



AGENDA
SENIOR CENTER BOARD OF DIRECTORS MEETING
AUGUST 15, 2024, 3:00 PM
AJAX TURNER SENIOR CENTER

Meeting Facilitator: Chairperson Toni Jenkins

- 1. CALL TO ORDER:** Chairperson Toni Jenkins
- 2. OPENING PRAYER:** Chairperson Toni Jenkins
- 3. PUBLIC COMMENT:** (3 people, 5 minutes each)
- 4. APPROVAL OF MINUTES:** July 24, 2024
- 5. REVIEW AND APPROVAL OF FINANCIAL REPORT**
- 6. EXECUTIVE DIRECTOR'S REPORT**
- 7. STAFF REPORTS**
 - **ADC Director:**
 - **Community Coordinator:**
 - **Development Coordinator:**

- **Kitchen Manager:**
- **Maintenance Facilities:**
- **Old Business:**
 - **Discussion- Board of Directors being active in our intentions to serve**
 - **Get the Board to capacity - 2 new and a Treasurer**
 - **Activate a grievance committee**
 - **Address the bylaws that will be adopted from the comparison of old and new.**

8. ADJOURNMENT:



Board of Directors Meeting: July 24, 2024 at 3:30 pm

Meeting Facilitators: Chairperson Toni Jenkins

ATTENDANCE:

Board Members: Toni Jenkins, Beverly Guynn, Rose Bennett, Denise Gray

Guest: Lisa Canfield

Staff: Clint Mullaney, Chantal Tucker, Jessica Catlett, Ricky Willis, Jan Holleman.

Absent: Sonda Finley, Executive Director

CALL TO ORDER: Chairperson Toni Jenkins

The meeting was called to order at 3:30 pm.

OPENING PRAYER: Chairperson Toni Jenkins

PUBLIC COMMENT: None

90- DAY PLAN: A grievance committee is recommended by chairperson Toni Jenkins.

MANAGEMENT OF 50+ CENTER: Rick Willis to fill in for the Executive Director. More info to come after her doctor's appointment on August 6, 2024.

ESTABLISH HIERARCHY OF 50+ CENTER SUCCESSION

BYLAWS: Has been approved by Mr. Halford. The board was asked to compare the old and new bylaws.

FINANCIAL UPDATE: Given by Rick Willis Beverly Guynn will act as the other check writer. Jessica Catlett will remain. Chairperson Toni Jenkins is secondary. The motion was brought by Emily and seconded by Rose Bennett. Also, Rose Bennett brought a motion and Beverly seconded it securing Toni Jenkins as a secondary writer.

DATE FOR NEXT MEETING: August 15, 2024 at 3:00 pm

DEPARTMENT REPORTS: Reports were given and the board was updated on each area of their respective departments.

ADC Director: Getting and waiting on grants that are to come to the center.

Community Coordinator: Outreach within the center. National Pecan Pie Day and other center activities.

Development Coordinator: Community Outreach and within the center. Waiting on word from grants as well.

Kitchen Manager: New floors, kitchen equipment

Maintenance Facilities, New paint etc.

ADJOURNMENT: A motion was given by Beverly Guynn and seconded by Rose Bennett

The meeting adjourned at 4:52 pm

CLARKSVILLE AJAX TURNER 50+ CENTER
Financial Report
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	\$ (2,473.23)	\$ 674,809.26	88.8%	
GNRC Federal-Title III-B	\$ 30,397	\$ 7,599.00	\$ 30,396.00	100.0%	
GNRC Federal-Title III-D	\$ 1,050			0.0%	
GNRC State	\$ 13,311	\$ 3,328.00	\$ 13,312.00	100.0%	
United Way	\$ 32,600	\$ 2,333.37	\$ 31,217.32	95.8%	
	\$ 837,622	\$ 10,787.14	\$ 749,734.58	89.5%	
Self Generated...					
Contributions...Donations					
ADC Donations		\$ 175.00	\$ 3,388.08		
ADC Capital Improvmnts			\$ 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	\$ 968.10	\$ 42,141.89	421.4%	
Grants					
EFSP Grant		\$ 4,863.00	\$ 9,726.00		
Google Grant Breakfast			\$ 20,000.00		
Google Grant Comp Lab		\$ (7,042.00)			
Light Grant					
Realtors Assoc Grant			\$ 5,000.00		
Community Health Fnd					
		\$ (2,179.00)	\$ 34,726.00		
Fees...					
Day Care Reimb	\$ 16,876	\$ 12,517.19	\$ 42,449.63	251.5%	
Adult Day Care Fees	\$ 45,000	\$ 1,485.00	\$ 31,240.00	69.4%	
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	\$ 2,930.98	\$ 59,688.77	96.3%	
Snack Cart		\$ 278.62	\$ 1,718.28		
Thrift Shop	\$ 12,000		\$ 3,189.40	26.6%	
Other Fees	\$ 500		\$ 2,012.53	402.5%	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	\$ 24,719.42	\$ 183,169.64	104.8%	
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	\$ 34,740.64	\$ 1,049,815.24	96.6%

