



## ***Board of Director's Agenda***

May 16, 2024 @ 3:00 pm in person

**Meeting Facilitator:** Jimmy Parker, Previous Board Chair

**Invitees:** Lisa Beeler, Beverly Guynn, Stacy Knight, Rose Bennett, Emily Phillips, Tony Jenkins, Lori Mason, Sam Knolton

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

- I. Action Required
  - a. Open Nomination for Board Chair
- II. Call to Order
- III. Opening Prayer
- IV. Public Comment on Agenda items only
- VII. Action Required
  - a. Review and Approval of April 2024 Minutes
- VIII. Action Required - Financial Committee Report:
  - a. Review and Approval of April 2024 Financial Statement Report
  - b. Review and Approval of updated proposed budget for 2024-2025
- IX. Executive Director Report
- X. Staff Reports
- XI. Old Business
  - a. Center project updates and timeline
- XII. New Business
  - a. Action Required
    - i. Open Nominations for Executive Committee – Vice Chair, Secretary, and Treasurer
- XIII. Other Business
- XIV. Adjournment

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



## Clarksville Ajax Turner 50+ Center

### Action Item

Date: May 16, 2024

Issue: Open Nomination for Board Chair

Justification: *Article IV, Board of Directors: Section 4.16 Center. The Board Chair, and in his or her absence the Vice Chair 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 Board Chair 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.*

Request: Nominations and approval

Requested by: Sonda Finley, Executive Director

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Tabled for further discussion

\_\_\_\_\_  
Sonda L. Finley, Executive Director

May 16, 2024  
Date

\_\_\_\_\_  
Jimmy Parker, Past Board Chair

May 16, 2024  
Date



## Clarksville Ajax Turner 50+ Center

### Action Item

Date: May 16, 2024

Issue: April 2024 Minutes

Justification: *ARTICLE VII: MEETINGS Section 7.7 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.*

Request: Review and approve

Requested by: Sonda Finley, Executive Director

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Tabled for further discussion

\_\_\_\_\_  
Sonda L. Finley, Executive Director

May 16, 2024  
Date

\_\_\_\_\_  
Acting Board Chair

May 16, 2024  
Date



**Board of Directors Meeting:** April 11, 2024, at 3:00 pm in person

**Attendees:** Jimmy Parker, Jill Crow, Lisa Beeler, Stacy Knight, Sara Golden, Lois Greider, Mary New, Beverly Guynn, Howard Welch, Michael Williamson, Rose Bennett, Ronnie DeVault

**Absent:** DeVelma Dixon, Stephanie Mason

**Staff:** Sonda Finley, Ricky Willis, Jan Holleman, Ryan Pritchett, Chantal Tuckers, Clint Mullaney

**Call to Order:** Jimmy Parker

**Opening Prayer:** Jimmy Parker

**Public Comment:** No request to address the board

**Review and Approve March 2024, board minutes:** Motion to approve: Sara Golden. Lois Greider 2<sup>nd</sup> . Motion Carried.

**Review and Approve March 2024, Financial Report:** Motion to approve: Howard Welch. Sara Golden, 2<sup>nd</sup>.

**Financial Report:** The Center is currently at 75% of its budget year for 2023-2024. The new fiscal year begins July 1, 2024. ADC has taken in more money. Something new that was started is "Newsletter Ads". The cost of the ads will help offset printing costs. Total income is currently 81%. The Center received some unexpected costs such as the generator and air conditioner. Currently the Center is utilizing reserve funds to cover these costs. We will have a meeting discussing our new budget.

**Director Report:** The Center is currently moving into its sixtieth (60<sup>th</sup>) year. With that being said, it is time to make some changes and think outside the box. No longer will the Center be broken down in "silos". When I speak of the Center, I am speaking of it as a whole – ADC, Administration, Kitchen, Development, Community, and Maintenance. We can only move forward when we work together.

The Center is currently looking for additional funding. Jan and I attended the Millan Foundation Launch, where I got the opportunity to meet with Mr. Leo Millan. There is an opportunity to work with the foundation on some intergeneration programming.

Our greatest challenge right now is onboarding and training new board members. As you know we have eight members rolling off the board. As new board members roll on, we are hoping to develop a new onboarding process with the new committees that are being put in place.

The center also needs to improve its brand in the community. The board and staff will be working on succession planning over the next year.

**Community Coordinator:** Volunteer meeting held, 4/3, Facilitator meeting held 4/4, National Party Day, 4/3 light refreshments. Eclipse Party Watch 4/8 light lunch. Pajama Party planned 4/16 TBD, Annual High Tea, and BingoAthon, 4/26.

