

**Canby Adult Center  
Annual Program Report  
July 2015 - 2016**



*Dedicated to keeping seniors  
Safe, healthy and independent*

*Prepared for Annual Meeting, September 14 2016*

## History

The Canby Adult Center has been serving area seniors for over 40 years. A group of women began serving meals to seniors in the basement of St. Patrick's Church in the early 1970s with the support of the Canby Kiwanis Club. In the early 1980s, the Adult Center together with the City of Canby received a block grant to construct its own building, which still houses the Center today. In 1987 the Friends of Canby Adult Center was incorporated as an independent entity.

## Board of Directors

Officially representing the Friends of Canby Adult Center, the Board consists of nine people who meet monthly and are responsible for:

- fiscal management,
- fundraising,
- making policy
- strategic planning and
- supervising the center director.

The Friends general membership meets annually in September to elect three new directors who serve a three-year term (two-term limit).

## Membership

Individual membership costs \$15/year, \$25/year for a couple. Only Members are entitled to vote for Board members. Members receive a monthly newsletter, get discounts on building rental, have their name and birthday listed in the newsletter, and support the work of the Canby Adult Center.

## Volunteers

Volunteers are an essential part of every program and activity, giving well over 1,000 hours of service each month. Volunteers double the size of the Center's workforce; we couldn't do what we do without them.

## Programs

The Canby Adult Center prepares meals onsite, and serves them to seniors at the center or in their homes. We offer blood pressure checks, foot care, facials, haircuts and legal assistance. Our activities include bingo, pinochle, ping pong, pool, movies, and group sewing. The center offers a variety of exercise classes including Sit and Be Fit, senior aerobics, tai chi

and line dancing. We have computers and a library available for individual use. We offer daily transportation to and from the center on the days that meals are served. Finally, we organize day and evening trips to local areas of interest, special events and dining out.

## Funding

Clackamas County Area Agency on Aging (AAA) contracts with the Canby Adult Center for services for seniors age 60 and older which include: meals, client services, transportation, wellness activities and education. OAA funds cover only about 25% of costs; the Adult Center relies on a variety of other resources, including the Oregon Food Bank, membership fees, fundraisers, the Annual Appeal, donations, rentals and endowment income to fund its activities.

## Rentals

The Center is available for rental outside of business hours, and is often used for birthday parties, anniversary celebrations, reunions and meetings. Businesses, government entities, community recreation and worship groups rent the Center. Rental rates are scaled according to the group and time/day of the rental.

## Newsletter

The monthly newsletter is mailed to 600+ members and friends of the Center. It lists CAC and area activities, Board news and menus, provides education and announces upcoming events, both at the Center and around the Canby area. Our newsletter and other information about upcoming events can also be found on our website: [www.canbyadultcenter.org](http://www.canbyadultcenter.org).

## Investments

In 2004, the Canby Adult Center was fortunate enough to receive a \$4.2 million gift from Robert and Helen Glasgow. Board guidance recommends an average annual 4% draw on current value of those funds to help cover operating expenses. The investment fund is managed by an external financial advisor, guided by an investment committee and a Board-approved policy. The Adult Center hopes to grow the investment fund responsibly to ensure that we continue to be well placed to meet the future needs of seniors, and to expand our services as needed.

## Overview of 2015 – 16 activities

We're pleased to highlight our major 2015 – 16 activities, services and events in this report – we hope you find it informative.

The beginning of the fiscal year saw the Board and the Director undertaking a bidding process to choose a Financial Advisor to manage the Center's investments. CAC initiated the process following the departure of its long-time advisor, Paul Carlson, from Edward Jones to start his own financial services business. Paul's new company, 4:8 Financial, together with four other investment firms, were invited to submit proposals. The Board reviewed all proposals then invited back three finalists for a more in-depth discussion of the Center's financial goals.

The process took many meetings and hours of reflection and review, before the Board finally emerged with the decision to hire Quest Investment Management, LLC, as CAC's new investment advisor. Quest specializes in large portfolios (minimum value of \$3 million) and has substantial non-profit investment experience; and their fee structure is both transparent and reasonable. CAC thanks Paul Carlson for his many years of service to the Center, and for shepherding CAC funds safely through some tough years.

The Board also launched a strategic planning process this last year, beginning with the hiring of consulting firm Campbell DeLong Resources in fall 2015. The purpose is to ensure that CAC is fully prepared to meet the changing needs of baby boomers, currently hitting retirement age at the rate of 10,000/day. Campbell DeLong conducted a series of focus group meetings, met with staff and Board members, visited another center and undertook extensive research as part of phase I of a process that will continue through 2016-17.

In addition to these two major initiatives, CAC offered several speaker series in 2015 – 16, including a six-week series on Living Well with Chronic Conditions and monthly sessions on Alzheimers and Financial Wellness. CAC also launched new mahjong and writers' groups, both in response to member requests.

