



Board of Director - Agenda

3/19/2019

1. Call to order /Establish Quarum/ Introductions Leadership Team		Jan Martin	Process
2. Changes to the agenda		Jan Martin	Discussion
3. Consent Items		Jan Martin	Vote
A. Agenda	3/19/2019		
B. Minues	2/19/2019		
4. CEO Report	February	Jason DeaBueno	Discussion
A. Reserve and Ride Business Plan Appendix A Additional Matters for approval			Vote
5. Committee Reports			
A. Finance Committee		Val Anders/Dave Bunkers	Information
Financial Packet Review		Dave Bunkers	Vote
Additional Matters for Approval			
B. Building Committee		Deb Riden	No Report
Additional Matters for Approval			
C. Events Planning Committee		Derek Wilson	Information
Additional Matters for Approval			
6. Old Business			
A. None to Report			
7. New Business			
A. Broken for Good		Derek Wilson	Information
B. Grants Management		Roxanne Eflin	Information
C.			
8. Related Board Reports			
A. Foundation		None	
Matters for Approval			
B. Silver Key Enterprise		None	
Matters for Approval			
C. Senior Heritage Plaza		None	
Matters for Approval			
9. Next meeting	04/16/19		

Board Member Login: skboard@silverkey.org

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**Board of Director - Meeting Minutes**

02/19/19

Scribe: Paula Humber

<u>Member's</u>	<u>Present</u>	<u>Absent</u>
Jan Martin, Chair	x	
Lynne Jones, Vice Chair	x	
Greg Broeckelman, Secretary	x	
Dave Bunkers, Treasurer	x	
Carla Hartsell, Imd. Past Chair	x	
Becky Hurley	x	
David Lord	x	
Steve Hunsinger		x
Cmdr. Scott Whittington	x	
Mike Rowe	x	
Gary Geiser	x	
Cari Karns	x	
<b><u>Leadership Team:</u></b>		
Jason DeaBueno	x	
Paula Humber	x	
Deb Ridsen	x	
Valerie Anders		x
Cathy Grossman	x	
Derek Wilson	x	
<b><u>Guests:</u></b>		

<b>Key Points from Board of Directors</b>				
<b>Agenda 02/19/19</b>				
	<u>Yes</u>	<u>No</u>	<u>Additional notes</u>	<u>Action required</u>
1. Call to order			4:02 p.m. Jan Martin	x
A. Establish Quorum	x			
B. Introduction				
2. Changes to the agenda		x		
3. Consent Items				
A. Agenda	x			Cari Karns moved to approve; seconded by Lynne Jones; unanimously approved
B. Minutes	x			Cari Karns moved to approve; seconded by Lynne Jones; unanimously approved
4. CEO Report				
A. Matters for Approval			CEO detailed report included in board packet	none
5. Committee Reports				
A. Finance Committee				
Financial Packet Review	x			Cari Karns moved to approve; seconded by Scott Whittington; unanimously approved
Additional Matters for Approval		x		
B. Building Committee				
Building Committee Review			Deb Ridsen gave an update on the combined Building & Finance Committee members.	Jason will give Tom Cone the green light to prepare letter of intent to CHAFA for housing project
Additional Matters for Approval		x		

	<u>Yes</u>	<u>No</u>	<u>Additional notes</u>	<u>Action required</u>
C. Events Planning Committee				
Events Planning Committee			Still working to procure Lane funding. Need to recruit additional members to the events planning committee.	
Additional Matters for Approval				
6. Old Business				
A. None				
7. New Business				
A. Leadership Organization			Handout	
B. Board Resolution - Authorized Signers	x			Lynn Jones moved to approve and Becky Hurley seconded
8. Related Board Reports				
A. Foundation				
Matters for Approval	x		Bill Berenz and Skip Morgan 2 New Foundation Board Member	Carla Hartsell moved; Lynne Jones seconded; unanimously approved
B. Silver Key Enterprise				
Matters for Approval				
C. Senior Heritage Plaza				
Matters for Approval				
9. Board Reports				
Matters for Approval				
10. Next meeting				
03/19/19				
Adjourn				
5:10 p.m. Jan Martin				

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Jan Martin, Board Chair

March 2019

## CEO Report

Dear Board,

I do not know about you but more and more when I am in the community I hear a similar question “my mom needs help, how do I get her the help she needs?” My guess is that when you are in the community and identify yourself as a board member of Silver Key you may get the same question.

This month, I want to share with you an answer, have them call: ***(719) 884-2350 and press (#6)*** to speak with John or Celise; these two staff know the full details of what Silver Key is able to do to support people in need and has direct routes to care and support.

I have added both the Silver Key intake line to my cell phone and would encourage all of you to consider doing the same. Another source of support that you may want to add to your mobile phone is the *Colorado Crisis Services Hotline at 1-844-493-8255* – this line is for any emotional or mental health or substance misuse need regardless of ability to pay.

Respectfully submitted,  
Jason DeaBueno

## Governance Decisions, Monitoring & Accountability

### 1. Current Significant Issues & Opportunities

#### a. Board Retreat (May 21, Penrose House - Milton Proby Meeting Room, 9 - 2)

1. The consultant, Summer Gathercole, SHG Advisors (Strategic High-Impact Guidance for Social Change), has begun the process to learn more about Silver Key and will be outreaching to board members, consumers, staff and volunteers as part of her planning process for the day.

#### Board Dialogue/Consultation

- Are there any specific areas of concern, interest or focus that the board would like for Summer to explore as part of the overall process?

#### b. May 8<sup>th</sup> Engaged at Every Age Event – Antler’s Hotel 11:30 – 12:30

1. The event planning and implementation process is in high gear. Time is our biggest hurdle to manage to fully engage enough table captains and sponsors for the event.

#### Board Dialogue/Consultation

- The table captain information will be provided to the board along with exploring if board members would be willing to commit to being a table captain, volunteering in other capacities to support the event (i.e. on

camera interview, helping with calls to key constituents, etc.) or helping to make introductions to potential sponsors.

**c. Reserve and Ride Plus (business plan)**

1. This was a grant funded initiative to help determine whether a model of transport could be established that allowed volunteers to use their vehicles to transport Silver Key Clients (See Appendix A).

**Board Dialogue/Consultation**

- The organizational insurance policy was needing to be reauthorized as of March 1, 2019. In a brilliant process by what was included in the business plan by Cathy Grossman, Marketing and Communications Manager and the efforts by Val Anders, CFO and Deb Ridsen, COO, the newly established insurance includes the coverage for this work if we would choose to move forward. No additional premium was required to have this coverage – this was the major hurdle to consider this model of transportation.
- Jason will be meeting with the original funder to gauge interest in helping to fund the resources to establish this model of transport in Colorado Springs (approximately \$58,075).
- While there are still many finer details to work through does the board support exploring a pilot if funds are able to be procured from original funder or alternate funding source?

**2. Matters for Approval**

1. Establish Reserve and Ride Plus Demonstration Project Contingent on Procuring Required Start-up Funds

**3. Risk and Compliance – Issues that Board needs visibility to and expected updates to conclusion.**

**3.1. Risk and Compliance Management**

Issue	Level of Risk (1 Low; 2 Medium; 3 High)	Comments
1. Password management issues related to Online banking at Kirkpatrick were compromised.	3	Reviews indicate that a former staff person (likely another person used her account credentials) to access the Online banking to create fraudulent checks. A new password protocol is been activated and management of passwords for all systems will have a higher degree of

		oversight.

### 3.2. Risk and Compliance Updates or Incidents

The funds for the fraudulent checks that were reported on in the February CEO report have been returned and those accounts have been closed. The insurance broker has been made aware of the event. An internal review finds that we may have had some passwords compromised and increased security measures have been established.

### 3.3. Funder Obligation Concerns

<b>Funder</b>	<b>Level of Risk</b> (1 Low; 2 Medium; 3 High)	<b>Details &amp; Comments</b>
Mountain Metro Mobility	1	Will not be able to fully utilize allocation and denied accepting an increase from 15,782 to 17,914 as current criteria does not allow for achieving lower allocation.

### 1.3. Funder Obligation Concerns Updates

AAA Home Delivered Meals (Underspent)	1	UPDATE: A plan for an expanded site and re-allocation of funds was approved for capital expenses – risk has been mitigated.
AAA Funded SOS Screen/Evaluation (Underspent)	1	UPDATE: Additional options are emerging for future AAA funding in the areas of case management, reassurance and Information and Assistance (I&A). Risk has been mitigated

#### 4. Update on Operational Activities

##### (6 Month Expectations Document)

The project management plan for the CEO Expectations Document is near completion and will be ready to present at the April board meeting. Baseline metrics are still being developed for the CEO dashboard with a goal to have this ready to present at the April Board meeting.

