

CASTLE ROCK SENIOR ACTIVITY CENTER  
BOARD OF DIRECTORS  
Meeting Agenda  
February 19, 2021  
2:00 pm

**Call to Order**

**Record Proxy**

**Reports:**

Secretary – Sherry Fogleman – *Approve January 15, 2021 Board Meeting Minutes.*

Treasurer – Steve Lockwood – *Report/Approve*

- o *Financial Report*
- o *Reserves/Investment Status Update*

President – Phyllis Tumey

Executive Vice President – Bob Halvorson

Membership/Outreach Vice President – Lynn Kroloff

Immediate Past President – Doris Rollins

- o *Terms of Office*
- o *Election Procedures for 2020 (changes as of 2/16/21)*

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:**

- *Lifetime and Honorary Membership Nominations (reminder)*
- *Conflict of Interest and Confidentiality Forms (reminder)*

**New Business:**

**Adjournment**

The next **Full Board Meeting** is scheduled for **Friday, March 19, 2021 @ 2:00 pm.**

CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The Board of Directors Meeting  
January 15, 2021

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 1:05 pm. All members were present.

**SECRETARY'S REPORT**

The minutes for the December 18, 2020 board meeting were approved by consensus.

**TREASURER'S REPORT**

Our investments at Edward Jones are still doing well.

- The Senior Center Reserve Fund is at \$203,841.63, an increase of 1.24% YTD.
- The Foundation Account is at \$471,046.39, an increase of 1.43% YTD.

Steve mentioned that now we have about \$70,000 in excess funds but expects the figure to be closer to \$80,000 when the final figures are in. He plans to ask the board for permission to move the funds to the Reserves account either next month or in March.

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

Steve informed the board that the V7 blue van is scheduled for replacement this year. The Executive Board approved moving forward with this purchase. He will ask Jon and Debbi to begin to research pricing for the new van.

#### **PRESIDENT'S REPORT**

Phyllis that the Center had acquired an overabundance of medical equipment. She took a large amount of the equipment to the Project Cure organization. They are a non-profit organization in Denver that sends the used equipment to other countries in need.

She also attended the Senior Council meeting. It was on Fact or Fiction on Facebook and she found it quite interesting.

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

Bob reported that he will be picking up 200 additional coupons for the new Meadows Carwash program. He also noted that the amount we received from King Soopers for 2020 was \$3751.

He also informed the board that Burger King has canceled their program with us until the Covid issue is over.

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

Lynn reported that at the end of December our membership was at 823. She mentioned that she has received a few new membership registrations. She is hopeful that the number of members will increase as the golf season begins.

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

Doris explained the Board Terms spreadsheet to the board and explained that she will now complete it with all the board members names to have a complete spreadsheet of terms held.

She also explained that she received a new task in her position, that of reviewing the Center's bylaws for necessary or suggested changes. She asked the whole board to review their copy of the bylaws and let her know of any changes or additions they see that should be made.

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

Debbi reported on the grant and funding activities.

Debbi reported that she has received funding for the reassurance calls to continue through 2021. Funding for material aid (grocery shopping) and vaccine transportation has also been received for 2021. Next 50 funding will continue in 2021 as well.

Debbi notified the Board that she is now on a new Advisory Group with Douglas County Emergency Services, Tri County Health and the other Senior Resource Centers in Douglas County. The purpose of this group is to be able to share current messaging and resources to our senior population relative to Douglas County, along with providing feedback on how to best serve its population. The Center will pass along information as it becomes available to the seniors via the "411" briefing and on social networks.

She has learned that there is not enough Covid vaccine for all the 70+ people in Douglas County yet, and that we must have patience. She is working to see if the Center can be a site for vaccines when it is available.

Debbi referenced the handout from Douglas County Transit Solutions and noted that the Center contributed 5612 (25%) out of the total 22,423 trips funded by the County.

Debbi informed the Board that Amber Jackson has given her notice to leave her position. She will be taking over the family business but would like to stay connected to the Center as a volunteer. She has given Debbi significant time to hire a new person and Amber is willing to stay to train that person.

Debbi mentioned that she is also on calls through the Area Council on Aging with the governor's office, Triple A, and Kerry Erickson monthly. She asked if it would be possible to change the timing of the EB and Board meetings on Fridays so she can be on one of these calls that begin the same time as our meetings.

The board agreed that we should start our Friday executive board meetings to begin at 1:00 pm and our full board meetings be changed to begin at 2:00 pm.

## **COMMITTEE REPORTS**

**Activities** – Patty thanked Shannon for preparing the Activities report each month. Patty offered the help of the Activities Committee members to help Shannon with planning or calls or whatever she might need help with regarding the activities program. She will talk to Shannon about how the committee might be of more help.

**Community Liaison** – Al reported on the meetings he attended via Zoom. He noted that the DC Senior Services Foundation continued its fundraising program and made contributions to county organizations senior projects, including CRSAC.

**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 noted that they are planning on being able to start the golf leagues this summer. Registration forms have been sent out.

She reported that for softball, the Rockers team is already full. Registration forms are available on the CRSC website.

