Board of Director's Meeting

April 11, 2024, 3:00 pm in person

Meeting Facilitator: Jimmy Parker, Board Chair

Invitees: Ronnie DeVault, Jill Crow, Lisa Beeler, DeVelma Dixon, Sara Golden, Lois Greider, Beverly Guynn, Stacy Knight, Mary New, Howard Welch, Michael Williamson, Rose Bennett, Stephanie Mason

Absent:

Staff: Sonda Finley, Ricky Willis, Jessica Catlett, Jan Holleman, Clint Mullaney, Ryan Prichett, Chantal Tucker

I. Call to Order

II. Opening Prayer

III. Action Item: Review and Approval of March 2024 Minutes

IV. Financial Committee Report:
    a. Action Item: Review and Approval of March 2024 Financials

V. Executive Director Report

VI. Staff Reports

VII. Standing Committees –
    a. Operations and Activities
    b. Personnel and Grievance
    c. Budget and Finance
    d. Building and Properties
    e. Nominating and Development
    f. Membership
    g. Fundraising

VII. Old Business
    a. Action Item: Approval of Proposed Bylaws

VIII. New Business
    a. Action Item: Approval of updated Standard Operating Procedures (SOP)
    b. Action Item: Removal/Addition of bank signatures of those members rolling off the board.

IX. Other Business

X. Adjournment

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

Clarksville Ajax Turner
50+ Center

Board of Directors Action Sheet

Date: **April 11, 2024**

Issue: Minutes

Justification: **ARTICLE V – OFFICERS OF THE BOARD : Section 1 – Elected Officers** RECORDING SECRETARY – Shall be responsible for recording, preserving, and distributing the minutes and all records as directed by the Board.

Request: Acceptance of March 14, 2024 Minutes and Called Board meeting of March 27, 2024.

☐ **Approved**

☐ **Denied**

Requested by:

______________________________ ____________________
Executive Director **Date**

______________________________ ____________________
Board Chairperson **Date**

Board of Director Meeting: Thursday, March 14, 2024

Attendees: Jimmy Parker, Ronnie DeVault, Jill Crow, Lisa Beeler, DeVelma Dixon, Sara Golden, Lois Greider, Beverly Guynn, Stacy Knight, Mary New, Howard Welch

Absent: Stephanie Mason, Mike Williamson, Rose Bennett

Ex Officio: Sonda Finley

Staff: Ricky Willis, Jessica Catlett

Call to Order: Jimmy Parker

Invocation: Jimmy Parker

Public Comment: No request to address the Board.

Review and approve February 2024 board minutes: Motion to approve: Sara Golden. Lois Greider, 2nd. Motion carried.

Review and approve February 2024 Financial Report: Motion to approve: Stacy Knight. Lois Greider, 2nd . Motion carried.

Financial Report: The Center should be close to 60% of our expenditures. Our income section is way over because of a few things. The Center received donations for ADC, capital improvements, and members making donations. Current ADC Day care reimbursements are $32K. At the beginning of the budget year, we budgeted $16K as we did not have any clients from GNRC. Current fundraisers: Donut fundraiser right now. T- Shirt fundraiser coming up.

Expenditure: lawn care will increase for the upcoming year. Food expenses have gone up significantly. However, the City is potentially going to provide additional funds. The Center received grants to reimburse food costs. The center is anticipating that this grant will be awarded next year also. The center has had several large, unexpected bills this month with regards to maintenance. The board will need to have a called board meeting to approve the proposed budget that has been prepared to give to the city for the next Fiscal year. This must be done before April when the city meets.

Director Report: The center received an additional $2k from board of realtors. The center had four (4) new monthly donors for February. I attended the Tennessee Commission on Aging meeting. Also attended an HR training sponsored by the Chamber. Set-up one-on-one meetings with each of the staff. I attended an Austin Peay Community Response meeting. The facilitator spoke about some opportunities that they could provide for us at the Center. An all-membership meeting was conducted to discuss the current Standard Operating Procedures, issues within the center, and other topics. Several members stated that they enjoyed the opportunity to know where the center was going and would like more of these types of discussions. I attended a Valentines, after hour event that has prompted some other organizations and individuals to rent our space.

Total members last month were 485 visits, 41 new members, 3000+ visitors to center, with 20 members having passed. Enrollment for ADC is 16, 7 new volunteers, and 33 telephone reassurance calls.

As a Center, we need to rebrand ourselves to bring more individuals into the center. There are opportunities to set meetings with members, team leads, and board to where they see the Center going. The center leadership needs to look at skills gaps, employees, and board members. Also focus on grants for needs such as: new vehicles, computers, computer software, and update of equipment.

The Center will be celebrating its 60th anniversary next. More details to come.

ADC report: Austin Peay nurses are doing an awesome job in stepping up activities for us. They have been leaving their activity materials for the staff to use with participants - puzzles, books, etc. ADC celebrated valentines and black history month. The ADC director is currently working on the projected budget for the 2024-25 year. The staff has been busy working on the Easter luncheon. Working on getting new chairs. At present ADC has 16 enrolled, with 13 active.

Development Coordinator: Jan attended Arosa Health Care, grand opening on Feb 8. The Geriatric Council met at the center on Feb 13. Jan and Jessica were the presenters of the program. Jan and Chantal attended the APSU Volunteer Fair on Feb 14, which showcased different organizations and volunteer opportunities in the nonprofit community. They were able to provide information on the center. Sonda, Jan, and Ryan attended Business After Hours at "The Press", which was hosted by the Millan Foundation. This provided a great opportunity to make connections in the business community and learn more about the foundation. Jan won a door prize! Jan attended the Montgomery County Veterans Coalition Feb21. The topic was on tax freezes for seniors and how tax rates are figured. Erinne Hester, County Property Assessor was the guest speaker. Jan is setting up a staff meeting to discuss the tornado drill and safe areas.

Kitchen: The Kitchen hired a replacement Kitchen Assistant and had the opportunity for an intern from Escoffier culinary school training. The kitchen received a 2nd harvest local farmer food distribution. A new coffee maker was installed and wired, along with a new oven. The old unit was removed. The kitchen received a 99 on its health inspection and received the annual fire suppression certificate. All vent hood filters were cleaned. All kitchen equipment was inventoried and tagged. The Kitchen Manager turned in staff and budget for the 2024-25 fiscal budget. All three AEDs are tracked and receive maintenance in the center. For the month of February, the kitchen provided 795 breakfast and 1110 lunches

Community Coordinator: The Community Coordinator conducted the following: volunteer meeting at 10 am on 2/7, on 2/7, facilitator /Co facilitator meeting room 402, on 2/9, held National Pizza day, on 2/13, held "Palen Jimmy Parker, Ronnie DeVault, Jill Crow, Lisa Beeler, DeVelma Dixon, Sara Golden, Lois Greider, Beverly Guynn, Stacy Knight, Mary New, Howard Welch tines" Day Social, on 2/13, held a Black History Program with guest speaker Tony Johnson. All the events were very successful.

For the month of March, the following have been scheduled: March3, Volunteer meeting 10A.M. 3/5 National Cheese Doodle Day, 3/6 Facilitator/Co Facilitator meeting, 3/15 wear purple for National Women's Day. A picture will be taken at 10:45. On 3/20 National Story Telling Day, with local Author C. Monet, and 3/27 national Theater Day, Room 402.

Maintenance: Maintenance Supervisor did a building walk through with Terminix, and Fire Safety. Met Kelly from Hillyard Supplies to determine what products and equipment would be needed for the center. The original lock was removed from the ceramic room kiln closet, rekeyed, and installed. Contacted City (Junior) concerning work order received from Kitchen Supervisor pertaining to vents in the kitchen. Met with Action air regarding unit they installed in January. Received answer on work orders for kitchen vents. Repaired drop ceiling that was left unfinished by roof repair company. Found the battery on floor buffer was bad. Located needed battery, picked it up. Aired up the flat tire on blue van. Installed necessary voltage stickers on breaker boxes. Was introduced to care closet. Given information needed to assist anyone in need of equipment or wanting to donate.

Operations and Activities: Nothing to report

Personnel and Grievance: The committee met Tuesday, March 12, 2024, to go over the addition of two new positions - part time custodial, and kitchen. Reviewed proposed pay scales and total on budget. Motion to Approve, Howard Welch. Lisa Beeler, 2nd. Motion Carried

Budget and Finance: Nothing to report.

Building and Properties: Will be getting more information regarding walk through of improvements to room 202.

Nominating: The committee met on 3/12/24, to review potential board candidate applications: Sam Knowlton, Annette Young, Lorraine Watkins, Geraldine Ramey, Donna Richardson, and Lorie Mason. The committee made a motion to approve the candidate applications and send them forward to the approving authorities. Mary New, 2nd. Motion Carried.

Membership: Nothing to Report

Fund Raising: Jill Crow stated that a meeting was to have occurred, but the committee was unable to have it.

Old Business: Update - A walk through regarding renovations of room 202 was done. The room needs only cosmetic changes and some equipment updated. A process of what needed to be done was discussed. Anything purchased will have to go through the city's purchasing process. The "Cocktails and Candy Canes" fundraising event netted close to $31K to spend on room 202.event room.

ORI number - The center received confirmation from the Tennessee Bureau of Investigation on the ORI number for background checks.

Discrimination claim – The center received notification that the discrimination suit was unfounded by GNRC. We have put processes in place to ensure this situation doesn't happen again. We are taking GNRC's recommendations for third a party mediator. Additional procedures are in place for staff. We will update the SOP for approval.

Other Business: Bylaws have been updated and are in the board packet for review. Any suggested changes are to be forwarded to the Executive Director by Thursday, March 28, 2024. Once updates have been completed, the proposed bylaws will be forwarded to the City Attorney for review.

Currently there are eight (8) members who will be rolling of the board at the end of April 2024. That leaves six (6) members; however, after discussions with Montgomery County Government, this number may fall to four (4). The following individuals will be remaining - Lisa Beeler (City), Stacy Knight (City), Beverly Guynn (City), Rose Bennet (City), Howard Welch (County), and Stephanie Mason (County),

Adjourn: Motion to adjourn: Lois Grieder. Mary New, 2nd. Motion carried.

Respectfully submitted.

Called Board of Directors Meeting: Wednesday, March 27, 2024 @ 3:00 p.m.

Attendees: Jimmy Parker, Lisa Beeler, Stacy Knight, Mike Williamson, Beverly Guynn, Howard Welch, Mary New, Lois Grieder, Ronnie DeVault

Absent: Jill Crow, Rose Bennett, DeVelma Dixon, Stephanie Mason, and Sara Golden

Ex Officio: Ricky Willis, Finance Director

Guest: Lori Matta

Call to Order: Jimmy Parker, Board Chair

Invocation: Jimmy Parker, Board Chair

Public Comment: No request to address the Board.

Review and Approval of Proposed Financial Budget for Fiscal Year 2024-2025:

The Board of Directors spent time reviewing the 2024-2025 Budget that will be presented to the City of Clarksville. Ricky Willis, Finance Director presented and answered questions regarding the proposed 2024-2025 budget document.

The budget document first provides information regarding the income that Clarksville Ajax Turner 50+ Center receives from the following funding sources: the City of Clarksville, United Way, GNRS (ADC and Center Support), fundraisers, self-generated funds from fees, donations, and grants dedicated to specific needs. All fees within the center are calculated on actual projections.

The Centers budget rationale and explanation is as follows:

- The first Column is the current budget which the Center is working under.
- The second Column is the end of year date as of February 29, 2024.
- The third column is the projected budget for the 2024-2025 fiscal year.
- The fourth column is the proposed budget for the 2024-2025 fiscal year.
- The fifth and final column shows the increase or decrease of the listed items.

All fees are increased or decreased based on projections and changes that have occurred throughout the current year. These projections and changes are determined by the amount of usage of funds within each line item to determine if there are areas that need for added items, or transfer of funds that have not been used, or due to the way they are given to the Center (i.e. grants that may roll into the new fiscal year.

The compensation of staff was determined by each position and the longevity within each position, matching it to other non-profits with the same size and fiscal budget of the Center. Each position has been thoroughly reviewed and the budget reflects this increase. The catalyst for this review is due to retaining our staff as the current competition between private and other non-profits has increased over the past two years.

Each area has provided a copy of its budget for review - ADC, Community Coordinator, Marketing/Fundraising and Kitchen/Food.

Within this past year there have been many more unexpected expenses and as such, the Center has had to use some of restricted funds for repair and upgrades in equipment.

The Center is requesting the city for an increase of $85,864.00, which includes employee benefits (medical, dental, and vision), as well as, $20,000 for unrestricted funds.

The budget proposal is required to be turned into the City by close of business on Friday, April 5, 2024. The Executive Director and Finance Director will meet with the Mayor on April 15, 2024, to further discuss the proposed budget and the remaining funding from fiscal year 2-23-2024.

Motion to approve proposed 2024-2025 fiscal budget made by: Lois Grieder. Motion 2nd by: Stacy Knight. Motion carried.

Motion to adjourn meeting made by: Lois Grieder. Motion 2nd by: Mike Williamson. Motion carried.

