July 21, 2026 Parker Senior Center Board of Directors Meeting Minutes

Meeting Details

Date:	July 21, 2026
Time (Begin):	12:30
Time (End):	2:00
Location:	Parker Senior Center, Large Conference Room

Attendees

Role	**Name**
President	Marie Glees
Vice President	Tom Frame
Secretary	Debbie McHenry
Treasurer	Jim Noon
Director 1	Kam Breitenbach
Director 2	Jim Austin
Director 3	Tim Cattrysse
Center Manager	Tracy Wolbach
Town Administration Representative	Mary Colton
Town Council Liaison	Todd Hendreks ABSENT
Outside Director 1	Dr. Meg Burke
Outside Director 2	Bobby Rogers

- Guests: Debbie Simpson, Robbie Laity, Joie Glenn

Marie Glees (President)**:** The meeting was called to order around 12:30. Guests were reminded not to interrupt and that each would be given three minutes at the end of the meeting unless called on earlier.

Debbie McHenry (Secretary)The prior meeting minutes were approved as written, with no corrections or additions noted. Debbie reminded attendees that the meeting was being digitally recorded and that, as with the June 16 minutes, the digital recording would be deleted after written minutes were approved.

Mary Colton (Town Administrative Liaison) Mary reported on a debrief with consultants regarding the Senior Center feasibility study. The discussion focused on next steps, including an implementation plan, enhanced collaboration and coordination, Senior Center programming, and possible options for shared resources. There were additional questions and concerns after the meeting. An executive board meeting will be scheduled within about two weeks to discuss what the Senior Center wants to be or not be going forward. Mary noted that JR provided useful data to support future discussions about additional uses, communications, and sharing collective resources.

Dr. Meg Burke (Outside Director 1)
Nothing to report

Bobby Rogers (Outside Director 2)
Bobby reported that the bank is open and doing well after the FirstBank/PNC transition, which was described as difficult. He said he is not going anywhere and plans to work at least another year. He mentioned a high-interest checking account paying 4.32%, with caveats, and noted he cannot discuss account details unless someone is a signer. He invited attendees to the final Thursday night concert of the year, weather permitting. There will be no food trucks due to construction, but the event is free; he offered reserved lawn chairs and cold non-alcoholic beverages for those who call ahead.

Marie Glees (President)
Inquired about the Colorado Key People backpack stuffing.Debbie Simpson explained that Colorado Key People will use our space to stuff 500 backpacks. Supplies will be provided by Colorado Key People and SECOR; the Senior Center is providing labor and space. Donations may be made through a QR code, and Debbie believed Lindsey may bring food for the event.

Marie surfaced that we have a donor who had requested a wish list last October is still waiting. Tracy has been collecting informal wish-list items, including equipment, a copy/printer, a fan or misters for the sitting area, paint, flooring, LED bulbs/fixtures, tents, weights, and event supplies. The Board agreed the list should be formalized with specific items, pricing, and quantities. The target date for returning the list is around August 1, with possible follow-up by August 4.

Marie mentioned that Mike Sudia has resigned from several responsibilities, including bingo and membership-related duties. Marie had previously asked that he be featured in the newsletter and still wants him recognized sooner rather than later. The Board agreed the recognition should come from the Board rather than the newsletter editor. Tracy will tell Lu Ann to drop the previously planned newsletter timing and will handle the recognition from the Board.

Tom Frame (Vice President)
Tom reported that event registration and sponsorships for the Resource Fair are now running through the website, including credit-card sponsorship payments. There are currently five key sponsors at $400 each. The board discussed the distinction between sponsorship acknowledgement and advertising, with the understanding that simple recognition is not taxable advertising income. Tom also said the next fundraiser is the craft fair and that the organization is trying to work two to three months ahead with

committee chairs, online registration, vendor applications, brochures, and more professional marketing and communication materials.

Jim Noon (Treasurer)

Jim reported that the books through June 30 are “almost perfect” and that new processes are working well, allowing him to function more as treasurer rather than accountant. Compared with the same time last year, the Center is roughly $30,000 to $35,000 ahead, with notable improvements in meal revenue and trips. He clarified that certain income was booked in June and that most increases appear recurring rather than one-off, except for the town’s $45,000 contribution from the Town for repairs, which was offset by related expense.

Jim recommended tracking in-kind donations separately on a spreadsheet and entering totals quarterly with offsetting expense entries, so donated items do not distort the budgeting process. He is close to closing the BMO account; the remaining issue is changing the Shamrock vendor payment process because Joe orders by phone through a salesperson. Jim also raised the need for generic board business cards, noted that the bingo account was moved to Redstone, and said another person is needed to become a state-certified games manager. He also wants to finalize definitions for restricted bus funds and unrestricted funds. For grants, he reported that Paulette is ready for the next survey round; USDA advised not to apply unless the organization scores at least 85 on Charity Navigator, which we do not. Lifelong Learning will have programming at the Resource Fair. The 990 discussion will be postponed because there is not yet consensus, but there is no urgent deadline beyond self-imposed timing.