**Development Coordinator:** March 2 attended women's health fair - focused on healthy eating, exercise, mental and physical well-being. March 13, Women's empowerment fair, held at Austen Peay. Attended Geriatric Council meeting. On March 21. networked with other centers. Attended Luncheon March 26, Clarksville Social Club, networking with other organizations in the community to introduce the center and our activities. May get an intern for help from APSU (clerical).

**ADC:** DHS annual review 3/19 no findings, or violations. Cpt Cherry with Clarksville Fire Department reviewed and approved the ADC Emergency Preparedness Plan. Easter Luncheon with Mayor Pitts. Enrolled two new participants both will be GNRC clients. APSU student nurses continue internship. Scheduled APSU Speech Pathology students for summer internship. Mandatory GNRC Spring Meeting 4/3.

**Kitchen Manager:** Conducted first part of kitchen survey. New oven waiting for installation. Worked on Budget for food and staff. Worked with Clint and Janet on transferring emergency plan and AED maintenance. Attended food show hosted by Performance (food vendor). Provided food for ADC. Provided food for Veterans Coffee date. Provided information on new sanitizer, dishwasher Cost including chemicals needed.

**Building Maintenance:** Clint preparing door handles, GFCI for fire safety, worked on the ceiling, for fans in kitchen. Working on safety lights (led lights).

**Operation Activities:** nothing to report.

**Personnel and Grievance:** nothing to report.

**Budget and Finance:** nothing to report.

**Building and Properties:** nothing to report

**Nominating and Development:** absent

**Membership:** has nothing to report.

**Fundraising:** Jan, small fundraiser for T shirts/polo shirts with our logo in process.

**Old Business:**

**Bylaws:** The board received the proposed bylaws during the March 14, 2024, meeting. At that meeting they were informed to review the document and provide any changes by March 28, 2024. There were no changes received by the requested date.

**Review and Approval of Proposed Bylaws.** Motion to approve new bylaws made by Lisa Beeler. Stacy Knight 2<sup>nd</sup>. No discussion. Motion carried.

**New Business:** The Standard Operating Procedures (SOP) was updated both grammatically and removed old information such as the shoppe.

**Review and Approval of Standard Operating Procedures.** Motion to approve SOP, Lisa Beeler, Ronnie DeVault, 2<sup>nd</sup>. Motion carried.

**Review and Approval to Remove Board Members Rolling off and Adding New Signers.** Removing Jimmy Parker, Mike Williamson, Jill Crow, Ronnie DeVault, and Lois Greider from signature authorization. Adding Jessica Catlett to signature authorization. Remaining on signature authorization, Sonda Finley, and Lisa Beeler. Motion to approve, Sara Golden. Mike Williamson, 2<sup>nd</sup>. Motion carried.

**Motion to adjourn:** Mike Williamson. Lois Greider, 2<sup>nd</sup>. Motion carried.



## Clarksville Ajax Turner 50+ Center

### Action Item

Date: May 16, 2024

Issue: Financial Statements Report

Justification: *ARTICLE IX CONTRACTS, CHECKS, DEPOSITORIES  
Section 9.2 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.*

Request: Review and approve

Requested by: Sonda Finley, Executive Director

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Tabled for further discussion

