June 16, 2026 Parker Senior Center Board of Directors Meeting Minutes

Meeting Details

Date:	June 16, 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 BY PHONE
Secretary	Debbie McHenry
Treasurer	Jim Noon
Director 1	Kam Breitenbach ABSENT
Director 2	Jim Austin
Director 3	Tim Cattrysse
Center Manager	Tracy Wolbach
Town Administration Representative	Mary Colton ABSENT (Brenda Moody attended as alternate)
Town Council Liaison	Todd Hendreks
Outside Director 1	Dr. Meg Burke
Outside Director 2	Bobby Rogers ABSENT

- Guests: Rose Whalen, Sandy Onnan, Lori and Mike Williams

Marie Glees (President) welcomed everyone and opened the meeting with a reminder that Senior Center members are welcome to attend as guests, but should not interrupt proceedings. Guests may comment at the end, limited to three minutes each.

Debbie McHenry (Secretary) confirmed that minutes from May 19 had been sent to all members. There were no corrections or additions so the minutes stand; she will delete the May 19 recording. Mentioned the continued search for two assistant manager positions, with four applicants and interviews scheduled for tomorrow by Bev Gaitlin and Karla Koogle. LuAnn Benson and Karla Koogle will be heading up another PSC T-shirt campaign.

Todd Hendreks (Town Council Liaison) shared updates on the shuttle service pilot, which has completed 820 trips in two months. Announced major upcoming events celebrating Parker's 45th birthday, America's 250th, and Colorado's 150th, with signature events planned throughout the year. Provided progress reports on public works, including Lincoln and Stroh Road widening projects, anticipated to finish by September. Informed us that the Town has hired a new Community Development Director, Brian Dishman. Noted recent business openings (GQ BBQ, movie theater, Rugby Scotts Meat & Provisions, Shake Shack) and upcoming events (Concert in the Park series). Mentioned that his wife has applied for the PSC Assistant Manager position.

Brenda Moody for Mary Colton (Town Administrative Liaison) announced an additional $2.2 million in county funds for Salisbury Park, with Phase 2 starting soon and completion expected late summer next year. Shared plans for new tennis and pickleball courts. Marie requested that the O'Brien pool workers park closer to the pool instead of on our dirt road as our members park on the dirt road due to overcrowding at the PSC. Confirmed the feasibility study briefing link is accessible and will resend if needed. Provided updates on master plan work for parks, recreation, and open space, with a 14-month process and stakeholder involvement. She addressed the need for stakeholder involvement in the master plan update with consultant Barry Dunn facilitating input from boards and committees.

Dr. Meg Burke (Outside Director 1) thanked the Board for hosting lunch and highlighted upcoming health sessions, including a talk on heart health after 60 and participation in the September resource fair, with a presentation on dementia risk reduction.

Marie Glees (President) passed out the waiver for non-member volunteers for approval. Short discussion on what a "non-member volunteer" was. Debbie motioned for approval; Jim A. seconded it – passed unanimously. Marie then passed out Bingo Internal Controls form for approval. Discussion ensured as to whether this was for the Operations Manual or as the Standard Operating Procedure for Bingo. Debbie stated, in her opinion, the operations manual outlines policies, roles, and responsibilities, while SOPs provide step-by-step guidance for running bingo events. SOPs are flexible, evolving documents that can be updated based on committee input and operational needs. Jim N. wanted to update the Bingo SOP before approved and he will have the rewrite done by July 1. Master SOPs will be stored in Tracy's office and remain accessible for ongoing use and updates. Agreed SOPs should be living documents, easily updated as needed.

Tom Frame (Vice President) – by phone - **r**eported progress on centralizing website content and newsletter delivery. Highlighted improved efficiency and access to published materials. Mentioned the first meeting of the funding alliance and pilot projects for the resource fair.

