE/EQUIPMENT PURCHASES		42	550	500	500
62900 · GIFTS	209	125	877	1,500	1,500
63000 · INSURANCE	2,310	3,167	30,730	38,000	38,000
63600 · MISCELLANEOUS		42	397	500	500
63700 · OFFICE SUPPLIES	381	833	9,254	10,000	10,000
63800 · OUTREACH EVENTS			188	8,000	8,000
64000 · PAYROLL EXPENSES	22,095	23,750	284,957	285,000	285,000
64400 · Payroll Support Services	31	104	1,110	1,250	1,250
64450 · PAYROLL TAXES	1,613	2,333	22,813	28,000	28,000
65000 · POSTAGE	1,285	375	5,886	4,500	4,500
65100 · PROFESSIONAL SERVICES			5,700	5,100	5,100
65110 · Accounting	1,225	1,417	16,338	17,000	17,000
65200 · RENT	60	58	720	700	700
65250 · REPAIRS/MAINTENANCE		42		500	500
65300 · STAFF-VOL EXP		250	3,448	3,000	3,000
65350 · TAXES/LICENSES		13	114	150	150
65400 · TELEPHONE	239	342	3,233	4,100	4,100
68000 · VEHICLES - Fuel	404	1,250	5,576	15,000	15,000
67000 · VEHICLES-Maintenance	943	1,250	16,387	15,000	15,000
67500 · VOLUNTEER APPRECIATION			878	4,000	4,000
67700 · WEB SITE/SOCIAL MEDIA		8	1,303	100	100
68000 · Restricted Grant/Fund Expense	849	2,000	22,752	25,000	25,000
69000 · In-Kind Expense	7,000	7,000	84,000	84,000	84,000
Total Expense	46,287	53,942	628,644	680,000	680,000
Net Ordinary Income	51,760	-4,575	99,748	24,000	24,000
Other Income/Expense					
Other Expense					
75000 · Transfer to Reserves	2,000	2,000	24,000	24,000	24,000
75005 · Recognized Loss			279		
75200 · COVID-19 Wages			1,673		
Total Other Expense	2,000	2,000	25,952	24,000	24,000
Net Other Income	-2,000	-2,000	-25,952	-24,000	-24,000
Net Income	49,760	-6,575	73,796		

Executive Vice President Report

January, 2021

Fundraising/Community Outreach Events:

2021:

Senior Life Expo - Currently scheduled for Thursday, April 15, 2021 – Reserved & contracts signed

Loving Life Match Fund Challenge - July 1st – September 30th.

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

Shopping Extravaganza – October 2021

Craft Show Extraordinaire – Saturday, November 6th, 2021 – Reserved and contracts signed.

Boutique Sales/ On Line Boutique - Ongoing

Colorado Gives Day – December 2021 – Date TBD

Meadows Car Wash: 249

\$ 747.00

On-Going Fundraising Efforts:

2020 King Soopers – Quarters 1,2 and 3, 2020 –

Amount to CRSAC \$2787.66

2020 Amazon Smiles -Quarters 1, 2 and 3, 2020

Amount to CRSAC \$150.59

2020 Burger King - Quarter 1, 2020

Amount to CRSAC \$43.22

2021 Dining to Donate - We will hold off on Dining to Donate until guidelines say it is safe to do so.

Respectfully submitted, Bob Halvorson

Membership-January 2021

*As of December 31, 2020:

823
~~796~~ members

0 New Members

*Expired Memberships that have not renewed for month of December: Approx. 42

Previous members want to wait until the Center reopens before renewing

• # of Members Per Age groups:

<u>Under 50</u>	<u>50-64</u>	<u>65-69</u>	<u>70-74</u>	<u>75-79</u>	<u>80+</u>
0	53	118	195	204	219
4 Assoc	4 Assoc	2 Assoc	1 Assoc		
		1 Lifetime	1 Lifetime		9 Lifetime

**Now that Golf registration has opened, new applicants will either renew their membership or join.

Respectfully Submitted: Lynn Kroloff

Executive Director's Report

January 15th, 2021

Grants and Funding Info –

- Castle Rock Rotary Club Grant Submitted- \$3500- \$1000 for the Garden and \$2500 for Activities
- HST Funds – Vehicle Replacement – contract signed – Still waiting on 2021 Price sheets to be received by CDOT
- There are several new funding sources coming available through the County in the next couple months that we will be eligible for. DRCOG funding for vaccine rides, and CDBG for other senior services. Also the County will be receiving about 10.5 million from the latest Federal Government Supplement plan (COVID Relief Funds). They just accepted the money this week. It will be first rolled out for housing and food assistance and then will be offered for senior services. More to come in the next few weeks on these...
- I am continually researching new grant opportunities for 2021.

