May 19, 2026 Parker Senior Center Board of Directors Meeting Minutes

Meeting Details

Date:	May 19, 2026
Time (Begin):	12:35
Time (End):	2:49
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
Acting 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, Rose Whalen

Marie Glees President) welcomed everyone and opened the meeting.

Debbie McHenry (Secretary) confirmed that minutes from April 21 had been sent to all members. There were no corrections or additions. A motion by Tim to approve the minutes was made, seconded by Tom, and unanimously passed. The Secretary will delete the April 21 recording.

Mary Colton (Town Administrative Liaison) passed out flyers for active older adult programs were distributed. The Senior Stroll at Salisbury Park remains scheduled, with details about its location, lack of construction impact, and event features such as vendors and refreshments. The event is free to the public. Mary also informed us that the Consultants are wrapping up a feasibility study, with results to be presented to City Council on June 8 and to the Parker Senior Center Board on June 16. Board members can attend in person or remotely. Town

Hall renovations are ongoing; meetings remain in the small conference room until the move back to the renovated chambers.

Dr. Meg Burke (Outside Director 1) reported strong participation in Ask a Doc sessions, with plans for more sessions underway. Dr. Stephanie Pratt's upcoming visit was noted. CPR sessions and the importance of first aid supplies were discussed.

Bobby Rogers (Outside Director 2) announced the start of the concert series on June 4, running for eight consecutive Thursdays, featuring food trucks and reserved seating. Senior Center banking administration has transitioned to Jim, and a new high-yield checking account for seniors is available. Updates to credit card processes and account transitions are being managed, with dual authentication and vendor account consolidations in progress.

Tracy Wolbach (Acting Center Manager) reported 825 members and 354 Facebook followers. Ongoing operational and maintenance issues were addressed, including new cash documentation forms now piloted to better track all funds. Feedback from staff and front office is being collected. The newsletter has been refreshed, and bulletin boards, flyers, and weekly emails are being used for timely communication. The Facebook page and newsletter now include more human interest stories. She also provided program and activity updates:

- All That Jazz moved to Tuesday; Total Body Workout remains Wednesday; both on Friday.
- Chair Yoga with Mary-Jo Sier on Wednesdays.
- Card Making group resumed (2nd & 4th Wednesdays).
- Open Game Day is available; members encouraged to participate with any games.

Jack and Yvonne Quiggles will celebrate their 70th wedding anniversary, with a feature planned for the July newsletter and a special meal (meatloaf and mashed potatoes requested) coordinated by Debbie Simpson and Chef Joe. Senior Center will be closed June 10–14 for Parker Days, June 19 for Juneteenth, and July 3 for Independence Day.

Discussion determined the main anniversary celebration will focus on November 11 (Veterans Day) to avoid duplication with town events. Humana is confirmed as a sponsor for the July birthday anniversary, with ongoing efforts to secure additional sponsors. Family invitations are being coordinated by Debbie Simpson.

Efforts to collaborate with organizations like Morning Star for events, meetings, and transportation are underway. Participation in external programs and outreach with local businesses and forums was encouraged.

Discussion highlighted streamlined financial processes, shifting from month-end data entries to weekly updates, saving significant time for management and staff. Lori Gibson and Ann Steiner, both retired CPAs and auditors, are collaborating on internal controls and pilot programs for the front office. This includes improved documentation procedures and dual oversight for added financial security. The pilot had some initial hiccups but is expected to improve both transparency and accuracy in handling funds.

The financial books are nearly reconciled, though some mismatches between quarters remain. Focus has recently been on improving processes rather than finalizing audits, with the expectation that the audit side will be addressed next. The current fundraising surplus is noted at $39,000, above typical levels for this period. Rotary donated $750 for AED and CPR training, covering most of the first session, and had previously funded an AED purchase.

The AC condenser for the main activity room is under warranty, with replacement expected by end of May. Maintenance schedules are being developed, including regular coil and screen cleaning. Elevator certificate renewal is in progress; two prior violations are being documented and resolved.

Rotary volunteers recently painted the curbs yellow after a member's fall, and committed to returning for future projects. Maintenance and safety log improvements are underway.

