

CASTLE ROCK SENIOR ACTIVITIES CENTER
Minutes of The CRSAC Annual Meeting/Board Meeting
November 16, 2023

Executive Board Members

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

Committee Chair Members

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

Staff Members Present

Debbi Haynie, Executive Director
Stacey Fahrenbruch, Assistant Director/Events/Project Coordinator
Lisa Verbrugge, Transportation Coordinator
Shannon Rutt, Activities Coordinator/Newsletter Editor
Hellen Swanson, Meal Program Coordinator/Administrative Support
Christine Fox, Front Deck Coordinator/Administrative Assistant
Stephanie Lopez, PT Activities Support/Content Creator
Beate Holt, PT Kitchen Coordinator

Legal Advisor

Wendy Monteith

EXECUTIVE BOARD ANNUAL REPORTS

PRESIDENT

Phyllis Tumey called the meeting to order at 1:03 pm. She welcomed everyone and asked the board members, Debbi and Wendy to introduce themselves and their positions. She also introduced the business staff.

Phyllis shared her annual report noting that the number of older adults who are a part of the Senior Center, along with the number of activities being offered are at all-time highs.

A sampling of services that we provided in 2023:

- Provided over 1,500 meals each month and are the Douglas County distribution center for the meals on wheels program.
- Currently an average of 900 rides a month through our Transportation Services.
- Over 1,000 miles driven by our fleet of vehicles and volunteer drivers to assist older adults get to medical appointments, dialysis appointments, grocery stores, etc.
- Over 14,000 volunteer hours donated by our wonderful volunteers.
- We have a record number of activities per month (Over 200) which include trips, dining and educational presentations and many other activities.

We are excited to now have over 1200 members.

She thanked all our members, volunteers, community partners, the board members and the Center's great staff for all they contributed to help us through the 2023 year.

EXECUTIVE VICE PRESIDENT

Jon provided a report on our fundraising efforts through mid-November. Our Dining to Donate program's profit to date is \$1,803; Meadows Carwash program's profit \$1,305, and the King Soopers program about \$2,300 profit. This year's golf tournament profit to date is \$15,228 and the 31st Annual Craft Show's profit to date is about \$30,000. He shared that he is excited to continue to work in this area and how much he thinks of the CRSAC.

VICE PRESIDENT – TRANSPORTATION SERVICES

Ed reported that the transportation department is very robust at this time! He shared that he is pleased and honored to be elected to run this program.

Ed noted that we currently have over 50 volunteer drivers and have driven 66,585 miles from January through October of 2023. There have been 7,677 vehicle rides and 2,580 bus rides for a total of 9,257 rides thus far this year.

We currently hold two driver training sessions per year.

We have added 2 new vehicles this year so far. Thanks to Debbi's help we are also adding a new wheelchair vehicle.

Steve Lockwood will be chairing a meeting of the transportation team to determine a rotation of vehicles and present their findings at the December 21 board meeting.

VICE PRESIDENT OF MEMBERSHIP/OUTREACH

Lynn reported that 2023 continues a positive note adding new and renewed members. She runs a monthly Newcomers Orientation with an average of 12-15 people in attendance. After the orientation, the new members are excited about volunteering and participating in the center's activities. Since January, membership as of October 31, 2023 of 1200 has surpassed pre-covid numbers, although this changes depending on when renewals are processed. The age range group 50-64 has increased, however the 80+age group has well over 300 members. We continue to see an increase in couples joining and participating in all activities.

TREASURER'S REPORT

Steve explained that five years ago the Finance Committee proposed that a Reserve Account be developed for the center. The board approved that proposal and Steve worked with Edward Jones to find good investments for the Castle Rock Senior Activities Center and for the CRSC Foundation. Those investments have done very well. The Market's continues to be sporadic, however we do seem to be clawing back some of last year's losses. Overall, we continue to be far ahead of where we started a little over four years ago. He also reported the following:

- 2023 Audit
- Completed audits of the CRSC and Foundation accounts and issued reports and IRS Form 990s.
- Both audits were very clean and reflected a nonprofit that is well-managed financially. This is extremely important to a nonprofit such as ours because grantors and donors use these reports to decide whether they make donations, or not.