Center Info –

COVID -

I am working closely with the County and the Health Department on trying to get vaccines available for staff and volunteers that do not qualify at this time. I hope to have more information by the Friday meeting to share on this.

I also been asked to be join a couple groups with other community leaders to help to get our senior population to a vaccine spots, advising on the needs of seniors for vaccine sites, along with getting consistent and uniformed message out on how to access the vaccine for senior population. These groups include DC Emergency Management Services, Tri-County Health, Aging Resources and Human Services to name a few. These groups just formed this week and I will be able to provide more information in the next few weeks.

2020 Transportation Numbers –

Attached is the Douglas County Transportation Dashboard for 2020. I thought you might like to see the total County funded trips and breakdowns provided in Douglas County last year. The Castle Rock Senior Activity Center contributed 5612 (25%) out of the total 22,423 trips fund by the County. There are 6 other providers (ARDC, To the Rescue, Continuum, Auburn Venture, Metro Taxi and Lyft)

Activities and Services -

We are seeing a steady increase in our activities/programs as the colder/indoor months have begun. We are adding more programs during these winter months for our member's to stay active and social engaged. We have also seen an increase in the hot lunch and MOW programs.

Respectfully Submitted,

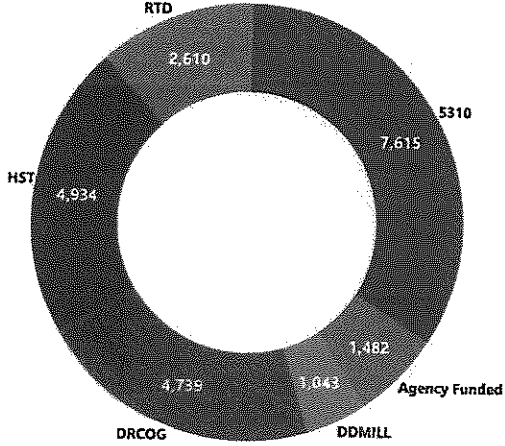
Debbi Haynie – Executive Director

TRANSPORTATION SERVICES DASHBOARD

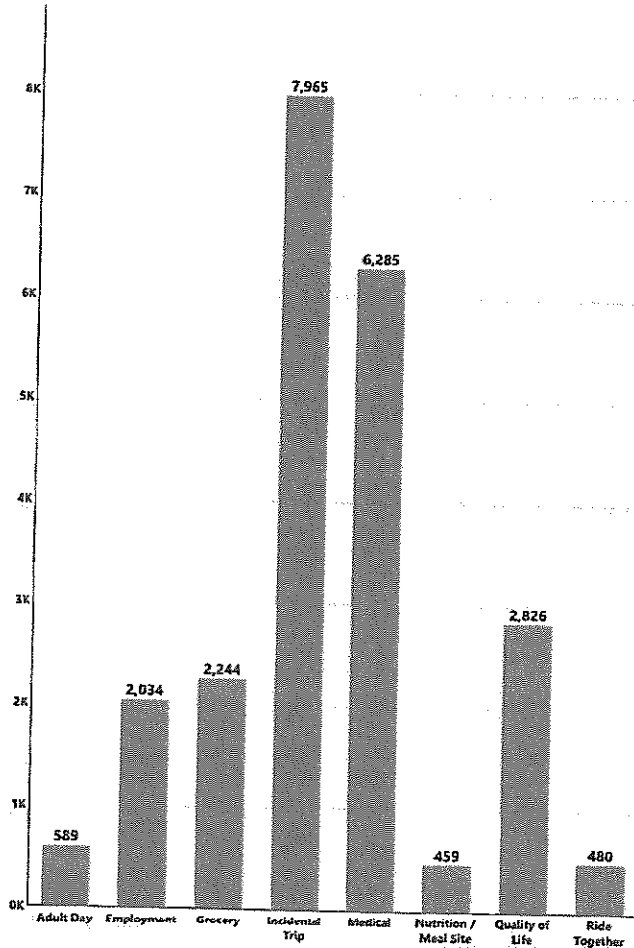
From **January, 2020** To **Dec 31, 2020**

Total Trips: 22,423
Total Trip Amount: \$581,395

Total Trips by Funding Source

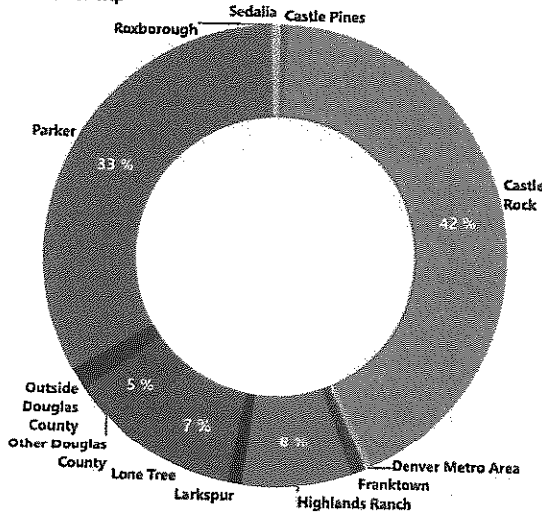


Total Trips by Type



Note: Trips may have more than one type

Location of Trip

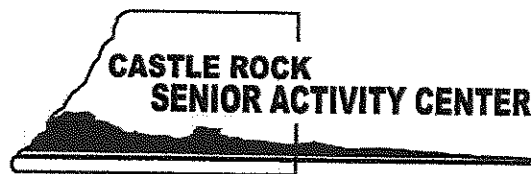


Grant Funding for CRSAC

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

New since last report	Year	Beginning Month	Ending Month	Grantor	Type of funding	Grant Term	Request Amount	Amount Awarded	Type of Payment	Grant Accepted/ Pending/ 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 mths	\$32,760.00	\$32,760.00	Monthly Reimbursements	Signed	1260 rides for 10 months
	2020/2021	Sep-20	Jun-21	DRCOG - AAA 20/21	Material Aid - Grocery Aid	10 mths	\$22,575.00	\$22,575.00	Monthly Reimbursements	Signed	16 clients @ \$120 a month for 4 months
*	2021	Jan-21	Jun-21	DRCOG - AAA	Resurgence Calls	10 mths	\$7,680.00	\$7,680.00	Monthly Reimbursements	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	Dec-21	DRCOG - HST	Transportation - Additional Funds	6 m	\$11,700.00	\$11,700.00	Monthly Reimbursements	Approved 12/16/2020	450 rides - 75 a month for 6 months
	2021	Jan-21	Dec-21	DRCOG - HST	Transportation	1 yr	\$78,000.00			Grant Submitted 10-28-20	
	2021	Jan-21	Dec-21	FTA - 5310	Transportation	1yr	\$78,000.00			Grant Submitted 10-28-20	
*	2021	Jan-21	Jun-21	DRCOG - AAA/CDOT	Transportation - Additional Funds	6	\$31,200.00			Grant Submitted 11-20-20	11200 rides for MOW
	2021-2023	Jul-21	Jun-22	DRCOG - HST	Transportation	1yr	\$14,000.00		Monthly Reimbursements	Grant Submitted 28-20	
	2021-2023	Jul-21	Jun-22	FTA - 5310	Transportation	1 yr	\$75,600.00		Monthly Reimbursements	Grant Submitted 28-20	10 500 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 12/16/20	
	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	\$0.00	One Time	Not Selected for 2020	
	2021/2022	Jul-21	Jun-22	DRCOG - AAA 20/21	Transportation	12 mths	\$154,000.00		Monthly Reimbursements	Grant Submitted 28-20	10 3000 rides @ \$28.00 LOI Submitted Updated 11-1-20
	2021			Castle Rock Rotary Club	Resurgence Calls	12 mths	\$49,500.00		Monthly Reimbursements	Submitted 11-17-20	275 call a month
*	2021			Castle Rock Rotary Club	Activities /Garden		\$3,500.00		One time	Submitted 1-6-21	\$2500 for Activities and \$1000 for the Garden