Clarksville Ajax Turner
50+ Center

Board of Directors Action Sheet

Date: **April 11, 2024**

Issue: Financial Reports and Credit Card Statements

Justification: **ARTICLE IX – FISCAL POLICIES AND PROCEDURES - Section 2** – It shall be the duty of the Fiscal Director, with oversight by the Executive Director, to work with the Treasurer and make a written monthly report and a summary of the year-to-date report to the Board for approval.

Request: Finance Committee, presented by Ricky Willis, Finance Director

☐ **Approved**

☐ **Denied**

Requested by:

______________________________ ____________________
Executive Director **Date**

______________________________ ____________________
Board Chairperson **Date**

CLARKSVILLE AJAX TURNER 50+ CENTER
Financial Report
March 2024
Year to Date (75% of Year)

Income:	Approved Budget	March Income	Year to date Actual	Percentage Received Y-T-D	Explanations:
Allocations…					
City-General Support	$ 720,779	$ 57,981.59	$ 521,834.31	72.4%	
GNRC Federal-Title III-B	$ 30,397		$ 22,796.00	75.0%	
GNRC Federal-Title III-D	$ 1,050		$ 1,000.00	95.2%	
GNRC State	$ 13,311		$ 12,590.50	94.6%	
United Way	$ 32,600	$ 2,333.33	$ 24,217.29	74.3%	
	$ 798,137	$ 60,314.92	$ 582,438.10	73.0%	
Self Generated…					
Contributions…Donations					
ADC Donations			$ 2,700.00		
ADC Capital Improvmts			$ 30,100.00		
Other Than Participants		$ 208.38	$ 6,052.66		
Goodie Bag Donations					
Special Purposes			$ 50.00		
Memorials					
Towards Food					
Giving Tree					
Other					
	$ 10,000	$ 208.38	$ 38,902.66	389.0%	
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		$ 2,000.00	$ 5,000.00		
Community Health Fnd					
		$ 2,000.00	$ 38,042.00		
Fees…					
Day Care Reimb	$ 16,876		$ 32,086.98	190.1%	
Adult Day Care Fees	$ 45,000	$ 3,215.00	$ 26,795.00	59.5%	
Annual Fees	$ 20,000	$ 568.99	$ 14,275.92	71.4%	
Ceramics	$ 3,000	$ 352.50	$ 3,171.42	105.7%	
Cokes & Coffee	$ 500		$ 189.59	37.9%	
Copies	$ 50	$ 5.00	$ 19.00	38.0%	
Dance - Friday			$ 429.00		
Dance - Saturday	$ 4,800	$ 357.00	$ 3,918.55	81.6%	
Dance Snacks		$ 77.00	$ 843.75		
Lunches for ADC	$ 9,000	$ 910.00	$ 7,440.00	82.7%	
Lunches & Meal Tickets	$ 62,000	$ 6,542.77	$ 47,049.02	75.9%	
Snack Cart		$ 290.61	$ 481.61		
Thrift Shop	$ 12,000		$ 2,989.40	24.9%	
Other Fees	$ 500		$ 215.00	43.0%	
Yard Sales	$ 1,000	$ 25.00	$ 165.00	16.5%	
Trips	$ -		$ 180.00	0.0%	
Cost/Trips	$ -			0.0%	
Expected Profit	$ -	$ -	$ 180.00		
Total Fees	$ 174,726	$ 12,343.87	$ 140,249.24	80.3%	
Fundraisers…					
CockTails & Candy Canes			$ 49,838.50		
Fundraiser Exp			$ 18,157.38		
Balance		$ -	$ 31,681.12		

Other Fundraisers		$ 590.00	$ 853.00		Donuts & Easter Eggs
Fundraiser Exp		$ 298.75	$ 1,779.07		Donut Expense
Balance		$ 291.25	$ (926.07)		
Total Fundraisers	**$ 50,000**	**$ 291.25**	**$ 30,755.05**	**61.5%**	
Added Other Income...					
Memorials	$ -	$ -	$ -		
Endowment Income	$ -	$ 1,396.00	$ 1,396.00		
In/Out Flowthrough	$ -				
Reserved Funds Prior Yr	$ -	$ -			
Other Income	$ -		$ 3,852.00		
Insurance Claim	$				
Newsletter Ads	$ -	$ 100.00	$ 100.00		
Legends Bank Error			$ 3,302.14		
Rental Income	$ 14,000	$ 1,041.77	$ 9,228.23	65.9%	
	$ 14,000	$ 2,537.77	$ 17,878.37	127.7%	
Total of Income	**$ 1,046,863**	**$ 77,696.19**	**$ 848,265.42**	**81.0%**	

Expenses:		March Expenses	Year to date Expenses	Percentage Spent Y-T-D	
Automotive Costs...					
Auto Gas	$ 1,500	$ 14.07	$ 286.61	19.1%	
Auto Repair	$ 1,500		$ 154.01	10.3%	
Capital Improvements			$ 29,986.38		ADC Kitchen
Communications:					
Dues	$ 300	$ 129.00	$ 389.00	129.7%	
Internet	$ 750	$ 80.05	$ 720.45	96.1%	
Telephone	$ 3,000	$ 191.57	$ 1,712.11	57.1%	
Web Page	$ 500	$ 39.42	$ 413.29	82.7%	
Contractual Costs...					
Janitorial					
Lawn Care	$ 3,000		$ 3,200.00	106.7%	
Dance Program Costs...					
Dance Snacks & Exp	$ 2,000	$ 54.83	$ 1,092.97	54.6%	
Employee Expenses...					
Total Gross Wages	$ 672,309	$ 43,915.11	$ 396,802.39	59.0%	
Payroll Tax Match	$ 49,529	$ 3,256.52	$ 29,943.96	60.5%	
Unemployment Insurance	$ 308		$ 34.63	11.2%	
Workmans Comp. Ins.	$ 8,841		$ 3,941.00	44.6%	
Employee Support Order		$ 272.76	$ 272.76		
Employee Ins - BlueCross		$ 3,707.41	$ 15,699.56		
Employee Ins - Colonial		$ 210.28	$ 805.88		
Employee Ded - BlueCross		$ (1,188.48)	$ (6,328.12)		
Employee Ded - Colonial		$ (210.28)	$ (1,039.46)		
Employee Ded - Dental		$ (72.00)	$ (381.90)		
Employee Ded - Support Ord		$ (272.76)	$ (272.76)		
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	100.0%	
Food Program Costs...					
Food Expense	$ 75,000	$ 839.78	$ 72,732.70	97.0%	
Supplies:Non Food Kit.	$ 14,000	$ 425.55	$ 7,228.55	51.6%	
Grant Expenses					
Google Breakfast		$ 2,846.70	$ 9,040.44		
Google Computer Lab					
United Way EFSP Grant		$ 6,000.00	$ 6,000.00		
Realtors Assoc Grant		$ 2,186.71	$ 4,470.75		
Light Grant			$ 1,155.48		
Community Health Fnd			$ 7,000.00		

Insurances…					
Liability Board	$ 3,000		$ 3,377.00	112.6%	
Liability General	$ 3,600		$ 3,739.00	103.9%	
Auto Insurance	$ 3,300		$ 3,269.00	99.1%	
Legal costs…					
Audit	$ 12,000		$ 12,000.00	100.0%	
Federal Tax Filing			$ 2,600.00		
Bonding	$ 126	$ 126.00	$ 126.00	100.0%	
Licenses and Permits	$ 1,800		$ 331.86	18.4%	
Newsletter Costs…					
Printing			$ 64.99		
Occupancy costs…					
Equipment Purchase/Rental	$ 2,500	$ 318.22	$ 2,116.86	84.7%	
Repairs: Building	$ 12,000	$ 694.87	$ 5,512.45	45.9%	
Equipment Maintenance	$ 10,000	$ 2,720.08	$ 11,159.26	111.6%	
Bldg Repairs Restricted Fnd	$ 20,000				
AED Purchases	$ 5,000		$ 3,852.00	77.0%	
Bank Service Charges		$ 50.04	$ 466.05		
Office Supplies	$ 5,000	$ 322.04	$ 2,734.75	54.7%	
Copier Contracts	$ 4,600	$ 555.89	$ 3,731.39	81.1%	
Postage	$ 1,000	$ 272.00	$ 525.40	52.5%	
Other, Cleaning	$ 6,000	$ 604.76	$ 5,343.77	89.1%	
Rent Expense			$ 1.00		Building Lease w/ City
Security System	$ 3,500	$ 806.01	$ 3,528.08	100.8%	
Electric	$ 45,000	$ 2,593.93	$ 30,242.93	67.2%	
Garbage Disposal	$ 4,500	$ 377.42	$ 3,200.67	71.1%	
Gas & Water	$ 9,000	$ 1,199.63	$ 8,768.68	97.4%	
Program Costs…					
Supplies: Ceramic	$ 1,000		$ 2,189.77	219.0%	
ADC Lunch Food Cost	$ 18,000	$ 910.00	$ 9,245.05	51.4%	
ADC Prog Expense	$ 4,300	$ 12.15	$ 873.10	20.3%	
Progam Expense	$ 7,500	$ 381.24	$ 2,347.49	31.3%	
Marketing/Fundraising	$ 6,500	$ 30.00	$ 4,153.01	63.9%	
Volunteer Program	$ 5,800		$ 490.92	8.5%	
Snack Cart Expenses		$ 192.46	$ 192.46		
Thrift Shop Expense	$ 11,000		$ 2,470.18	22.5%	
Transportation Refund	$ -	$ (527.50)	$ (252.50)		
Training costs…	$ -				
Travel/Training	$ 1,500		$ 180.27	12.0%	
Other Expense	$ 1,000		$ 135.00	13.5%	
ADC Donation Exp			$ 112.92		
Sr Center Donation Exp		$ 47.90	$ 2,698.90		
Legends Bank Error		$ 3,302.14	$ 3,302.14		
Total Expenses	**$ 1,046,863**	**$ 77,415.52**	**$ 723,862.87**	**69.1%**	

Analysis…		March Totals	Year to date Totals	Percentage Rec/Spent Y-T-D
Income	$ 1,046,863	$ 77,696.19	$ 848,265.42	81.0%
Less Expenses	$ 1,046,863	$ 77,415.52	$ 723,862.87	69.1%
Income / (Loss)	$ -	$ 280.67	$ 124,402.55	11.9%
Depreciation Expense				
Total Income/(Loss)		$ 280.67	$ 124,402.55	

Liquid Assets:					
Checking Account	$	398,647	$	398,647	
Petty Cash	$	300			Retricted Funds
Receipt Box	$	50	$	145	Bricks
Lunch Box	$	125	$	2,384	Pool room
Thrift Store Box	$	200	$	383	Dinner/Show
Dance Box	$	125	$	3,681	Big Event
Total Liquid -- Fund Bal.	$	399,447	$	17,346	Bldg Repairs
			$	374,708	Unrestricted Funds
				$29,327.27	Endowment Fund as of 1/31/23

Executive Director Report

April 11, 2024

- **Mission moment –** In every organization departmental or programmatic "silos" develop. These silos can hinder not only the continuity of the organization, but that of the programs themselves. Clarksville Ajax Turner 50+ Center is renowned for its dedication and dedication to maintaining a facility and programs to its members and the Clarksville/Montgomery County community. As we begin our sixtieth (60) year, our mission is to come together and obliterate those "silos" and provide the best opportunities and programs over the next sixty (60) years.
- **Dashboard –**
    - Total Members for the month of March, 759
    - Number of visits by members, 4180
    - Number of New Members, 43
    - Number of Renewals, 2
    - Number of Deceased, 3
    - ADC enrollment for the month of March, 14
    - ADC active participants, 13
    - Telephone Reassurance reached 18 recipients with 89 calls made.
- **Greatest successes -** In the month of March we had one member who has been with the Center for thirty (30) years – Yoshiko Schooley. The staff are working on a celebration for those members who have been with the Center 25 years and older. The dedication and work put in by the staff over the years has continued to not only maintain long-term members but is effective in bringing in new members each month.
- **Greatest challenges –**
    - Onboarding and training of new board members.
    - Building new relationships with local donors, sponsors, and grantors

    - Improve the Center’s brand in order that members, participants, board of directors, and community will become more engaged.

