

CASTLE ROCK SENIOR ACTIVITY CENTER  
BOARD OF DIRECTORS  
Meeting Agenda  
June 15, 2023  
1:00 pm

**Call to Order**

**Record Proxy**

**Reports:**

- Secretary – Sherry Fogleman
  - *Approve May 18, 2023 Board Meeting Minutes*
- Treasurer – Steve Lockwood – *Report/Approve*
  - *Financial Report*
- President – Phyllis Turney
- 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**

- *August Board Meeting Date Changed to August 10<sup>th</sup> – Phyllis*

**Adjournment**

The next meeting is scheduled for Thursday, August 10, 2023 @ 1:00 pm at the Center.  
THERE IS NO BOARD MEETING SCHEDULED IN JULY.

CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of Board of Directors Meeting  
May 18, 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. Steve Lockwood was unable to attend this meeting. Jon has his proxy.

SECRETARY'S REPORT

The minutes of the April 20, 2023 Board meeting were approved by consensus.

TREASURER'S REPORT

Steve provided a paper version of the treasurer's report and Jon asked for questions concerning the financials. Hearing none,

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

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%

Steve reported that today the Market's continue 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.

## **PRESIDENT'S REPORT**

### **EXECUTIVE VICE PRESIDENT REPORT**

Jon referred to the Executive Vice President Report provided by Stacey. He noted the following:

Dining to Donate total donations thus far	\$532.93
Meadows Car Wash total donations thus far	\$735.00
King Soopers total profit to date	\$671.07
Amazon.Smiles total profit to date	\$231.24 (program ended)

The Senior Life Expo planning is currently doing well. The Golf Tournament and the Craft Fair are moving along and doing well thus far.

### **TRANSPORTATION VICE PRESIDENT**

Ed reported that the mileage and number of rides are down a bit this month. There was a question in his report about the 60 meal deliveries being counted as rides for the center. They are done in personal vehicles and should not be included. Debbi will ask Jorge why these have been included.

A discussion was held regarding our Tucson vehicle, explaining Coloradoland and AutoZone have been stalling and can't seem to come to an agreement on who the vehicle will be repaired by and who is responsible for the situation. Ed talked about whether to have a used Hyundai engine with 40,000 miles (but no warranty) put into our Tucson, then trading it in on a Subaru. Jon also suggested taking it back to Hyundai to see what they would do for us using the Tucson with a used engine as a trade.

After much discussion, it was agreed that Ed will talk to Subaru to see what they will do for us then email the board for a final decision.

Ed talked with Bob Malone. He is going to repair the areas for the bus parking and cars as we have previously discussed.

#### **MEMBERSHIP AND OUTREACH VICE PRESIDENT REPORT**

Lynn reported that we are getting new members all the time. As of April 30<sup>th</sup>, we have 1,169 members.

#### **IMMEDIATE PAST PRESIDENT REPORT**

This position is currently vacant.

#### **EXECUTIVE DIRECTOR REPORT**

Debbi reviewed the status of the grants and funding on her spreadsheet. She noted that Transit Super Call Grant (AAA & DRCOG Funding) – \$264,690 (7785 rides @\$34). This is \$31,110 less than what was requested.

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

Douglas County Older Adult Listening Tour - The County Commissioners will be conducting an older adult 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. Debbi has offered the center to be one of the listening stops. Once she has a date, she will let the board know. I would love to fill the room for them.

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

Volunteer Appreciation Week – CAMP CRSAC – July 17<sup>th</sup> – 21<sup>st</sup>. 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 Debbi know if your are available. The Cookout will begin at 12:30 with set up around 11:00am.

Debbi also notified the board that Shannon will be continuing in a part-time Support Activity Support/Newsletter position helping Steph learn the position as Activities Coordinator and helping us through the transition of her leaving for California.

## **COMMITTEE REPORTS**

### **Activities –**

Patty reported that the activities area is doing very well. The activities really seem to be bringing in more and more attendees. A highlight in May was the High Tea in Elizabeth. Everyone who attended said how much they enjoyed the event. Also mentioned as a highlight was the Spring Appetizers/Desserts Workshop with Chef Connie Lamb. The members love her classes, and she will be back in June with another cooking class.

Patty noted that the only negative comment we've received is that the events fill up so fast. The staff is busy with the pre preparations for the Senior Life Expo, the Golf Tournament, and the Craft Show.

### **Community Liaison –**

This position is currently vacant.