2021		E470 Safety Foundation	Transportation	\$2,500.00		Pending	
				\$667,015.00	\$266,215.00		



"Loving Life in the Second Half"

January 2021 Board of Directors Meeting

2021 ACTIVITY REPORT

December HIGHLIGHTS

- Participation in Virtual Activities jumped during December. This can be attributed to not only the colder weather but the caliber of activities offered. We kicked off the holiday season and brought in the Denver Dolls for a free virtual holiday concert and had it professional recorded and aired.
- The Center was fortunate to have the support of the Rec. Center and volunteers dress up in full Christmas characters for a drive by parade with treats for all. We saw seniors, kids, grandkids and fur babies drive through on a gorgeous day.
- Continuing with tradition, we held the annual Secret Santa gift exchange. This was held curbside and via "snail mail."
- 3 Animal Ambassadors from the Cheyenne Mountain Zoo joined us for one of the more popular presentations in December. This was an alternative to their mobile Zoomobile that comes directly to you.
- Jamie Sorrells from the DA's office got serious and talked to the seniors about Data Breaches and other "new" fraud schemes they may encounter. These are important presentations and we've recorded some of these to keep sharing via our website.
- Active Minds continues to draw in the participation no matter the topic. December's topic was "Pirates: Tales & Legends."
- Colleen Morton continued the new Virtual Wellness program. Tri-County Health interns joined the seniors in December with some healthy meals to make right from their pantries.
- Take-home art activities are still in high demand as we had 21 participate in the December "Gnome" project.
- Virtual Bingo rounded out the year's events with steady but growing participation.

PARTICIPATION STATISTICS

	Participants		
	#December	#November	#October
Off-Site Activities	0	0	0
On-Site Activities (including VOA lunch)	513	319	218
Health & Wellness Activities	62	45	101
Sports	0	0	0
Virtual Activity	172	145	143
Take Home Activity	21	45	46
Totals	768	554	508

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

UPCOMING ACTIVITIES

"December was a month filled with lots of holiday events. I personally was out of town but heard from so many of our friends that they enjoyed the many events. Looking forward to the New Year. And like all, miss our face-to-face activities, but thank our wonderful Center for all they do to keep us Active. I did participate in the take-home Gnome kit - great fun!"

~ Patty Hasty

The Staff is busy getting ready for the Golf & Softball teams to resume and are in the planning stages of 2021 events.

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

Community Liaison Report
January 2021

Last year's activity was somewhat restricted, meetings took place virtually.

The Douglas County Senior Activity Council featured guest speakers each month on topics pertinent to seniors. At the January meeting we had two experts from the DC Library explaining how to verify information coming on-line.

The Douglas County Senior Services Foundation continued its Fundraising program and made contributions to county organizations senior projects, including CRSAC.

The Douglas County Transit Solutions Group did not meet until the end of the year to introduce the new Director.

The Castle Rock Rotary Club met every Wednesday morning. It put on the Ducky Derby virtually and raised a record amount on money, some of which was contributed to the CRSAC.

Al Wonstolen

Sports Board Report
January 15, 2021

Bowling – no change. Cancelled for the year. We can't start bowling until Celebrity Lanes opens earlier in the day. Otherwise, no time to get the bus, bowl, and return to the Senior Center before closing.

Softball – planning to move forward for summer season. annual meeting scheduled for 3/11/21 at 9 am. Registrations have been sent to current players and are in process to be placed on the web site. The roster for the Rockers is full with a spot or two on the waiting list.

Golf – planning to move forward for summer season beginning week of May 1. Annual meeting scheduled for March 25th. Registrations have been sent to current players and are on the web site. Red Hawk has a new general manager for this year's season.