Expenses:		June Expenses	Year to date Expenses	Percentage Spent Y-T-D	
Automotive Costs...					
Auto Gas	\$ 1,500	\$ 62.55	\$ 405.66	27.0%	
Auto Repair	\$ 1,500	\$ 7.65	\$ 548.92	36.6%	
Capital Improvements		\$ 33,260.88	\$ 63,247.26		
Communications:					
Dues	\$ 300		\$ 389.00	129.7%	
Internet	\$ 750	\$ 160.10	\$ 960.60	128.1%	
Telephone	\$ 3,000	\$ 381.54	\$ 2,334.44	77.8%	
Web Page	\$ 500	\$ 78.84	\$ 588.96	117.8%	
Contractual Costs...					
Janitorial					
Lawn Care	\$ 3,000	\$ 1,000.00	\$ 4,800.00	160.0%	
		\$ 204.07			
Dance Program Costs...					
Dance Snacks & Exp	\$ 2,000		\$ 1,119.82	56.0%	
Employee Expenses...					
Total Gross Wages	\$ 672,309	\$ 41,116.25	\$ 553,688.98	82.4%	
Payroll Tax Match	\$ 49,529	\$ 3,336.92	\$ 42,012.78	84.8%	
Unemployment Insurance	\$ 308	\$ 20.92	\$ 87.68	28.5%	
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	\$ 11,156.18	\$ 95,289.29	100.3%	
Supplies:Non Food Kit.	\$ 14,000	\$ 872.24	\$ 15,026.57	107.3%	
Fundraiser Expenses			\$ 19,936.45		
Grant Expenses		\$ 2,026.15	\$ 18,073.03		
Google Breakfast					
Google Computer Lab			\$ 6,000.00		
EFSP Grant			\$ 4,470.75		
Realtors Assoc Grant			\$ 1,155.48		
Light Grant			\$ 7,000.00		
Community Health Fnd					
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	\$ 112.13	\$ 2,531.92	101.3%	
Repairs: Building	\$ 12,000	\$ 2,775.11	\$ 9,277.30	77.3%	
Equipment Maintenance	\$ 10,000	\$ 1,752.15	\$ 14,044.23	140.4%	
Bldg Repairs Restricted Fnd	\$ 20,000				
AED Purchases	\$ 5,000		\$ 3,852.00	77.0%	
Bank Service Charges		\$ 69.20	\$ 705.31		
Office Supplies	\$ 5,000	\$ 2,316.35	\$ 5,399.41	108.0%	
Copier Contracts	\$ 4,600	\$ 397.52	\$ 4,534.09	98.6%	
Postage	\$ 1,000	\$ 260.00	\$ 785.40	78.5%	
Other, Cleaning	\$ 6,000	\$ 1,248.82	\$ 7,861.86	131.0%	
Rent Expense			\$ 1.00		Building Lease w/ City
Security System	\$ 3,500		\$ 3,528.08	100.8%	
Electric	\$ 45,000	\$ 5,707.12	\$ 37,056.44	82.3%	
Garbage Disposal	\$ 4,500	\$ 370.59	\$ 4,320.92	96.0%	
Gas & Water	\$ 9,000	\$ 1,375.76	\$ 11,216.14	124.6%	
Program Costs...					
Supplies: Ceramic	\$ 1,000	\$ 168.04	\$ 3,330.39	333.0%	
ADC Lunch Food Cost	\$ 18,000	\$ 1,172.96	\$ 12,520.99	69.6%	
ADC Prog Expense	\$ 4,300	\$ 1,157.26	\$ 3,479.41	80.9%	
Program Expense	\$ 7,500	\$ 834.15	\$ 5,802.95	77.4%	
Marketing/Fundraising	\$ 6,500	\$ 1,841.40	\$ 6,026.14	92.7%	
Volunteer Program	\$ 5,800	\$ 49.98	\$ 723.84	12.5%	
Snack Cart Expenses		\$ 672.78	\$ 1,398.60		
Thrift Shop Expense	\$ 11,000		\$ 2,067.95	18.8%	
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		\$ 30.00	\$ 910.00		ADC Non-Payments
Legends Bank Error			\$ 3,302.14		
Total Expenses	\$ 1,086,348	\$ 124,399.55	\$ 1,049,815.24	96.6%	