### **Sports –**

Cynthia reported that the two summer sports, Golf and Softball, are going well. Softball has decided not to use the center's busses this year but will drive themselves to the games.

Bowling season ended on April 24th and will begin again in September. Cynthia will be working with Debbi regarding sign up procedures for bowling for the new season.

Bocce Ball's last play date was May 5<sup>th</sup> and will start up again in the fall.

## **LEGAL ADVISOR**

Wendy did not attend this meeting.

## **OLD BUSINESS**

- Recurring Strategic Planning Update – Steve  
Steve was unable to attend the meeting, so no update was available.

## **NEW BUSINESS**

- Bylaws Approval – Phyllis

After a short discussion about the edits to the Bylaws,

A motion was made by Sherry, seconded by Ed and unanimously passed to approve the Bylaws Amended May 18, 2023 document.

**OTHER**

On behalf of Steve, the Audit Report Draft #1 sent to the board via email is for the board's eyes only.

The June Board meeting will be held Thursday, June 15, 2023 at 1:00 pm at the Center.

**ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 2:30 pm.

Respectively submitted:

\_\_\_\_\_  
Sherry Fogleman, Secretary

\_\_\_\_\_  
Phyllis Tumey, President

CASTLE ROCK SENIOR ACTIVITIES CENTER  
Minutes of The Board of Directors Meeting  
May 18, 2023

Motions/Decisions Page

The minutes of the April 20, 2023 Board meeting were approved by consensus.

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

A motion was made by Sherry, seconded by Ed and unanimously passed to approve the Bylaws Amended May 18, 2023 document.

**CASTLE ROCK SENIOR CENTER**  
**Statement of Activities Budget Performance**  
**May 2023**

	May 23	Budget	Jan - May 23	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
40000 · 01-ACTIVITY INCOME	4,115	6,500	48,671	44,500	90,000
40050 · 02-MEMBERSHIP	1,659	1,000	42,166	41,000	43,000
40100 · 03-SHUTTLE CONTRIBUTIONS	699	700	4,222	4,200	10,000
40200 · 06-CASTLE ROCK SERVICE CONTRACT	12,500	12,500	62,500	62,500	150,000
40300 · 07-Douglas County Grants	18,810	20,000	116,528	105,000	235,000
40400 · 08-GRANTS	5,468	4,500	45,142	37,500	98,000
40500 · 09-OUTREACH EVENTS	3,355	4,500	13,395	10,750	15,000
40600 · 12-TRANSPORTATION - DONATIONS	40	73	1,190	491	1,000
40700 · 15-FUND RAISING INC.	3,796	7,500	43,331	41,500	125,000
42800 · 05-MISC	81	420	907	2,140	5,000
43200 · INTEREST & DIV SAVINGS	69	670	1,720	3,340	8,000
43400 · Insurance Reimbursement			987		
44000 · Restricted Grant/Fund Income	260	3,000	9,739	15,000	30,000
45000 · In-Kind Income	6,824	6,824	34,120	34,120	81,887
<b>Total Income</b>	<b>57,675</b>	<b>68,187</b>	<b>424,618</b>	<b>402,040</b>	<b>891,887</b>
<b>Expense</b>					
60300 · ACTIVITIES EXPENSE	5,411	4,000	38,821	17,000	36,000
60500 · ADVERTISING EXPENSE	609	500	6,206	2,500	6,000
60600 · BANK FEES	244	150	2,785	1,650	3,000
60700 · BLDG & EQ MTCE/CLEANING					100
61000 · CENTER SUPPLIES	483	500	1,742	2,500	6,000
61400 · CONTRACT ADMINISTRATIVE HELP	750	500	1,550	2,250	5,000
62000 · DEPRECIATION	2,710	2,117	14,519	10,583	25,400
62400 · Dues, Conferences	222	208	1,860	1,042	2,500
62500 · FUND RAISING EXP	104	2,000	3,995	10,000	24,000
62700 · FURN-EQUIP REPAIR/UPGRADES		42	30	208	500
62800 · FURNITURE/EQUIPMENT PURCHASES		100	145	100	200
62900 · GIFTS			1,054	250	1,000
63000 · INSURANCE	3,297	2,833	17,312	14,167	34,000
63600 · MISCELLANEOUS	22	35	388	165	400
63700 · OFFICE SUPPLIES	553	900	7,001	4,200	10,000
63800 · OUTREACH EVENTS	2,390	1,500	4,730	4,750	8,000
64000 · PAYROLL EXPENSES	32,206	35,000	173,351	192,500	455,000
64400 · Payroll Support Services	34	200	848	1,800	4,000
64450 · PAYROLL TAXES	2,667	2,615	14,995	14,385	34,000
65000 · POSTAGE		750	1,324	2,500	5,000
65100 · PROFESSIONAL SERVICES	2,600		5,200	3,900	11,700
65110 · Accounting	1,890	1,700	9,690	8,400	20,000
65200 · RENT	65	58	325	292	700
65250 · REPAIRS/MAINTENANCE			1,134	150	150
65300 · Staff Expense	138	200	3,536	1,300	2,700
65320 · Volunteer Exp.			180		
65350 · TAXES/LICENSES	10		25	120	150
65400 · TELEPHONE	490	285	2,370	1,415	3,400
66000 · VEHICLES - Fuel	991	1,600	5,899	6,300	17,000
67000 · VEHICLES-Maintenance	606	1,100	10,061	5,800	14,000



