



Board of Director's Meeting Agenda

February 15, 2024 @ 3:00 pm in person

Meeting Facilitator: Jimmy Parker, Board Chair

Invitees: Jimmy Parker, Lois Greider, Mike Williamson, Beverly Guynn, Stephanie Mason, Lisa Beeler, Ronnie DeVault, Stacy Knight, Howard Welch, Sarah Golden, Rose Bennett, Mary New

Absent:

Staff: Ryan Pritchett, Jan Holleman, Chantal Tucker, Ricky Willis, Sonda Finley, Jessica Catlett,

- I. Call to Order
- II. Opening Prayer
- III. Public Comment on Agenda items only
- IV. Review and Approval of January 2024 Minutes
- V. Financial Committee Report:
 - a. Review and Approval of January 2024 Financials
 - b. Mid-year budget amendments and end of year budget – information only
- VI. Executive Director Report
- VII. Staff Reports
- VIII. Standing Committees:
 - a. Operations and Activities – Sara Golden
 - b. Personnel and Grievance - Lois Greider
 - c. Budget and Finance – Ronnie DeVault
 - d. Building and Properties – Howard Welch
 - e. Nominating Committee – De'Velma Dixon
 - f. Memberships- Beverly Guynn
 - g. Fund Raising and Marketing – Stephanie Mason
- VII. Old Business
- VIII. New Business
 - a. Approval to form Ad hoc Committee for renovation of large activity room 202
 - b. Approval to submit for an ORI number through Tennessee Bureau of Investigation for background investigation
 - c. Approval of Board Meeting Schedule
 - d. Approval of Center Membership meeting for last week in February
- IX. Other Business
 - a. Discrimination Claim filed with GNRC – information only
- X. Adjournment

Thank you for your continued faithful service and valuable input!!



Board of Directors Meeting: Thursday, January 11, 2024

Attendees: Jimmy Parker, Jill Crow, Stacy Knight, DeVelma Dickson, Mike Williamson, Lisa Beeler, Howard Welch, Beverly Guynn, Sara Golden, Stephanie Mason, Ronnie DeVault, Lois Greider

Ex Officio: Sonda Finley

Staff: Jan Holleman, Ryan Pritchett, Chantal Tucker, Jessica Catlett, Ricky Willis

Guests: Laurie Matta, Andrew Kester, Jay Sacket, Rose Bennett

Call to Order: Jimmy Parker

Invocation: Jimmy Parker

Public comment: No one has turned in a request to address the board.

Review and approval of December Board Minutes: Mike Williamson motion to approve minutes as written. Jill Crow 2nd. No discussion. Roll Call vote: 11 yays, zero nays.

Financial Report: The Center is currently at the 50% mark. We continue to see an increase in day care reimbursements from GNRC. Increase in number of people qualifying. GNRC has been more active in getting us clients. We were just informed that we can apply for additional funding. Regarding expenses, some will see that the budget is over in several areas. One being in lawn care. There was an error with the workman's compensation formula. That error will be corrected and adjusted for the next meeting. Food expenses are currently at 74% and the Center is working with the city to offset this area. This should occur in March for the city's mid-year budge. The website development has been finalized and the remaining invoice will be paid soon. Ceramics shows 179% over budget but look back to income and notice that the line item is good by a couple hundred dollars. There are some major expenses that come at end of year that have been budgeted for, so the Center is in good shape for those expenses. The endowment fund is currently at \$27,846.70. A letter has been sent to the endowment to be able to use the interest (only). Therefore, the Center will be receiving annual funds from that endowment going forward.

A couple of other items for informational purposes: the SOS grant of \$5000.00 will be awarded January 21st. These funds are earmarked for Kitchen. Ryan has already got it spent. Our fundraiser, "Cocktails and Candy Canes" brought in \$49,508. The breakdown after expenses of \$19,000 shows a net profit of \$31,000 .00. These funds are earmarked for the renovation of room 202.

Approval of Financial Report: Stacy Knight motion to approve report as given. Lois Greider 2nd. No discussion. Roll Call vote: 11 yays, zero nays

Executive Directors Report:

The Center held its annual fundraiser, "Cocktails and Candy Canes". The staff continue to have biweekly meetings to follow up with what needs to be done within the Center. The Center had an unannounced fire drill on December 12, 2024, with 80 participants. It went without a hitch, but 911 did not notate we were having a drill, and the fire department came out. Spoke with the Fire Chief and the Fire Department was fine with the drill.