Analysis...		June Totals	Year to date Totals	Percentage Rec/Spent Y-T-D	
Income	\$ 1,086,348	\$ 34,740.64	\$ 1,049,815.24	96.6%	
Less Expenses	\$ 1,086,348	\$ 124,399.55	\$ 1,049,815.24	96.6%	
Income / (Loss)	\$ -	\$ (89,658.91)	\$ -	0.0%	
Depreciation Expense					
Total Income/(Loss)		\$ (89,658.91)	\$ -		
Liquid Assets:			\$ 395,392		
Checking Account	\$ 395,392				
Petty Cash	\$ 300				
Receipt Box	\$ 50				
Lunch Box	\$ 125				
Dance Box	\$ 125				
Total Liquid -- Fund Bal.	\$ 395,992				
					Restricted & Deferred Liability Funds
			\$ 145		Bricks
			\$ 2,614		Pool room
			\$ 27,124		Candy Canes Fundraiser
			\$ 6,275		City Bldg Repairs
			\$ 7,042		Google Computer Lab Grant
			\$ 60,455		Prior Year City Funds
			\$ 291,737		Unrestricted Funds
			\$ 29,116.13		Endowment Fund as of 5/31/24

CLARKSVILLE AJAX TURNER 50+ CENTER
Financial Report
July 2024
Year to Date (8% of Year)

Income:	Approved Budget	July Income	Year to date Actual	Percentage Received Y-T-D	Explanations:
Allocations...					
City-General Support	\$ 780,198	\$ 65,016.50	\$ 65,016.50	8.3%	
GNRC Federal-Title III-B	\$ 30,397			0.0%	
GNRC Federal-Title III-D					
GNRC State	\$ 13,311			0.0%	
United Way	\$ 32,000	\$ 2,333.33	\$ 2,333.33	7.3%	
	\$ 855,906	\$ 67,349.83	\$ 67,349.83	7.9%	
Self Generated...					
Contributions...Donations					
ADC Donations					
ADC Capital Improvmnts					
Other Than Participants		\$ 20.00	\$ 20.00		
Donation Toward Food					
Special Purposes					
Memorials					
Other					
	\$ 10,000	\$ 20.00	\$ 20.00	0.2%	
Grants					
United Way EFSP Grant					
Operations Grant	\$ 13,173				
	\$ 31,215	\$ -	\$ -	0.0%	
Fees...					
Day Care Reimb GNRC	\$ 35,000			0.0%	
Adult Day Care Fees	\$ 45,000	\$ 2,355.00	\$ 2,355.00	5.2%	
Annual Membership Fees	\$ 20,000	\$ 5,970.01	\$ 5,970.01	29.9%	
Ceramics	\$ 4,500	\$ 284.00	\$ 284.00	6.3%	
Copies	\$ 50			0.0%	
Dance - Friday	\$ 600	\$ 129.00	\$ 129.00		
Dance - Saturday	\$ 4,900	\$ 412.36	\$ 412.36	8.4%	
Dance Snacks	\$ 900	\$ 120.00	\$ 120.00	13.3%	
Lunches for ADC	\$ 9,500	\$ 785.00	\$ 785.00	8.3%	
Lunches & Meal Tickets	\$ 62,000	\$ 5,024.14	\$ 5,024.14	8.1%	
Snack Cart	\$ 5,600	\$ 358.49	\$ 358.49	6.4%	
Other Fees	\$ 500			0.0%	
Yard Sales	\$ 500	\$ 40.00	\$ 40.00	8.0%	
Trips	\$ -	\$ 20.00	\$ 20.00	0.0%	
Cost/Trips	\$ -			0.0%	
Expected Profit	\$ -	\$ 20.00	\$ 20.00		
Total Fees	\$ 189,050	\$ 15,498.00	\$ 15,498.00	8.2%	
Fundraiser Income					
ADC Fundraisers	\$ 3,000				
Alzheimer Fundraiser		\$ 72.00	\$ 72.00		
Total Fundraisers	\$ 53,000	\$ 72.00	\$ 72.00		
Added Other Income...					
Memorials	\$ -				
Endowment Income	\$ 1,400				
In/Out Flowthrough	\$ -				
Reserved Funds Prior Yr	\$ -				
Other Income	\$ -				

