

CASTLE ROCK SENIOR ACTIVITY CENTER  
BOARD OF DIRECTORS  
Meeting Agenda  
December 16, 2021  
**1:30 pm**

**Call to Order**

**Record Proxy**

**Reports:**

Secretary – Sherry Fogleman

- *Approve October 14, 2021 Board Meeting Minutes*
- *Approve November 18, 2021 Annual Meeting Minutes*

Treasurer – Steve Lockwood – *Report/Approve*

- *Financial Report*

President – Phyllis Tumey

Executive Vice President – Bob Halvorson

Membership/Outreach Vice President – Lynn Kroloff

Immediate Past President – Doris Rollins

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:**

**Adjournment**

The next Full Board Meeting is scheduled for **Thursday, January 20, 2022 @ 1:30 pm at the Center.**



## **2022 Important Dates to Remember**

**Updated 12/15/21**

### **JANUARY**

**January 3rd, Monday —CENTER CLOSED for New Year's Day Observance**

**January 20th, Thursday — Board Meeting @1:00 p.m.**

**January 17th, Monday — CENTER CLOSED—Martin Luther King Day**

**January 26th, Wednesday— Dining to Donate Day—11:00 a.m.-9:00 p.m.**

**Duke's Steakhouse, Castle Pines**

### **FEBRUARY**

**February 17th, Thursday—Board Meeting @ 1:00 p.m.**

**February 21st, Monday - CENTER CLOSED—President's Day**

**February 23rd, Wednesday —Dining to Donate Day—11:00 a.m.-9:00 p.m.**

**Los Santos Mexican Restaurant, Castle Rock**

### **MARCH**

**March 17th, Thursday—Board Meeting @ 1:00 p.m.**

**March 23rd, Wednesday—Dining to Donate—4:00 p.m.-9:00 p.m.**

**The Old North End Restaurant, Castle Rock**

### **APRIL**

**April 21st, Thursday—Board Meeting @ 1:00 p.m.**

**April 27th, Wednesday—Dining to Donate Day - All Day—Location TBD**

### **MAY**

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

**—Volunteer Appreciation Event**

**May 25th, Wednesday—Dining to Donate Day - 11:00 a.m.-9:00 p.m.**

**Carlos Miguel's Mexican Bar & Grill, Castle Rock**

**May 30th, Monday—CENTER CLOSED—Memorial Day**

### **JUNE**

**June 5th, Sunday—Ducky Derby - UNCONFIRMED**

**June 16th, Thursday - Board Meeting @ 1:00 p.m.**

**June 22nd, Wednesday—Dining to Donate Day—All Day—Location TBD**

**June 30th, Thursday—Senior Life Expo**

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

**JULY**

**July 4th, Monday—CENTER CLOSED—Fourth of July**  
July 27th, Wednesday—Dining to Donate Day—4:00 p.m.-9:00 p.m.  
The Old North End Restaurant, Castle Rock  
**No Board Meeting**

**AUGUST**

**August 8th -12th - CENTER CLOSED—Rec Center Annual Maintenance**  
**August 18th, Thursday -Summer Board Meeting @ 1:00 p.m.**  
August 24th, Wednesday—Dining to Donate Day—All Day—Location TBD

**SEPTEMBER**

**September 5th, Monday—CENTER CLOSED—Labor Day**  
September 10th, Saturday—Shopping Extravaganza—Castle Rock Outlets  
September 10th & 11th—Artfest—Downtown Castle Rock  
**September 12th, Monday— 22nd Annual Golf Tournament—**  
**The Pinery Golf Course**  
**September 15th, Thursday—Board Meeting @ 1:00 p.m.**  
September 28th, Wednesday—Dining to Donate Event—All Day—Location TBD

**OCTOBER**

**October 20th, Thursday—Board Meeting @1:00 p.m.**  
October 26th, Wednesday—Dining to Donate Event—All Day—Location TBD

**NOVEMBER**

**November 5th, Saturday—30th Annual Craft Show Extraordinaire—**  
**Douglas County Events Center 9:00 a.m. to 4:00 p.m.**  
**November 17th, Thursday—Annual General Membership & Board Meeting @1:30 p.m.**  
**(\*Note later time)**  
November 9th, Wednesday—Dining to Donate Event—All Day—Location TBD  
**November 24th & 25th—CENTER CLOSED—Thanksgiving Holidays**