The Center hosted a Holiday party for all members and volunteers. Staff had a holiday get together at Casa Blanca with an evening of dinner, games, and prizes.

The Center enters most of its data into GNRC's Mon Aimee online database and pulls its numbers from it, i.e.: phone assurance, etc. Once Mona Aimee is back up, we should be able to get those numbers. Although the Center was closed the week of the Christmas Holiday, it had 3280 visits

Mr. and Mrs. Jack Turner contributed \$1,000.00 to the center. The center sent a thank you letter to them.

Without Jill's sponsorship and her dedication along with Mr. and Mrs. Turner's a lot of things that are done at the Center wouldn't happen. We do appreciate it.

The Center had 4 new monthly donors of \$5,850.00.

The Center purchased Boomerang (database). Currently everyone is in training on this database. Once up and running, it will be useful for members, donors, and operating. Especially for our events/fundraising.

Sent out some information regards GNRC regarding prayers, as well as Bible studies.

Big thank you to Jan for her work on the "Cocktails and Candy Canes". Thank you to Stephanie, Carmen, Peggy and all volunteers and sponsors. Without them, we would not have had such a great event/fundraiser.

After the tornados, the Center was opened to those individuals that needed a respite place or needed to hang out during the day. They could use the Center WIFI, have breakfast and/or lunch for those that were displaced.

James Jackson has resigned as our maintenance man. We will be looking for someone to fill this position.

Keith is our custodial person currently. He's doing a phenomenal job.

There are currently about 35 applications for the position of Custodian.

ADC Update: ADC, last month Donations from \$5000. John Griffiths. Miss Danielles, donation. We were able to provide our participants with meat/cheese/cracker tray. Two employees resigned. Ms. Mary celebrated her 2-year anniversary.

Jan 25th closing ADC for staff training for Older Adult Mental Health First Aid Course.

ADC plans is to sell hearts for Valentines Day. Just to generate a little money.

Marketing/Fundraising Update: Biggest thing was “Cocktails and Candy Canes”. Thanks to Jill, Stacy and Stephanie and our volunteers who helped. Fire Drill went well. The Center plans for a tornado drill. Ryan and Jan are working on that, trying to get blueprints mapped so that there are labels as to where the AED and Fire extinguisher are and get designation maps updated. Some safe areas are no longer accessible if a tornado happens. Spoke with Molly B’s about T shirts with the Center’s new logo on them. Valentine flowers are being taken care of through the Community Coordinator

Working on upcoming flower sales. However, the amount brought in in the past may not be worth the effort; however, would like to keep Bloomery as a contact for future fundraisers or events.

Kitchen Update: December was a good month. At the Christmas dinner, there were well over 100 people. The meal was discounted to \$3.00 and of course free meals for those that qualify for it. The biggest thing is when the Center was closed to our guests, this staff were able to do winter cleaning. Shelves were built shelves in the back; backroom was organized so that it may be used as a place in case of a tornado. Some good news, one of the staff adopted a baby boy. He is 7 days old. Ryan was the first one to hold him. Please keep them in your best wishes.

There has been little to no pushback on the 30-minute reduction to the breakfast meal period. Everyone, including the members, is pitching in on the clean-up of the cafeteria.

Community Update: 12 new volunteers signed up for the month of December. The Christmas Holiday event went well. The Center would like to thank Tennova Hospice for manning the Smores table. The ceramics room will have grand reopening Feb 1, all valentine ceramics will be half off on that day only. The new facilitators meeting went well. There are several new members who have applied as facilitators for several programs.

Operations and Activities: No updates due to Holiday.

Personnel and Grievance.: None reported.

Finance: Ronnie: No updates, was covered by the finance report

Building and Properties: Nothing to report.

Nominating Committee: Ms. Rose Bennett, candidate was interviewed today. The committee will be brought to board for vote on applicant. Ms. Bennett is here today. Per Mr. Jimmy Parker, Chair, Ms. Bennet has been selected by the City. Once the board votes on her to be a member of the board in February we will forward to the City for final approval.

Membership: No updates.

Fundraising and Marketing: The Committee has not done an After the Event follow-up. The committee will schedule an after the event meeting to follow up to define what was done well, shortcomings and issues. Please provide any comments.

Jimmy Parker, Board Chair provided information regarding the upcoming Executive Director performance review. A performance review document toll was provided to each board member. Mr. Parker requested that each board member complete it by the end of the month. Each staff member will also complete one.

The Executive Committee will review and compile the results. Then committee will score the review. Then the results will be presented to the Board. Then presented to director.

