

Clarksville Ajax Turner 50+ Center

Board of Directors Agenda

July 24, 2024 at 3:30 PM

Call to order

Opening prayer

1. Welcome new member
2. 90-day plan
3. Management of 50+ Center: how things are being done.
4. Establish hierarchy of 50+ Center: Succession – who is in charge when the Director is out.
 - a. What is the forecast of the Executive Director, when will she return?
 - b. Set expectations for line of communication between Executive Director and Board of Directors
5. City Attorney & By-laws
6. Financial issues with QuickBooks & Audit
7. Discuss who will be the check writer/signer; Lisa Beeler's last day was 30 June 2024
8. Date for next meeting: _____
9. Department reports
10. Adjourn

Clarksville Ajax Turner 50+ Center
Board of Directors Minutes
July 8, 2024

Call to order July 8, 2024, at 3:37 pm

Opening prayer: Jessica Catlett

1. Introduction of new member
2. Form a grievance committee
3. Operations and Activities:
 - a. 90-day plan to build/programs to work
 - b. Who is in charge if Rick and or Jessica is not at the building.
4. Bylaws: Zach to review for compliance followed by Mr. Halford to review then back to board.
5. As of today, (July 2, 2024) the finances and books are complete.
6. A vote was taken for Denise Gray to become secretary.
7. 9 total board members are needed.
8. A treasurer is needed
9. Ricky Willis to sign checks (Director is out due to illness)
10. Date of next meeting July 18, 2024 at 3:00 pm
11. Emily made a motion to adjourn followed by Beverly Guynn second.
12. End 5:24 pm

CLARKSVILLE AJAX TURNER 50+ CENTER
Financial Report - DRAFT
June 2024
Year to Date (100% of Year)

Income:	Approved Budget	June Income	Year to date Actual	Percentage Received Y-T-D	Explanations:
Allocations...					
City-General Support	\$ 760,264	\$ 57,981.51	\$ 735,264.00	96.7%	
GNRC Federal-Title III-B	\$ 30,397		\$ 22,797.00	75.0%	
GNRC Federal-Title III-D	\$ 1,050			0.0%	
GNRC State	\$ 13,311		\$ 9,984.00	75.0%	
United Way	\$ 32,600	\$ 2,333.37	\$ 31,217.32	95.8%	
	\$ 837,622	\$ 60,314.88	\$ 799,262.32	95.4%	
Self Generated...					
Contributions...Donations					
ADC Donations		\$ 80.00	\$ 3,293.08		
ADC Capital Improvmts			\$ 30,100.00		
Other Than Participants		\$ 568.89	\$ 7,889.60		
Donation Toward Food		\$ 224.21	\$ 714.21		
Special Purposes			\$ 50.00		
Memorials					
Other					
	\$ 10,000	\$ 873.10	\$ 42,046.89	420.5%	
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	\$ 6,267.19	\$ 31,977.75	189.5%	
Adult Day Care Fees	\$ 45,000	\$ 2,180.00	\$ 35,875.00	79.7%	
Annual Fees	\$ 20,000	\$ 6,093.77	\$ 21,197.68	106.0%	
Ceramics	\$ 3,000	\$ 310.01	\$ 4,419.90	147.3%	
Cokes & Coffee	\$ 500		\$ 189.59	37.9%	
Copies	\$ 50		\$ 19.00	38.0%	
Dance - Friday			\$ 492.00		
Dance - Saturday	\$ 4,800	\$ 281.00	\$ 4,846.55	101.0%	
Dance Snacks		\$ 69.25	\$ 1,036.00		
Lunches for ADC	\$ 9,000	\$ 680.00	\$ 10,121.71	112.5%	
Lunches & Meal Tickets	\$ 62,000	\$ 2,930.99	\$ 59,688.78	96.3%	
Snack Cart		\$ 278.62	\$ 1,718.28		
Thrift Shop	\$ 12,000		\$ 3,189.40	26.6%	
Other Fees	\$ 500		\$ 25,770.77	5154.2%	Audit Adjustments
Yard Sales	\$ 1,000	\$ 57.00	\$ 352.00	35.2%	
Trips	\$ -	\$ 16.60	\$ 196.60	0.0%	
Cost/Trips	\$ -			0.0%	
Expected Profit	\$ -	\$ 16.60	\$ 196.60		
Total Fees	\$ 174,726	\$ 19,164.43	\$ 201,091.01	115.1%	
Fundraisers...					
CockTails & Candy Canes			\$ 18,157.38		
Fundraiser Exp					
Balance		\$ -	\$ 18,157.38		Amount paid to cover Exp
Other Fundraisers		\$ 240.00	\$ 1,093.00		
Total Fundraisers	\$ 50,000	\$ 240.00	\$ 19,250.38		
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	\$ 204.98	\$ 12,142.61	86.7%	
	\$ 14,000	\$ 204.98	\$ 20,792.75	148.5%	
Total of Income	\$ 1,086,348	\$ 80,797.39	\$ 1,120,485.35	103.1%	

Expenses:		June	Year to date	Percentage	
		Expenses	Expenses	Spent Y-T-D	
Automotive Costs...					
Auto Gas	\$ 1,500		\$ 343.11	22.9%	
Auto Repair	\$ 1,500		\$ 541.27	36.1%	
Capital Improvements		\$ 1,645.00	\$ 31,631.38		
Communications:					
Dues	\$ 300		\$ 389.00	129.7%	
Internet	\$ 750	\$ 80.05	\$ 960.60	128.1%	
Telephone	\$ 3,000	\$ 190.65	\$ 2,284.88	76.2%	
Web Page	\$ 500	\$ 39.42	\$ 549.54	109.9%	
Contractual Costs...					
Janitorial					
Lawn Care	\$ 3,000	\$ 400.00	\$ 4,800.00	160.0%	
Dance Program Costs...					
Dance Snacks & Exp	\$ 2,000	\$ 187.99	\$ 1,297.04	64.9%	
Employee Expenses...					
Total Gross Wages	\$ 672,309	\$ 43,489.12	\$ 556,061.85	82.7%	
Payroll Tax Match	\$ 49,529	\$ 3,238.00	\$ 41,913.86	84.6%	
Unemployment Insurance	\$ 308		\$ 81.48	26.5%	
Workmans Comp. Ins.	\$ 8,841		\$ 6,974.80	78.9%	
Employee Support Order		\$ 545.52	\$ 2,182.08		
Employee Ins - BlueCross	\$ 19,485	\$ 6,351.37	\$ 27,794.31	142.6%	
Employee Ins - Colonial		\$ 315.42	\$ 1,541.86		
Employee Ded - BlueCross		\$ (964.30)	\$ (8,514.69)		
Employee Ded - Colonial		\$ (281.78)	\$ (1,846.94)		
Employee Ded - Dental		\$ (72.00)	\$ (633.90)		
Employee Ded - Support Ord		\$ (545.52)	\$ (2,182.08)		
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	\$ 9,357.16	\$ 99,745.75	105.0%	
Supplies:Non Food Kit.	\$ 14,000	\$ 438.59	\$ 15,100.77	107.9%	
Fundraiser Expenses					
			\$ 19,936.45		
Grant Expenses					
Google Breakfast		\$ 1,965.25	\$ 18,012.13		
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	\$ 105.57	\$ 797.43	44.3%	
Newsletter Costs...					
Printing		\$ 64.66	\$ 212.64		
Occupancy costs...					
Equipment Purchase/Rental	\$ 2,500		\$ 2,419.79	96.8%	
Repairs: Building	\$ 12,000	\$ 1,984.93	\$ 8,638.36	72.0%	
Equipment Maintenance	\$ 10,000	\$ 1,744.66	\$ 14,036.74	140.4%	
Bldg Repairs Restricted Fnd	\$ 20,000				
AED Purchases	\$ 5,000		\$ 3,852.00	77.0%	
Bank Service Charges		\$ 20.00	\$ 636.12		
Office Supplies	\$ 5,000	\$ 2,215.70	\$ 5,368.74	107.4%	
Copier Contracts	\$ 4,600	\$ 397.52	\$ 4,905.04	106.6%	
Postage	\$ 1,000	\$ 260.00	\$ 785.40	78.5%	
Other, Cleaning	\$ 6,000	\$ 1,155.96	\$ 7,793.66	129.9%	
Rent Expense			\$ 1.00		Building Lease w/ City
Security System	\$ 3,500		\$ 3,528.08	100.8%	
Electric	\$ 45,000	\$ 2,828.84	\$ 38,058.23	84.6%	
Garbage Disposal	\$ 4,500	\$ 370.59	\$ 4,320.92	96.0%	
Gas & Water	\$ 9,000	\$ 868.58	\$ 11,345.56	126.1%	
Program Costs...					
Supplies: Ceramic	\$ 1,000	\$ 136.08	\$ 3,298.43	329.8%	
ADC Lunch Food Cost	\$ 18,000	\$ 956.78	\$ 12,304.81	68.4%	
ADC Prog Expense	\$ 4,300	\$ 318.81	\$ 2,640.96	61.4%	
Program Expense	\$ 7,500	\$ 261.33	\$ 5,238.23	69.8%	
Marketing/Fundraising	\$ 6,500	\$ 1,660.37	\$ 5,845.11	89.9%	
Volunteer Program	\$ 5,800	\$ 49.98	\$ 723.84	12.5%	
Snack Cart Expenses		\$ 672.78	\$ 1,398.60		
Thrift Shop Expense	\$ 11,000		\$ 2,470.18	22.5%	
Transportation Refund	\$ -	\$ 360.00	\$ 342.50		
Training costs...					
Travel/Training	\$ 1,500		\$ 217.57	14.5%	
Other Expense					
	\$ 1,000	\$ 2,525.00	\$ 2,660.00	266.0%	CPA Expenses
ADC Donation Exp			\$ 2,700.00		
Sr Center Donation Exp			\$ 5,674.14		
Bad Debt Write Off			\$ 880.00		ADC Non-Payments
Legends Bank Error			\$ 3,302.14		
Total Expenses	\$ 1,086,348	\$ 85,338.08	\$ 1,024,070.34	94.3%	