Jim Noon (Treasurer) reviewed financial reports, noting the ongoing revamp of accounting processes and reconciliation efforts. Approved January-May financials, with clarification of unrestricted funds and donation allocations. Bottom lines are correct; matches to Bank but not to Schedules Plus. Motion to approve made by Tim, seconded by Debbie. Motion passed, with one abstaining note (Jim A.), stating that bottom line is correct, but some numbers are not correct. Mentioned that Lori Gibson received a check labeled "Whimsical Wonders" and treated it as a restricted donation, though few expenses fit that category. To avoid this issue, the Board recommended directing donations to the Center for greater flexibility. They also asked the Funding Alliance and Communications Committee to clarify that contributions can support broader Center activities, not just specific events. Gave Grant updates: Parker Foundation ($19,111), Cherry Creek Valley Rotary Club ($750 for AED training), pending DCF grant, G Fiber status, and improved Charity Navigator score (our score is now 55, aiming for 90).

Tracy Wolbach (Center Manager) reported 824 members plus 7 lifetime members for and increase of 9 for last month; 367 Facebook followers, up 13 from last month. Provided a comprehensive update on several items. She discussed the scheduling of the feasibility study presentation with JR, which the Board agreed to for **10:00 on Thursday, July 9th.** Tracy described adjustments to newsletter delivery timelines after discovering that uploading by the 17th of each month is required for timely paper copies; this change was communicated to the Board and regular contributors, who supported the new approach. She also mentioned facility operations, including maintenance issues (such as ongoing contact with elevator and AC vendors), and new practices to improve record-keeping and vendor management. Tracy is working with Tom to establish a shared drive for easier access to Board and staff files, and she initiated an electronic vendor tracker. She received the Elevator certificate and is continuing to follow-up on violations and documentation. AC units serviced, with ongoing maintenance scheduled. Freezer room flooring completed, items reorganized. Discussed grease trap cleaning and sink backups. Initiated electronic vendor tracker and plans for shared drive access. Decided to move old refrigerator to garage for use as a cooler during events. Additional updates included rescheduling the AED/CPR class and changes to yoga class timing and instructor availability. Tracy fielded questions about the Mesa Room reservation for arts and crafts, confirmed approval, and discussed upcoming bus sign-ups and Parker Days logistics. She concluded with announcements about payments, facility use, and operational changes, and ensured new cash flow processes and front office requests were being addressed and improved. Addressed payment and post-event cleanup issues with Wright Amusements and Parker Chamber, emphasizing the need for clearer contract expectations next year. She also provided program and activity updates: all that jazz, yoga classes, arts & crafts room reservation) and cancellation of AED/CPR class, with plans to reschedule after hiring assistant managers.

Jim Austin (Director 2) noted increased literature distribution at Parker Days and new member sign-ups (2 today). Discussed wind totaling Mike Sudia's tent – luckily, no one was hurt.

Executive decision to purchase a new tent, with taxes around $268. So even though we did it, he asked for everyone's approval, which was unanimously approved. Pancake breakfast tickets available soon for $12.50, 100 tickets, members and non-members, bake sale planned for August 22. Pursued sponsorship for first responder tickets. Updates on Mike's Black & Haus fundraiser project and seat sales – already collecting donations and has sold some tickets. Resource fair preparations underway, with Tom coordinating communications. Donations Committee will be scheduled next after JR's briefing on the feasibility study.

Tim Catalysse (Director 3) purchased paint and will paint Tracy's office on Thursday while she is on vacation. He also confirmed that there is sufficient leftover flooring from Home Depot (thanks to LuAnn's accurate measuring) to complete the hallway area extending past the bathrooms and into the office, scheduled for with Luanne assisting in installation. Painting is scheduled for Thursday, followed by installation of the hallway flooring on Friday and Monday.

Rose Whalen (Trips Chairperson) proposed a September 19 fundraiser featuring the Legendary Ladies, seeking Board approval. Planned light refreshments, ticket sales, and use of facility spaces. Discussed checklist for building use and cleanup, with suggestions for documentation. Addressed trip sign-ups, SOP updates, and driver evaluation procedures, including new insurance requirements and physical criteria for drivers. Coordinators to be added to the insurance policy as backup drivers.

Minutes prepared by: Debbie McHenry

Minutes approved on: