



SENIOR CENTER BOARD OF DIRECTORS MEETING

Meeting December 11th 2025, 3:00 PM

AJAX TURNER SENIOR CENTER

CALL TO ORDER: Beverly Guyun

ATTENDANCE & VERIFY QUORUM:

PUBLIC COMMENTS

APPROVAL OF MINUTES

EXECUTIVE DIRECTOR'S REPORT: Rita Allsop

FISCAL REPORT: Chazin

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. Report on the new Bookkeeper
2. Results/Report from the 60th Jubilee fundraising celebration.
3. Report on the new step ladder for the Center van
4. Outcome of the Center Christmas Bazaar

BOARD ACTION:

ADJOURNMENT: Beverly Guynn

*****Next Meeting January 15th 2026**



SENIOR CENTER BOARD OF DIRECTORS MEETING

November 13, 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”

IN ATTENDANCE (alphabetically listed): Rose Bennett, Gregory Fryer, Beverly Guynn, Maureen Potter, Otis Sanders, Robin Welch

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

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

PRAYER: Otis Sanders offered prayer.

The Board will vote to restore Maureen Potter’s Board appointment. The Board will re-nominate Maureen Potter as Board Secretary and vote. Otis Sanders made the motion to re-nominate Maureen Potter for the position of Board Secretary. Gregory Fryer seconded this motion with the motion passing unanimously by voice vote.

PUBLIC COMMENTS: No public comments

APPROVAL OF MINUTES: All Board members confirmed their respective reading of the October 16, 2025 Board meeting minutes. Rose Bennett moved that these minutes be accepted as submitted, Otis Sanders seconded and the motion was passed unanimously by voice vote.

EXECUTIVE DIRECTOR’S REPORT: Ms. Allsop has encountered difficulty in managing a Center member who has demonstrated some verbally aggressive and threatening behaviors. A brief discussion ensued regarding possible interventions.

FISCAL DIRECTOR’S REPORT: Rita Allsop reported that the contract to engage a bookkeeper has been signed but services have not actually begun. Inability to successfully establish the necessary communication with the bookkeeper identified as the factor delaying initiation of these services.

STAFF REPORTS: see attached reports

ADC Director
Membership Coordinator
Development Coordinator
Kitchen Manager
Maintenance Facilities

COMMITTEE REPORTS:

Marketing and Fundraising Committee: Jan Holleman reported that all aspects of preparations for the upcoming 60th Anniversary Fundraising Gala are coming together. This event is scheduled November 15, 2025.

Operations & Activities Committee: No report

Personnel & Grievance Committee: No report

Building & Properties: No report

BOARD DISCUSSION:

1. Rita Allsop announced that she has decided to close the Snack Shack. All of the Snack Shack products will be placed in the office of the Membership Coordinator to be sold off.
2. Approval of SOP amendment reviewed & discussed.
3. Review of suggestion to provide the new Center van with steps/running board & grab bars to ensure safe access to van transportation was discussed.

BOARD ACTION:

1. Otis Sanders moved to accept the SOP amendment, Maureen Potter seconded this motion which passed by unanimous voice vote.
2. It was decided to pursue information on available equipment and attendant expenses involved in providing safety equipment for the Center van. Further discussion to continue at the next scheduled Board meeting on December 18, 2025.
3. Beverly Guynn reported that plans for a Center Bazaar, to occur concurrently with the Center Yard Sale on December 5, 2025, are in preparation.

ADJOURNMENT: Rose Bennett moved to adjourn, Otis Sanders seconded this motion with Beverly Guynn adjourning the meeting at 3:45PM.

Respectfully submitted,

Maureen R. Potter
Board Secretary/Treasurer

From the Executive Director

This month has been exciting. We have purchased 50 turkey's and 12 rotisserie chickens to hand out to those in need. Performance gave us the other items for the sides. We wanted to make sure no one would go without a Thanksgiving Meal.

During this month, we also addressed several things that needed maintenance.

The snack shack items have been moved to one of the front offices and it seems to be in a better location. Martha Dicus is able to sell the items from that area, and it allows the people passing by or coming into that location the opportunity to buy. With this move it has allowed better visibility for all that might have neve traveled down that hall.

I went for a meeting and great with the Mayor Golden. I also went for a met and great with the Millan's. We are scheduling for a follow up and trying to get them on board for sponsoring this, Center.

I attended an after-hours event with Janet Holleman. This is always good PR for the Center.