**DECEMBER**

December 6th, Tuesday - Colorado Gives Day  
December 7th, Wednesday—Dining to Donate Event—All Day—Location TBD  
**December 15th, Thursday—Board Meeting @ 1:00 p.m.**  
**December 23rd, 24th & 25th & 26th - CENTER CLOSED - Christmas Holidays**

CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The CRSAC Annual Meeting/Board Meeting  
November 18, 2021

Motions Page

A motion was made by Ed Meserko, seconded by Mary Hudson, and unanimously passed by the membership to approve the 2022 budget as presented.

A motion was made by Lynn, seconded by Doris, and unanimously passed to approve the October 2021 financial report.



# Treasurer's Report

December 16, 2021

## December Budget Report

During the previous month, our income is up considerably. This is brought about, mostly, because of considerable growth from Douglas County grants, and a very good year for Fund Raising.

As for the expense side of the budget, it is up slightly ahead of the expected expenses through November. However, not as much as our income, so we should be in pretty good shape through the end of the year. There are several Expense line items that are a little higher than I expected, so I will explore those when I return from vacation.

There, also, are a couple that are expected to increase. Depreciation, for example, will be higher than originally budgeted, primarily due to two new vehicles. Vehicle values directly affect the cost of depreciation. Wages is another area that has taken a marked increase. This is due to several circumstances. First, inflation is at almost 7% so far this year; second, COVID has driven competitive wages up significantly; and third, compensation has been, at least, part of the rationale for some recent departures and, certainly has proven to be an obstacle for recruiting. Rest assured, though, we are doing our best to remain wage competitive within the nonprofit sector.

## Foundation Investments

1/1/2021 \$462,416

12/14/2021 \$528,853

An increase of \$66,437. This past week has been a down week. This is down about \$10,000 from our November reporting; however, this is still a net growth rate of 14¼% YTD.

## Senior Center Reserve Funds

1/1/2021 \$200,270

12/14/2021 \$291,637

An increase of \$91,367, which includes our interest earned, our 2020 annual Reserve contribution of \$24,000, and our surplus cash from 2020 of \$40,000: a growth rate of about 10½% YTD.

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

	<u>Nov 21</u>	<u>Nov 20</u>	<u>\$ Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
40000 · 01-ACTIVITY INCOME	3,013	315	2,698
40050 · 02-MEMBERSHIP	108	1,089	-981
40100 · 03-SHUTTLE CONTRIBUTIONS	841	346	495
40200 · 06-CASTLE ROCK SERVICE CONTRACT	10,833	10,833	
40300 · 07-Douglas County Grants	30,698	9,882	20,816
40400 · 08-GRANTS	13,250	1,250	12,000
40700 · 15-FUND RAISING INC.	21,061	8,391	12,671
42800 · 22-MISC	2	27	-24
43200 · INTEREST & DIV SAVINGS	296	212	83
44000 · Restricted Grant/Fund Income	1,264	550	714
45000 · In-Kind Income	7,000	7,000	
<b>Total Income</b>	<u>88,366</u>	<u>39,896</u>	<u>48,470</u>
<b>Expense</b>			
60300 · ACTIVITIES EXPENSE	3,470	3,240	230
60500 · ADVERTISING EXPENSE	334	927	-593
60600 · BANK FEES	314	83	231
61000 · CENTER SUPPLIES	142	6,124	-5,983
62000 · DEPRECIATION	4,199	3,513	685
62400 · Dues, Conferences	77	175	-98
62500 · FUND RAISING EXP	6,341	215	6,125
62900 · GIFTS	165	170	-5
63000 · INSURANCE	2,442	2,310	131
63600 · MISCELLANEOUS	43		43
63700 · OFFICE SUPPLIES	499	521	-21
64000 · PAYROLL EXPENSES	21,659	28,427	-6,768
64400 · Payroll Support Services	26	31	-5
64450 · PAYROLL TAXES	1,723	2,122	-399
65000 · POSTAGE	286		286
65110 · Accounting	1,400	975	425
65200 · RENT	65	60	5
65250 · REPAIRS/MAINTENANCE	276		276
65300 · STAFF-VOL EXP	379	170	210
65400 · TELEPHONE	239	239	0
66000 · VEHICLES - Fuel	1,158	377	781
67000 · VEHICLES-Maintenance	385	9,360	-8,975
68000 · Restricted Grant/Fund Expense	2,096	871	1,225
69000 · In-Kind Expense	7,000	7,000	
<b>Total Expense</b>	<u>54,719</u>	<u>66,911</u>	<u>-12,192</u>
<b>Net Ordinary Income</b>	<u>33,647</u>	<u>-27,015</u>	<u>60,662</u>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
75000 · Transfer to Reserves	4,167	2,000	2,167
75200 · COVID-19 Wages		1,673	-1,673
<b>Total Other Expense</b>	<u>4,167</u>	<u>3,673</u>	<u>494</u>
<b>Net Other Income</b>	<u>-4,167</u>	<u>-3,673</u>	<u>-494</u>

10:48 AM  
12/14/21  
Accrual Basis

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

	<u>Nov 21</u>	<u>Nov 20</u>	<u>\$ Change</u>
<b>Net Income</b>	<u>29,481</u>	<u>-30,688</u>	<u>60,168</u>

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

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
40000 · 01-ACTIVITY INCOME	3,013	5,000	20,839	55,000	60,000
40050 · 02-MEMBERSHIP	108	800	29,772	40,000	40,000
40100 · 03-SHUTTLE CONTRIBUTIONS	841	900	6,646	12,400	13,000
40200 · 06-CASTLE ROCK SERVICE CONTRACT	10,833	10,833	119,167	119,167	130,000
40300 · 07-Douglas County Grants	30,698	11,500	206,203	128,500	140,000
40400 · 08-GRANTS	13,250	4,000	56,750	56,000	60,000
40500 · 09-OUTREACH EVENTS			6,530	14,000	14,000
40600 · 12-TRANSPORTATION - DONATIONS		83	40	917	1,000
40700 · 15-FUND RAISING INC.	21,061	8,000	128,410	99,000	115,000
42800 · 22-MISC	2	140	2,128	1,460	1,600
43000 · GAIN ON SALE OF CENTER ASSETS			2,156		
43200 · INTEREST & DIV SAVINGS	296	175	6,669	1,000	3,000
43400 · Insurance Reimbursement			690		
44000 · Restricted Grant/Fund Income	1,264	1,000	11,419	26,000	27,000
45000 · In-Kind Income	7,000	7,000	77,000	77,000	84,000
<b>Total Income</b>	<b>88,366</b>	<b>49,431</b>	<b>674,418</b>	<b>630,444</b>	<b>688,600</b>
<b>Expense</b>					
60300 · ACTIVITIES EXPENSE	3,470	1,500	26,928	31,000	32,000
60500 · ADVERTISING EXPENSE	334	250	7,759	2,750	3,000
60600 · BANK FEES	314	80	2,324	1,880	2,000
60700 · BLDG & EQ MTCE/CLEANING				50	100
61000 · CENTER SUPPLIES	142	2,000	1,983	4,700	5,000
61400 · CONTRACT ADMINISTRATIVE HELP			1,050		
62000 · DEPRECIATION	4,199	3,500	45,417	38,500	42,000
62400 · Dues, Conferences	77	200	2,475	1,900	2,500
62500 · FUND RAISING EXP	6,341	2,000	32,852	22,000	24,000
62700 · FURN-EQUIP REPAIR/UPGRADES				50	100
62800 · FURNITURE/EQUIPMENT PURCHASES				100	200
62900 · GIFTS	165	200	919	500	750
63000 · INSURANCE	2,442	2,925	25,597	32,075	35,000
63600 · MISCELLANEOUS	43	95	2,472	500	500
63700 · OFFICE SUPPLIES	499	600	8,436	7,400	8,000
63800 · OUTREACH EVENTS			2,775	7,750	8,000
64000 · PAYROLL EXPENSES	21,659	23,000	269,030	261,000	284,000
64400 · Payroll Support Services	26	50	1,122	1,200	1,250
64450 · PAYROLL TAXES	1,723	2,000	22,795	23,000	25,000
65000 · POSTAGE	286		5,258	3,950	5,000
65100 · PROFESSIONAL SERVICES			5,750	5,100	5,100
65110 · Accounting	1,400	1,300	15,225	15,800	17,000
65200 · RENT	65	58	700	642	700
65250 · REPAIRS/MAINTENANCE	276		2,402	300	300
65300 · STAFF-VOL EXP	379	125	3,133	2,575	2,700
65350 · TAXES/LICENSES			50	150	150
65400 · TELEPHONE	239	167	2,728	1,833	2,000
66000 · VEHICLES - Fuel	1,158	800	8,651	11,400	12,000
67000 · VEHICLES-Maintenance	385	800	9,942	11,400	12,000
67500 · VOLUNTEER APPRECIATION				4,000	4,000
67700 · WEB SITE/SOCIAL MEDIA		25	446	225	250
68000 · Restricted Grant/Fund Expense	2,096	1,000	21,684	19,200	20,000
69000 · In-Kind Expense	7,000	7,000	77,000	77,000	84,000
<b>Total Expense</b>	<b>54,719</b>	<b>49,675</b>	<b>606,904</b>	<b>589,930</b>	<b>638,600</b>
<b>Net Ordinary Income</b>	<b>33,647</b>	<b>-243</b>	<b>67,514</b>	<b>40,513</b>	<b>50,000</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
75000 · Transfer to Reserves	4,167	4,167	45,833	45,833	50,000
75200 · COVID-19 Wages					