**Castle Rock Senior Center**  
**Statement of Activities Budget Performance**  
 May 2023

	<u>May 23</u>	<u>Budget</u>	<u>Jan - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
67500 · VOLUNTEER APPRECIATION	1,171	1,500	1,461	1,500	4,500
67700 · WEB SITE/SOCIAL MEDIA		50	568	250	600
68000 · Restricted Grant/Fund Expense	2,846	2,400	15,753	9,900	25,000
69000 · In-Kind Expense	6,824	6,824	34,120	34,120	81,887
<b>Total Expense</b>	<u>69,333</u>	<u>69,668</u>	<u>382,977</u>	<u>355,996</u>	<u>841,887</u>
<b>Net Ordinary Income</b>	-11,658	-1,481	41,641	46,044	50,000
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
75000 · Transfer to Reserves	4,167	4,167	20,833	20,833	50,000
<b>Total Other Expense</b>	<u>4,167</u>	<u>4,167</u>	<u>20,833</u>	<u>20,833</u>	<u>50,000</u>
<b>Net Other Income</b>	-4,167	-4,167	-20,833	-20,833	-50,000
<b>Net Income</b>	<u>-15,825</u>	<u>-5,648</u>	<u>20,808</u>	<u>25,211</u>	

**CASTLE ROCK SENIOR CENTER**  
**Statement of Activities Prev Year Comparison**  
**May 2023**

	<u>May 23</u>	<u>May 22</u>	<u>\$ Change</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
40000 · 01-ACTIVITY INCOME	4,115	6,195	-2,080
40050 · 02-MEMBERSHIP	1,659	1,009	649
40100 · 03-SHUTTLE CONTRIBUTIONS	699	608	92
40200 · 06-CASTLE ROCK SERVICE CONTRACT	12,500	10,833	1,667
40300 · 07-Douglas County Grants	18,810	24,035	-5,225
40400 · 08-GRANTS	5,468	3,890	1,578
40500 · 09-OUTREACH EVENTS	3,355	3,025	330
40600 · 12-TRANSPORTATION - DONATIONS	40		40
40700 · 15-FUND RAISING INC.	3,796	4,246	-451
42800 · 05-MISC	81	34	47
43200 · INTEREST & DIV SAVINGS	69	235	-167
43400 · Insurance Reimbursement		917	-917
44000 · Restricted Grant/Fund Income	260	760	-500
45000 · In-Kind Income	6,824	6,824	0
<b>Total Income</b>	<u>57,675</u>	<u>62,612</u>	<u>-4,937</u>
<b>Expense</b>			
60300 · ACTIVITIES EXPENSE	5,411	1,687	3,724
60500 · ADVERTISING EXPENSE	609	723	-114
60600 · BANK FEES	244	282	-39
61000 · CENTER SUPPLIES	483	32	450
61400 · CONTRACT ADMINISTRATIVE HELP	750	300	450
62000 · DEPRECIATION	2,710	3,917	-1,207
62400 · Dues, Conferences	222	192	30
62500 · FUND RAISING EXP	104	4,295	-4,191
63000 · INSURANCE	3,297	2,626	672
63600 · MISCELLANEOUS	22		22
63700 · OFFICE SUPPLIES	553	919	-366
63800 · OUTREACH EVENTS	2,390	1,984	406
64000 · PAYROLL EXPENSES	32,206	24,232	7,973
64400 · Payroll Support Services	34	29	5
64450 · PAYROLL TAXES	2,667	2,015	651
65000 · POSTAGE		1,000	-1,000
65100 · PROFESSIONAL SERVICES	2,600	825	1,775
65110 · Accounting	1,890	1,538	353
65200 · RENT	65	65	
65250 · REPAIRS/MAINTENANCE		449	-449
65300 · Staff Expense	138	388	-250
65350 · TAXES/LICENSES	10		10
65400 · TELEPHONE	490	240	249
66000 · VEHICLES - Fuel	991	1,397	-406
67000 · VEHICLES-Maintenance	606	181	425
67500 · VOLUNTEER APPRECIATION	1,171	1,647	-476
67700 · WEB SITE/SOCIAL MEDIA		588	-588
68000 · Restricted Grant/Fund Expense	2,846	1,609	1,237
69000 · In-Kind Expense	6,824	6,824	0
<b>Total Expense</b>	<u>69,333</u>	<u>59,986</u>	<u>9,347</u>
<b>Net Ordinary Income</b>	<u>-11,658</u>	<u>2,626</u>	<u>-14,284</u>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
75000 · Transfer to Reserves	4,167	4,333	-167
75200 · COVID-19 Wages			
<b>Total Other Expense</b>	<u>4,167</u>	<u>4,333</u>	<u>-167</u>
<b>Net Other Income</b>	<u>-4,167</u>	<u>-4,333</u>	<u>167</u>
<b>Net Income</b>	<u><u>-15,825</u></u>	<u><u>-1,707</u></u>	<u><u>-14,117</u></u>

**Reserves / Investments  
Status Report**

The Castle Rock Senior Activity Center (Center) Finance Committee has general oversight responsibility for all investments, which includes the Reserve Funds and the Senior Citizens Foundation (Foundation) investment funds.

**RESERVE FUNDS**

The Reserve Funds are comprised of four subordinate funds; the Operational Fund; the Fleet Replacement Fund; the IT/Office Equipment Replacement Fund; and the Facilities Reserve Fund. Each of these serves its own unique purpose. All four of these subordinate funds are managed within one Edward Jones investment account. Additionally, each subordinate fund has its own dollar goal. Furthermore, each fund has needs that can be short-, mid- or long-term. As an example, the Fleet Replacement Fund has vehicles that will be replaced in the short-term (within a year or two), or vehicles to be replaced in the mid-term (within 3 to 4 years), or vehicles that will be replaced in the longer-term (more than 4 years). As a result, the funds held in reserve would be invested in a variety of investment vehicles, therefore, allowing the Center to enjoy a maximum return on the totality of invested funds while still providing for the expected expenses when needed. And finally, the establishment of a Reserve Fund does not negate the need for and use of targeted grants or gifts, whenever possible.

RESERVE FUNDS SNAPSHOT	Goal	Amount Held	Percent Funded
CRSAC Reserve Funds	\$429,648	\$306,224	71.3%
Operational Fund	\$183,648	\$100,224	54.6%
Fleet Replacement Fund	\$206,000	\$206,000	100.0%
IT/Office Equipment Replacement Fund	\$25,000	\$0	0.0%
Facilities Reserve Fund	\$15,000	\$0	0.0%

**Operational Fund:** This fund has been defined by the nonprofit sector as a best practice. This emerging best practice suggests a funding goal of between 3 months and 6 months of operational expenses. Operational Expenses are defined as those expenses budgeted and approved, but do not include the expenses of depreciation, in-kind gifts, and Reserve contributions, because they are considered “soft” money. Soft money are those income and expenses that do not bring in nor expend actual cash. Using this definition, our 2023 budget’s monthly operational expenses are \$61,216.67. *(This amount should be recalculated each year based upon the approved budget.)*

The Center’s most important goal is to ensure that our mission and programs proceed as planned and approved within budget, and without stops and starts caused by interruptions in income cashflow. Because of this, the Operational Fund is used to temporarily advance needed money to smoothly continue the program(s) as it/they had been originally approved. Once the delayed income is received, it is used to replenish the Operational Fund.

**Fleet Replacement Fund:** This Fund is based upon the continuing need for vehicle replacements as defined by the Transportation Committee Chair in coordination with the Center’s transportation manager and Executive Director. Their planning considers the number and types of vehicles, their projected replacement cycles, and is based upon a defined replacement schedule with anticipated costs.

**IT/Office Equipment Replacement Fund:** This Fund provides the money needed to replace and augment major IT/Office equipment including, but not limited to, items such as computers, printers, copiers, and telephone systems, excluding services and perishables. Little of this equipment will have a life cycle longer than 3 years.

