

CASTLE ROCK SENIOR ACTIVITY CENTER
BOARD OF DIRECTORS
Meeting Agenda
December 21, 2023
1:00 pm

Call to Order

Record Proxy

Reports:

- Secretary – Sherry Fogleman
 - o *Approve October 19, 2023 Board Meeting Minutes*
 - o *Approve November 16, 2023 Annual Meeting Minutes*
- Treasurer – Steve Lockwood – *Report/Approve*
 - o *Financial Report*
 - o *Reserve/Investment Status Update*
- President – Phyllis Turney
- Executive Vice President – Jon Hendricks
- 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 Report:

Wendy Monteith

Member Comments:

Old Business

- *Recurring Strategic Planning Update – Steve*
Deferred to January 2024
- *Transportation Planning / Funding report*

New Business

- *Approval of Vice President of Transportation position description – Phyllis*
- *Activity Cost Recovery – Debbi*
- *Grant Change Status Update - Debbi*
- *Transportation Funding - Debbi*

Adjournment

EXECUTIVE SESSION begins.

The next board meeting is scheduled for Thursday, January 18, 2024 at 1:00 pm at the Center.

2023-12-21 CRSC Board Mtg Agenda

**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 Vehicle 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 Vehicle 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	\$503,498	\$323,909	64.3%
Operational Fund	\$213,498	\$73,909	34.6%
Vehicle Replacement Fund	\$250,000	\$250,000	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 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 2024 budget’s monthly operational expenses are \$71,166. *(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 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.

Vehicle Replacement Fund: This Fund is based upon the continuing need for vehicle replacements as defined by the Vice President of Transportation 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	\$453,557	\$522,946	15.3%
Endowment	\$24,196	\$23,880	As of 9/30/23

Real Estate / Building: This investment account was initially established through the sale of real estate donated to the Center. At the Board of Directors' direction 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 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 the Board of Directors' resolution all dividends received will be deposited directly into the Foundation account.

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

DINING TO DONATE

Confirmed:

January 25 th – CubaCuba \$95.00	July 12 th – Smart Cow / * Dessert DTD \$50.00
February 21 st – Parry's Pizza \$37.93	July 26 th – Hickory House, Parker – \$200.00
March 29 th – The Old North End Restaurant \$150.00	August 9 th – Freddy's Steakhouses – \$75.00
April 26 th – Angie's Family Restaurant \$250.00	August 23 rd – Applebees Restaurant – \$55.07
May 31 st – IC Brew House \$63.00	September 27 th – Duke's Steakhouse – \$250.00
June 28 th – Guadalajara Family Mexican \$159.40	October 25 th – Black Eyed Pea – \$92.19
* Dessert DTD – Culver's – \$325.00	November 8 th – The Hideaway – \$241.90
	December 6 th – <u>Chili's Restaurant</u> - Pending

Total Donations Received to Date = \$2,044.49

MEADOWS CAR WASH - IN PROGRESS / Car Wash Ticket Sales (as of 04/29/23)

1stQ (Jan-Mar 2023) Tickets Sold = 136 Tickets as of 3/16/23
2ndQ (Apr-Jun 2023) Tickets Sold = 141 Tickets as of 06/05/23
3rdQ (Jul-Sep 2023) Tickets Sold = 54 Tickets as of 09/18/23
4th Q (Oct-Dec 2023) Tickets Sold = 104 Tickets as of 11/8/23
Total Profit To Date = \$ 1305.00 = 435 Total Tickets Sold

KING SOOPERS - IN PROGRESS

1stQ (Jan-Mar 2023) = \$671.07 Income / 87 Households
2ndQ (Apr-Jun 2023) = \$675.16 Income / 85 Households
3rdQ (Jul-Sep 2023) = \$618.03 Income / 91 Households
4thQ (Oct-Dec 2023) = \$ _____ Income / _____ Households
Total Profit To Date = \$1964.26 / 90 Households (on average)

SENIOR LIFE EXPO - Thursday, June 29th

- Community Partners - 78 Registered & Paid + CRSAC 12 Booths = **90 Total Booths**
(Includes 6 Small Non-Profit tables, 14 Advertising & 8 Presentations)
- Demonstrators = (4) Biscuit Buddies, Capable VNA, Shall We Dance & CRSAC Bocce Ball
Total Income To Date = \$13,780.00

SHOP EXTRAVAGANZA – September 9th – 34 Tickets Sold / 29 Check-Ins – \$680.00
(5) Volunteers Confirmed

ART FEST – September 9th & 10th – \$553.92 (Balloon Tips)
Volunteers Confirmed & served well. Chamber of Commerce provided double tent, 2 tables & electricity, very cooperative. The weekend went very well.

