CASTLE ROCK SENIOR ACTIVITY CENTER
BOARD OF DIRECTORS
Meeting Agenda
May 18, 2023
1:00 pm

Call to Order

Record Proxy

Reports:

Secretary – Sherry Fogleman
- *Approve April 20 Board Meeting Minutes*

Treasurer – Steve Lockwood – *Report/Approve*
- *Financial Report*

President – Phyllis Tumey
Executive Vice President – Jon Hendricks
Interim Vice President of Transportation – Ed Mattix
Vice President of Membership/Outreach – Lynn Kroloff
Immediate Past President – Vacant
Executive Director – Debbi Haynie

Standing Committees' Reports:

Activities – Patty Hasty
Liaison to Community – Vacant
Sports – Cynthia Timmons
Legal – Wendy Monteith

Member Comments:

EXECUTIVE SESSION, if necessary

Old Business

- *Recurring Strategic Planning Update – Steve*

New Business

- Approval of most recent edits to Bylaws - Phyllis

Adjournment

The next meeting is scheduled for **Thursday, June 15, 2023 @ 1:00 pm at the Center.**

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of Board of Directors Meeting
April 20, 2023
1:00 pm

Executive Board Members
Phyllis Tumey, President
Jon Hendricks, Executive Vice President
Lynn Kroloff, Vice President of Membership and Outreach
Ed Mattix, Interim Vice President of Transportation
Steve Lockwood, Treasurer
Sherry Fogleman, Secretary
Vacant, Immediate Past President

Committee Chair Members
Patty Hasty, Activities Committee Chairman
Vacant, Liaison to Community
Cynthia Timmons, Sports Chairman

Staff Members Present
Debbi Haynie, Executive Director

Legal Advisor
Wendy Monteith

CALL TO ORDER

The Board meeting was called to order at 1:00 pm by Phyllis Tumey. Wendy was unable to attend this meeting.

SECRETARY'S REPORT

The minutes of the March 23, 2023 Board meeting were approved by consensus.

TREASURER'S REPORT

Steve reviewed the financials for March 2023 noting that the budget is looking great at this time. He mentioned that the total expenses for the month are a bit high, however. He then responded to questions.

A motion was made by Lynn, seconded by Ed and unanimously passed to approve the March 2023 treasurer's report.

Investment Numbers:
Foundation $476,858, up 5.22% YTD

Reserves $301,689, Up 4.84% YTD

In response to a question regarding how the decision was made regarding investments for the center, Steve reported that the Finance Committee discussed it at several of their meetings as well as meeting three times with an investment counselor. There was much discussion prior to making those decisions. It was then presented to the Board who agreed with the investment strategy.

Debbi explained that in the past a report was submitted to the Board each quarter on the status of the Foundation's Financial Condition. Steve will find that report and begin submitting it with the monthly board report.

PRESIDENT'S REPORT

EXECUTIVE VICE PRESIDENT REPORT

Jon explained that there is not a lot to report at this meeting, but that Stacey is working hard on the Senior Expo and the Craft Show. He reported that the Dining to Donate program is now finalized for the remainder of the year after adding IC Brewhouse and The Hideaway to our list for this year. He and Stacey are still working on the Dining to "Dessert" program and are contacting Culvers, Smart Cow, Applebee's, Dukes and Freddie's for the summer months.

The Golf Tournament process is now underway, and the Craft Show invitations will be sent in June.

The center has received a first quarter check of $651 from the King Soopers program.

He added that Stacey is amazing in her role for the work she does for us as Project/Event Coordinator.

TRANSPORTATION VICE PRESIDENT

Ed reported that the V8 bumper replacement will cost $1200 and is being completed on Monday. He will be looking into the cost of repair to the damage done to the Forester.

He noted that the three buses will need CDOT inspections next month.

At the request of Ed, Debbi reported that she has asked that the bus parking areas be re-striped to provide them with more room to park. She also asked that curb stops be added and informed the town that the center will pay for the work. The Town agreed and the work should be in about a month.

MEMBERSHIP AND OUTREACH VICE PRESIDENT REPORT

Lynn reported that the center continues to add new members. The total number of members we now have is 1,127. Lynn also helped Stacey with the Newcomers Orientation this month.

IMMEDIATE PAST PRESIDENT REPORT

This position is currently vacant.

EXECUTIVE DIRECTOR REPORT

Debbi reviewed the status of the grants and funding on her spreadsheet. Val will begin working on the Daniels Fund grant next.

Hellen Swanson, our new Admin Support/Meal Program Coordinator, started this week. Also, Jorge is doing well at his new job as Transportation Coordinator.

The VOA Hot Meals program has been delayed and is scheduled to resume on May 2.

Debbi has changed the name of the "Volunteer Receptionist" to "Guest Services Volunteer". Volunteer re-training and Schedule Plus orientation is scheduled for next week.

The Craft Show booths are now full! Community Corner Registration will start after the Senior Life Expo.

Registration is going great with over 60 partners lined up for the Senior Life Expo. There will be new presentations and demonstrations this year.

The Golf Tournament registration forms have been created and will be available at the Annual Golf League sign up next week. We are looking at Arrowhead Golf Course for 2024.

COMMITTEE REPORTS

Activities –

Patty reported how well the activities have been received. Nearly all activities were full. The food events are always full! A highlight for March was a trip to the Denver Museum of Nature and Science to attend the Dark Universe Planetarium.

The Activities Committee is also working on a trip to Nebraska in June and a trip to Canada for 2024.

Debbi Haynie, Shannon Rutt and Steph Lopez attended the Active Adult Programming Services at the APEX Community Recreation Center on 4/13/23. The theme centered around "Marketing in the Old & New World", meaning marketing to older adults pre and post COVID.

Community Liaison –

This position is currently vacant.

Sports –

Cynthia reported on the transition between our winter and summer sports. Bowling will end this season with their April 24th play. Bowling will resume in September. Bocce Ball ends on May 5th.

She will be working on a few changes to both bowling and bocce ball procedures for next season.

Softball and Golf have started for the summer months and are moving along well.

Cynthia also reported that an email from Matt at the rec center was sent out to explore interest in a senior over 70 pickleball league. She has not heard the results of that email.

LEGAL ADVISOR
Wendy did not attend this meeting.

OLD BUSINESS
2023 Strategic Plan – Steve said the committee met in April and will meet again in mid-June. They are working on the 1st draft for the working committee for the June meeting. They hope to have a published version in August.

NEW BUSINESS
Elections for 2023
Phyllis notified the board that she will continue as President through 2024, if approved by the board. Ed Mattix will be on the ballot in November for election as the Vice President of Transportation.

The spreadsheet on the "Years on the CRSAC Board" was reviewed. No changes were made.

Debbi will send out the deadline sheet for elections to the whole board.

Staff Changes
Phyllis and Debbi informed the board that Shannon Rutt had turned in her resignation. She will be moving to California in June. She has agreed to stay until June 12th to help in the transition. Steph Lopez will be promoted to Activities Coordinator and a part-time person will be hired as an Activities Support person. Stacey will be promoted to Assistant Director as well as continuing her duties as Events/Project Coordinator.

Debbi will take Shannon's position on the Strategic Planning Committee.

OTHER
The May Board meeting will be held Thursday, May 18, 2023 at 1:00 pm at the Center.

ADJOURNMENT

There being no further business brought before the Board, the meeting was adjoumed at 2:25 pm.