**Facilities Fund:** This Fund includes money for the repair, replacement and augmentation of furnishings, and necessary building improvements within our rented space that are not provided by the Town of Castle Rock.

**Reserves / Investments  
Status Report**

**FOUNDATION INVESTMENTS**

The Senior Citizens Foundation (Foundation) investments are made up of two separate investment accounts; the Real Estate / Building investments account; and the Endowment investment account.

Foundation Investments	Beginning of Year	Current Value	Growth YTD
Real Estate / Building	\$444,444	\$488,192	9.8%
Endowment	\$24,196	\$25,405	As of 3/31/23

**Real Estate / Building:** This investment account was initially established through the sale of real estate donated to the Center. At the Board of Directors' behest these investments have been set up and dedicated to future land and building needs. Because the Center currently enjoys the use of space provided by the Town of Castle Rock, this money has not been, and is not expected to be needed in our near future. As a result, this investment is invested a little more aggressively than our Reserve funds. Even though, these investments are widely diversified in no less than 7 investment funds. This strategy is needed to help preserve and grow this money in order to protect its overall purchasing power.

**Endowment:** The Endowment investment account is part of the Foundation and was the result of an irrevocable gift of \$25,000 to the Community First Foundation from our Real Estate / Building investment account. In simple terms, this Endowment pays a dividend each year to the Center of 4% of its value. (The value is based on the last business day of the previous December.) Because this investment is an irrevocable gift the principle and residual money in the account, beyond the dividend, cannot be withdrawn and used for any other purpose. By Board of Directors' resolution all dividends received will be deposited directly into the Foundation's Real Estate / Building account.

**Executive Vice-President Report**  
**June 2023**  
**Fundraising / Community Outreach Events**

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

Confirmed:

January 25<sup>th</sup> – CubaCuba \$95.00  
February 21<sup>st</sup> – Parry's Pizza \$37.93  
March 29<sup>th</sup> – The Old North End Restaurant \$150.00  
April 26<sup>th</sup> – Angie's Family Restaurant \$250.00  
May 31<sup>st</sup> – IC Brew House In Progress of Collecting \$\$  
June 28<sup>th</sup> – Guadalajara Family Mexican / \* Dessert DTD – Culver's  
July 12<sup>th</sup> – Smart Cow / \* Dessert DTD  
July 26<sup>th</sup> – Hickory House, Parker  
August 9<sup>th</sup> – Freddy's Steakburgers / \*Dessert DTD  
August 23<sup>rd</sup> – Applebees Restaurant  
September 13<sup>th</sup> – TBD – In Progress  
September 27<sup>th</sup> – Duke's Steakhouse  
October 25<sup>th</sup> – Black Eyed Pea  
November 8<sup>th</sup> – The Hideaway  
December 6<sup>th</sup> – Chili's Restaurant

**Total Donations Received to Date = \$532.93**

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

1<sup>st</sup>Q (Jan-Mar 2023) Tickets Sold = 136 Tickets as of 3/16/23  
2<sup>nd</sup>Q (Apr-Jun 2023) Tickets Sold = 141 Tickets as of 06/05/23  
3<sup>rd</sup>Q (Jul-Sep 2023) Tickets Sold = \_\_\_ To Date = \$\_\_\_\_\_  
4<sup>th</sup> Q (Oct-Dec 2023) Tickets Sold = \_\_\_ To Date = \$\_\_\_\_\_  
**Total Profit To Date = \$ 831.00 = 277 Total Tickets Sold**

KING SOOPERS - IN PROGRESS

1<sup>st</sup>Q (Jan-Mar 2023) = \$671.07 Income / 87 Households  
2<sup>nd</sup>Q (Apr-Jun 2023) = \$\_\_\_\_\_ Income / \_\_\_\_\_ Households  
3<sup>rd</sup>Q (Jul-Sep 2023) = \$\_\_\_\_\_ Income / \_\_\_\_\_ Households  
4<sup>th</sup>Q (Oct-Dec 2023) = \$\_\_\_\_\_ Income / \_\_\_\_\_ Households  
**Total Profit To Date = \$671.07 / 87 Households**

AMAZON SMILES \* Discontinued Program Feb. 20<sup>th</sup>, 2023 \*\* Awaiting Bonus Check as of 6/5/23  
2023 – 1<sup>st</sup> Quarter thru February = \$ 231.24 Income / Total Profit To Date = \$ 397.77 Income

\* June 8<sup>th</sup> – Issued a one-time bonus donation to compensate for transition as program winds down – Received \$142.77.