GOLF TOURNAMENT - Thursday, September 14th

Players = \$12,365.00 / Sponsors = \$11,100.00

TOTAL \$ PAID = \$23,465.00

92 = TOTAL PLAYERS / 14 SPONSORS (109 for lunch includes volunteers, staff & reps)

11 Volunteers = 109 Total on-site.

Total Income = \$33,112.00 (includes \$3000.00 transferred from Golf League)

Total Expense = \$17,883.99 / **Grand Total = \$15,228.01**

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

(95) Vendor Registration Income To Date: \$22,180.00 / (12) Community Corner Registration Income To Date: \$1,225.00

Total Registration Income: \$23,405.00

Attendance: 5000

Craft Show PreSales: \$4,770.00

Craft Booth At Show: \$5,265.00

Bake Sale: \$2,501.00

Book Sales: \$1,728.16

Grandma's Attic: \$2,726.79

Wreath Auction: \$2,080.00

Gift Card Tree: \$1,660.00

Balloon Tips: \$ 162.79

Garden Spot: \$ 478.00

Shuttle Donations: \$ 64.75

Craft Post Sales: Pending

Silent Auction Sales: \$ 6,475.20

CRSAC Booth, Auctions & Other Income: \$27,911.69

Vendor & Partner Registration Income: \$23,405.00

Income To Date: \$ 51,316.69

Expenses To Date (In Progress) = \$- 10,021.47 (includes advertising, refunds, facility costs, etc.)

*** Grand Total To Date: \$ 41,295.22**

Separate Account

Quilt Raffle: \$1,360.00

IWatch Raffle: \$ 735.00

Raffle Income: \$2,095.00

Food Pantry / Canned Food Drive: Collected 821 lbs

2024 Upcoming Dates

Senior Life EXPO – June 5th / Douglas County Fairgrounds Event Center

Golf Tournament –September 11th / Plum Creek Golf Club, Castle Rock

Craft Show – November 9th / Douglas County Fairgrounds Event Center

Respectfully submitted,

Jon Hendricks & Stacey Fahrenbruch

CRCAS TRANSPORTATION REPORT
December 2022
(November)

VEHICLE MILEAGE & PASSENGER REPORT

<u>Vehicles</u>	<u>Miles</u>
Shuttle	
Cars	4017
Vans	4002
MV1	48
Total Shuttle Miles	8067

<u>Activities/Events</u>	
Buses	1104
Vans	0
Total Act/Events	1104

Total Miles for both programs: 9171

Total Rides: 1085 Vehicles: 928 Buses: 157

VEHICLE MAINTENANCE COSTS

Cars	\$ 65 C2 Annual Inspection
	\$ 65 C3 Annual Inspection
	\$ 360 C7 AC coolant system flush, Oil Service
	\$ 81 C8 Rear brakes
Vans	\$ 400 V1 Repair Rear Hatch
MV1	\$ 54 Wiper blades, detailing
Buses	\$ 40 Wiper Blades
	\$ 290 S10 Windshield Replacement

Totals Costs \$1355

EXPENSES FROM PROFIT/LOSS STATEMENT

	<u>Miles</u>	<u>%</u>	<u>Expenses</u>
Car Shuttles	4017	42	\$ 571
Van Shuttles	4002	30	\$ 400
MV1 Shuttles	48	3	\$ 54
Buses	1104	25	\$ 330
Total Miles	9171	100	\$1355

MONTHLY VEHICLE MILEAGE COSTS

<u>Vehicles</u>	<u>Fuel</u>	<u>Miles</u>	<u>Expenses</u>	<u>Cost per Mile</u>
Cars	153	4017	\$ 446	\$.11
Vans	175	4002	\$ 509	\$.13
MV1	7	48	\$ 26	\$.54
Buses	139	1104	\$ 399	\$.36
Totals		9171	\$1132	\$.12