Committee and Board Meeting requirements: This is due to the Sunshine Law. Any time there is a meeting with two or more Board members attending, there must be an agenda, and minutes are required to be taken. To have a meeting, go to the Directors office, give time and date of meeting.

Every committee is required to do this. The Chair must be involved as is the Director. The meetings must be open.

Planning a meeting, you must give the Chair 4 days prior to the meeting taking place, the agenda must be sent to the city 72 hours prior to the meeting.

Minutes from the meeting must be turned in as soon as possible, as they must be sent to the City and the County. Dates can be sent via email to the board chair or to the executive director to be placed on the calendar.

I had a closed meeting with the Executive Board. That was not authorized, so I rescheduled an open meeting for the Executive Board on Jan 10.

The following is the narrative to the discussion regarding an issue between a Center Board Member and Staff:

In November 2023, there was a problem with a board member and staff. This is in violation of many things. Where a board member gets involved with a staff member, turns into more of a bullying situation.

When a board member has a situation with a staff member, it should be brought to the chair or executive director. This was not done. I have included a packet in each of your folders. Please read them all. Once you have read them, we will continue.

The code of conduct, how the board should always conduct themselves. Due to the three incidents that have happened between Mr. Welch and staff members, the executive committee held a meeting. The Executive Committee held a meeting and went over all the statements presented and then also had Mr. Welch address the committee. After hearing Mr. Welch and discussing the situation, the committee determined that Mr. Welch violated our Bi -Laws, our code of conduct (article 14) of the code of conduct. We as the committee recommend that Mr. Welch be removed from the Board of Directors. The Board is required to vote to determine this recommendation for his removal. The County will determine if Mr. Welch is to remain on the board.

At this time Mr. Welch you may address the board.

Mr. Welch, Thank you Jimmy, First of all, I wasn't quite sure, I wasn't allowed in the building for over 7 weeks, I wasn't allowed to plead my case. And the ones that voted were the staff. Why was the board not notified for this matter? Why was the board not notified of this matter? It's a board situation. I was put out of the building for 7 weeks. It isn't fair. I was not notified of it until this last Friday. I thought there was going to be a meeting to remove me from the board.

Jimmy: Not to remove you, to listen to you and your appeal. We didn't make a decision until after you talked to us.

Howard: What about the 7 weeks,

Jimmy: That was getting all the reports together.

Howard:, you are to remove me from the board you removed me from the building why was that?
You removed me from the building,

Jimmy: I didn't remove you from the building.

Howard: Shouldn't the board make that decision, not just one person?

Jimmy: This is her building. We hired her to be the Executive Director of the Building. The board is over her.

Howard: The Board not over her?

Jimmy: The Board itself is over her.

Howard: Shouldn't there have been a meeting pertaining to that?

Jimmy: I don't think so.

Howard: You don't think so? So, I'm not a board member.

Jimmy: You are a board member.

Howard: Then the board should have had a say so for me being out of the building for 7 weeks.

Jimmy: That is her call. That is not the board's call. Just because you are a board member, doesn't make you special in that way Howard.

Howard: I didn't say I was special.

Jimmy: She has the right to tell someone that can stay here or not.

Howard: But the board could have adjourned, that is too severe of a penalty. I wasn't given that right. Until now to address the board.

Jimmy: This is the first time we had a chance.

Howard: I've been a board member for 13 years. I mean a member of the center, for 13 years. Lifetime member, I given a lot of time and resources to make the center successful. My behavior in question does not reflect who I am. I'm a volunteer as all the board member are. I have these issues with the whole investigation. Only two days ago yesterday and today the first time I'm meeting with anyone to give my side. For me to say, what I got to say. Now none of these write ups paints a picture, but there is footage that tells the truth. Jimmy I asked you, "I'll get it for you."

Jimmy: I told you it's there It's there. Anytime you want to see it you are more than welcome. I don't have the footage. She's got the footage. Ricky's got the footage.

Howard: I think the board should look at it before making an attempt being put off the board.

Jimmy: You are talking about that one situation.

Howard: That was part of the whole. But it involved the same people.

Jimmy: Well one person, yes.