Cynthia Timmons

CRCAS TRANSPORTATION REPORT
January 2020
(Dec)

VEHICLE MILEAGE & PASSENGER REPORT

<u>Vehicle</u>	<u>Miles</u>
<u>Shuttles</u>	
Cars	473
Vans	3026
MV-1	260
<u>Total Shuttle Miles</u>	<u>3759</u>

<u>Activities/Events</u>	
Buses	- 0 -
Vans	- 0 -
<u>Total Act/Events</u>	<u>- 0 -</u>

Total miles for both programs: 3759

Bus rides: None Vehicles: 657 Total Rides: 657

VEHICLE MAINTENANCE COSTS

Cars	\$ 314	Reg for C6,7,8,9
MV1	\$ 442	Reg and new tires
Vans	\$ 275	Replace Htr/ AC mtr
Buses	- 0 -	
<u>Total Costs</u>	<u>\$1031</u>	

EXPENSES FROM PROFIT/LOSS STATEMENT

	<u>Miles</u>	<u>%</u>	<u>Expenses</u>
Car Shuttles	473	13	\$ 53
Van Shuttles	3026	80	\$323
MV1 Shuttles	260	07	\$ 28
<u>Total miles</u>	<u>3759</u>	<u>100</u>	<u>\$404</u>

MONTHLY VEHICLE MILEAGE COSTS

<u>Vehicles</u>	<u>Fuel</u>	<u>Miles</u>	<u>Expenses</u>	<u>Costs per Mile</u>
Cars	45	473	\$ 45	\$.10
Vans	335	3026	\$335	\$.11
MV1	12	260	\$ 24	\$.09
<u>Buses</u>	<u>-0-</u>	<u>-0-</u>		
<u>Totals</u>		<u>3759</u>	<u>\$404</u>	

VEHICLE DONATIONS

None

Respectively submitted,

Jon Hendricks
 Transportation Chair

CRSC Board Terms

<u>Board members</u>	<u>Position</u>	<u>Year Elected</u>	<u>Reelection</u>	<u>Future Election Date</u>	<u>Year appointed</u>	<u>Year reappointed</u>	<u>Terms in office</u>
Sherry Fogelman	Activities Chair Secretary	2018	*2020	2021	2016	2017	2 3 3
Steve Lockwood	Treasurer	2019		2021			2
Doris Rollins	Vice President President	2014 2016	2015 2018		2013 (Mar)		3 4 7
							Total Years on EB
							Total years on EB

CASTLE ROCK SENIOR ACTIVITY CENTER

ELECTION PROCEDURES

For 2021 Election

(Adopted 1/15/2021)

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

Return envelope, voter printed name and the original signature of voter.

Ballot 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; inserts the ballot 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 beginning of processing the ballots. The Immediate Past President will be responsible for collecting the ballot box.

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

NOMINATION/ELECTION COMMITTEE

CHAIR – IMMEDIATE PAST PRESIDENT(IPP)

ELECTION JUDGES – NON-MEMBERS OF THE CENTER (preferably a minimum of 3)

A committee will be appointed as the board deems necessary. Should the board realize/determine that it is unnecessary to bring in a committee, just the Immediate Past President will perform the following duties. Then the Legal Advisor, pending her acceptance, will validate the final ballot count by revving the Batch Summary and Recap spreadsheet.

Should a committee be necessary the following steps will be taken by the committee:

- All committee members must sign a CRSAC Confidentiality Statement and take an Oath of Election Judge.
- If advertised candidates are uncontested, Ballots will not be counted.
- 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.
- Committee reserves a 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 ballot area or access to the IPP or committee member(s) during the voting process.

- The Committee unlocks and opens the ballot box.
- The committee sorts the envelopes. Those with no or more than one signature on the envelope will be rejected votes. If more than 1 ballot is in the returned envelope all those ballots are rejected.
- The committee places accepted ballots in batches of 20 in a pile.
- The committee member will read the results of the vote to one other member. If the voter has voted for more than one candidate per office or voted twice the vote will be rejected. Another committee member will tally the votes on the tally sheet.
- After the batch is complete 2 of members will 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.
- All three members place their initials on the tally sheets.
- Paperclip the ballots to the tally sheets. Put a rubber band around the envelopes.
- Continue this method until all envelopes are tallied.
- At the end of each session 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 candidate's 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.

Committee members may also be required to sign a confidentiality agreement before serving as designated by the Executive Board

3.12 Compensation

Members of the BOD shall not receive any compensation for their services.

ARTICLE IV – Officers’ Election and Terms of Office

4.01 Executive Board (EB)

The EB will consist of the elected officers. The EB may meet and act in emergencies when immediate decisions or actions are required. In such cases a report is to be given to the BOD at the BOD’s next meeting. The President acts as the chairperson.

4.02 Nominating/Election Committee

The Nominating Committee is a volunteer three-person committee, named by the BOD, and chaired by the immediate past president, if invited by the newly elected EB; otherwise the EB will designate a chair. This committee shall convene approximately six months prior to the annual election.