\_\_\_\_\_  
Sonda L. Finley, Executive Director

May 16, 2024  
Date

\_\_\_\_\_  
Acting Board Chair

May 16, 2024  
Date

**CLARKSVILLE AJAX TURNER 50+ CENTER**  
**Financial Report**  
**April 2024**  
**Year to Date (83% of Year)**

| Income:                            | Approved Budget | April Income | Year to date Actual | Percentage Received Y-T-D | Explanations:             |
|------------------------------------|-----------------|--------------|---------------------|---------------------------|---------------------------|
| <b>Allocations...</b>              |                 |              |                     |                           |                           |
| City-General Support               | \$ 720,779      | \$ 57,981.59 | \$ 579,815.90       | 80.4%                     |                           |
| 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  | \$ 26,550.62        | 81.4%                     |                           |
|                                    | \$ 798,137      | \$ 60,314.92 | \$ 642,753.02       | 80.5%                     |                           |
| <b>Self Generated...</b>           |                 |              |                     |                           |                           |
| <b>Contributions...Donations</b>   |                 |              |                     |                           |                           |
| ADC Donations                      |                 |              | \$ 2,700.00         |                           |                           |
| ADC Capital Improvmnts             |                 |              | \$ 30,100.00        |                           |                           |
| Other Than Participants            |                 | \$ 1,207.00  | \$ 7,259.66         |                           |                           |
| Special Purposes                   |                 |              | \$ 50.00            |                           |                           |
| Memorials                          |                 |              |                     |                           |                           |
| Other                              |                 |              |                     |                           |                           |
|                                    | \$ 10,000       | \$ 1,207.00  | \$ 40,109.66        | 401.1%                    |                           |
| <b>Grants</b>                      |                 |              |                     |                           |                           |
| 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               |                 |              | \$ 5,000.00         |                           |                           |
| Community Health Fnd               |                 |              |                     |                           |                           |
|                                    |                 | \$ -         | \$ 38,042.00        |                           |                           |
| <b>Fees...</b>                     |                 |              |                     |                           |                           |
| Day Care Reimb                     | \$ 16,876       | \$ 4,384.37  | \$ 36,471.35        | 216.1%                    |                           |
| Adult Day Care Fees                | \$ 45,000       | \$ 2,970.00  | \$ 29,765.00        | 66.1%                     |                           |
| Annual Fees                        | \$ 20,000       | \$ 576.99    | \$ 14,852.91        | 74.3%                     |                           |
| Ceramics                           | \$ 3,000        | \$ 469.98    | \$ 3,641.40         | 121.4%                    |                           |
| Cokes & Coffee                     | \$ 500          |              | \$ 189.59           | 37.9%                     |                           |
| Copies                             | \$ 50           |              | \$ 19.00            | 38.0%                     |                           |
| Dance - Friday                     |                 |              | \$ 429.00           |                           |                           |
| Dance - Saturday                   | \$ 4,800        | \$ 402.00    | \$ 4,320.55         | 90.0%                     |                           |
| Dance Snacks                       |                 | \$ 78.00     | \$ 921.75           |                           |                           |
| Lunches for ADC                    | \$ 9,000        | \$ 1,021.71  | \$ 8,461.71         | 94.0%                     |                           |
| Lunches & Meal Tickets             | \$ 62,000       | \$ 5,039.02  | \$ 52,088.04        | 84.0%                     |                           |
| Snack Cart                         |                 | \$ 430.05    | \$ 911.66           |                           |                           |
| Thrift Shop                        | \$ 12,000       |              | \$ 3,189.40         | 26.6%                     |                           |
| Other Fees                         | \$ 500          | \$ 227.53    | \$ 442.53           | 88.5%                     |                           |
| Yard Sales                         | \$ 1,000        |              | \$ 165.00           | 16.5%                     |                           |
| Trips                              | \$ -            |              | \$ 180.00           | 0.0%                      |                           |
| <b>Cost/Trips</b>                  | \$ -            |              |                     | 0.0%                      |                           |
| Expected Profit                    | \$ -            | \$ -         | \$ 180.00           |                           |                           |
|                                    |                 |              |                     |                           |                           |
| Total Fees                         | \$ 174,726      | \$ 15,599.65 | \$ 156,048.89       | 89.3%                     |                           |
| <b>Fundraisers...</b>              |                 |              |                     |                           |                           |
| <b>CockTails &amp; Candy Canes</b> |                 |              | \$ 18,157.38        |                           |                           |
| <b>Fundraiser Exp</b>              |                 |              | \$ 18,157.38        |                           |                           |
| Balance                            |                 | \$ -         | \$ -                |                           | Transferred to Restricted |
|                                    |                 |              |                     |                           |                           |
| <b>Other Fundraisers</b>           |                 |              | \$ 853.00           |                           |                           |
| <b>Total Fundraisers</b>           | \$ 50,000       | \$ -         | \$ 853.00           |                           |                           |
| <b>Added Other Income...</b>       |                 |              |                     |                           |                           |
| Memorials                          | \$ -            | \$ -         | \$ -                |                           |                           |
| Endowment Income                   | \$ -            |              | \$ 1,396.00         |                           |                           |
| In/Out Flowthrough                 | \$ -            |              |                     |                           |                           |

|                         |                     |                     |                      |              |  |
|-------------------------|---------------------|---------------------|----------------------|--------------|--|
| Reserved Funds Prior Yr | \$ -                | \$ -                |                      |              |  |
| Other Income            | \$ -                |                     | \$ 3,852.00          |              |  |
| Insurance Claim         | \$                  |                     |                      |              |  |
| Newsletter Ads          | \$ -                |                     | \$ 100.00            |              |  |
| Legends Bank Error      |                     |                     | \$ 3,302.14          |              |  |
| Rental Income           | \$ 14,000           | \$ 1,848.02         | \$ 11,076.25         | 79.1%        |  |
|                         | \$ 14,000           | \$ 1,848.02         | \$ 19,726.39         | 140.9%       |  |
| <b>Total of Income</b>  | <b>\$ 1,046,863</b> | <b>\$ 78,969.59</b> | <b>\$ 897,532.96</b> | <b>85.7%</b> |  |

