

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of The Board of Directors Meeting
January 20, 2022

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
Vacant, Liaison to Community
Cynthia Timmons, Sports Chairman
Jon Hendricks, Transportation Committee

Staff Members Present

Debbi Haynie, Executive Director

Legal Advisor

Wendy Monteith

Doris Rollins was unable to attend this meeting.
Debbi Haynie and Wendy Monteith participated via phone call.

CALL TO ORDER

The Board meeting was called to order at 1:35 pm by Phyllis Tumey.

SECRETARY'S REPORT

A motion was made by Jon, seconded by Cynthia and unanimously passed to approve the minutes of the December 16, 2021 board meeting.

TREASURER'S REPORT

Steve reported that the budget is on track with the exception of the recent raises given and the impacts of inflation. He indicated that because of this we had to exceed our budgeted amount for 2022. We will need to readjust the budget over time because of inflation, supply chain issues, and the FED's announcement of at least three rate increases this year.

A motion was made by Lynn, seconded by Bob and unanimously passed to approve the 2022 budget as is with the real expectation of budget adjustments overtime.

Steve explained that our investments are up 12% to 16% per year since we started in 2019. However, we are down \$38,000 cumulative since November 2021. He noted we could be looking at a very choppy market for some time. Our investments as of January 18, 2022 are:

Foundation Investments

1/1/2022 \$535,956
1/18/2022 \$518,201

A decrease of \$17,755. The past 18 days have been very choppy, and mostly down as you can see.

Senior Center Reserve Funds

1/1/2022 \$296,069
1/18/2022 \$284,411

A decrease of \$11,658. Again, the past 18 days have been very choppy, and mostly down as you can see.

Steve referenced the Reserves/Investments Status Report and responded to questions. He again explained our reserve account and its four components (transportation, operational reserve, IT equipment, etc. and facilities reserve fund). He also explained the Foundation Account and that it is money that is invested and is to be used if the Center move out of the current location.

Benefits Project – Steve suggested that there is a need to clarify all the benefits that are currently provided for the staff before making any changes or going directly to a particular benefits option. He also suggested that a committee be formed to work on this project and to:

- Document all the current benefits that are provided to staff
- Review the Colorado Non-Profit Salary and Benefits Survey to determine what benefits can be offered by a nonprofit
- Talk with other employees regarding what they would like to have

Steve, Jon, Cynthia, Patty and Debbi will participate on the Committee for Benefits Research and Review. The projected completion date for this project is June or July 2022.

Membership Fee Increase – Because of budgetary issues the Center needs to take another look at membership rates, activity fees and non-member fees. We need to research what other senior centers are doing. Debbi and Shiela will work on this project and have a report for the February board meeting.

PRESIDENT'S REPORT

Douglas County Senior Council Meeting – Phyllis attended the January virtual meeting of the Douglas County Senior Council. She noted that Vintage and Vibrant will be sponsored and held in the Fall of 2023. Also, of note the Oakwood Apartments are finished with construction of new units. They have 52 units on 3 floors with an elevator in the new facility. It is only 50% leased at this time and is a great addition to the over age 50 population of Castle Rock.

The Douglas County Senior Council meetings in February and March will also be held virtually.

Change in Board Meeting Structure – Phyllis reported that after a discussion with the EB members, it was suggested and approved to change the board meeting structure to better allow all members of the board to participate in more of the decision-making process for the Center. The board will continue to meet on the third Thursday of each month but will meet at **1:00 pm versus 1:30 pm**. The Executive Board will only meet following the full board meeting on those Thursdays when necessary.

The EB will continue to function as the Human Resources (HR) department and will meet separately when HR discussions are necessary.

Elections – Phyllis referenced documents in the board package provided by Doris regarding the election process (Election Deadlines, Election Material & Counting, and Counting Spreadsheet). Phyllis will be reviewing the documents and overseeing the election this year since Doris will no longer be on the board and Phyllis will not be running for an office this year.

EXECUTIVE VICE PRESIDENT'S REPORT

Bob reported that Stacey has finalized the fundraising numbers for 2021 and noted that we had a good year. He mentioned that we are set for the first half of the year for Dining to Donate and will be offering a new restaurant this year called Los Santos Mexican Restaurant.