CAC continued with all of its traditional activities and events, with a couple of minor changes. The Spring Bazaar was

scaled back to a smaller plant sale together with just a few spring-specific vendors, to respond to the desire of most bazaar attendees to buy their plants and head back home to get them in the ground, rather than shop for crafts. The annual Golden Anniversary lunch held in June saw a new partnership with Marquis at Hope Village. Their staff came in and transformed the dining room with their inspired decorations – it was a beautiful event.

The meals program continued to grow, and particularly the demand for home-delivered meals. The Center saw a 21% increase in demand for home-delivered meals, from 24,889 to 30,278. Donations for those meals DROPPED both in average donation per meal, (\$1.57 in 2014-15 to \$1.28 in 2015-16) as well as in absolute value – the Center received \$36,680 for home delivered meals in 2014 - 15 as compared to \$35,404 in 2015 – 16. So long as general donations and fundraising keep pace, service will continue without interruption, but if the funding environment changes without a rise in meals donations, the Center may be obliged to look at ways to cut meals costs. The Board and the Director will closely monitor the program in the coming year.

On the administration front: CAC was able to “waterproof” the dishwashing area with new floor to ceiling wall material, thanks to a grant from the Clackamas County Commissioners fund; a new food processor was purchased for the kitchen; and CAC welcomed Ana Villaneuva to the kitchen team in the fall, following the departure of Miley Barnett to pursue her studies.

CAC ended the fiscal year with an approximate \$9,000 surplus in its budget. The Center would look very different without the constant support of a variety of Canby businesses and individuals – we thank you. Check your newsletter for a detailed listing of all of our donors.

Finally, volunteers are the backbone of the Canby Adult Center, providing well over 12,000 hours of service every year – we couldn't do what we do without them.

Thank you for your support – see you at the Center!  
Kathy Robinson, Director Canby Adult Center

**CENTER STATISTICS**

	<u>'14 – '15</u>	<u>'15– '16</u>
Meals served to 60+ at Center	12,247	12,319
Meals on Wheels delivered	24,889	30,278
Average donation, congregate	\$1.63	\$1.61
Home-delivered meals	\$1.57	\$1.28
Volunteer hours	12,558	12,700
Client information and referrals	1,478	1,860
Client assessments (hours)	132	100

**Selected fundraising and donation income**

	<u>'14 – '15</u>	<u>'15 – '16</u>
Share a Meal	\$5,440	\$6,333
Holiday Bazaar	2,082	2,246
Spring Bazaar	3,381	2,351
Annual Appeal	41,106	40,695
Bingo	9,295	8,874
Membership	5,520	6,636
Gifts and memorials	14,597	14,882
Dining room meals donations	18,553	19,819
MOW donations	36,680	35,404

**Profit/Loss Statement (subject to audit adjustments)**

**Income:**

Clackamas County	\$156,436	\$140,150
Donations	84,745	85,497
Fundraising	89,450	85,418
Medicaid	13,175	24,909
Misc	6,261	6,641
Total:	<u>\$350,067</u>	<u>\$342,615</u>

**Expense:**

Administration	\$40,986	\$64,165
Building	33,194	33,120
Fundraising	15,390	15,780
Programs	123,209	132,939
Staffing	379,800	383,200
Designated funds	6,646	7,532
Total:	<u>\$592,579</u>	<u>\$636,736</u>

**Shortfall met by investment**

**Funds:** \$294,121

**Board of Directors**

Mark Adams, Chair (September 2016)  
Dave May, Vice Chair (September 2016)  
Bob Sheveland, Treasurer (September 2017)  
Nicolle Harold, Secretary to 4/16 (September 2017)  
Debbie Jewell, interim Secretary from 4/16 (September 2018)  
Amy Carlton (September 2016)  
Mary Bosch (September 2017)  
Jim Davis (September 2018)  
Johni Thayer (September 2018)

**Staff**

Kathy Robinson, Director  
Timpra McKenzie, Support Services Coordinator  
Wendy May, Client Services Coordinator  
Bev Vandecoevering, Meals on Wheels Coordinator  
Jeanne Vodka, Meals on Wheels Coordinator II  
Lynne Bonnell, Travel Coordinator  
Susan Voss, Food Services Manager  
Audrey Barnett, Assistant Food Services Manager  
Karen Krettlar, Assistant Cook  
June Nice, Assistant Cook, Monitor, Custodian  
Ana Villaneuva, Kitchen Utility  
Wade Porter, Transportation  
Scott Goetchius, Transportation  
Charles Kocher, Transportation  
Carol Clark, Assistant Cook, Monitor, Custodian  
Howard Brooks, Custodian