- **Looking ahead: Topic of the month –** Succession planning for board members.
- **Opportunities for board member engagement –**
    - Attending an upcoming program event
    - Shadowing an assigned staff member for an hour
    - Participating in a meeting with a donor or foundation
    - Phone banking to remind members of about a Center event

ADC Director March 2024 Report

April 11, 2024

The following totals reflect March 1 – 31, 2024
Total enrollment for March (14)
Total active Participants (13)
Total combine hours (1104 hrs 43 min)
Total breakfast served (98 parts. + 4 staff + 0 guest =102 total)
Total Lunches served (182 parts. + 62 staff + 0 guests = 244Total)
Total ADC Fees receipt ($2870.00)
Other money receipted ($ 0.00)

1) Highlights from March
   a) DHS annual review 3-19. No findings or violations
   b) Cpt. Cherry with CFD reviewed and approved the ADC EPP
   c) Easter Luncheon was a success with Honorable guest Mayor Pitts
   d) Began enrollment for 2 new participants to start in April both will become GNRC clients
   e) APSU student Nurses continued internship.
   f) Scheduled APSU Speech Pathology students to intern for summer semester

2) Upcoming events:
   a) Mandatory GNRC Spring meeting 4-3-24
   b) Monthly Birthdays
   c) Begin Alison staff trainings: approved by DHS to do so
   d) Participating in monthly yard sale

Submitted by: Jessica Catlett ADC Director

CLARKSVILLE
AJAX TURNER
50+ Center

Kitchen Manager March 2024 Report

April 11, 2024

1. Conducted first part of kitchen survey

2. Purchase of new oven waiting on install

3. Worked with Fiscal Director on budget for food and staff

4. Worked with Clint and Janet on transferring emergency plan and EAD maintenance, as primary.

5. Went to Nashville to a food show hosted by Performance (food vender)

6. Provided food for event in ADC

7. Provided food for Veterans coffee date.

8. Provided information on new sanitizer\dishwasher of the center cost of machine and cost of chemicals yearly.

Development Coordinator March 2024 Report

April 11, 2024

On Saturday, March 2, a marketing table was set at women's health fair, held at the center, and sponsored by Miss Queen City. The health fair focused on healthy eating, exercise, mental and physical well-being. The center's table was important to let people know that we have all those programs available for people 50 and over.

On March 13, the Development Coordinator and Community Coordinator went to the Women's Empowerment Fair held at Austin Peay State University. The center was represented with a marketing table at this event.

The Development Coordinator attended the Austin Peay State University College of Business advisory board meeting. She was able to make a contact regarding a connection with an Austin Peay intern. The connection led to two in-house visits from two Austin Peay professors who could possibly help us in many ways here at the center.

The Development Coordinator attended the Geriatric Council meeting in Ashland city on March 21. It was a good time to network and to see what another center does. Time was spent with the Director, the program staff, and volunteer staff.

The Development Director attended a luncheon on March 26 with the Clarksville Social Club. It is a lunch networking event with many people from a lot of different professions.

Community Coordinator March 2024 Report

April 11, 2024

3/5-Volunteer Meeting @ 10am RM 402

3/5– National Cheese Doodle Day– Stop and get your cheese Doodle snack.

3/6–Facilitator/Co-Facilitator Meeting @10am RM402

3/15– Please wear any shade of PURPLE for National Women's Day (Picture will be taken at 10:45am)

3/20– National Story Telling Day with Local Author- C. Monet and so much more.

3/27– National Theater Day– Please come to 402 for our SIT IN THEATER, Movies TBD

4/3 -Volunteer Meeting @10am RM 402

4/3- National Party Day-(Dance Party RM 402) Light Refreshments

4/4- Facilitator/Co-Facilitator Meeting @10am RM402

4/8- Eclipse Watch Party @ 12:44pm (Light Picnic Outside for watch party)

4/16- Pajama Day (Please see flyer for PARTICIPATION RULES)

TBD - 2nd Annual Center High Tea Party @9:30am RM202

4/26 - Bingo-A-Thon—All Day Bingo (9am-3pm) ((Lunch Break))

Community Coordinator

Chantal Tucker

Clint Mullaney
Maintenance Supervisor
931-278-2415

PROJECT STATUS REPORT FEBRUARY TO CURRENT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
03/13/24	Course of Actions	Clint Mullaney

STATUS SUMMARY

Report of what has been done since the beginning of my journey with Ajax Turner 50+ from 2/25/24-current. Since the beginning, I have been learning the inner workings of a non-profit organization and how to run in a successful manor pertaining to my job title.

PROJECT OVERVIEW

TASK	% DONE	DUE DATE	DRIVER	NOTES
Met with Fire Inspector	50% corrected	No Due Time	N/A	I have finished most of the corrections that needed to be made. Currently on task, will call Fire Inspector once done.
Met with Gas and Water	100%	Yearly	N/A	Everything was good
Met with Pest Control	N/A	N/A	N/A	We were using Terminix, terminated on 3/3/24 and now currently using Otex as of 3/11/24
Replaced ceiling tiles	On-going	N/A	N/A	Been changing damaged ceiling tiles throughout building.
Emergency Lights	On-going	N/A	N/A	Been changing emergency lights throughout the building where needed.
GFCI Outlets	100%	N/A	N/A	GFCI Outlets were needed, they have been installed and will further add more when needed.
New Door Handles and Locks	On-going	N/A	N/A	There was a need for new door handles and locks to be fixed. They have been replaced.
Toilets	On-going	N/A	N/A	Replaced 2 different flush valves in Ladies room in lobby.

BUDGETS

CATEGORY	SPENT	% OF TOTAL	ON TRACK?	NOTES
N/A				
Will begin recording for next month's progress				

RISK AND ISSUE HISTORY

ISSUE	ASSIGNED TO	DATE
N/A		
Currently still assessing and will continue to fix as see fit.		

CONCLUSIONS/RECOMMENDATIONS

As stated, we have terminated Terminix that was coming from Nashville and now using a local pest control named Ortex. I noticed on the initial spraying of their first time here on 3/11/24 that they seemed more thorough than the other. It has also brought down our cost of using local than out of town.

Since the beginning of my start date, I have lost a full-time employee in the custodial department. But with this, I also made room to give my current employee a higher raise as of 3/11/24. Even though this has left us shorthanded, I am confident that we will still be able to perform daily and weekly tasks in a timely manner until another part-timer may be added. I will be helping Keith when and where I can, working around maintaining the building and answering emails.

I have recommended new maintenance equipment and supplies. I met with a Hillyard Representative and am working towards a quote for using their products and machines. Will continue to get 2 more quotes from other companies.

I am continuing to learn more about the building and the workings of Ajax to be able to fully lead and work beside my coworkers and employees creating a safe and clean environment for all around us.

Clarksville Ajax Turner
50+ Center

Board of Directors Action Sheet

Date: **April 11, 2024**

Issue: Approval of Proposed Updated By-laws

Justification: **ARTICLE X – AMENDMENT: Section 10.1**
Amendments to these By-Laws will be first approved by the Board, then shall be presented to the participants for ratification by a two-thirds vote of all present, provided a notice of at least ten (10) days is given to the participants of such meeting.

☐ **Approved**

☐ **Denied**

Requested by:

______________________________ ______________________
Executive Director **Date**

______________________________ ______________________
Board Chairperson **Date**

Clarksville Ajax Turner 50 Plus Center

By-Laws

ARTICLE I – NAME AND PURPOSES

Section 1.1 The name of this non-profit 501(c) (3) corporate organization shall be, as provided in its amended charter through the State of Tennessee, the “Clarksville Ajax Turner 50+ Center” and referred hereafter as the Center.

Section 1.2 The Center is organized exclusively for charitable, social welfare, and educational purposes, and these activities shall be conducted for the aforesaid purposes in such a manner that no part of its net earnings shall inure to the benefit of any director, officer, or other individual.

Section 1.3 The purpose of the corporation shall be as follows:

a) Establish and operate a multi-purpose facility to:

b) Provide social/emotional, health, educational, and nutritional programs/services for individuals ages 50 and older.

c) May include referrals to/from other agencies.

d) May include a community educational component about an issue that the Center is helping to address.

e) Work cooperatively with Clarksville City Government, Greater Nashville Regional Council, United Way, The Community Foundation of Middle Tennessee, and other organizations in the Clarksville-Montgomery County area.

f) Carry out other charitable or educational purposes permitted by the Articles of Incorporation and the laws of Tennessee as resources and funds permit.

Section 1.4 The Center is established as a Tennessee nonprofit directorship corporation under Section 48-1101, sub-paragraph 10, Tennessee Code Annotated on 22 October 1965. All the foregoing objectives and purposes shall be exercised exclusively for charitable, educational, health, nutritional, and social improvements in such manner that the Center shall qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, and applicable Tennessee laws, as they are currently and shall hereafter be in force and effect.

ARTICLE II – LOCATION

Section 2.1 The central office of the corporation shall be at 953 Clark Street, Clarksville, Tennessee, 37040.

ARTICLE III – PROVISIONS

Section 3.1 **Philosophy and Mission.** Realizing that older adults, like all people, are individuals who are capable of continued growth and development and possess basic needs for opportunities for peer relationships and experiencing a sense of achievement…The mission of the Center is to provide a multi-purpose facility and services for seniors that will enhance their enjoyment and quality of life.

Section 3.2 **Non-Discrimination.** The activities of the Center shall be conducted in all respects without discrimination. National origin, color, creed, sex, race, sexual orientation, physical or mental handicap or economic status may not be used to be discriminated against participants in the Center. This includes the employment of qualified personnel and the selection of members of the Board of Directors.

Section 3.3 **Membership.** Any individual fifty (50) years of age or older may become a participant in the services of the Center upon applying to participate. The membership period is from July 1 through June 30.

Section 3.4 **Member Meetings.** Annual meetings of the Center's members shall be held in the month of July each year or at such time as the Board of Directors or Executive Director may direct. Members shall be notified prior to the annual meeting or called meetings through newsletters, electronic mail, phone calls, and posting within the Center within one week of the designated meeting.

ARTICLE IV– BOARD OF DIRECTORS

Section 4.1 **Authority.** The legal, Corporation and fiscal affairs of the Center shall be managed by the Board of Directors.

Section 4.2 **Number of Directors.** The Board shall consist of a total of nine (9) members

Section 4.3. **Appointments.** The Center Board of Directors will be appointed by three different entities. The City of Clarksville will be granted seven (7) Director's appointments. The Center will be granted two (2) member appointments.

Section 4.4 **Board Admission.** Directors may be added to the board by a majority vote and may take their seats at the first board meeting of the fiscal year (July 1). Directors appointed to fill a previous appointment will take their seat at the next scheduled board meeting and complete the current term of serve. Protocols for Board Membership may be written and amended from time to time by the Executive Committee.

Section 4.5 **Elections and Terms of Service.** Directors shall serve terms of three (3) years and may be re-elected for one additional three (3) year term. Members of the Board of Directors will be reviewed annually and voted on annually. Directors serving two consecutive terms must vacate their position for at least two (2) years before reelection.

Section 4.6 **Board Composition.** Reasonable efforts will be made to assure membership shall be diverse and representative of various related service fields such as:

- Minority (racial, gender, ethnic)
- Low Income (as defined by such laws and regulations)
- Center membership representative(s)
- Human services, medical, legal, and business, as well as other members of the community at large.

Section 4.7 **Resignation and Removal.** A Director of the Center may resign at any time by tendering his/her resignation in writing to the Center, which resignation shall become effective upon receipt by the Board Chair, Secretary, or Executive Director.

The Board of Directors may remove any Director of the Board for malfeasance, disregard of duties, or other just and reasonable cause, or whenever in its best judgement the best interest of the Center would be served. The removal of such a Director shall be by a majority vote of the current Board and voting on such a motion at a regular meeting or at a special meeting called for such a purpose. Directors under review will be brought to the attention of the Executive Committee and considered at that level before being brought before the entire Board of Directors. The Director under consideration may be allowed to briefly address the Board of Directors, determined by the Executive Committee, prior to a vote being taken. Consideration and respect shall be afforded to such a Director under consideration for dismissal.

Any Board member(s) who fails to attend three (3) meetings (general and/or special) of the Board of Directors within a twelve (12) month period (without just cause) may be removed from the Board of Directors by a majority vote.

Section 4.8 **Compensation.** Directors shall not receive compensation for any services rendered in their capacities as Directors. However, nothing herein contained shall be construed to preclude any Director from receiving compensation from the Center for other services actually rendered or for expenses incurred serving the Center as a Director or in any other capacity.

Section 4.9 **Board Vacancy.** Any vacancy occurring on the Board of Directors shall be filled by the Executive Committee. A Director appointed to fill a vacancy shall serve the unexpired portion of the predecessors in office and may opt for a full board position for a complete term at the next annual July meeting. Each vacancy appointment shall be subject to a majority vote of the Board of Directors at a Regular or Special meeting. The Board Chair may consult with other Board Members to recommend a candidate but is not required.

Section 4.10 **Indemnification.** The Center may, by resolution, provide for indemnification by any and all of its Directors against expenses actually and necessarily incurred by them, in conjunction with the defense of any action, suit or proceeding in which any one of them is made a party by reason of their being a Director of the Center. Exceptions include relations to matters where such Director or Directors shall be adjudged in such action, suit, or proceedings to be liable to negligence, misconduct in the performance of their duties and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

The Center will annually provide liability coverage for all members of the Board of Directors. The cost of liability coverage will be covered by the Center.

Section 4.11 **Liability.** A director shall discharge the duties of the position of director in good faith, in a manner the director reasonably believes to be in the best interests of the Center, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. A person who performs those duties is not liable by reason of being or having been a Director of the Center. A Director is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by: (1) one or more officers or employees of the Center whom the Director reasonably believes to be reliable and competent in the matters presented; (2) counsel, public accountants, or other persona as to matters that the Director reasonably believes are within the person’s professional or expert competence; or (3) a committee of the board upon which the Director does not serve, duly established as to matters within its designated authority, if the Director reasonably believes the committee to merit confidence.

