

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

SENIOR CENTER BOARD OF DIRECTORS MEETING MINUTES

January 15, 2026

Ajax Turner Clarksville 50 Plus Activity Center

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

CALL TO ORDER: Beverly Guynn called the meeting to order at 3:00PM.

PRAYER: Otis Sanders offered prayer.

ATTENDANCE & VERIFICATION OF QUORUM: Beverly Guynn verified quorum

PUBLIC COMMENTS: None

APPROVAL OF MINUTES: All Board members confirmed that they had read the minutes of the December 11, 2025 board meeting. Gregory Fryer moved that these minutes be approved, Rose Bennett seconded followed by unanimous approval by voice vote.

EXECUTIVE DIRECTOR'S REPORT: Ms. Allsop updated progress towards replacing the building entry doors with sliding glass doors explaining that these doors will be both more energy efficient and safer. She explained the expense will be covered by grant funds in the amount of \$23,000. Any possible overage of this amount will be met by an undesignated donation of \$5,000.

FISCAL REPORT: Ms. Allsop shared copies of both November 2025 and December 2025 Statement of Activity reports prepared by Chazin & Company. Approval was tabled to be revisited at the next scheduled Board meeting on February 12, 2026. See item 1 under “Board Discussion” section below for details.

STAFF REPORTS:

ADC Director-*see attached*
 Membership Coordinator-*see attached*
 Development Coordinator-*no report*
 Activities/Volunteers-*no report*
 Kitchen Manager-*no report*
 Maintenance Facilities-*see attached*

COMMITTEE REPORTS:

Marketing & Fundraising Committee-*see attached*
 Operations & Activities Committee-*no report*
 Personnel & Grievance Committee-*no report*
 Building & Facility Committee-*no report*

BOARD DISCUSSION:

1. After examining the November and December 2025 Statement of Activity reports submitted by Chazin & Company, Gregory Fryer and Otis Sanders requested more detailed data in these and future statements. In a recent meeting with Chazin staff and Ms. Allsop, it was learned that such reports would be significantly more costly which led to examination of possible alternatives to the current contract with Chazin.
2. Significant, longstanding accounting errors in the billing of the Adult Day Center’s clientele was reported by Jessica Catlett, director of the program. She stated that she had met with the Chazin accountant currently handling this account. Several previously unidentified complexities in Chazin’s billing system were identified including steps requiring retroactive attention to both closed and current accounts.

(continued) Ms. Catlett expressed willingness to perform necessary reparative steps to result in the ADC clients receiving accurate statements. With the information received in the meeting with Chazin, Ms. Catlett stated future billing and payment statements will be accurate.

BOARD ACTION:

1. Vacant position for Activities/Volunteer Coordinator was considered for future posting on Indeed.
2. Current bank signatories will be reduced from 3 (three) to 2 (two) deleting Jessica Catlett. A third signatory from the Board will be added.
3. Maureen Potter motioned to approve the purchase and installation of Center automatic entry doors, Gregory Fryer seconded which was followed by a unanimous voice vote.

ADJOURNMENT: Otis Sanders moved to adjourn, Rose Bennett seconded and Beverly Guynn adjourned this meeting at 3:55PM.

Respectfully submitted,

Maureen R. Potter
Board Secretary/Treasurer

*****Next meeting February 12, 2026**



SENIOR CENTER BOARD OF DIRECTORS MEETING
Meeting January 15th 2026, 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
Activities/Volunteers
Kitchen Manager
Maintenance Facilities

COMMITTEE REPORTS:

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

BOARD DISCUSSION:

1. Posting for Activities /Volunteer Coordinator (Indeed)
2. Take Jessica Catlett off the checkbook.
3. Purchasing of the Front Doors.

BOARD ACTION:

ADJOURNMENT: Beverly Guynn

*****Next Meeting February 12th 2026**



SENIOR CENTER BOARD OF DIRECTORS MEETING

Meeting December 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”

CALL TO ORDER: Beverly Guynn called the meeting to order at 3:00PM.

PRAYER: Otis Sanders offered prayer.

ATTENDANCE (listed alphabetically): Rita Allsop, Gregory Fryer, Beverly Guynn, Maureen Potter, Otis Sanders, Robin Welch **Excused absence:** Rose Bennett

VERIFICATION OF QUORUM: Beverly Guynn verified the quorum

PUBLIC COMMENTS: Gilbert Pulley was granted permission to speak by Rita Allsop. Mr. Pulley spoke about his disapproval of the current Board alleging that certain Board members were “telling staff members what to do”. He stated that this is improper Board behavior. He further stated that the Board should know that “the Mayor can fire every one of you”.

APPROVAL OF MINUTES: The November 13, 2025 Board Meeting Minutes were emailed to each Board member. All present acknowledged having read them and unanimously, by voice vote, agreed to approve them.

EXECUTIVE DIRECTOR’S REPORT: Rita Allsop reported having purchased fifty (50) turkeys and twelve (12) rotisserie chickens. Some other canned goods were donated and were also distributed to those in need. See attached report for additional details of the Executive Director’s report.

FISCAL DIRECTOR’S REPORT: Rita Allsop stated that the bookkeeping firm of Chazin has been hired by the City to perform fiscal services to the Center. She stated that we have not yet received a monthly report but she expects reports will be provided soon. Board member Greg Fryer asked Ms. Allsop to clarify that in January 2026 the Board will be due to receive both November 2025 and December 2025 fiscal reports. Ms. Allsop verified that both reports will be

due in January and should be available at the January 2026 Board meeting. Approval of these two (2) fiscal reports is tabled and will be addressed at the January 15, 2026 Board meeting.

2

STAFF REPORTS: see attached documents

ADC Director

Membership Coordinator

Development Coordinator

Kitchen Manager

Maintenance Facilities

COMMITTEE REPORTS: see attached documents

Marketing and Fundraising Committee:

Operations & Activities Committee:

Personnel & Grievance Committee:

Building & Properties: no report

BOARD DISCUSSION:

1. The new bookkeeper, Chazin Firm, has been hired by the City to provide fiscal services to the Center. Reports for November and December 2025 should be available for perusal at the January 14, 2026 Board meeting.
2. So far \$26,000 has been raised by the 60th Jubilee Fundraising Gala.
3. Due to a shipping error, the equipment delivered for the van has to be returned. The correct equipment will be received early in 2026.
4. The Center Christmas Bazaar raised \$590.

BOARD ACTION:

1. Tabled the approval of the November and December 2025 Fiscal Reports until the January 15, 2026 Board Meeting when Chazin Firm provides the referenced reports.

ADJOURNMENT: Otis Sanders moved that this meeting be adjourned, Greg Fryer seconded. Beverly Guynn pronounced adjournment at 3:40PM.

Respectfully Submitted,

Maureen R. Potter
Board
Secretary/Treasurer

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

Report from the Executive Director

The month of December we received a \$5,000.00 donation that came from Community Health Foundation, this donation was from a person that works there that wanted the money to go towards the daily running of the building.

I reached out to the Tn Department of Disability and Aging inquiring about the \$50,000 grant that was supposed to become available in November.

This grant is over the course of a 2-year process. And with this grant it is the type of grant that we pay the money forward and bill out with the receipt of what was purchased to get paid back. The first fiscal year we will be given \$23,000 to use towards the daily operations. I called them asking can these funds be used for the purchase of the front doors. I have reached out to the city speaking with Brandon about the doors and getting bids for this. I will be forwarding an email over to the city explaining the grant and what we will be doing moving forward.

I am gathering that remainder of information to close out the Community Health Foundation grant so we can proceed to write another grant from them asking for additional money.

It is my intention to ask for money from them for things like a new walk-in freezer, cooler and a industrial type of ice machine. We will also ask for a new drink machine and flyer.

I will also ask for a new shelving for the cooler and freezer area.

We are also gathering information from the beauty shop. I had a person come over to see if there was mold under the sink area. We are waiting for the results to move forward with having the room painted and a new floor laid. This will refresh that area to make it more appealing for the members to go to have their hair cut.