**Transportation** – Jon reported since the V7 van is scheduled for replacement this year he is looking at either selling it outright or trading it in on a new van (which brings the most money). He was encouraged to look at purchasing a new van that has leather seats so it can be more easily cleaned inside.

Jon asked if it is possible to moving our program for washing our vehicles at the Meadow Express Car Wash even though they do not provide interior cleaning. He also volunteered to supervise the interior cleaning of the vehicles if Debbi or someone on the Staff can get volunteers to come in and clean on the weekends.

## **LEGAL ISSUES**

Wendy had nothing to report at this meeting.

## **OLD BUSINESS**

**Election Procedures** – Doris reported that she has been working on making some changes to the Center's Board election procedures. She suggests making it clearer as to how the election is handled when only one person is running for a position. Wendy will be sending her some terminology she has on this topic. She asked the Board to review her new document prior to the next meeting. She will send out the revised document along with pages 9 & 10 of the bylaws for reference.

## **NEW BUSINESS**

**Lifetime and Honorary Memberships** – Phyllis referenced the forms in the board meeting packet for these memberships and asked that recommendations for these memberships be sent to Debbi.

**Conflict of Interest & Confidentiality Forms** – Phyllis asked each board member to sign and date these forms and to give or send them to Debbi at the Center. These forms must be signed for each year. She will provide copies for Sherry's file.

**2021 Goals** – Phyllis thanked the board members for providing their board goals for 2021.

**OTHER**

AI complimented Debbi and her staff for the outstanding job they have been doing under these adverse conditions.

Debbi reminded the board that this year is the Center's 50<sup>th</sup> anniversary. Shannon is going to design a new anniversary pin for distribution to the members. It was suggested also that she look at decals with the same design.

**ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 2:18 pm.

Respectively submitted:

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

\_\_\_\_\_  
Phyllis Turney, President

10:35 AM  
02/16/21  
Accrual Basis

**Castle Rock Senior Center**  
**Statement of Activities Budget Performance**  
January 2021

	Jan 21	Budget	Jan 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
40000 · 01-ACTIVITY INCOME	499	500	499	500	60,000
40050 · 02-MEMBERSHIP	16,543	16,500	16,543	16,500	40,000
40100 · 03-SHUTTLE CONTRIBUTIONS	429	500	429	500	13,000
40200 · 06-CASTLE ROCK SERVICE CONTRACT	10,833	10,833	10,833	10,833	130,000
40300 · 07-Douglas County Grants	22,044	12,500	22,044	12,500	140,000
40400 · 08-GRANTS	2,500	4,000	2,500	4,000	60,000
40500 · 09-OUTREACH EVENTS					14,000
40600 · 12-TRANSPORTATION - DONATIONS					1,000
40700 · 15-FUND RAISING INC.	2,098	3,000	2,098	3,000	115,000
42800 · 22-MISC	1	100	1	100	1,600
43200 · INTEREST & DIV SAVINGS	1,606	40	1,606	40	3,000
44000 · Restricted Grant/Fund Income	1,720	1,500	1,720	1,500	27,000
45000 · In-Kind Income	7,000	7,000	7,000	7,000	84,000
<b>Total Income</b>	<b>65,274</b>	<b>56,473</b>	<b>65,274</b>	<b>56,473</b>	<b>688,600</b>
<b>Expense</b>					
60300 · ACTIVITIES EXPENSE	1,408	1,500	1,408	1,500	32,000
60500 · ADVERTISING EXPENSE	385	150	385	150	3,000
60600 · BANK FEES	429	300	429	300	2,000
60700 · BLDG & EQ MTCE/CLEANING					100
61000 · CENTER SUPPLIES	463	475	463	475	5,000
62000 · DEPRECIATION	3,513	3,500	3,513	3,500	42,000
62400 · Dues, Conferences	77	100	77	100	2,500
62500 · FUND RAISING EXP	1,650	1,600	1,650	1,600	24,000
62700 · FURN-EQUIP REPAIR/UPGRADES					100
62800 · FURNITURE/EQUIPMENT PURCHASES					200
62900 · GIFTS	87	100	87	100	750
63000 · INSURANCE	2,150	2,925	2,150	2,925	35,000
63600 · MISCELLANEOUS	10	25	10	25	500
63700 · OFFICE SUPPLIES	499	500	499	500	8,000
63800 · OUTREACH EVENTS					8,000
64000 · PAYROLL EXPENSES	21,927	23,000	21,927	23,000	284,000
64400 · Payroll Support Services	31	50	31	50	1,250
64450 · PAYROLL TAXES	2,195	2,000	2,195	2,000	25,000
65000 · POSTAGE	417		417		5,000
65100 · PROFESSIONAL SERVICES					5,100
65110 · Accounting	1,263	1,250	1,263	1,250	17,000
65200 · RENT	60	58	60	58	700
65250 · REPAIRS/MAINTENANCE	121	125	121	125	300
65300 · STAFF-VOL EXP	47	125	47	125	2,700
65350 · TAXES/LICENSES					150
65400 · TELEPHONE	240	167	240	167	2,000
66000 · VEHICLES - Fuel	379	400	379	400	12,000
67000 · VEHICLES-Maintenance	26	200	26	200	12,000
67500 · VOLUNTEER APPRECIATION					4,000
67700 · WEB SITE/SOCIAL MEDIA					250
68000 · Restricted Grant/Fund Expense	1,365	500	1,365	500	20,000
69000 · In-Kind Expense	7,000	7,000	7,000	7,000	84,000
<b>Total Expense</b>	<b>45,740</b>	<b>46,050</b>	<b>45,740</b>	<b>46,050</b>	<b>638,600</b>
<b>Net Ordinary Income</b>	<b>19,533</b>	<b>10,424</b>	<b>19,533</b>	<b>10,424</b>	<b>50,000</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
75000 · Transfer to Reserves	4,167	4,167	4,167	4,167	50,000
75200 · COVID-19 Wages					
<b>Total Other Expense</b>	<b>4,167</b>	<b>4,167</b>	<b>4,167</b>	<b>4,167</b>	<b>50,000</b>
<b>Net Other Income</b>	<b>-4,167</b>	<b>-4,167</b>	<b>-4,167</b>	<b>-4,167</b>	<b>-50,000</b>
<b>Net Income</b>	<b>15,367</b>	<b>6,257</b>	<b>15,367</b>	<b>6,257</b>	

