



SENIOR CENTER BOARD OF DIRECTORS MEETING

September 11, 2025, 3:00 PM
AJAX TURNER SENIOR CENTER

CALL TO ORDER: Beverly Guynn

ATTENDANCE & VERIFICATION OF QUORUM:

PUBLIC COMMENTS:

APPROVAL OF MINUTES:

EXECUTIVE DIRECTOR'S REPORT: Rita Allsop

FISCAL DIRECTOR'S REPORT: Rita Alsop

STAFF REPORTS:

ADC Director
Membership Coordinator
Development Coordinator
Kitchen Manager
Maintenance Facilities

COMMITTEE REPORTS:

Marketing and Fundraising Committee:
Operations & Activities Committee:
Personnel & Grievance Committee:
Building & Operations:

BOARD DISCUSSION:

1. Fiscal Director position posting on the board in the center by the Executive Director.
2. Information regarding the new Center van.
3. Reading of the proposed SOP revision followed by a board vote.
4. The clearing of the sunshine law.

BOARD ACTIONS:

ADJOURNMENT: Beverly
Guynn

*****Next Meeting October 16th 2025**



SENIOR CENTER BOARD OF DIRECTORS MEETING

August 14, 2025 3:00 PM

AJAX TURNER SENIOR CENTER

Mission Statement: “to provide a multi-purpose facility and services for seniors that will enhance their enjoyment and quality of life”

ATTENDEES (ALPHABETICALLY LISTED): Rita Allsop, Rose Bennett, Beverly Guynn, Maureen Potter, Otis Sanders. Excused absences: Gregory Fryer, Robin Welch.

CALL TO ORDER: Beverly Guynn called the meeting to order at 3:04PM.

VERIFICATION OF QUORUM: Beverly Guynn verified a quorum was present.

PUBLIC COMMENTS: One Center member, a volunteer who sometimes sits at the front desk, asked for instruction regarding how to handle any questions about the Standard Operating Procedures (SOPs) of the Center. Ms. Allsop stated that all inquiries about the SOPs are to be referred to Sabine Sanders, Membership Coordinator.

APPROVAL OF MINUTES: Maureen Potter read aloud the minutes of the July 17, 2025 Board Meeting. Rose Bennett moved that these minutes be accepted as submitted, Otis Sanders seconded and the motion was passed unanimously.

EXECUTIVE DIRECTOR’S REPORT: Rita Allsop reported \$55,000 in monetary support has been received from the Greater Nashville Regional Council. Both of the Center vans have been sold for \$6,000 which will go towards the purchase of a new 15 (fifteen) passenger, handicapped-equipped van.

FISCAL DIRECTOR’S REPORT: Rita Alsop reported that Action Air is in the process of repairing several problems with the Center HVAC including the Fire Suppressant Safety System which will cost an additional \$14,000. Two (2) new laptop computers have been purchased to begin to replace all administrative laptops which are insufficient to meet the requirements of Center business. Of the fifty-seven (57) repair items identified by the City of Clarksville in January 2025, forty-three (43) have been completed and sixteen (16) are in process. The City has taken responsibility for the high and medium priority items with the Center taking responsibility for the low priority items.

STAFF REPORTS: see attached reports

- ADC Director
- Membership Coordinator
- Development Coordinator
- Kitchen Manager
- Maintenance Facilities

COMMITTEE REPORTS: see attached reports

- Marketing and Fundraising Committee:
- Operations & Activities Committee:
- Personal & Grievance Committee:
- Building & Operations:

BOARD DISCUSSION:

1. Rita Allsop has been selected as the Center's New Executive Director by the Search Committee.
2. The Fiscal Director position has not been filled as yet. The search has been suspended briefly but will be resumed in the near future.
3. Contact information on all Board Members was confirmed.
4. Jada Moore, new Activity Director, is also functioning as Volunteer Coordinator. The Board unanimously agreed to a salary increase of \$20,000 annually based on this additional role.
5. Lorie Redmon has been chosen to take Ryan Pritchett's position of Kitchen Manager
6. The city is still getting bids for the new addition to the ADC

BOARD ACTION:

1. Jada Moore approved for salary increase to \$20,000 annually.
2. Discussion around proposed changes to Center Standard Operating Procedures.

ADJOURNMENT: Maureen Potter moved to adjourn, Otis Sanders seconded with Beverly Guynn adjourning the meeting at 3:04PM.

Respectfully submitted,

Maureen R. Potter
Board Secretary/Treasurer

*****Next Meeting September 11, 2025**

Things that had accomplished her at the Center during the month of August.

- We bought a 15 passenger Van
 - We completed the water suppressant system, and it is now fully functional.
 - We were able to have Action Air come out to address the Air Conditioning by recharging the units and running a die through them to see where the leaks are at.
 - We have now moved forward with Hiring a new Janitorial person. Christopher Griffin will join the team once his finger printing has been completed. He is starting at \$15.00 hourly.
 - We are finalizing the packet information that will be handed out for reservations of tables and our chairs.
 - The intercom system will be installed in September.
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2025-2026	Budget	YTD Actual
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Income		
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Allocations		
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City-General Support	824,198	141,199.66
United Way	32,600	
Federal Title III-B	30,397	43,769.44
Federal Title III-D	1,050	
State	13,311	15,500.00
Total	901,556	200,469.10

Self-Generated		
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Contributions		
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Donations		
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ADC Donations		
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Other than Participants		
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Special Purposes		
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Toward Food		
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Memorials		
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Giving Tree		
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Donations & Contributions		
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Total		
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Fees	Budget	YTD Actual
ADC Fees	60,000.00	2,975.00
Annual Membership	25,000	9,311.00
Ceramics	3,000	909.50
Dances Saturday	4800	675.00
Lunches	62,000	11,193.30
Snacks for Dance	1,500	89.00
Evening Meals	30,000	3,350.00
Other Fees	500.00	
Yard Sales	1,000	220.00
Snack Shack income		409.00
Total	187,800.00	29,131.80

Fundraisers

ADC Fundraisers	3,000
Fundraisers	50,000
Totals	53,000

Added Other Income

Memorials

Reserved Funds Prior Yr.

Other Income		1,346.01
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News Ads		
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Rental Income	14,000	7,337.41
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Total Other Income	14,000	8,683.42
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Expenses

Automotive Costs

Auto Gas	1,500.00	
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Auto Insurance	3,500.00	
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Repairs Auto	3,000.00	335.00
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Capital improvements

Chore Service

Communications

Advertising/ Marketing	1,000	545.91
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Cable TV		143.00
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Internet Home page	750.00	143.00
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Dues	300	
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Telephone	2,000	1274.40
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Contractual Costs

Janitorial		
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Lawn Care	4,800.00	
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Dance Program Costs

Band Expenses

Employee Expenses

Payroll Expenses	690,309.00	104,696.38
Payroll Tax Match	55,000	4,238.83
Unemployment Insurance	600	8.42
Workman's Comp.Ins.	6,500	1,507.20

Employee Benefits

Dental Insurance	1,400	606.96
Medical Insurance	17,381	7,358.58
Retirement Benefits		
Other Benefits	1,000	

Endowment Expenses

Equipment Expenses

Food Program Costs

Food Expenses	156,000	25,704.09
Supplies Non-Food	14,300	2326.87

Insurance

Liability Board	3,000	
Liability General	2,310.00	
Liability Auto	3,500.00	

Legal Costs

Audit and Accounting	13,000
Bonding	1,130
Licenses and Permits	1,000

Newsletter Costs

Postage	750	18.88
Printing		

Occupancy Costs

Repairs Building		
Rep-Equipment or Computer	5,000	8300.92
Office Supplies	1,000	60.50
Copier Contracts	300	392.90
Other Cleaning		
Security System	1,000	
Electric	45,000	8879.66
Gas & Water	9,000	1498.45
Garbage Disposal	4,750	805.40

Program Costs

Supplies Ceramics	2,000	605
ADC Program Expenses	5,000	458.05
ADC Lunches	18,000	

Special Events prog. Exp.	7,500	1589.46
Marketing/ Fundraisers	7,500	377.13
Volunteers		
General Prog. Expense		
60 th Anniversary Celebration	5,000	149.75
Refunds – Transpotation		
Training Costs	3,000	
Travel	500	
Other Expenses	1,000	
Totals	1,087,530.00	161,203.13
Income		238,284.32

Totals	Income / Loss	We gained	77,081.19
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This was due to the billing that was submitted last year came in during this fiscal year.

Monthly Membership Report

From Sabine Sanders <membership@ajaxturner50plus.org>

Date Mon 9/8/2025 2:43 PM

To Rita Allsop <FiscalDirector@ajaxturner50plus.org>

Month/ Year: Aug 2025

New Members: 36

Renewals: 29

Deceased Members: 5

Services

Individual Members In: 475

Number of visits to the Center: 3010

Telephone Members: 127

Total Calls made: 187

Total Members: 480

Sabine Sanders



Clarksville Montgomery County
Ajax Turner 50+ Senior Center
W 931-648-1345 / F 931-552-6106
<http://www.ajaxturner50plus.org>