We have others that will be coming up soon.

Gilbert from the Pool Room has requested to come to the Board on Thursday to speak. I told Gilbert that would be fine. I have texted Beverly to let her know of his intentions.

We will also be hosting an event where we give out free hams and the sides to at least 30 members. A gentleman in the Pool Room has offered to give a \$1,000.00 donation to fund this. He wants the

money to be reserved for that cause only. He wants all this money to be spent on this Christmas give away. I have reassured Jada to speak with him to let him know that we can make that happen.

ADC Monthly Report December 3, 2025

The following totals reflect November 1 – 30, 2025

Total enrollment for November (22)

Total active Participants (20)

1. Highlights from November

- a. Celebrated Senior Circle of Friendsgiving with Caregivers.
- b. Volunteers from APSU assisted in activities and reorganizing several areas in the ADC.
- c. 1 new enrollment
- d. Attended 60th anniversary celebration with participants
- e. Celebrated November birthdays
- f. Set date for the Annual Christmas party and begin plans
- g. Received donation of catering for Christmas party from Sweet P's
- h. 1 inactive participant passed, 1 chose to unenroll due to mobility
- i. Fire/Safety Drill

2. Upcoming events:

- a. Annual Christmas Party December 18th
- b. Celebrate December birthdays
- c. Attend the Christmas Bazaar, Gingerbread contest, pajama day & hot cocoa social and Ugly Christmas Sweater
- d. Deliver Christmas cards to nursing facilities
- e. Monthly safety drills
- f. Unannounced DHS visit pending
- g. Continued required training for all ADC staff
- h. Holiday closures

3. New Programs

Wish List: **bingo prizes, markers**, Foam craft sheets, glue sticks, glitter, paint brushes, Balloons, **gifts for birthdays, Christmas ornaments and various items for participant gifts.**