Respectively submitted:

Sherry Fogleman, Secretary	Phyllis Tumey, President

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of The Board of Directors Meeting
April 20, 2023

Motions/Decisions Page

The minutes of the March 23, 2023 Board meeting were approved by consensus.

A motion was made by Lynn, seconded by Ed and unanimously passed to approve the March 2023 treasurer's report.

Castle Rock Senior Center
Statement of Activities Budget Performance
April 2023

	Apr 23	Budget	Jan - Apr 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
40000 · 01-ACTIVITY INCOME	10,910	6,500	44,556	38,000	90,000
40050 · 02-MEMBERSHIP	2,880	2,500	41,467	40,000	43,000
40100 · 03-SHUTTLE CONTRIBUTIONS	719	1,200	3,523	3,500	10,000
40200 · 06-CASTLE ROCK SERVICE CONTRACT	12,500	12,500	50,000	50,000	150,000
40300 · 07-Douglas County Grants	23,120	20,000	97,718	85,000	235,000
40400 · 08-GRANTS	3,750	9,000	39,674	33,000	98,000
40500 · 09-OUTREACH EVENTS	2,540	3,500	10,040	6,250	15,000
40600 · 12-TRANSPORTATION - DONATIONS	950	73	1,150	418	1,000
40700 · 15-FUND RAISING INC.	5,887	7,000	39,535	34,000	125,000
42800 · 05-MISC	130	400	827	1,720	5,000
43200 · INTEREST & DIV SAVINGS	396	660	1,651	2,670	8,000
43400 · Insurance Reimbursement			987		
44000 · Restricted Grant/Fund Income	-1,961	3,000	9,479	12,000	30,000
45000 · In-Kind Income	6,824	6,824	27,296	27,296	81,887
Total Income	68,645	73,156	367,902	333,854	891,887
Expense					
60300 · ACTIVITIES EXPENSE	2,534	4,000	33,409	13,000	36,000
60500 · ADVERTISING EXPENSE	3,207	500	5,597	2,000	6,000
60600 · BANK FEES	315	150	2,541	1,500	3,000
60700 · BLDG & EQ MTCE/CLEANING					100
61000 · CENTER SUPPLIES	364	500	1,259	2,000	6,000
61400 · CONTRACT ADMINISTRATIVE HELP		500	800	1,750	5,000
62000 · DEPRECIATION	3,187	2,117	11,809	8,467	25,400
62400 · Dues, Conferences	488	208	1,637	833	2,500
62500 · FUND RAISING EXP	97	2,000	3,891	8,000	24,000
62700 · FURN-EQUIP REPAIR/UPGRADES	30	42	30	167	500
62800 · FURNITURE/EQUIPMENT PURCHASES	145		145		200
62900 · GIFTS	20		1,054	250	1,000
63000 · INSURANCE	3,297	2,833	14,015	11,333	34,000
63600 · MISCELLANEOUS		35	366	130	400
63700 · OFFICE SUPPLIES	1,868	900	6,448	3,300	10,000
63800 · OUTREACH EVENTS	400	1,500	2,340	3,250	8,000
64000 · PAYROLL EXPENSES	38,881	35,000	141,145	157,500	455,000
64400 · Payroll Support Services	700	1,000	814	1,600	4,000
64450 · PAYROLL TAXES	3,259	2,615	12,328	11,769	34,000
65000 · POSTAGE	1,000	250	1,324	1,750	5,000
65100 · PROFESSIONAL SERVICES		1,300	2,600	3,900	11,700
65110 · Accounting	1,845	1,700	7,800	6,700	20,000
65200 · RENT	65	58	260	233	700
65250 · REPAIRS/MAINTENANCE	391		1,134	150	150
65300 · Staff Expense	2,064	200	3,398	1,100	2,700
65320 · Volunteer Exp.	89		180		
65350 · TAXES/LICENSES	15		15	120	150
65400 · TELEPHONE	469	285	1,880	1,130	3,400
66000 · VEHICLES - Fuel	1,089	1,400	4,908	4,700	17,000
67000 · VEHICLES-Maintenance	2,343	1,200	9,455	4,700	14,000

Treasurer's Report for May 18, 2023

Investments, Edward Jones

Castle Rock Senior Center Reserves

1/1/23	$287,468
5/18/23	$302,342
YTD Gain	5.07%

Castle Rock Senior Citizens Foundation

1/1/23	$453,556
5/18/23	$478,496
YTD Gain	5.59%

Today the Market's continues to be somewhat sporadic, however, we do seem to be clawing back some of last year's losses. That's a positive. Overall we continue to be far ahead of where we started a little over four years ago.

As we have discussed in the past, this type of a "pull back" is long overdue, and normally expected in the Market. At this point, the only true unknowns are the depth of the market drop and the eventual timing of the rise. Another unknown, I suppose, is whether we will experience a recession. We pray not. Conventional wisdom strongly recommends that we leave our fairly conservative and diversified portfolio alone so we will receive the benefit of the rise when it happens.

Current Budget

We are now far enough into the year to begin seeing the effect of our operating budget. Through April our income seems to be lagging a little, however, that can still be something of a timing issue. Debbi will likely speak about our grant status and expectations in her Director's Report. Our Expenses, also, are slightly higher due to several things, largely surrounding the cost of our fleet; maintenance, fuel, insurance, etc. However, given how our budget (income and spending expectations) functions we should not be worried at this time.

Castle Rock Senior Center
Statement of Activities Budget Performance
April 2023

	Apr 23	Budget	Jan - Apr 23	YTD Budget	Annual Budget
67500 · VOLUNTEER APPRECIATION			290		4,500
67700 · WEB SITE/SOCIAL MEDIA		50	568	200	600
68000 · Restricted Grant/Fund Expense	6,735	2,200	12,908	7,500	25,000
69000 · In-Kind Expense	6,824	6,824	27,296	27,296	81,887
Total Expense	81,723	69,368	313,644	286,328	841,887
Net Ordinary Income	-13,078	3,789	54,258	47,525	50,000
Other Income/Expense					
Other Expense					
75000 · Transfer to Reserves	4,167	4,167	16,667	16,667	50,000
Total Other Expense	4,167	4,167	16,667	16,667	50,000
Net Other Income	-4,167	-4,167	-16,667	-16,667	-50,000
Net Income	**-17,245**	**-378**	**37,591**	**30,859**	

Castle Rock Senior Center
Statement of Activities Prev Year Comparison
April 2023