| Expenses:                     |            | April<br>Expenses | Year to date<br>Expenses | Percentage<br>Spent Y-T-D |                             |
|-------------------------------|------------|-------------------|--------------------------|---------------------------|-----------------------------|
| <b>Automotive Costs...</b>    |            |                   |                          |                           |                             |
| Auto Gas                      | \$ 1,500   |                   | \$ 286.61                | 19.1%                     |                             |
| Auto Repair                   | \$ 1,500   | \$ 387.26         | \$ 541.27                | 36.1%                     |                             |
| <b>Capital Improvements</b>   |            |                   | \$ 29,986.38             |                           | ADC Kitchen                 |
| <b>Communications:</b>        |            |                   |                          |                           |                             |
| Dues                          | \$ 300     |                   | \$ 389.00                | 129.7%                    |                             |
| Internet                      | \$ 750     | \$ 80.05          | \$ 800.50                | 106.7%                    |                             |
| Telephone                     | \$ 3,000   | \$ 191.48         | \$ 1,903.59              | 63.5%                     |                             |
| Web Page                      | \$ 500     | \$ 57.41          | \$ 470.70                | 94.1%                     |                             |
| <b>Contractual Costs...</b>   |            |                   |                          |                           |                             |
| Janitorial                    |            |                   |                          |                           |                             |
| Lawn Care                     | \$ 3,000   | \$ 400.00         | \$ 3,600.00              | 120.0%                    |                             |
| <b>Dance Program Costs...</b> |            |                   |                          |                           |                             |
| Dance Snacks & Exp            | \$ 2,000   | \$ 16.08          | \$ 1,109.05              | 55.5%                     |                             |
| <b>Employee Expenses...</b>   |            |                   |                          |                           |                             |
| Total Gross Wages             | \$ 672,309 | \$ 44,842.09      | \$ 441,644.48            | 65.7%                     |                             |
| Payroll Tax Match             | \$ 49,529  | \$ 3,420.73       | \$ 33,364.69             | 67.4%                     |                             |
| Unemployment Insurance        | \$ 308     | \$ 46.85          | \$ 81.48                 | 26.5%                     |                             |
| Workmans Comp. Ins.           | \$ 8,841   | \$ 2,291.60       | \$ 6,232.60              | 70.5%                     |                             |
| Employee Support Order        |            | \$ 818.28         | \$ 1,091.04              |                           |                             |
| Employee Ins - BlueCross      |            | \$ 3,707.41       | \$ 19,406.97             |                           |                             |
| Employee Ins - Colonial       |            | \$ 210.28         | \$ 1,016.16              |                           |                             |
| Employee Ded - BlueCross      |            | \$ 31.32          | \$ (6,296.80)            |                           |                             |
| Employee Ded - Colonial       |            | \$ (210.28)       | \$ (1,249.74)            |                           |                             |
| Employee Ded - Dental         |            | \$ (72.00)        | \$ (453.90)              |                           |                             |
| Employee Ded - Support Ord    |            | \$ (545.52)       | \$ (818.28)              |                           |                             |
| <b>Employee Benefits...</b>   |            |                   |                          |                           |                             |
| 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%                    |                             |
| <b>Food Program Costs...</b>  |            |                   |                          |                           |                             |
| Food Expense                  | \$ 75,000  | \$ 6,863.69       | \$ 79,596.39             | 106.1%                    |                             |
| Supplies:Non Food Kit.        | \$ 14,000  | \$ 6,567.35       | \$ 13,795.90             | 98.5%                     | New Dishwasher              |
| <b>Fundraiser Expenses</b>    |            |                   |                          |                           |                             |
|                               |            | \$ 31,681.12      | \$ 1,779.07              |                           | Transferred Cocktails Funds |
| <b>Grant Expenses</b>         |            |                   |                          |                           |                             |
| Google Breakfast              |            | \$ 3,818.30       | \$ 12,858.74             |                           |                             |
| Google Computer Lab           |            |                   |                          |                           |                             |
| United Way EFSP Grant         |            |                   | \$ 6,000.00              |                           |                             |
| Realtors Assoc Grant          |            |                   | \$ 4,470.75              |                           |                             |
| Light Grant                   |            |                   | \$ 1,155.48              |                           |                             |
| Community Health Fnd          |            |                   | \$ 7,000.00              |                           |                             |
| <b>Insurances...</b>          |            |                   |                          |                           |                             |
| 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%                     |                             |
| Insurance Claim               |            | \$ 1,000.00       | \$ 1,000.00              |                           | Welch                       |
| <b>Legal costs...</b>         |            |                   |                          |                           |                             |
| Audit                         | \$ 12,000  |                   | \$ 12,000.00             | 100.0%                    |                             |
| Federal Tax Filing            |            |                   | \$ 2,600.00              |                           |                             |
| Bonding                       | \$ 126     |                   | \$ 126.00                | 100.0%                    |                             |
| Licenses and Permits          | \$ 1,800   |                   | \$ 331.86                | 18.4%                     |                             |