- 2020 Investments Through November 13, 2023
 - Castle Rock Senior Center, our Operational Reserves.
 - Jan 1st \$287,468
 - November 13 \$304,189
 - A gain of 5.71%

 - Castle Rock Senior Citizens Foundation
 - Jan 1st \$453,556
 - November 13 \$490,059
 - A gain of 8.13%

- Policies and practices
 - All finance-related policies recommended as best practices have been implemented and are current.

- Following last year's substantial losses, we are finally making important gains in our investment portfolio.

SECRETARY

Sherry continues to keep the minutes and board records for the Center. All board member meeting packages and meeting minutes are located on the Center's website.

COMMITTEE CHAIR ANNUAL REPORTS

ACTIVITIES CHAIRPERSON

Patty reported that activities in 2023 are doing very well. She then shared some of the activities provided during the year including some overnight trips. She also provided the number of people who participated in our off-site activities, on-site activities, outside meal trips and other trips scheduled.

There have been many trips to restaurants, and some unusual trips to The Unified Metropolitan Forensic Crime Lab, a Lost Cities Tour, The Crazy Hair Alpaca Farm and a bus trip to Estes Park.

Patty encouraged the members to participate in the activities scheduled each month by the Activities Committee.

COMMUNITY LIAISON CHAIRPERSON

This position is currently vacant.

SPORTS CHAIRPERSON

Cynthia reported on our active sports teams including Golf, Softball, Bowling, Bocce Ball, and the new Cornhole group. Each sport now has active leads to help with the events. She and Debbi have also streamlined the sports areas so that there are more opportunities for members to participate. She is also looking at new sports for 2024 including tennis and horseshoes.

Cynthia asked the members to let her know of other sports ideas that might be possible through the center.

EXECUTIVE DIRECTOR

Debbi introduced those staff members at the meeting.

Debbi presented a PowerPoint presentation referencing a slide showing how the senior population is growing and how loneliness has become an epidemic this year. She also explained the programs that the center offers that help to prevent such loneliness for our seniors. She reported that our membership numbers are now at 1200+ and that the center offers 160 activities each month with over 3,000 participants monthly.

Debbi also provided a Fundraising Recap for 2023 noting a total estimated profit to date of \$103,878.41.

MOMENT OF SILENCE

Following Debbi's presentation there was a moment of silence for those members who have passed on.

BUDGET APPROVAL

Steve discussed how we prepare a budget and manage our budget throughout the year. He explained that we received about 80% of our income from grants. Therefore, we manage to the income we receive.

Steve then discussed the 2024 budget and asked for approval of the budget from the membership.

Phyllis reminded the membership that the Town of Castle Rock gives us the space we have at the center with no charge. This also includes costs for utilities, phones, janitorial services and IT support. She suggested that when we see members of the Town Council that we be sure to thank them for their generosity.

A motion was made by Mike Fahrenbruch, seconded by Irene Henning and unanimously passed to approve the 2024 CRSAC Budget.

ELECTIONS

Phyllis then explained that there were no members who ran against the two board members up for re-election. Therefore, no ballots were mailed out this year in order to save the Center some money on creating and mailing out ballots. As such, Steve Lockwood was re-elected as Treasurer and Ed Mattix was elected as Vice President of Transportation with no contest.

There were many thank yous from the membership to the board, the staff and the volunteers for all they do to keep the center running.

RECOGNITION

Phyllis recognized Lynn Kroloff for her term on the board and thanked her for her service as Vice President of Membership/Outreach.

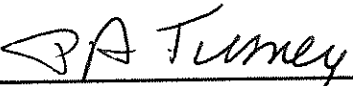
ADJOURNMENT

There being no further business brought before the Annual/Board Meeting, the meeting adjourned at 2:00 pm.

