

**Benzie Senior Resources  
Board of Directors Meeting  
December 21, 2016**

FINAL

Meeting was called to order by Beverly Holbrook at 4:36 pm

Prayer of invocation was given by Ron Dykstra.

Pledge of Allegiance was said by all.

**ROLL CALL:**

Present: Anne Dawe, Ron Dykstra, Denise Favreau, Donna Malecki, Barbara Johnson, Kate Withington-Edwards, Ned Edwards, Beverly Holbrook, Rosemary Russell,, Jane Elzerman, Nancy Mullen Call, Absent and excused are: Julie Herrick Scott Harrison.

Also present are Sabre Boyle, Douglas Durand, Frank Walterhouse, Roger Griner (county commissioners), and Heidi Gustine AAA.

**Approval of Agenda**

The agenda was reviewed. Changes to the agenda are: Information Items Change E label from Marketing/ Fundraising to Brand Tonic marketing; Action Items add C. Credit cards; Old business add B. Contract. A motion to approve the agenda with the changes was made by Denise and seconded by Ron.

**Approval of Previous Minutes**

Barbara and Donna ask for corrections of spelling of their names. These corrections were made with apologies from the secretary; a motion to approve the minutes was made by Donna and seconded by Ned.

**Public Input**

Suggestion box was checked and found to be empty.  
No public input

**Finance Committee Report**

A financial report along with a financial narrative was submitted to the board by Jane and further explained by Doug. We are at 16% of the budget. Our revenues came in 25% lower than expected. Our millage dollars have not come in yet, our grant dollars are lower due to them being spread out over 12 months. (But we did get a \$19,290 Rotary grant on Dec. 7th, Dow Fund grant of \$50,000, and a \$3,000 Grant from GT area community foundation). Fundraising revenue is down as our year end appeal letter was mailed 10 days behind but proceeds are coming in. After a discussion with our auditors, we have to make changes in the way we document our volunteer in kind hours. We will only be able to count certain hours. That will drop our volunteer in kind about 45% each month.

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Our expenses were down by 6.4% due to hiring two new HHA staff members, also our volunteer in kind hours being documented differently affects this line item as well. We still have an open position in the kitchen and a part time receptionist position that will need to be filled. There were justifications given for contractual expenses, mileage, equipment repairs, and changes in employee health plans. Overall we ended November with a deficit of \$8,186.00

A motion to approve the financial report was made by Barbara and seconded by Ned, all eyes being heard the motion was carried.

## **Information Items**

### **A. Executive Director's Report**

1. PROGRAM REPORT was submitted to the board of directors by Doug and he gave further explanation of this report.

Highlights of this report included:

- a. Rotary Charities grant \$19,290 was awarded for marketing/ branding/ technology updates. Our website is now active.
- b. 126 clients signed up for snow removal
- c. Six area churches have assisted us in providing 207 gift bags to our homebound individuals.
- d. Medicare open enrollment has officially ended, MMAPS helped save \$49,665.00 for our seniors. This is money back in their pockets to be able to spend.
- e. Centra Wellness and BSR are working on a grant to create a friendly visitor program. This should help homebound with depression to receive visits in their homes and restart the phone call reassurance program.
- f. We were able to purchase a new/used Caravan with the funds raised through grants and donations.
- g. Farm to the Freezer meeting went well
- h. HDM clients have 5 day shelf stable emergency food boxes.
- i. BACN and BSR are working on additional food boxes for those elders at high risk.
- j. Presentations for township meetings are being set up for 2017 to assist with renewal and merger information to communities.

- a. December 7th Michigan Senior Advocate Council, spent time with Representatives Potvin, Inman, & Franz. Doug thanked Potvin and Franz for their support and look forward to working with them and with Senator Booher on the FY'2018 budget. Advocating for increased funding for the waiver and nutritional programs.
- b. 44 New legislators on coming on board in Jan 2017 and are more conservative focused. Time will be spent with region 10 new House of Representatives. Doug has already sent letters introducing himself and BSR.
- c. In Washington, there has been some early talk of Medicaid returning to block grants which historically has reduced the number of funds available. Another federal budget resolution was approved through April, 28, 2017 along with this resolution it comes with a cuts of 0.19% on top of the initial 0.19% cut. This is just chipping away at the funding little by little. Doug is unsure of what all of these changes in Government will mean to BSR.