	Apr 23	Apr 22	$ Change
Ordinary Income/Expense			
Income			
40000 · 01-ACTIVITY INCOME	10,910	2,477	8,433
40050 · 02-MEMBERSHIP	2,880	2,305	575
40100 · 03-SHUTTLE CONTRIBUTIONS	719	1,034	-315
40200 · 06-CASTLE ROCK SERVICE CONTRACT	12,500	10,833	1,667
40300 · 07-Douglas County Grants	23,120	31,107	-7,987
40400 · 08-GRANTS	3,750	10,642	-6,892
40500 · 09-OUTREACH EVENTS	2,540	2,290	250
40600 · 12-TRANSPORTATION - DONATIONS	950		950
40700 · 15-FUND RAISING INC.	5,887	7,158	-1,271
42800 · 05-MISC	130	683	-553
43200 · INTEREST & DIV SAVINGS	396	237	159
44000 · Restricted Grant/Fund Income	-1,951	2,388	-4,349
45000 · In-Kind Income	6,824	6,824	
Total Income	68,645	77,978	-9,333
Expense			
60300 · ACTIVITIES EXPENSE	2,534	1,481	1,053
60500 · ADVERTISING EXPENSE	3,207	248	2,959
60600 · BANK FEES	315	507	-191
61000 · CENTER SUPPLIES	364	241	122
62000 · DEPRECIATION	3,187	3,917	-730
62400 · Dues, Conferences	488	87	401
62500 · FUND RAISING EXP	97	1,215	-1,118
62700 · FURN-EQUIP REPAIR/UPGRADES	30		30
62800 · FURNITURE/EQUIPMENT PURCHASES	145		145
62900 · GIFTS	20		20
63000 · INSURANCE	3,297	2,626	672
63600 · MISCELLANEOUS		120	-120
63700 · OFFICE SUPPLIES	1,868	712	1,156
63800 · OUTREACH EVENTS	400	1,449	-1,049
64000 · PAYROLL EXPENSES	38,881	37,302	1,579
64400 · Payroll Support Services	700	681	20
64450 · PAYROLL TAXES	3,259	3,333	-75
65000 · POSTAGE	1,000		1,000
65100 · PROFESSIONAL SERVICES		2,550	-2,550
65110 · Accounting	1,845	1,575	270
65200 · RENT	65	65	
65250 · REPAIRS/MAINTENANCE	391	144	247
65300 · Staff Expense	2,064	209	1,855
65320 · Volunteer Exp.	89		89
65350 · TAXES/LICENSES	15		15
65400 · TELEPHONE	469	240	228
66000 · VEHICLES - Fuel	1,089	1,241	-152
67000 · VEHICLES-Maintenance	2,343	5,470	-3,127
68000 · Restricted Grant/Fund Expense	6,735	2,356	4,380
69000 · In-Kind Expense	6,824	6,824	
Total Expense	81,723	74,593	7,130
Net Ordinary Income	-13,078	3,385	-16,463
Other Income/Expense			
Other Expense			
75000 · Transfer to Reserves	4,167	4,333	-167
75200 · COVID-19 Wages			
Total Other Expense	4,167	4,333	-167
Net Other Income	-4,167	-4,333	167
Net Income	**-17,245**	**-948**	**-16,296**

Executive Vice-President Report
May 2023
Fundraising / Community Outreach Events

2023 DINING TO DONATE - *Optional DTD for dinner and/or dessert in June, July, August & September. Dine-IN, Dine-OUT and/or DESSERT.*

Confirmed:

January 25th – **CubaCuba** *$95.00*
February 21st – **Parry's Pizza** *$37.93*
March 29th – **The Old North End Restaurant** *$150.00*
April 26th – **Angie's Family Restaurant** *$250.00*
May 31st – **IC Brew House**
June 28th – **Guadalajara Family Mexican** / * *Dessert DTD* – ***Culver's***
July 26th – **Hickory House**, Parker / * *Dessert DTD* – ***Smart Cow***
August 23rd – **Applebees Restaurant** / * *Dessert DTD* - TBD
September 27th – **Duke's Steakhouse** / * *Dessert DTD* – TBD
October 25th – **Black Eyed Pea**
November 8th – **The Hideaway**
December 6th – **Chili's Restaurant**
Total Donations Received to Date = $532.93

MEADOWS CAR WASH - IN PROGRESS / Car Wash Ticket Sales (as of 04/17/23)

1stQ (Jan-Mar 2023) Tickets Sold = 136 Tickets as of 3/16/23
2ndQ (Apr-Jun 2023) Tickets Sold = 109 Tickets as of 5/11/23
3rdQ (Jul-Sep 2023) Tickets Sold = ___ To Date = $_____
4th Q (Oct-Dec 2023) Tickets Sold = To Date = $_____
Total Profit To Date = $ 735.00 = 245 Total Tickets Sold

KING SOOPERS - IN PROGRESS

1stQ (Jan-Mar 2023) = $671.07 Income / 87 Households
2ndQ (Apr-Jun 2023) = $_____ Income / _____ Households
3rdQ (Jul-Sep 2023) = $_____ Income / _____ Households
4thQ (Oct-Dec 2023) = $_____ Income / _____ Households
Total Profit To Date =$671.07 / 87 Households

AMAZON SMILES * *Discontinued Program Feb. 20th, 2023*

2023 – 1st Quarter thru February = $ 231.24 Income
Total Profit To Date = $ 231.24 Income

* May 15th – Amazon Smile will issue a one-time bonus donation to compensate for transition as program winds down.

2023 SENIOR LIFE EXPO (Thursday, June 29th) *(Goal: 90 Partners)*

- *Community Partners - **58** Registered & Paid (Includes 8 Advertising & 8 Presentations)*
- *Small Non-Profit Partners – Tables/Paid = **6***
- *Demonstrators = (3) Biscuit Buddies, Shall We Dance & CRSAC Bocce Ball*

Total Registered ***= 64***
Total Income To Date **= $11,225.00**

EXPO

** Registration – Making heavy progress (goal is 70-75) / Registration closes May 19th.
** Advertising underway for May & June

** Program Book underway and scheduled for print early June

2023 GOLF TOURNAMENT (Thursday, September 14th)
*Player registration = **10***
*Sponsorship = **2** (CORE Electric & Accent on Hearing)*
Total Income To Date = $2,810.00

2023 CRAFT SHOW (31st Annual Craft Show Extraordinaire – Saturday, November 4th, 2023)
(Goal: 96 Vendors & 15 Community Corner Partners)
- Vendors (Paid)
*- Comm Corner Partners = (15) TBD * Invitation goes out in June*
- Waitlist - 54
Total Vendor Registration = 96
Total Income To Date = $19,832.00

OTHER
Volunteer Fair – Highlands Ranch Senior Center – April 18th
Promoting CRSAC and connecting with new interest – Stacey F. with Lynn Kroloff
- Event went well, made several connections with volunteers and potential Senior EXPO resources.

Ducky Derby** – Confirmed for **Sunday, June 11th
Rotary Club sponsored event / Community Event & Fundraiser
Rockin 'Seniorita is running in 4th place in online race to date. Advertising on social media & website.

Loving Life Challenge – July - September

***Volunteer Appreciation Week – July** (dates TBD)*
Celebrating our Volunteer Teams for a week
** In Progress = Donation Request Letter sent out in March. Have received good response from community businesses. Call Team continues to call and follow up on donations. Jon Hendricks has been great to pick up items and follow through with team.*

CRSAC Closed for Maintenance – August 14th-18th

Shop Extravaganza – September 9th

Art Fest – September 9th & 10th

Colorado Gives Day – December 5th

Respectfully submitted,
Jon Hendricks & Stacey Fahrenbruch

CRCAS TRANSPORTATION REPORT
May 2023
(April 2023)
VEHICLE MILEAGE & PASSENGER REPORT

Vehicles	Miles
Shuttle	
Cars	2506
Vans	2505
MV1	327
Total Shuttle Miles	5338
Activities/Events	
Buses	842
Vans	0
Total Bus Event Miles	842

Total Miles for both programs: 6180

RIDES

Vehicles: 514 shuttle rides, 60 meal delivery, 34 specials
Buses: 118
Total Rides: 726