Section 4.12 **Attendance.** Directors are expected to be present for ALL MONTHLY Board Meetings and SPECIAL CALLED Board Meetings. Director may communicate to Board Chair if any known, regular, or recurring conflicts or issues regarding regularly scheduled monthly meeting dates are foreseen before the start of the new fiscal year (July 01). Special permission is only granted through the Executive Committee.

"Present" is defined as in-person. A Directors means of attendance or unforeseen absence will be communicated to the Board Chair or Executive Director ahead of the meeting date(s) to guarantee a quorum is established at each meeting.

Any SPECIAL CALLED meetings involving any of the following MUST be attended in person. Hiring and/or firing of Executive Director. Dissolving of the Center. Another meeting deemed necessary by the Board Chair and/or Executive Director.

Section 4.13 No Trustees. A director, regardless of how identified, is not considered to be a trustee with respect to the corporation or with respect to property held or administered by the corporation, including without limit, property that may be subject to restrictions imposed by the donor or transferor of the property.

Section 4.14 No Self-Benefit. This Center is not organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. No part of the net earnings of a 501(c)(3) Organization may inure to the benefit of any board member or individual.

Section 4.15 No Political Activity or Lobbying. No lobbying or political activity shall be conducted or sanctioned by the Center. The Board is absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the Center in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Section 4.16 Center. The Chairperson, and in his or her absence the Vice Chairperson and in their absence any Director chosen by the Directors present, shall call the meeting of the Board of Directors to order and shall act as Chairperson of such meeting. The Secretary of the Center shall act as Secretary of the meeting of the Board, but in the absence of the Secretary, the presiding officer may appoint any director to act as Secretary of the meeting.

Section 4.17 General Powers. Without prejudice to the general powers conferred by statute, the Articles of Incorporation and by the Bylaws; it is hereby declared that the Board of Directors shall have the power from time to time:

i. To determine policies and conduct general business of the Center.

ii. To make and change rules and regulations not inconsistent with these Bylaws, for the management of the Center's business affairs.

iii. To purchase or otherwise acquire for the Center any property, rights, or privileges that the center is authorized to acquire at such price or consideration and generally on such terms and conditions they deem proper.

iv. In their discretion, pay for any property or rights acquired by the Center either wholly or partly in money, stock, bonds, debentures, or other securities of the Center.

v. To borrow money.

vi. To elect, appoint, or employ and at their discretion to remove or discharge such officers, agents, factors, including the Executive Director for the Center, to determine their duties, responsibilities, salaries, wages, or benefits and to require corporate surety bonds in such instances and in such amounts as they see fit.

vii. To appoint any person or organization to accept and hold the trust for the Center any property belonging to the Center or in which it is interested, or for any other purpose to execute and do all other deeds and things as may be requisite in relation to any such trust.

viii. To determine who shall be authorized on behalf of the Center to make and sign bills, notes, receipts, acceptances, endorsements, checks, releases, contracts, and other instruments.

ix. To delegate any of the powers of the Board in relation to the current business of the Center to any standing or special committee or to any officer or agent or to appoint any person to the agent or Center with such powers (including the power to sub-delegate) and upon such terms as they deem proper.

x. To delegate powers or duties of any office to any other officer or to any Director so far as may be lawful.

Section 4.18 Director's Conflict of Interest. Tennessee State statute (TCA 12-4-101) prohibits public officials, including board members, from having a personal financial interest in a sale, lease, or contract they are authorized to make in their official capacity. Members must also avoid actions that might give the appearance of impropriety or conflict. They must not use their position to gain privileges of special treatment. If a conflict-of-interest exists, that member should abstain from discussing or voting. If members have questions about a possible conflict of interest, they should contact the board chair and executive director.

Section 4.19 Ex Officio Members. Ex Officio members are non-voting members at the Board and Committee level. Ex Officio members are considered to be the Board Chair, Executive Director, Fiscal Director, City Liaison, and/or County Liaison sitting on either the board or committee meetings.

Section 4.20 Board of Directors Annual Requirements.

1.) Director agrees to direct responsibility of the Center and to the Board of Directors Chair.

2.) Director agrees to be actively involved in the approval and execution of Center policy.

3.) Director agrees to review annual budgets prepared by the Fiscal Director. Director agrees to reach a consensus and approval of Annual Budgets and help to maintain annual financial goals and objectives.

4.) Director agrees to annual contribute to the Financial Stability of the Center with an annual contribution of no less than $1,000.00 through purchase of event tickets, monetary donations, in-kind donations, and time spent through meetings.

5.) Director agrees to attend ALL MONTHLY Board Meetings and SPECIAL CALLED Board Meetings. Director may communicate to Board Chair if any conflicts or issues are foreseen before the start of the new fiscal year (July 01). Special permission is only granted through the Executive Committee.

6.) Directors are encouraged to be involved in at least one Special Called COMMITTEE. Each Committee Chair will communicate specific needs of the committee.

7.) Directors have been specifically chosen to represent and assist the Center and Executive Director based on skill set, knowledge and/or experience. Directors commit to utilizing and sharing this expertise with other Directors of the Center.

8.) Directors will actively work together to promote the Center and its programs in the community, in their own areas of work, and involvement. Any specialized communication will be discussed with the Board Chair AND Executive Director.

9.) Director agrees to sign and uphold the Center Confidentiality Agreement annually.

10.) Director will possess an ability to work well with other Directors, Executive Director, and Staff of the Center.

Annual Director review will be left to the Executive Committee, Nominating Committee, and Executive Director. Any requirements not being met will be discussed with the Director by the Board Chair and Executive Director. If requirements are not met on an annual basis, Director is subject to removal from the board.

11) Director over 50 shall be encouraged to become a Center member.

12) Director shall not be an employee of/or employee assigned to the Center, member of the families employed, nor shall they be a member assigned as a facilitator of/or family member of a member facilitator of

the Center; for this purpose a member of the family of an employee/facilitator is defined as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, grandparent or a person assuming any of the above roles.

13) Director shall not be (except for the City's and/or County's liaison) an employee of any agency with which the Center has a contract. They shall not be employed by any business, organization or agency transacting business with the Center and from which they may expect personal gain.

14) Director is responsible for protecting shareholders' interests, establishing management policies, overseeing the governance of the Center, and making critical business decisions.

15) Director is responsible for Center strategic planning and monitoring.

16) Director shall review the by-laws for the Center, at least annually, and more frequently as necessary.

17) Directors shall not in any way commit, speak for, or represent the Center as individuals without the consent of the Board.

ARTICLE IV – OFFICERS OF THE BOARD

Section 4.1 Officers. The officers shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer. All shall be elected by the Board at the annual meeting. The specific duties of each Officer shall be defined by the Board of Directors from time to time.

Section 4.2. Election. Officers shall be elected annually by a majority of the Board members present at the annual July meeting.

Section 4.3 Vacancies. A vacancy in any office because of death, resignation, removal or otherwise shall be filled by the Board for the unexpired term of such office.

Section 4.4 Resignation or Removal of Officers. An Officer to the Center may resign at any time by tendering his/her resignation in writing to the Chair or the Vice Chair. The resignation shall become effective immediately upon receipt. An Officer of the Center may be removed at any time by the Board of Directors by a two-thirds (2/3) majority of the whole number of Directors of the Board, whenever the Board, in its judgment, believe such removal is in the best interest of the Organization.

Should the Chair be removed or resign the Vice Chair will immediately assume the role of Chair for the remainder of the term.

The Board of Directors will then elect a new Vice Chair for the remainder of the term. Should any other executive officer be removed or resign the Board will elect a new Officer for the remainder of the term.

Section 4.5 Duties of Officers.

i. **CHAIR.** The Chair shall:

a. Preside at the Board of Directors meetings, including the Annual Meeting,

b. Cast deciding vote in case of tie,

c. Serve as chairperson of the Executive Committee,

d. Call special meetings of the Board,

e. Appoint members and chairpersons of committees,

f. Execute documents on behalf of the corporation,

g. Appoint committees following the annual meeting for terms of one year.

h. Serve as an ex-officio member of all Committees.

i. Perform such other duties as directed from time to time by the Board.

ii. **VICE-CHAIR.** The Vice-Chair shall:

a. Perform the duties and exercise the powers of the Board Chair when the Board Chair is absent or unable to act.

b. Serve as chairperson of the Nominating and Development Committee.

c. Shall perform such other duties as directed from time to time by the Board.

iii. **SECRETARY.** The Secretary shall:

a. Record or cause to be recorded of true minutes of all meetings of the Board of Directors and Executive Committee.

b. Keep all records for the Center until such duties are delegated to the Executive Director.

c. Responsible for notifying all board members one (1) week prior to a board meeting and again within twenty-four (24) hours of the board meeting through email, text or phone calls.

d. Board minutes will be given to the Board Chair and Executive Director two (2) weeks prior to the next board meeting.

e. Perform such other duties as may be assigned from time to time by the Board of Directors.

iii. **TREASURER.** The Treasurer shall:

a. Be responsible for monitoring all fiscal activity of the Center,

b. Serve as chairperson on the Budget and Finance Committee,

c. Review statement of financial condition prepared by the Center Fiscal Director prior to board meeting, or whenever requested by the Board,

d. Have some experience or training in accounting, bookkeeping, or auditing.

e. Perform such other duties as directed from time to time by the Board.

The above officers named in ARTICLE IV shall be elected for a term of one (1) year but may be re-elected for additional terms.

ARTICLE V: CENTER STAFF

Section 5.1 Executive Director. The Executive Director:

a. May be appointed and employed by the Board of Directors and shall serve as the Chief Executive Officer (CEO) of the Center and run the day-to-day operations of the Center on behalf of the Board of Directors.

b. Shall be responsible for the general direction of the affairs and the operation of the Center in accordance with the policies adopted by the Board of Directors. The Board of Directors may compensate the Executive Director in a manner that is approved by the Board.

c. Shall make reports to the Board of Directors at Regular meetings.

d. Shall keep the records of the Center, the Board of Directors and of the committees.

e. Shall hire, supervise, and review any additional paid staff and/or employees of the Center.

f. Shall be considered an ex-official member of all committees.

g. Shall not be a member of the Board of Directors.

h. May be called upon for advice and ideas by any of the standing committees.

i. Is not a voting member of the Board of Directors.

j. May resign without giving a reason at any time. Such resignation shall be effective upon receipt of the resignation by the Chairperson or Secretary.

Section 5.2 **Fiscal Director.** The Fiscal Director:

a. Shall be selected by the Executive Director and approved by the board of directors.

b. Shall oversee all financial and administrative activities.

c. Shall assist the Executive Director when needed.

d. Shall perform such other duties as prescribed by the Board of Directors.

e. Shall be directly responsible to the Executive Director.

f. May resign without giving a reason at any time. Such resignation shall be effective upon receipt of the resignation by the Executive Director.

ARTICLE VI: MEETINGS

Section 6.1 **Regular Meetings.** Regular meetings of the Board of Directors shall be held on a monthly basis at the central office of the corporation or at such other place as the Directors may determine.

Section 6.2 **Special Meetings.** Special meetings may be called by the Board Chair at the central office of the corporation or at such other place as the Directors may determine. Special consideration shall be made to hold a special meeting in an expedient fashion if an urgent matter is to be discussed.

Section 6.3 **Notice of Meeting.** Directors shall be given notice of each meeting of the Board of Directors, which shall state the date, time, and location of the meeting and, in the case of a special meeting, the items of business to be transacted. It shall be the duty of the Chairperson or Executive Director to cause such notice to be given to each Director no less than one (1) calendar day prior to the meeting. Such notice shall be given personally or by mail, telephone, or other electronic means capable of verification to the Director's residence or place of business as listed at the Center's central office.

Section 6.4 Parliamentary Order. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Center in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Center may adopt.

Section 6.5 Sunshine Law. The Tennessee Sunshine Law declares that the formation of public policy and public business must be transacted in public and not in secret. The Tennessee Open Meetings Act requires all meetings of a governing body to be open to the public and that a governing body provides adequate public notice of the meeting. A meeting is a gathering of elected officials who can deliberate toward or decide or hold a vote if a quorum is required. A governing body is an elected body of two or more members with the authority to make a decision on behalf of the public. This excludes chance meetings of two or more elected officials. Please refer to the TENNESSEE OPEN MEETINGS ACT - TCA §8-44-101 – Appendix I.

As the Center receives more than 50 percent of its funding through the City of Clarksville, the Corporation is required to adhere to the Sunshine Law as stated above.

Section 6.6 Quorum. A quorum at a regular or special meeting shall be a simple majority of Board Members.

Section 6.8 Voting. Each Director shall have one (1) vote. Once a quorum is established, a majority of those present is required for approval of motion.

Section 6.7 Minutes. Minutes shall be kept of all Regular and Special Meetings of the Board of Directors and any of the committees of the Board and shall be made available, upon written request, for public inspection. The minutes shall include, but not be limited to, the following items:

a. Date and place of meeting.
b. Names of members in attendance.
c. Decisions reached, and actions taken.
d. Reports of committee meetings; and
e. Reports by Executive Director and other staff

Section 6.8 Board Decisions. The act of a majority of the Board Members present at any meeting at which a quorum is present shall be construed as the act of the Board of Directors unless a larger majority is required by law or by these Bylaws of the Center.