Clarksville-Montgomery County AJAX Turner Senior Citizen's Center

Statement of Activity

November 2025

	NOV 2025	TOTAL JUL - NOV, 2025 (YTD)	% YTD
Revenue			
60th Anniversary fundraiser	5,868.00	5,888.00	99.66 %
60th Celebration Income	21,918.00	29,592.00	74.07 %
Christmas Bazaar	60.00	60.00	100.00 %
Fundraiser for silent auction	-36.00	833.50	-4.32 %
refund		71.00	
Reserved Fundraiser Alzheimer's		248.98	
Reserved Fundraiser T-Shirt	36.00	882.00	4.08 %
Senior Citizens Center Income	121,330.11	560,346.04	21.65 %
travel		30.00	
Uncategorized Income		75.85	
Total Revenue	\$149,176.11	\$598,027.37	24.94 %
GROSS PROFIT	\$149,176.11	\$598,027.37	24.94 %
Expenditures			
Accounting Fees	6,487.50	12,902.50	50.28 %
Automotive Costs		335.00	
Bank Service Charges	4.45	-211.65	-2.10 %
Communication Costs	1,055.41	7,414.80	14.23 %
Contractual Costs		800.00	
Credit Card Processing Fees	50.02	351.41	14.23 %
Dance Expenses		-7.42	
Employee Expenses	7,574.38	19,422.25	39.00 %
Food Programs Cost	19,495.88	96,448.46	20.21 %
Fundraiser Expenses	1,550.00	3,227.00	48.03 %
fundraiser year book	277.87	324.66	85.59 %
Grant Expenses		3,109.16	
Insurance	855.00	3,870.00	22.09 %
Legal Costs	53.00	12,036.79	0.44 %
Occupancy Costs	11,761.46	81,225.21	14.48 %
Payroll Expenses	49,340.42	282,927.95	17.44 %
Program Costs	9,405.38	23,749.27	39.60 %
Training Costs	76.57	116.57	65.69 %
Uncategorized Expense	3,873.37	3,873.37	100.00 %
Total Expenditures	\$111,860.71	\$551,915.33	20.27 %
NET OPERATING REVENUE	\$37,315.40	\$46,112.04	80.92 %
Other Revenue			
Other Income	181.09	11,229.04	1.61 %
Total Other Revenue	\$181.09	\$11,229.04	1.61 %
Other Expenditures			
Gain or Loss on disposal of asset		-6,000.00	

We need to add previous year sales to this report

put into the expenses

Fix the van sales

Clarksville-Montgomery County AJAX Turner Senior Citizen's Center

Statement of Activity

November 2025

	NOV 2025	TOTAL JUL - NOV, 2025 (YTD)	% YTD
Indeed	548.43	548.43	100.00 %
Other Expenses	-2,500.00	-2,500.00	100.00 %
Payroll Liability		780.88	
Prior Year Clean up	-5,474.48	-5,474.48	100.00 %
Total Other Expenditures	\$-7,426.05	\$-12,645.17	-58.73 %
NET OTHER REVENUE	\$7,607.14	\$23,874.21	31.86 %
NET REVENUE	\$44,922.54	\$69,986.25	64.19 %

Clarksville-Montgomery County AJAX Turner Senior Citizen's Center

Statement of Activity

December 2025

	TOTAL		
	DEC 2025	JUL - DEC, 2025 (YTD)	% YTD
Revenue			
60th Anniversary fundraiser		4,870.00	
60th Celebration Income		20,335.00	
Christmas Bazaar		60.00	
Fundraiser for silent auction		833.50	
refund		71.00	
Reserved Fundraiser Alzheimer's		248.98	
Reserved Fundraiser T-Shirt		882.00	
Restricted Revenue	676.30	2,051.30	32.97 %
Senior Citizens Center Income	92,204.89	651,961.05	14.14 %
travel		30.00	
Uncategorized Income		75.85	
Total Revenue	\$92,881.19	\$681,418.68	13.63 %
GROSS PROFIT	\$92,881.19	\$681,418.68	13.63 %
Expenditures			
Accounting Fees	2,180.00	15,082.50	14.45 %
Automotive Costs		335.00	
Bank Service Charges	49.90	-161.75	-30.85 %
Communication Costs	570.50	7,985.30	7.14 %
Contractual Costs		800.00	
Credit Card Processing Fees	91.71	443.12	20.70 %
Dance Expenses	21.30	13.88	153.46 %
Employee Expenses	5,065.25	39,016.50	12.98 %
Food Programs Cost	76.97	96,525.43	0.08 %
Fundraiser Expenses		3,227.00	
fundraiser year book		324.66	
Grant Expenses		3,109.16	
Insurance		3,870.00	
Legal Costs		12,036.79	
Occupancy Costs	9,336.95	90,562.16	10.31 %
Payroll Expenses	50,063.53	318,462.48	15.72 %
Program Costs	2,826.49	26,700.76	10.59 %
Restricted Expenses		853.50	
Training Costs		116.57	
Uncategorized Expense		3,873.37	
Total Expenditures	\$70,282.60	\$623,176.43	11.28 %
NET OPERATING REVENUE	\$22,598.59	\$58,242.25	38.80 %
Other Revenue			
Other Income	8,001.01	21,045.05	38.02 %
Total Other Revenue	\$8,001.01	\$21,045.05	38.02 %

