



Board of Director's Agenda

June 13, 2024 @ 3:00 pm in person

Meeting Facilitator: Toni Jenkins, Acting Board Chair

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

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

- I. Call to Order
- II. Opening Prayer
- III. Public Comment on Agenda items only
- VII. Action Required
 - a. Review and Approval of May 2024 Minutes
- VIII. Action Required - Financial Committee Report:
 - a. Review and Approval of May 2024 Financial Report
- IX. Executive Director Report
- X. Staff Reports
- XI. Old Business
 - a. Center project updates
- XII. New Business
 - a. Action Required
 - i. Nominations and Election of Executive Committee – Chair, Vice Chair, Secretary, and Treasurer
 - b. Action Required
 - i. Election of two board members to serve as check signers.
 - ii. Motion to accept Lisa Beeler's resignation and removal as check signer.
 - c. Action Required
 - i. 90 Day Plan
- XIII. Other Business
- XIV. Adjournment



Clarksville Ajax Turner 50+ Center

Action Item

Date: June 13, 2024

Issue: May 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: Ricky Willis, Fiscal Director, Acting Executive Director

_____ Approved

_____ Disapproved

_____ Tabled for further discussion

Ricky Willis, Fiscal Director

June 13, 2024
Date

Acting Board Chair

Jun 13, 2024
Date

CLARKSVILLE AJAX TURNER 50+ CENTER
Financial Report
May 2024
Year to Date (91% of Year)

Income:	Approved Budget	May Income	Year to date Actual	Percentage Received Y-T-D	Explanations:
Allocations...					
City-General Support	\$ 760,264	\$ 97,466.59	\$ 677,282.49	89.1%	
GNRC Federal-Title III-B	\$ 30,397	\$ 7,599.00	\$ 30,395.00	100.0%	
GNRC Federal-Title III-D	\$ 1,050		\$ 1,000.00	95.2%	
GNRC State	\$ 13,311	\$ 3,328.00	\$ 15,918.50	119.6%	
United Way	\$ 32,600	\$ 2,333.33	\$ 28,883.95	88.6%	
	\$ 837,622	\$ 110,726.92	\$ 753,479.94	90.0%	
Self Generated...					
Contributions...Donations					
ADC Donations		\$ 513.08	\$ 3,213.08		
ADC Capital Improvmts			\$ 30,100.00		
Other Than Participants		\$ 61.00	\$ 7,320.66		
Donation Toward Food		\$ 490.00	\$ 490.00		
Special Purposes			\$ 50.00		
Memorials					
Other					
	\$ 10,000	\$ 1,064.08	\$ 41,173.74	411.7%	
Grants					
United Way EFSP Grant			\$ 6,000.00		
Google Grant Breakfast			\$ 20,000.00		
Google Grant Comp Lab			\$ 7,042.00		
Light Grant					
Realtors Assoc Grant			\$ 5,000.00		
Community Health Fnd					
		\$ -	\$ 38,042.00		
Fees...					
Day Care Reimb	\$ 16,876		\$ 36,471.35	216.1%	
Adult Day Care Fees	\$ 45,000	\$ 3,775.00	\$ 33,695.00	74.9%	
Annual Fees	\$ 20,000	\$ 251.00	\$ 15,103.91	75.5%	
Ceramics	\$ 3,000	\$ 468.49	\$ 4,109.89	137.0%	
Cokes & Coffee	\$ 500		\$ 189.59	37.9%	
Copies	\$ 50		\$ 19.00	38.0%	
Dance - Friday		\$ 63.00	\$ 492.00		
Dance - Saturday	\$ 4,800	\$ 245.00	\$ 4,565.55	95.1%	
Dance Snacks		\$ 45.00	\$ 966.75		
Lunches for ADC	\$ 9,000	\$ 980.00	\$ 9,441.71	104.9%	
Lunches & Meal Tickets	\$ 62,000	\$ 4,669.76	\$ 56,757.79	91.5%	
Snack Cart		\$ 528.00	\$ 1,439.66		
Thrift Shop	\$ 12,000		\$ 3,189.40	26.6%	
Other Fees	\$ 500	\$ 35.00	\$ 477.53	95.5%	
Yard Sales	\$ 1,000	\$ 130.00	\$ 295.00	29.5%	
Trips	\$ -		\$ 180.00	0.0%	
Cost/Trips	\$ -			0.0%	
Expected Profit	\$ -	\$ -	\$ 180.00		
Total Fees	\$ 174,726	\$ 11,190.25	\$ 167,394.13	95.8%	
Fundraisers...					
CockTails & Candy Canes			\$ 18,157.38		
Fundraiser Exp					
Balance		\$ -	\$ 18,157.38		Amount left to cover Exp
Other Fundraisers			\$ 853.00		
Total Fundraisers	\$ 50,000	\$ -	\$ 19,010.38		
Added Other Income...					
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	\$ 861.38	\$ 11,937.63	85.3%	
	\$ 14,000	\$ 861.38	\$ 20,587.77	147.1%	
Total of Income	\$ 1,086,348	\$ 123,842.63	\$ 1,039,687.96	95.7%	