##### Key Accomplishments

- a. Susan Pavlica and Ann McKenzie under the leadership of Dayton Romero have established the community's first volunteer training program and recruitment process to expand guardian supports. This program has received recognition by and El Paso County leader as being "a great strategy to address the needs of people who need guardians in this community."
- b. Peggy Leidel and Deb Riden worked to establish a new meal site at the Holiday Village Mobile Park, 3405 Sinton Road. The Holiday Village management and HOA have agreed to be an open site for non-Holiday Village seniors as well.
- c. Dayton Romero, Director of Senior Assistance Programs was chosen by ASA and CVS Health as Silver Key's representative at the 2019 Leadership Institute. In the notice of the award, it was stated that ASA and CVS "had had a large pool of well-qualified applicants which made the decision process very difficult but [Mr. Romero's] application and letter of support rose above the rest."
- d. Navakai has completed a review of the IT infrastructure and is in the process of providing a bid for required updates. Navakai is also going to participate in additional support related to software evaluation and integration going forward with recommendation and proposals to help Silver Key have a more integrated solution in the IT environment. Cloud based and HIPAA requirements are fully being considered. The results of the initial review is that Silver Key's security is not as robust as is needed for the environments operating within and small, no or limited-cost, incremental changes could be powerful protections.
- e. The parking lot review was complete to ensure alignment to ADA and senior-friendly parking options and only a small number of items were outlined and have since been coordinated for improvement with Griffis/Blessing.
- f. The budgeting process has begun with enhancements to the process for all leaders of respective departments being actively engaged in the budgeting and departmental ownership and management of business unit needs.

#### 5. Matters for Noting

- a. New Staff – March:
  - 1) Erin McNab – Housing Navigator (Case Management) – FT
  - 2) Vicki Tudor – Site Manager Connections Café – Monument location - PT
  - 3) Cecilia Sponholz-Smith - Reserve & Ride - FT driver
  - 4) Kelley Lyons – Nutrition Services Assistant - FT
- b. May 8<sup>th</sup> Engaged at Any Age event
- c. Board Retreat Scheduled for May 21, 2019 Penrose House (9 – 2)

## **Silver Key Volunteer Rideshare Service Feasibility Study – Board Summary**

Silver Key requested a study to assess the feasibility of launching and sustaining a volunteer rideshare service as an innovative way to expand one of their main service delivery areas – transportation of seniors to and from medical appointments, grocery shopping and other activities – to help reduce denial rates and meet the increasing demand for rides.

Secondary and primary research was conducted in 2018 to provide insight for analysis in developing potential service recommendations. This included online research, agency interviews, focus groups, and a survey.

The research indicated a strong interest by seniors in using a volunteer rideshare service to have more ride availability and some interest in volunteering to provide unassisted rides if the preferred elements are part of the service. As outlined below, this service appears to be feasible as a way to expand ride capacity in the daytime and offer evening and weekend rides through Silver Key.

### Service Elements:

- Market the service as an additional unassisted ride service option called Silver Key Reserve & Ride Plus!
- Riders would first call Reserve & Ride to request a ride. If Silver Key Reserve & Ride transportation is not available when the ride is requested, the rider would be provided the option of getting a ride arranged with a volunteer in their own vehicle. They could also choose this option up-front if preferred. (If they are an existing client who has not registered for the Plus! service, they would be sent a registration/background check authorization form for future rides.) Rides would be based on volunteer availability.
- Once the ride is arranged through Silver Key, volunteers would coordinate any final ride details and adjustments directly with the rider.
- Volunteer rides would be provided at no cost to seniors age 60+, although donations to Silver Key would be suggested.

### Service Management:

- Volunteer supplemental liability insurance would be provided by Silver Key. There would be no mileage reimbursements or stipends.
- Volunteers would be required to carry at least the minimum levels of Colorado vehicle liability insurance and asked to maintain their vehicle in good condition. Annually, they would be required to provide proof of insurance and a valid driver's license in order to continue driving and receiving volunteer supplemental liability insurance coverage through Silver Key.
- Both volunteer drivers and clients would be required to undergo a background check and asked to cover the cost, with funds set aside to cover anyone who is unable to pay. Volunteer drivers would also undergo a driving record check.



- A full-time program coordinator would manage all aspects of the service including background and insurance checks, recruitment, training, client ride preferences and requests, feedback, and arranging for and scheduling volunteer drivers using a comprehensive volunteer rideshare management software system such as *Assisted Rides*.
- Volunteers would determine their own schedule and decide when they are available to provide a ride. Through the online software, they would be able to submit/adjust their schedule, review ride requests, sign-up to provide a ride, and indicate when a ride has been completed.
- Mileage reimbursement would not be offered to volunteers initially; this could be re-evaluated if it is difficult to recruit drivers.

The annual cost estimate for the first year is \$58,075. The second year annual cost estimate is \$55,270. This may be adjusted once actual insurance premiums and software integration needs are factored in. Quarterly during the first year and annually thereafter, Silver Key would comprehensively evaluate the service and expenses in order to make improvements and adjustments as needed.

*"Silver Key has been my transportation for the last 4 ½ years. I would be lost without you. The last couple of weeks I can't seem to book you, as the operators tell me you are full. You are still my number one mode of transportation."...Silver Key client*



**Financial Package  
FY 2018 - 2019  
Eight Months Ending February 28, 2019**

**Board of Directors**



## Executive Summary

Eight Months as of February 2019 Results: net loss of (\$85,325) vs. \$73,764 budgeted net income...Net Operating loss before depreciation (\$30) vs. \$59k budget.

### OPERATING RESULTS:

>Donations and Support - February donations and support came in \$74k, 25% over budget.

>Grants - February came in \$139k, or (42%) under budget - \$45k CDOT Vehicle grant expected has been delayed. Received from PPACG-AAA Nutrition Services Incentive Program (NSIP) funds of \$59k to be spent in the next 60-90 days.

>Program Revenues - February programs generated \$52k in revenue, below budget by (\$18k) - YTD below budget (\$56K), Reserve & Ride donations down by (\$15k) and Home Delivered Meals down by (\$33k) for the year.

>Other Revenue - February \$11k above budget due to \$20k market adjustment on the Fidelity operating investment account. Murray lease income and property expenses exceeded budget for the month because of snow removal expenses.

>Payroll & Related Expenses - February came in (13%) over budget (\$29k), year to date payroll expenses under budget by \$6k. Current employment opportunities: Reserve & Ride Drivers (1 positions)

>Operating Expenses - February expenses under budget \$12k Transportation under budget \$10k, and Nutrition under budget \$7k.

>Capital Campaign - YTD net income \$294k - remaining amount to raise \$178k. Ent outstanding loan amount \$290k, monthly principal and interest payments are \$6k per month.

## Silver Key Senior Services

Statement of Revenues and Expenditures

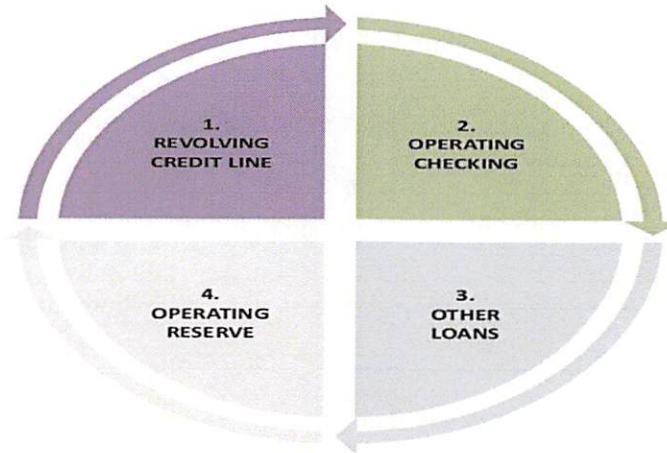
FY 2018-2019 (Summary)

	Actual 8 Months Feb. 2019	Budget 8 Months Feb. 2019	\$ Variance	% Variance	Annual Budget
<b>OPERATING REVENUE</b>					
DONATIONS	295,223	286,500	8,723	3.0%	374,500
BEQUESTS	187,463	32,000	155,463	485.8%	48,000
SPONSORSHIPS - OTHER	16,633	18,080	(1,447)	-8.0%	27,120
SPECIAL EVENTS/SPONSORSHIPS, NET	99,365	124,000	(24,635)	-19.9%	124,000
FOUNDATION SUPPORT	222,861	221,600	1,261	0.6%	330,000
DISTRIBUTIONS FROM TRUSTS	95,360	86,400	8,960	10.4%	129,600
IN-KIND DONATIONS	-	-	-	n/a	-
<b>TOTAL DONATIONS/SUPPORT</b>	<b>916,905</b>	<b>768,580</b>	<b>148,325</b>	<b>19.3%</b>	<b>1,033,220</b>
GOVERNMENT GRANTS	1,230,067	1,293,450	(63,383)	-4.9%	2,002,534
OTHER GRANTS	325,384	503,800	(178,416)	-35.4%	855,400
<b>TOTAL GRANTS</b>	<b>1,555,451</b>	<b>1,797,250</b>	<b>(241,799)</b>	<b>-13.5%</b>	<b>2,857,934</b>
PROGRAM FEES	374,548	432,420	(57,872)	-13.4%	708,250
THRIFT STORE SALES	71,173	68,900	2,273	3.3%	103,700
<b>TOTAL PROGRAM REVENUE</b>	<b>445,721</b>	<b>501,320</b>	<b>(55,599)</b>	<b>-11.1%</b>	<b>811,950</b>
<b>OTHER REVENUE</b>					
BENEFICIAL INT IN TRUSTS - CHANGE	-	8,000	(8,000)	-100.0%	12,000
INVESTMENT INCOME - OPER INV, NET OF FEES	2,151	18,300	(16,149)	-88.2%	24,000
INVESTMENT INCOME - OTHER (Social Enterprise)	(584)	2,000	(2,584)	-129.2%	3,000
MURRAY LEASE INCOME, NET	95,466	82,630	12,836	15.5%	129,550
DISPOSAL OF FIXED ASSETS	-	-	-	n/a	-
MISCELLANEOUS INCOME	66,283	-	66,283	n/a	-
<b>TOTAL OTHER REVENUE</b>	<b>163,316</b>	<b>110,930</b>	<b>52,386</b>	<b>47.2%</b>	<b>168,550</b>
<b>TOTAL OPERATING REVENUE</b>	<b>3,081,393</b>	<b>3,178,080</b>	<b>(96,687)</b>	<b>-3.0%</b>	<b>4,871,654</b>
<b>OPERATING EXPENSES</b>					
SALARIES, TAXES AND BENEFITS	1,798,786	1,805,078	(6,292)	-0.3%	2,714,142
SENIOR ASSISTANCE	88,497	94,950	(6,453)	-6.8%	140,550
TRANSPORTATION	305,145	276,240	28,905	10.5%	415,560
NUTRITION	510,552	494,480	16,072	3.3%	755,460
DEVELOPMENT & MARKETING	19,407	49,695	(30,288)	-60.9%	68,904
PROGRAM SUPPLIES	37,828	37,672	156	0.4%	56,508
OFFICE EXPENSES/SUPPLIES	37,357	30,200	7,157	23.7%	45,300
OCCUPANCY EXPENSES	150,466	163,296	(12,830)	-7.9%	246,544
OTHER GENERAL AND ADMINISTRATIVE	133,385	167,160	(33,775)	-20.2%	235,990
<b>TOTAL OPERATING EXPENSES</b>	<b>3,081,423</b>	<b>3,118,771</b>	<b>(37,348)</b>	<b>-1.2%</b>	<b>4,678,958</b>
<b>NET OPERATING INCOME BEFORE DEPRECIATION</b>	<b>(30)</b>	<b>59,309</b>	<b>(59,339)</b>	<b>-100.1%</b>	<b>192,696</b>
<b>DEPRECIATION AND AMORITIZATION</b>	<b>379,507</b>	<b>346,145</b>	<b>33,362</b>	<b>9.6%</b>	<b>519,545</b>
<b>NET OPERATING INCOME/(LOSS)</b>	<b>(379,538)</b>	<b>(286,836)</b>	<b>(92,702)</b>	<b>32.3%</b>	<b>(326,849)</b>
CAPITAL CAMPAIGN, NET	294,212	360,600	(66,388)	-18.4%	541,800
<b>TOTAL CAPITAL CAMPAIGN, NET</b>	<b>294,212</b>	<b>360,600</b>	<b>(66,388)</b>	<b>-18.4%</b>	<b>541,800</b>
<b>TOTAL REVENUE OVER/(UNDER) EXPENSE</b>	<b>(85,325)</b>	<b>73,764</b>	<b>(159,089)</b>	<b>-215.7%</b>	<b>214,951</b>

**Silver Key Senior Services**  
**Balance Sheet**  
**As of 2/28/2019**  
**(In Whole Numbers)**

	Current Year	Prior Year
<b>ASSETS</b>		
<b>CURRENT</b>		
CASH - OPERATING	117,800	150,284
CASH - CAPITAL CAMPAIGN	0	200,213
OPERATING RESERVE	91,525	200,074
ACCOUNTS RECEIVABLE	451,412	317,046
PLEDGES RECEIVABLE	27,450	11,506
PREPAID EXPENSES	44,150	98,196
OTHER CURRENT ASSETS	125,000	37,191
Total CURRENT	857,338	1,014,511
<b>FIXED</b>		
LAND & BUILDINGS	5,172,175	5,098,581
FURNITURE, FIXTURES & EQUIPMENT	1,366,334	1,176,726
VEHICLES	1,326,103	1,300,816
ACCUMULATED DEPR & AMORT	(2,536,821)	(2,094,660)
Total FIXED	5,327,791	5,481,462
<b>OTHER ASSETS</b>		
BENEFICIAL INTEREST IN TRUSTS	4,422,540	4,364,927
INVESTMENTS (OPER RESERVE)	1,097,557	1,099,552
OTHER ASSETS	39,820	62,306
Total OTHER ASSETS	5,559,917	5,526,785
Total ASSETS	11,745,045	12,022,758
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
ACCOUNTS PAYABLE	150,554	126,499
SALARIES PAYABLE	111,755	107,123
ENT CREDIT UNION - RLOC	0	0
NOTE PAYABLE CURRENT - ENT CREDIT UNION	51,795	43,357
SECURITY DEPOSITS - MURRAY TENANTS	13,420	13,420
DEFERRED REVENUE	48,120	25,525
OTHER LIABILITIES	0	0
Total CURRENT LIABILITIES	375,643	315,924
<b>LONG-TERM LIABILITIES</b>		
N/P - ENT CREDIT UNION	238,638	856,643
LOC - ENT CREDIT UNION	0	0
Total LONG-TERM LIABILITIES	238,638	856,643
Total LIABILITIES	614,281	1,172,567
<b>NET ASSETS</b>		
<b>NET ASSETS BEGINNING BALANCE</b>		
Total NET ASSETS BEGINNING BALANCE	11,216,090	10,316,732
<b>REVENUE OVER (UNDER) EXPENSES</b>		
Total REVENUE OVER (UNDER) EXPENSES	(85,325)	533,459
Total NET ASSETS	11,130,764	10,850,191
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>11,745,045</b>	<b>12,022,758</b>

## Silver Key - Operating Reserve Tracking



Month	\$500k RLOC Balance (paid off)		Operating Cash (\$250k bal)		Days of Cash on Hand days Goal		Other Loans (paid off)		Operating Reserve (Inv) (\$2.5M bal)	
Jun 2017	40,000	X	122,914	X	11	X	1,215,370	X	1,628,676	X
Jul 2017	65,000	X	36,891	X	3	X	1,215,370	X	1,331,555	X
Aug 2017	-	✓	97,439	X	8	X	1,215,370	X	1,335,746	X
Sep 2017	100,000	X	147,983	X	12	X	1,115,370	X	1,361,526	X
Oct 2017	-	✓	179,728	X	15	X	1,115,370	X	1,074,619	X
Nov 2017	-	✓	228,442	X	21	X	1,152,269	X	1,091,270	X
Dec 2017	-	✓	365,666	✓	32	X	1,050,000	X	1,117,832	X
Jan 2018	-	✓	424,524	✓	39	X	1,050,000	X	1,140,486	X
Feb 2018	-	✓	350,358	✓	31	X	900,000	X	1,099,552	X
Mar 2018	-	✓	395,422	✓	34	X	900,000	X	1,095,077	X
Apr 2018	-	✓	262,132	✓	24	X	896,210	X	1,099,190	X
May 2018	-	✓	311,236	✓	27	X	692,254	X	1,100,230	X
Jun 2018	-	✓	252,110	✓	22	X	688,157	X	1,098,144	X
Jul 2018	-	✓	251,690	✓	22	X	683,659	X	1,117,753	X
Aug 2018	-	✓	162,272	X	13	X	674,687	X	1,125,593	X
Sep 2018	-	✓	130,534	X	12	X	620,002	X	1,123,514	X
Oct 2018	-	✓	192,929	X	15	X	515,400	X	1,062,487	X
Nov 2018	-	✓	101,384	X	7	X	450,541	X	1,069,836	X
Dec 2018	-	✓	216,298	X	17	X	445,511	X	1,017,431	X
Jan 2019	-	✓	363,163	✓	27	X	440,433	X	1,076,793	X
Feb 2019	-	✓	209,325	X	15	X	290,433	X	1,097,557	X

\*\*(Draft) Foundation Endowment Policy - all operating reserve goals achieved and maintained three consecutive months. Silver Key transfer unrestricted bequest/estate gifts to Foundation Endowment - Operating.

**SILVER KEY SENIOR SERVICES, INC.**  
**CAPITAL CAMPAIGN - OVERVIEW**

Source of Funds:	12/31/2017	3/31/2018	6/30/2018	9/30/2018	12/31/2018	1/31/2019	2/28/2019
Acct 1030 Cash - Capital Campaign Account - Kirkpatrick	175,940	199,093	156,515	150,619	154,293	154,329	-
Detail below Pledges Receivable*	57,534	31,930	29,352	187,394	83,400	74,500	37,450
Left to Raise	732,709	690,889	487,001	273,116	199,317	187,287	178,157
<b>TOTAL SOURCES</b>	<b>966,183</b>	<b>921,912</b>	<b>672,868</b>	<b>611,128</b>	<b>437,010</b>	<b>416,116</b>	<b>215,607</b>

Use of Funds:	12/31/2017	3/31/2018	6/30/2018	9/30/2018	12/31/2018	1/31/2019	2/28/2019
Estimate Donor appreciation signage	(82,000)	(40,000)	(25,000)	(15,000)	(15,000)	(15,000)	(15,000)
Estimate HVAC units (x3) est. - to be used as current units fail	(36,000)	(36,000)	(36,000)	(36,000)	(36,000)	(36,000)	(36,000)
Acct 2295 & 2300 ENT Loan - Principal Balance	(1,050,000)	(900,000)	(688,157)	(620,002)	(445,511)	(440,432)	(290,433)
<b>TOTAL USES</b>	<b>(1,168,000)</b>	<b>(976,000)</b>	<b>(749,157)</b>	<b>(671,002)</b>	<b>(496,511)</b>	<b>(491,432)</b>	<b>(341,433)</b>
<b>NET OVER/(UNDER)</b>	<b>(201,817)</b>	<b>(54,088)</b>	<b>(76,289)</b>	<b>(59,874)</b>	<b>(59,501)</b>	<b>(75,316)</b>	<b>(125,826)</b>

**\*Pledges Receivable**

Acct 1345 Pledge Receivable per books	52,534	16,930	14,352	172,394	78,400	69,500	32,450
Acct 1370 Bequest Receivable: Fleenor estate	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Acct 1370 Bequest Receivable: Fordyce estate		10,000	10,000	10,000	-	-	-
<b>Pledges Receivable*</b>	<b>57,534</b>	<b>31,930</b>	<b>29,352</b>	<b>187,394</b>	<b>83,400</b>	<b>74,500</b>	<b>37,450</b>

## **Events Planning Committee Report**

The events planning committee has met throughout the month. We continue to work on a variety of happenings including:

- March for Meals campaign
- Engaged at Every Age – May 8<sup>th</sup> Fundraising luncheon
- 50<sup>th</sup> Gala Aug 2020 planning

### **Action item(s):**

- Table captains and corporate sponsors for the Engaged at Every Age – May 8<sup>th</sup> Fundraising luncheon.
- We need more committee members. It is imperative that we have more members sign up for this important committee.





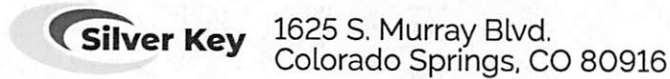
# Engaged at Every Age

annual fundraising event



Wednesday, May 8, 2019 | 11:30 am to 12:30 pm | The Antlers, A Wyndham Hotel

Silver Key's vision is to make the greater Colorado Springs area the best in the nation to age.



*Save the Date!*

**Silver Key Engaged at Every Age annual fundraising event**

**Please join us to learn how Silver Key services  
for age 60+ benefit our whole community**

*when* Wednesday, May 8, 2019 | 11:30 am to 12:30 pm

*what* Silver Key Champion Award presentation &  
complimentary lunch

*where* The Antlers, A Wyndham Hotel  
4 S. Cascade Ave., Colorado Springs, CO 80903

*rsvp* Please RSVP by April 21  
719-884-2318 or [mbuckner@silverkey.org](mailto:mbuckner@silverkey.org)

NON PROFIT  
ORGANIZATION  
U.S. POSTAGE  
PAID  
COLO. SPGS, CO  
PERMIT NO. 248

RETURN SERVICE  
REQUESTED

Silver Key's – Engaged at Every Age Annual Event  
 REMINDER: May 8<sup>th</sup> 11:30 – 12:30 SHARP  
 ANTLER's HOTEL

Dear Prospective Table Captain,

Thank you for supporting the important work of Silver Key! The attached document will assist you with identifying people that you would like to invite to our friend/fund raising event.

**WISH WOULD ATTEND** – these are people that you may have a limited amount of connection with but know they are people who can help move Silver Key's mission forward – public officials, state representatives, others....

**WILL LIKELY ATTEND** – these are people who are likely to attend because of your relationship with them. They know you but may not know Silver Key. As this is a friend/fund raising event we want to increase the recognition of Silver Key in the community.

**MAY ATTEND** – these are people who may attend because they have some connection to Silver Key already, have a need for Silver Key services or want to learn more about volunteering or want to develop a partnership with Silver Key.

A couple notes:

1. Don't be overwhelmed if you are not able to fill a table! We have a way to share tables and even if you can confirm 3 to 5 people this helps spread Silver Key's mission to new people.
2. If you decide that you are not comfortable with asking people to attend, that is absolutely okay and we hope you will join one of our tables as our guest.
3. Please do let your invitees know that while this is a friend and fund raising event, there is no requirement to donate to enjoy lunch with our Silver Key family.

Wish Would Attend		Will Likely Attend		May Attend	
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	

Please complete and email or hand your list to: Megan Buckner <[MBuckner@silverkey.org](mailto:MBuckner@silverkey.org)>, Resource Development Coordinator (719-884-2318)



Thank you for your willingness to serve as a table captain for Silver Key's Engaged at Every Age fundraising luncheon. We greatly appreciate your support! The information below is intended as a helpful tool to assist you in preparation for the luncheon.

### **Event Overview**

Wednesday, May 8, 2019 11:30 am – 12:30 pm

The Antlers, A Wyndham Hotel | 4 S Cascade Ave, Colorado Springs, CO 80903

### **Table Captain Job Description**

Invite your friends, professional connections, and spheres of influence. How might you ask? Here's some suggested wording:

*"I would love to have you join me at the Silver Key Engaged at Every Age annual fundraising luncheon, Wednesday, May 8<sup>th</sup> from 11:30 am to 12:30 pm at the Antlers Hotel. The lunch is free but at the conclusion of the program there will be an invitation to join together to make an investment in the Silver Key mission that supports and promotes safely aging in place with quality, dignity, and independence. I look forward to hearing from you. Thank you."*

Each table is set for 10 guests, you and 9 friends. If you can fill more than one table, please be sure to give us notice so we can make the proper adjustments.

Keep a separate list of those unable to attend the event, but who have stated they would like to still receive information about Silver Key.

Submit a final guest list to Silver Key's Development Team at least 10 days (April 30<sup>th</sup>) before the event by emailing [development@silverkey.org](mailto:development@silverkey.org).

Please distribute the donation slips during "the ask" near the end of the program. The speaker will clearly instruct you by saying, "Table captains, please distribute the donation slips now." We kindly ask that you wait until this prompt so guests can listen to all the instructions being given.

**\*\*VERY IMPORTANT\*\*** Please collect completed donation slips from guests and turn them in to a Silver Key staff member BEFORE leaving the event. Staff members will be located throughout the ballroom and near the back exits.

After the event, you may want to reconnect with your guests within a few days to thank them for attending and to get their feedback. Please relay any feedback to the development team at [development@silverkey.org](mailto:development@silverkey.org).

### **Day of Responsibilities**

#### **-Arrive Early-**

Doors will open at 11:00 am. You will receive your event day packet upon check-in.

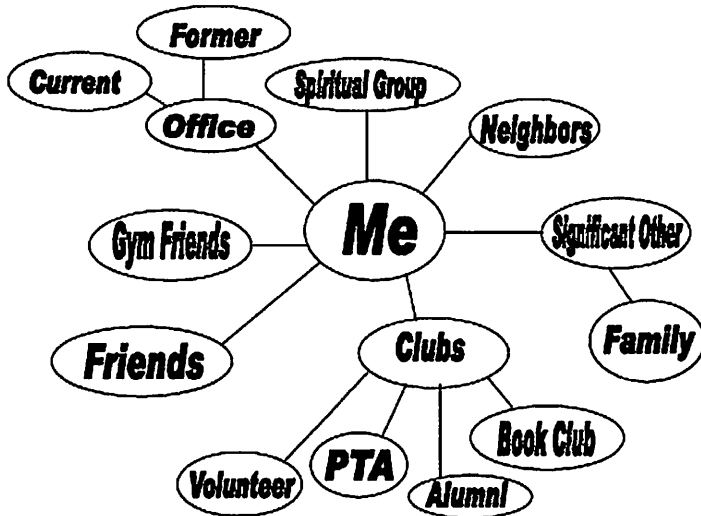
#### **-Getting Started on Time-**

In order to respect the time and schedules of our speakers and guests, it is imperative that we start promptly at 11:30 am. To the best of your ability, please gather your guests to their seats by 11:25 am.

**-During “the Ask,” Be a Role Model-**

It’s important that during the ask portion of the event, that you distribute the donation slips and pens for your guests. We ask that you fill out one yourself, even if you’re not making a donation at the time. We don’t want guests to feel pressured or that they are being “watched,” rather it will encourage them to follow your lead. Once completed, please collect the slips and put them into the large manila envelope (included with your event day packet) and return the envelope to one of the Silver Key staff members located throughout the ballroom and near the back exits.

**- Keys to Success -**



**Guest List:** Sky’s the limit! Don’t limit your invite list. Invite all that you can as early as you can.

**Stay in touch:** We are here to aid you in your support of Silver Key and the community we serve together.

**Tell others:** Share with others about the event, why you support Silver Key, and how they too can get involved

**- Common Questions –**

**Q:** Who should I contact at Silver Key if I have additional questions?

**A:** Please direct any inquires to Megan Buckner at [development@silverkey.org](mailto:development@silverkey.org) or 719-884-2318.

**Q:** I’m a little unclear as to what I’ll be doing at the event, or what my role is?

**A:** We’ve made it easy: simply show up, greet your table guests, when prompted by the speaker- pass out your donation slips, collect the filled out slips, and return them to a Silver Key staff member located in the ballroom.

**Q:** Who will be inviting guests?

**A:** You will. You can utilize any method you find most effective (email, phone calls, face to face visits, mailed invites, etc.) that secures your table guests for the luncheon.

**Q:** How do I let Silver Key know who I have joining me at lunch?

**A:** Please submit your list of names approximately 10 days (April 30<sup>th</sup>) prior to the event to Megan Buckner at [development@silverkey.org](mailto:development@silverkey.org). For other arrangements, please call at 719-884-2318.

**Thank you for serving as a table captain!** Your service helps ensure the event raises funds and awareness to support quality aging – with dignity and independence.