Howard: So why not present it to the board. Why not let the board view it? That'll resolve all these issues. One that really sticks out I was saying "come on let me see what you got?". I don't fight women. I'm a man. And then somebody mentioned it again in their statement. This is wrong for trying to put me off the board. Or whoever is behind it to take me off the board. I was barred from the center for over 7 weeks. Never tells me who or the bi-law that I violated. Never mentioned to me anything. /seems to be no training on the staff or the board to clarify these rules. 14 doesn't cover it. It doesn't say it's wrong. This rule seems extremely harsh. So, to me it had become personal. There's nothing. The people think I should be off the board. The board should have been involved immediately. Not just the Chair or Director, because I am a board member. The board makes the decision. There should be in place steps that lead up to the removal of a member. All series should come from the 14 members of the board, not one or two people. If you do that, it keeps it from becoming personal. That's what it is, it is personal.

Jimmy: I am sorry you feel that way. Because it's not personal to me.

Howard: It points to that.

Jimmy: That is why it's here at the board.

Howard: That's all I have to say.

Jimmy: It said in our bi laws, anytime a board member is disruptive we can vote to remove that board member. That is in our bi laws.

Howard: You should convene with the board. And say well Howard has a problem. But to use the extreme removal from the board. That's not democratic, like I said it's personal, anyway you look at it. One more thing, when will I be allowed in the center?

Sonda: Mr. Welch, as soon as the board makes a determination I will inform you by letter as to when you will be able to return to the center.

Jill: Sonda I didn't hear you.

Sonda, I said when the board makes the decision, I would inform him by letter when he can return to the center.

Stephanie: Are we allowed to say anything?

Jimmy: Yes, you can.

Stephanie: I was there that day, and Howard you said, Come on.

Howard: I didn't say that. I was in the corner. I told Ryan not to touch me. It is in some of the write ups.

Ryan: Can I say something?

Jimmy: Sure

Ryan: Did you not tell Ricky that I was trying to fight you?

Howard: NO

Ricky: no,

Ryan: In your statement, that's the words you wrote to Ricky in your statement. You didn't fight me, that's correct.

Lois: I for one would like to see the video.

Howard: Yes, Thank you.

Sonda: The issue with the video is it is not a two-way video. Only from one camera, all you can see is a group of people. Then you see Howard walking away, and turn around to walk back to group., then turns around again.

Jessica: Is there audio Because there is not audio that isn't going create a solution.

Sonda: There is no audio.

Jimmy: If anyone wants to see it, we can go look at it.

Lois: If there is no audio it's kind of pointless.

Sonda: I want something corrected. Howard, you said staff voted. The staff did not vote.

Jan: You said we voted; we did not vote.

Howard: there were 10 to 20 people in the hallway.

Beverly: I was back there that day, and I was able to see and hear everything. All I heard, he said to her (Chantal) you're being a bully. Every time Howard said, you're a bully, Chantal she responded to that. I was standing right there. I was standing right there facing Howard. I'm not hard of hearing, I never said anything like that. I just observed. That's all I know. I am on the side of the truth.

Howard: One more thing, Comment was made you old people, what are you old people looking at, you old board members make me sick.

Jimmy: Is that in your write up?

Beverly: That is in my write up It's in my statement.

Jay Sack attempted to speak.

Jimmy: I'm sorry, you are a guest, not allowed to speak.

Jay Sack: I was mentioned in a write up. There is a reference to me.

Jimmy: You must give 24-hour notice to speak.

Jay: Didn't know my name was brought up in the write up.

Lois: It was in mine.

Jimmy: Ok

Jay: We went in room to get a piece of paper. Ricky said let's take it outside.

Mike: The notion that a person gets in enough problems, if a board member feels like they have to get between that board member and other employees, or escort people out of the building or walking a woman to her car, because that situation got that heated, is a very serious problem. We have meetings where we don't even have a quorum. So, the notion that you had a few bad days in a week, that we should call a board meeting. Would never work. We did try to address as best we could as quickly as possible. Which was the Executive Board, I'll tell you just point blank. We are just board members. I don't mop floors, I don't serve meals, I don't open and close this place. If we start having employees feeling threatened, or put on by a board member, it makes it a hostile environment.

Howard: interrupted.

Mike: I am not done talking sir, I will yield the floor when I am done. I have always said all along that employees are more important than us; What was presented to me was, we had multiple, very valuable employees thinking about quitting because of your actions. And that's what bothered me.

That's what said, He's just got to go. If we have multiple employees thinking about quitting over the actions of any one board member, they got to go.

But to act like we should have a board meeting within the month of November, a week after this happened. It's not going to happen.

Howard: Those are mere allegations. To give your opinion it's ok. That's your opinion. Personally, I don't have any animosity against anybody. And I didn't threaten anybody. These are fabrications. People that were near her. I didn't intimidate her. She came out of her room to make sure that I didn't make copies. She poured fuel on the fire. I don't fight women.