VEHICLE MAINTENANCE COSTS

Cars	$ 771	C2 Seat belt extenders; C7 Oil Service, 4 tires; C8 Tire Repair
Vans	$ 81	V1 Oil Service
Buses	$ 422	Annual Inspections all 3 buses; Oil Service S1 & S2

Totals Costs $1274

MAINTENANCE EXPENSE PERCENTAGES FROM PROFIT/LOSS STATEMENT

	Miles	%	Expenses
Car Shuttles	2506	61	$ 771
Van Shuttles	2505	6	$ 81
MV1 Shuttles	327	0	$ 0
Buses	842	33	$ 422
Totals	6180	100	$ 1274

MONTHLY VEHICLE MILEAGE COSTS

Vehicles	Fuel (gal.)	Miles	Expenses	Cost per Mile
Cars	80	2506	$ 271	$.11
Vans	101	2505	$ 353	$.14
MV1	19	327	$ 69	$.21
Buses	117	842	$ 398	$.47
Totals	317	6180	$ 1091	$.18

VEHICLE DONATIONS

Donor's Name	Vehicle	Est/Asking Value	Amt Rec'd
NONE			

Respectfully submitted,
Ed Mattix, Vice President-Transportation

Membership-As of End of April 2023

*As of APRIL 30, 2023 — 1169 members

* New Members for month of April — 15

*Renewed Memberships during April 2023: — 110

*28 Memberships expired in April but may not have renewed at this time.

Of Members Per Age groups:

Under 50	50-64	65-69	70-74	75-79	80+
0	87	181	268	261	307
4 Assoc	5 Assoc	1 Assoc	1 Assoc	0 Assoc	1 Assoc
		1 Lifetime	1 Lifetime	2 Lifetime	11 Lifetime

Total of 88 memberships expiring April 30

1st Calls	27 Calls Made
Left Message:	16
Plan to Renew	5
Disconnected	6

2nd Calls	27 Calls Made
Left Message:	16
No Answer:	1
Thinking About It:	3
Back to Work:	1
Plan to Renew:	4
Disconnected:	2

Those that did not renew either moved, went to work, or did not return calls

Respectfully Submitted: Lynn Kroloff

CASTLE ROCK
SENIOR ACTIVITY CENTER

"Loving Life in the Second Half"

Executive Director's Report

May 18th, 2023

Grants and Funding Info –

Grants Approved -

Douglas County Grants for July 2023/June 2024 –

- Transit Super Call Grant (AAA & DRCOG Funding) – $264,690 (7785 rides @$34) This is $31,110 less than what I requested, but they might me a midyear amendment with additional funds.
- Connect & Care Calls - $49,500 (3,300 calls @$15)

***DRCOG and AAA are forecasting that future grants will see level funding without any increases for the next couple years.

Every year Douglas County conduct a client survey for the funders (DRCOG, AAA and CDOT). The CRSAC received wonderful feedback. I will hand out the results, along with other data from the County for our transportation services and Connect and Care calls.

Grants in Progress or Waiting on Application Opening Date

- Douglas County Community Foundation – Qtr. 2 has open but with small grant amounts. We going to wait til 3rd or 4th Qtr. to see of the grant amounts increase.
- Daniels Fund - $80,000 (2 yr. grant) – We had a meeting with our Grant Administrator this month and have been approved to submit a 2 year grant for $80,000. (40,000 per year) Val has begun working on this grant.

Center Info –

Douglas County Older Adult Listening Tour - The County Commissioners will be conducting an older adults listening tour in July/August. This was done 10 years ago and they want to hear from our older adults about what is working and not for older adults in the county. I have offered the center to be one of the listening stops. Once I have a date I will let you know. I would love to fill the room for them.

VOA Dining Room meals and Hot Meals - Hot Meals and Full Dining service to resume May 23rd.

PT Activities Support/ Newsletter Editor – In process of hiring someone.

NOCA (National Council on Aging) 2023 Conference- I have received a $200 Scholarship to attend the 2023 Age+Action Conference Virtual. The event is held om Arlington, VA from June 12-13 and June 20-21. I have selected several classes to attend on these days.

Volunteer Appreciation Week – CAMP CRSAC – July 17th – 21st. Each day we will have a different camp activity/theme, ending with the final camp day Cookout. We would love to have the Board help on this day with serving and grilling the food. Please let me know if your available. The Cook out will begin at 12:30 with set up around 11:00am.

Fundraising/Outreach –

Senior Life Expo – This event is an ALL hands on deck event with required help from the full board. Stacey will be reaching out to you to man your specific table at the event to promote your different areas of responsibility for Center. The event is from 1 -5pm, Thursday, June 29th. We do need help with set-up and take down. Please see Stacey if you can help additionally with this too.

Golf Tournament - Registration forms have begun to come in for both. We are receiving golfers and sponsor registrations. We are looking at Arrowhead Golf Course for 2024, but will not be able to secure a contact til this Summer.

Respectfully Submitted,

Debbi Haynie – Executive Director

Grant Funding for CRSAC

Status Report for Grant Funding Applied/or in Place for 2023

	2023	Jan-23	Dec-23	Town of Castle Rock	Senior Services	1 yr	$80,000.00	$80,000.00	Quarterly	Appproved 9-20-22	(This is $10,000 increase - We have not asked for an increase since 2014)
	2023	Jan-23	Dec-23	Town of Castle Rock	Transportation	1 yr	$70,000.00	$70,000.00	Quarterly	Appproved 9-20-22	(This is $10,000 increase - Our last increase in 2020 Pre-COVID)
	2023	Jan-23	Dec-23	Volunteers of America	Nutrition Services	1 yr	$15,000.00	$15,000.00	Monthly Reimbursment	Approved 12-20-2022	
	2022/2023	Jul-22	Jun-23						Monthly Reimbursment	Contracts Signed	5,500 Rides ($31 per/)
	2022-2023								Monthly Reimbursment	Contracts Signed	2,328 Rides ($31/ per)
	2022-2023								Monthly Reimbursment	Contracts Signed	872 Tides ($31 per/)
	2022-2023	Jul-22	Jun-22						Monthly Reimbursment	Contracts Signed	3,300 Calls ($15 per/)
	2022-2023								80/20 Split	Contracts Signed	Increased amount due to bid of $72000 - 1-5-2022 80% - 57,600
	2022-2023	Oct-22	Sep-22	Town of Castle Rock CDBG Funding	Nutrition Services/Senior Services	1 yr	$25,000.00	$34,640.00	Monthly Reimbursment	Approved 9-6-2022	Assigned to Debbi
	2023/2025	Jul-23	Jun-25						Monthly Reimbursment	LOI Submitted 9-8-22	8,700 Rides ($34 per)
	2022-2023	Jul-22	Jul-23						Monthly Reimbursment	Application Submitted 1/12/2023	3,300 Calls ($15 per/)
	2023	Jan	Dec	Lillis Foundation	Active Minds/Scholarship	1yr	$12,000.00	$14,000.00	One Time	Awarded 12-20-2022	Assigned to Debbi
*	2023			Sam's Club #4853	Senior Services	1 Yr	$5,000.00	$3,000.00	One Time	Awarded 3/28/23	Assigned to Debbi - Submitting in Feburary
	2023			Walmart #984	Senior Services	1 Yr	$5,000.00		One Time	2/23/2023	Assigned to Debbi - Submitting in Feburary
	2023			Castle Rock Rotary Club	Art and Cultural Programs	1 yr	$4,000.00	$4,000.00	One Time	Awarded 3/7/23	Assigned to Val - Submitting in Feburary
	2023			Next Fifty Initivative	General Operating/Infrastructure	1yr	$40,000.00		One Time	Submitted 3/20/23	Val and I attended Grant Webinar on 2/1/23. We have decided to increase grant as to $40,000 from $30,000 this year,
	2023			Daniel's Fund	General Operating/Infrastructure	1yr	$40,000.00		One Time	Working ON	Assigned to Val
	2023			DCCF	Pending	1 Yr	??		One Time		Assigned to Val
*	2023			E-470 Foundation	Transportation	1yr	$5,000.00	$2,500.00	One Time	Awarded 4/6/23	The foundation has increase the Giant amounts. I will be asking for $5,000
	2023			100 Women Who Care for Douglas County	Senior Services	1	$10,000.00		One Time	Submitted 3/7/23	Assigned to Debbi

Status Report for Grant Funding Applied/or in Place for 2023 +

	2023/2025	Jul-23	2023/2024	[illegible]	[illegible]	[illegible]	[illegible]		Monthly Reimbursment	LOI Submitted 9-8-22	8,700 Rides ($.34 per)
	2022-2023	Jul-23	2023/2024	[illegible]	[illegible]	[illegible]	[illegible]		Monthly Reimbursment	Application Submitted 1/12/2023	3,300 Calls ($15 per/)
	2023-2024	Oct-23	2023/2024	Town of Castle Rock CDBG Funding	Nutrition Services/Senior Services	1 yr	$25,000.00		Monthly Reimbursment	Approved 9-6-2022	Assigned to Debbi
							[illegible]	[illegible]			

CASTLE ROCK
SENIOR ACTIVITY CENTER

"Loving Life in the Second Half"

May 2023 Board of Directors Meeting

2023 ACTIVITY REPORT

APRIL HIGHLIGHTS

- One of the highlights of the month was the trip for High Tea and Shopping at the Carriage Shoppes & Tea House in Elizabeth. We sent a full trip and the members loved the tea service and large portion sized meals.
- Some of the restaurants we visited were Tocanos Brazilian Steakhouse, Edelweiss German and El Cerrito.
- The Spring Appetizers/Desserts Workshop with Chef Connie Lamb was a huge success. The members love her classes. She will be back in June with a class on Summer Recipes.
- Jim Henderson came in and did a presentation on the "Fix-It Ministry". This is such a valuable service for the community.
- Evelyn Garbo was back with Tai Chi for Arthritis I. Dr. Myrtle Miamura came from Hawaii and offered a special Tai Chi for Arthritis II. Dr. Myrtle talked about returning to the Center to teach a sushi making class.
- The members took a trip to Scheels and really enjoyed the sights and sounds. The group then had their choice of restaurants to choose from for lunch.
- Craft Workshops were plenty for the month of April. We had 2 jewelry-making classes and a Beaded Tree Craft Workshop. We also partnered with Gourds Gone Wild (from the Castle Rock Art Collective) to do a Gourd Keychain class.
- The monthly theatre trips are always a sellout.
- Ongoing activities have had great participation, including Lunch & Learn, Movie & Popcorn and Active Minds. We've been holding Bingo three times a month due to increasing popularity.

PARTICIPATION STATISTICS

	Participants		
	February	March	April
Off-Site Activities	239	157	126
On-Site Activities (including VOA lunch)	1532	1752	1605
Health & Wellness Activities	33	59	62
Sports	121	288	79
Virtual Activity	11	17	16
Take Home Activity	0	0	0
Totals	1937	2059	1888

*Out to Dinner trip on 4/4 cancelled due to weather, Trip to Interweave Yarn Fest cancelled due to low participation

UPCOMING ACTIVITIES

The staff is busy with pre preparations for the 2023 Golf Tournament and Craft Show. The Mt. Rushmore trip is getting ready to take off with over 30 members. The Alaska cruise is set to sail in August. A representative from the travel company will be coming in in June to talk with those already signed up for the trip.

The Activities Committee is working on trips to Nebraska (to https://pioneervillage.com/) in June and Canada in 2024.

Preparations are in full swing for the June 29, Senior Life Expo. Stacey Fahrenbruch, Events Coordinator, is actively seeking volunteers.

The Activities Committee will meet next in May.

-Submitted by Patty Hasty, Activity Chairperson
& Shannon Rutt, Activities Coordinator

Sports Board Report
May 15, 2023

Sports Update:

Golf – The golf league started on May 2nd and has played for 2 weeks – no snow days so far! Don and Dave Myer are trying out a change in the scoring and scheduling application this year that will allow for a week to be skipped (snow day, for example) without pushing out the rest of the schedule. This would be huge in terms of administration. Carol Marshall, who has been Dave's backup for the 9 hole scorekeeping, passed away last month. Dave is actively soliciting a new backup.

Softball – Softball has started practice. Debbi continues to push Preston to register his final roster. Wes and Ken teams will not use the bus this summer but will carpool to away games. Unclear on bus use by Preston's team.

Bowling – Bowling season ended on April 24th and will start up again in the fall. Items for discussion for the fall season:

- Pricing
- Bus riding and pricing
- Breaking the season into 2 sessions.

Bocce Ball – Bocce ball session 3 ended on May 5th and will start up again in the fall. Teams were split pretty evenly between Tuesday and Friday play so presumably we'll go forward with both days. Items for discussion for the fall season:

- Moving from 3 sessions to fall and spring sessions.
- Pricing
- Designate a bocce ball lead
- Work with the MAC on court lines (they get too faint to see)

Badminton – Available through the rec center.

Pickleball – Matt from the rec center sent out an email to explore interest in a senior, over 70 league. Jim didn't know the outcome but suspected that interest would be from people who had physical limitations and wouldn't play unless they have a league/time slot dedicated to seniors. More active seniors simply slot into the rec center's beginner, recreational, intermediate, advanced rating system.

Potential new sports under discussion for 2023 – tennis, cornhole, horseshoes.

Cynthia Timmons

BY-LAWS OF CASTLE ROCK SENIOR ACTIVITY CENTER

Approved January 24th, 2019

Amended May 17, 2019

Amended July 14, 2022

Amended May 18, 2023

BY-LAWS OF

CASTLE ROCK SENIOR ACTIVITY CENTER

ARTICLE I – Identity and Purpose

1.01 Name of Organization

The name of this organization shall be Castle Rock Senior Center, Inc., operating in business as Castle Rock Senior Activity Center (CRSAC), hereafter known as CRSAC. The address of Castle Rock Senior Activity Center is 2323 Woodlands Boulevard, Castle Rock, CO 80104.

1.02 Purpose of Organization

Castle Rock Senior Activity Center is a non-profit corporation and shall be operated exclusively for educational, social, and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code. State Statutes are reviewed annually by the Executive Director.

Castle Rock Senior Activity Center's purpose is to:

- Provide educational, social, wellness and recreational programs for seniors livingin Douglas County and other counties, as approved by the Board of Directors (BOD).
- Facilitate and provide for transportation needs of Douglas County seniors and others, as approved by the Board of Directors.
- Collaborate with members and other related organizations to establish program activities.
- Develop volunteer opportunities for all interested members in all aspects of programs and other areas.

All activities of the CRSAC shall be conducted on a non-discriminatory basis without regard to race, creed, color, religion, sex, sexual orientation, gender expression, national origin, age, ancestry, mental or physical disability, medical condition, genetic information, marital status, veteran status, or any other characteristic protected by law.

ARTICLE II - Memberships

- **Member** – Any person 50 years of age or older can joint as a member. Members shall pay the current membership fee annually on the anniversary of their joining date. Members' rights are as follows:
- Member fees level when signing up for activities
- Membership in CRSAC leagues (if qualified)
- The right to vote for executive board members (if they have been a member in good standing for at least 90 days prior to ballots being sent out)
- Can serve on a committee or BOD position (if all qualifications are met)

- **Associate Member** – Staff, contractors/advisors or someone under 50 years of age (i.e., accountant, chair masseuse, reflexologist, attorney, wellness coordinator) may be added as an associate member by the BOD. Associate members shall by the current membership fee annually on the anniversary of their joining date (fee waived for employees).
- Member fees level when signing up for activities
- Membership in select leagues
- No voting rights
- Cannot serve on a BOD position, but can serve on a committee

- **Scholarship** – Certain members may receive a scholarship, which assists in paying for all or a portion of the membership fee. Scholarship members have all the same rights as Members. Scholarships are granted, reviewed, and coordinated by the Executive Director and incompliance with grants and donations.

- **Honorary** – CRSAC sometimes admits certain persons as Honorary Members. Admittance of Honorary Members is made by the BOD, and consideration occurs annually. Candidates can be nominated by any member, BOD member, or staff person by completing a form maintained by CRSAC. The completed form is to be given to Executive Director for consideration and presented to the BOD for approval.
    - Usually reserved for government officials or other supporters of the CRSAC
    - The BOD can waive the membership fee for Honorary Members
    - Each honorary membership term will be determined by the BOD at the time membership is granted

- Member fees level when signing up for activities
- Membership in CRSAC leagues (if qualified)
- No voting rights and cannot serve on the BOD

- **Lifetime** –The BOD may award members in good standing, who have dedicated a great deal of personal energy, time, or resources to the mission of the CRSAC. Generally, a lifetime member would be a person who was a BOD member or a leader in one of the supportive activities. Admittance of Lifetime Members is made by the BOD, and consideration occurs annually.
  - Candidates can be nominated by any member, BOD member, or staff person by completing a form maintained by the CRSAC. The completed form is to be given to Executive Director for consideration and presented to the BOD for approval.
    - The BOD can waive the membership fee for Honorary Members
    - Member fees level when signing up for activities
    - Membership in the CRSAC leagues (if qualified)
    - Voting rights
    - Can serve on a committee or BOD position (if all qualifications are met)

ARTICLE III – Board of Directors

3.01 Executive Board

The Executive Board (EB) of the CRSAC consists of the officers elected by the membership at large. These officers are the President, Executive Vice President, Membership/Outreach Vice President, Treasurer, Secretary and Director of Transportation. The EB also serves as Board of Directors of the Senior Citizens Foundation. The Immediate Past President, if invited by the newly elected EB, will also serve as a non-voting member.

Qualifications: Elected EB members must be

1. a member in good standing for at least one year prior to nomination,
2. must have served in one of the following volunteer positions with the CRSAC (which work must have been for a cumulative period of at least one year), which provides the candidate with insight into the

inner workings of the CRSAC, which volunteer positions include: driver, serving on a Board Committee, serving as a Committee Chair, or front desk. Any candidate for treasurer must have served on the finance committee for at least one year. This volunteer work can be cumulative and non-sequential, so long as the volunteer work occurred within the last four years (e.g., can serve as a driver for 6 months, take a year off, then serve on a committee for 6 months).

3. Pass a background check.

3.02 Board of Directors

The Board of Directors (BOD) is the governing body of the Castle Rock Senior Activity Center (CRSAC) and consists of both elected and appointed members. Specifically, the BOD consists of the Executive Board (EB) plus the Committee Chairs appointed to serve. Elected and appointed BOD members must be in good standing for at least one year prior tnomination or appointment.

3.03 Committee Chairs

Committee Chairs are volunteer positions, subject to the approval of the EB. Committee Chairs will be designated by the EB based on the current or perceived needs of the organization. Committee Chairs will be appointed annually, subject to a six-year term limitation.

3.04 Good Standing

A member is in "good standing" when all dues are current and paid in full, and the member has not been suspended or expelled, for non-adherence to policies or procedures.

3.05 Loss of Membership

Membership will automatically terminate on the resignation, suspension, expulsion, or death of a member. Upon termination, all rights, title, and interest of the member in the CRSAC shall cease.

A. Resignation. A member may resign as any time, by submitting a resignation in writing to the CRSAC that specifies at the time specified therein, or immediately upon submission to the CRSAC if no time is specified.

B. Suspension or Expulsion. Members may be suspended or expelled due to:

1. The executive director has authority to temporarily suspend any member's right to participate in activities, including volunteering, for a period of up to one month, for failure to abide by the Code of Conduct or for unethical behavior. This temporary suspension is not appealable.

2. Failure to pay membership dues by the due date.

3. Failure to abide by the Code of Conduct contained in the membership application, or for unethical behavior.

4. Upon good and sufficient reason by any of the following:
   - Resolution by a majority vote of the BOD.
   - Petition by 15 members in good standing submitted to the BOD requesting action be taken in the expulsion or suspension of the member. The BOD shall respond in writing to petitioners concerning the action the BOD will take regarding the petition.

5. In addition, the following procedures shall be followed:
   - Not less than 14 days before the effective date the affected member shall be given, in person or by mail, written notice stating the reason for the proposed removal. If notice is given by mail, it shall be deemed delivered 3 days after it was mailed.
   - At least 7 days after the document has been delivered, a hearing shall be held by the BOD to discuss the charges. In case where the removal was based on a petition of other members, those members may be present at the hearing.
   - 7 days after the hearing, the BOD will provide the affected member with written notification stating the findings and decision of the BOD.

6. Appeals. A member may appeal their suspension or expulsion to the BOD for a period of six months after the effective date. The appeal shall be in writing, stating why the member should be reinstated and delivered to the Board.
    - Not less than 14 days after receipt, the BOD shall convene and determine how the appeal will be handled and set a reasonable timetable for the Board to hear the appeal. The suspended or expelled member shall have the opportunity to orally present their arguments; and then shall be excused from the meeting.
    - The BOD shall then determine if there are grounds for reinstatement, and the affected member will be given a written response to the appeal stating the findings and decision.

7. Reinstatement: A member will be reinstated immediately upon payment of annual dues, if suspended for non-payment. A member will be reinstated immediately upon resolution of the suspension or expulsion, if applicable. All membership rights will begin anew upon payment or resolution. Members who are suspended or expelled for cause and are not successful in resolving the issues causing the suspension or expulsion, may not reapply for membership for a period of 2 years.

3.07 Rules of Order

The EB may prescribe its own rules of order or procedure, not inconsistent with the provisions of these by-laws. In the absence of any such rules, the conduct of meetings shall be governed by the latest edition of Robert's Rules of Order.

3.08 Duties

The business affairs of the CRSAC shall be under the direction and control of, and managed by, a Board of Directors (BOD), which shall exercise the CRSAC's powers as a non-profit Colorado corporation as set forth in the Articles of Incorporation. (Also see 1.02)

In addition, the BOD members will act as trustees of the CRSAC's assets and must exercise due diligence to oversee that the organization is well-managed and that its financial situation remains sound.

The EB also serves as Human Resources (HR) department for CRSAC staff. (Also see 9.03)

3.09 Board Meetings

A. Regular BOD meetings may be scheduled once per month and shall be held on such day and hour as the BOD may determine.
   1. Reminders of monthly meetings will be printed in each monthly newsletter.
   2. Business conducted should include progress reports from committee chairs, and other business as appropriate.
   3. A quorum shall consist of a simple majority of BOD members and must include at least three members of the EB.
   4. A majority of BOD members present, and voting shall govern, except wherea greater number is required by these by-laws. A proxy vote is not precluded.
   5. The general membership shall be encouraged to attend and participate in discussion. Only BOD members may vote.
   6. Special meetings of the EB may be called by the President or by any two membersof the EB upon two days' notice.
   7. A quorum shall consist of a simple majority of the EB members.

3.10 Resignation

Any BOD member's resignation shall be in writing, submitted to the President of the EB,to become effective at the time specified therein.

3.11 Proxies

A proxy of an absent BOD member can only be given to another voting BOD member(other than the BOD President) on any given subject to be discussed, and shall be inwriting or email submitted to the BOD secretary, per Colorado Revised Statutes https://leg.colorado.gov/agencies/office-legislative-legal-services/colorado-revised- statutes. The proxy vote must specifically mention the meeting name, meeting date andto whom the proxy is being given.

3.10 Background Checks

It is mandatory that all Committee Chairs and Executive Board members pass a background check before serving. Any candidate for elected office must pass the background check before they are allowed to be on the ballot. Other Committee leaders and Committee members may also be required to pass a background check before serving as designated by the Executive Board.

3.11 Confidentiality

BOD members shall not discuss or disclose information about the CRSAC, its membersor activities to any person or entity unless:

- such information is already a matter of public knowledge
- such person or entity has a verifiable need to know
- or the disclosure of such information is in furtherance of the organization's purposes or can reasonably be expected to benefit the organization.

BOD members shall use discretion and good business judgment in discussing the affairsof the CRSAC with third parties. Without limiting the foregoing, BOD members may discuss upcoming fundraisers and the purposes and functions of the CRSAC, including but not limited to accounts on deposit in financial institutions.

It is mandatory that all Executive Board members and Committee chairs will be requiredto sign a confidentiality agreement before serving. Other Committee leaders and Committee members may also be required to sign a confidentiality agreement beforeserving as designated by the Executive Board

3.12 Compensation

Members of the BOD shall not receive any compensation for their services.

ARTICLE IV – Officers' Election and Terms of Office

4.01 Executive Board (EB)

The EB will consist of the elected officers. The EB may meet and act in emergencies when immediate decisions or actions are required. In such cases a

report is to be given to the BOD at the BOD's next meeting. The President acts as the chairperson.

4.02 Elections

Elections for open positions on the EB shall occur annually during the month of November, with ballots being mailed the Monday of the fourth week of October and the election remaining open until close of business on the Tuesday of the third week of November. Any member in good standing who is qualified may run for office by filling out an application for the position he or she wishes, in which they must certify that (1) they have been a member in good standing for at least 1 consecutive year; (2) that they meet the qualifications for the position set forth in the bylaws, (3) that they have completed the background check or will complete one ASAP; and (4) that they will abide by the Election Procedures and Campaign Procedures. Applications must be submitted to the ED or BOD by the first Friday of August of each year. If there is only one qualified candidate for an open position, the election will be cancelled, and the qualified candidate will be deemed elected.

The Nominating Committee shall present Election Procedures and Campaign Procedures to the BOD for approval. All candidates must follow the rules and policies set forth in those Procedures.

Elections shall occur by mail in ballot. No later than the Monday of the fourth week of October, the ED, in coordination with the Nominating Committee, shall send a ballot to all members with voting rights (as defined above) who are currently in good standing and who have been a member in good standing since at least August 1 of that current election year.

Approximately six months prior to the annual election, the BOD shall appoint the members of the Nominating Committee. Prior to the close of the election, the BOD shall also appoint the Election Committee, which shall consist of the Nominating Committee Chair and at least 2 non-CRCAC members, which shall count the ballots and reject all noncompliant ballots, all in compliance with the Bylaws and the Election Procedures. The Nominating Committee and Election Committee members may not include any person who is a candidate for the upcoming election. These committees will be chaired by the immediate past president, if invited by the BOD; otherwise, the BOD will designate a chair. The duties of the Committees shall be determined by the BOD and set forth in

Campaign Procedures and the Election Procedures.

Terms of Office

A. The officers elected through the balloting procedure described above shall takeoffice on January 1st of the following year.
B. No officer shall hold more than one board position at a time.
C. Elected Officers shall serve a term of two years, with a maximum service of two consecutive terms (four years) in their elected position.
D. No officer shall serve more than two consecutive terms in the same office, unless the EB grants an exception. For Officers serving an appointed position, their time in office does not start until they are elected to the position.
E. After an officer resignation and replacement appointment by the BOD, the newappointee is eligible to run for the same office at next election.
F. Committee chairpersons are term limited to six consecutive years. CommitteeChairpersons appointment are renewed annually by the EB.
G. Members of the EB are limited to eight consecutive years (i.e., serving in differentpositions) on the EB. This requirement may be waived by the EB for good cause.

ARTICLE V – Officers' Duties and Power

5.01 President

The President shall be the Chief Executive Officer (CEO) of the CRSAC. The President shall preside at all meetings of the BOD. The President shall have general and active control of all business affairs of the CRSAC and general supervision of its officers and agents. The President is responsible for ensuring that position descriptions exist for all elected and appointed BOD members, as well as the CRSAC Executive Director.

5.02 Executive Vice President

The Executive Vice President assumes leadership of the BOD in the absence of the President.

The Executive Vice President leads the fundraising committee in support of fundraising efforts.

5.03 Secretary

The Secretary shall serve as custodian of all BOD documents. The Secretary is responsible for recording, distributing, and maintaining accurate documentation of all meetings.

5.04 Treasurer

The Treasurer shall serve as principal financial officer of the CRSAC; shall oversee all funds, securities, evidence of indebtedness and other personal property of the CRSAC; and shall deposit and conduct all financial transactions in accordance with the EB directives.

The Treasurer shall serve as Chairman of the Financial Committee.

5.05 Membership/Outreach Vice President

The Membership/Outreach Vice President will be responsible for coordinating with the CRSAC Board and Executive Director regarding new member contact and retention, and membership outreach to outside organizations. The Membership/Outreach Vice President will work with a committee to host membership open house meetings, determine and implement ways to increase member satisfaction and identify members with interests and skillsets to fill expected BOD vacancies in the future.

5.06 Immediate Past President

The Immediate Past President position is a position that serves at the invitation of the newly elected EB and will serve on the EB and BOD to bring continuity and history to these boards. This person will not have voting rights but should attend EB and BOD meetings and fully participate in discussions, especially those issues that originated during his/her presidency.

If invited to do so by the BOD, the Immediate Past President shall oversee and monitor the Nominating committee.

5.07 Vice President - Transportation

The Vice President -Transportation will be responsible for the planning, oversight and maintenance of the Center's fleet of vehicles and will provide monthly reports to the board. The Vice President – Transportation will work with the Executive Director on fleet management, ensuring the fleet meets the short-term and long-term needs of the transportation program, and advising the Board on the long-term planning of the transportation program and the fleet needs of the Center.