Tracy Wolbach (Center Manager)

Tracy reported 844 total members, including 837 regular members and seven lifetime members, an increase of 10 since last month. Facebook followers increased by 10 to 377. Operations updates included completed work on sink backups, bathrooms, grease traps, and vent-related odor issues; the elevator certificate and town approval are complete through next year. Freezers are being moved back into the freezer room, and the old cooler was moved to the garage. The Center received a $9,000 Parker Chamber Foundation payment for Parker Days. Air conditioning remains a concern upstairs despite new thermostat work and coil/screen cleaning; Steve Hansen will do a courtesy check. Fans will be used for bingo. Robin Herbka began as assistant manager on July 6 and is now working expanded hours: Monday through Thursday, 8:00 to 2:30, and Friday, 8:00 to 12:00. Tracy also reported that a Jim Noon’s granddaughter volunteered and helped with Canva and lunch reservation data entry. Program updates included Chair Yoga restarting July 6 on Tuesdays and Fridays, 10:30 to 11:15; Backgammon/Chess Club being permanently cancelled for lack of interest; and the Party Bridge group being transported to MorningStar, where the space was quiet and suitable, though some members chose to go to Panera instead to play. Tracy spoke with Jan Parrington (Line Dancing) about stopping at 10:25 to allow for a transition so next class can start promptly. She was fine with this and said it made sense.

Tracy raised parking as a growing issue. Current parking includes six disabled spaces, 41 regular spaces, one loading/unloading space, and about 11 to 15 street spaces depending on where parking is allowed. The board discussed asking the town to paint white lines in front of the building to make street parking clearer; exploring diagonal parking along the gravel road; asking RTD whether overflow parking could be used; and encouraging bus trip participants to park on the gravel road or other longer-term spaces. Mary agreed to check with the town about street markings and related options.

Tracy reported that a new, simplified cash-flow form has started and Robin and Lori have been training on it. There was a communication issue when Lori began instructing long-time front-office workers without introducing herself; the board noted introductions are important. Deb Bryant and Tracy will meet with three to four new members interested in proofreading, website help, data entry, and Schedules Plus support. Tom described a centralized volunteer resource pool that can support fundraising committees with skills such as Schedules Plus, promotion, checklists, banners, flyers, newsletter dates, Facebook, and marketing consistency.

Kam Breitenbach (Director 1)

Kam noted strong public engagement at the Parker Days event and likely membership gains afterward. The membership chair position is opening because Mike Sudia resigned. Rich Foerester does not want to chair, though he may help. Kam expressed interest in chairing or helping lead the membership committee; Marie clarified that the liaison helps form the committee and the committee chooses its chair. Kam will continue with the upcoming orientation. Kam also reported that Whimsical Wonders is this weekend; the front porch will be off limits and Christmas-themed, and there are over 15 sponsors, around 25 additional volunteers, and over $5,000 raised so far. Volunteers will receive free lunches. After Whimsical Wonders (which Kam said she will not Chair next year), Kam and Susan will work on the craft fair, including possible online vendor applications and registration. The board discussed raffles versus door prizes and clarified that paid chances may be raffles, while free name-in-a-hat drawings are door prizes. Any paid drawing or raffle must be reviewed to ensure compliance with games-manager rules.

Jim Austin (Director 2):

Jim asked Robbie, the fundraising chair, for updates. She discussed a new bus fundraiser was proposed by Vanessa from the Bus Group: raffle two $100 gift cards, possibly in October, with September newsletter promotion. Jim and Tom also discussed bringing fundraising committee chairs together for training on available services, promotion resources, and consistent processes. Fundraiser updates included Rory’s Dinner August 10 event, where the owner will donate a percentage of full-day sales to the Senior Center; Texas Roadhouse generated about $329 but payment had not yet been received (another Texas Roadhouse fundraiser will be held 22 – 23 Sep); Culver’s generated about $400 and did not require customers to mention the Center. Follow-up will continue as needed.

Jim then discussed that donations have not yet been pursued through a major community appeal while the board waits to respond to the feasibility study and meet as a board. Current donations were described as roughly $21,000, which is positive but not exceptional. The board also discussed board-member donations and the importance of tracking board participation because the 990 and Charity Navigator consider the percentage of board members who donate.

Tim Catalysse (Director 3) Tim reported progress on a large facilities task list, including hallway flooring. Due to a math error, there was only enough flooring for the hallway, but offices still need new flooring. Tim is pursuing whether Home Depot can help with exchanging or obtaining more flooring. Painting is needed in Tracy's office, Robin's office, and the front office. The board discussed adding paint, flooring, LED bulbs/fixtures, a microphone for bingo, a good vacuum, tents, weights, and event supplies to the wish list with specific item descriptions and pricing. Additional donated catering/event supplies from Jim Maloney's moving/catering business will arrive around 11:00 the next day and will be stored in the small garage area.

Old/New business: The board discussed ratifying the prior informal email vote to increase Robin's hours from the originally hired schedule to the expanded schedule Tracy described. A motion was made by Debbie and seconded by Kam to approve Robin's expanded hours, and the vote was unanimous. The board also clarified that email votes can be used, but they should be tracked and ratified in these public Board meeting minutes, especially if they are not controversial.