10:37 AM  
12/14/21  
Accrual Basis

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

	<u>Nov 21</u>	<u>Budget</u>	<u>Jan - Nov 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Total Other Expense	4,167	4,167	45,833	45,833	50,000
Net Other Income	-4,167	-4,167	-45,833	-45,833	-50,000
Net Income	<u>29,481</u>	<u>-4,410</u>	<u>21,681</u>	<u>-5,320</u>	

**Executive Vice-President Report**  
**December 2021**  
**Fundraising / Community Outreach Events**

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**2022 UPCOMING**

<b><u>Dining To Donate</u></b>	<i>(currently scheduling DTD bookings)</i>
January 26 <sup>th</sup>	<b>Duke's Steakhouse</b>
February 23 <sup>rd</sup>	<b>Los Santos Mexican Restaurant</b>
March 23 <sup>rd</sup>	<b>The Old North End Restaurant</b>
April 27 <sup>th</sup>	OPEN
May 25 <sup>th</sup>	<b>Carlos Miguel's</b>
June 22 <sup>nd</sup>	OPEN (The Great Divide potential)
July 27 <sup>th</sup>	<b>The Old North End Restaurant</b>
August 24 <sup>th</sup>	OPEN (Angie's potential)
September 28 <sup>th</sup>	<b>Guadalajara's Mexican Restaurant</b>
October 26 <sup>th</sup>	OPEN
November 23 <sup>rd</sup>	OPEN
December 7 <sup>th</sup>	OPEN
<b>Total Profit To Date =</b>	<b>TBD</b>

**Ducky Derby – Sunday, June 5<sup>th</sup>, 2022 (Tentative)**

**Senior EXPO – Thursday, June 30<sup>th</sup>, 2022**

Douglas County Fairgrounds Event Center

**Shop Extravaganza - Saturday, September 10<sup>th</sup>, 2022**

Outlets at Castle Rock

**Golf Tournament – Monday, September 12<sup>th</sup>, 2022**

The Pinery Country Club, Parker

**30<sup>th</sup> Annual Craft Show Extraordinaire – Saturday, November 5<sup>th</sup>, 2022**

Douglas County Fairgrounds Event Center

**Colorado Gives Day –Tuesday, December 6<sup>th</sup>, 2022**

**2021 ON-GOING**

**Meadows Car Wash**

Car wash ticket sales (in CRSAC office)

1 <sup>st</sup> Q (Jan-Mar) Tickets Sold	= 166 / \$1660.00 total income = Profit \$ 498.00
2 <sup>nd</sup> Q (Apr-Jun) Tickets Sold	= 82 / \$820.00 total income = Profit \$ 246.00
3 <sup>rd</sup> Q (Jul-Sep) Tickets Sold	= 85 / \$850.00 total income = Profit \$ 255.00
4 <sup>th</sup> Q (Oct-Dec) Tickets Sold	= 30 / \$300.00 total income = Profit \$ 90.00

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**Total Profit To Date = \$1089.00 = 363 Total Tickets Sold**