Tom Frame (Vice President) brought up concept of printing 500 flyers to support events and membership drives, with a motion made by Debbie, seconded by Kam, and passed unanimously. Flyers will be used for Parker Days, Senior Stroll, and new member tours. The purchase of stickers and other outreach materials was discussed, and pricing will be explored for future giveaways.

Committees are working on detailed SOPs (Standard Operating Procedures) to be included as appendices or separate binders to the operations manual. The Bingo Committee has completed its SOP, and storage and access for all such documentation is being organized, with both physical and digital (shared drive) solutions planned.

- **Bylaws Committee:** Ready to proceed pending policy decisions.
- **Kitchen Committee:** Joe reiterated only staff cooks in the kitchen, no outside food; committee formation remains under review.
- **Facilities Committee:** Deb Weber is updating first aid and safety manuals and coordinating regular safety checks.
- **Long Range Planning:** Awaiting feasibility study results. Committee to resume in June, focusing on communications and workload balance.

- **Communications Committee:** Deb Bryant is chair. Efforts include unifying branding, print materials, and digital communication; purchase of a new printer and staff training on Canva are planned.
- **Record Retention Committee:** Launching in June. Plan to digitize and centralize documents on Google Workspace to improve access and backup. New calendars and workflow systems are being developed.

Jim Noon (Treasurer) discussed detailed review and discussion of financial statements, reconciliation issues, and internal controls took place. Some mismatches in donations and expense categorization were noted, with an action plan to clarify and correct them before approval and publication. No financials were approved at this meeting. Further review will be conducted offline by Jim and Tom. Also covered the need to clarify sponsorship versus donation accounting, improve tracking of restricted funds, and address the handling of in-kind donations and bus fund equity.

Kam Breitenbach (Director 1) reviewed membership outreach and dues collection efforts, noting some challenges with member communications. Volunteer efforts and upcoming events were discussed, with a push for board members to bring in new participants.

Jim Austin (Director 2) discussed the Annual appeal and fundraising efforts are ongoing, with over $16,000 donated so far this year (including $1,558 in-kind). Kam has contributed $3,100 through additional programs. The group aims to recognize business affiliates and sponsors and develop a fair board policy for community contributors.

Upcoming fundraising initiatives include a monthly restaurant dining-out program. The board approved the concept of monthly fundraising meals (motion by Tom, seconded by Kam, passed), with Robbie and the fundraising committee handling logistics. Debbie Simpson has arranged for Texas Roadhouse fundraiser and will host the first event on June 22–23, donating 10% of the proceeds to PSC.

Tim Catalysse (Director 3) discussed ongoing maintenance includes AC repairs, regular system checks, and plans for energy-efficient lighting. Rotary and other volunteers have contributed to recent projects, and additional facility upgrades are planned, including TV installations and improved irrigation.

Rose Whalen (Trips Chairperson) reported that trips are going well, having met the $20,000 goal and raising the target to $30,000 for the year. There is a plan to purchase a new bus in 3–4 years, with ongoing review of fuel costs and trip pricing.

Debbie Simpson (Sunshine Chairperson) mentioned plans to host Douglas County's superintendent for a presentation were discussed, with the board agreeing to pursue non-political, informational programming. Lifelong learning and current events sessions (such as genealogy) continue based on member interest. The use of Sign Up Genius and other tools for event sign-ups will be explored. Debbie also brought up an idea of having name tags for volunteers at our events. She is going to do some pricing.

Actions & Decisions

- April 21 minutes approved; recording to be deleted.
- Financial process improvements implemented; dual CPA oversight in place.
- No financials were approved this meeting; further review ongoing.
- Members invited to feasibility study sessions on June 8 and June 16.
- Monthly fundraising restaurant events approved; first at Texas Roadhouse in June.
- New SOPs to be appended to the operations manual and stored both physically and digitally.
- 500 flyers to be printed and stickers/goody pricing to be explored.
- Kam is going to price out name tags for volunteers at events
- Anniversary celebration set for Veterans Day; sponsors and family invitations coordinated.
- Maintenance projects and facility upgrades ongoing; TV installations planned.
- Further collaboration with community organizations and expansion of outreach.
- Committee work on documentation, long-range planning, and communications to continue.

Adjournment after committee reports and confirmation of action items. Next steps include ongoing committee initiatives, facility maintenance, event planning, financial oversight, and strengthened community partnerships.

Minutes prepared by: Debbie McHenry

Minutes approved on: