

Benzie County Council on Aging
Board of Directors Meeting Final Meeting

October 19, 2016

Chair Beverly Holbrook called the meeting to order at 4:31pm.

- A. Roll call: Present: Beverly Holbrook, Bob McQuilken, Rosemary Russell, Jane Elizerman, Ann Dawe, Denise Faverau, Donna Malecki, was on telephone, also present were Sabra Boyle, Douglas Durand, Frank Walterhouse and Gary Sauer, County commissioners. Absent and excused are Sylvia Bennett, Neil Haugen and Ron Dykstra.
- B. Approval of 9/21/2016 Board of Directors Meeting Minutes
 - a. A motion was made by Bob McQuilken and seconded by Denise. All ayes were heard and the motion was passed.
- C. A motion to adjourn the meeting was made by Jane and seconded by Denise. The meeting was adjourned at 4:33pm.

Benzie Senior Resources
First Meeting Annual Board Meeting
October 19, 2016

Meeting was called to order by Beverly Holbrook at 4:48pm

Prayer of Invocation was given by Bob McQuilken

Pledge of Allegiance was said by all.

Roll Call:

Present: Ann Dawe, Barbara Johnson, Beverly Holbrook, Denise Faverau, Donna Malecki (phone), Jane Elizerman, Julia Herrick (Phone), Kate Withington-Edwards, Nancy Call, Ned Edwards, Robert McQuilken, Rosemary Russell. Also present are Douglas Durand, Sabra Boyle, and county commissioners, Frank Walterhouse and Gary Sauer.

Absent and excused are: Ron Dykstra, Scott Harrison, and Sylvia Bennett,.

Agenda:

Additions to the agenda: Under Information Items add E. Board Resolution Under action Items add E. Board member commitments. A motion to accept the agenda with the additions was made by Denise and seconded by Barbara, hearing all ayes the motion was carried.

Financial Committee Report

- a. A financial report along with a financial narrative was submitted to the board by Jane and further explained by Doug. We are at 100% of our Budget. Our expenses were up by 24% but the narrative gave justification for these increases which were anticipated. We did end fiscal year 2016 with a net gain of \$24,070. The equipment/ repairs and updates for the workstation in the administration office were paid for by designated donations. A motion to accept the financial statement report was made by Donna and seconded by Rosemary. All ayes being heard the motion was carried.
- b. Ned Edwards also verbalized a donation from Benzie Home Care to Benzie Senior Resources for \$193,000. Benzie Senior Resources graciously accepted this generous donation.
- c. BCCOA restrictive funds as of September 30, 2016 is \$26,766.

Public Input

- a. No public input was heard and
- b. The suggestion box was empty.

Annual Meeting Action Items:

- A. Election of Officers: A motion was made by Bob and Second by Ned to approve the slate of officers as follows:

- a. Beverly Holbrook, Board President
- b. Ned Edwards, Vice President
- c. Jane Elizerman, Treasurer
- d. Rosemary Russell, Secretary

Roll Call to elect slate of officers as recommended: Ann Dawe, yes. Barbara Johnson, yes. Denise Faverau, yes. Donna Malecki, yes. Jane Elizerman, yes. Julia Herrick, yes. Kate Withington-Edwards, yes. Nancy Call, yes. Robert McQuilken, yes. Rosemary Russell, yes. Beverly Holbrook, yes. The motion to elect the officers was carried by board vote.

- B. Committee Appointments

1. Leadership: Rosemary, Beverly, Ned and Jane
2. Finance: Donna, Julie, Jane and Beverly
3. Fund Development/ Public Relations and Marketing: Scott, Bob, Ned, Ron, Bev, Anne, Nancy, Dawn B, and Jean Bowers.
4. Program and Personnel: Bev, Rosemary, Kate, Denise, and Donna
5. Board Member Commitments
 - a. They were passed out and signed with corrections by the board members.
 - b. Handed back to the board president for final signature.

Annual Meeting conclusion at 5:15pm; continuation of Standard Board of Director's Meeting.

Information Items:

- A. Executive Directors Report

A report was submitted to the board from Doug. According to Doug, the merger has gone better than expected. The grants for senior essential needs, delta dental foundation, Rotary Charities have been submitted and a meeting with the Rotary

will be October 28th. The holiday gift bags program is underway, the administration offices are being updated, and the homecare staff members are looking into certification. The report also included some legislative updates and policy recommendations underway from Lansing.

B. Programs and Services Report

Our programs and services were outlined in Doug's report and the report shows we have had increases in every service area. The vision is to continue to provide all services; increase services based on our elders needs, and even take a few services such as foot care out on the road.

C. Senior Center Report

A report was submitted to the board and the report shows that the gathering place is a busy place. With annual trips, empty bowl soup night fundraisers, stamp collections, and our dining out programs you would think they would be tired, but not so much, the happenings continue. Halloween parties, fall celebrations and pumpkin decorating all of this and more along with the daily happenings. We are busy.

D. County Commissioners Update presented by Frank Walterhouse

- a. K-9 Fundraiser October 26,2016 at Greystone
- b. Prosecutor dog is a Great Dane and is now working with kids and people who need security while in court. This is a 1 year trial but is going well.
- c. EMS we need a new ambulance.
- d. Maples no occupancy yet, older building needs some attention but we are still trying to get the occupancy for the new building so we can move in.
- e. Village of Beulah will be moving 1500gallon water tower across from the trail.

Action Items

A. FY 2017 Benzie Senior Resource Budget

- a. Budget was reviewed by the board
- b. Motion to accept the 2017 BSR budget was made by Julie and seconded by Nancy

Roll call to accept the BSR FY 2017 budget as outlined; Ann Dawe, yes. Barbara Johnson, yes. Denise Faverau, yes. Donna Malecki, yes. Jane Elizerman, yes. Julia Herrick, yes. Kate Withington-Edwards, yes. Nancy Call, yes. Robert McQuilken, yes.

Rosemary Russell, yes. Beverly Holbrook, yes. The motion to accept the budget was carried by board vote.

B. Benzie Senior Resources By-laws

- a. A motion was made by Rosemary to accept the Benzie Senior Resources bylaws as written. This motion was seconded by Barbara. All Ayes. Motion passed. It was noted that these bylaws are a continued work in progress and that they may be changed as the need arises. The bylaws committee looks at the policies, makes changes as needed and would present those changes to the board of directors. It is then with approval from the board that the bylaws can be changed.

C. Branding Proposal for marketing and branding.

- a. A presentation was given by Nancy with regards to hiring Brand Tonic to assist us with branding Benzie Senior Resources.
- b. Recommendations and motion from Ned, seconded by Bob and Barb to move forward with hiring them to assist us with our branding and marketing needs.
- c. Total cost of the branding will be \$29,000. \$9,000 will be services in kind from Brand Tonic, a grant from Rotary charities is still pending, this grant is for \$15,400. Mary Dykstra has submitted for this grant already.
- d. Brand Tonic would need \$2,500 to get started with our branding. It would start in November and be finished in February 2017.
- e. We only get one chance to make a first impression.

Roll call to move forward with designing, branding and marketing with Brand Tonic Design Company: Ann Dawe, yes. Barbara Johnson, yes. Denise Faverau, yes. Donna Malecki, yes. Jane Elizerman, yes. Julia Herrick, yes. Kate Withington-Edwards, yes. Nancy Call, yes. Robert McQuilken, yes. Rosemary Russell, yes. and Beverly Holbrook, yes. The motion to hire Brand Tonic was carried by board vote.

D. Executive Director Compensation discussion

- a. Beverly had prior discussion with Doug related to his compensation for 2017. Doug made a very conservative recommendation that his compensation be increased by 4.17%. This increase would be retroactive to October 1, 2016.
- b. Several board members voiced concerns that this level of compensation is quite low taking into consideration the increases in his work load by the merger.
- c. It is with apprehension that these changes in compensation be approved, with an opportunity of revisiting his compensation in April 2017, at which time a bonus as well as an increase will be considered. Rosemary made a motion to

increase Doug Durand's salary by 4.17% retroactive to October 1, with a revisit in April, seconded by Donna. Roll call: Ann Dawe, yes. Barbara Johnson, yes. Denise Faverau, yes. Donna Malecki, yes. Jane Elizerman, yes. Julia Herrick, yes. Kate Withington-Edwards, yes. Nancy Call, yes. Robert McQuilken, yes. Rosemary Russell, yes. And Beverly Holbrook, yes. The motion to increase compensation with a revisit in April has been approved by vote of the board.

E. Benzie Senior Resources Resolution

- a. A motion to approve the resolution to accept Benzie Home Health care funds was made by Ned Edwards and seconded by Donna.

Roll Call to accept Benzie home health care funds both restricted and unrestricted as written. Ann Dawe, yes. Barbara Johnson, yes. Denise Faverau, yes. Donna Malecki, yes. Jane Elizerman, yes. Julia Herrick, yes. Kate Withington-Edwards, yes. Nancy Call, yes. Robert McQuilken, yes. Rosemary Russell, yes. Beverly Holbrook, yes. The Resolution to accept Benzie home health care funds was carried by vote. .

New Business

- A. Program Benchmarks
- B. Year End Appeal Process this is urgent
 - a. Mary Dykstra and the marketing committee will move quickly to create
 - b. Christmas card
 - c. Letter explaining our position and embracing it.
- C. Resignation Letters

It is with our sincerest regret that we accept letters of resignation from Neil Haugen and Bob McQuilken. Bob will continue as a Marketing/Fund committee liaison.

Old Business:

Holly Berry Craft Show

Rosemary, Donna and Beverly will attend and we will look at sign up at our next meeting.

Public Comment: No public comment

Round Table: none

A motion to adjourn was made by Julie and seconded by Denise, meeting adjourned at 6:41pm

Respectfully Submitted,

Rosemary T. Russell, RN

Board Secretary BSR

Next Meeting
Wednesday November 16, 2016 at 4:30pm
The Gathering Place
Honor, Michigan 49640