Bob also mentioned that we've already received vendor reservations for the November Craft Fair with 25 already paid and another 25 working on paperwork for the reservations.

VICE PRESIDENT/MEMBERSHIP REPORT

Lynn reported that membership continues to climb and that the total is nearing 1,000. We had 193 new members sign up in 2021 with 17 signing up in December alone.

She is also having her first Membership Committee meeting this Friday.

IMMEDIATE PAST PRESIDENT'S REPORT

Doris was not at this meeting.

EXECUTIVE DIRECTOR'S REPORT

Debbi provided an update on the status of the grants and funding.

She also reported that the Massage Services will be returning to the Center soon with Nicole Holdaway joining us to provide those services.

She also noted that the staff is working on the Craft Show, and the Senior Life Expo for this year. The Golf Tournament registration forms are being created and they plan to hold the first committee meeting for the tournament in March.

Debbi reported that she attended a meeting of the Active Adult Program and Services (AAPS). They will be having three in-person meetings in the area this year with the first on being hosted by the CRSAC on March 23. The meeting will be only for members of the AAPS, but Debbi will ask that Shiela and Patty be able to attend. The other meetings will be in June in Thornton and October in Northglenn.

Mask Mandate Update – Debbi discussed the mask mandate during the recent “high needs meeting”. She said that the vaccination rate for Douglas County (DC) is 83.3% but that we are still in the red regarding the numbers of cases in the county. Therefore, we will continue with the mask mandate at the Center until DC is in the yellow. The EB agreed.

She mentioned that Covid testing is currently being provided at the Justice Center and at Sky Ridge Hospital.

COMMITTEE REPORTS

Activities –

Patty reported that Shiela is doing very well and that she has some great ideas both for high-end and low-end activities. She referenced some of the January activity highlights. Shiela will be attending her first Activities Committee meeting in early February, and they are looking forward to it.

Debbi mentioned an overnight activity trip that is occurring in March. It is a two-night trip to the Crane (bird) Festival in Monte Vista. The deadline is in February so be sure to sign up if you are interested.

Community Liaison – Vacant position. The board agreed to have this position on the board sit vacant until it is determined it is necessary.

Sports – Cynthia reported that preparations for golf and softball are on track. Forms are being updated and the first meeting for the golf league currently scheduled for March 22 at the Center. The softball start-up meeting is scheduled for March 11.

Bowling continues and is running smoothly.

A new sports opportunity this year is Bocce Ball. The play will be at the MAC and will be twice a week, Tuesdays and Fridays from 1 to 3 pm. An informational meeting is scheduled for January 21 at noon at the Center.

Cynthia agreed to create an article for the Newsletter regarding our sports offerings.

Transportation – Jon reported that expenses continue to rise. Gas is higher and the cost for maintenance is going up as well.

The C6 Hyundai has now been replaced with a 2022 Hyundai Tucson AWD and is in service as of January 4, 2022. The Center also owns a 2021 Chrysler Voyager Rear-entry Van (V1) for wheelchair personnel to be in service upon completion of handicap modifications. This vehicle will replace MV1. MV1 will then be sold.

OLD BUSINESS

Whistleblower Policy – Wendy referenced the policy that she provided for the board package and responded to questions. She asked for the full board's approval on this document.

A motion was made by Steve, seconded by Bob and unanimously passed to approve the proposed Whistleblower Policy and to add it to the Employee Handbook and the Board Expectations.

Debbi will send the board expectations document to Phyllis.

LEGAL ISSUES

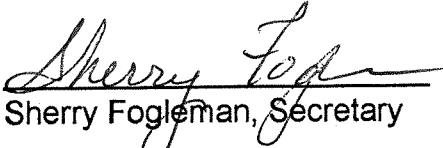
Wendy agreed to take the lead on the revision of the bylaws. She will work with Lynn and Steve on this project.

A Code of Conduct was briefly discussed. Wendy will provide something on this topic at the February meeting. This too should be added to the bylaws.

ADJOURNMENT

There being no further business brought before the Board, the meeting was adjourned at 3:20 pm.

Respectively submitted:



Sherry Fogleman, Secretary



President for Phyllis Tumey, President

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Motions/Decisions Page

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