Expenses:					
		May Expenses	Year to date Expenses	Percentage Spent Y-T-D	
Automotive Costs...					
Auto Gas	\$ 1,500	\$ 56.50	\$ 343.11	22.9%	
Auto Repair	\$ 1,500		\$ 541.27	36.1%	
Capital Improvements			\$ 29,986.38		ADC Kitchen
Communications:					
Dues	\$ 300		\$ 389.00	129.7%	
Internet	\$ 750	\$ 80.05	\$ 880.55	117.4%	
Telephone	\$ 3,000	\$ 190.64	\$ 2,094.23	69.8%	
Web Page	\$ 500	\$ 39.42	\$ 510.12	102.0%	
Contractual Costs...					
Janitorial					
Lawn Care	\$ 3,000	\$ 800.00	\$ 4,400.00	146.7%	
Dance Program Costs...					
Dance Snacks & Exp	\$ 2,000		\$ 1,109.05	55.5%	
Employee Expenses...					
Total Gross Wages	\$ 672,309	\$ 70,928.25	\$ 512,572.73	76.2%	
Payroll Tax Match	\$ 49,529	\$ 5,311.17	\$ 38,675.86	78.1%	
Unemployment Insurance	\$ 308		\$ 81.48	26.5%	
Workmans Comp. Ins.	\$ 8,841	\$ 742.20	\$ 6,974.80	78.9%	
Employee Support Order		\$ 545.52	\$ 1,636.56		
Employee Ins - BlueCross	\$ 19,485	\$ 2,035.97	\$ 21,442.94	110.0%	
Employee Ins - Colonial		\$ 210.28	\$ 1,226.44		
Employee Ded - BlueCross		\$ (1,253.59)	\$ (7,550.39)		
Employee Ded - Colonial		\$ (315.42)	\$ (1,565.16)		
Employee Ded - Dental		\$ (108.00)	\$ (561.90)		
Employee Ded - Support Ord		\$ (818.28)	\$ (1,636.56)		
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	\$ 95,000	\$ 10,792.20	\$ 90,388.59	95.1%	
Supplies:Non Food Kit.	\$ 14,000	\$ 866.28	\$ 14,662.18	104.7%	
Fundraiser Expenses			\$ 19,936.45		
Grant Expenses					
Google Breakfast		\$ 3,188.14	\$ 16,046.88		
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		
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%	
Insurance Claim			\$ 1,000.00		Howard Welch
Legal costs...					
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	\$ 360.00	\$ 691.86	38.4%	
Newsletter Costs...					
Printing			\$ 147.98		
Occupancy costs...					
Equipment Purchase/Rental	\$ 2,500	\$ 152.98	\$ 2,419.79	96.8%	
Repairs: Building	\$ 12,000	\$ 1,140.98	\$ 6,653.43	55.4%	
Equipment Maintenance	\$ 10,000	\$ 915.68	\$ 12,292.08	122.9%	
Bldg Repairs Restricted Fnd	\$ 20,000				
AED Purchases	\$ 5,000		\$ 3,852.00	77.0%	
Bank Service Charges		\$ 50.04	\$ 616.12		
Office Supplies	\$ 5,000	\$ 714.96	\$ 3,153.04	63.1%	
Copier Contracts	\$ 4,600		\$ 4,507.52	98.0%	
Postage	\$ 1,000		\$ 525.40	52.5%	
Other, Cleaning	\$ 6,000	\$ 427.56	\$ 6,637.70	110.6%	
Rent Expense			\$ 1.00		Building Lease w/ City
Security System	\$ 3,500		\$ 3,528.08	100.8%	
Electric	\$ 45,000	\$ 2,581.14	\$ 35,229.39	78.3%	
Garbage Disposal	\$ 4,500	\$ 374.83	\$ 3,950.33	87.8%	
Gas & Water	\$ 9,000	\$ 804.67	\$ 10,476.98	116.4%	
Program Costs...					
Supplies: Ceramic	\$ 1,000	\$ 177.85	\$ 3,162.35	316.2%	
ADC Lunch Food Cost	\$ 18,000	\$ 1,007.98	\$ 11,348.03	63.0%	
ADC Prog Expense	\$ 4,300	\$ 82.40	\$ 2,322.15	54.0%	
Program Expense	\$ 7,500	\$ 1,509.61	\$ 4,976.90	66.4%	
Marketing/Fundraising	\$ 6,500	\$ 31.73	\$ 4,184.74	64.4%	
Volunteer Program	\$ 5,800	\$ 182.94	\$ 673.86	11.6%	
Snack Cart Expenses		\$ 280.54	\$ 725.82		
Thrift Shop Expense	\$ 11,000		\$ 2,470.18	22.5%	
Transportation Refund	\$ -	\$ 185.00	\$ (17.50)		
Training costs...	\$ -				
Travel/Training	\$ 1,500	\$ 37.30	\$ 217.57	14.5%	
Other Expense	\$ 1,000		\$ 135.00	13.5%	
ADC Donation Exp			\$ 2,700.00		
Sr Center Donation Exp			\$ 5,674.14		
Bad Debt Write Off		\$ 880.00	\$ 880.00		ADC Non-Payments
Legends Bank Error			\$ 3,302.14		
Total Expenses	\$ 1,086,348	\$ 105,189.52	\$ 938,732.26	86.4%	

