

CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The Board of Directors Meeting  
March 19, 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 2:05 pm. All members were present.

**SECRETARY'S REPORT**

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

**TREASURER'S REPORT**

Steve provided his financial report noting that our income is down compared to this time last year. Remember however that at this time last year Covid was not an issue.

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

Steve referenced the Reserves/Investments Status Report in the board book, explained the changes and said he had restructured the report so it will be easier to understand.

He asked the board to review the report let him know if they understand the restructured report.

For 2020 there were surplus funds of \$80,800 of which \$39,500 was used to purchase the new van. Steve recommended to the Executive Board earlier today and received their approval that the remaining \$40,000 of surplus funds plus \$24,000 from the 2020 contribution amount budgeted for the reserve contribution be added to the Operational Sub Fund to make it easier to reach our target of \$128,150.

Steve referenced the revised Fleet Replacement Matrix that he Jon, Tina and Debbi have been working on. He noted that the matrix went from a 9-year replacement cycle to a 7-year cycle and is the spending plan for the future. If the funds are not needed in a year because of receiving grants, the dollars saved will be spread out over the next few years. For 2021 we are still targeting \$50,000 to go to the reserve funds.

### **PRESIDENT'S REPORT**

Phyllis reminded the board that Honorary and Lifetime Membership nominations are due by the April 23 meeting. Voting by the Board will be at the May meeting with awards given at the Volunteer Appreciation/ 50<sup>th</sup> Anniversary Celebration on July 9<sup>th</sup>.

She also informed the board that future Friday full board meetings will start at **2:30** pm.

Phyllis will be out of town April 8 -21<sup>st</sup>.

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

Bob reported that he is still waiting on numbers from Amazon and from King Soopers.

Debbi explained that the Senior Life Expo date is now June 30<sup>th</sup> from 1 to 5 pm and will be an indoor event. The Craft Show is still being discussed. As Covid restrictions lessen, they plan to begin the registration process for the Craft Show in late April.

The Golf Tournament is scheduled for September 9<sup>th</sup> at the Bear Dance Golf Course. The plan is to increase the fees for the tournament by \$5.00 with early-bird registration at \$180 and regular registration at \$195. A Golf Tournament meeting is scheduled for April.

Dining to Donate is scheduled to begin again in June with businesses who have patios and take-out available.,

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

Lynn informed the board that two new potential members planned to join the center in February. She explained that the numbers keep changing because of deaths, moving or just not signing up yet for their membership renewal.

She continues to work on getting responses for the membership survey and how to tie it into activities where possible.

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

Doris informed the board that she has a meeting planned with Steve and Sherry to redesign the spreadsheet for terms of office. She will have a draft by the April board meeting.

She also reported that she has three nominations for the Lifetime Membership Awards and will have the nomination forms ready for the next board meeting.

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

Debbi reported on the grant and funding activities.

She also reported that the Sports League Insurance policy has been reinstated as of March 9<sup>th</sup> at \$2,129.00 per year.

Debbi also informed the board about the Covid vaccine clinics that the center has been hosting. So far two 2-part clinics have been held at the center with 2 additional 2-part clinics being scheduled for March and April.

Staff is in the process of planning the Volunteer Appreciation/50<sup>th</sup> Anniversary Celebration. She asked the board to approve \$5000 to be spent on the event and to purchase 50<sup>th</sup> Anniversary pins for volunteers and members as well as 200 T-shirts.

She also would like to increase advertising for the center in order to reach out to the younger seniors/members. She asked for additional funding for advertising in the amount of \$2500.

A motion was made by Steve, seconded by Sherry, and unanimously passed by the board to approve \$5,000 for the Volunteer Appreciation/50<sup>th</sup> Anniversary Celebration.

A motion was made by Steve, seconded by Cynthia, and unanimously approved by the board to increase the marketing budget by \$2,500 for marketing and advertising this year.

### **COMMITTEE REPORTS**

**Activities** – Patty reported that the Activities Committee met recently with 7 on the call. Lynn also attended and explained the membership survey's results and how the committee might use the information in setting up activities for the membership.

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

**Community Liaison** – Al said he has been attending many of his regular meetings via Zoom. The DC Senior Services Foundation met for a short meeting and discussed the appeals for funding going out in June. The Castle Rock Rotary Club met, and plans are going forward for the Ducky Derby.

**Sports** – Cynthia reported that the virtual start-up golf meeting is scheduled for next week and that the new manager at Red Hawk Golf Course will be in attendance.

Softball registration forms were mailed out today for all three teams. A start up meeting is scheduled for April 6th at 9:00 am.

We will not be able to offer tennis or cycling activities due to our insurance coverage only covering sports “leagues”.

**Transportation** – Jon informed the board that the price of gas is rising significantly. He also notified the board that the actual MPG on the V-8 (gas engine) is 15 cents per gallon compared to the V-9’s (hybrid/gas) MPG at 7 cents per gallon.

### **LEGAL ISSUES**

Wendy had nothing to report at this meeting.

### **OLD BUSINESS**

None reported on.

### **NEW BUSINESS**

Phyllis notified the board that according to Debbi, the center has received 3 false unemployment claims using different staff persons names. Debbi is keeping watch for false claims.

### **ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 3:26 pm.

Respectively submitted:

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Sherry Fogleman, Secretary

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Phyllis Tumey, President

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Motions/Decisions Page

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