Section 6.9 Visitors. Advisors, staff, or other special guests may be invited or approved by the Executive Committee to attend regular, special, or committee meetings of the Board of Directors.

Section 6.10 Public Notice. Individuals wishing to speak to the Board of Directors on an agenda matter must notify the Board Chair, in writing, 24 hours prior to the meeting.

ARTICLE VII – COMMITTEES

Section 7.1 Introduction. In the conduct of the Center's business, the Board of Directors will generally function as a committee of the whole. In accordance with other provisions of these Bylaws, however, the Board may create standing committees and ad hoc committees. The creation of said committees will be adopted by resolution by a majority of the Board of Directors. At least two (2) Board Members must be appointed to serve on every committee and the Chair of every committee shall be a Board Member.

The Chair of each Committee shall administer the affairs of the committee to which they are assigned, under the direction of the Board of Directors Chair and/or the Executive Director.

The Board of Directors and/or the Board Chair in conjunction with the Articles of Incorporation and/or Bylaws, a committee may exercise limited authority of the Board of Directors.

Notwithstanding the preceding, committees may not do the following:

i. Elect, appoint, or remove Directors or fill vacancies on the Board of Directors or on a committee.

ii. Adopt, amend, or repeal Article of Incorporation or Bylaws.

The creation of delegation of authority to, or action by committee does not alone constitute compliance by any Director with the standards of conduct required under Tennessee law.

Section 7.2 Ad Hoc Committee. Special, time-limited Ad Hoc Committees may be designated by the Board of Directors and/or Executive Committee to fulfill specific purposes. At the time the Ad Hoc Committee is designated, its purpose and objectives will be specified in writing and the timelines for completion of its described task. The creation of the committee and the appointment of members to the committee must be approved by a majority of all the Board of Directors in office when the action is taken. At least two (2) Board Members must be appointed to serve.

Section 7.3 Executive Committee. The Executive Committee shall:

a. Consist of elected Officers – Chair, Vice Chair, Secretary, and Treasurer. Any member of the Board of Directors may be requested to attend the Executive Committee meeting. The Executive Director shall be an ex-officio member of the Executive Committee.

b. May meet once a month prior to the Board of Director's meeting. With reasonable notice, a special meeting of the Executive Committee may be called by the Chairperson or by three members of the Executive Committee. The Chairperson shall report on the Executive Committee's recommendations at the next Board meeting.

c. Shall meet to discuss committee assignments, and the duties of the Chair and Vice Chair, no later than the last day of June (at the beginning) of the current fiscal year.

d. Is not empowered to make final decisions or to take final actions on behalf of the Clarksville Ajax Turner 50 Plus Center unless authorized to do so by the Board of Directors. The purpose of the Executive Committee is to review matters concerning the Center and make recommendations to the Board of Directors.

e. Shall conduct a performance review of the Executive Director no later than three (3) months prior to the end of the fiscal year of June 30, the Board Chairperson will call for a review by the Executive Committee, which shall be submit a report to the entire board following such review.

f. Recommend to the board to remove the Executive Director from his/her duties due to malfeasance, disregard of duties, or other just and reasonable cause. Removal of the Executive Director shall be by a majority vote of the current Board and voting on such a motion at a regular meeting or at a special meeting called for such a purpose. Prior to such a vote the Board must give the Executive Director reasonable notice and an opportunity to be heard.

g. During the intervals between meetings of the Board of Directors, the Executive Committee shall have and may exercise all the authority of the Board of Directors in the management of the corporation, as consistent with these by-laws.

Section 7.4 Standing Committees. The Board of Directors may designate one or more standing committees which shall remain in effect until dissolved by the Board and with such duties as the Board may determine. The Executive Committee shall recommend committee chairpersons with the full Board approving chairpersons The Board Chair may in turn suggest individuals who may wish to serve on the committees. It is the responsibility of committee chairs, however, to appoint committee members they feel shall serve most effectively on their committee. Committees may include general members of the Clarksville Ajax Turner 50 Plus Center who are not Center Board Members or program facilitators. Each committee shall consist of no less than three (3) members. The term of each committee member shall be one (1) year to run concurrently with the terms of the elected officers. At a minimum standing committees shall consist of:

- Executive
- Operations & Activities
- Personnel & Grievance
- Budget & Finance
- Building & Properties
- Nominating & Development
- Fundraising
- Membership

Section 7.5 Committee Charters. Each standing committee will work with the Operations and Activities Committee in completing a Charter. A Charter is a written document outlining the purpose, responsibilities, and functioning of the committee within the Center. Key components:

a. **Purpose and Objectives**: The charter describes why the committee exists and what it aims to achieve. It outlines the specific goals, tasks, or projects the committee will focus on.

b. **Authority and Scope**: The charter defines the committee's authority, including decision-making powers, limitations, and any delegated responsibilities. The scope of the committee's work is also outlined.

c. Composition: The charter specifies who serves on the committee. It includes details about the committee members, such as their roles, qualifications, and terms of service.

d. Meetings and Procedures: It outlines how often the committee meets, whether meetings can be held virtually, and procedures for creating agendas, recording minutes, and handling post-meeting tasks. Meeting dates and times are to be added to the Executive Director calendar.

e. Reporting: The charter describes how the committee communicates its findings and recommendations to the board of directors. It ensures transparency and accountability.

A committee charter serves as a guide for committee members, ensuring clarity and alignment with the organization's mission and governance practices.

Each committee charter will be completed and/or reviewed each year and presented to the Executive Committee prior to the August board meeting for approval.

Section 7.6 Action Without Meeting. Any action required or permitted to be taken at any meeting of a committee may be taken without a meeting if all members of the committee consent thereto and the consent is recorded and reported at the next meeting of the Board of Directors.

ARTICLE VIII

CONTRACTS, CHECKS, DEPOSITORIES

Section 8.1 Financial Matters. The Board of Directors shall have complete authority and responsibility for the financial matters of the Center.

Section 8.2 Reporting. The Organization will comply with necessary financial reporting to satisfy the needs and requirements of the Center and its funders. This includes, but is not limited to, financial monthly reporting, financial annual reporting, annual audits, etc.

Section 8.3 Contracts. The Board of Directors may authorize the Executive Director, Finance Director, any officer or officers, agents or assigns to enter into contract and sign and deliver any instrument in the name of the Center and on behalf of the Center and such authority may be general or confined to specific instances.

Section 8.4 Financial Institutions. Checks, Drafts, Orders. The Board of Directors shall have the authority to open accounts in any bank or savings institution to maintain the accounts of the Center. The Chair, Vice-Chair, Treasurer, Executive Director, and Adult Day Care Director shall be authorized to sign checks, drafts, and other orders in such a manner as from time to time the Board of Directors authorizes them to do so by resolution.

Section 8.5 Gifts. The Board of Directors may accept or reject any donation, request or contribution, or property as a not-for-profit organization. The responsibility for the declaration by a donor for tax purposes is the sole responsibility of the donor and the Center shall issue only a receipt for the money or property with a declaration of value unless specifically authorized to do so by the Board of Directors by appraisal or other valuation method to be paid for by the donor. The Board may waive this condition if the gift or bequest is in the best interest of the Center.

Section 8.6 Advances. The Center may advance money to its directors, officers, employees, or agents to cover expenses that can reasonably be anticipated to be incurred by them in the performance of their duties and for which they would be entitled to reimbursement in the absence of an advance.

Section 8.7 Legal Obligations. The Center may sue and be sued, and participate in legal, administrative, or arbitration proceedings, in its legal name.

Section 8.8 Real Property. The Center may buy, lease, own, acquire, hold, improve, use and deal in and with, real or personal property, or an interest in property, wherever located.

Section 8.9 Mortgages. The Center may sell, convey, mortgage, create a security interest in, lease, exchange, transfer, or dispose of all or a part of its real or personal property, or an interest in property, wherever located.

Section 8.10 Securities. The Center may buy, subscribe for, acquire, own, hold, vote, use, employ, sell, exchange, mortgage, lend, create a security interest in, dispose of, use, and deal in and with, securities or other interests in, or obligations of, a person or direct or indirect obligations of a domestic or foreign government or instrumentality.

Section 8.11 Security Interests. The Center may make contracts and incur liabilities, borrow money, issue its securities, and secure its obligations by mortgage of or creation of a security interest in its property, franchises, and income.

Section 8.12 Investments. The Center may invest and reinvest its funds.

Section 8.13 Holding Property as Security. The Center may take and hold real and personal property, whether or not of a kind sold or otherwise dealt in by the corporation, as security for the payment of money loaned, advanced, or invested.

Section 8.14 Donations. The Center may make donations for religious, scientific, educational, or charitable purposes, and for other purposes consistent with law, that further the Center's interest.

Section 8.15 Compensations/Pensions. The Center may pay pensions, retirement allowances, and compensation for past services and establish employee or incentive benefit plans, trusts, and provisions for the benefit of its officers, directors, employees, and agents and their families, dependents, and beneficiaries. It may indemnify and buy insurance for a fiduciary of an employee benefit and incentive plan, trust, or provision.

Section 8.16 Partnership. The Center may participate in the promotion, organization, management, and operation of an organization or in a transaction, undertaking, or arrangement that the participating corporation would have power to conduct by itself, whether or not the participation involves sharing or delegation of control. The Center may participate with others in a corporation, partnership, limited partnership, joint venture, trust, or other association of any kind that the participating corporation would have power to conduct by itself, whether or not the participation involves sharing or delegation of control.

Section 8.17 Insurance. The Center may provide for its benefit life insurance and other insurance including liability insurance with respect to the services of its officers, directors, employees, and agents.

ARTICLE IX

BOOKS AND RECORDS

The Center shall keep true and correct record of the accounts and shall keep minutes of the proceedings of Center meetings. Committees having authority of the Board of Directors shall keep at the principal address of the Center, the names and addresses of the Board members entitled to vote. All documents related to the Center may be inspected by any Board Member or his/her agents or attorneys with reasonable notice. All documents related to the Center may be inspected by any member of the public upon reasonable request made to the Executive Director and/or Executive Committee.

The Center will follow the protocol required for annual audits as deemed appropriate for relative, applicable grants within the Centers fiscal year. In the event that an annual audit is not completed or required, an annual review will be required by an accredited firm.

ARTICLE X

FISCAL YEAR

The fiscal year for the Organization shall be July 1 through June 30 of each year.

ARTICLE XI

DISSOLUTION

Section 11.1 Dissolution. The Center may be dissolved by the incorporators, three quarters (3/4) majority of the Board of Directors, or by order of a court.

Section 11.2 Assets. In performing their duties under the direction of the board, or the officers upon dissolution of the corporation (Center) all remaining funds shall be distributed under the rules and regulations for the Tennessee Commission on Aging and Disability, and the Greater Nashville Regional Council Area Agency on Aging and Disability, and/or any other organization which apply to the Center.

ARTICLE XII

PROHIBITED ACTIVITIES

The Center is organized exclusively for charitable purposes as a 501(c)(3) nonprofit Organization, and its activities shall be conducted for the foregoing purposes in such manner that no part of its net earnings will inure to the benefit of any member, Director, Officer or individual, except that the Center shall be authorized and empowered to pay reasonable compensation for services rendered and make payments and distributions in furtherance of the purposes set forth herein. No substantial part of these activities of the Center shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Center shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Center shall not carry on any other activities not permitted to be carried on:

i. By an Organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law); or

ii. By an Organization contribution to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

ARTICLE XIII

STANDARD OF CARE

Section 13.1 A Director shall, based on the facts then known to the Director, discharge duties as a Director, including the Director's duties as a member of a committee, as follows:

i. In good faith.

ii. With the care an ordinarily prudent person in a like position would exercise under similar circumstances.

iii. In a manner the Director reasonably believes it to be in the best interests of the Organization.

In discharging the Director's duties, a Director may rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared by one (1) of the following:

i. An Officer or employee of the Center whom the Director reasonably believes to be reliable and competent in the matters presented.

ii. Legal counsel, public accountants, or other persons as to matters the Director reasonably believes are within the person's professional or expert competence.

iii. A committee of the Board of Directors of which the Director is not a member if the Director reasonably believes the committee merits confidence.

A Director is not acting in good faith if the Director has knowledge concerning a matter in question that makes reliance otherwise permitted above unwarranted.

A Director is not liable for an action taken as a Director, or failure to take an action, unless the following conditions exist:

i. The Director has breached or failed to perform the duties of the Director's office in compliance with this article.

ii. The breach or failure to perform constitutes willful misconduct or recklessness.

A Director is not considered to be a trustee with respect to the Center or with respect to any property held or administered by the Center, including property that may be subject to restrictions imposed by the donor or transferor of the property.

ARTICLE XIV

AMENDMENTS TO BYLAWS AND REVIEW

Section 14.1. Amendments to Bylaws. These bylaws may be modified, altered, amended or repealed by a majority vote of the Directors present at any regular or special meeting of the Board of Directors provided that the Directors have been notified in writing of the meeting and are provided in writing the test of any proposed amendments at least ten (10) days prior to the date of the meeting or within a reasonable time as deemed necessary by the Executive Committee.

Amendments may be proposed by any member of the Board of Directors by submission of a written proposal to the Secretary/Treasurer of the Board.

