SENIOR CENTER BOARD OF DIRECTORS MEETING
February 27, 2025
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"

1. CALL TO ORDER: Beverly Guynn

2. APPROVAL OF MINUTES: Beverly Guynn

3. EXECUTIVE DIRECTOR'S REPORT: Janet Haase

4. STAFF REPORTS:
    a. ADC Director
    b. Community Coordinator
    c. Development Coordinator
    d. Kitchen Manager
    e. Maintenance Facility

5. MARKETING AND FUND RAISING COMMITTEE REPORT: Andrea Hererra

6. BOARD ACTION: Elect New Board Members
    a. Dr. Gregory Fryer
    b. Stacy Turner

7. BOARD ACTION: Elect Vice-President

8. BOARD ACTION: Formation of Operations and Activities Committee

9. ADJOURNMENT: Beverly Guynn

SENIOR CENTER BOARD OF DIRECTORS MEETING

March 6, 2025 3:00 PM

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

1. **CALL TO ORDER:** Beverly Guynn
2. ATTEENDANCE & VERIFY QUORUM:
3. PUBLIC COMMENTS ON AGENDA ITEMS ONLY.
4. APPROVAL OF MINUTES:

   January, 2025

5. EXECUTIVE DIRECTOR'S REPORT: Janet Haase
6. STAFF REPORTS:
   - A. ADC Director
   - b. Community Coordinator
   - c. Development Coordinator
   - d. Kitchen Manager
   - e. Maintenance Facility
7. BOARD REPORT:
   - a. MARKETING AND FUND RAISING COMMITTEE REPORT: Andrea Herrera
8. BOARD ACTION: Elect New Board Members
   - a. Dr. Gregory Fryer
   - b. Stacy Turner
   - c. Elect Vice– President
   - d. Formation of Operations and Activities Committee and appointment of Maureen Potter as chair.
   - e. Establishment of Personal and Grievance Committee and appointment of Stacy Turner as chair.
9. New Business
   - . Committee Chairs to hold monthly meetings.
   - . Board Awareness of Center New Dinner Hours.
10. Old Business

11. MOTION TO ADJOURN: Next Meeting April 10, 2025

SENIOR CENTER BOARD OF DIRECTORS MEETING

March 6, 2025

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: Beverly Guynn, Janet Haase, Rita Allsop, Rose Bennett, Andrea Herrera, Maureen Potter, Ryan Pritchett, Jan

1. CALL TO ORDER: Beverly Guynn called the meeting to order at 3:02PM.

2. ATTENDANCE & VERIFICATION OF QUORUM: Quorum verified.

   APPROVAL OF MINUTES: Copies of the January 16, 2025 minutes were reviewed by all Board members. Rose Bennett made a motion that these minutes be accepted as written, Stacy Turner seconded this motion which was then unanimously approved.

3. PUBLIC COMMENTS ON AGENDA ITEMS ONLY: No public comments were made.

4. EXECUTIVE DIRECTOR'S REPORT: Janet Haase

5. STAFF REPORTS:
   a. ADC Director
   b. Community Coordinator
   c. Development Coordinator
   d. Kitchen Manager
   e. Maintenance Facility

6. MARKETING AND FUNDRAISING COMMITTEE REPORT: Andrea Hererra

7. BOARD ACTION: Elect New Board Members
    a. Dr. Gregory Fryer shared that he is a physician who is in private practice in Clarksville. Maureen Potter made a motion to accept Dr. Fryer as a Board Member, Rose Bennett seconded this motion which was then unanimously approved.
    b. Stacy Turner shared that she is a Clarksville native who is currently a practicing attorney in Clarksville. Andrea Herrera made a motion to accept Ms. Turner as a Board Member, Rose Bennett seconded this motion which was then unanimously approved.

8. BOARD ACTION: Elect Vice-President
   Maureen Potter made a motion to elect Andrea Herrera Vice President of the Board. Greg Fryer seconded this motion which was then unanimously approved.

9. BOARD ACTION: Formation of Operations and Activities Committee and Personnel and Grievance Committee
   Maureen Potter was appointed chair of the Operations and Activities Committee. Stacy Turner was appointed chair of the Personnel and Grievance Committee.
   Janet Haase informed the Board that all Committees are required to hold monthly meetings.

10. The Board was made aware that the Center will begin providing an evening meal from 5:00PM-6:00PM Monday through Friday each week.