2023 SENIOR LIFE EXPO (Thursday, June 29<sup>th</sup>) (Goal: 90 Partners)

- Community Partners - 77 Registered & Paid (Includes 6 Small Non-Profit tables, 8 Advertising & 8 Presentations)

- Demonstrators = (4) Biscuit Buddies, Capable VNA, Shall We Dance & CRSAC Bocce Ball

**Total Registered = 89 BOOTHS (includes 77 Partners plus our 12 CRSAC Booths)**

**Total Income To Date = \$13,180.00**

\*\* Registration is FULL / Program Book underway and scheduled to submit to Printer on June 8<sup>th</sup>.

2023 GOLF TOURNAMENT (Thursday, September 14<sup>th</sup>)

Player registration = 23

Sponsorship = 3 (CORE Electric, Accent on Hearing & Modern Woodmen, )

**Total Income To Date = \$4,995.00**

2023 CRAFT SHOW (31<sup>st</sup> Annual Craft Show Extraordinaire – Saturday, November 4<sup>th</sup>, 2023)

(Goal: 96 Vendors & 15 Community Corner Partners)

- Vendors (Paid)

- Comm Corner Partners = (15) TBD \* Invitation goes out end of June

- Waitlist - 54

**Total Vendor Registration = 96**

**Total Income To Date = \$19,832.00**

OTHER

**Volunteer Fair – Highlands Ranch Senior Center – April 18<sup>th</sup>**

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 – Sunday, June 11<sup>th</sup>**

Rotary Club sponsored event / Community Event & Fundraiser

Rockin' Seniorita is running in top 3 online race to date. Advertising heavy on social media & website.

**Loving Life Challenge – July – September – Beginning promotion in July newsletter – in progress.**

**Volunteer Appreciation Week – July 17<sup>th</sup>-21<sup>st</sup>**

Celebrating our Volunteer Teams for a week: Camping Theme / \* Donations Continue

**CRSAC Closed for Maintenance – August 14<sup>th</sup>-18<sup>th</sup>**

**Shop Extravaganza – September 9<sup>th</sup>**

**Art Fest – September 9<sup>th</sup> & 10<sup>th</sup>**

**Colorado Gives Day – December 5<sup>th</sup>**

Respectfully submitted,

Jon Hendricks & Stacey Fahrenbruch

**CRCAS TRANSPORTATION REPORT**  
**June 2023**  
**(May 2023)**  
**VEHICLE MILEAGE & PASSENGER REPORT**

<u>Vehicles</u>	<u>Miles</u>
<u>Shuttle</u>	
Cars	1997
Vans	3293
<u>MV1</u>	<u>0</u>
Total Shuttle Miles	5290
<u>Activities/Events</u>	
Buses	797
<u>Vans</u>	<u>0</u>
Total Bus Event Miles	797
<b>Total Miles for both programs:</b>	<b>6087</b>

**RIDES**

Vehicles: 656 shuttle rides (34 specials), 122 meal delivery  
 Buses: 220  
**Total Rides: 876** (excluding meal delivery)

**VEHICLE MAINTENANCE COSTS**

Cars	\$ 71	C2 Registration
Vans	\$ 409	V8 Oil Service, Battery
Buses	\$ 115	<u>S2 Registration</u>
<b>Totals Costs</b>	<b>\$ 595</b>	

**MAINTENANCE EXPENSE PERCENTAGES FROM PROFIT/LOSS STATEMENT**

	<u>Miles</u>	<u>%</u>	<u>Expenses</u>
Car Shuttles	1997	12	\$ 71
Van Shuttles	3293	68	\$ 409
MV1 Shuttles	0	0	\$ 0
<u>Buses</u>	<u>797</u>	<u>20</u>	<u>\$ 115</u>
Totals	6087	100	\$ 595

**MONTHLY VEHICLE MILEAGE COSTS**

<u>Vehicles</u>	<u>Fuel (gal.)</u>	<u>Miles</u>	<u>Expenses</u>	<u>Cost per Mile</u>
Cars	75	1997	\$ 254	\$.13
Vans	161	3293	\$ 516	\$.16
MV1	0	0	\$ 0	\$.00
<u>Buses</u>	<u>117</u>	<u>797</u>	<u>\$ 222</u>	<u>\$.28</u>
Totals	353	6087	\$ 992	\$.16

### VEHICLE DONATIONS

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

Respectfully submitted,  
Ed Mattix, Vice President-Transportation



Membership-As of End of May 2023

\*As of MAY 31, 2023 1178 members

\* New Members for month of May 31

\*Renewed Memberships during May 2023: 61

\*32 Memberships expired in May but may not have renewed at this time.