Section 14.2 Review of Bylaws. The Board of Directors shall review these bylaws at least every two years. A record denoting the date of the review shall be attached to the bylaws as an addendum.

ARTICLE XV

CONDUCT OF PARTICIPANTS

All participants shall comply with the Code of Conduct adopted by the Board. Violations of the Code of Conduct may result in the suspension or complete denial of access to the Center facilities and/or functions. The Executive Director may, after notice and an opportunity for a participant to respond to charges of misconduct or reprimand, suspend or bar a participant from future activities and/or access to Center facilities. The participant may appeal the decision by following the Center's grievance procedure.

ARTICLE XVI

CODE OF ETHICS FOR BOARD MEMBERS

Section 16.1 Goal. To establish a set of principles and practices of the Clarksville Ajax Turner 50 Plus Center Board of Directors that will set parameters and provide guidance and direction for the board's conduct and decision making.

Section 16.2 Code. Members of the Board of Directors of the Clarksville Ajax Turner 50 Plus Center are committed to observing and promoting the highest standards of ethical conduct in performing their responsibilities on the board of the Center. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

a) Faithfully abide by the Articles of Incorporation, by-laws, and Clarksville Ajax Turner 50 Plus Center policies and procedures.

b) Exercise reasonable care, good faith, and due diligence in Center affairs.

c) Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.

d) Fully disclose, at the earliest opportunity, information of the facts that would have significance in board decision-making.

e) Remain accountable for prudent fiscal management to association members, the board, and the nonprofit sector, and where applicable to government funding bodies.

Section 16.3 Professional Excellence. Maintain professional courtesy, respect, and objectivity in all Center activities. Strive to uphold those practices and assist other Center board members in maintaining the highest standards of conduct.

Section 16.4 Personal Gain. Exercise the powers invested for the good of all members of the Center rather than for their personal benefit or that of the nonprofits they represent.

Section 16.5 Equal Opportunity. Ensure the right of all center members to appropriate and effective services without discrimination based on geography, political, or socio-economic characteristics of the state or region represented. Ensure the right of all center members to appropriate and effective services without discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (age 40 or older), or genetic information.

Section 16.6 Confidential information. Respecting the privacy of our clients, donors, members, staff, volunteers and of the Center] itself is a basic value of the Clarksville Ajax Turner 50 Plus Center. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left open or inadvertently shared.

Board members of the Center may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Clarksville Ajax Turner 50 Plus Center that such information must be kept confidential both during and after volunteer service. Board members are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

Confidentiality is the preservation of privileged information. By necessity personal and private information is disclosed in a professional working relationship. Part of what a board member learns is necessary to provide services to the Center member; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual members, staff, or volunteers through an assignment or board meeting is confidential in terms of the law, and disclosure could make individual board members legally liable. Disclosure could also damage the relationship between the members, staff, or volunteers and make it difficult to work with the individual(s) in the future.

Although the Center is liable for a board member's actions within the scope of duties given, providing information to an unauthorized person could result in the Center's refusal to support said board member in the event of legal action. Violation of the Tennessee State statutes (TCA 62-1-202 & 47-18-125) regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both (TCA 40-12-211).

Section 16.7 Collaboration and Cooperation. Respect the diversity of opinions and express or act upon them by the Center's board, committees, and membership and formally register dissent as appropriate.

Promote collaboration, cooperation, and partnership among center staff and members.

APPENDIX I

Tennessee Open Meetings Act

TCA §8-44-101

8-44-101.Policy -- Construction.

(a) The general assembly hereby declares it to be the policy of this state that the formation of public policy and decisions is public business and shall not be conducted in secret.

(b)This part shall not be construed to limit any of the rights and privileges contained

in article I, § 19 of the Constitution of Tennessee.

HISTORY: Acts 1974, ch. 442, §§ 1, 8; T.C.A., § 8-4401.

8-44-102. Open meetings -- "Governing body" defined -- "Meeting" defined.

(a)All meetings of any governing body are declared to be public meetings open to the public at all times, except as provided by the Constitution of Tennessee.

(b)(1)"Governing body" means:

(A) The members of any public body which consists of two (2) or more members, with the authority to make decisions for or recommendations to a public body on policy or administration and also means a community action agency which administers community action programs under the provisions of 42 U.S.C. § 2790 [repealed]. Any governing body so defined by this section shall remain so defined, notwithstanding the fact that such governing body may have designated itself as a negotiation committee for collective bargaining purposes, and strategy sessions of a governing body under such circumstances shall be open to the public at all times;

(B) The board of directors of any nonprofit corporation which contracts with a state agency to receive community grant funds in consideration for rendering specified services to the public; provided, that community grant funds comprise at least thirty percent (30%) of the total annual income of such corporation. Except such meetings of the board of directors of such nonprofit corporation that are called solely to discuss matters involving confidential doctor-patient relationships, personnel matters or matters required to be kept confidential by federal or state law or by federal or state regulation shall not be covered under the provisions of this chapter, and no other matter shall be discussed at such meetings;

(C)The board of directors of any not-for-profit corporation authorized by the laws of Tennessee to act for the benefit or on behalf of any one (1) or more counties, cities, towns and local governments pursuant to the provisions of title 7, chapter 54 or 58. The provisions of this subdivision (b)(1)(C) shall not apply to any county with a metropolitan form of government and having a population of four hundred thousand (400,000) or more, according to the 1980 federal census or any subsequent federal census;

(D)The board of directors of any nonprofit corporation which through contract or otherwise provides a metropolitan form of government having a population in excess of five hundred thousand (500,000), according to the 1990 federal census or any subsequent federal census, with heat, steam or incineration of refuse;

(E)(i) The board of directors of any association or nonprofit corporation authorized by the laws of Tennessee that:

(a)Was established for the benefit of local government officials or counties, cities, towns or other local governments or as a municipal bond financing pool;

(b)Receives dues, service fees or any other income from local government officials or such local governments that constitute at least thirty percent (30%) of its total annual income; and

(c)Was authorized as of January 1, 1998, under state law to obtain coverage for its employees in the Tennessee consolidated retirement system.

(ii) The provisions of this subdivision (b)(1)(E) shall not be construed to require the disclosure of a trade secret or proprietary information held or used by an association or nonprofit corporation to which this chapter applies. In the event a trade secret or proprietary information is required to be discussed in an open meeting, the association or nonprofit corporation may conduct an executive session to discuss such trade secret or proprietary information; provided, that a notice of the executive session is included in the agenda for such meeting.

(iii)As used in this subdivision (b) (1) (E):

(a)"Proprietary information" means rating information, plans, or proposals; actuarial information; specifications for specific services provided; and any other similar commercial or financial information used in making or deliberating toward a decision by employees, agents or the board of directors of such association or corporation; and which if known to a person or entity outside the association or corporation would give such person or entity an advantage or an opportunity to gain an advantage over the association or corporation when providing or bidding to provide the same or similar services to local governments; and

(b)"Trade secret" means the whole or any portion or phrase of any scientific or technical information, design, process, procedure, formula or improvement which is secret and of value. The trier of fact may infer a trade secret to be secret when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.

(2)"Meeting" means the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

"Meeting" does not include any on-site inspection of any project or program.

(c)Nothing in this section shall be construed as to require a chance meeting of two (2) or more members of a public body to be considered a public meeting. No such chance meetings, informal assemblages, or electronic communication shall be used to decide or deliberate public business in circumvention of the spirit or requirements of this part.

HISTORY: Acts 1974, ch. 442, § 2; 1979, ch. 411, §§ 1, 2; T.C.A., § 8-4402; Acts 1985, ch. 290, § 1,2; 1986, ch. 594, § 1; 1988, ch. 908, §§ 3, 5; 1997, ch. 346, § 1; 1998, ch. 1102, §§ 1, 3.

8-44-103.Notice of public meetings.

(a)Notice of Regular Meetings. Any such governmental body which holds a meeting previously scheduled by statute, ordinance, or resolution shall give adequate public notice of such meeting.

(b)Notice of Special Meetings. Any such governmental body which holds a meeting not previously scheduled by statute, ordinance, or resolution, or for which notice is not already provided by law, shall give adequate public notice of such meeting.

(c)The notice requirements of this part are in addition to, and not in substitution of, any other notice required by law.

HISTORY: Acts 1974, ch. 442, § 3; T.C.A., § 8-4403.

8-44-104.Minutes recorded and open to public -- Secret votes prohibited.

(a)The minutes of a meeting of any such governmental body shall be promptly and fully recorded, shall be open to public inspection, and shall include, but not be limited to, a record of persons present, all motions, proposals and resolutions offered, the results of any votes taken, and a record of individual votes in the event of roll call.

(b)All votes of any such governmental body shall be by public vote or public ballot or public roll call. No secret votes, or secret ballots, or secret roll calls shall be allowed. As used in this chapter, "public vote" means a vote in which the "aye" faction vocally expresses its will in unison and in which the "nay" faction, subsequently, vocally expresses its will in unison.

HISTORY: Acts 1974, ch. 442, § 4; T.C.A., § 8-4404; Acts 1980, ch. 800, § 1.

8-44-105.Action nullified -- Exception.

Any action taken at a meeting in violation of this part shall be void and of no effect; provided, that this nullification of actions taken at such meetings shall not apply to any commitment, otherwise legal, affecting the public debt of the entity concerned.

HISTORY: Acts 1974, ch. 442, § 5; T.C.A., § 8-4405.

8-44-106.Enforcement -- Jurisdiction.

(a)The circuit courts, chancery courts, and other courts which have equity jurisdiction, have jurisdiction to issue injunctions, impose penalties, and otherwise enforce the purposes of this part upon application of any citizen of this state.

(b)In each suit brought under this part, the court shall file written findings of fact and conclusions of law and final judgments, which shall also be recorded in the minutes of the body involved.

(c)The court shall permanently enjoin any person adjudged by it in violation of this part from further violation of this part. Each separate occurrence of such meetings not held in accordance with this part constitutes a separate violation.

(d)The final judgment or decree in each suit shall state that the court retains jurisdiction over the parties and subject matter for a period of one (1) year from date of entry, and the court shall order the defendants to report in writing semiannually to the court of their compliance with this part.

HISTORY: Acts 1974, ch. 442, § 6; T.C.A., § 8-4406.

8-44-107.Board of directors of Performing Arts Center Management Corporation.

The board of directors of the Tennessee Performing Arts Center Management Corporation shall be subject to, and shall in all respects comply with, all of the provisions made applicable to governing bodies by this chapter.

HISTORY: Acts 1981, ch. 375, § 1.

8-44-108.Participation by electronic or other means.

(a)As used in this section, unless the context otherwise requires:

(1)"Governing body" refers to boards, agencies and commissions of state government, including state debt issuers as defined in this section and municipal governing bodies. For the purpose of this section only, "municipal governing bodies" means only those municipal governing bodies organized under title 6, chapter 18, and having a city commission of three (3) members, and having a population of more than two thousand five hundred (2,500), according to the 2000 federal census or any subsequent federal census;

(2)"Meeting" has the same definition as defined in § 8-44-102;

(3)"Necessity" means that the matters to be considered by the governing body at that meeting require timely action by the body, that physical presence by a quorum of the members is not practical within the period of time requiring action, and that participation by a quorum of the members by electronic or other means of communication is necessary; and

(4)"State debt issuers" means the Tennessee state funding board, Tennessee local development authority, Tennessee housing development agency, and Tennessee state school bond authority, and any of their committees.

(b)(1)A governing body may, but is not required to, allow participation by electronic or other means of communication for the benefit of the public and the governing body in connection with any meeting authorized by law; provided, that a physical quorum is present at the location specified in the notice of the meeting as the location of the meeting.

(2)If a physical quorum is not present at the location of a meeting of a governing body, then in order for a quorum of members to participate by electronic or other means of communication, the governing body must make a determination that a necessity exists. Such determination, and a recitation of the facts and circumstances on which it was based, must be included in the minutes of the meeting.

(3)If a physical quorum is not present at the location of a meeting of a governing body other than a state debt issuer, the governing body other than a state debt issuer must file such determination of necessity, including the recitation of the facts and circumstances on which it was based, with the office of secretary of state no later than two (2) working days after the meeting. The secretary of state shall report, no less than annually, to the general assembly as to the filings of the determinations of necessity. This subdivision (b) (3) shall not apply to the board of regents, to the board of trustees of the University of Tennessee or to the Tennessee higher education commission.

(4)Nothing in this section shall prohibit a governing body from complying with § 8-44-109.

(c)(1)Any meeting held pursuant to the terms of this section shall comply with the requirements of the Open Meetings Law, codified in this part, and shall not circumvent the spirit or requirements of that law.

(2)Notices required by the Open Meetings Law, or any other notice required by law, shall state that the meeting will be conducted permitting participation by electronic or other means of communication.

(3)Each part of a meeting required to be open to the public shall be audible to the public at the location specified in the notice of the meeting as the location of the meeting. Each member participating electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting. Any member participating in such fashion shall identify the persons present in the location from which the member is participating.

(4)Any member of a governing body not physically present at a meeting shall be provided, before the meeting, with any documents that will be discussed at the meeting, with substantially the same content as those documents actually presented.

(5)All votes taken during a meeting held pursuant to the terms of this section shall be by roll call vote.

(6)A member participating in a meeting by this means is deemed to be present in person at the meeting for purposes of voting, but not for purposes of determining per diem eligibility. However, a member may be reimbursed expenses of such electronic communication or other means of participation.

HISTORY: Acts 1990, ch. 815, § 1; 1999, ch. 490, § 1; 2005, ch. 82, § 1; 2008, ch. 923, § 1; 2012, ch. 1054, § 3.

8-44-109.Electronic communication

(a)A governing body may, but is not required to, allow electronic communication between members by means of a forum over the Internet only if the governing body:

(1)Ensures that the forum through which the electronic communications are conducted is available to the public at all times other than that necessary for technical maintenance or unforeseen technical limitations;

(2)Provides adequate public notice of the governing body's intended use of the electronic communication forum;

(3)Controls who may communicate through the forum;

(4)Controls the archiving of the electronic communications to ensure that the electronic communications are publicly available for at least one (1) year after the date of the communication; provided, that access to the archived electronic communications is user friendly for the public; and

(5)Provides reasonable access for members of the public to view the forum at the local public library, the building where the governing body meets or other public building.

(b)Electronic communications posted to a forum shall not substitute for decision making by the governing body in a meeting held in accordance with this part. Communications between members of a governing body posted to a forum complying with this section shall be deemed to be in compliance with the open meetings laws compiled in this part.

(c)Prior to a governing body initially utilizing a forum to allow electronic communications by its members that meets the requirements of this section, including the public notice required in subsection (a), the governing body shall file a plan with the office of open records counsel. The plan shall describe how the governing body will ensure compliance with subsection (a). Within thirty (30) days of receipt of the plan, the office of open records counsel shall acknowledge receipt of the plan and shall report whether or not the plan and the proposed actions comply with subsection (a). If the office determines that compliance with subsection (a) has not been met, the office shall provide written comments regarding the plan to the governing body. Until such time as the governing body complies with the written comments provided by the office and the office issues a report of compliance, the governing body shall not be allowed to establish or utilize such forum. This subsection (c) shall not apply to any governing body that

had established a forum pursuant to this section prior to May 7, 2009.

(d)No member participating in an electronic communication pursuant to this section is deemed

to be eligible for per diem for such participation.

(e)As used in this section, "governing body" means the elected governing body of a county, city,

metropolitan form of government or school board.

HISTORY: Acts 2008, ch. 923, § 2; 2009, ch. 175, § 2.

8-44-110. [Repealed.]

8-44-111.Open meetings -- Development of educational program required -- Materials. (a)The municipal technical advisory service (MTAS) for municipalities and the county technical assistance service (CTAS) for counties, in order to provide guidance and direction, shall develop a program for educating their respective public officials about the open meetings laws codified in this chapter, and how to remain in compliance with such laws.

(b)The Tennessee school board association shall develop a program for educating elected school board members about the open meetings laws and how to remain in compliance with such laws.

(c)The utility management review board shall develop a program for board members of water, wastewater and gas authorities created by private act or under the general law and of utility districts, in order to educate the board members about the open meetings laws and how to remain in compliance with such laws.

(d)The state emergency communications board created by § 7-86-302 shall develop a program for educating emergency communications district board members about the open meetings laws and how to remain in compliance with such laws.

(e) The office of open records counsel established in chapter 4, part 6 of this title shall establish educational programs and materials regarding open meetings laws in this state, to be made available to the public and to public officials.

HISTORY: Acts 2008, ch. 1179, § 5.

UT Guidance Regarding Open Meetings Act Compliance

Guidance from UT- County Technical Assistance Service Compliance with Open Meetings Act

(http://ctas-eli.ctas.tennessee.edu) 02/15/13 Reference Number: CTAS-889

In order to meet the requirements of the Sunshine Law, "adequate public notice" must be given before all meetings to which the act applies. T.C.A. § 8-44-103. The statute does not elaborate on the requirements for this notice. The Tennessee Supreme Court considered the phrase "adequate public notice" as contained in the statute and observed, "We think it is impossible to formulate a general rule in regard to what the phrase ‘adequate public notice' means. However, adequate public notice means adequate public notice under the circumstances, or such notice based on the totality of the circumstances as would fairly inform the public. "Memphis Publishing Co. v. City of Memphis, 513 S.W.2d 511 (Tenn. 1974).

If the meeting is one that would not be expected to be of interest to the general public, the notice requirements may not be as stringent as if the issue is one that is expected to be of great public concern. For example, adequate public notice was found to have been given for a special meeting of a city council to hear the appeal of a police officer who had been dismissed, where the meeting had been advertised by posting notice inside city hall where water bills were paid and over the entrance to the police department and council room and on the bulletin board at the post office because this was a personnel matter involving one individual. Kinser v. Town of

Oliver Springs, 80 S.W.2d 681 (Tenn. Ct. App. 1994). On the other hand, in Neese v. Paris Special School District, 813 S.W.2d 432 (Tenn. Ct. App. 1990), the court found that the issue of clustering students in the same grade at one school was of "pervasive importance" and "arguably the most important action taken by the Board in many years." The notice was held to have been inadequate under the circumstances because the public was not notified that clustering would be discussed. Even though Tennessee law does not require that notice of a regularly scheduled meeting include an agenda of the meeting, the court found that the importance of the clustering issue required that the public be advised that it would be discussed at the meeting.

When faced with determining whether notice of a special meeting fairly informed the public under the totality of the circumstances, the Tennessee Court of Appeals outlined a three-prong test for "adequate public notice" of special meetings under the Sunshine Law, which includes the following: (1) Notice must be posted in a location where a member of the community could become aware of the notice, (2) the contents of the notice must reasonably describe the purpose of the meeting or the action to be taken, and (3) the notice must be posted at a time sufficiently in advance of the meeting to give citizens an opportunity to become aware of the meeting and to attend. Englewood Citizens for Alternate B v. Town of Englewood, 1999 WL 419710 (Tenn. Ct. App. 1999). In Englewood, the court noted that the town could provide adequate public notice by simply choosing reasonable public locations and posting notices at these locations on a consistent basis.

The notice requirements of the Sunshine Law are in addition to, and not in substitution for, any other notice that may be required by law. T.C.A. § 8-44-103(c). Meetings of county legislative bodies, for example, are also governed by the provisions of T.C.A. §§ 5-5-104 and -105, under which regular meetings must be set by resolution of the county legislative body, and special called meetings require newspaper notice at least five days prior to the meeting that contains the agenda for the meeting.

All previous By-Laws and amendments of the “Clarksville-Montgomery Senior Citizens Association, Inc.”, “Clarksville Montgomery County Senior Citizens Center”, and/or “Ajax Turner Senior Citizen Center of Clarksville, Montgomery County, Tennessee” are hereby superseded by these By-Laws.

Adopted by the “Clarksville Ajax Turner 50+ Center” Board of Directors meeting in regular business session on ______________.

Ratified by the participants on ________________.

Server/Board/BoardCandidateVolunteer Application

Clarksville Ajax Turner
50+ Center

Board of Directors Action Sheet

Date: **April 11, 2024**

Issue: Approval of Standard Operating Procedures

Justification: A**RTICLE III – BOARD OF DIRECTORS: Section 3.3 Responsibilities of Board of Directors 3.3.1** Responsible for protecting shareholders' interests, establishing management policies, overseeing the governance of the Center, and making critical business decisions.

☐ **Approved**

☐ **Denied**

Requested by:

_____________________________ ____________________
Executive Director **Date**

_____________________________ ____________________
Board Chairperson **Date**

Standard Operating Procedures

For the

CLARKSVILLE
AJAX TURNER
50+ Center

Legally Chartered by the State of Tennessee
A United Way Partner Agency

Date of Revision
September 14, 2023
Board Approved

The Place where strangers become friends and friends become family.

Our mission is to provide a multi-purpose facility and services for seniors will enhance their enjoyment and quality of life.

Welcome:
It gives me pleasure to welcome you to the Clarksville Ajax Turner 50+ Center and the wide array of programs, activities, and opportunities that we provide!

We do not refer to ourselves as a Senior Citizens Center because, in all reality, we are an **Activity Center for Mature Adults.**

We are committed to offering activities and events that appeal to each participant. The staff and volunteers take pride in our program offerings – from exercise classes, health and wellness education, games, tournaments, arts & crafts, music, socialization, computer lab, Wi-Fi, day trips, and daily meals. All activities are built around the needs and wishes of our participants, but if there is something in which you are interested that is not offered, please let a member of the staff know. If there is a way that we can make it happen, we will do our best to accommodate your request.

We want you to have a positive and enjoyable experience, which is one reason for the publication and distribution of this booklet. We don't want surprises and would like everyone to understand their responsibilities and the expectations associated with participation in Center activities. If you have questions about an item in this booklet, please ask for clarification.

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Guidelines For Participation

- The Center is open to participation for all people over fifty (50) regardless of Income, Race, Religion, Sex, Sexual Orientation, National Origin, or Presence of Disability.
- No persons aged sixty (60) or older will be denied a service provided by the Older American Act or state funds because of non-payment of Membership Fees.
- Breakfast is free for those individuals fifty (50) years old and older. Anyone under the age of fifty (50) are not eligible. Members and participants **must** register at the front desk to receive a free breakfast.
- An Active Membership is required to receive a member discount on the following services, Adult Day Center, Hair Salon, Lunch Program, Trips, and ~~consignment privileges in The Shoppe (thrift store).~~ These services are not funded by the Older Americans Act or state funds.
- Membership fees for persons aged fifty (50) and older may be paid through the Membership office Monday – Friday 9 AM – 2 PM. Memberships that are not renewed each year are considered inactive, and you will not receive any member discounts until you renew your Membership.
- Annual Membership runs from July 1st through June 30th year to year.
- Always keep your Center-Issued ID badge visible while attending the Center. We will provide the first ID badge to every Member or Participant aged sixty (60) and over at no charge. Board members and Volunteers are also to have visible ID badges. A replacement badge will require a fee. Check with Membership for details.
- Sign in with your name and badge number when entering the building and when you participate in an event or activity at the Center. Our funds are based on attendance and participation, so it is especially important that you do this for every program. If you bring a guest, then the letter "G" goes in place of the badge number.
- No persons under the age of eighteen (18) years can participate in Center activities or attend on a regular basis except for planned intergeneration activities. Occasional visits are allowable. A responsible adult must always supervise all visiting children. If a child is sick, has a fever, or is not well enough for school or daycare, they may not visit the Center.
- Persons 18-49 may visit the Center as a Center Participant but may not regularly attend unless they are a spouse, date, caregiver, or dependent adult child.

Participants and Members MUST

- Have a completed registration form on file and a Center ID badge to participate in Center activities and classes on a continuing basis. There are several types of ID badges available. See Membership Clerk for details.
- Provide Membership with updated information any time there is a change of address, phone number, emergency contact, etc. All information should be reviewed for accuracy at least annually. Some of our funding agencies require this information.
- Follow the Center's code of conduct.

- When the Directors and/or the Board of Directors determine a participant should no longer attend the Center due to a physical, mental, or social impairment, the family or caregiver will be notified. The participant may then attend and participate only when accompanied by a full-time caregiver or the health risk is eliminated and stated so by a medical professional. Placement in the Center's *Senior Circle of Friends Adult Day Center* may also be an option.

Code of Conduct

The Center is for the pleasure of all. It is, therefore, necessary to establish these guidelines of behavior.

- The building and grounds are a DRUG-FREE ENVIRONMENT. No illegal substances will be used within the building or on the grounds. The Center nor its members or participants are medical advisors; therefore, the sharing of prescription medication is prohibited.
- There is to be NO SMOKING, NO VAPING, NO E-CIGARETTES, or use of tobacco products within the building. Use only outside ~~and in~~ designated areas and receptacles.
- NO ALCOHOL USE within the Building or on the Grounds. Except for special events as stated in the Center Lease Agreement ~~sanctioned by the board of directors~~.
- FIREARMS, WEAPONS, and EXPLOSIVES are forbidden as stated in Tennessee Code (TCA) 39-17-1359. Any infraction will be reported to the Police.
- Profanity will not be tolerated in any form, written, or spoken.
- Courtesy and respect will always be shown to all people. Arguments, fights, or disruptive behavior will not be tolerated and could lead to DISCIPLINARY ACTION up to and including removal from membership.
- Do not engage in or participate in gossip or spread rumors.
- Discrimination and sexual harassment or "bullying" towards any person for any reason will not be tolerated and could lead to DISCIPLINARY ACTION up to and including removal from membership.
- Participants are expected to maintain personal hygiene that is healthy and not offensive.
- Each person is responsible for maintaining the premises in a neat and orderly fashion. If we all respect one another, the building, and the equipment, we can enjoy them for a long time.
- Anyone desiring to make a complaint is to file a complaint in writing, signed and dated, to the Executive Director.
- Anyone desiring to speak before the Board of Directors is to request permission from the Chairperson 24 hours in advance to have their name placed on the agenda. Then they may speak for a maximum of 3 minutes.
- Dress Code: T-shirts and sweatshirts must have no writing, pictures or graphics that unreasonably attract attention or causes disruption or interference with the operation of the center. Clothing that displays or implies profane or obscene language or symbols, see through clothing, clothing that shows bare midriff, bare back or the bare shoulder, pajamas and other sleepwear (slippers included) will not be allowed. Appropriate undergarments are required for both men and women and are not to be visible or exposed. Any dress code approved outside of this for a specific activity is only approved

during said activity and in the specific room for that activity. If questions arise, the Executive Director is to have the final say.

Opening/Closings

- Center Operating Hours Monday through Friday – 8 a.m. until 4 p.m.
- Any other openings must be approved by the Executive Director and/or the Board of Directors. The Center will not open for regular activities without a staff member certified in First Aid and CPR.

The paid staff person in charge will unlock the front door at the appropriate time. That person is also responsible for anyone allowed in before the set time. Mature workers and Board Members are not Center–paid staff and do not have this responsibility. Specific volunteers are allowed in to help the paid staff before scheduled opening times.

Participants should schedule their transportation to arrive at the scheduled opening times and before closing time.

Inclement Weather Policy

- The Clarksville Ajax Turner 50+ Center will initially observe the inclement weather plans as announced by the Clarksville-Montgomery County School System. The Executive Director will post the closure on WSMV's Snowbird Report, the Website, and Facebook. The list will be updated periodically.
- Should the Center be closed due to inclement weather on Monday - Friday, it is understood that it will remain closed for any **Center activities** scheduled that night.
- The Executive Director and Administrative Staff may choose to open the Center regardless of CMCSS's decision to remain closed if:

1. It is determined that the city streets are free of ice and snow, and traffic can flow freely and safely.
2. The Center parking and entrances are free of ice and snow.
3. The Executive Director and Administrative Staff have contacted their employees to determine who can return to work safely.
4. A CPR/First Aid trained staff must be on-site, and there is enough staff to man the Center.
5. When it is determined that all the above has been satisfied, the Executive Director and Administrative Staff may open the Center and provide programs as are available, i.e., lunch and ADC.

* The Center may also be closed at the discretion of the Executive Director.

* Please call before coming to the Center if you are in doubt.

The Center will be closed (unless announced open) on the following days.

Martin Luther King's	Juneteenth	Thanksgiving Day (Thursday)
President's Day	July 4th	Day after Thanksgiving (Friday)
Good Friday,	Labor Day	Christmas Eve Day (Dec 24th or Equiv.)
Memorial Day	Veterans Day	Christmas Day (Dec 25th or Equiv.)
		New Year's Eve Day (Dec 31st or Equiv.)
		New Year's Day (January 1st or Equiv.)

Liability

The Center shall not be responsible for damage, breakage, theft, or storage of participants' personal items. This includes pool cues, coats, crafts, ceramics, tools, or anything a Participant may bring to the Center.

Destruction of the personal property of either the participants or the staff is expressly prohibited and will be met with disciplinary action. If Center property is maliciously destroyed, the action will be met with suspension from the Center, the length of which depends upon the severity of the offense and reimbursement for damages.

The Center is not liable for personal injuries to those participating in Center activities, including the Exercise Room or its equipment. Nor is the Center responsible for damages of one participant by another participant.

All medication, including Aspirin, Tylenol, Tums, etc., cannot be dispensed to Center participants.

Any donation to the Center then becomes the property of the Center and is subject to usage or disposal as the Center staff feels is appropriate.

Use of Facility/Equipment

The Center will be used for Center activities whenever possible, but at times when it is not used as a Senior Center, it can be used for rental purposes to supplement the budget. Rentals are not a Center sponsored activity.

It may also be available for use by other non-profit organizations when scheduling does not interfere with regular programming.

- Certain areas of the Center with sensitive equipment or materials will not be available for usage by other organizations.
- No equipment, furniture, tools, or supplies will be removed from the Center without written permission from the staff. If permission is granted, said materials will be returned promptly when the purpose for borrowing is finished. Many items are also available for a small rental fee.
- Exercise equipment is to be used at your discretion. Please observe all posted safety rules and regulations. If assistance is needed, a staff member will be glad to help. The exercise room is not monitored; therefore, it is advised to have someone with you in case of an emergency. Equipment is used at your own risk.

Programs, Activities, and Classes

Center Staff will be responsible for all scheduling of programs and events and the use of available space. Trained Volunteers lead most activities. Please respect their authority and abide by each program's posted Rules and Regulations. All programs will comply with the requirements of each of the Center's funding sources. This includes but is not limited to the Older Americans Act, Federal and State funds and the Tennessee Secretary of State, the Division of Charitable Solicitations and Gaming, and the Office of the TN Attorney General.

- Each participant is responsible for cleaning their clutter from any program room. All pieces of equipment or supplies are to be shared by all participants.

- No equipment, tools, or supplies are to be removed from the Center without the permission of the Director or Assistant Director. If you are allowed to take Center property off-premises, you are responsible for its return in as good as or better condition than when you took it.
- Each program and/or room is set up to best suit the most needed and safety of the space. If you move furniture or equipment to suit your needs, please return it to its designated place. Each room has a diagram of the proper setup posted on the wall in that room.
- Class fees, when required, must be paid before or at the first class. Fees may be raised as necessary due to yearly inflation. See the Fees section below for more information.
- In addition to The Code of Conduct, each program may have its own rules, regulations, and requirements. Please be sure to check with the person or persons leading each program you attend.
- Volunteers run many of the programs and events offered at the Centers. Please treat them as you would want to be treated. Class leaders are in charge of their program. Any problems should be reported to the Center staff in writing, signed and dated by the person reporting the problem.

Games and Tournaments

- All tournaments will be conducted per posted tournament rules. Some events will require prior sign-up or registration.
- Bingo is free to play, but there are rules that must be strictly followed. The Center and participants are required to follow all rules and laws set by funding agencies.
- Please respect the **Facilitators** who are in charge. Any disagreements, disputes, or problems should be reported to an Administrative staff member who will handle disagreements and complaints.
- Prizes are awarded exclusively to (active) Center members and **participants** aged sixty (60) and over.

Lunches

- Your Center ID is required to determine the price of your lunch. Active membership is required to receive a member discount on lunches. All others will be charged full price. See the price list posted on the door in the lunchroom. If a financial hardship keeps someone from paying for lunch, please speak with one of the Directors.
- A volunteer or staff person will bring your complete meal (drink, plate, salad, and dessert) and take your dishes to the window if you are unable to do it for yourself.
- Any other participant other than the frail and disabled needing to eat early must first have the cashier's approval and follow all the guidelines above.
- All other participants will pay the cashier and proceed through the serving line. After paying for a meal a participant may designate his/her seat before proceeding through the line. Lunch will be served until 12:30 pm. All diners, other than the frail and disabled will place their own trays in the return window.

- All fees are set by staff and/or the Board of Directors and are kept reasonable. If a financial hardship keeps someone from participating, that person is encouraged to confidentially speak to one of the Directors who may be able to waive the fee or a portion thereof.

Fees

- Ceramic fees are based upon estimated costs of supplies and electricity used for firing. Non-members may pay an additional fee as posted in the rules and regulations of the program.
- Art/Craft class fees, when necessary, are based upon supplies used for special projects throughout the year. Check with your program leader on any fees that may be required.
- Trip fees are based on gas and maintenance costs or set costs plus an allowance for gas, etc. Tours with a tour company are arranged occasionally and the cost will include the tour company cost and a small amount to the Center to cover the time of staff to handle the trip. Participants are responsible for the cost when they register regardless of attendance unless another person is found to fill their slot. Trip fees must be paid at the time of registration for the trip to allow definite assurance of attendance and any pre-payments that are needed. Purchased tickets cannot be refunded. Trip fees can be refunded with seven days' notice of cancellation.

* **Services not included in the Older Americans Act** that the Center offers to include the Lunch Program, Adult Day Center, Hair Salon, and Trips.~~ and consignment privileges in The Shoppe.~~

Transportation Rules

- All trips scheduled by the Center are to be posted in the Trip book and the Trip Board. All Center-sponsored trips must have a Designated Emergency Preparedness Officer certified in First Aid and CPR. Information will be in the book about the trip and to register for the trip sign the appropriate sheet in the book. ALL TRIPS FEES WILL BE PAID AT SIGN-UP.
- All trips are first come first serve unless it is a specific trip for a specific group such as the chorus. Naturally, Members have priority on seats for a trip. If a non-member is signed up, and a member wishes to go, the non-member must relinquish the seat in favor of a member. This policy is only in effect until the trip ticket sales and closing date are reached. At that time the Trip List is final.
- Trips may be canceled from lack of attendance. No trip scheduled for participants will continue for the seven-passenger van with less than four persons. Trips may be scheduled with less only for Center business trips or by special permission.
- All policies of the Center listed in this handbook extend to Center-sponsored trips and outings. Any refreshments or clutter will be the responsibility of the Participants to clear before they leave the van.
- The driver of the van is responsible for checking out the van prior to the trip and ensuring there is enough gas for the trip. Driver "take-home" of vans is approved for early morning, next-day events at the discretion of the Center's Director.
- Seat Belts: Participants are required to wear their seat belts at all times when riding in the vans. Any person refusing to wear one will not be allowed to ride. If for some reason your seat belt is not working, please let the driver know before he pulls off.

- Drivers: All drivers must have a valid driver's license and be listed on the list of drivers registered with the insurance company. This requires that they must not have a record of traffic violations. They must use their eyeglasses if so, stated on their license. They must always obey all traffic regulations.
- Servicing: All drivers are requested to inform the staff immediately when service is needed on the van. Drivers are required to fill out the Log Sheet when the van is used.
- When there is a mechanical problem with the van the staff must be notified as soon as possible. The vehicle will be taken out of commission until the problem is corrected. *SAFETY MUST BE OUR NUMBER ONE PRIORITY.*

Temperature Control

The thermostats will be adjusted only by a paid staff person or by an authorized volunteer. If you find the temperature uncomfortable, please let a paid staff person know. Please remember we have a large number of people in the building involved in a variety of activities so if you tend to chill easily, please bring a sweater with you.

- The fans in the Assembly Room are designed to move the air about and equalize the temperature. They are not to be turned off by participants. Any regulating of them will be done by a paid staff person or by an authorized volunteer.
- The temperature for dances and other physical fitness activities is 68 degrees COOL. Please note that the setting 68 degrees HEAT is not the same and is therefore not in keeping with the temperature control guidelines as instructed in the Standard Operating Procedure document. For all other events, the temperature is 72 degrees. The HEAT or COOL thermostat setting will be determined by the weather and season as appropriate.
- No blocking of air vents by stuffing materials into them will be allowed. This can cause a fire hazard and endanger lives. Should the air need to be redirected the staff should be notified and a redirection made which is visible and removable.

Emergency/Safety Plan

- **Fire Safety and Emergency evacuations**
  1. Evacuate the building through the closest, clear exit.
  2. **DO NOT** get in your vehicle and leave the premises.
  3. Go to the grass area in front of the building closest to Clark St.
  4. Wait until your name has been checked off the "Daily Sign-in Sheet" before leaving the area.
- **Lightning Safety**
  1. Stay away from windows and water pipes.
  2. Avoid telephones and electrical devices.
  3. Unplug sensitive electrical devices.
- **Power Outages** The Center will close within 30 minutes if power has not been restored. Center staff will remain on-site while transportation is being arranged and until the last person has left.

- **Natural Disasters:** The Center is a designated Red Cross Emergency Shelter with several staff members trained as "shelter managers." All regularly scheduled programs and activities will be canceled when the building is used in this manner.

Volunteering Policies:

Anyone eighteen (18) or older who desires to volunteer at the Center must complete a volunteer application and pass a comprehensive criminal background check. Center staff will provide orientation and training as well as help with satisfactory placement and scheduling.

For detailed information see the Volunteer Handbook.

Approved by the Clarksville Board of Directors in a regular business session on September 14, 2023.

I have received my copy of the Standard Operating Procedures and agree to abide by them.

Print Name____Date____________________

Signature ____

Tt55 C9/Server/Standard Operating Procedures/SOP Rev September 2023

Clarksville Ajax Turner
50+ Center

Board of Directors Action Sheet

Date: **April 11, 2024**

Issue: Authorized signatures for Center bank accounts and financial documents.

Justification: **ARTICLE VIII CONTRACTS, CHECKS, DEPOSITORIES**

Section 8.4 Financial Institutions. Checks, Drafts, Orders. The Board of Directors: shall have the authority to open accounts in any bank or savings institution to maintain the accounts of the Center. The Chair, Vice-Chair, Treasurer, Executive Director, and Adult Day Care Director shall be authorized to sign checks, drafts, and other orders in such a manner as from time to time the Board of Directors authorizes them to do so by resolution.

Request: Approval of removing the following board members from Center bank account and all other financial documents: Jimmy Parker, Jill Crow, Ronnie, DeVault, Michael Williams, and Lois Greider.
Approval to add Jessica Catlett, ADC Director to Center bank account and other financial documents.
Approval to keep Sonda Finley, Executive Director on Center bank account and other financial documents.

☐ **Approved**

☐ **Denied**

Requested by:

____________________	______________
Executive Director	**Date**
____________________	______________
Board Chairperson	**Date**