Analysis...		May Totals	Year to date Totals	Percentage Rec/Spent Y-T-D	
Income	\$ 1,086,348	\$ 123,842.63	\$ 1,039,687.96	95.7%	
Less Expenses	\$ 1,086,348	\$ 105,189.52	\$ 938,732.26	86.4%	
Income / (Loss)	\$ -	\$ 18,653.11	\$ 100,955.70	9.3%	
Depreciation Expense					
Total Income/(Loss)		\$ 18,653.11	\$ 100,955.70		
Liquid Assets:					
Checking Account	\$ 400,306		\$ 400,306		
Petty Cash	\$ 300				
Receipt Box	\$ 50		\$ 145	Bricks	
Lunch Box	\$ 125		\$ 2,544	Pool room	
Dance Box	\$ 125		\$ 31,681	Candy Canes	Fundraiser
Total Liquid -- Fund Bal.	\$ 400,906		\$ 6,275	Bldg Repairs	
			\$ 359,661	Unrestricted Funds	
			\$29,081.26	Endowment Fund as of 3/31/24	



Clarksville Ajax Turner 50+ Center

Action Item

Date: June 13, 2024

Issue: Financials and Credit Card Statements

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: Ricky Willis, Fiscal Director, Acting Executive Director

_____ Approved

_____ Disapproved

_____ Tabled for further discussion

Ricky Willis, Fiscal Director

June 13, 2024
Date

Acting Board Chair

June 13, 2024
Date

Executive Director Report

Our Executive Director, Sonda Finley, underwent major surgery on May 22. She is home recuperating and plans to return when she is released and able.