Respectively submitted:



Sherry Fogelman, Secretary



Phyllis Tumey, President

CASTLE ROCK SENIOR ACTIVITIES CENTER
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November 16, 2023

Motions Page

A motion was made by Mike Fahrenbruch, seconded by Irene Henning and unanimously passed to approve the 2024 CRSAC Budget.

Statement of Activities Budget Performance
November 2023

	<u>Nov 23</u>	<u>Budget</u>	<u>Jan - Nov 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
40000 · 01-ACTIVITY INCOME	4,607	6,500	81,324	83,500	90,000
40050 · 02-MEMBERSHIP	242	100	47,947	43,000	43,000
40100 · 03-SHUTTLE CONTRIBUTIONS	1,021	1,000	9,808	9,200	10,000
40200 · 06-CASTLE ROCK SERVICE CONTRACT	12,500	12,500	137,500	137,500	150,000
40300 · 07-Douglas County Grants	30,935	20,000	238,383	215,000	235,000
40400 · 08-GRANTS	28,592	6,000	129,968	93,500	98,000
40500 · 09-OUTREACH EVENTS			13,995	15,000	15,000
40600 · 12-TRANSPORTATION - DONATIONS	53	73	1,375	927	1,000
40700 · 15-FUND RAISING INC.	29,752	30,000	131,792	115,000	125,000
42800 · 05-MISC	88	400	1,608	4,550	5,000
43000 · GAIN ON SALE OF CENTER ASSETS			2,331		
43200 · INTEREST & DIV SAVINGS	429	670	5,174	7,330	8,000
43400 · Insurance Reimbursement			987		
44000 · Restricted Grant/Fund Income	3,659	2,000	26,682	28,000	30,000
45000 · In-Kind Income	6,824	6,824	75,063	75,063	81,887
Total Income	<u>118,702</u>	<u>86,067</u>	<u>903,937</u>	<u>827,570</u>	<u>891,887</u>
Expense					
60300 · ACTIVITIES EXPENSE	2,864	2,000	59,192	34,000	36,000
60500 · ADVERTISING EXPENSE	206	500	9,642	5,500	6,000
60600 · BANK FEES	348	250	4,483	2,750	3,000
60700 · BLDG & EQ MTCE/CLEANING				50	100
61000 · CENTER SUPPLIES	-104	500	4,129	5,500	6,000
61400 · CONTRACT ADMINISTRATIVE HELP		500	2,250	4,750	5,000
62000 · DEPRECIATION	2,438	2,117	28,143	23,283	25,400
62400 · Dues, Conferences	188	208	3,342	2,292	2,500
62500 · FUND RAISING EXP	3,776	2,000	29,972	22,000	24,000
62700 · FURN-EQUIP REPAIR/UPGRADES		42	30	458	500
62800 · FURNITURE/EQUIPMENT PURCHASES		100	499	200	200
62900 · GIFTS	107		1,256	750	1,000
63000 · INSURANCE	3,372	2,833	37,611	31,167	34,000
63600 · MISCELLANEOUS		35	505	365	400
63700 · OFFICE SUPPLIES	591	800	11,739	9,200	10,000
63800 · OUTREACH EVENTS	-200		6,589	8,000	8,000
64000 · PAYROLL EXPENSES	35,339	35,000	391,275	420,000	455,000
64400 · Payroll Support Services	34	200	1,180	3,800	4,000
64450 · PAYROLL TAXES	2,637	2,615	32,667	31,385	34,000
65000 · POSTAGE	1,237	750	5,948	5,000	5,000
65100 · PROFESSIONAL SERVICES		1,300	6,050	10,400	11,700
65110 · Accounting	1,605	1,700	20,910	18,400	20,000
65200 · RENT	65	58	715	642	700
65250 · REPAIRS/MAINTENANCE			694	150	150
65300 · Staff Expense		200	5,367	2,500	2,700
65320 · Volunteer Exp.	249		1,146		
65350 · TAXES/LICENSES			70	140	150
65400 · TELEPHONE	490	275	5,298	3,115	3,400
66000 · VEHICLES - Fuel	1,380	1,400	13,564	16,000	17,000
67000 · VEHICLES-Maintenance	1,355	1,200	18,575	12,800	14,000
67500 · VOLUNTEER APPRECIATION			4,920	4,500	4,500
67700 · WEB SITE/SOCIAL MEDIA		50	1,486	550	600
68000 · Restricted Grant/Fund Expense	2,430	1,800	38,587	23,200	25,000
69000 · In-Kind Expense	6,824	6,824	75,063	75,063	81,887
Total Expense	<u>67,232</u>	<u>65,258</u>	<u>822,896</u>	<u>777,909</u>	<u>841,887</u>
Net Ordinary Income	<u>51,470</u>	<u>20,809</u>	<u>81,041</u>	<u>49,661</u>	<u>50,000</u>
Other Income/Expense					
Other Expense					
75000 · Transfer to Reserves	4,167	4,167	45,833	45,833	50,000
Total Other Expense	<u>4,167</u>	<u>4,167</u>	<u>45,833</u>	<u>45,833</u>	<u>50,000</u>
Net Other Income	<u>-4,167</u>	<u>-4,167</u>	<u>-45,833</u>	<u>-45,833</u>	<u>-50,000</u>
Net Income	<u>47,303</u>	<u>16,642</u>	<u>35,207</u>	<u>3,828</u>	

