

SECTION 1 – INTRODUCTION

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SECTION 1 - INTRODUCTION
REVISION LOG

Approval Date	Board Initials	Revision Description

A. MISSION STATEMENT:

The mission of the Parker Senior Center (PSC) is to enrich the lives of older adults, aged 50+, by providing engaging activities, shared meals, group outings, and lifelong learning in a safe, vibrant, and welcoming environment.

A. VISION STATEMENT:

We, the members and staff of the PSC, envision a dynamic and inclusive community, focusing on our mission and core values, where older adults can connect, thrive, and enjoy opportunities that stimulate the imagination and present endless possibilities for growth for our members, Town of Parker, and the surrounding communities.

B. CORE VALUES:

1. **Empower:** Encourage and support members to do something or take action.
2. **Respect:** Show regard toward members for their abilities and worth.
3. **Growth:** Plan for the needs of members and the community in the future.
4. **Adaptability and Resilience:** Promote flexibility, physically, mentally, and emotionally, in a changing world.
5. **Curious Attitude:** Encourage members to be open to learning and trying new things.
6. **Innovation:** Explore and create ways in which to enhance the quality of members' lives, including the use of technology.
7. **Stewardship:** Act responsibly in use of PSC resources to fulfill our mission, vision, and core values. Use resources wisely for the benefit of members and the broader community.
8. **Transparency:** Be open, honest, and candid without any hidden agenda.

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C. PURPOSE OF THE OPERATIONS MANUAL: To provide a comprehensive guide that outlines PSC policies, procedures, and practices to ensure consistency, clarity, and compliance in day-to-day activities.

D. OPERATIONS MANUAL REVISIONS:

1. **General:** All revisions shall be recorded in the appropriate Section Revision Logs. Any revision to the Operations Manual requires approval by the Board for Board related policies. Other revisions require at least one Board member initials. Policy revisions shall only be made by the Center Manager or Board Liaison.
2. **Old Records:** Maintain a separate 3-ring binder with section dividers that match the dividers used in the official Operations Manual. When a page is updated, remove the old version, date and initial it, then file it in the binder.

E. ORGANIZATION STRUCTURE:

1. **Board of Directors:** The Executive Board represents and acts on behalf of the PSC. The Executive Board consists of President, Vice President, Secretary, Treasurer, Director 1, Director 2, and Director 3. The 2025 Board of Directors (Board) and their contact information are as follows:

NAME	POSITION	PHONE	E-MAIL
Rich Foerster	President	720-530-5553	richsellshomesco@gmail.com
Tim Cattrysse	Vice President	720-717-5510	tcattrysse@yahoo.com
Marie Glees	Secretary	815-289-9779	meglees@aol.com
Jim Noon	Treasurer	303-906-3658	jimnoon88@gmail.com
Debbie McHenry	Director 1	443-223-5130	Damchen50@yahoo.com
Jim Austin	Director 2	720-583-0209	j.austin@yahoo.com
Lou Braden	Director 3	720-979-3699	loubraden@hotmail.com
	Outside Director 1		
Bobby Rogers	Outside Director 2	303-805-6407	brogers@cobnks.com
Todd Hendreks	Town Council Liaison	720-235-2313	thendreks@parkeronline.org
Mary Colton	Town Staff Liaison	303-805-3261	mcolton@parkerco.gov

2. Paid Staff

- a. Center Manager: Leslie Soell
- b. Assistant Manager: Val VanDegrift
- c. Chef: Joe Fabio
- d. Janitorial Staff: Joe Fabio

3. **Organization:** The organization structure is shown in the Organization Chart on the next page.

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ORG CHART