

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-stripped 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 adjourned 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

	<u>Apr 23</u>	<u>Apr 22</u>	<u>\$ Change</u>
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	<u>68,645</u>	<u>77,978</u>	<u>-9,333</u>
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	<u>81,723</u>	<u>74,593</u>	<u>7,130</u>
Net Ordinary Income	<u>-13,078</u>	<u>3,385</u>	<u>-16,463</u>
Other Income/Expense			
Other Expense			
75000 · Transfer to Reserves	4,167	4,333	-167
75200 · COVID-19 Wages			
Total Other Expense	<u>4,167</u>	<u>4,333</u>	<u>-167</u>
Net Other Income	<u>-4,167</u>	<u>-4,333</u>	<u>167</u>
Net Income	<u><u>-17,245</u></u>	<u><u>-948</u></u>	<u><u>-16,296</u></u>

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