VEHICLE DONATIONS

<u>Donor's Name</u>	<u>Vehicle</u>	<u>Est/Asking Value</u>	<u>Amt Rec'd</u>
	No Action		

Respectfully submitted
Ed Mattix, Transportation Chair

Membership-As of End of November 2023

*As of NOVEMBER 30, 2023 1184 members
* New Members for month of November 19
*Expired Memberships that have not immediately renewed for November 2023: 43

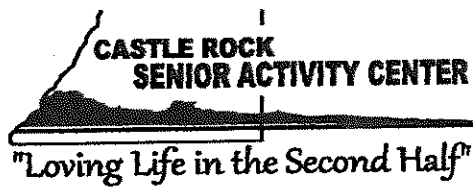
Of Members Per Age groups:

<u>Under 50</u>	<u>50-64</u>	<u>65-69</u>	<u>70-74</u>	<u>75-79</u>	<u>80+</u>
2	89	156	271	280	335
4 Assoc	7 Assoc	0 Assoc	0 Assoc	0 Assoc	0 Assoc
			1 Lifetime	3 Lifetime	10 Lifetime

Total of 19 new memberships for month of November

Total of 43 memberships expired during month, but may have not been immediately renewed

Respectfully Submitted: Lynn Kroloff



Executive Director's Report

December 21st, 2023

Grants and Funding Info –

Grants Approved

- Lillis Foundation – 2024 Active Minds/ Scholarship Grant - \$14,000 – Grant Approved. 12-4-2023
- Wheelchair Van Grant– Received in November.
- Phillip S Miller – Senior Services - \$25,000 Grant Approved 11/8/2023
- Core Electric - \$5000. – Received 12/6/2023

Grants in Progress or Waiting on Application Opening Date

- HST Funds – Transportation – \$193,340 -These funds have been awarded, but the contact is still pending. Receive news that these fund will be available in January and we have the whole year to spend.
- Douglas County Community Foundation Q4 funding- Focus Grant - Senior Mental Health - \$4000 Submitted 11/10/2023
- Douglas County Transportation Funding – Spoke with Rand Clark last week on an update for 2024 funding. They have submitted the revised RFP to DRCOG and are hopeful, we should know more by March/April of 2024 for 2025.

Center Info –

Kitchen Coordinator/Activities Support Position – On December 11, Beate Holt joined us full time in this updated position. She will be working closely with Shannon in the activities support portion and myself in the kitchen coordinator portion. She brings event planning, organization skills and social media experience to this position. We are very excited to have full time on our team.

CPRA – AAPS – I was just elected to Chair Elect on the AAPS Board of Directors of 2024-2025.

Fundraising/Outreach –

Colorado Gives Day – Dec 5th, 2023 –\$5,968.21 We did a social media campaign to tell our story on social media to help get new donors for the Center. We had 43 donors 15 of these donors were new donors to the Center. 28 donors gave last year, this was a 68% retention rate, \$4086.00 was donated by these donors. Out of the 43 donors 39 donated to cover the credit card fees.