11. ADJOURNMENT: Andrea Herrera made a motion to adjourn at 3:40PM, Rose Bennet seconded this motion which was approved by all in attendance.
    Next Board Meeting April 10, 2025 at 3:00PM

Respectfully Submitted

Maureen R. Potter

SENIOR CENTER BOARD OF DIRECTORS MEETING
April 10, 2025
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: Beverly Guynn, Janet Haase, Rita Allsop, Gregory Fryer, Maureen Potter, Ryan Pritchett, Jan Holleman, Stacy Turner, Robin Welch

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

2. ATTENDANCE & VERIFICATION OF QUORUM: Quorum verified.

3. APPROVAL OF MINUTES: Copies of the March 10, 2025 minutes were reviewed by all Board members. Robin Welch made a motion that these minutes be accepted as written, Beverly Guynn seconded this motion which was then unanimously approved.

4. PUBLIC COMMENTS ON AGENDA ITEMS ONLY: No public comments were made.

5. EXECUTIVE DIRECTOR'S REPORT: Janet Haase

6. STAFF REPORTS:
    a. ADC Director
    b. Fiscal Director
    c. Kitchen Manager
    d. Maintenance Facility
       Ryan Pritchett submitted the Facility Assessment Summary identifying multiple issues in need of repair, their order of urgency and attendant expenditure amounts.

7. COMMITTEE REPORT:
    a. MARKETING AND FUND RAISING COMMITTEE REPORT: Jan Holleman reported that multiple local venues have been explored as possible locations for the Center's "60 for our 60th" fundraising event to be scheduled in the October/November 2025 timeframe. Ms. Holleman explained that this process has proven complicated due to the busyness of area activities and events. No decision has been made at this time.
    b. OPERATIONS AND ACTIVITIES COMMITTEE REPORT: Maureen Potter reported that the following persons agreed to serve on this committee at the initial meeting April 9, 2025; Eva Austin, Anita Randolph, Connie St. John and Howard Welch.
    c. PERSONNEL AND GRIEVANCE COMMITTEE: Stacy Turner reported that Rose Bennett is currently working on remediation to resolve divisive issues around the Ceramics operation at the Center.

8. BOARD ACTION: New Board Member, Center Budget, 125 Plan
    a. Robin Welch, new Board member, shared her 15 years of active involvement with the Center participating in quilting, sewing, line dancing.
    b. Rita Allsop submitted the Center's Budget vs. Actuals July 2024 - March 2025 Report which was reviewed by Board members. Stacy Turner moved that this report be approved, Maureen Potter seconded, all present approved unanimously.
    c. Ryan Pritchett submitted the Center's proposed 125 Plan outlining benefits available to cafeteria employees. Beverly Guynn made a motion to approve this plan, Greg Fryer seconded this motion which was then unanimously approved.
    d. Board Training: Representing the City of Clarksville Lisa Canfield, City Clerk and Laurie Matta, Liaison to the Mayor, conducted training on both the roles and responsibilities of Board membership as well as the importance of following legal and ethical guidelines in both public and private life. In addition, attorney Stacy Turner offered clarification on the Sunshine Law as it applies to non-profit corporations. There was emphasis on particular attention to special circumstances that require confidentiality thereby permitting closed meetings to address sensitive issues and situations.

9. MOTION TO ADJOURN: Stacy Turner made a motion to adjourn at 4:10PM. Maureen Potter seconded this motion which was approved by all in attendance.

Respectfully submitted,

Maureen R. Potter
Board Secretary

SENIOR CENTER BOARD OF DIRECTORS MEETING
April 10, 2025 3:00 PM

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

1. **CALL TO ORDER**: Beverly Guynn
2. ATTENDANCE & VERIFY QUORUM
3. PUBLIC COMMENTS ON AGENDA ITEMS ONLY
4. APPROVAL OF MINUTES: March, 2025
5. EXECUTIVE DIRECTOR'S REPORT: Janet Haase
6. **STAFF REPORTS:**
   - a. ADC Director
   - b. Community Coordinator
   - c. Development Coordinator
   - d. Kitchen Manager
   - e. Maintenance Facility
7. **COMMITTEE REPORTS:**
   - a. Marketing and Fund Raising Committee Report: Andrea Herrera
   - b. Operations and Activities Committee Report: Maureen Potter
   - c. Personnel and Grievance Committee Report: Stacy Turner

8. BOARD ACTION:

- a. Robin Welch - New Member
- b. Approve the 125 plan
- c. Approve the 2025-2026 budget
- d. Board Training

9. MOTION TO ADJOURN: Next Meeting May 15, 2025

Rose B (P) Mo P (P) Greg (P) Otis S (A) Bev G (P) Andrea Herrera (P)
Robin W (A) Janet H (P)

SENIOR CENTER BOARD OF DIRECTORS MEETING
May 15, 2025 3:00 PM
AJAX TURNER SENIOR CENTER

CALL TO ORDER: Beverly Guynn 3:00 PM

APPROVAL OF MINUTES Andrea Rose unan approved

EXECUTIVE DIRECTOR'S REPORT: Janet Haase ✓

Jan– Nov 15th Wilma Rudolph Events ctr

STAFF REPORTS:

ADC Director

Membership Coordinator

Development Coordinator

Kitchen Manager

Maintenance Facilities ✓

COMMITTEE REPORTS:

Marketing and Fundraising Committee: Andrea Herrera

SENIOR CENTER BOARD OF DIRECTORS MEETING Minutes
May 15, 2025

In Attendance (alphabetically listed): Rose Bennett, Greg Fryer, Beverly Guynn, Janet Haase, Andrea Herrera, Maureen Potter, Otis Sanders, Robin Welch

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

APPROVAL OF MINUTES: All present confirmed their review of the April 10, 2025 Board meeting minutes emailed to them by Janet Haase. Andrea Herrera made the motion that these minutes be accepted as submitted, Rose Bennett seconded and the motion was approved unanimously.

EXECUTIVE DIRECTOR'S REPORT: Janet Haase

STAFF REPORTS:
ADC Director
Membership Coordinator
Development Coordinator
Kitchen Manager
Maintenance Facilities: Ryan Pritchett reported the installation of Closed Circuit Television equipped with audio two-way communication throughout the Center rooms is in progress. Other installations in progress include an intercom system and a new digital system of entry doors. Painting, re-keying of all doors and modernization of the fire suppression system are in progress. Laurie Matta, Liaison to the Mayor, stated that the City of Clarksville would likely be involved in the updating of the fire suppression system.

COMMITTEE REPORTS:
Marketing and Fundraising Committee: Andrea Herrera reported the fall fundraising event "60 for our 60th" will be held at the Wilma Rudolph Events Center on November 15th, 2025.
Operations Committee: Maureen Potter
Grievance Committee: Rose Bennett reported that Ceramics Activity has resumed.

BOARD DISCUSSION: The Board unanimously decided to amend the following sections of the Standard Operating Procedures as follows.

SOP Excerpts:

No persons under the age of eighteen (18) years can participate in Center activities or attend on a regular basis except for ***planned intergenerational activities*** which will become a required designation on Center activities. Andrea Herrera moved this change be made, Greg Fryer seconded and the motion was unanimously approved.

Occasional visits are allowable will be removed. A responsible adult must always supervise all visiting children. If a child is sick, has a fever, or is not well enough for school or daycare, they may not visit the Center. Rose Bennett moved the italicized statement above be removed, Otis Sanders seconded and the motion was unanimously approved.

Persons 18-49 may visit the Center as a Center Participant but may not regularly attend unless they are a spouse, date, caregiver, or dependent adult child.

Discussion around certain underage populations who have become regular participants at several Center activities ensued. Of concern is that our mission to serve the 50 Plus population is compromised due to utilization of resources not covered in funding parameters. Andrea Herrera moved that the above italicized statement would be enforced, Rose Bennett seconded and the motion was passed unanimously. Executive Director Haase stated she would intervene with involved agencies to correct this situation.

Courtesy and respect will always be shown to all people. Arguments, fights, or disruptive behavior will not be tolerated and could lead to DISCIPLINARY ACTION up to and including ***removal from membership***. This italicized statement was discussed as inadequate to address disruptive behaviors. A wording change was suggested as "DISCIPLINARY ACTION up to and including removal from the Center, suspension from an activity and/or suspension from the Center". Andrea Herrera moved the rewording be accepted, Rose Bennett seconded, and the motion was passed with unanimous approval.

Sale of Vans: Ryan Pritchett explained that the Center's 2 vans are a 2014 model valued at $7200 and a 2010 model valued at $4000. Both need to be replaced with a newer model 15 passenger van with a wheelchair accommodation to meet the transportation needs of Center participants. The approximate cost is $100,000. Laurie Matta, Liaison to the Mayor, stated that the city can help sell the vans through their established vehicle disposal and replacement system. Greg Fryer moved to allow the city to dispose of the 2 vans, Andrea seconded the motion which was then unanimously approved.
Janet Haase stated that there is a possibility that the Center would be able to purchase a newer van contingent upon utilizing any profit made from the sale of the older vans as a down payment. This purchase would also be contingent upon available funds. Andrea Herrera moved that the Board give permission for purchase of a newer van if money is available, Rose Bennett seconded this motion which was unanimously approved.

BOARD ACTION:
New Board Member: Otis Sanders shared that he is a retired Soldier with 24 years of military Service. He has resided in Clarksville for 30 years.

Formation of Facilities Committee - Robin Welch has been appointed Chair of this committee.

Approve 2025-2026 Budget: Budget approval was tabled until the next Board meeting on June 12, 2025 when additional data will be provided.

ADJOURNMENT: Beverly Guynn moved to adjourn at 4:37PM.

*****Next Meeting June 12th**

Respectfully submitted,

Maureen R. Potter
Board Secretary

SENIOR CENTER BOARD OF DIRECTORS MEETING AGENDA
July 17, 2025 3:00 PM
AJAX TURNER SENIOR CENTER

CALL TO ORDER: Beverly Guynn @ 3:00

ATTENDANCE & VERIFY QUORUM: Bev

PUBLIC COMMENTS Prayer Gilbert Pulley

APPROVAL OF MINUTES

INTERIM EXECUTIVE DIRECTOR'S REPORT: Rita Allsop

FISCAL DIRECTOR'S REPORT: Rita Allsop / Approve 2025-2026 Budget for the City

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. Search Committee Report
2. Rita's New Position (Interim) should we give some increase in salary?
3. Contact information on all Board Members (Sheet will be passed around)
4. Jada's orientation & training (New Program Director/Volunteer Coordinator)
5. Ryan Pritchett gave a 30 day resignation....: will post his job
6. Selling of the Center vans
7. Annual Election of Officers (Chair, Vice Chair, Secretary and Treasurer)
8. Check on ADC Start Date
9. Check with the city on work orders

BOARD ACTION:

ADJOURNMENT: Beverly Guynn

*****Next Meeting August 14th 2025**

SENIOR CENTER BOARD OF DIRECTORS MEETING MINUTES
July 17, 2025 3:00 PM
AJAX TURNER SENIOR CENTER

Mission Statement: "to provide a multipurpose facility and services for Seniors that will enhance their enjoyment and quality of life"

In Attendance (alphabetically listed): Rose Bennett, Beverly Guynn, Greg Fryer, Maureen Potter, Otis Sanders, Robin Welch

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

ATTENDANCE & VERIFICATION OF QUORUM: Beverly Guynn verified quorum.

PRAYER: Gilbert Pulley

PUBLIC COMMENTS: Gilbert Pulley commented on his opinion that the Center is not providing staff with office space as originally intended, according to blueprint notations, when the new addition was added. He stated that he believes that several staff members do not have adequate space to perform their assigned tasks. He offered suggestions about how space could be more efficiently utilized.

APPROVAL OF MINUTES: After all Board members present confirmed that they had read the minutes as recorded, Rose Bennett motioned that the minutes be accepted, Otis Sanders seconded and the motion was unanimously approved.

INTERIM EXECUTIVE DIRECTOR'S REPORT: Rita Allsop reported briefly on the overall status of the Center in light of the recent resignation of Janet Haase, Executive Director. In addition to some issues with computers she elaborated on required building repairs and projected expenses related to correcting identified problems.

FISCAL DIRECTOR'S REPORT: Rita Allsop / Approve 2025-2026 Budget for the City
Ms. Allsop reported that, according to data reflected in the Budget vs Actuals, the Center is on track. The Board then read the 2025-2026 Budget, already approved by the City. Following some discussion in response to several Board inquiries regarding the Budget vs Actuals and the 2025-2026 Budget, Otis Sanders moved that Board concurrence be officially recorded, Rose Bennett seconded with unanimous approval.

