

**Canby Adult Center
Annual Program Report
July 2016 - 2017**



***Creating a community that embraces
the opportunities and challenges of
older adulthood.***

Prepared for Annual Meeting, September 13 2017

History

The Canby Adult Center has been serving area seniors for almost 45 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 every 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 regular activities include bingo, bridge, pinochle, ping pong, pool, movies, a writer's group, brain training and group crafts. The center offers a variety of exercise classes including Sit and Be Fit, senior aerobics, tai chi, line

dancing and organized walking. Speakers are frequently scheduled to address topics of interest to the older adult community. 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 investment 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, private parties 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 over 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.

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 2016 - 2017 highlights

We're pleased to highlight our major 2016 - 17 activities, services and events in this report – we hope you find it informative.

At our Annual Meeting held in September, we said goodbye to Board member (and former Chair) Amy Carlton, who had served the full six years allowed by our Bylaws, and welcomed Bill Reif to the Board. The Center then moved into a very busy fall and winter season, serving another record-breaking Thanksgiving meal to over 150 people. In December, we had a full line-up of trips to celebrate the holiday season – when “Snowmagedon” didn't interrupt our plans!

Despite the snow, our Home Delivered Meals team was able to check in on all of our clients, at least by phone, to make sure that everyone had enough food in their home to get through the bad weather. When someone was identified as in need, our volunteer drivers came through to get meals delivered.

The Center added a couple of new ongoing activities while maintaining all ongoing programs – the Center is now well and truly full most days. Thanks to our partnership with Clackamas County Social Services, we began offering a new monthly Brain Training class in early 2017, where participants discuss ways to keep their brain active and to navigate the mental and cognitive challenges around aging. We also brought back our weekly bridge group and added an occasional Friday afternoon movie to our regular weekly Wednesday movie line-up.

The strategic planning process continued through 2016-17. The Center closed its doors for one day in February 2017 so that key staff could fully participate in a full-day planning session with Campbell DeLong Resources. The session was extremely productive, providing staff with the tools necessary to develop individual and departmental strategies designed to help the Center keep pace with the changing needs of Canby's older adult community. The day culminated with the development of new, more interactive, Mission statement, as follows:

Canby Adult Center Mission Statement: Creating a community that embraces the opportunities and challenges of older adulthood.

The group's goal was to develop a Mission statement that was proactive and inclusive – this statement will guide the Center's activities and priorities in the years to come.

Demand for the meals program remained constant for the fiscal year, keeping in mind that the Center was closed six days during the period, due to snow. This isn't surprising given the record growth we saw in MOW in the year prior. Donations for home-delivered meals continued to drop, from an average of \$1.28 in 2015-16 to \$1.20 in 2016-17 – down almost \$.40/meal from the \$1.57 average we received in 2014-15. On the up side, dining room donations were almost \$.20 higher/meal when compared to the prior year, partially addressing the shortfall in MOW donations. Still, the Board and Director must remain vigilant in their efforts to maximize use of County funds, to fundraise and to raise awareness in our community about the importance of donations to our operations, to avoid any reduction in services.

On the administration front: We finally “retired” both of our Center vehicles, receiving a new van in June 2016 followed by a shiny new bus in early 2017. Both vehicles are on permanent loan from Ride Connection – we're grateful for their support! Thanks to several very generous individual donations, we were able to replace our VERY old washer/dryer combination in fall 2016 as well as some small kitchen equipment.

CAC once again ended the fiscal year with a substantial surplus in its budget, which allowed us to order some badly-needed new furniture for our reception area – stay tuned for the “reveal” very soon! We thank the many businesses and individuals who support us every year. 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>'15 – '16</u>	<u>'16 – '17</u>
Meals served to 60+ at Center	12,319	12,093
Meals on Wheels delivered	30,278	28,237
Average donation, congregate	\$1.61	\$1.79
Home-delivered meals	\$1.28	\$1.20
Volunteer hours	12,700	11,882
Client information and referrals	1,860	1,681
Client assessments (hours)	100	109

Selected fundraising and donation income

	<u>'15 – '16</u>	<u>'16 – '17</u>
Share a Meal	\$6,333	\$6,610
Holiday Bazaar	2,246	1,790
Spring Bazaar	2,351	1,916
Annual Appeal	40,695	35,708
Bingo	8,874	8,317
Membership	6,636	5,795
Gifts and memorials	14,882	16,158
Dining room meals donations	19,819	21,587
MOW donations	35,404	33,714

Profit/Loss Statement (subject to audit adjustments)

Income:

Clackamas County	\$140,150	\$152,589
Donations	85,497	91,069
Fundraising	85,418	74,585
Medicaid	24,909	39,572
Misc	6,641	8,293
Total:	<u>\$342,615</u>	<u>\$366,108</u>

Expense:

Administration	\$64,165	\$64,790
Building	33,120	35,005
Fundraising	15,780	13,190
Programs	132,939	123,046
Staffing	383,200	401,138
Designated funds	7,532	7,636
Total:	<u>\$636,736</u>	<u>\$644,805</u>

Shortfall met by investment

Funds: \$278,695

Board of Directors

Mark Adams, Chair (September 2019)
Dave May, Vice Chair (September 2019)
Bob Sheveland, Treasurer (September 2017)
Debbie Jewell, Secretary (September 2018)
Nicolle Harold (September 2017)
Mary Bosch (September 2017)
Jim Davis (September 2018)
Johni Thayer (September 2018)
William Reif (September 2019)

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 Krettler, 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