Jessica: Perfect, example why Board Members should not be facilitators in the Center.

Jimmy: That has been addressed and Board Members cannot be facilitators

Jimmy: Roll call to vote on Mr. Welch to be removed from the Board.

Ronnie: Roll Call recommended to /county.

Lisa, yes

Jill yes

Ronnie Yes

DE Velma Yes,

Sara: Abstain

Lois Abstain

Beverly No

Stacy Yes

Stephanie: Yes

Mike: Yes

Jimmy: Yays have it, it will move forward to County.

Jill: Do we have rules on the copier. We need to post the rules for the copier.

Ryan: Everyone has a code to use it.

Mr. Welch continued to debate the issue even after a vote was taken. The Board Chair requested a motion to adjourn the meeting. Stacy Knight motioned to adjourn and Lois Grieder, 2nd. Motion carried.

.

CLARKSVILLE 50 PLUS ACTIVITY CENTER
Financial Report
January 2024
Year to Date (58% of Year)

Income:	Approved Budget	January Income	Year to date Actual	Percentage Received Y-T-D	Explanations:
Allocations...					
City-General Support	\$ 720,779	\$ 57,981.59	\$ 405,871.13	56.3%	
GNRC Federal-Title III-B	\$ 30,397	\$ 32,612.00	\$ 47,809.00	157.3%	
GNRC Federal-Title III-D	\$ 1,050		\$ 1,000.00	95.2%	
GNRC State	\$ 13,311	\$ 6,466.00	\$ 15,728.50	118.2%	
United Way	\$ 32,600	\$ 2,333.33	\$ 16,333.31	50.1%	
	\$ 798,137	\$ 99,392.92	\$ 486,741.94	61.0%	
Self Generated...					
Contributions...Donations					
ADC Donations			\$ 2,700.00		
ADC Capital Improvmnts			\$ 30,100.00		
Other Than Participants		\$ 245.71	\$ 5,023.28		
Goodie Bag Donations					
Special Purposes			\$ 50.00		
Memorials					
Towards Food					
Giving Tree					
Other					
	\$ 10,000	\$ 245.71	\$ 37,873.28	378.7%	
Grants					
United Way EFSP Grant			\$ 6,000.00		
Google Grant Breakfast			\$ 20,000.00		
Google Grant Comp Lab			\$ 7,042.00		
Light Grant					
Realtors Assoc Grant		\$ 3,000.00	\$ 3,000.00		
Community Health Fnd					
		\$ 3,000.00	\$ 36,042.00		
Fees...					
Day Care Reimb	\$ 16,876	\$ 3,198.11	\$ 32,086.98	190.1%	
Adult Day Care Fees	\$ 45,000	\$ 1,130.00	\$ 21,325.00	47.4%	
Annual Fees	\$ 20,000	\$ 605.99	\$ 12,906.98	64.5%	
Ceramics	\$ 3,000	\$ 1.70	\$ 2,222.70	74.1%	
Cokes & Coffee	\$ 500		\$ 189.59	37.9%	
Copies	\$ 50	\$ 1.50	\$ 10.00	20.0%	
Dance - Friday			\$ 352.00		
Dance - Saturday	\$ 4,800	\$ 686.00	\$ 3,246.55	67.6%	
Dance Snacks		\$ 92.00	\$ 691.75		
Lunches for ADC	\$ 9,000	\$ 795.00	\$ 5,850.00	65.0%	
Lunches & Meal Tickets	\$ 62,000	\$ 3,502.22	\$ 35,268.97	56.9%	
Thrift Shop	\$ 12,000		\$ 2,989.40	24.9%	
Other Fees	\$ 500		\$ 115.00	23.0%	
Yard Sales	\$ 1,000	\$ 40.00	\$ 65.00	6.5%	
Trips	\$ -		\$ 180.00	0.0%	
Cost/Trips	\$ -			0.0%	
Expected Profit	\$ -	\$ -	\$ 180.00		
Total Fees	\$ 174,726	\$ 10,052.52	\$ 117,499.92	67.2%	
Fundraisers...					
CockTails & Candy Canes		\$ 1,940.00	\$ 49,838.50		
Fundraiser Exp		\$ 6,595.00	\$ 18,157.38		
Balance		\$ (4,655.00)	\$ 31,681.12		

Other Fundraisers		\$ 16.00	\$ 236.00		
Fundraiser Exp			\$ 1,480.32		
Balance		\$ 16.00	\$ (1,244.32)		
Total Fundraisers	\$ 50,000	\$ (4,639.00)	\$ 30,436.80	60.9%	
Added Other Income...					
Memorials	\$ -	\$ -	\$ -		
Endowment Income	\$ -	\$ -	\$ -		
In/Out Flowthrough	\$ -				
Reserved Funds Prior Yr	\$ -	\$ -			
Other Income	\$ -		\$ 3,852.00		AED Reimbursement
Insurance Claim	\$ -				
Newsletter Ads	\$ -				
Legends Bank Error		\$ 3,302.14	\$ 3,302.14		
Rental Income	\$ 14,000	\$ 1,603.00	\$ 6,917.77	49.4%	
	\$ 14,000	\$ 4,905.14	\$ 14,071.91	100.5%	
Total of Income	\$ 1,046,863	\$ 112,957.29	\$ 722,665.85	69.0%	
Expenses:		January	Year to date	Percentage	
		Expenses	Expenses	Spent Y-T-D	
Automotive Costs...					
Auto Gas	\$ 1,500	\$ 20.00	\$ 213.65	14.2%	
Auto Insurance	\$ 3,300		\$ 154.01	4.7%	
Auto Repair	\$ 1,500			0.0%	
Capital Improvements			\$ 29,986.38		ADC Kitchen
Communications:					
Dues	\$ 300		\$ 150.00	50.0%	
Internet	\$ 750	\$ 80.05	\$ 560.35	74.7%	
Telephone	\$ 3,000	\$ 144.15	\$ 1,281.61	42.7%	
Web Page	\$ 500	\$ 53.41	\$ 334.45	66.9%	
Contractual Costs...					
Janitorial					
Lawn Care	\$ 3,000		\$ 3,200.00	106.7%	
Dance Program Costs...					
Dance Expenses	\$ 2,000		\$ 24.50		
Dance Snacks		\$ 246.04	\$ 978.58		
Employee Expenses...					
Total Gross Wages	\$ 672,309	\$ 39,560.60	\$ 313,965.35	46.7%	
Payroll Tax Match	\$ 49,529	\$ 2,922.70	\$ 23,812.89	48.1%	
Unemployment Insurance	\$ 308	\$ 10.78	\$ 34.63	11.2%	
Workmans Comp. Ins.	\$ 8,841	\$ 1,250.40	\$ 3,941.00	44.6%	
Employee Ins - BlueCross		\$ 4,000.17	\$ 9,223.06		
Employee Ins - Colonial		\$ 385.32	\$ 385.32		
Employee Ded - BlueCross		\$ (1,188.48)	\$ (3,951.16)		
Employee Ded - Colonial		\$ (233.58)	\$ (618.90)		
Employee Ded - Dental		\$ (72.00)	\$ (237.90)		
Employee Ins Payroll Ded					
Employee Benefits...					
Dental Insurance (Old)	\$ 3,052		\$ 1,223.94	40.1%	
Medical Allowance (Old)	\$ 874		\$ 874.20	100.0%	
Retirement Benefits (Old)	\$ 874		\$ 874.20	100.0%	
Other Benefits	\$ 1,000	\$ 1,000.00	\$ 1,000.00	100.0%	
Food Program Costs...					
Food Expense	\$ 75,000	\$ 9,610.90	\$ 65,514.21	87.4%	
Supplies:Non Food Kit.	\$ 14,000	\$ 1,088.38	\$ 6,062.26	43.3%	
Grant Expenses					
Google Breakfast		\$ 2,497.98	\$ 4,105.65		
Google Computer Lab					
Light Grant			\$ 1,155.48		
Community Health Fnd		\$ 3,000.00	\$ 7,000.00		Website Development
Insurances...					
Liability Board	\$ 3,000		\$ 3,377.00	112.6%	