Percent budgeted in this column

What is this grant

Clarksville-Montgomery County AJAX Turner Senior Citizen's Center

Statement of Activity

December 2025

	TOTAL		
	DEC 2025	JUL - DEC, 2025 (YTD)	% YTD
Other Expenditures			
Gain or Loss on disposal of asset		-6,000.00	
Indeed	681.45	1,229.88	55.41 %
Other Expenses		-2,500.74	
Prior Year Clean up		-4,703.90	
Total Other Expenditures	\$681.45	\$-11,974.76	-5.69 %
NET OTHER REVENUE	\$7,319.56	\$33,019.81	22.17 %
NET REVENUE	\$29,918.15	\$91,262.06	32.78 %

ADC Monthly Report December 3, 2025

The following totals reflect December 1– 31, 2025

Total enrollment for December (20)

Total active Participants (20)

1. Highlights from December

- a. Celebrated Senior Circle of Friends Annual Christmas Party
- b. Christmas meal catered by Sweet P's Southern Style
- c. Volunteers seeking community service hours organized and decluttered several areas in the ADC to allow use of space pending renovation to be used as is.
- d. 2 new enrollment
- e. Attended Christmas programs hosted by Center
- f. Celebrated December birthdays
- g. Began projected plans for 2027
- h. Emergency Preparedness drills completed in discussion form with staff and participants.
- i. Unannounced visit from DHS was successful with no violations. Licensure confirmed former questions regarding water supply outage. Closure is expected within 2hrs of center not having proper water supply.
- j. Several caregivers raised concern for ongoing inaccuracy with billing invoices. These concerns comes after learning caregivers had reached out to the Mayors office in November with no resolution.

2. Upcoming events:

- a. Creation of calendar wall for participants to plan holiday parties, birthdays, emergency preparedness drills and set reminders for holiday closures.
- b. Celebrate January birthdays
- c. Celebrate New Year 2027
- d. Staff training and development
- e. Monthly emergency preparedness drills
- f. Preparation for Annual DHS relicensing
- g. APSU clinical orientation and new semester clinical
- h. End of year clerical duties cross training for staff

3. Wish List:

- Bingo prizes
- Birthday gifts
- Foam craft sheets
- glue sticks
- paint brushes
- Storage containers for kitchen
- Serving utensils
- Knife set

- Clear storage containers for art supplies
- Gift cards for impromptu crafts, baking activities, and participant suggested activities

5. Suggestions Submitted by Jessica Catlett ADC Director

Membership Report

Month/ Year: Dec 2025

New Members: 24

Renewals: 7

Deceased Members: 5

Services

Individual Members In: 468

Number of visits to the Center: 2570

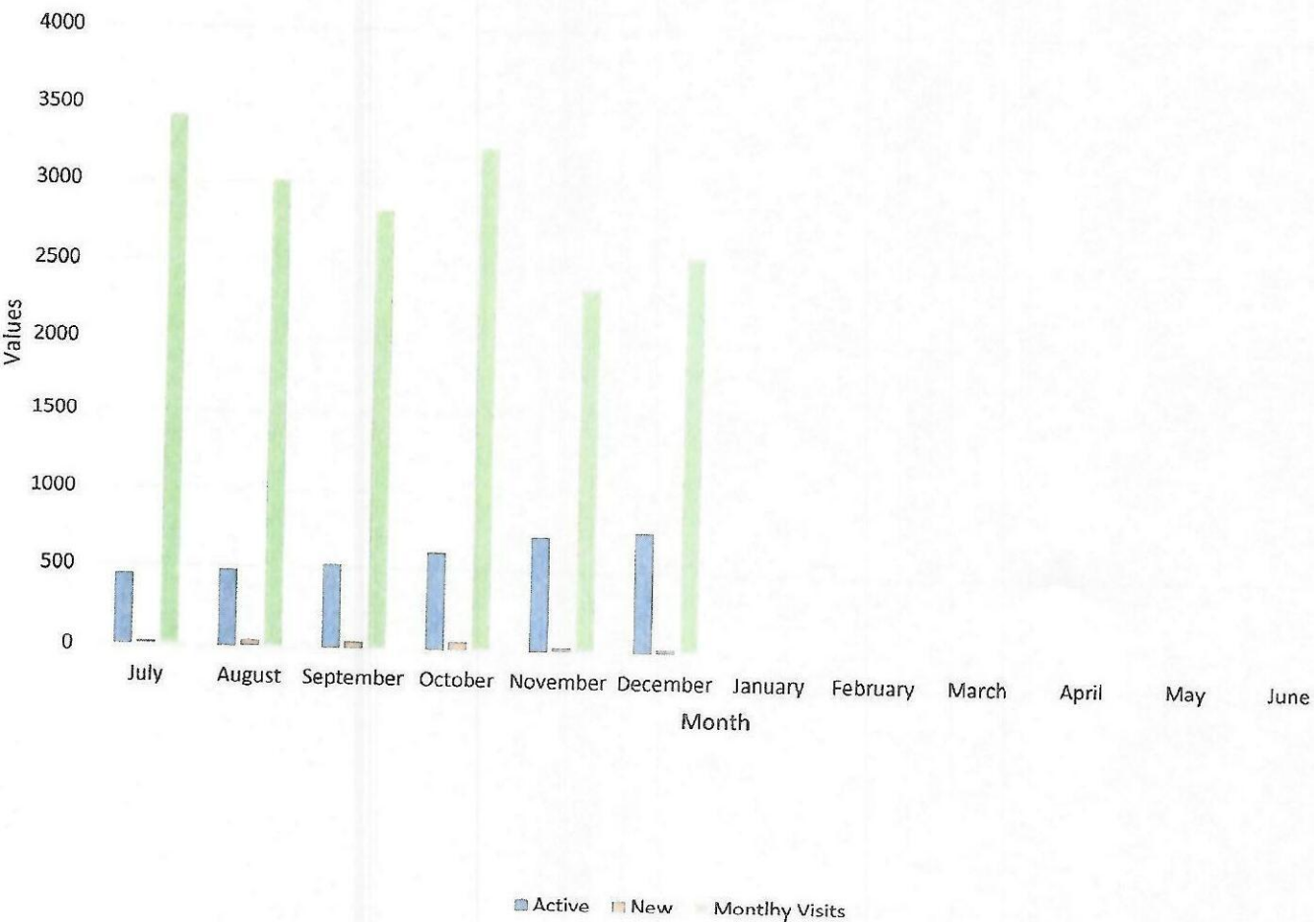
Telephone Members: 22

Total Calls made: 124

Total Members: 761

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	761	24	2570
January			
February			
March			
April			
May			
June			



December 2025 Marketing Board Report

The final report for the Montgomery County Community Development Block Grant was due. This grant is the grant that provided new equipment for the kitchen through food insecurity monies. There is also the possibility of some additional money being available in January for some additional items.

Centerwell and Suncrest Home Health hosted a Christmas Memorial program for the Center. They provided refreshments, Christmas ornaments with names, and a grief counselor.

Thank you notes and tax forms were sent out to the sponsors, donors and contributors for our Diamond Jubilee fundraising event.

Respectfully submitted,

Janet Holleman

Development Coordinator

Maintenance Report

For December 2025

- Replaced all the toilet paper and paper towel dispensers.
- Replaced tiles in the ceiling.
- Removed the bush that the Fire Marshall requested on the side of the building in front of quick access for them.
- I completed the monthly checks of the Elevator and the AED's pads.
- Put the block wall back up, due to someone hit it again.
- Did the monthly check on fire extinguishers to make sure they are still within date.
- Checked the security cameras outside for viewing.