



SENIOR CENTER BOARD OF DIRECTORS MEETING

October 16, 2025 3:00 PM
AJAX TURNER SENIOR CENTER

CALL TO ORDER: Beverly Guynn

For this board meeting a volunteer will be appointed to take minutes.

ATTENDANCE & QUORUM VERIFICATION:

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:
Personal & Grievance Committee:
Building & Operations:

BOARD DISCUSSION:

1. Fiscal Director position omitted and replaced by Bookkeeper by the City.
2. Approval of the SOP updates.
3. Board clarification and updates from Mayor Pitts.

BOARD ACTION:

ADJOURNMENT: Beverly Guynn

*****Next Meeting November 13th 2025**



SENIOR CENTER BOARD OF DIRECTORS MEETING MINUTES

September 11, 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, Robin Welch. Absent: Gregory Fryer

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

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

APPROVAL OF MINUTES: Maureen Potter read aloud the minutes of the August 11, 2025 Board Meeting. Rose Bennett moved that these minutes be accepted as submitted, Robin Welch seconded and the motion was passed unanimously by voice vote.

PUBLIC COMMENTS: Several Center members commented on a proposed revision to the Standard Operating Procedures (SOP) regarding the attendance of children at the Center.

EXECUTIVE DIRECTOR’S REPORT: Rita Allsop reported that the fire suppressant system has been repaired. A hallway HVAC unit is leaking and requires either a new pump or possibly a new unit. This decision is under advisement at this time. The updated new intercom system is being installed during this month. Christopher Griffin is being in-processed as the new janitor. He will begin working when his finger printing and background check are complete.

FISCAL DIRECTOR’S REPORT: Rita Alsop reported that the new van is paid for in full. The funds from the sale of the 2 old Center vans were applied. Undesignated funds from last fiscal year, which were actually received this fiscal year, provided the balance due to complete the purchase.

Ms. Allsop presented the Fiscal Year Budget Proposal 2025-2026 with year-to-date expenditures which was reviewed and discussed. Otis Sanders moved that this budget be approved, Rose Bennett seconded and the motion was approved unanimously by voice vote.

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:
- Personnel & Grievance Committee:
- Building & Operations:

Income:		Approved Budget	September Income	Year to date Actual	Percentage Received Y-T-D	Explanations:
Allocations...						
City-General Support GNRC Federal Title III-B	\$ 847,198	\$ 70,599.83	\$ 211,799.49			
GNRC State	\$ 30,397	\$ 2,126.57	\$ 2,126.57			
United Way	\$ 1,050					
	\$ 32,600					
	\$ 13,311					
	\$ 924,556	\$ 72,726.40	\$ 213,926.06			
Self Generated... Contributions...Donations						
ADC Donations						
ADC Capital Improvmnts Other Than Participants Donation						
Toward Food Special Purposes Memorials		\$ 73.50				
Other		13				
			\$ 86.50			
Grants						
TN Dept. Disability & Ageing	50,000					
Fees...						
Day Care Reimb Adult Day Care	\$ 60,000	\$ 7,910.00	\$ 13,180.00			
Fees Annual Fees Ceramics	\$ 3,000	\$ 167.50	\$ 502.50			
-Saturday Dance Snacks Lunches for ADC	\$ 4,800	\$ 104.00	\$ 312.00			
Lunches & Meal Tickets Snack	\$ 9,000					
Dinner	\$ 62,000	4533.71	\$ 13802.80			
	\$ 20,000					

Internet	\$ 750				
Telephone	\$ 2,000				
Web Page	\$ 500			\$ 1,877.48	
Contractual Costs...					
Janitorial					
Lawn Care	\$ 4,800			\$ 800.00	
Dance Program Costs...					
Dance Snacks & Exp	\$ 1,500				
Employee Expenses...					
Total Gross Wages	\$ 690,985			\$ 266,284.08	
Payroll Tax Match	\$ 55,000			\$ 19,817.52	
Unemployment Insurance	\$ 600			\$ 50.00	
Workmans Comp. Ins.	\$ 6,500				
Employee Support Order					
Employee Ins - BlueCross	\$ 17,381				
Employee Ins - Colonial	1,400				
Employee Ded - BlueCross				\$ 9,390.00	
Employee Ded - Colonial				\$ 1,350.36	
Employee Ded - Dental					
Employee Ded - Support Ord				\$ 168.00	
Employee Benefits...					
Dental Insurance (Old)					
Medical Allowance (Old)					
Retirement Benefits (Old)					
Other Benefits					
Food Program Costs...					
Food Expense	\$ 156,000			33,558.13	
Supplies:Non Food Kit.	\$ 14,300			\$ 3,362.83	
Fundraiser Expenses					
Grant Expenses					
Google Breakfast					
Google Computer Lab					
EFSP Grant					
Realtors Assoc Grant					
Light Grant					
Community Health Fnd					
Insurances...					
Liability Board	\$ 3,000				
Liability General	\$ 2,310				
Auto Insurance	\$ 3,500				
Insurance Claim					
Legal costs...					
Audit	\$ 51,400			4,165.00	
Federal Tax Filing				\$ 4,165.00	

Bonding	\$ 1130					
Licenses and Permits	\$ 1,000					
Newsletter Costs...						
Printing						
Occupancy costs...						
Equipment Purchase/Rental	\$ 13,000					
Repairs: Building	\$ 12,000	\$ 15,390.95	\$ 1,590.00			\$14,000 will go under a grant
Equipment Maintenance						
Bldg Repairs Restricted Fnd	\$ 20,000					
AED Purchases						
Bank Service Charges						
Office Supplies	\$ 6,000	\$ 442.18	\$ 442.18			
Copier Contracts	\$ 4,900	\$ 589.35	\$ 589.35			
Postage	\$ 750	\$ 1057.87	\$ 1057.87			we are mailing out 60th
Other, Cleaning						
Rent Expense			\$ 1.00			Building Lease w/ City
Security System	\$ 45,000	1,200	\$ 3,600.00			
Electric	\$ 45,000	\$ 7,047.85	\$ 21,143.57			
Garbage Disposal	\$ 4,750	\$ 1295.53	\$ 1,295.53			
Gas & Water	\$ 9,000	\$ 1,924.41	\$ 1,924.41			
Program Costs...						
Supplies: Ceramic	\$ 2,000	\$ 850.68	\$ 2,552.05			
ADC Lunch Food Cost	\$ 18,000					
ADC Prog Expense	\$ 7,500	\$ 622.54	\$ 622.54			
Program Expense	\$ 7,500	\$ 3821.81	\$ 3,821.81			
Marketing/Fundraising	\$ 7,500	\$ 515.03	\$ 515.03			
Volunteer Program	\$ 5,000	\$ 323.39	\$ 323.39			
Snack Cart Expenses		\$ 494.17	\$ 1,482.52			
Thrift Shop Expense						
Transportation Refund						
Training costs...	\$ -					
Travel/Training	\$ 500					
Other Expense	\$ 1,000					
ADC Donation Exp						
Sr Center Donation Exp						
Bad Debt Write Off						
Legends Bank Error						
Total Expenses	\$ 1,228,256	\$ 127,379.28	\$ 381,784.65			

Analysis...		September Totals	Year to date Totals	Percentage Rec/Spent Y-T-D
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Income	\$ 72,726.40	\$ 213,926.06	
Less Expenses			
Income / (Loss)	\$ 127,379.28	\$ 381,784.65	
Depreciation Expense			
Total Income/(Loss)		\$ -	
Liquid Assets:			
Checking Account	\$ 364,353	\$ 395,392	Restricted & Deferred Liability Funds
Petty Cash	\$ 300		Bricks
Receipt Box	\$ 50		Pool room
Lunch Box	\$ 125		Candy Canes
Dance Box	\$ 125		Fundraiser
Evening Meals	\$ 125		City Bldg Repairs
Snack Shack	\$30.00		Google Computer Lab Grant
Total	365118		Prior Year City Funds
			Unrestricted Funds

Report from the Executive Director

During the month of September, we have worked on Intercom system. CDE and the contractor are waiting on a part to make this system work throughout the facility.

We have changed the entire breakfast menu and have began working on lunch. These menus have been in place for more than 10 years.

We have obtained a \$50,000 grant from TN Disability and Aging. This will go towards food and the operations of the facility which will allow me to journal the fire suppressant from those funds. That system cost the Center \$14,000.

We will also move forward with the hiring of a Maintenance person that will work 24 hours a week at \$17.00 hourly. This will allow us more movement within the Center in having less calls out to the city for help within the Center.

We are now moving forward with outsourcing for a bookkeeper that will work remotely, and they will also work part time. The annual salary will be \$58,000.

The Center had a walk through for the Community Health Foundation and they were very excited about the changes within the Center on the breakfast menus. Also stated they could get behind us on this, moving forward.

We should be nearing the end of our Audit.

ADC Monthly Report September 2025

The following totals reflect September 2025

Total enrollment for September (24)

Total active Participants (21)

1) Highlights of September

- a) Fingerprinted new employee / resigned vi text 1 week after starting
- b) Staff began Alison.Com trainings of choice relevant to job description
- c) 2 new participants
- d) Participated in Yearbook pictures, tailgate party, chocolate milkshake day
- e) Continued staff training and safety drill
- f) Preparing for the annual ADC survey
- g) Jessica awarded with Certificate of Appreciate by The Clarksville Civitan Club
- h) APSU fall clinicals began
- i) Preparing for Annual Christmas party to collect gifts for all participants
- j) Awaiting CPR class for new employees
- k) We have received new laptops for Director and Manager; we are very thankful!
- l) Participants have begun fall décor crafts and preparing for the new fall bulletin board.
- m) An APSU Sorority and girls group Purpose on Purpose came to help with necessary decluttering, cleaning and organizing.

2) Upcoming events:

- a) Halloween Party
- b) Celebrating 2 birthday party
- c) APSU nursing students to make up extra clinical hours in ADC
- d) Planning for Thanksgiving and Christmas
- e) Attending events hosted by Activity Coordinator
- f) Utilizing Scam and Internet Safety class, Redcross Hands CPR, and Heart Health w/ James for in person training and continued education for participants.

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: think holiday gift sets, gloves, scarves, hats, ornaments, toiletries, activities, accessories, snacks etc.

Submitted by: Jessica Catlett, ADC Director

Sept Membership

From Sabine Sanders <membership@ajaxturner50plus.org>

Date Tue 10/7/2025 10:19 AM

To Rita Allsop <FiscalDirector@ajaxturner50plus.org>

Month/ Year: Sept 2025

New Members: 42

Renewals: 25

Deceased Members: 6

Services

Individual Members In: 460

Number of visits to the Center: 2832

Telephone Members: 111

Total Calls made: 178

Total Members: 488

Sabine Sanders

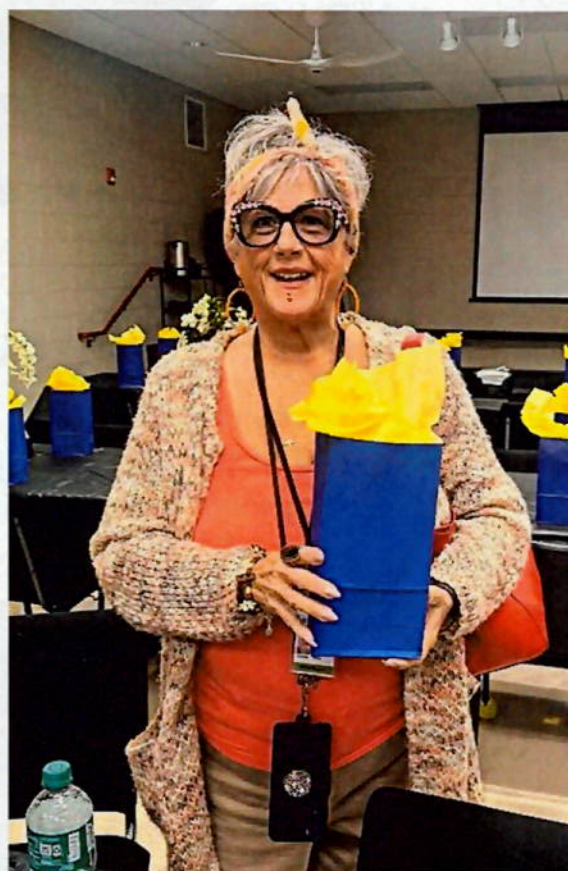


Clarksville Montgomery County
Ajax Turner 50+ Senior Center
W 931-648-1345 / F 931-552-6106
<http://www.ajaxturner50plus.org>



JADA MOORE ACTIVITIES AND
VOLUNTEER COORDINATOR

ACTIVITIES & VOLUNTEERS



SEPTEMBER 2025

MONTHLY BOARD REPORT

September Kitchen Report

- This month, we have a new menu
- Current priorities include hiring a night cook to ensure adequate evening coverage.
- We are changing a lot of things that need to be changed.
- I am looking for new ideas to bring to the Center.

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: 1,153**
- **Lunch: 1,128**
- **Dinner: 388**

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.

Maintenance

We have completed several work orders for the Center. Mostly for the HVAC units on both sides of the building.

I have sent one out requesting that we move forward with the floor replacement in the Beauty Shop. There appears to be mold and give to the floors in that area. The paint is outdated and that area is in need for a upgrade. With it being in the front area and one of the first areas you see. We need to make this area pleasant.

ADC has had a few issues with the Ice maker, and the City has fixed them all.

The front doors have been an ongoing issue here at the Center. I am going to make a request for a bid for some new doors. The doors that are currently in place work correctly every now and again.