10:31 AM  
02/16/21  
Accrual Basis

**Castle Rock Senior Center**  
**Statement of Activities Prev Year Comparison**  
January 2021

	Jan 21	Jan 20	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
40000 · 01-ACTIVITY INCOME	499	4,330	-3,831
40050 · 02-MEMBERSHIP	16,543	25,462	-8,919
40100 · 03-SHUTTLE CONTRIBUTIONS	429	990	-561
40200 · 06-CASTLE ROCK SERVICE CONTRACT	10,833	10,833	
40300 · 07-Douglas County Grants	22,044		22,044
40400 · 08-GRANTS	2,500	1,000	1,500
40500 · 09-OUTREACH EVENTS		4,295	-4,295
40600 · 12-TRANSPORTATION - DONATIONS		26	-26
40700 · 15-FUND RAISING INC.	2,098	5,971	-3,873
42800 · 22-MISC	1	161	-160
43200 · INTEREST & DIV SAVINGS	1,606	742	864
44000 · Restricted Grant/Fund Income	1,720	4,079	-2,359
45000 · In-Kind Income	7,000	7,008	-8
<b>Total Income</b>	<u>65,274</u>	<u>64,897</u>	<u>377</u>
<b>Expense</b>			
60300 · ACTIVITIES EXPENSE	1,408	1,234	173
60500 · ADVERTISING EXPENSE	385	68	317
60600 · BANK FEES	429	166	262
61000 · CENTER SUPPLIES	463	221	242
62000 · DEPRECIATION	3,513	3,549	-36
62400 · Duas, Conferences	77	135	-58
62500 · FUND RAISING EXP	1,650	129	1,522
62900 · GIFTS	87	50	37
63000 · INSURANCE	2,150	2,742	-592
63600 · MISCELLANEOUS	10	10	
63700 · OFFICE SUPPLIES	499	944	-445
63800 · OUTREACH EVENTS		138	-138
64000 · PAYROLL EXPENSES	21,927	20,687	1,240
64400 · Payroll Support Services	31	31	
64450 · PAYROLL TAXES	2,195	1,984	210
65000 · POSTAGE	417	350	67
65110 · Accounting	1,263	1,688	-425
65200 · RENT	60	60	
65250 · REPAIRS/MAINTENANCE	121		121
65300 · STAFF-VOL EXP	47	605	-558
65400 · TELEPHONE	240	350	-110
66000 · VEHICLES - Fuel	379	1,000	-621
67000 · VEHICLES-Maintenance	26	448	-422
67700 · WEB SITE/SOCIAL MEDIA		178	-178
68000 · Restricted Grant/Fund Expense	1,365	3,502	-2,137
69000 · In-Kind Expense	7,000	7,000	
<b>Total Expense</b>	<u>45,740</u>	<u>47,267</u>	<u>-1,527</u>
<b>Net Ordinary Income</b>	<u>19,533</u>	<u>17,630</u>	<u>1,904</u>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
75000 · Transfer to Reserves	4,167	2,000	2,167
75200 · COVID-19 Wages	4,167	2,000	2,167
<b>Total Other Expense</b>	<u>4,167</u>	<u>2,000</u>	<u>2,167</u>
<b>Net Other Income</b>	<u>-4,167</u>	<u>-2,000</u>	<u>-2,167</u>
<b>Net Income</b>	<u>15,367</u>	<u>15,630</u>	<u>-263</u>



CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The Board of Directors Meeting  
January 15, 2021

Motions/Decisions Page

The minutes for the December 18, 2020 board meeting were approved by consensus.

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

The board agreed that we should start our Friday executive board meetings to begin at 1:00 pm and our full board meetings be changed to begin at 2:00 pm.

**Reserves / Investments  
Status Report**

The Castle Rock Senior Activity Center (CRSAC) Finance Committee has general oversight responsibility for all CRSAC investments, which includes the CRSAC Reserve Fund and the Senior Citizens Foundation (Foundation) investment funds.

**CASTLE ROCK SENIOR ACTIVITY CENTER: Reserves**

The CRSAC Reserve Fund is comprised of both the Operational Reserve and the Capital Reserve. Each component has its own funding goal. Additionally, each component could have defined needs that can be short-, mid- or long-term. For example, the Capital Reserve - Fleet Replacement Fund could have vehicles that must be replaced in the short-term (within a year), or vehicles to be replaced in the mid-term (within 2 to 3 years), or vehicles that will be replaced in the longer-term (more than 3 years). As a result, the funds held in reserve would be invested accordingly, therefore, allowing the CRSAC to enjoy a maximum return on the totality of invested funds while still providing for the expected expenses when needed.

The establishment of a Reserve Fund does not preclude the use of targeted grants or gifts whenever possible.

The Reserve Fund components and their descriptions are as follows.

**Operational Reserve**

**Operational Fund:** The most important goal of the CRSAC is to ensure that its mission and programs proceed as planned and approved within budget and without stops and starts due to an interruption in expected income from grants, donations, or earnings. Because of this, the Operational Reserve is put into place to advance the needed monies to smoothly continue the program(s) as it/they had been originally approved. Once the delayed income is received, it can be used to replenish the Operational Reserve which temporarily “loaned” monies to the budget.

This goal is being defined by the emerging best practices for the nonprofit sector. The funding goal is to be a minimum of 3 months to a maximum of 6 months of operational expenses (excluding depreciation, in-kind gifts, and Reserve contribution). Given that, for the 2021 budget our monthly expenses are approximately \$42,716. *(This amount should be recalculated each year based upon the approved budget.)*

Because these funds will become necessary in the current year all funds should be held in short-term investments with higher liquidity.

Goal: \$128,150

Short-Term Allocation: 100%

Amount Held in Reserve: \$8,006

Mid-Term Allocation: 0%

Percent Funded: 0.06%

Long-Term Allocation: 0%

**Reserves / Investments  
Status Report**

**Capital Reserve**

**Fleet Replacement Fund:** The Fleet Replacement Fund is based upon the vehicle needs defined by the Transportation Committee Chair in coordination with the CRSAC's transportation manager and Executive Director. Their planning considers the number and types of vehicles, projected replacement, anticipated augmentation, and unforeseen major failures, etc. Based upon a replacement schedule and anticipated MSRP during that schedule a first year Goal is established with an annual contribution being made to replace the monies being spent and anticipated inflation for vehicles MSRPs.

Goal: \$200,000	Amount Held in Reserve: \$200,000	Percent Funded: 100%
Short-Term Allocation: 15%	Mid-Term Allocation: 10%	Long-Term Allocation: 75%

**IT/Office Equipment Replacement Fund:** The IT/Office Equipment Replacement Fund component should fund replacement and augmentation of all major IT/Office equipment including, but not limited to, items such as computers, printers, copiers, and telephone systems, excluding services and perishables. Little of this equipment will have a life-cycle longer than 3 years.

Goal: \$25,000	Amount Held in Reserve: \$0	Percent Funded: 0%
Short-Term Allocation: 20%	Mid-Term Allocation: 60%	Long-Term Allocation: 20%

**Facilities Fund:** The Facilities Reserve component includes replacement and augmentation of furnishings, and necessary building improvements within our rented space that are not performed by the Town of Castle Rock.

Goal: \$15,000	Amount Held in Reserve: \$0	Percent Funded: 0%
Short-Term Allocation: 0%	Mid-Term Allocation: 20%	Long-Term Allocation: 80%

Reserves / Investments  
Status Report

**SENIOR CITIZENS FOUNDATION: Investments**

The Senior Citizens Foundation (Foundation) investment fund is made up of two separate funds. The Foundation Investment Funds are as follows.

**Real Estate / Building Fund:** The Real Estate / Building Fund was the result of the sale of donated real property. The resulting funds have been set aside and dedicated, per the Board of Directors, to the future land and building needs of the CRSAC. Currently, however, the CRSAC enjoys the use of operational space provided by the Town of Castle Rock. Because of this, these funds have not been, and we do not expect them to be needed in the near future. As a result, these funds will be dedicated to long-term investments. Prudent long-term investing should preserve the purchasing power of these funds.

Start of the year: \$481,054

Fund Value Today: \$481,054

Percent Growth YTD: 3.64%

**Endowment Funds:** The Endowment Fund is part of the Foundation and was the result of an irrevocable gift of \$25,000 to the Community First Foundation using funds from the Foundation account. Essentially, this Endowment pays a "dividend" each year to the CRSAC of 4% of its value on the last business day of the previous December. Because these funds were an irrevocable gift the principle and residual funds, beyond the 4% "dividend," cannot be withdrawn and used for any other purpose. *(As of 3/31/2019)* By Board resolution any future "dividends" taken should be deposited directly into the Real Estate / Building Fund since these funds were originally earmarked for that purpose. *(Based upon the most recent quarterly report from Community First Foundation: dated 12/31/2020.)*

Start of the year: \$26,893

Fund Value Today: \$29,054

Dividend Paid Last Year: \$1,035

# Executive Vice President Report

February, 2021

## Fundraising/Community Outreach Events:

### 2021:

**Senior Life Expo** - Scheduled for Thursday, April 15, 2021 – Reserved & contracts signed.  
We are also looking at a tentative Plan B with a date in June for outdoors.

**Loving Life Match Fund Challenge** - July 1<sup>st</sup> – September 30<sup>th</sup>.

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

**Shopping Extravaganza** – October 2021 – Date TBD

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

**Boutique Sales/ On Line Boutique** – Boutique = \$426 / Online Boutique = \$338  
We have decided to continue with the On-line Boutique for now.

**Colorado Gives Day** – December 2021 – Date TBD

**Meadows Car Wash:** 273 \$ 819.00

The Meadows Car Wash continues to be very popular and we have increased our purchase of tickets to meet the needs. Be sure to purchase your tickets from the office.

### On-Going Fundraising Efforts:

<u>2020 King Soopers</u> –2020 Total	–	Amount to CRSAC	\$3750.90
<u>2020 Amazon Smiles</u> -Quarters 1, 2 and 3, 2020		Amount to CRSAC	\$150.59
<u>2020 Burger King</u> - 2020 Total		Amount to CRSAC	\$93.22

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

105 Brewing Company – During the month of February, 105 West Brewing in Castle Rock has chosen us as their charity of the month. All tips given during the month will be donated to the Castle Rock Senior Activity Center.

*Respectfully submitted, Bob Halvorson*

# Renewal Retention Report

## Memberships expired in November

1/31/2021

### Potential Renewals: 24

Renewals: 33% (8/24)

Nonrenewals: 13% (3/24)

Undetermined: 29% (7/24) \*Left Message/ Wrong #

\*Pending: 25% (6/24) \*Said yes but do not want to renew until our doors are physically reopened, but they do want to eventually renew.

### Reason for nonrenewal (from ALL calls): 3

Moved: 67% (2/3)

Didn't Use Enough: 33% (1/3)

### Follow-up calls to 9 left messages/no answers on first calls:

Yes: 11% (1/9)

Left Message: 56% (5/9)

# Not Working: 22% (2/9)

Didn't Use Enough: 11% (1/9)

Membership-February 2021

\*As of January 31, 2021: 776 members  
(Between January-February) 7 New Members

\*Expired Memberships that have not renewed for month of January: Approx. 44  
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	54	111	188	205	210
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.

\*\* I would like to begin a dialog with Debbi and the board about what the reopening of the center will look like. I would like to discuss some of the suggestions about programming from the survey from last year.

Respectfully Submitted: Lynn Kroloff

## **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 any one elected position.
- D. Officers are limited to eight consecutive years (i.e., serving in different positions) on the EB.
- E. Any time serving in an appointed role on the EB does not count towards the limitations described above.
- F. After an officer resignation and replacement appointment by the BOD, the new appointee is automatically eligible to run for the same office at next election.
- G. Chairperson appointments are renewed annually by the EB Committee.
- H. Committee chairpersons are term limited to six consecutive years in any one Committee.
- I. Any of these requirements may be waived by the EB for good cause.



## **CASTLE ROCK SENIOR ACTIVITY CENTER**

### **ELECTION PROCEDURES**

#### **For 2020 Election**

**(Adopted 1-18-19)  
changes 2/16/21)**

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 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 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 just the Immediate Past President perform the following duties. Then the ??? 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..

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.

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.

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. If more than 1 ballot is in the returned envelope all those ballots are rejected.

Another committee member will tally the votes on the tally sheet.

After the batch is complete the 2 of 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.

All three 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 candidates votes, and then still a tie, do a lot drawing, or other casting of lots (die roll for example).

If, at the close of business at the close of election, there is only one candidate for an office to be filled at the election, the board may cancel the committee and instruct the Immediate Past President, to 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**

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

# Executive Director's Report

February 19th, 2021

## Grants and Funding Info –

- Castle Rock Rotary Club Grant – Awarded 2/11/2021- \$3000 - \$1000 for the Garden and \$2000 for Activities
- HST Funds – Vehicle Replacement – contract signed – GOOD NEWS – The Rear Entry Chrysler Voyager (this the fleet and lower trim models of the Pacifica Mini-van) passed the Altoona testing last week. Douglas County has put in request to CDOT for extra funding. We should be to start the process again this week for the Wheelchair Accessible vehicle. We have also submit a request for trade-in value with Davey Coach.
- Douglas County – 5310, SVT and HST Funding is currently pending. We are able to bill for HST back to Jan 4<sup>th</sup>, 2021. We are current on hold on 5310 and SVT till contracts are with CDOT and DRCG which could take up til June. In the meantime HST is going to allow us to bill heavy on our HST funding till the others are available
- DRCOG – Vaccine Ride Funding – Currently working on additional funding from DRCOG for rides to vaccine appt.
- Philip S Miller Foundation – Requesting \$30,000 this year - Currently writing - Deadline 2/26/2021
- CDBG – Currently part of a Focus Study Group and will see if we will qualify under the Town of Castle Rock for these funds. In the past we have been able to use for vehicle replacement (Non- ADA) and Salaries. More to come...

## Center Info –

### COVID -

We had our first two vaccine clinic this week and were able to serve 130 older adults. Our focus on these clinics were to serve our low tech seniors (those without emails and the ability to register on vaccine portals, homebound and transportation dependent seniors. We identified these individual from our database and made numerous calls to offer an appointment and transportation services if needed.

I am working closely with the County and the Health Department on trying to get more of these clinics available for older adults at the center. Douglas County will not be continuing there Vaccine Clinic's through Emergency Management since more Pharmacy are able to provide shots.

State/County Event Restriction – We will have a better idea of changes for events and gathering sin March. Once the 70+ population reaches 70% vaccinated, variance changes will start to happen. This will also start to give us some guidance for reopening the Center too. I am part of

the AAPS (Active Adult Programs & Services) group and we meet Bi-Monthly to share what we are all doing with our Senior Center or Active Adult Centers across the state. All are still closed for "in center" programing unless managed by Town/City Entity and connected with a Rec Center, but the senior program are very limited. Our next meeting is March 26<sup>th</sup>. More details to follow....

Front Desk Coordinator – Amber's last day will be March 5<sup>th</sup>. We are have a "drive by" goodbye party from 11:00 – 11:30 outside the center that day. Please come and wish her well. I have hired a new member of our team – Rebekah Reeves. This was a very complicated process this time around. Rebekah will be starting on Monday, February 22<sup>nd</sup>. Please introduce yourself if you are in the office or call in.

### Fundraising/Outreach –

Senior Life Expo – We are going to have to release the April 15<sup>th</sup> date, since they has not been any changes to the event gatherings. We need a minimum of 3 months lead time before an event date to handle registration, marketing, and all the organization needed to hold an event. I would like to push the Senior Life Expo to late June or July now.

Craft Show - We still have time to see if the restriction are relaxed before we have to doing anything with the Craft Show. I believe that we will be able to have it in a reduce capacity. We needed to revisit this no later than May.

*Respectfully Submitted,*

*Debbi Haynie – Executive Director*

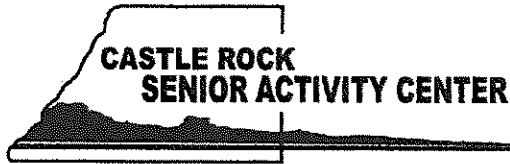
Grant Funding for CRSAC

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/ 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	
									Monthly Reimbursements	Signed	1260 rides for 10 months
	2020/2021	Sep-20	Jun-21		Transportation	6 mths	\$75,000.00	\$75,000.00	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
									Monthly Reimbursements	Signed	16 clients @ \$120 a month for 4 months
	2021	Jan-21	Jun-21		Transportation	6 mths	\$70,000.00	\$70,000.00	Monthly Reimbursements	Approved 12/16/2020	450 rides - 75 a month for 6 months
	2021	Jan-21	Dec-21		Transportation	1 yr	\$90,000.00	\$90,000.00	Monthly Reimbursements	Grant Submitted 10-28-20	
	2021	Jan-21	Dec-21		Transportation	1 yr	\$90,000.00	\$90,000.00	Monthly Reimbursements	Grant Submitted 10-28-20	10th of JUNE
	2021-2021	Jan-21	Jun-21		Transportation	6 mths	\$75,000.00	\$75,000.00	Monthly Reimbursements	Submitted in 28-20	550 rides @ \$26.00 to MOW On 10th of JUNE
	2021/2022	Jul-21	Jun-22	DRCOG - AAA 21/22	Transportation	12 mths	\$154,000.00	\$154,000.00	Monthly Reimbursements	Grant Submitted 10-28-20	3000 rides @ \$28.00 LOI Submitted Updated 11-1-20
					Resurance Calls	12 mths	\$49,500.00	\$49,500.00	Monthly Reimbursements	Submitted 11-1720	275 call a month
	2021			DC Senior Foundation	Activities	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			NextFifty Initiative - Community Response Fund	General Operating	1yr	\$25,000.00	\$0.00	One Time	Not Awarded	Grant Ask was outside of the funding guidelines
	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			Castle Rock Rotary Club	Activities /Garden		\$3,500.00	\$3,000.00	One time	Received 2-10-2021	\$2000 for Activites and \$1000 for the Garden
*	2021			E470 Safety Foundation	Transportation		\$2,500.00		One Time	Currently Writing	

2021					Phillip S Miller Foundation	General Operating/senior Services	1 yr	\$30,000.00			One Time	Currently Writing
2021					Kaiser Permanente	Donation/Grant for Vaccine Rides to Kaiser		\$2,500.00			One Time Donation	Submitted 2/17/21
								\$622,215.00	\$273,415.00			





**CASTLE ROCK  
SENIOR ACTIVITY CENTER**

*"Loving Life in the Second Half"*

**February 2021 Board of Directors Meeting  
2021 ACTIVITY REPORT**

**JANUARY HIGHLIGHTS**

- Participation in Virtual Activities is still going strong through these winter months. We had a satellite specialist from Maxar Technologies in Washington, D.C. talk about satellite imagery and how it's implemented in our daily world.
- All Health Network brought some much needed information to the seniors through Zoom on January 26. They talked about how to support others and themselves through COVID. It was a great interactive training with wonderful resources. Members are still able to view most all of these virtual presentations on YouTube.
- Active Minds continues to draw in much interest in participation with 30 joining in on January's presentation on "The Story of Salt."
- We had a webinar scheduled on 1/20, "Who Was the Sculptor in Bucksin?" with Lively Tours and Talks. The Presidential inauguration was the same day, so we rescheduled this and is now scheduled for March.
- The staff had a fun time recreating Halloween in a "January-ween" parade. A volunteer created cute treats with full-sized chocolate bars to hand out to the seniors as they drove through. Everyone had some fun and laughs.
- Virtual Bingo has a steady following and many have requested more sessions. We will be holding Bonus "Movie Clip" Bingo in February that should be fun. 15 joined in on the January session.
- Papa Murphy's once again generously offered the seniors \$5 large pizzas during the month of January. We handed out close to 50 pizzas, and are grateful for their partnership.
- We offered an "Etched Wine Glass" take-home craft kit and everyone enjoyed something different to do.
- Some our ongoing offerings are Drama Workshops, "Book Chat," Low Vision Support Group, Current Events Group and Virtual Wellness Classes.

**PARTICIPATION STATISTICS**

	Participants		
	#January	#December	#November
Off-Site Activities	0	0	0
On-Site Activities (including VOA lunch)	469	513	319
Health & Wellness Activities	47	62	45
Sports	0	0	0
Virtual Activity	118	172	145
Take Home Activity	34	21	45
<b>Totals</b>	<b>668</b>	<b>768</b>	<b>554</b>

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

**UPCOMING ACTIVITIES**

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

February will be full of love with 2 new take-home craft kits, a virtual harp concert with love songs and a presentation with Denver History Tours "All the World Loves a Lover."

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

## Feb Sports - 2021

### Golf

The golf start up meeting will be held virtually on March 30<sup>th</sup> at 9 am. A link to the meeting will be provided on the Senior Center's website, in the monthly newsletter, and to current and previous league members via email from Don Marshall. A reminder email will be sent again the week of the meeting.

We are currently accepting golf registrations. Registration is open until the meeting on March 30<sup>th</sup>, at which time members can still register but are not guaranteed a place in the league.

The golf league is run by Don Marshall, who would like to step down at the end of this season. This is an opportunity to train someone on the league setup and weekly scorekeeping by having them work with Don for the season. Debbi and I discussed various ideas and I have a couple of follow up phone calls to make. We'll likely have an approach tied down with Don within the week.

### Softball

The softball startup meeting will be held virtually on March 11<sup>th</sup> at 9 am. However, the league continues to be on hold while Debbi's contact gathers information from the various (20ish) teams. If we don't have firm information by March 11<sup>th</sup> the start up meeting will be pushed out. Debbi has confirmed that Castle Rock is ready to play – the fields are available and restrictions won't prohibit play. We are currently accepting registrations.

Debbi and I are discussing whether there might be enough interest to start another softball team that is not competitive. This idea is on hold at least until the plans for this year's league firm up. Considering the complexity that COVID is adding to the mix we may wait to address until next year.

### Bowling

The bowling season was cancelled for the 2020/2021 season due to COVID.

## Other

Since both are outdoor activities, I've made a note to investigate via the May newsletter whether there is interest in starting up groups for cycling and/or tennis. Debbi and I both have homework to complete first on insurance and availability of courts. Stay tuned...

CRSC TRANSPORTATION  
FEBRUARY REPORT  
(For Jan 2019)

**VEHICLE MILEAGE & PASSENGER REPORT**

<u>Vehicles</u>	<u>Miles</u>
<u>Shuttles</u>	
Cars	558
Vans	2645
MV1	195
Total shuttle miles =	3398
<u>Activities/Events</u>	
Buses	- 0 -
Vans	- 0 -
Total Act/Events =	- 0 -
Total miles for both programs = 575	

Total rides: Buses - 0 - Vehicles 575 Total Rides: 575

**VEHICLE MAINTENANCE COSTS**

Cars	\$ 75	Reg
Vans	\$ 23	Wiper
MV1	\$ 26	Oil
Buses	\$ 0	
Total Costs	\$124	

**EXPENSES FROM PROFIT/LOSS STATEMENT**

	<u>Miles</u>	<u>%</u>	<u>Expenses</u>
Car Shuttles	558	16	\$ 60
Van Shuttles	2645	78	\$295
1 Shuttles	195	06	\$ 23
Bus Act/Events			
Van Act/Events			
Total miles	3398	100	\$378

**MONTHLY VEHICLE MILEAGE COSTS**

<u>Vehicles</u>	<u>Fuel</u>	<u>Miles</u>	<u>Expenses</u>	<u>Cost per mile</u>
Cars	18	558	\$ 43	\$.07
Vans	146	2645	\$318	\$.12
MV1	17	195	\$ 17	\$.09
Buses				
	181	3398	\$378	