Analysis...		June	Year to date	Percentage	
		Totals	Totals	Rec/Spent Y-T-D	
Income	\$ 1,086,348	\$ 80,797.39	\$ 1,120,485.35	103.1%	
Less Expenses	\$ 1,086,348	\$ 85,338.08	\$ 1,024,070.34	94.3%	
Income / (Loss)	\$ -	\$ (4,540.69)	\$ 96,415.01	8.9%	
Depreciation Expense					
Total Income/(Loss)		\$ (4,540.69)	\$ 96,415.01		
Liquid Assets:					
Checking Account	\$ 391,146		\$ 391,146		
Petty Cash	\$ 300				
Receipt Box	\$ 50		\$ 145	Bricks	
Lunch Box	\$ 125		\$ 2,614	Pool room	
Dance Box	\$ 125		\$ 27,124	Candy Canes	Fundraiser
Total Liquid -- Fund Bal.	\$ 391,746		\$ 6,275	Bldg Repairs	
			\$ 354,989	Unrestricted Funds	
			<u>\$28,583.08</u>	Endowment Fund as of 4/30/24	

ADC Monthly Report June 2024

The following totals reflect June 1 – 30, 2024

Total enrollment for July (14)

Total active Participants (9) 2 on vacation, 2 in refusal to leave home, 1 lost funding but will return in July

Total combine hours (871 hrs 49 min)

Total breakfast served (117 total)

Total Lunches served (294 total)

Total snacks served (204 total)

Total ADC Fees receipt (\$1905.00)

1. Highlights from June

- a. Celebrated Father's Day
- b. Prescheduled GRNC Annual review for mid Aug. Reviewer did not specify date.
- c. ADC entry door awaiting new parts to fix stripped lock. In the event the repair is lengthy, I fear we may need to discuss closing the ADC. The inability to use the door and prevent others from using the door is causing further damage and creating a jeopardy in the ability to lock and secure the premises. Willing to further discuss and explain.
- d. Networked with South Central Village and plan to provide an informational session with the residents there to potentially increase membership and awareness of the ADC for assistance when supervised care is necessary for those residents.
- e. ADC staff met low attendance with an opportunity to deep clean and reorganize.
- f. Two new trial enrollments, 1 pending and 1 returned participant.
- g. Spoke with My Senior Center and will be working with their team to create a sign in portal that meets the Rules and Regulations of the ADC.
- h. Applied for Trinity Episcopal Church Outreach Grant for two new lift chairs.

2. Upcoming events:

- a. Celebrated 4th of July with patriotic attire and games, CMCSA hotdog bar
- b. Fire & Safety Drills
- c. Preparing for annual GNRC review and staff evaluations
- d. Continued staff training via Alison.com
- e. Seeking community resources to provide free or inexpensive resources for staff training
- f. Trinity Episcopal Grant was awarded to ADC, Mrs. Catlett will attend their service to receive the check once a date is provided.
- g. July 16th Mrs. Catlett will host bingo and provided center information to South Central Village.

Submitted by Jessica Catlett, ADC Director

Membership Report

June 2024

New Members: 19

Renewals: 170

Deceased Members: 3

Services

Individual Members In: 485

Number of visits to the Center: 3422

Telephone Reassurance Calls

Telephone Members: 34

Total Calls made: 152

Currently Active Members: 850

Submitted by Sabine Sanders

Membership Secretary

Community Coordinator Monthly Report

June 2024

Total New Volunteers: 7

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

All events were successful!

Upcoming Events

7/1-7/31– Collection of School Supplies for our Local Elementary School. See box in front. (ON GOING)

7/3 - July 4th Celebration- @12:30 pm RM 402

7/10– Volunteers & Facilitators/Co-Facilitators Meeting @ 10am

7/12—National Pecan Pie Day– Stop and Get a slice in front of 402

7/20 — National Lollipop Day

Community Coordinator

Chantal Tucker

Development Report

June 2024

-On June 6, I attended a Business Before Hours at Mugshot Coffee Co. on Strawberry Alley. It is a time to meet people, network and exchange business cards.

-On June 6, I worked on and completed an advertising video for YouTube. One of our members, Louis Fiore, a former videographer from Las Vegas, helped put it all together and added music. We had to create a new YouTube account due to difficulties getting into the previous one created for the Center. Our YouTube channel now is listed as Ajax Turner 50 Plus Senior Center.

-On June 11, Montgomery County Geriatric Council met here at the Center. They meet here for a lunch networking event every other month. It is a group of people who work in the senior health care industry in any capacity.

-The kitchen reopened on June 17. During the kitchen closure we had a lot of help and support from the community to help us continue to provide meals for our members. Ryan and I went out and solicited help from numerous businesses, organizations and a church. We would like to thank them all so very much for all their help. They are listed below.

-Madison Street United Methodist Church -they allowed us to use their kitchen facility to cook meals

-Arcadia Senior Living – provided a meal from their facility

-Walking Horse Meadows – provided a meal from their facility

-Jubilee House – provided a meal from their facility

-GFWC – Clarksville Women's Group – their generous donation allowed us to be able to provide free lunch for three days

-Dickey's Barbeque – gave us a substantial discount on meals

-Little Caesar's Pizza – provided pizzas at a large discount

-Fieldstone Place – provided hot breakfast from their facility

-Whataburger- Madison Street – provided breakfast sandwiches

-Centerwell Senior Primary Care held a “Forever Young” event on June 20 in their parking lot. I attended and had a marketing table. They had a food truck, a band and lots of giveaways. It was well attended and I was able to talk to a lot of people about all that we offer here at the Center.

-Comfort Keepers held a National Day of Joy here at the Center. It had vendor tables, ice cream sundaes, door prizes and a photo booth. I had a vendor table set up to give out information about our Center and our Adult Day Center.

-On June 27, Chantal, Jessica and I had an opportunity to do a local TV station interview. It was a question-answer session with lots of information about our Center, our programs and our Adult Day Center.

Submitted by Jan Holleman

Development Coordinator

Kitchen Report

June 2024

Re-opened the kitchen after floor remodel was completed on June 17, 2024

Reinstalled the equipment for use in the kitchen with help from the city.

- Ovens and gas lines.
- Steam table.
- 3 prep tables.
- DFF (fryer).
- Sanitizer and tables.
- Washer and dryer.
- Three sinks and various plumbing.
- Storage room and office.
- Dining room tables chairs and equipment.

With the kitchen closed we provided 210 breakfasts in June.

With the kitchen closed we provided 490 lunch meals in June.

Provided 210 free breakfast meals and 280 free meals in June paid for by support from local businesses and local churches.

Recycled old equipment that was no longer serviceable, (ovens)

Kitchen was closed for a total of 15 days.

Lessons learned from kitchen closure and making meals off site can be provided if needed.

Submitted by Ryan Pritchett, Kitchen Manager

Facility Maintenance Coordinator Report

June 2024

- Replaced in line filter due to leak in ADC kitchen
- Installed new door stops on front entry doors.
- Worked on plumbing in ADC.
- Mounted and hung the projection screen in 202p
- Reset AC to room 202.
- Adjust valve in lady's restroom, needs new flush valve.
- Fixed handle on kitchen cart.
- Ordered a new driver for the out light in ladies lobby restroom.
- Installed door opener for ladies' lobby restroom
- Setting up and tearing down for calendar events
- While all the time helping with everyone's needs throughout
- All with the help of my crew which now consists of one which is Keith.

I'd like to take this opportunity to brag on Keith. He is an employee that is the center's strength. He makes sure all the floors are clean and glowing, If there's a spill, an accident, or someone needs assistance he's there to clean up or lend a helping hand. You can always count on him and you never have to look for him to see if he's working. He is now our only custodial staff since our part-time custodian left us since she found a better paying job. We are at the end of our interviewing stages, hiring a replacement.

Submitted by Clint Mullaney