## **B. Program Services Report**

1. A report was submitted to the board and reviewed by Doug
  - a. All services were up again this month HDM were up by 10% which represents a 45% when compared to the 2014.
  - b. Congregate meals 2,043 meals were served in Honor and Thompsonville .
  - c. Other programs: Dining out up by 88% when compared to last year at the same time. Homemakers program is up by 7%, 27 customers are now receiving guardian medical, 112 benzie punch cards were given out which represents 1,344 bus rides. Information 870 calls, which is a 44% increase since last year, MMAPS 49 people were helped, Hearing clinic 7 people had evaluations, Foot clinic 25 people, Estate planning 3 people, COA dental program helped 4 clients.
  - d. The gathering place Top 5 attended activities were up by 112% when compared to November 2014, and an 65% increase when compared to November 2015. Busy, Busy, Busy.

## **D. Board of Commissioners Report**

### **A. Frank Walterhouse:**

1. January 3rd is the organizational meeting.
2. A handout was provided with a list of 2017 elected officials and a swearing in Ceremony with dates and times listed.

3. The village of Beulah will be placing a new water tower behind the sheriff's department it will be 80' high and hold 150,000 gallons of water.
4. The Maples, no resolution as of yet. They are hoping for after the first of the year.
5. Ned gave a thank you to Frank for his support of the report given from Doug.

B. Roger Griner:

1. Shared a pic from the middle east of a boat with no room for anything except people, the caption stated, "Hope is stronger than fear."
2. He wanted to say "Thank You" to the employees, Doug, and the two boards for working hard to come together and make BSR one of the nicest things in Benzie County.

E. Brand Tonic/ Fundraising/ Marketing Committee Update

Nancy gave an overview of the last 3 meetings

1. Brand Tonic and the fundraising team is a dynamic group to work with, Mood boards were being utilized, synergy is happening, they don't want to give too much away but a presentation will be set up soon. A handout was given to the board for review. Our key accomplishments of 2016 and the programs and services for 2016 were given. We have been very busy indeed. Looking forward to our 2017 year will be even better.
2. The challenge sent out by Ned was met by the board members
3. Ned congratulated Nancy on the christmas card.
4. Thank you Sabra for hand feeding the envelopes.

**Action Items:**

A. Board of Directors Meetings for 2017

A motion made by Ned and seconded by Denise to set the 2017 Board meeting times. It was unanimously approved by roll call, that the Board of

Director meetings will be held the Third Wednesday of the month at the Gathering Place at 4:30 pm.

- B. A motion was made by Beverly to establish a friends of BSR senior millage sub- committee for 2017 renewal. There was discussion as to how to go about this. Beverly will contact friends of benzie bus to see how this was done and potentially use that as a model for us to follow, this will be tabled until more Information is obtained.

C. Credit Cards:

Sabra gave a handout to the board that outlined the use of two different ways to be able to accept credit cards. The square and National Payment solutions. It was found that National payment solutions was the best choice. Nancy had some concerns related to use and costs to BSR. This was addressed by Doug that it would become a line item. Beverly made a motion that BSR would try this for one year, supported by Donna, Motion carried.

**New Business:**

- A. FY 2016 BCCOA financial audit was reviewed by Doug. The exit review was given and we are in good shape. The volunteer hours in kind needed to be changed a bit but otherwise we had a good audit. The next year audit will be combined.

**OLD BUSINESS:**

- A. 2017 Benchmarks:

Handout was given from 2016 accomplishments, Doug's benchmarks will directly impact the quality assurance programming for performance improvement

**Public Comment: None**

**Round Table:**

Differed due to Christmas/ Holiday pot luck.

**Adjourn:**

A motion to adjourn the meeting was made by Denise and Seconded by Kate.  
Meeting was adjourned at 6:10pm

Respectfully submitted,

Rosemary Russell, ENCDONALTC  
Secretary, BSR

**Next Meeting**

Wednesday January 18, 2017 @ 4:30 pm  
The Gathering Place Senior Center  
Honor, Michigan 49640