Insurance Claim	\$				
Newsletter Ads	\$	1,200			
Rental Income	\$	13,000	\$ 1,990.08	\$ 1,990.08	15.3%
	\$	15,600	\$ 1,990.08	\$ 1,990.08	12.8%
Total of Income	\$	1,154,771	\$ 84,929.91	\$ 84,929.91	7.4%

Expenses:		July Expenses	Year to date Expenses	Percentage Spent Y-T-D	
Automotive Costs...					
Auto Gas	\$ 1,500			0.0%	
Auto Repair	\$ 2,000			0.0%	
Capital Improvements					
Communications:					
Dues	\$ 400			0.0%	
Internet	\$ 1,000			0.0%	
Telephone	\$ 3,000			0.0%	
Web Page	\$ 500			0.0%	
Contractual Costs...					
Lawn Care	\$ 5,000	\$ 400.00	\$ 400.00	8.0%	
Dance Program Costs...					
Dance Snacks & Exp	\$ 1,500			0.0%	
Employee Expenses...					
Total Gross Wages	\$ 665,000	\$ 40,100.47	\$ 40,100.47	6.0%	
Payroll Tax Match	\$ 50,866	\$ 2,978.81	\$ 2,978.81	5.9%	
Unemployment Insurance	\$ 101			0.0%	
Workmans Comp. Ins.	\$ 7,510	\$ 1,072.92	\$ 1,072.92	14.3%	
Employee Support Order		\$ 688.08	\$ 688.08		
Employee Ins - BlueCross	\$ 46,303	\$ 4,611.53	\$ 4,611.53	10.0%	
Employee Ins - Colonial		\$ 281.78	\$ 281.78		
Employee Ded - BlueCross	\$ (14,781)	\$ (964.30)	\$ (964.30)		
Employee Ded - Colonial		\$ (281.78)	\$ (281.78)		
Employee Ded - Dental	\$ (1,047)	\$ (72.00)	\$ (72.00)		
Employee Ded - Support Ord		\$ (688.08)	\$ (688.08)		
Employee Benefits...					
Other Benefits	\$ 2,500			0.0%	
Food Program Costs...					
Food Expense	\$ 116,000	\$ 5,637.01	\$ 5,637.01	4.9%	
Supplies:Non Food Kit.	\$ 14,000	\$ 340.64	\$ 340.64	2.4%	
Fundraiser Expenses					
Alzheimer Fundraiser		\$ 72.00	\$ 72.00		
	\$ 15,000	\$ 72.00	\$ 72.00	0.5%	
Grant Expenses					
Google Breakfast	\$ 1,927	\$ 1,926.97	\$ 1,926.97	100.0%	
United Way EFSP Grant					
Operations Grant					
Other	\$ 16,115				
Insurances...					
Liability Board	\$ 3,800			0.0%	
Liability General	\$ 3,900			0.0%	
Auto Insurance	\$ 3,300			0.0%	
Legal costs...					
Audit	\$ 12,000			0.0%	
Federal Tax Filing	\$ 2,600			0.0%	
Bonding	\$ 126			0.0%	
Licenses and Permits	\$ 1,000			0.0%	
Newsletter Costs...					
Printing	\$ 500			0.0%	
Occupancy costs...					
Equipment Purchase/Rental	\$ 3,000			0.0%	
Repairs: Building	\$ 15,000	\$ 257.00	\$ 257.00	1.7%	

Equipment Maintenance	\$ 14,000	\$ 602.68	\$ 602.68	4.3%
Bldg Repairs Restricted Fnd	\$ 20,000			
Cleaning Supplies	\$ 8,500			
AED Purchases	\$ 1,000			0.0%
Bank Service Charges	\$ 800	\$ 224.96	\$ 224.96	28.1%
Office Supplies	\$ 7,000			0.0%
Copier Contracts	\$ 5,200	\$ 395.75	\$ 395.75	7.6%
Postage	\$ 800			0.0%
Rent Expense	\$ 1			0.0%
Security System	\$ 4,000	\$ 806.01	\$ 806.01	20.2%
Electric	\$ 45,000			0.0%
Garbage Disposal	\$ 4,500	\$ 365.37	\$ 365.37	8.1%
Gas & Water	\$ 12,000			0.0%
Program Costs...				
Supplies: Ceramic	\$ 3,500			0.0%
ADC Lunch Food Cost	\$ 15,000	\$ 785.00	\$ 785.00	5.2%
ADC Prog Expense	\$ 7,230			0.0%
Program/Volunteer Expense	\$ 10,020			0.0%
Marketing/Fundraising Exp	\$ 9,000			0.0%
Snack Cart Expenses	\$ 2,400			0.0%
Transportation Refund	\$ -	\$ (537.50)	\$ (537.50)	
Training costs...				
Training Expenses	\$ 3,000			0.0%
Travel Expenses	\$ 500			
Other Expense				
ADC Donation Exp				
Sr Center Donation Exp				
Bad Debt Write Off				0.0%
60th Anniversary Celebration	700			
Total Expenses	\$ 1,154,771	\$ 59,003.32	\$ 59,003.32	5.1%

Analysis...		July Totals	Year to date Totals	Percentage Rec/Spent Y-T-D
Income	\$ 1,154,771	\$ 84,929.91	\$ 84,929.91	7.4%
Less Expenses	\$ 1,154,771	\$ 59,003.32	\$ 59,003.32	5.1%
Income / (Loss)	\$ 0	\$ 25,926.59	\$ 25,926.59	2.2%
Depreciation Expense				
Total Income/(Loss)		\$ 25,926.59	\$ 25,926.59	
Liquid Assets:				
Checking Account	\$ 383,427		\$ 383,427	
Petty Cash	\$ 300			
Receipt Box	\$ 50			
Lunch Box	\$ 125			
Dance Box	\$ 125			
Total Liquid -- Fund Bal.	\$ 384,027			
Retricted & Deferred Liability Funds				
		\$ 145	Bricks	
		\$ 2,624	Pool room	
		\$ 27,124	Candy Canes	Fundraiser
		\$ 6,275	City Bldg Repairs	
		\$ 7,042	Google Computer Grant	
		\$ 60,455	Prior Yr City Funds	
		\$ 279,763	Unrestricted Funds	
		\$ 29,116.13	Endowment Fund as of 5/31/24	

Grant Report

Community Health Foundation - \$60,000

For food expenses to cover free meals.

ESFP Grant – \$9,726.00

Reimbursement for Food/Meals served in 2023-2024. We received \$4863.00 in Phase 1. Should receive the remainder of \$4863 any time.

Google Grant – Computer Lab - \$7,042.00

Needs to be implemented and spent by October 31, 2024.

Trinity Episcopal Church - \$1,000.00

For ADC Recliners.

CSBG Food Insecurity Grant - \$37,951.41

For Kitchen Equipment and ADC Kitchen Equipment.

Have applied for the **Tennessee Department of Disability and Aging Grant - \$71,250.00**

For operational expenses.

Submitted by Ricky Willis, Fiscal Director

Membership Report

As of July 31, 2024

New Members: 26

Renewals: 98

Deceased Members: 6

Services

Individual Members In: 483

Number of visits to the Center: 3,817

Telephone Members:

Total Calls made: 132

Total Members: 914

ADC Monthly Report August 2024

The following totals reflect July 1 – 31, 2024

Total enrollment for July (17)
Total active Participants (16)
Total combine hours (1, 073hrs 54min)
Total breakfast served (108)
Total Lunches served (213)
Total snack served (153)
Total ADC Fees receipt (\$\$2,355.00)
Other money receipted (\$0.00)

1. Highlights from July

1. Hired new ADC Assistant Kelton Watkins
2. Fingerprinted potential employee Amber Stewart
3. Discussion and planning for ADC expansion
4. Jessic scheduled to receive Trinity Episcopal Grant Aug.11th
5. Preparing for GNRC review, date pending
6. Began Enrollment for 5 new participants
7. Continued staff training
8. Interviewed potential employees for ADC Assistant

2. Upcoming events:

- a. Aug 11th Trinity Episcopal Grant to be retrieved
- b. August 24th- Women's Expo
- c. August 26th- APSU student nurses serve day
- d. August 29th- APSU senior nursing students' orientation for internship
- e. Training new employees
- f. Potential GNRC Annual Review
- g. Preparing for My Senior Center
- h. Fire & Safety Drills

3. ADC needs:

- a. Flatware
- b. 1 and 2lb weights
- c. 100 Tennis balls for our new chairs
- d. Gift cards
- e. Christmas Gifts for ADC Annual Christmas Party

4. Suggestions

Submitted by Jessica Catlett, ADC Director

Community Coordinator Report

July 2024

Total New Volunteers: 9

July Events

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

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

All events were successful!

Upcoming August Events

8/1– International Mahjong Day (See Mahjong Program in front of 402)

8/15-Volunteer and All Facilitator Meeting 402@10am

8/16–National Creamsicle Day (Stop in front of 402 for a creamsicle)

8/23– National Trail Mix Day (Come in 402 for Music and DIY Trail Mix)

8/26-National Senior Citizen Day– (Full of Exercise in 202 with APSU)

8/30-National Beach Day (Step outside for Ice Cold Lemonade and Sweet Tea)

Submitted by Community Coordinator

Chantal Tucker

Development Coordinator Report

July 2024

On July 12, I attended a progressive Grand Opening for Whataburger. It was the official grand opening/ribbon cuttings for all the Clarksville Whataburger restaurants. Whataburger has been a good contact and a supporter of the Center.

July 16, I had a marketing table at the Mayor's Night Out at Mason Rudolph Golf Court. It was a good event and well attended.

On July 17, I attended the Veteran's Coalition monthly meeting. It is a good networking opportunity and a good resource to find out new things that can help our veterans at the Center.

Jessica and I have been in contact with Rachel Bush, Graphic Design Professor at APSU, and we contracted to have a graphic design student create a new logo for the Adult Day Center, and possibly a new brochure that includes both the ADC and the Center activities in one combined brochure.

July 30, I met with the new Area Director for Arosa Health Care. She is a good contact and resource. She has offered to help with cakes for birthday bash and sponsored bingo.

Ricky and I are continuing to seek out and complete grants monthly.

Submitted by Jan Holleman, Development Coordinator

Kitchen Manager Report July 2024

Conducted 2 in person and 2 zoom interviews for Kitchen Assistant. Started interviews 15 July 2024 on INDEED.

Hired new Kitchen Helper staff member on July 22, 2024 - Teniyah Thomas. She started on July 24, 2024.

Conducted two interviews with Work Force Essentials candidates.

Work Force Essentials training of employee started on July 24, 2024. Training in sanitation and food handling with new WFE worker.

Submitted by Ryan Pritchett, Kitchen Manager

Facility Maintenance Report

July 2024

- Painting has been completed in room 402
- Installed new alarm
- Caulked both mop sinks
- Flex-sealed corners in mop closet
- Removed two glass door wall cabinets
- Prepped wall with sheetrock mud where cabinets had been removed and painted
- New light ballast in lady's restroom in the lobby
- Cleared drains in rear restrooms in rm 202
- Rebuilt retaining wall out front after car knocked it down
- Installed new bidet in ADC
- Repaired hand dryer in lady's restroom in upstairs hallway
- Placed DampRid in rm 202 bathrooms
- Relocated 4 hanging plants with shepherd hooks in the shade
- Fabricated two new stands for kitchen serving line sneezeguard and installed them
- Got three bids for removal of shuffleboard markings and resurfacing the floor in rm 202
- After a long interview process, we have hired a new custodial team member. Her name is Tameko and her start date was August 8. We think she is a great addition to our team.
- * Removed and replaced many new 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 needed

Submitted by Clint Mullaney, Facility/Maintenance Coordinator