# Of Members Per Age groups:

<u>Under 50</u>	<u>50-64</u>	<u>65-69</u>	<u>70-74</u>	<u>75-79</u>	<u>80+</u>
0	86	174	275	262	308
6 Assoc	5 Assoc	0 Assoc	1 Assoc	1 Assoc	1 Assoc
		1 Lifetime	1 Lifetime	2 Lifetime	11 Lifetime

Respectfully Submitted: Lynn Kroloff



## Executive Director's Report

June 15th, 2023

### Grants and Funding Info –

#### Grants in Progress or Waiting on Application Opening Date

- Town of Castle Rock 2024 Service Contract – This will be submitted by Friday, June 16<sup>th</sup>. Draft Budget attached
- Daniels Fund - \$80,000 (2 yr. grant) – Grant has been submitted. We have been requested to send additional information by June 24<sup>th</sup>.
- Wheelchair Van Grant – Looks like we have been approved for a Toyota Sienna Rear Entry Van. I am working now with CDOT and Davey Coach to begin the ordering process.

### Center Info –

Douglas County Older Adult Listening Tour - Date set for August 2<sup>nd</sup> 12:00 – 1:30. Lunch will be provided after the presentation.

PT Kitchen Coordinator – Job ad has been placed and in the process of scheduling interviews.

Transportation Coordinator – I have spoken with Tina and she has accepted an offer to be a PT contractor to help us in the meantime and also train the new hire. I am currently interviewing.

Front Desk Coordinator – I have hired someone; we are in the process of background checks. Tentative start date for her is Wednesday, June 21<sup>st</sup>.

Rec Center Closure Change- July 3 – 7. The Senior Center will be open during this time. We will still observe the August Closure. August 14-18.

### Fundraising/Outreach –

Loving Life Challenge - July, August & Sept – We have received the \$7500 Donation for the Challenge. Jon is working on update the Membership letter that will be mailed the first of August with the donation return envelope. This was very successful last year. We will ask all the Board member to sign up for event in September to make a final plea to the membership on how important this fundraiser is. Signup sheets will be passed out at the August Board meeting.