Liability General	\$ 3,600			0.0%	
Liability ADC					
Legal costs...					
Audit	\$ 12,000		\$ 12,000.00	100.0%	
Federal Tax Filing			\$ 2,600.00		
Bonding	\$ 126			0.0%	
Licenses and Permits	\$ 1,800	\$ 85.00	\$ 331.86	18.4%	
Newsletter Costs...					
Printing			\$ 64.99		
Occupancy costs...					
Equipment Purchase/Rental	\$ 2,500	\$ 280.91	\$ 1,648.69		
Repairs: Building	\$ 12,000	\$ 249.69	\$ 2,618.70	21.8%	
Equipment Maintenance	\$ 10,000	\$ 1,364.69	\$ 7,128.83	71.3%	
Bldg Repairs Restricted Fnd	\$ 20,000				
AED Purchases	\$ 5,000		\$ 3,852.00	77.0%	
Bank Service Charges		\$ 118.02	\$ 396.01		
Office Supplies	\$ 5,000	\$ 400.97	\$ 1,807.45	36.1%	
Copier Contracts	\$ 4,600	\$ 377.13	\$ 2,804.55	61.0%	
Postage	\$ 1,000		\$ 252.00	25.2%	
Other, Cleaning	\$ 6,000	\$ 437.84	\$ 4,209.24	70.2%	
Rent Expense			\$ 1.00		Building Lease w/ City
Security System	\$ 3,500	\$ 806.01	\$ 2,722.07	77.8%	
Electric	\$ 45,000	\$ 2,442.33	\$ 24,900.64	55.3%	
Garbage Disposal	\$ 4,500	\$ 376.77	\$ 2,453.95	54.5%	
Gas & Water	\$ 9,000	\$ 1,428.31	\$ 5,369.28	59.7%	
Program Costs...					
Supplies: Ceramic	\$ 1,000		\$ 1,796.04	179.6%	
ADC Lunch Food Cost	\$ 18,000	\$ 770.00	\$ 7,466.87	41.5%	
ADC Prog Expense	\$ 4,300	\$ 512.79	\$ 834.99	19.4%	
Program Expense	\$ 7,500	\$ 125.96	\$ 1,522.09	20.3%	
Marketing/Fundraising	\$ 6,500	\$ 2,819.20	\$ 4,123.01	63.4%	
Volunteer Program	\$ 5,800	\$ 65.00	\$ 415.92	7.2%	
Thrift Shop Expense	\$ 11,000		\$ 2,470.18	22.5%	
Transportation Refund	\$ -	\$ (275.00)	\$ 80.00		
Training costs...					
Travel/Training	\$ 1,500		\$ 180.27	12.0%	
Other Expense	\$ 1,000		\$ 35.00	3.5%	
Total Expenses	\$ 1,046,863	\$ 76,762.44	\$ 568,710.39	54.3%	

Analysis...		January	Year to date	Percentage	
		Totals	Totals	Rec/Spent Y-T-D	
Income	\$ 1,046,863	\$ 112,957.29	\$ 722,665.85	69.0%	
Less Expenses	\$ 1,046,863	\$ 76,762.44	\$ 568,710.39	54.3%	
Income / (Loss)	\$ -	\$ 36,194.85	\$ 153,955.46	14.7%	
Depreciation Expense					
Total Income/(Loss)		\$ 36,194.85	\$ 153,955.46		
Liquid Assets:					
Checking Account	\$ 397,941		\$ 397,941		
Petty Cash	\$ 300				
Receipt Box	\$ 50		\$ 145	Bricks	
Lunch Box	\$ 125		\$ 2,269	Pool room	
Thrift Store Box	\$ 200		\$ 383	Dinner/Show	
Dance Box	\$ 125		\$ 3,681	Big Event	
Total Liquid -- Fund Bal.	\$ 398,741		\$ 17,346	Bldg Repairs	
			\$ 374,117	Unrestricted Funds	
			<u>\$27,846.70</u>	Endowment Fund as of 11/30/23	

ADC Monthly Report February 2, 2023

The following totals reflect January 1 – 31, 2023

Total enrollment for January (16)

Total active Participants (4)

Total combine hours (696 hrs 10 min)

Total breakfast served (76 parts. + 0 staff + 0 vol = 76 total)

Total Lunches served (130 parts. + 29 staff + 0 vol = 159Total)

Total ADC Fees receipt (\$1520.00)

Other money receipted (\$ 00.00)

1. Highlights from January

- a. Closed 15th-19th inclement weather, 25th training
- b. J. Catlett, A. Higgins, M. McCarroll certified in mental health first aid.
- c. Presented orientation for APSU student nurses
- d. J. Catlett Annual evaluation review
- e. APSU student nurses new group began on 30th
- f. Celebrated participant birthday

2. Upcoming events:

- a. Valentine Celebration
- b. Celebrate Black History Month
- c. Monthly safety drills
- d. APSU student's entire month
- e. Selling hearts for our "Tree of Love" \$1 (feel free to purchase and we will add your loved ones to our tree)
- f. Continued staff training & safety drills