Debbie Simpson (Sunshine & Volunteer Chairperson) Debbie presented a professionally printed picnic flyer and requested approval to take flyers to the Parker Police Department and invite on-duty police to attend the picnic and speak with attendees. Debbie McHenry made a motion to approve; Tim seconded it; the board approved inviting them. The goal is to combine the police outreach with the picnic rather than holding Coffee with Cops this year. Police dogs Leo and possibly Guster/Duster(?) were also discussed as potential attendees, depending on availability.

Debbie requested approval to invite Douglas County Superintendent Erin Payne to speak at the Senior Center in October about the Gold Card and district updates. Proposed dates included October 13, 14, 15, 20, 21, or 22, from 4:00 to 5:30, with a 20-minute presentation and mingling afterward. The Board said the 20th was Bingo night so not to include that as a possibility. The event would be publicized on the marquee and may bring new community members into the Center. The board approved the invitation, with the condition that the topic remain non-political and that scheduling be coordinated with Tracy/front office and checked against trips or other after-hours events.

Debbie discussed needing table coverings for bingo, selling Flipping Flapjacks tickets and raffle tickets at bingo while keeping money separate, and promoting baked-goods donations through Thursday emails and a sign-up sheet. About 25 Flipping Flapjacks tickets had been sold at last check. She also discussed inviting the mayor or town council to the picnic, Resource Fair, and possibly Veterans Day, noting that a formal request may be needed for Veterans Day. Rich should be asked for the name and contact information of the owner of the fire truck for Veterans Day planning.

Decisions

- Prior meeting minutes were approved as written.
- The Board agreed to develop a formal, specific wish list with pricing and quantities.
- Mike Sudia will be recognized by the Board rather than through the newsletter editor's regular feature schedule.
- Simple sponsor acknowledgement was treated as recognition, not taxable advertising, unless specific business services/products are promoted.
- The 990 discussion will be postponed until more consensus is reached.
- Chair Yoga has restarted; Backyard and Chess Club is permanently cancelled due to lack of interest.
- The Board approved inviting Parker Police Department personnel to the picnic.
- The Board approved inviting Douglas County Superintendent Erin Payne for a non-political October presentation.
- The Board voted to approve/ratify Robin's expanded assistant manager hours.
- Email votes should be tracked and ratified in meeting minutes when appropriate.

Action Items

Action	Owner	Due / Timing
Schedule an executive board meeting to discuss feasibility-study next steps and the future direction of the Senior Center.	Executive board / Marie	Within two weeks – Saturday, Aug 1 from 9 - 3
Formalize the wish list with specific items, prices, quantities, and larger items flagged.	Tracy, with input from board and facilities team	Around August 1; possible follow-up by August 4
Handle Mike Sudia recognition from the board and notify Lu Ann to drop or change the newsletter plan.	Marie	Sooner rather than later

Finish changing Shamrock payment/bank information so the BMO account can be closed.	Jim, with Joe's salesperson contact	Not stated
Identify and certify an additional state-certified games manager for bingo/raffles.	Board; Tom was nominated/discussed	Not stated
Finalize definitions for restricted bus funds and unrestricted funds.	Board / Jim	Upcoming after-meeting discussion
Check with the town about painting/designating street parking spaces and related parking options.	Mary	Not stated
Explore whether RTD overflow parking can be used.	To be determined	Not stated
Ask bus-trip participants to use gravel-road or other longer-term parking when possible.	Tracy / Rose / coordinators and drivers	Ongoing
Meet with new member volunteers interested in proofreading, website help, data entry, and Schedules Plus support.	Tracy and Deb Bryant	Not stated
Create committee-support checklists and resource-pool processes for promotions and fundraising events.	Tom, Tracy, Kam, and committee chairs	Begin after Whimsical Wonders; ongoing
Coordinate small exercise group discussion between Parks and Rec and the Senior Center.	Tracy and Mary	Not stated
Follow up with Texas Roadhouse and Culver's regarding fundraiser payments.	Fundraising lead / board	As needed
Arrange fundraising committee chair training on services, promotion, and consistent processes.	Jim and Tom	Next week or the following week
Plan the bus-group raffle for two $100 gift cards, if compliant.	Vanessa / Bus Group, with games-manager guidance	Possibly October; promote in September newsletter
Invite Parker Police Department to the picnic and deliver flyers.	Debbie S	Now / before picnic

Invite Superintendent Erin Payne and coordinate date, room, publicity, after-hours coverage, and schedule conflicts.	Debbie S, Tracy/front office	Target October 13, 14, 15, 20, 21, or 22; 4:00–5:30
Promote bake-sale donations and Flipping Flapjacks tickets through Thursday emails, Facebook, sign-up sheet, and bingo sales.	Tracy / fundraising volunteers	Before the event
Invite mayor/town council to picnic or Resource Fair as appropriate; submit formal request if needed.	Board / Debbie S/ Tracy as needed	Before relevant events
Ask Rich for the fire-truck owner's name, phone number, and email for Veterans Day planning.	Debbie S / Board	When Rich is available, possibly at bingo

Written by: Debbie McHenry

Approved on: