

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of The Board of Directors Meeting
April 23, 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 2:35 pm. All members were present.

SECRETARY'S REPORT

The minutes for the March 19, 2021 board meeting were approved by consensus.

HISTORICAL PRESENTATION

Mary Jo has spent many hours researching the history of the Castle Rock Senior Center and has developed a presentation to share and use during our advertising for the center's 50th Anniversary activities. She shared the presentation with the board. It was very informative and can be used in several ways during this year. The board was impressed and thanked Mary Jo for all the work she put into the presentation.

TREASURER'S REPORT

Steve provided his financial report informing the board that our income is a bit low right now, however, as the grants are signed it will be back to our

current normal. He did inform the board that the budget is looking very good at this time.

A motion was made by Al, seconded by Bob, and unanimously passed to approve the April financial report.

The audit meeting was held last week with Jim Davis, members of the Finance Committee, Steve and Debbi. Steve mentioned that he provided Jim with several of the policies and documents that would help Jim during the audit. They also discussed a project that was meant for 2020 (but had to be delayed due to Covid) regarding tracking staff hours. This project is needed when writing some grants and will most likely begin in 2022. Jim Davis was at the center for 2 ½ days for the audit.

Procurement Policy – This policy has been revised considerably to make it clear and easier to understand. He asked for comments and hearing none,

A motion was made by Al, seconded by Cynthia and unanimously passed to approve the newly revised Procurement Policy.

Internal Controls Policy – Steve explained that this is a new policy that is needed at the center. He explained the policy, responded to questions, and asked for the board's approval.

A motion was made by Doris, seconded by Jon and unanimously passed to approve the new Internal Controls Policy.

PRESIDENT'S REPORT

Phyllis reminded the board that we plan to hold the June EB and full board meetings in June in person at the center. That meeting date is June 18th. She also informed the board that the times for the board meetings listed on the "Important Dates" document need to be changed to 2:30 pm. Debbi will make that change and resend to the board.

Sherry informed the board that at Phyllis' request she purchased gift cards for each of the 7 staff members and presented them with thank you cards for Professional Administrative Day. The staff members were very appreciative.

EXECUTIVE VICE PRESIDENT'S REPORT

Bob reported that the first golf tournament meeting was held this morning. The tournament is scheduled for September 9th at Bear Dance Golf Course. He also mentioned that a contract has been signed for the 2022 golf tournament at the Pinery Golf Club. The 2022 golf tournament is scheduled for September 12, 2022.

Bob then reviewed the other fundraisers we have in the works for this year.

For the Golden Celebration (50th Anniversary/Volunteer Appreciation) Bob proposed that each board member donate \$50 to the center as an incentive for other members to do the same. He proposed sending a written communication to members asking for the \$50 donation with signatures of those board members who donated for that event. No objections were noted.

Our anonymous donor has offered once again to donate \$7500 to the Loving Life Match Fund and does not have a problem with having this matching fund donations opportunity run through August, September, and October.

VICE PRESIDENT/MEMBERSHIP REPORT

Lynn informed the board that the center gained 23 new members in April. She will be holding a new member's meeting in May.

IMMEDIATE PAST PRESIDENT'S REPORT

Doris has submitted 4 nominations for the Lifetime Membership Award, Jim Decker, Sharon Decker, Gene Gray and Fran Cason. Sherry will send the four nominations to the board for their review and votes via the notational voting policy. These awards and those selected last year (but could not be presented because of Covid) will be presented at the Golden Celebration on July 9th.

Bylaws Edits – Doris reminded the board that the Terms of Office (section 4.0) was updated and approved by the board at a previous meeting. She presented a revised portion of this section (4.02) on Nominating Committee/Election Committee and asked for comments.

A motion was made by Cynthia, seconded by Lynn and unanimously passed to approve the revised section 4.02 – Nominating Committee/Election Committee wording of the Bylaws.

Doris referenced a spreadsheet on Years on the Board that she, Steve and Sherry worked on and asked for comments. It was suggested that it include the current year and be updated each year in January by Doris or Sherry. This information can be used by Debbi to keep her historical spreadsheet current. It was also suggested that a column be added to include the next election date for each executive board member and add the year the 1st time committee chairs are appointed. Doris asked the board members to review the document and let her know of any date changes that need to be made.

EXECUTIVE DIRECTOR'S REPORT

Debbi reported on the grant and funding activities.

Debbi also informed the board that she has made an offer for the front desk position and is waiting for her reply.

Debbi reported on the Covid Clinics that have been held at the center. So far there have been 5 sets of clinics with one more planned. Total people served so far has been 525 with 80 to 90 % aged 50+.

Debbi reminded the board that the "Golden Celebration" (50th Anniversary/Volunteer Appreciation) will be July 9th beginning at noon at the Philip Miller Amphitheater. Shelvis and the Rousabouts will be performing at the celebration.

She also reported that the center will be holding another fundraiser, a "June Booksale/Grandma's Attic sale". There is an overabundance of Grandma's Attic materials and books and we need to try to sell most of what we already have in order to have enough room to store the additional materials we will receive for the November Craft Fair.

COMMITTEE REPORTS

Activities – Patty reported that activities are increasing, and that March is the first month we've had over 1,000 participants for activities since Covid began. Activity participation has certainly increased and now that some activities are being held outside, even more participation is expected.

She also reported on some of the activities over the past month.

Community Liaison – Al reported that he is still attending meetings virtually. He also mentioned that the Senior Foundation is looking for a new treasurer if anyone is interested.

Sports – Cynthia reported that the golf kickoff meeting was held virtually on March 20. Brian Erickson, the new manager at Red Hawk Golf Course was in attendance. May 4th is the start day for league play.

The softball startup meeting was held on April 6th. Play begins May 5th.

Bowling is scheduled to start again in the fall. The location of play may change to Arapaho Bowl and the weekday may change from Monday to Wednesday. More to come.

Transportation – Jon informed the board that the buses are ready to roll when we are ready. He also reported that in selling or trading in the MV1, we have very low mileage on it and may be able to get a decent price for it because of such low mileage.

LEGAL ISSUES

Wendy reported that she has been working with Debbi on the options for reopening the center.

OLD BUSINESS

None reported on.

NEW BUSINESS

Opening the Center – Debbi and Wendy have been discussing how to go about reopening the center. They have been discussing if it is possible to open only to those seniors who have been vaccinated for the Covid virus but that does not seem to be possible. They are checking with other centers and have found that some are trying to reopen in June or July, but most are opting to wait until the fall. There has been some discussion at our center about opening in June with a couple of games a month. Nothing has been finalized as of this date, but they continue to work on the possibilities and procedures for reopening.

ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 4:38 pm.

Respectively submitted:

Sherry Fogleman, Secretary

Phyllis Tumey, President

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Motions/Decisions Page

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A motion was made by Al, seconded by Cynthia and unanimously passed to approve the newly revised Procurement Policy.

A motion was made by Doris, seconded by Jon and unanimously passed to approve the new Internal Controls Policy.

A motion was made by Cynthia, seconded by Lynn and unanimously passed to approve the revised section 4.02 – Nominating Committee/Election Committee wording of the Bylaws.