CASTLE ROCK SENIOR ACTIVITY CENTER
BOARD OF DIRECTORS MEETING MINUTES
June 18, 2026

EXECUTIVE BOARD MEMBERS
President – Ed Mattix
Secretary – Arlene "Sam" Dykstra (Appointed during meeting)
Treasurer – Steve Lockwood
Executive Vice President – Jon Hendricks
Vice President Transportation – Rich Martin
Past President - Phyllis Turney (Absent)

STAFF BOARD MEMBER
Executive Director – Debbi Haynie
Assistant Director – Shannon O'Brien

COMMITTEE BOARD MEMBERS
Activities – Niru Patel (Absent)
Membership/Outreach – Cheryl Daciek (Absent)
Sports – Ken Scudder

LEGAL ADVISOR
Wendy Monteith

CALL TO ORDER
The June 20-26 Board of Directors meeting was called to order by Ed Mattix at 9:00 am at CRSAC. Steve Lockwood requested that attendees introduce themselves at the start of each meeting for accurate records. He also requested that all motions be formally announced with the mover, seconder, and outcome; and that a dedicated motions page be appended to the minutes.

PRESIDENT
Ed Mattix introduced Sam Dykstra as a candidate for the Secretary position. Ms. Dykstra presented her professional and personal background, after which Sam was asked to leave the room while the board discussed her qualifications and formally voted on her appointment. **Motion: Approve the appointment of Arlene "Sam" Dykstra as Secretary. Moved by: Rich Martin Seconded by: Jon Hendricks Status: Carried** Following the vote, board members formally introduced themselves to Ms. Dykstra to acquaint her with their roles and backgrounds.

Ed Mattix presented the minutes from the previous meeting. **Motion: Approve the prior meeting minutes. Moved by: Steve Lockwood Seconded by: Rich Martin Status: Carried**

TREASURER

Steve Lockwood presented the May financial report, introducing a revised reporting package and highlighting the organization's excellent financial health. Revenue exceeded expectations, driven by Douglas County grants and fundraising. Expenses were slightly elevated but within acceptable limits. The year-to-date surplus is over $80,000 above budget. The organization has a strong cash position, adequate liquidity, healthy reserves, and no cash flow concerns. Payroll is trending higher than budget due to approved salary and benefit adjustments. A historical perspective showed reserves growing from approximately $352,000 in 2018 to the current $1.452 million due to disciplined budgeting and a conservative, diversified investment strategy. The board credited leadership for strong fiscal stewardship. **Motion: Approve the budget/financials. Moved by: Ken Scudder Seconded by: Jon Hendricks Status: Carried**

A new financial dashboard was introduced to streamline board review, with plans to add a fourth report next month to align with national nonprofit best practices. The Finance Committee is being reconstituted with five new candidates possessing budgeting and nonprofit experience. Onboarding is in progress, with the first meeting scheduled for the following week.

EXECUTIVE VICE PRESIDENT

John Hendricks provided updates on recent and upcoming fundraising events, revenue, and logistical considerations. A new three-year comparison summary for major events (Expo, Golf Tournament, Craft Show) was presented and praised as a valuable tool.

Restaurant Events: The "Dining to Donate" at Tap and Dough was noted. A future event is scheduled for July 22. These events have raised $832 to date.

Liberty Car Wash: 175 tickets were sold, raising $700.

King Soopers: The community giving program has generated $598 year-to-date.

Senior Expo: Profit was approximately $3,000 ahead of the previous year. Survey feedback suggested a 4:00 p.m. start time and clearer booth numbering. A proposal was made to evaluate timing and operational improvements.

Duck Derby: Tickets are on sale for the June 28 event.

Canceled Events: The Vet Fest was canceled due to a lack of leadership within the respective organizing committees.

Golf Tournament: Registration is underway and the expected goal is 140 players.

Loving Life Campaign: The campaign has been highly successful, raising over $30,000, more than double the initial goal. Board members will make thank-you calls to donors.

Colorado Gives Day: The date was confirmed as December 8, 2026.

VICE PRESIDENT TRANSPORTATION

Rich Martin presented the transportation report for May, covering ridership, maintenance, and fleet status. May saw a 10% decrease in mileage and a 7% decrease in ridership compared to April, though overall trends remain consistent. Maintenance costs were high due to annual bus inspections. Fuel costs were also high. The new vehicle, V6, is now in service. Four new drivers were trained in May. To better accommodate member needs, service hours will be extended by approximately 30 minutes, allowing for appointments up to 2:30 PM. A high rate of last-minute cancellations has become an issue. A letter restating the policy will be sent to all riders, with individual letters sent to those with a history of frequent cancellations, warning of potential service suspension. A discussion followed regarding the "curb-to-curb" service policy. The board reaffirmed its strict adherence to the policy due to liability/safety risks, scheduling impacts, and driver retention concerns. Better ways to communicate this policy to riders and drivers will be developed.