3. Wish List:

- | | |
|--|--|
| <ol style="list-style-type: none">a. Kitchen knife setb. Non-stick cookware & utensilsc. Non-slip furniture padsd. AA batteriese. Blood Pressure monitor | <ol style="list-style-type: none">f. Gift cards: Walmart, DG, Visa gift cards etc. |
|--|--|

4. Submitted by: Jessica Catlett ADC Director

January Kitchen Board Report

1. SESCO admin interview
2. Martin Luther King event with Living Word Church
3. Escoffier culinary School training intern.
4. AP medical Students kitchen walk through.
5. 2nd Harvest/ local farmer food distribution
6. Hiring for position of Kitchen assistant/ being down one kitchen staff for a week.
 - a. Reviewed 12 applications conducted 4 interviews.
7. Extra duties for janitor cleaning
8. Attended BFA

January 2024 Board Report

Jan and Ryan attended Business After Hours on Jan. 18. It was held at the new Holiday Inn on Cracker Barrel Dr. It is always a good event to exchange business cards and meet new people in the business community.

On Jan. 22, Jan and Sonda attended the Clarksville Board of Realtors "Spreading Our Support" annual meeting. The purpose was to present grant checks to the organizations that had been awarded money and for those organizations to have a marketing table with information about their facility and to answer any questions or provide information to anyone that was interested. We were awarded \$5,000 grant money for the purchase of a new oven for the kitchen, and we were also able to purchase a new coffee maker with the money awarded.

On Jan. 23, Jan and Jessica did an orientation for the nursing students at Austin Peay. This is a time to explain to the students, who will be in the Center doing clinicals, about the operations and what to expect.

On Jan. 24, Jan and Sonda attended the noon Rotary meeting at First Baptist Church. Jan did a presentation on the Center and explained what we have to offer and how our finances work. Several Rotary members expressed an interest in helping with memberships and meals for those that need help paying these costs.

Birthday Bash was held on Jan. 25. Birthday cakes were provided by Arosa Home Health Care and Core Insurance Group. 102 people were here for lunch and the festivities.

January 2024 Monthly Report

Community Coordinator

Total Volunteers for January: 7

01/11-Volunteer Meeting

01/10– Facilitator Meeting

02/01- Ceramics was successfully opened at our Grand Re Reopening. We got much feed back on how clean and spacious the room is and how they cannot wait to come in and paint. Thank you to the volunteers that helped with the revamping of the program. New rules, new prices, New-facilitators and Co—Facilitators.

All events were successful.

2/7-Volunteer Meeting @ 10am RM 402

2/8–Facilitator/Co-Facilitator Meeting @10amRM402

2/8– Please wear RED for National Heart Month (Picture will be taken at 10:45am in RM 402)

2/9– National Pizza Day-Please Stop by Hallway for a Pizza Snack

2/13-Palantines Day Social for all the Pals in the Center RM 202

2/23– Black History Program @10am RM 202

Community Coordinator

Chantal Tucker

Chantal Tucker

Establishing ORI Number

An ORI (Originating Agency Identifier) is a nine character identifier assigned to an agency that has met the established qualifying criteria for a fingerprint based background check.

To establish an ORI number and User Agreement with TBI, agencies must send in a letter of purpose that includes the following information:

1. Letter of purpose that should be on agency/business letterhead
2. Type of agency/business needing fingerprint based background check
3. Type of service provided by the agency
4. Recipient of the services provided by the agency
5. List licensing agency Ex(Private Company) or if your agency is licensed thru the state of Tennessee Ex(Board of Education)
6. If Vendor Contractor you must include the first page of your contract with the public/private school system

The appropriate User Agreement will be sent to your agency for completion once the letter of purpose has been received by TBI. This is the final step to receive an ORI number.

Please complete and submit to the TBI.

Send completed information to: FAX—(615) 744-4653

Email: Nancy.Rizk@tn.gov

Mail: Tennessee Applicant Processing Services

901 R.S. Gass Blvd.

Nashville, TN 37216

**Clarksville Montgomery County
Ajax Turner Senior Citizens Center**

2024 Scheduled Board Meetings

Second Thursday of the month when there are 4 Thursdays in the month.

Third Thursday if there are 5 Thursdays in the month.

All meetings begin at 3:00 PM

Thursday, January 11, 2024

Thursday, February 15, 2024

Thursday, March 14, 2024

Thursday, April 11, 2024

Thursday, May 16, 2024

Thursday, June 13, 2024

Thursday, July 11, 2024

Thursday, August 15, 2024

Thursday, September 12, 2024

Thursday, October 17, 2024

Thursday, November 14, 2024

Thursday, December 12, 2024