|                             |                     |                      |                      |              |                        |
|-----------------------------|---------------------|----------------------|----------------------|--------------|------------------------|
| <b>Newsletter Costs...</b>  |                     |                      |                      |              |                        |
| Printing                    |                     | \$ 82.99             | \$ 147.98            |              |                        |
| <b>Occupancy costs...</b>   |                     |                      |                      |              |                        |
| Equipment Purchase/Rental   | \$ 2,500            | \$ 149.95            | \$ 2,266.81          | 90.7%        |                        |
| Repairs: Building           | \$ 12,000           |                      | \$ 5,512.45          | 45.9%        |                        |
| Equipment Maintenance       | \$ 10,000           | \$ 590.14            | \$ 11,749.40         | 117.5%       |                        |
| Bldg Repairs Restricted Fnd | \$ 20,000           |                      |                      |              |                        |
| AED Purchases               | \$ 5,000            |                      | \$ 3,852.00          | 77.0%        |                        |
| Bank Service Charges        |                     | \$ 100.03            | \$ 566.08            |              |                        |
| Office Supplies             | \$ 5,000            | \$ 102.47            | \$ 2,837.22          | 56.7%        |                        |
| Copier Contracts            | \$ 4,600            | \$ 376.99            | \$ 4,108.38          | 89.3%        |                        |
| Postage                     | \$ 1,000            |                      | \$ 525.40            | 52.5%        |                        |
| Other, Cleaning             | \$ 6,000            | \$ 866.37            | \$ 6,210.14          | 103.5%       |                        |
| Rent Expense                |                     |                      | \$ 1.00              |              | Building Lease w/ City |
| Security System             | \$ 3,500            |                      | \$ 3,528.08          | 100.8%       |                        |
| Electric                    | \$ 45,000           | \$ 2,405.32          | \$ 32,648.25         | 72.6%        |                        |
| Garbage Disposal            | \$ 4,500            | \$ 374.83            | \$ 3,575.50          | 79.5%        |                        |
| Gas & Water                 | \$ 9,000            | \$ 903.63            | \$ 9,672.31          | 107.5%       |                        |
| <b>Program Costs...</b>     |                     |                      |                      |              |                        |
| Supplies: Ceramic           | \$ 1,000            | \$ 794.73            | \$ 2,984.50          | 298.5%       |                        |
| ADC Lunch Food Cost         | \$ 18,000           | \$ 1,095.00          | \$ 10,340.05         | 57.4%        |                        |
| ADC Prog Expense            | \$ 4,300            | \$ 1,366.65          | \$ 2,239.75          | 52.1%        |                        |
| Program Expense             | \$ 7,500            | \$ 1,119.80          | \$ 3,467.29          | 46.2%        |                        |
| Marketing/Fundraising       | \$ 6,500            |                      | \$ 4,153.01          | 63.9%        |                        |
| Volunteer Program           | \$ 5,800            |                      | \$ 490.92            | 8.5%         |                        |
| Snack Cart Expenses         |                     | \$ 252.82            | \$ 445.28            |              |                        |
| Thrift Shop Expense         | \$ 11,000           |                      | \$ 2,470.18          | 22.5%        |                        |
| Transportation Refund       | \$ -                | \$ 50.00             | \$ (202.50)          |              |                        |
| <b>Training costs...</b>    | \$ -                |                      |                      |              |                        |
| Travel/Training             | \$ 1,500            |                      | \$ 180.27            | 12.0%        |                        |
| <b>Other Expense</b>        | \$ 1,000            |                      | \$ 135.00            | 13.5%        |                        |
| ADC Donation Exp            |                     | \$ 2,587.08          | \$ 2,700.00          |              |                        |
| Sr Center Donation Exp      |                     | \$ 2,975.24          | \$ 5,674.14          |              |                        |
| Legends Bank Error          |                     |                      | \$ 3,302.14          |              |                        |
| <b>Total Expenses</b>       | <b>\$ 1,046,863</b> | <b>\$ 121,797.54</b> | <b>\$ 815,758.36</b> | <b>77.9%</b> |                        |



## Clarksville Ajax Turner 50+ Center

### Action Item

Date: May 16, 2024

Issue: 2024-2025 Proposed Budget

Justification: *ARTICLE IV– BOARD OF DIRECTORS Section 4.20 Board of Directors Annual Requirements.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.*