EXECUTIVE DIRECTOR

Debbi Haynie provided a comprehensive update on the organization's grant activities, including awarded, pending, and future applications. The E-470 Safety Foundation grant was received. Applications are pending with OAI, Sam's Club, Walmart, the Denver Foundation, and MMOF. Applications are being prepared for the Rose Community Foundation, Philip S. Miller, the 5307 grant, and El Pomar. Town funding for 2027 has been submitted. The Douglas County Community Foundation application was unsuccessful for the second consecutive year, with feedback suggesting a procedural issue.

ACTIVITIES

Shannon O'Brien was invited to present the activities report for May, highlighting a significant increase in participation and upcoming program plans. A total of 4,285 participants in 228 activities were recorded in May, a 6% increase from April, driven by summer sports. The Volunteer Appreciation event and the Lunch and Learn series with Advent Health were both well-attended and successful. A trip to Sweetheart Winery was very well-received. A new staff member, Cari Hess, will help manage upcoming international trips. Premier Travel, will present on future trips to "Classic Italy" and "England, Scotland, Wales." Ed Mattix recognized Shannon O'Brien for completing the Douglas County Leadership Program. Debbi Haynie announced Shannon's election as the area representative to the AAPS board. The activities department is managing significant growth. New staff will help support program expansion.

MEMBERSHIP AND OUTREACH

Ms. O'Brien provided a membership report. As of June 16, 2026, membership stood at 1,326. While there was a slight dip from the end of May, the overall yearly trend is positive. Ms. Hess is now handling retention and renewal calls, which are expected to increase membership. The Senior Life Expo was noted as a successful outreach event. Ms. O'Brien left the meeting following this report.

SPORTS

Ken Scudder provided updates on golf, softball, and pickleball leagues. The golf season is underway but was impacted by poor weather in May. The softball league is in a break, and teams are being re-evaluated for divisional realignment to ensure fair play. New, lighter aluminum cornhole boards are being tested and are expected to work well with minor reinforcements. An incident at pickleball resulted in clarification of court use. When courts are not being used, they will be available to the public. This has been communicated to the players. Debbi Haynie emphasized that all official communications on behalf of the Senior Center must come through proper staff or board channels.

LEGAL ADVISOR

Wendy Monteith reported on the Bylaws update, and Debbi Haynie outlined the upcoming election cycle. The main body of the bylaws will be sent to the board for electronic review and approval. The current election is for "Cycle B." The open positions are Executive Vice President and Secretary. A call for candidates will be in the August newsletter, with a candidate application deadline of August 7, 2026. A "Meet the Candidates" event will be scheduled.

OLD BUSINESS

Steve Lockwood requested information for the business plan update. Debbi Haynie confirmed that Shannon had sent the necessary documents on June 17, 2026. Mr. Lockwood will review the documents, incorporate the information, and email the full package to the board.

NEW BUSINESS

The board discussed several new items, including an insurance non-renewal, records management, and a device purchase. The center received a non-renewal notice for its policy with Pinnacle. The insurance agent is working on securing new plans, which are expected to have an increased cost. It was confirmed that there is an annual process to shred documents that are seven years old. The board approved the purchase of a Plaud device for Debbi Haynie. One was previously purchased for the new secretary. Jon Hendricks proposed creating a committee to review expo survey feedback to identify improvements for the craft show. Mr. Hendricks volunteered to serve on it.

ADJOURNMENT

Motion: To adjourn the meeting at 10:45. Moved by: Rich Martin Seconded by: Ken Scudder Status: Carried

The next CRSAC Board meeting with be Thursday, August 20, 2026 at 9:00 am at the CRSAC.

Arlene Dykstra
Secretary

Ed Mattix
President

MOTIONS

- **Motion: Approve the appointment of Arlene "Sam" Dykstra as Secretary.**
- **Moved by: Rich Martin**
- **Seconded by: Jon Hendricks**
- **Status: Carried**

- **Motion: Approve the prior May 2026 Board of Directors meeting minutes.**
- **Moved by: Steve Lockwood**
- **Seconded by: Rich Martin**
- **Status: Carried**

- **Motion: Approve the budget/financials.**
- **Moved by: Ken Scudder**
- **Seconded by: Jon Hendricks**
- **Status: Carried**

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