Castle Rock Center
Statement of Activities Prev Year Comparison
November 2023

	Nov 23	Nov 22	\$ Change
Ordinary Income/Expense			
Income			
40000 · 01-ACTIVITY INCOME	4,607	2,602	2,005
40050 · 02-MEMBERSHIP	242	248	-6
40100 · 03-SHUTTLE CONTRIBUTIONS	1,021	1,035	-14
40200 · 06-CASTLE ROCK SERVICE CONTRACT	12,500	10,833	1,667
40300 · 07-Douglas County Grants	30,935	25,548	5,387
40400 · 08-GRANTS	28,592	18,322	10,270
40600 · 12-TRANSPORTATION - DONATIONS	53		53
40700 · 15-FUND RAISING INC.	29,752	29,528	224
42800 · 05-MISC	88	72	15
43200 · INTEREST & DIV SAVINGS	429	321	108
44000 · Restricted Grant/Fund Income	3,659	1,567	2,092
45000 · In-Kind Income	6,824	6,824	
Total Income	<u>118,702</u>	<u>96,901</u>	<u>21,801</u>
Expense			
60300 · ACTIVITIES EXPENSE	2,864	4,246	-1,382
60500 · ADVERTISING EXPENSE	206	-21	227
60600 · BANK FEES	348	520	-172
61000 · CENTER SUPPLIES	-104	204	-308
62000 · DEPRECIATION	2,438	2,923	-485
62400 · Dues, Conferences	188	87	101
62500 · FUND RAISING EXP	3,776	4,009	-234
62900 · GIFTS	107	340	-233
63000 · INSURANCE	3,372	3,297	75
63700 · OFFICE SUPPLIES	591	265	326
63800 · OUTREACH EVENTS	-200	-50	-150
64000 · PAYROLL EXPENSES	35,339	30,037	5,302
64400 · Payroll Support Services	34	31	4
64450 · PAYROLL TAXES	2,637	2,365	273
65000 · POSTAGE	1,237	995	242
65110 · Accounting	1,605	1,830	-225
65200 · RENT	65	65	
65250 · REPAIRS/MAINTENANCE		69	-69
65300 · Staff Expense		198	-198
65320 · Volunteer Exp.	249		249
65400 · TELEPHONE	490	468	22
66000 · VEHICLES - Fuel	1,380	1,132	247
67000 · VEHICLES-Maintenance	1,355	1,477	-122
68000 · Restricted Grant/Fund Expense	2,430	2,945	-515
69000 · In-Kind Expense	6,824	6,824	
Total Expense	<u>67,232</u>	<u>64,258</u>	<u>2,974</u>
Net Ordinary Income	<u>51,470</u>	<u>32,643</u>	<u>18,827</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>47,303</u></u>	<u><u>28,310</u></u>	<u><u>18,993</u></u>