5. Suggestions Submitted by Jessica Catlett ADC Director

Membership Report

Month/ Year: November 2025

New Members: 28

Renewals: 11

Deceased Members: 6

Services

Individual Members In: 452

Number of visits to the Center: 2358

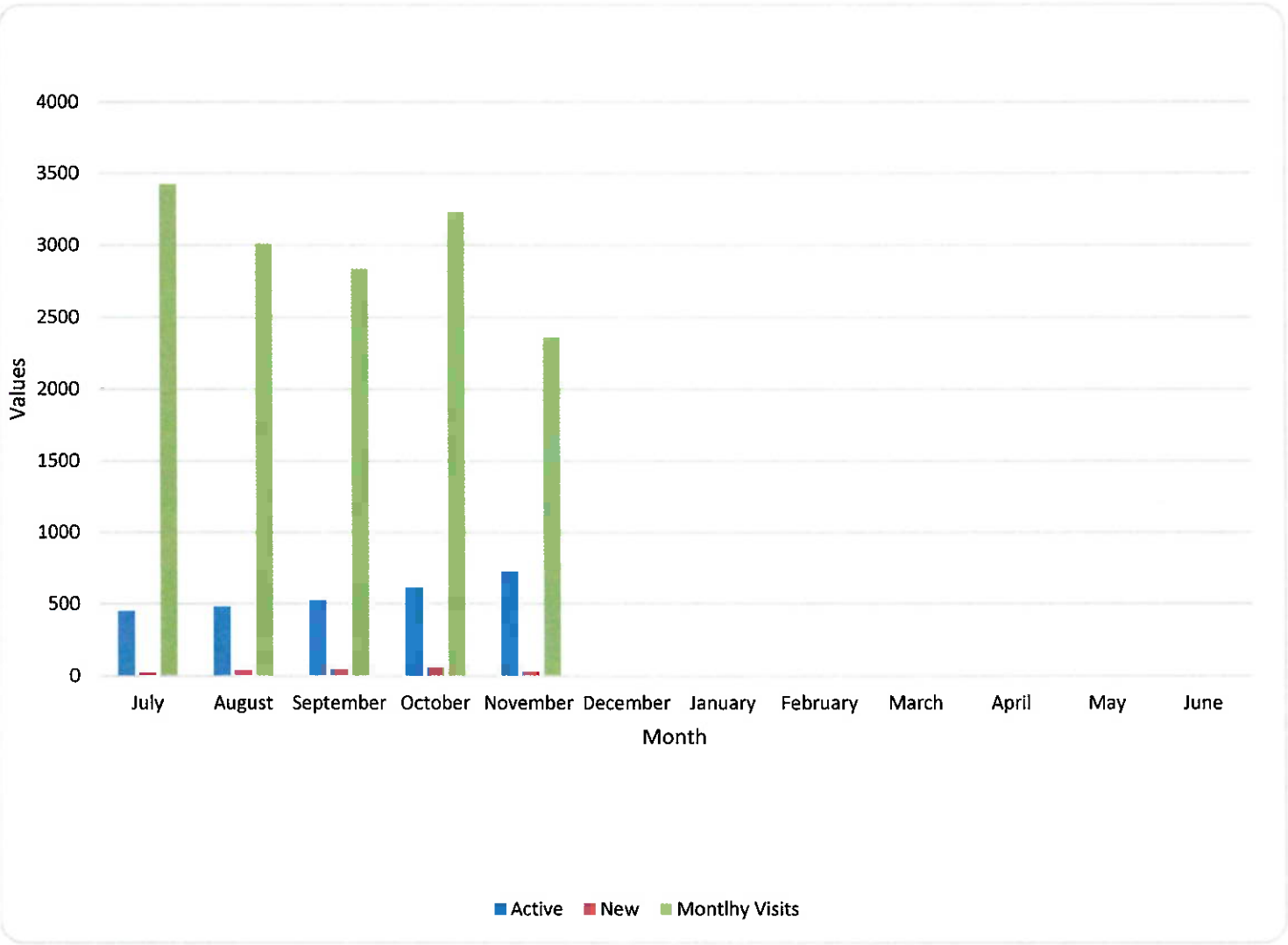
Telephone Members: 91

Total Calls made: 166

Total Members: 726

Membership Statistics 2025

Month	Active	New	Montlhy Visits
July	450	19	3422
August	480	36	3010
September	522	42	2832
October	614	55	3230
November	726	26	2358
December			
January			
February			
March			
April			
May			
June			



November Kitchen Report

- This month, we have a new
- 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: 1,068**
- **Lunch: 935**
- **Dinner: 222**

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.



JADA MOORE ACTIVITIES AND
VOLUNTEER COORDINATOR

ACTIVITIES & VOLUNTEERS



NOVEMBER 2025

MONTHLY BOARD REPORT

EVENTS

- Alz. Awareness Chair Exercise
 - **37 participants**
- Welcome Mat Painting
 - **10 participants**
- Fall Paint & Sip
 - **15 participants**

● UPCOMING EVENTS

- Center Holiday Party
- Pajama Day
- Ornament Dedication Ceremony
- Christmas Bazaar
- Gingerbread House Decorating Contest

VOLUNTEERS

For the month of November we had 4 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.

Marketing Board Report November 2025

On November 3, Rita and I met with the County Mayor, Wes Golden, and his Chief of Staff, Lee Harrell. We discussed many things about the Center and Mayor Golden indicated that he would like to attend events at the Center and to inform him when we have a large event.

The majority of November was spent getting ready for the Diamond Jubilee Fundraising Event. Everything from balloons, to last minute table sponsor sales to getting the programs typed and printed. It was a hectic month, but the event turned great. It was well attended. In addition to food, music, the photo booth (which was a big hit), our line dancers performed, and a member of our Vision Support group read a poem in Braille to highlight some of the activities that we have here at the Center.

On November 20, Rita and I attended Business After Hours at The Press. We were able to make some connections with people who heavily support non-profit organizations and we were able to invite them to come and tour the Center.

I am currently working on thank you notes for our event and Rita is compiling tax deduction forms to send to those who donated.

Respectfully submitted,

Janet Holleman

Development Coordinator

Maintenance Report

Fixed ceiling tiles throughout the Center. Will continue to replace the existing stained.

Working in the installation of the new paper towel dispensers and toilet paper dispensers.

Have repairs being completed on the ice machine and the drink machine will also be addressed.

The toilet in the 202 men's bathroom has been fixed, the entire center piece in the toilet needed to be replaced.

The sink in the small kitchen area has been fixed; we needed a new water spicket and the bottom had a leak. The spicket corrected that leak.

We are going to replace the stairs for the van. The one that was ordered was not what was stated on the box. They do not collapse. We will order the correct ones and send the others back.

The heat in the ADC has a part on order. The HVAC blower motor is not working. We have purchased a heater to compensate for the difference in the heat for that area.