Request: Review and approve

Requested by: Sonda Finley, Executive Director

\_\_\_\_\_

Approved

\_\_\_\_\_

Disapproved

\_\_\_\_\_

Tabled for further discussion

\_\_\_\_\_  
Sonda L. Finley, Executive Director

May 16, 2024

Date

\_\_\_\_\_  
Acting Board Chair

May 16, 2024

Date

Clarksville Montgomery County Ajax Turner Senior Citizens Center  
2024-2025 Budget

|                                | Budget Income<br>2024-2025 |
|--------------------------------|----------------------------|
| <b>Income:</b>                 |                            |
| <b>Allocations...</b>          |                            |
| City- General Support          | \$ 780,198                 |
| GNRC Federal-Title III-B       | \$ 30,397                  |
| GNRC Federal-Title III-B CARES |                            |
| GNRC Federal-Title III-D       |                            |
| GNRC State                     | \$ 13,311                  |
| United Way                     | \$ 32,000                  |
| <b>Totals</b>                  | <b>\$ 855,906</b>          |
| <b>Self Generated...</b>       |                            |
| <b>Contributions...</b>        |                            |
| <b>Donations...</b>            |                            |
| ADC Donations                  |                            |
| ADC Capital Improvmts          |                            |
| Other Than Participants        |                            |
| Special Purposes               |                            |
| Toward Food                    |                            |
| Memorials                      |                            |
| Other                          |                            |
| <b>Totals</b>                  | <b>\$ 10,000</b>           |
| <b>Grants</b>                  |                            |
| United Way EFSP Grant          | \$ 6,000                   |
| Google Grant Breakfast         | \$ 5,000                   |
| Google Grant Comp Lab          | \$ 7,042                   |
| Operations Grant               | \$ 14,913                  |
| <b>Totals</b>                  | <b>\$ 32,955</b>           |
| <b>Fees...</b>                 |                            |
| Adult Day Care Fees            | \$ 45,000                  |
| Day Care Reimb GNRC            | \$ 35,000                  |
| Annual Membership Fees         | \$ 20,000                  |
| Ceramics                       | \$ 4,500                   |
| Copies                         | \$ 50                      |
| Dances: Friday                 | \$ 600                     |
| Dances: Saturday               | \$ 4,900                   |
| Dance Snacks                   | \$ 900                     |
| Lunches & Meal Tickets         | \$ 62,000                  |
| Lunches for ADC                | \$ 9,500                   |

|                                     |                     |
|-------------------------------------|---------------------|
| Snack Cart                          | \$ 5,600            |
| Other Fees                          | \$ 500              |
| Yard Sales                          | \$ 500              |
| Trips                               |                     |
| <b>Totals</b>                       | <b>\$ 189,050</b>   |
| <b><i>Fundraisers...</i></b>        |                     |
| ADC Fundraisers                     | \$ 3,000            |
| Center Fundraisers                  | \$ 50,000           |
| <b>Totals</b>                       | <b>\$ 53,000</b>    |
| <b><i>Added Other Income...</i></b> |                     |
| Endowment Income                    | \$ 1,400            |
| Reserved Funds Prior Yr             |                     |
| Other Income                        | \$ -                |
| Newsletter Ads                      | \$ 1,200            |
| Rental Income                       | \$ 13,000           |
| <b>Totals</b>                       | <b>\$ 15,600</b>    |
| <b>Total of Income</b>              | <b>\$ 1,156,511</b> |

|                                      | Budget Exp<br>2024-2025 |
|--------------------------------------|-------------------------|
| <b>Expenses:</b>                     |                         |
| <b><i>Automotive Costs...</i></b>    |                         |
| Automobile Gas                       | \$ 1,500                |
| Repairs: Auto                        | \$ 2,000                |
| <b><i>Capital Improvements</i></b>   |                         |
| Capital Improvements                 |                         |
| <b><i>Communications:</i></b>        |                         |
| Web Page                             | \$ 500                  |
| Internet Home Page                   | \$ 1,000                |
| Dues                                 | \$ 400                  |
| Telephone                            | \$ 3,000                |
| <b><i>Contractual Costs...</i></b>   |                         |
| Lawn Care                            | \$ 5,000                |
| <b><i>Dance Program Costs...</i></b> |                         |
| Dance Snacks & Exp                   | \$ 1,500                |
| <b><i>Employee Expenses...</i></b>   |                         |
| Total Gross Wages                    | \$ 665,000              |
| Payroll Tax Match                    | \$ 50,816               |
| Unemployment Insurance               | \$ 100                  |
| Workmans Comp. Ins.                  | \$ 9,300                |
| Employee Ins - BlueCross             | \$ 46,303               |

|                                |               |
|--------------------------------|---------------|
| Employee Ins - Colonial        |               |
| Employee Ded - BlueCross       | \$ (14,781)   |
| Employee Ded - Colonial        |               |
| Employee Ded - Dental          | \$ (1,047.00) |
| <b>Employee Benefits...</b>    |               |
| Other Benefits                 | \$ 2,500      |
| <b>Food Program Costs...</b>   |               |
| Food Expense                   | \$ 116,000    |
| Supplies:Non Food Kit.         | \$ 14,000     |
| <b>Fundraiser Expense</b>      |               |
| Fundraiser Expenses            | \$ 15,000     |
| <b>Grant Expenses</b>          |               |
| United Way EFSP Grant          | \$ 6,000      |
| Google Breakfast               | \$ 5,000      |
| Google Computer Lab            | \$ 7,042      |
| <b>Insurances...</b>           |               |
| Liability- Board               | \$ 3,800      |
| Liability - General            | \$ 3,900      |
| Auto Insurance                 | \$ 3,300      |
| <b>Legal costs...</b>          |               |
| Audit                          | \$ 12,000     |
| Federal Tax Filing             | \$ 2,600      |
| Bonding                        | \$ 126        |
| Licenses and Permits           | \$ 1,000      |
| <b>Newsletter Costs...</b>     |               |
| Printing                       | \$ 500        |
| <b>Occupancy costs...</b>      |               |
| Equipment Purchase/Rental      | \$ 3,000      |
| Repairs: Building              | \$ 15,000     |
| Repairs: Equipment Maintenance | \$ 14,000     |
| Bldg Repairs Restricted Fnd    | \$ 20,000     |
| Other, Cleaning Supplies       | \$ 8,500      |
| AED Purchases                  | \$ 1,000      |
| Bank Service Charges           | \$ 800        |
| Office Supplies                | \$ 7,000      |
| Copier Contracts               | \$ 5,200      |
| Postage                        | \$ 800        |
| Rent Expense                   | \$ 1          |
| Security System                | \$ 4,000      |
| Electric                       | \$ 45,000     |
| Gas & Water                    | \$ 12,000     |
| Garbage Disposal               | \$ 4,500      |

|                               |              |
|-------------------------------|--------------|
| <b>Program Costs...</b>       |              |
| Supplies: Ceramic             | \$ 3,500     |
| ADC Program Expense           | \$ 7,230     |
| ADC Lunches                   | \$ 15,000    |
| Marketing/Fundraising Expense | \$ 9,000     |
| Program/Volunteer Expense     | 10,020.00    |
| Snack Cart Expenses           | \$ 2,400     |
| Transportation Refund         |              |
| <b>Training costs...</b>      |              |
| Training Expenses             | \$ 3,000     |
| Travel Expenses               | \$ 500       |
| <b>Other Expenses</b>         |              |
| Other Expense                 | \$ 1,000     |
| ADC Donation Exp              |              |
| Sr Center Donation Exp        |              |
| 60th Anniversary Celebration  | \$ 700       |
| Totals                        | \$ 1,156,511 |
|                               | Budget Total |
| Income                        | \$ 1,156,511 |
| Expenses                      | \$ 1,156,511 |



# Executive Director Report

Submitted by Sonda Finley

May 16, 2024

- **Industry News** – Tennessee Governor Bill Lee signed the Tennessee Disability and Aging Act, legislation that merges Tennessee’s Commission on Aging and Disability (TCAD) and Department of Intellectual and Developmental Disabilities (DIDD), effectively creating a new Department of Disability and Aging (DDA). The bill received unanimous, bipartisan legislative support and was backed by numerous stakeholders. Adults 65 years and older are the fastest-growing demographic in Tennessee. With a rapidly increasing aging population, the state must ensure it has the infrastructure in place to serve the needs of older adults.
- **Dashboard** –
  - Total Members for the month of April 2024 - 802
  - Number of visits by members - 4150
  - Number of New Members - 43
  - Number of Renewals - 3
  - Number of Deceased - 5
  - Telephone Reassurance reached 18 recipients with 86 calls made.
- **Monthly Happenings** –
  - FY24 Senior Center Monitoring Review Results – Full Approval
  - Met with Clarksville Mayor and Chief of Staff
  - Attended GNRC Spring Leadership meeting
  - Attended budget meetings
  - Attended State of Tennessee Charitable Gaming seminar
  - Participated in Tennessee Volunteer Seminar Series Webex
  - Bloomerang Training on Sponsor and Donor software
  - Review and update of Volunteer Handbook
  - Continuing to review and update Personnel Policies and Procedures
  - Training on “Consequences of Ethical Decision Making”
  - Attended GNRC Mon Ami Software Training
  - Staff completed Title VI Training
  - Conducted several staff meetings
- **Challenges** –
  - 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.
- Grant and Foundation research for operational funding.
- **Looking ahead:** Review and update of Center Strategic Plan
- **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 a Center event



## **ADC Monthly Report May 1, 2024**

Jessica Catlett, Director

The following totals reflect April 1 – 30, 2024

Total enrollment for April (15)

Total active Participants (14)

Total combine hours (1593 hrs 18 min)

Total breakfast served (117 total)

Total Lunches served (219 parts. + 75 staff = 294 Total)

Total snacks served (204 Total)

Total ADC Fees receipt (\$3,040.00)

Other money receipted (\$0)

- 1) Highlights from April
  - a) Continued staff trainings and fire drills
  - b) APSU nursing students spring semester ended.
  - c) APSU Pathology program will return for summer semester.
  - d) Continued to seek 2 new ADC Assistant positions.
  - e) Completed Annual Providers Report for DHS was successfully approved with no findings.
- 2) Upcoming events:
  - a) Celebrating Mother's Day
  - b) Monthly Birthdays
  - c) Continued training for staff / safety drills.
  - d) 2 new hires for ADC Assistant
  - e) 1 employee resigned.
  - f) Approval and Deliverance of 2024 annual license
- 3) Brief Wish list: Full wish list available upon request.
  - a) New kitchen knife set
  - b) Non-stick cookware and utensils
  - c) Gift cards- Walmart, dollar tree, dollar general, amazon, hobby lobby etc.
    - i) This will provide us with the opportunity to purchase program supplies as needed and provide a more creative activity schedule.



## **April 2024 Monthly Report**

### **Community Coordinator**

#### **Total New Volunteers: 18**

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 ((Moved Date))

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

All events were successful!

5/6- Cinco De Mayo! Celebrate with Non-Alcoholic Margaritas

5/8- Volunteer Meeting @10am RM 402(Mandatory Title 5)

5/8- Facilitator/Co-Facilitator Meeting @10:30am RM402(Mandatory Title 5)

5/9– Mother’s Day Celebration @10 am (Out by center sign)

5/15—National Chocolate Chip Day (Stop and get your warm chocolate chip cookie)

5/22– 2nd Annual Center High Tea Party @10am RM202

5/31– National Senior Health & Fitness Day

(Join us for a beautiful day of health and fitness.

Community Coordinator

*Chantal Tucker*



## Development April Monthly Report 2024

Jan Holleman, Development Coordinator

- Met with Dave Dessauer, Career Readiness Coach from APSU, about the possibility of getting an Austin Peay intern.
- Montgomery County Geriatric Council met here on April 9. The topic was “Essential Legal Documents” by Barbara McGinnis with Johnson McGinnis Elder Care Law and Estate Planning.
- Met with Kristina West of the Alzheimer’s Association for a one on one discussion on tips and advice for fundraising.
- On April 10<sup>th</sup>, the Center hosted a celebration for those members who have been a member of the Center for 25 years or more. Stephanie Miller, with “Mornings on Mainstreet” videoed interviews with those members for an upcoming segment of her show.
- Attended Business Before Hours at Whataburger on April 30<sup>th</sup>. Courtney Vick, the Field Marketing Coordinator from Texas. Spoke with her and the manager about possible ways to help the Center.



## Kitchen April 2024 Board Notes

Ryan Pritchett, Kitchen Manager

- New hire for the position in the kitchen
- Preps to have new floor put into the kitchen.

Nothing unusual to report for April.



## Maintenance May 2024 Board Report

Clint Mullaney, Maintenance Supervisor

- Installed new security lights in several different rooms
- Rekeyed door handle
- Installed GFCI's where needed
- Installed cove base in ADC
- Built and installed cover over external plumbing
- Repaired and reinstalled door handle in Rm 202
- Installed new plumbing in salon
- Rebuilt both toilet valves in lady's restroom in the lobby
- Changed all filters in all water fountains
- Fabricated and installed lock on a desk
- Installed new belts on the sanitizing and the exhaust fan on the roof for the kitchen
- Scheduled flooring project along with John Hillburn
- Removed numerous wall anchors and patched the holes in hallway
- Arranged bids and did walk throughs with numerous vendors for floors, painting, and floor stripping and rewaxing
- Scheduled painter for room 202
- Painted computer room and installed cove base in there
- Along with taking care of all the small things like setting up and tearing down events and the day-to-day needs with the help of my wonderful staff.



## Clarksville Ajax Turner 50+ Center

### Action Item

Date: May 16, 2024

Issue: Open Nomination for Vice Chair, Treasurer, Secretary

Justification: *Article IV, Board of Directors: Section 4.16 Center. The Board Chair, and in his or her absence the Vice Chair 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 Board Chair 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.*

Request: Nominations and approval

Requested by: Sonda Finley, Executive Director

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Tabled for further discussion

\_\_\_\_\_  
Sonda L. Finley, Executive Director

May 16, 2024  
Date

\_\_\_\_\_  
Acting Board Chair

May 16, 2024  
Date