Respectfully Submitted,

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

Year	Start Date	End Date	Organization	Service	Term	Amount	Amount	Quarterly	Approved	Notes
2023	Jan-23	Dec-23	Town of Castle Rock	Senior Services	1 yr	\$80,000.00	\$80,000.00	Quarterly	Approved 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	Approved 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 Reimbursement	Approved 12-20-2023	
2022/2023	Jul-22	Jun-23	Douglas County "Transit Super Call" Grant (AAA & DRCOG Funding)	Transportation	12 mths	\$170,500.00	\$170,500.00	Monthly Reimbursement	Contracts Signed	5,500 Rides (\$31 per)
2022-2023			Douglas County 5310 Grant	Transportation	12 mths	\$72,169.00	\$72,169.00	Monthly Reimbursement	Contracts Signed	2,328 Rides (\$31/ per)
2022-2023			Douglas County 5310 ARPA	Transportation	12 mths	\$27,031.00	\$27,031.00	Monthly Reimbursement	Contracts Signed	872 Tides (\$31. per)
2022-2023	Jul-22	Jun-22	Douglas County Grant (AAA & DRCOG Funding)	Connect & Care Calls	12 mths	\$49,500.00	\$49,500.00	Monthly Reimbursement	Contracts Signed	3,300 Calls (\$15 per/)
2022-2023			CDOT	Additional Wheelchair Vehicle	1yr	\$57,600.00	\$57,600.00	80/20 Split	Contracts Signed	Increased amount due to bid of \$72000 - 1-5-2022 80% - 57,600
2022-2023	Oct-22	Jun-23	Town of Castle Rock CDBG Funding	Nutrition Services/Senior Services	1 yr	\$25,000.00	\$34,640.00	Monthly Reimbursement	Approved 9-6-2022	Assigned to Debbl
2023/2025	Jul-23	Jun-24	Douglas County - 5310 FUNDS	Transportation	12 mths	\$204,000.00	\$193,340.00	Monthly Reimbursement	Approved 5/16/23	6000 Rides (\$34 per) New allocation - CONTRACT Pending \$525 Rides @ \$35
* 2023/2025	Jul-23	Jun-24	Douglas County - AAA FUNDS	Transportation	12 mths	\$0.00	\$73,185.00	Monthly Reimbursement	Contract Pending	Additional Funds 2021. additional rides@35 - effective late 2023
* 2023/2025	Jul-23	Jun-24	Douglas County HST Funds	Transportation	12 mths	\$91,800.00	\$79,135.00	Monthly Reimbursement	Contract Pending	2700 rides (\$34) New allocation - CONTRACT Pending (2261 Rides @ \$35 Will be available Q1 2024)
2022-2023	Jul-23	Jun-24	Douglas County Grant (AAA & DRCOG Funding)	Connect & Care Calls	12 mths	\$49,900.00	\$49,500.00	Monthly Reimbursement	Approved 5/16/23	3,300 Calls (\$15 per) Contract signed
2023-20234	Jul-23	Jun-24	Douglas County Grant (AAA & DRCOG Funding)	Connect & Care Calls	12 mths	\$0.00	\$4,500.00	Monthly Reimbursement		Additional Funds 300 additional calls
2023	Jan	Dec	Lillis Foundation	Active Minds/Scholarship	1yr	\$12,000.00	\$14,000.00	One Time	Awarded 12-20-2022	Assigned to Debbl
2023			Sam's Club #4853	Senior Services	1 Yr	\$5,000.00	\$3,000.00	One Time	Awarded 3/28/23	Assigned to Debbl - Submitting In February
2023			Walmart #984	Senior Services	1 Yr	\$5,000.00	\$0.00	One Time	Resubmitted	Resubmitted by Debbl 8/7/2023
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 February
2023			Next Fifty Initiative	General Operating/Infrastructure	1yr	\$40,000.00	\$0.00	One Time	Submitted 3/20/23	We did not receive the grant.
2023/24			Daniel's Fund	General Operating/Infrastructure	2yr	\$40,000.00	\$40,000.00	One Time	Approved 8-17-23	Assigned to Val - Approved to submit 2 year grant - \$80,000.
2023			DCCF	Focus Grant - Mental Health	1 Yr	\$4,000.00	\$4,000.00	One Time	Submitted 11/10/2023	Submitting for Q4 - Assigned to Val
2023			E-470 Foundation	Transportation	1Yr	\$5,000.00	\$2,500.00	One Time	Awarded 4/16/23	The foundation has increase the Grant amounts. I will be asking for \$5,000

2023				100 Women Who Care for Douglas County	Senior Services	1	\$10,000.00	\$0.00	One Time	Submitted 3/7/23	Assigned to Debbl
* 2023/24				Phillip S Miller - Senior Funds	Senior Services	1	\$25,000.00	\$25,000.00	One Time	Approved 11/8/2023	Assigned to Val - Application due 8/31/2023
2023-2024				Town of Castle Rock CDBG Funding	Nutrition Services/Senior Services	14 mth	\$36,709.00	\$36,709.00	Monthly Reimbursement	Approved	Assigned to Debbl
2023				Core Electric	Senior Services	1	\$5,000.00	\$5,000.00	One Time	Received 12/8/2023	
							\$1,104,809.00	\$1,106,309.00			

Status Report for Grant Funding Applied/or in Place for 2024 +

2024	Jan-23	Dec-23	Town of Castle Rock	Senior Services	1 yr	\$80,000.00	\$80,000.00	Quarterly	Approved 10/3/2023	Assigned to Debbl
2024	Jan-23	Dec-23	Town of Castle Rock	Transportation	1 yr	\$70,000.00	\$70,000.00	Quarterly	Approved 10/3/2023	Assigned to Debbl
2024	Jan-23	Dec-23	Volunteers of America	Nutrition Services	1 yr	\$15,000.00	\$15,000.00	Monthly Reimbursement	Approved	Assigned to Debbl
2023/2025	Jul-23	Jun-24	Douglas County - 5310 Funds	Transportation	12 mths	\$204,000.00	\$193,340.00	Monthly Reimbursement	Awarded 5/16/23/ Contract Pending	6000 rides (\$34 per) New allocation -
2023/2025	Jul-23	Jun-24	Douglas County - AAA Funds	Transportation	12 mths	\$0.00	\$73,185.00	Monthly Reimbursement	Contract Pending	Additional Funds 2021 additional rides@35 - effective late 2023
2023/2025	Jul-23	Jun-24	Douglas County - HST Funds	Transportation	12	\$91,800.00	\$79,135.00	Monthly Reimbursement	Contract Pending	2700 rides (\$34) New allocation - CONTRACT Pending (2261 rides @ \$35 will be available Q1 0 2024
2023-2034	Jul-23	Jun-24	Douglas County- Grant (AAA & DRCOG Funding)	Connect & Care Calls	12 mths	\$49,900.00	\$49,500.00	Monthly Reimbursement	Approved 5/16/23	3,300 Calls (\$15 per)/CONTRACT Signed
2023-2024	Jul-23	Jun-24	Douglas County- Grant (AAA & DRCOG Funding)	Connect & Care Calls	12 mths	\$0.00	\$4,500.00	Monthly Reimbursement	Awarded/Contract Pending	Additional Funds 300 additional calls
2024	Jan	Dec	Daniel's Fund	General Operating/Infrastructure	2yr	\$40,000.00	\$40,000.00	One Time	Approved 8-17-2023	Assigned to Val - Approved to submit 2 year grant - \$80,000.
2023-2024	Jan	Dec	Town of Castle Rock CDBG Funding	Nutrition Services/Senior Services	14 mth	\$36,709.00	\$36,709.00	Monthly Reimbursement	Approved	Assigned to Debbl
* 2024	Jan	Dec	Ullis Foundation	Active Minds/Scholarship	1yr	\$14,000.00	\$14,000.00	One Time	Approved 12/11/2023	Assigned to Debbl
* 2024/2025	Jul-24	Jun-25	Douglas County - AAA Funds	Transportation	12 mths	\$350,000.00		Monthly Reimbursement	New RFP submitted 12/1/2023	10,000 additional rides@55
							\$951,409.00	\$654,369.00		



"Loving Life in the Second Half"

December 2023 Board of Directors Meeting

2023 ACTIVITY REPORT

NOVEMBER HIGHLIGHTS

- We held our first annual Chili Cook Off in November. We packed the Vista Room and had a fun, casual afternoon with a holiday singalong and keyboardist. We're hoping to continue the tradition next year.
- Some of the restaurants we visited were Crab House, Rouge Wine & Bourbon Bistro, Helga's Haus & Bier Garden & Season's 52. Folks had a really nice seasonal dinner at Season's 52 and were treated very well in a private room.
- We appreciate the partnership with the Town of Castle Rock in their tour of the new Plum Creek Water Purification Facility. We brought 2 busses of participants then had lunch at IC Brew House after.
- Theatre trips are always popular. We sent a sold out bus to "Murder for Two" at Parker.
- Members visited the new CSU SPUR facility in Denver. CSU created a campus to promote agricultural literacy and lifelong learning, foster agribusiness entrepreneurship, enhance the health and well-being of individuals and communities, and advance the sustainability of urban and rural food systems. Members would like us to secure a guided tour and return for another trip. After their exploration they had lunch at Hacienda Colorado.
- Everyone loved the attractions and shows at the Denver Museum of Nature & Science. They toured the museum on their own and saw an IMAX show featuring Antarctica.
- Our regular activities and Special Interest Groups keep growing and bringing in large attendance numbers. Afternoon of games on Monday and Fridays are at a maximum with growing waitlists. Bingo is now on the schedule for 3 days each month. Current Events has been moved to the Vista Room to accommodate their large numbers. Active Minds continues to draw big crowds from members to the surrounding community. Regular Casino Trips are always popular and full. Sit & Be Fit and Twist & Bend continue to grow in size.

PARTICIPATION STATISTICS

	Participants		
	September	October	November
Off-Site Activities	196	146	148
On-Site Activities (including VOA lunch)	1471	1553	1430
Health & Wellness Activities	78	57	65
Sports	511	202	255
Virtual Activity	0	0	0
Take Home Activity	0	0	0
Totals	2256	1958	1898

Closed 11/23 & 11/24 for Thanksgiving

UPCOMING ACTIVITIES

Patty, Debbi & Shannon attended the Fall AAPS thanksgiving conference in at the Longmont Senior Center. They continue to try to bring the membership the best in active adult programming. The Activities Committee will meet next on December 28.

December Mystery Trip, Country Christmas luncheon with entertainment and the ever-popular CORE luncheon at the fairgrounds are on the schedule for December.

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

Sports Board Report
December 19, 2023

Golf – Complete for 2023 season.

Softball – Complete for 2023 season. A player has expressed an interest in starting up a second over 70s team. Debbi is working with him and Wes to judge interest for this summer.

Bowling – Bowling just completed the fall of 2023 session with a holiday party. The fall session had 31 players signed up. So far only 15 players have registered for spring 2024 session. Registration forms were made available at the holiday party on Monday and Debbi sent a 911 email reminding members of sport sign up deadlines.

Bocce Ball – Bocce Ball just completed session one for 2023 with 23 players signed up. So far 10 players have registered for the spring session. Bocce ball was included in the 911 email mentioned above. Attendance on Tuesdays has been low compared to signups but we've giving it another session to see if we can get the numbers up.

Cornhole – Cornhole just completed the fall session for 2023 with 16 players signed up. Only 4 players have registered for the spring session.

Members have mentioned that both bocce ball and cornhole are too expensive. Debbi is working with me to see if we can come up with an alternative, particularly for cornhole, that would allow us to decrease the price.

Potential new sports under discussion for 2024 – tennis and horseshoes.

Seven Year Projection

	\$ Needed	\$ Needed	\$ Needed	\$ Needed	\$ Needed	\$ Needed	\$ Needed	\$ Needed	\$ Needed
	2024	2025	2026	2027	2028	2029	2030		
C2 (2023)	\$31,640	\$32,652	\$33,632	\$34,641	\$35,680	\$36,751	\$37,853		
C3 (2023)	\$31,319	\$32,321	\$33,291	\$34,290	\$35,318	\$36,378	\$37,469		
C7 (2018)	\$39,185	\$40,439	\$41,652	\$42,902	\$44,189	\$45,514	\$46,880		
C8 (2018)	\$39,185	\$40,439	\$41,652	\$42,902	\$44,189	\$45,514	\$46,880		
V1h (2021)	\$85,000	\$87,720	\$90,352	\$93,062	\$95,854	\$98,730	\$101,692		
V2h (2023)	\$85,000	\$87,720	\$90,352	\$93,062	\$95,854	\$98,730	\$101,692		
V8 (2017)	\$39,185	\$40,439	\$41,652	\$42,902	\$44,189	\$45,514	\$46,880		
V9 (2021)	\$39,185	\$40,439	\$41,652	\$42,902	\$44,189	\$45,514	\$46,880		
S1 (2017)	\$109,000	\$112,488	\$115,863	\$119,339	\$122,919	\$126,606	\$130,404		
S2 (2017)	\$109,000	\$112,488	\$115,863	\$119,339	\$122,919	\$126,606	\$130,404		
S3 (2023)	\$85,000	\$87,720	\$90,352	\$93,062	\$95,854	\$98,730	\$101,692		
S10h (2013)	\$129,000	\$133,128	\$137,122	\$141,235	\$145,473	\$149,837	\$154,332		
Est. annual outlay	\$78,370	\$40,439	\$115,863	\$42,902	\$122,919	\$222,965	\$305,075		
Est. total value	\$821,699	\$847,993	\$873,433	\$899,636	\$926,625	\$954,424	\$983,057		

Note 1: \$ Needed 2024 column is based on MSRP for vehicle type.

Note 2: Anticipated vehicle purchase years are shaded cells.

Note 3: Inflation of vehicle purchase price is calculated using "assumed inflation rate" (below) per year.

Note 4: Purchase years and estimated prices are set in consultation with VP Trans, Exec Dir & Trans Manager.

Note 5: This spreadsheet does not include expanding the fleet, nor unanticipated expenses.

Note 6: This spreadsheet does not take into account any grant monies.

	2024	2025	2026	2027	2028	2029	2030
January 1st of:							
Beginning Balance	\$323,664	\$295,294	\$323,620	\$275,466	\$308,337	\$266,835	\$127,212
Purchase(s)	(\$78,370)	(\$40,439)	(\$115,863)	(\$42,902)	(\$122,919)	(\$222,965)	(\$305,075)
Planned Contribution	\$50,000	\$54,000	\$58,000	\$62,000	\$66,000	\$70,000	\$74,000
Est. Int. Prior Year	\$0	\$14,765	\$9,709	\$13,773	\$15,417	\$13,342	\$6,361
Ending Balance	\$295,294	\$323,620	\$275,466	\$308,337	\$266,835	\$127,212	(\$97,502)
Int Earned (est)	5.0%	3.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Inflation (est)	3.2%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%



Board of Directors
Vice President - Transportation
Position Description and Duties
Revised 12-19-2023

The Vice President -Transportation is 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 works with the Executive Director on fleet management, ensuring the fleet meets the short- and long-term needs of the transportation program, and advises the Board of Directors on the long-term planning of the transportation program and the fleet needs of the Center. The Vice President- Transportation is an elected member of the Castle Rock Senior Activity Center's (CRSAC) Board of Directors (BOD) and the Senior Citizens Foundation Board of Directors, hereinafter referred to collectively as the CRSAC. As such, the role assumes responsibility for ensuring that the CRSAC always works within its established bylaws, any approved Mission statement, as well as any goals previously defined and approved by the BODs.

Primary responsibilities of the Vice President -Transportation:

- Ensure that safety is the number one priority of the transportation team and its drivers.
- Maintain a high level of service for all vehicles in the CRSAC Fleet by developing and maintaining a schedule for vehicle services, repairs, licenses and associated vehicle signage.
- Maintain detailed vehicle service/repair logs for each vehicle, ensure the records are continuously updated and available to the Executive Director and Board. Present information in the monthly BOD meetings and summaries for Annual Membership Meeting.

- The position reports to the BOD and coordinates with the Executive Director the pursuance of trade-ins and the purchase of new vehicles as needed and identified in our vehicle purchase rotation program.
- Manage the Vehicle Donation program. Accept vehicles on behalf of center, schedule an inspection and or appraisal. Make recommendations to Executive Director as to sale or disposal of such vehicle.
- Work with the Transportation Coordinator to ensure vehicle(s) are able to meet the challenge of daily transportation schedule and activities.
- Review vehicle checklists, address issues as soon as vehicle can be taken off the schedule or immediately if the vehicle deemed unsafe.
- Work with the Transportation Coordinator and Activities Coordinator to schedule driver meetings. Notify and encourage driver attendance. Develop agenda for meeting and present relevant information and updates on the Transportation program.
- Provide any needed support to drivers to answer their questions, take their input on needed improvements, and to support any other needs they may have.
- When servicing vehicle(s), escalate any repair issues that cause concern for safety with further vehicle use to the Executive Director. All expenses will be coordinated with and approved by the Executive Director.
- Develop and update a seven-year plan for vehicle rotation and present to the BOD. This report will also be included in the Treasurer's five-year financial plan.
- Assist the Executive Director with scheduling Senior Abuse Training, Disability Sensitivity training and PASS training. Encourage all drivers to attend.
- Report to the Executive Director any issues and/or concerns regarding our riders. Encourage all drivers to do the same. All information is strictly confidential and not to be discussed with others, drivers or other passengers.
- Continuously remind drivers that to the Greater Denver Metro area, Douglas County and Town of Castle Rock, the Castle Rock Senior Activity Center vehicles are very visible and that they should always demonstrate safe driving skills and good behavior. Not only to the public, but to their passengers as well. Utmost safety in driving habits is expected.
- The VP – Transportation should establish and maintain a committee of 2 -4. One committee member should serve as his/her back-up. The back-up to

this position needs to have a clear understanding of process used by the VP -
Transportation

- Works closely with the BOD on other duties requested by the BOD.