The Nominating Committee shall supervise balloting in such a manner as to prevent any impropriety whatsoever, and adhere to the following:

- A. Recruit and present nominees to the EB at least four months in advance of the upcoming election.
- B. Affirm nominees are members of the CRSAC in good standing one year prior to election.
- C. Conduct and monitor the mail-in ballot process prior to the Annual Meeting.
- D. Formally announce election results at the Annual Meeting and publish those results in the CRSAC newsletter.

4.03 Terms of Office

- A. The officers elected through the balloting procedure described above shall take office on January 1st of the following year.
- B. No officer shall hold more than one position at a time.
- C. Officers shall serve a term of two years, with a maximum service of two consecutive terms (four years) in their elected position.

- D. No officer shall serve more than two consecutive terms in the same office, unless the EB grants an exception. Officers serving an appointed position, their time in office does not start until they are elected to the position.
- E. After an officer resignation and replacement appointment by the BOD, the new appointee is eligible to run for the same office at next election.
- F. Committee chairpersons are term limited to six consecutive years. Committee Chairpersons appointment are renewed annually by the EB.
- G. Members of the EB are limited to eight consecutive years (i.e., serving in different positions) on the EB. This requirement may be waived by the EB for good cause.

ARTICLE V – Officers’ Duties and Power

5.01 President

The President shall be the Chief Executive Officer (CEO) of the CRSAC. The President shall preside at all meetings of the BOD. The President shall have general and active control of all business affairs of the CRSAC and general supervision of its officers and agents. The President is responsible for ensuring that position descriptions exist for all elected and appointed BOD members, as well as the CRSAC Executive Director.

5.02 Executive Vice President

The Executive Vice President assumes leadership of the BOD in the absence of the President.

The Executive Vice President leads the fundraising committee in support of fundraising efforts.

5.03 Secretary

The Secretary shall serve as custodian of all BOD documents. The Secretary is responsible for recording, distributing, and maintaining accurate documentation of all meetings.

5.04 Treasurer

The Treasurer shall serve as principal financial officer of the CRSAC; shall oversee all funds, securities, evidences of indebtedness and other personal property of the CRSAC; and shall deposit and conduct all financial transactions in accordance with the EB directives.

Membership Definitions Adopted 6-17-2016

Member- Current Membership Fee

- 50 and older
- Member fees level when signing up for activities
- Membership in Senior Center Leagues (if qualified)
- Voting rights at Annual Meeting
- Can serve on a Committee or Board position (If all qualifications are met)

Associate Member – Current Membership Fee (Waived for Employees)

- Staff, Contractors/Advisors or someone under 50 (i.e.: accountant, Chair Masseuse, Reflexologist, Attorney, Wellness Coordinator)
- Member fees level when signing up for activities
- Membership in Select Leagues
- NO voting rights at Annual Meeting
- CANNOT serve on a Board Position, but can on a Committee

Scholarship – ½ of Membership Fee or \$0

- 50 and older
- Member fees level when signing up for activities
- Membership in Senior Center Leagues (if qualified)
- Voting rights at Annual Meeting
- Can serve on a Committee or Board position (if all qualifications are met)

Honorary – No Fee (Voted on by the Board of Directors) (For Non Members)

- Candidate can be nominated by any member, board member, or staff person. Filled out form is to be given to Executive Director or Assistant Director for consideration
- Usually reserved for government officials or other supporters of the Castle Rock Senior Activity Center
- 1 year membership – Renewable by the board each December
- Member fees level when signing up for activities
- Membership in Senior Center Leagues (if qualified)
- NO voting rights and cannot serve on the Board of Directors

Lifetime – No Fee (Voted on by the Board of Directors) (For Members Only)

- A member in good standing that has dedicated a great deal of personal energy and time to the mission of the Castle Rock Senior Activity Center. Should be a board member or leader in one of the supportive activities.
- Candidate can be nominated by any member, board member, or staff person. Filled out form is to be given to Executive Director or Assistant Director for consideration
- Member fees level when signing up for activities
- Membership in Senior Center Leagues (if qualified)
- Voting rights at Annual Meeting
- Can serve on a Committee or Board position (if all qualifications are met)