Membership Report

Month/ Year: May 2024

New Members: 29

Renewals: 3

Deceased Members: 7

Services

Individual Members In: 477

Number of visits to the Center: 3,809

Telephone Members: 30

Total Comfort Reassurance Calls made: 124

Total Members as of May 31, 2024: 831

ADC Monthly Report May 2024

The following totals reflect May 1 – 31, 2024

Total enrollment for May (14)

Total active Participants (13)

Total breakfast served (121 total)

Total Lunches served (247 Total)

Total snacks served (169 Total)

1) Highlights from May

- a) 1 pending employee's fingerprints were not approved, the other declined position
- b) APSU Speech Pathology students completed brief intern. Fantastic asset.
- c) Celebrated Mother's Day.
- d) Patricia Luck celebrated 1 year of employment

2) Upcoming events:

- a) Celebrating Father's Day
- b) Jessica annual respite, Mary M will cover operations.
- c) GNRC annual review prep

3) Wish list:

- a) New kitchen knife set
- b) Non-stick cookware and utensils
- c) AA/AAA batteries
- d) Gift cards- Walmart, dollar tree, dollar general, amazon, hobby lobby
 - i) spontaneous craft supplies
 - ii) Father's Day gifts

Submitted by: Jessica Catlett, ADC Director

Community Coordinator Report

May 2024

Total New Volunteers: 12

May Programs

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 (Lead by New Vision Group)

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

All events were successful!

June Events

6/5 – Volunteer/Facilitator & Co-Facilitator Meeting @9:45am RM 202

6/14– Father's Day Donuts w/ Dad RM 402 @9:30am

6/18—Juneteenth Celebration @ 12:30pm RM 402

6/20 — National Milkshake Day (Find the Community Coordinator for a mini treat)

6/26 – National Beauticians Day

Community Coordinator

Chantal Tucker

Kitchen Manager Report May 2024

1. Worked on getting the kitchen closed with the center and the City.
 - a. Met with 3 churches to find support on kitchen closer
 - b. Met with 5 restaurants chains to support the kitchen closer
 - c. Met with 2 assisted living companies to support kitchen closer.
2. Prepared for kitchen meals to be served when kitchen closed. Menu prep for meals that can be made off site and transport well. Still providing meals at the highest standard.
3. Closed kitchen on the 24th of May. 28 May move 94% of kitchen equipment. 29 of May worked with City to remove electrical equipment and larger kitchen equipment. Completed moving of all kitchen equipment, laundry. office storage area.
4. Researched new dishwasher ordered and will install in June. This purchase will save the center thousands of dollars each year
5. Tuesday May 28 kitchen staff started light breakfast served at the center and meals served at the center. Meal preps are being done at the United Methodist Church on Madison.
6. With donations and discounts from local business , kitchen staff have provided free breakfast and 4 out of the 5 lunch meals at no cost to the members
7. 150 breakfast 350 lunch for the last week of May. Breakfast attendance is down but on par with lunch meals.

Submitted by Ryan Pritchett

Development Coordinator Report

May 2024

Met with someone from the Clarksville Transit System about the possibility of having the Center advertising inside the city buses. It is free for non-profits, but we do have to have the signs printed ourselves.

Worked on a grant with Jessica, Sonda, and Ricky for American Snuff Co.

Researched and did preliminary work on several other possible grants.

Attended the Montgomery County Veterans Coalition. It is an excellent resource and a good place to make contacts within the community and to find agencies that can further help our veterans.

Visited multiple restaurants and senior living facilities and churches to solicit help with meals and food during the time of our kitchen closure.

Submitted by Jan Holleman

Maintenance Facilities Report

May 2024

- Painting has been completed in room 202
- The epoxy floor has been laid in the kitchen by Superior Concrete Concept

These are two big projects that the center has been anticipating for a while

- Fixed leak in ADC refrigerator door
- Installed 3 new shut off valves in kitchen
- Removed and replaced many water-damaged ceiling tiles throughout the building
- Began the card reader process with city telecommunications / IT department
- Set up and tore down for daily events with the help of my staff when necessary
- Got bids for stripping and sealing of the floor in 202 along with a separate bid for the rest of the building
- Reassembling the equipment for the fitness center
- Patched the exterior roof

Submitted by Clint Mullaney



Clarksville Ajax Turner 50+ Center

Action Item

Date: June 13, 2024

Issue: Nomination and Election of Chair, Vice Chair, Treasurer, Secretary

Justification: **ARTICLE V – OFFICERS OF THE BOARD**
Section 5.1 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.

Request: Nominations and approval

Requested by: Ricky Willis, Fiscal Director, Acting Executive Director

_____ Approved

_____ Disapproved

_____ Tabled for further discussion

Ricky Willis, Fiscal Director

June 13, 2024
Date

Acting Board Chair

June 13, 2024
Date

May 29,2024

Mrs. Sonda Finley
Executive Director
Clarksville Ajax Turner 50+ Center
953 Clark Street
Clarksville, TN 37040

Dear Mrs. Finley:

I am writing to you to nominate myself for the position of Chairman of the Board. I would like to serve as Chairman to utilize the many relationships that I

have had the opportunity to forge in our community. As Chairman, I would love serving along my fellow board members, the staff at Ajax Turner 50+ Center, and the

community off supporters to help maintain the success of the Center as well as help catapult it to an even larger success in the future.

My current involvements and experience with Boards of Directors are the Clarksville Community Board of Directors and finance committee, The Clarksville Citizens Police

Academy Alumni Board of Directors, and currently the Secretary and Event Manager, the Montgomery County Juvenile Foster Care Board , Sunrise Community Human Rights

Counsel, and Crime Stoppers Board of Directors, as well as many more non-profit organizations and committees in Clarksville Montgomery County, Tennessee.

I value my ability to be involved and assist with the needs of our beloved community. To the best of my ability, I administer my best to all that I am involved

within. If elected as Chairman of the Board, I will exhibit the same qualities and abide by the duties of Board members specified in the Clarksville Ajax Turner 50+ Center Bylaws.

Sincerely,

Lori J. Mason

lori_9288@msn.com

931-220-2644

Dear Sonda & Committee Members:

I'm writing to you to nominate myself for Vice Chair Person of the Clarksville 50+Center Board of Directors.

I am a member of the senior center and a accomplished board member who is passionate about helping in making the center a place for seniors to come and enjoy and array of oportunities of social, health, activies of many, meals and a safe involement.

I have served as the chairperson on the the nominating committee for the passed two years that I have servered on the board and feel succesful from events planned.

I am passionate about event planning and creating ways for positive outcome.

I feel I will be able to perform such duties as directed from time to time by the board.

I am a volunteer of the senior center as well and help in many way needed.

I feel no doubt that I am capable of this position. If you have any questions, please don't hesitate to contact me at my email address, toritra@charter.net.

Thank you for taking your time and consideration.

Sincerely,

Beverly Guynn



Clarksville Ajax Turner 50+ Center

Action Item

Date: June 13, 2024

Issue: Election of board members to serve as check signers.

Justification: **ARTICLE IX**

CONTRACTS, CHECKS, DEPOSITORIES

Section 9.4 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: Nominations and approval

Requested by: Ricky Willis, Fiscal Director, Acting Executive Director

_____ Approved

_____ Disapproved

_____ Tabled for further discussion

Ricky Willis, Fiscal Director

June 13, 2024
Date

Acting Board Chair

June 13, 2024
Date



Clarksville Ajax Turner 50+ Center

Action Item

Date: June 13, 2024

Issue: Motion to accept Lisa Beeler's resignation and removal as check signer.

Justification: **ARTICLE IV– BOARD OF DIRECTORS**
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.*

Request: Review and approve

Requested by: Ricky Willis, Fiscal Director, Acting Executive Director

_____ Approved

_____ Disapproved

_____ Tabled for further discussion

Ricky Willis, Fiscal Director

June 13, 2024
Date

Acting Board Chair

June 13, 2024
Date



Clarksville Ajax Turner 50+ Center Action Item

Date: June 13, 2024

Issue: 90 Day Plan

Justification: *Unknown*

Request: Review and approve

Requested by: James A. Halford, Jr., Chief of Staff, City of Clarksville

_____ Approved

_____ Disapproved

_____ Tabled for further discussion

Ricky Willis, Fiscal Director

June 13, 2024
Date

Acting Board Chair

June 13, 2024
Date