**JADA MOORE ACTIVITIES AND
VOLUNTEER COORDINATOR**

ACTIVITIES & VOLUNTEERS



AUGUST 2025

MONTHLY BOARD REPORT

EVENTS

- Senior Prom
 - **90 participants**
- Mayoral Proclamation
 - **47 participants**
- Paint & Sip
 - **15 participants**
- Luau
 - **65 participants**
- Program Fair
 - **78 participants**
- APSU Nursing Program
 - **32 participants**
- Mayors Lunch
- Yard Sale

● UPCOMING EVENTS

- Senior Tailgate
- Alzheimer's Awareness Brain Bingo
- Volunteer Luncheon
- All Day Bingo
- Harvest Festival

VOLUNTEERS

For the month of August we had 2 new volunteer applications & over 900 volunteer hours logged center wide. Volunteers reported spending their time facilitating over rooms in the center, assisting with day and night dances, maintenance work, center wide events and so much more.

ADC Monthly Report August 2025

The following totals reflect August 2025

Total enrollment for August (24)

Total active Participants (19)

- 1) Highlights of August
 - a) 8-20 GNRC Annual review completed with zero findings
 - b) 8-25 APSU community day volunteers completed changing our craft and quiet room to create a more functional space for participants.
 - c) 8-26 APSU student nurses' orientation on campus
 - d) 2 participant enrollments terminated due to death
 - e) 2 new participants in trial enrollment, 1 completed and enrolled
 - f) Pending enrollment for 1 participant
 - g) Enrolled 4 new participants
 - h) Continued staff training and safety drill
 - i) Participated in Spirit Week, Luau, and Ho Down
 - j) Activities Coordinator provided dresses to participants for Senior Prom
 - k) Fingerprinted one new employee

- 2) Upcoming events:
 - a) APSU nursing students clinical begins.
 - b) Preparing for Annual Christmas party to collect gifts for all participants
 - c) Planning to use expansion space as is until expansion has begun creating a T.V. room and storage space for expansion prep
 - d) New Employee Training
 - e) Awaiting CPR class for new employees
 - f) Continued Staff training via Alison.Com to receive relevant certifications
 - g) Awaiting set-up of new computers

- 3) Wish list:
 - a) Non-stick cookware and utensils
 - b) AA/AAA batteries
 - c) Gift cards- Walmart, dollar tree, dollar general, amazon, hobby lobby
 - i) spontaneous craft supplies
 - ii) Christmas gifts for 25 participants

Submitted by: Jessica Catlett, ADC Director

Excerpt from Page 4

Current wording:

No persons under the age of 18 (eighteen) years can participate in Center activities or attend on a regular basis except for planned intergenerational activities.

Occasional visits are allowable. A responsible adult must always supervise all visiting children. If a child is sick, has a fever or is not well enough to attend school or daycare, they may not visit the Center.

Proposed amendment:

No persons under the age of 18 (eighteen) years can actively participate in regularly scheduled daily Center activities or attend on a regular basis. Occasional visits are allowable. Visiting children must be supervised **at all times** by a responsible adult. If a child is sick, has a fever or is not well enough to attend school or daycare, they may not visit the Center.

Singular special events and activities are considered family friendly unless otherwise designated as, for example, "participation limited to 18 (eighteen) years of age and above" or "participation limited to ages 50 (fifty) and above".

August 2025 Marketing Board Report

On August 5, I attended “National Night Out”. It is a large event held every year and presented by United Way and the Clarksville Police Dept. It is a community building event that promotes community partnerships. It was held at APSU Fortera Stadium parking lot. Our marketing table had a game for the children and information for the parents and grandparents about our Center.

The Geriatric Council met at the Center on August 12. The council is a great place to network and solicit donations for the Center. Each meeting they bring in office supplies, bingo items and things from our wish list. Most of our cakes for the birthday bash are provided by these partner agencies.

We are working on our flyers and sponsorship forms for the “Diamond Jubilee” fundraiser event. They should be ready to be printed this week. We have the event center booked, a caterer, and a DJ. We have the tablecloths and napkins. We will now need help selling tickets and table sponsors to make this a huge success.

The Alzheimer's Walk is October 11. We are currently working on getting a team together to walk and selling the purple paper flowers for walk donation money.

Respectfully submitted, Janet Holleman, Development Coordinator

August Kitchen Report

- This month, we got a new grill top.
- Current priorities include hiring a night cook to ensure adequate evening coverage.

In addition to daily service, I prepared food for the Center-Wide Luau program, which was a great success. The kitchen team maintained high food quality and safety standards while working efficiently to meet member needs.

Monthly Meal Counts:

- **Breakfast: 1,185**
- **Lunch: 1,165**
- **Dinner: 435**

Thank you to the Board for appointing me to the Kitchen Manager position. I look forward to continuing to serve our members with quality meals and programs.