STAFF REPORTS:
ADC Director
Membership Coordinator
Development Coordinator
Kitchen Manager
Maintenance Facilities

COMMITTEE REPORTS:
Marketing and Fundraising Committee: Jan Holleman updated on "60th Anniversary Fundraising Event" details. Fees are $75 per ticket, $1,000 fee for a table and $2,000 for sponsorship. Greg Fryer agreed to be a member on this committee.
Operations & Activities Committee: Maureen Potter read report on June Activities to include July 4th Daytime Dance with 177 participants.
Personnel & Grievance Committee: Former Chair Stacy Turner of this Committee has resigned so Rose Bennett was appointed Chair. Howard Welch accepted membership on this committee. Ms. Bennett reported no activity in June.
Building & Operations: Robin Welch reported a 98% completion rate on the Sewing Room move. There remains work to be done to bring the move to %100 completion however.
Membership: Sabine Sanders reported 150 membership renewals and 2591 visits by 1052 individuals.

BOARD DISCUSSION:

1. Search Committee Report: Beverly Guynn reported a strong response to the Executive Director job announcement on INDEED. The consideration of applications and resumes will begin soon. The entire Board has agreed to be the official Search Committee.
2. Rita Allsop's New Position (Interim) should we give some increase in salary? Discussion identified Ms. Allsop's current functioning in the dual role of Interim Executive Director and Fiscal Director. Maureen Potter motioned that Ms. Allsop's salary be increased to $65,000, Robin Welch seconded which was unanimously approved.
3. Jada Moore's orientation & training (New Program Director/Volunteer Coordinator):
Jada shared her 2020 graduation date with her Bachelor's Degree and a varied background with programming responsibilities in several settings.
4. Ryan Pritchett, Kitchen Manager, submitted a 30-day resignation notice so a Kitchen Manager position will be posted on INDEED.
5. Selling of the Center vans: Ms. Guynn reported that van titles will have to be signed over so they can be sold. The proceeds will be put toward the purchase of a larger, handicapped equipped van. The Center vans are old, small and not handicapped equipped making them essentially unusable for Center needs. Howard Welch will get repairs to the 2 vans in preparation for sale.
6. Annual Election of Officers:
Chair Beverly Guynn was nominated to remain in her role as Chair by Maureen Potter, seconded by Otis Sanders and was re-elected by unanimous vote.
Vice Chair was vacated by the resignation of Andrea Herrera. Otis Sanders was nominated to fill this vacancy by Maureen Potter which was seconded by Robin Welch and was unanimously elected to fill this position.
Secretary and Treasurer: Maureen Potter was nominated to remain as Secretary and to serve as Treasurer concurrently by Greg Fryer, seconded by Rose Bennett and was unanimously re-elected to the Secretary position agreeing to be designated Treasurer and signatory to the Center account at Legends Bank. Additionally, both Janet Haase and Tony Jenkins are to be removed as signatories since neither of them are affiliated with the Center any longer.

There is an additional vacated Board position due to the resignation of Stacy Turner. This position will be filled at a later date.
7. Check on ADC Start Date: Unfinished business
8. Check with the city on work orders: Rita Allsop will submit work orders for needed repairs on electrical issues, masonry, cinder block repair, blocked drainage pipes, soffit repair and lawn grading

BOARD ACTIONS:

1. Salary increase for Rita Allsop Interim Executive Director/Fiscal Director
2. Annual election of Board Officers

ADJOURNMENT: Rose Bennett moved to adjourn, Otis Sanders seconded and Beverly Guynn adjourned this meeting at 4:10PM.

*****Next Meeting August 14th 2025**

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**

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.

2025-2026	Budget	YTD Actual
Income		
Allocations		
City-General Support	824,198	141,199.66
United Way	32,600	
Federal Title lll-B	30,397	43,769.44
Federal Title lll-D	1,050	
State	13,311	15,500.00
Total	**901,556**	**200,469.10**
Self-Generated		
Contributions		
Donations		
ADC Donations		
Other than Participants		
Special Purposes		
Toward Food		
Memorials		
Giving Tree		
Donations & Contributions		
Total		

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
News Ads		
Rental Income	14,000	7,337.41
Total Other Income	14,000	8,683.42
Expenses		
Automotive Costs		
Auto Gas	1,500.00	
Auto Insurance	3,500.00	
Repairs Auto	3,000.00	335.00
Capital improvements		
Chore Service		
Communications		
Advertising/ Marketing	1,000	545.91
Cable TV		143.00
Internet Home page	750.00	143.00
Dues	300	
Telephone	2,000	1274.40
Contractual Costs		
Janitorial		
Lawn Care	4,800.00	
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		
60th 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**

This was due to the billing that was submitted last year came in during this fiscal year.

CLARKSVILLE AJAX TURNER 50+ Center

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

<u>The following totals reflect August 2025</u>
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 Employe 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.