

CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The Board of Directors Meeting  
December 16, 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

Doris Rollins and Steve Lockwood were unable to attend the meeting. No proxies were provided.

**CALL TO ORDER**

The Board meeting was called to order at 1:30 pm by Phyllis Tumey.

**SECRETARY'S REPORT**

The minutes for the October 14, 2021 board meeting were approved by consensus.

A motion was made by Lynn, seconded by Bob and unanimously passed to approve the minutes of the November 18, 2021 Annual Meeting with edits.

**TREASURER'S REPORT**

Although Steve was unable to attend the meeting, he provided a written financial report for the board along with the monthly financials.

### **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.

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

### **PRESIDENT'S REPORT**

No formal report this meeting.

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

Bob reported that he is very pleased with the job Stacey is doing. He reported that as of today the total profit for fundraising is at \$87,970. He is still working with King Soopers and Amazon.Smile to try to increase our members knowledge of these fundraisers. He is also working with Chris at the Meadows Car Wash and is concerned that the price of the car wash tickets may go up.

The continuation of the Center's participation in the yearly Shopping Extravaganza was discussed. Some do not believe that the amount of income we have been receiving is not worth the effort it takes to participate in the program. Debbi believes there could still be a way we can participate and make more income but she needs to have further discussions with the Executive Director of the project. She will arrange a meeting with their Executive Director to include Bob Halvorson so they all can come to some agreement that will better benefit the Center.

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

Lynn reported that she continues to get new members coming to the Newcomer Briefings (currently we have 958 total members). She also has been talking with Debbi about retention of members and their reasons for their departure or non-renewals.

Lynn is also working on creating a Membership Committee to help her with calls and ideas to increase membership.

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

Doris was not at this meeting.

## **EXECUTIVE DIRECTOR'S REPORT**

Debbi informed the board that she has taken delivery of the new wheelchair van. The new van still has some add-ons that need to be installed, so it is not able to be used at this time. Debbi was able to get a grant to pay for a significant portion of the van, with the Center only having to pay about 20% of the cost. She has also requested funding for another van through CDOT. The request should go through much smoother this year since we will not have to go through the procurement process again.

She noted that the Center received a check for \$5000 from CORE at their senior luncheon yesterday and thanked AI for working to get that funding for the Center.

Debbi reported that one of our vehicles, the C6 car, was totaled in an accident recently. The Center will get \$11,614 from our insurance company for the C6. She has asked Jon to look at replacing the C6 with another Sonata or a small SUV like the Tucson.

Mask Mandate Update – Debbi discussed the mask mandate and noted that we continue to follow the CDC guidelines for wearing masks in the Center. She shared that Douglas County is still in the “red category” for high community transmission. Until Douglas County is in the “yellow category” we will continue to require masks in the Center.

A motion was made by Lynn, seconded by Cynthia and unanimously passed by the board that the Center will follow the CDC's recommendation for masking. The board will review the mask mandate as needed and will make the decision whether to change the mandate when Douglas County is in a safer category.

Social distancing – The board also agreed that the Center will continue with 4 people only at game tables except for the Texas Hold'em group where the number of people at a table is limited to 6.

Debbi also reminded the board that our federal funding requires that drivers of our vehicles and buses must continue to wear masks as do the passengers.

## **COMMITTEE REPORTS**

### **Activities** –

Patty expressed her disappointment that Shannon Rutt is leaving her position at the Center but said she has met Shannon's replacement, Shiela, and believes that she will be good to work with. She also noted that members who usually play the games the Center normally offered on Monday, Wednesday and Friday afternoons are not coming in to play as much as they used to do. She is trying to come up with ways to entice members to come back in for activities.

**Community Liaison** – Phyllis notified the board that Al Wonstolen has turned in his resignation from the board. She and the board thanked Al for all he has done for the Center over the years and Phyllis presented him with a very nice plaque for his service.

**Sports** – Cynthia reported that Jim Johnson is adding a Bocce Ball league opportunity for our sports area. He is holding a meeting to discuss this opportunity on January 14<sup>th</sup> at noon at the Center. Games will be played at the MAC.

Cynthia and Debbi are meeting with Connie Johnson regarding the possibility of our senior's playing badminton.

Cynthia and Debbi are also discussing a sports survey to send to the members regarding other sports activities that may be of interest.

**Transportation** – Jon reported that rides are going well. The Center had no maintenance costs last month.

He also reported on the C6 vehicle that was in a collision in early December. He will be searching for a replacement vehicle in the next few weeks.

### **LEGAL ISSUES**

Wendy provided some revisions in wording to the Employee Handbook for sick time for part time employees and paid time off for full time employees as new rules for these areas have been adopted. Debbi will have her employees each sign that they have read the changes.

Wendy also provided a document regarding Qualified Small Employer HRAs. Small organizations can offer HRA stipends to cover part of the Health Insurance Policy premiums for employee. This would need to be processed through a third-party administrator. Debbi, Phyllis and Wendy will meet with some third-party administrators to obtain more information on this opportunity and on the costs.

**ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 3:15 pm.

Respectively submitted:

  
Sherry Fogleman, Secretary

  
President for Phyllis Tumey, President

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Motions/Decisions Page

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