5.08 Contracts

The EB may authorize any officer to enter into contracts on behalf of the CRSAC, including but not limited to contracts with the following:

- The Town of Castle Rock (i.e., location and services)
- A certified public accounting firm for financial services

ARTICLE VI – Board Member Removal and Vacancies

6.01 Removal and Recall

With sufficient reason demonstrated to the BOD, any elected officer may be removed from office by a majority vote of the EB. Removal or recall may be initiated by any oneof the following actions:

A. A resolution signed by three members of the EB. Any BOD member may be recalled and removed from office by a majority vote of the EB.
B. A petition signed by 150 members who have been members in good standing for at least the 90 days prior.
C. Under some circumstances, a BOD member's removal may become automatic. If the BOD member is convicted of a felony, or charged with felony or misdemeanor of theft or embezzlement of funds, he or she shall immediately be terminated as a BOD member

6.02 Removal of Appointed Committee Chairs or Committee Members

Removal of appointed committee chairs will be coordinated by the EB:

A. A majority vote from the EB will be needed for removal.
B. Under some circumstances, a committee chair member's removal may be automatic. If a committee chair or committee member is convicted of a felony, or charged with felony or misdemeanor theft or embezzlement of funds, he or she shall immediately be terminated as BOD member.

6.03 Vacancies

Any elected officer's position shall be filled for the balance of the term of office as follows:

A. If the President is unable or unwilling to complete his or her term of office, the executive vice president will assume the position of President for the remainder of the term.
B. For all other elected officer positions, the EB, by majority vote, shall appoint a successor for the remainder of the term.
C. The appointee must hold membership in the CRSAC, be a member in good standing for at least the prior 12 months, and meet the other qualifications set out in Section 3.01.

ARTICLE VII – Finances

7.01 Fiscal Year

The fiscal year shall be the twelve months beginning on January 1st and ending on December 31st.

7.02 Checks and Drafts

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the CRSAC, shall be issued with two signatures. All elected officers, the CRSAC Executive Director and accountant shall be authorized to sign such documents to expedite daily business.

7.03 Indebtedness

No loans shall be contracted on behalf of the CRSAC, and no evidence of

indebtedness shall be issued in its name unless authorized by the EB.

7.04 Gifts

Any member of the BOD or the CRSAC Executive Director may accept on behalf of the CRSAC any contribution, donation, bequest, or materials that are useful to the CRSAC. Cash donations shall be formally documented and retained with the financial records. The BOD may reject any gift if it determines that the gift is not in the best interest of the CRSAC

7.05 Financial Records

The financial records of the CRSAC shall be closed at the end of the fiscal year and audited under the direction of an outside accounting firm designated by the EB.

7.06 Raffle Accounts

Raffle Accounts shall be administered by the rules set forth by the Colorado Secretary of State. The raffle account games manager license is held by the Executive Vice President and others as approved by the EB. Checks will be issued with two signatures. The Executive Director, Executive Vice President, Treasurer and Accountant are authorized check signers.

ARTICLE VIII – Membership Meetings

8.01 Annual Meeting

A. There will be an all-membership meeting held each year between November 1 and November 30, at a date and time to be determined by the EB. Notice of the meeting and agenda shall be published in the CRSAC newsletter in each of the twomonths preceding the meeting.
B. A quorum shall consist of those members present and at least three members of the EB.
C. The treasurer will present the proposed budget for the upcoming year, to beapproved and voted on by CRSAC members present.
D. The EB President may review the on-going strategic plan.

E. Other business may be transacted as appropriate.
F. Results of the mail-in ballot votes of officers will be given to the EB. The electionresults and announcements will be the last item on the agenda.

ARTICLE IX – CRSAC Administration

9.01 CRSAC Executive Director Appointment

The EB shall employ a CRSAC Executive Director. The CRSAC Executive Director shall report to the EB.

9.02 Duties of CRSAC Executive Director

The CRSAC Executive Director shall:

A. Perform duties as stipulated in the job description for this position.
B. Coordinate, consult with and advise the members of the BOD.
C. Enforce contractual agreements with CRSAC users and outside contractors in accordance with established policy and procedures.
D. Participate in EB meetings as a non-voting member.
E. Take responsibility for the entire grant process from application to administration.
F. Interview and hire additional personnel as approved and determined by the EB.

9.03 Human Resources

The EB shall act as the Human Resource department for the CRSAC:

A. The Executive Board will determine annually the raise pool for budgeting and review purposes.
B. The EB will conduct an annual review of the Executive Director. The Executive Director will be responsible for an annual review of each paid employee. The EB will review current job descriptions, update the Employee Handbook, and perform salary surveys every 3-5 years, or as needed.
C. The Executive Director will be responsible for resolving employee issues; however, if the employee issue cannot be resolved at that level, then it should be brought by the employee and/or Executive Director to the

President for resolution. It will be up to the President to involve the EB as needed.

D. The EB will be responsible for the hiring and termination of the Executive Director. The Executive Director will involve the President in all staff hiring and termination decisions. It will be up to the President to involve the EB, as needed.

ARTICLE X – Conflict of Interest

10.01 Conflict of Interest

all Executive Board members and Committee chairs will be required to sign a conflict of interest statement before serving. Other Committee leaders and Committee members may also be required to sign a conflict of interest statement before serving as designated by the Executive Board. In addition, documents including a Confidentiality Statement and BOD expectations are also required to be completed annually. (Also see 3.11)

ARTICLE XI – Indemnity, Liability and Insurance

11.01 Indemnity and Liability

The CRSAC shall indemnify its directors, officers, volunteers and employees acting in behalf of the CRSAC to the full extent permitted by Colorado law. The personal liability of directors, officers, volunteers and employees for monetary damages for breach of fiduciary duty is limited to the full extent provided by Colorado law, and such directors, officers, volunteers and employees shall not, as such, be liable for obligations of the CRSAC. Directors, officers, volunteers and employees shall not be liable for actions taken or omissions made in the performance of corporate duties, except for wanton and willful acts or omissions.

11.02 Insurance

The foregoing shall not prohibit the BOD, by proper resolution, from procuring insurance coverage providing for payment of sums the directors, officers, volunteers and employeesmay be legally obligated to pay, and further providing reimbursement to the CRSAC for its indemnification in accordance with Colorado

Law, or in accordance with any broader indemnification arrangements the CRSAC may provide, as long as such broader arrangements are not inconsistent with the provisions of such law.

ARTICLE XII - Amendments

12.01 By-Law Changes

These By-laws may be amended by:

A. An EB member, in writing, at a regular BOD meeting

B. A special EB meeting called for such purpose may introduce proposed amendments to the By-laws. Voting to approve or disapprove such changes shall take place at the next regular or special EB meeting.

The CRSAC By-Laws are made available to the public at:
http://www.castlerockseniorcenter.org

ARTICLE XIII – Dissolution

On the dissolution and permanent closure of the CRSAC, all its debts and liabilities shall be paid first according to their respective priorities and liabilities. Distribution of assets shall be to tax-exempt charitable organizations or governmental entities as deemed appropriate upon majority vote by the BOD.

Approved: _____ _____

Date Date

_____ _____

President Secretary

_____ _____

Printed Name Printed Name