**VEHICLE DONATIONS**

Mathew Lloyd            2005 Dodge 4wd Pickup    Advertised and sold for \$2500

Respectively submitted,

/s/ Jon Hendricks  
Transportation Chair



# Lifetime Membership Nomination Form

## The Nomination Process

- ◆ A candidate for Lifetime Membership must be a member in good standing who has dedicated a great deal of personal energy and time to the mission of the Castle Rock Senior Activity Center. The candidate should have served on the Board of Directors or been a leader in one of the supportive activities
- ◆ A candidate can be nominated by any member, board member, or staff person
- ◆ Nominations will be accepted annually January 1st through March 10th
- ◆ Complete Nomination Form and turn in to Executive Director or Assistant Director in person, by email or mailed to 2323 Woodlands Blvd, Castle Rock, CO 80104
- ◆ Nominations will be reviewed by a nominating committee appointed by the board, and final selections will be made by the Executive Board and the Executive Director. Awards are presented at the Annual Volunteer Appreciation event in May
- ◆ Submission of a Nomination Form does not guarantee the candidate will be selected for Lifetime Membership

## Lifetime Membership Candidate Information

Name of candidate for Lifetime Membership \_\_\_\_\_

Use the space below to list specific reasons why you believe this member should be honored as a Lifetime Member. Include any background information that you know about regarding the candidate's leadership and experience at the Castle Rock Senior Activity Center

## Nominator

Name of Nominator \_\_\_\_\_

Phone in case we need to contact you for any further information \_\_\_\_\_

## Office Use Only

Date turned in \_\_\_\_\_ Initials \_\_\_\_\_ Date reviewed \_\_\_\_\_ Final Decision:  Approved  Declined Initials \_\_\_\_\_

Notes:



# Honorary Membership Nomination Form

## The Nomination Process

- ◆ Honorary membership is for non-members of the Castle Rock Senior Activity Center. Candidates are typically government officials or other supporters of the Center.
- ◆ It is a 1-year membership which is renewable by the Board of Directors
- ◆ A candidate can be nominated by any member, board member, or staff person
- ◆ Nominations will be accepted annually January 1st through March 10th
- ◆ Complete Nomination Form and turn in to Executive Director or Assistant Director in person, by email or mailed to 2323 Woodlands Blvd, Castle Rock, CO 80104
- ◆ Nominations will be reviewed by a nominating committee appointed by the board, and final selections will be made by the Executive Board and the Executive Director. Awards are presented at the Annual Volunteer Appreciation event in May.
- ◆ Submission of a Nomination Form does not guarantee the candidate will be selected for Lifetime Membership

## Honorary Membership Candidate Information

Name of candidate for Honorary Membership \_\_\_\_\_

Use the space below to list specific reasons why you believe this member should be honored as an Honorary Member. Include ways you know of that they have supported the Castle Rock Senior Activity Center.

## Nominator

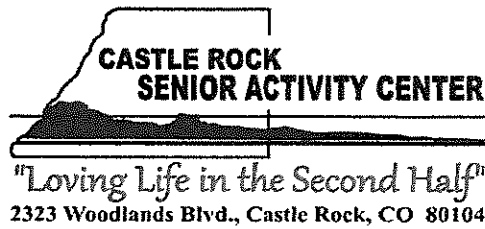
Name of Nominator \_\_\_\_\_

Phone in case we need to contact you for any further information \_\_\_\_\_

## Office Use Only

Date turned in \_\_\_\_\_ Initials \_\_\_\_\_ Date reviewed \_\_\_\_\_ Final Decision:  Approved  Declined Initials \_\_\_\_\_

Notes:



**Acknowledgment of Confidentiality Concerning the  
Business of the Castle Rock Senior Center**

I, the undersigned Staff, Board Member, Committee Member and or Volunteer of the Castle Rock Senior Center, acknowledge that I have been informed and am aware of the confidential nature of the information that I may over hear or be a part of while conducting the business of the Castle Rock Senior Center. Members are invited to attend regular board meetings and may obtain copies of meeting minutes.  
I am advised and aware that:

1. Reports and records concerning staff, members, volunteers, guests and/or visitors or transportation riders of the Center or the programs or events of the Center are confidential and are not public information. Any information received during our regular business shall be considered confidential and only shared with Staff, Board Members and or our Legal Advisor when necessary.
2. Nothing in this Agreement shall prevent me from commenting publicly about general trends or concerns perceived with the business of the Castle Rock Senior Center. The Castle Rock Senior Center will not indemnify me, defend me, or contribute financially to my defense should civil or criminal claims be made against me if I choose to speak publicly concerning my service of the Castle Rock Senior Center.
3. I understand that as the undersigned, I conduct myself as a representative of the Castle Rock Senior Center, and that as such a representative I understand and agree that I will conduct myself professionally with regard to the sensitive nature of some of our dealings with each other and the community.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ***Employee/Board of Directors Conflict of Interest Policy***

Updated 6-7-19

*Employees and/or Board of Directors may not use privileged information gained as a result of their employment and/or Board status for personal gain or benefit, or to benefit relatives, friends or acquaintances.*

*If an employee or Board member's family has an interest (including, but not limited to, serving as partner, manager, stockholder or employee) in any business that sells products and or services to the Castle Rock Senior Center (Center) or if an employee or Board member has information on the Center that may be used for personal gain, the employee or Board member shall advise the Executive Director or Board President of such interest in writing. The notified official shall determine if a conflict of interest exists and shall then notify the employee, the Executive Board or the Board member. If such a conflict is found to exist the employee or Board member will be given the option of terminating either employment or Board status. Failure to comply with these provisions may result in immediate dismissal.*

*I have read and understand the contents of this policy and agree to abide by its terms.*

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_