*Respectfully Submitted,*

*Debbi Haynie – Executive Director*

**CASTLE ROCK SENIOR ACTIVITY CENTER**  
**Proposed 2024 Budget**  
(Updated 5/30/2023)

		2023 Budget	2024 Projected Budget
<b>Income</b>	Activity Income	\$90,000.00	\$100,000.00
	Membership	\$43,000.00	\$45,000.00
	Shuttle Donations	\$10,000.00	\$10,000.00
	Castle Rock Service Contract	\$150,000.00	\$150,000.00
	Douglas County Grants	\$235,000.00	\$260,000.00
	Grants	\$98,000.00	\$100,000.00
	Outreach Events	\$15,000.00	\$15,000.00
	Transportation - Donations	\$1,000.00	\$1,000.00
	Fund Raising Inc.	\$126,000.00	\$130,000.00
	Misc	\$5,000.00	\$5,000.00
	Interest & Div Savings	\$8,000.00	\$8,000.00
	Insurance Reimbursement		
	Restricted Fund Income/Grants	\$30,000.00	\$30,000.00
	In-Kind Income	\$81,887.00	\$81,887.00
<b>Total Income</b>		<b>\$991,887.00</b>	<b>\$935,887.00</b>
<b>Expenses</b>	Activities Expense	\$38,000.00	\$40,000.00
	Advertising/ Marketing Expense	\$8,000.00	\$10,000.00
	Bank Fees	\$3,000.00	\$5,000.00
	Bldg & Eq Mtce/Cleaning	\$100.00	\$100.00
	Bldg & Eq Mtce/Cleaning	\$6,000.00	\$8,000.00
	Center Supplies	\$6,000.00	\$5,000.00
	Contract Administrative Help	\$5,000.00	\$5,000.00
	Depreciation	\$25,400.00	\$30,000.00
	Dues & Conference Cost	\$2,500.00	\$2,500.00
	Fund Raising Exp	\$24,000.00	\$24,000.00
	Furn-Equip Repair/Upgrades	\$500.00	\$800.00
	Furniture/Equipment Purchases	\$200.00	\$300.00
	Gifts	\$1,000.00	\$4,000.00
	Insurance	\$34,000.00	\$40,000.00
	Miscellaneous	\$400.00	\$400.00
	Office Supplies	\$10,000.00	\$10,000.00
	Office Supplies	\$8,000.00	\$10,000.00
	Outreach Events		
	Payroll Expenses	\$455,000.00	\$480,000.00
	Payroll Support	\$4,000.00	\$6,500.00
	Payroll Support	\$34,000.00	\$37,000.00
	Payroll Taxes	\$5,000.00	\$5,000.00
	Postage		
	Professional Services	\$11,700.00	\$12,000.00
	Accounting	\$20,000.00	\$20,000.00
	Rent	\$700.00	\$700.00
	Rent	\$150.00	\$500.00
	Repairs/Maintenance	\$150.00	\$500.00
	Staff-Vol Trng	\$2,700.00	\$3,000.00
	Taxes/Licenses	\$150.00	\$200.00
	Telephone	\$3,400.00	\$3,400.00
	Telephone	\$17,000.00	\$17,000.00
	Vehicles - Fuel	\$14,000.00	\$18,000.00
	Vehicles - Maintenance	\$4,500.00	\$5,000.00
	Volunteer Appreciation	\$800.00	\$800.00
	Web Site & Social Media	\$800.00	\$800.00
	Web Site & Social Media	\$25,000.00	\$25,000.00
	Restricted Fund Expense/Grants	\$81,887.00	\$81,887.00
	In-Kind Expense	\$81,887.00	\$81,887.00
<b>Total Expenses</b>		<b>\$841,887.00</b>	<b>\$885,887.00</b>
<b>Transfers</b>	Transfer to Restricted Reserve Fund	\$50,000.00	\$50,000.00
<b>Total Expenses and Transfers</b>		<b>\$891,887.00</b>	<b>\$935,887.00</b>

Note: includes expected Reserve contributions and expenses summary.



"Loving Life in the Second Half"

## June 2023 Board of Directors Meeting

### 2023 ACTIVITY REPORT

#### MAY HIGHLIGHTS

- Participants enjoyed a week's long stay in the legendary Black Hills of South Dakota. They visited the Mt. Rushmore and Crazy Horse Monuments, Custer State Park, Deadwood and many more museums' sites. The group traveled with Diamond Tours, and the accommodations were outstanding.
- Members enjoyed their lunch trip to the Coark Collective food hall in Centennial. They were treated with amazing hospitality and had the options of choosing from 9 Korean food vendors.
- Our members generously donated various items to the Comfort Closet and it over flowed the box! We had over 3 additional bags of donations! Amazing!
- Due to heavy rain on May 10<sup>th</sup>, we had to cancel the trip to Las Brisas, however we are scheduled to visit them on July 31<sup>st</sup> for lunch.
- The trip to Louviers & Picnic was a hit, they enjoyed their informative host and the sites.
- The members had a Coach Tour of the Lost Cities of Denver and also visited the ProRodeo Hall of Fame. They had a great experience.
- Craft workshops are always popular! We had a stretch bracelet workshop, a framed paper flowers workshop, and a design your own necklace and earring set.
- The monthly theatre trips are always a sellout.
- Ongoing activities have had great participation, including Bingo, Lunch & Learn, Movie & Popcorn and Active Minds. We've been holding Bingo three times a month due to increasing popularity.

#### PARTICIPATION STATISTICS

	Participants		
	March	April	May
Off-Site Activities	157	126	259
On-Site Activities (including VOA lunch)	1752	1605	1562
Health & Wellness Activities	59	62	53
Sports	288	79	433
Virtual Activity	17	16	5
Take Home Activity	0	0	0
<b>Totals</b>	<b>2059</b>	<b>1888</b>	<b>2,312</b>

**\*We were closed 5/29 for Memorial Day.**

#### UPCOMING ACTIVITIES

We have Volunteer Appreciation week in July. The staff is busy with pre preparations for the 2023 Golf Tournament and Craft Show. The Alaska cruise is set to sail in August.

We canceled the trip to Nebraska due to low interest.

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

We are offering a trip with Collette Tours in October to the "America's Music Cities". The Activities Committee will meet next in July

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

Sports Board Report  
May 15, 2023

Sports Update:

Golf – The golf league started on May 2<sup>nd</sup> 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 24<sup>th</sup> 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 5<sup>th</sup> 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