

**Benzie Senior Resources
Board of Directors Annual Meeting
December 13, 2017**

Meeting was called to order by Beverly Holbrook at 4:36 pm
Prayer of invocation was given by Ned.
Pledge of Allegiance was said by all.

ROLL CALL:

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

Also present are Douglas Durand, Sabra Boyle, Frank Walterhouse, and Barbara Edwards.

Approval of Agenda

An addition was made by Bev under action item A. Amber Mack. A motion to approve the agenda with corrections was made by Denise and Seconded by Ron. All ayes being heard the motion was carried.

Approval of Previous Minutes

A motion to approve the minutes was made by Scott and seconded by Ned. All ayes being heard the motion to approve the previous minutes as written was approved.

Public Input

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

Annual Meeting Action Items:

1. **Board of Directors Meeting dates:** A motion was made by Denise to set the annual Board of Director meetings dates for 2018. This was seconded by Scott. Board conversation with regard to the meeting dates to continue the Third Wednesday of each month at 4:30 with the exception being November 14th and December 12th due to the holidays being too close. (An attachment placed at the end of this report with the dates.) All ayes being heard. The meeting dates and times motion is carried.
2. **Finance Committee Dates:** A motion was made by Scott and Seconded by Ned to set the Finance Committee dates on the same days as the board of directors meetings but change the time to 3:00 pm. All ayes being heard the motion was carried.
3. **By-Laws Committee** consisting of Beverly, Rosemary, Scott, Barbara and Denise will review the bylaws, have a meeting and make recommendations to the board for necessary updates. This committee will also review the employee manual.

Doug will email the manual to the committee members. A meeting will be set sometime in February for follow up on these necessary changes and recommendations for Board approval which will be presented at the March 2018 meeting.

4. RFP (request for proposal) for financial audit, insurance liability package, medical and health plans and other benefits will occur in May. We are on a 3 year cycle for review of these plans. Doug and the finance committee will give recommendations to the board sometime around fall of 2018 for 2019.

Return to regular Board meeting at 4:48

INFORMATION ITEMS

A. Finance Committee Report

A report was passed along to the board. Doug gave highlights. We ended the month with a Surplus of \$20,942.00 Revenues were up by 24%, this was better than anticipated. The expenses came in under budget. Some expenses that came in above budget included: supplies, office expense, food costs, health care costs and insurance due to adding the Subaru.

- **MERS UPDATE:**

Scott gave an update on MERS with a list of 5 options that the finance committee will review and make recommendations as to how to move forward with MERS. There are still some unanswered questions with regard to IRS issues before an educated recommendation can be made. Scott, the finance committee, Doug and MERS are still looking at ways to move forward and will keep the board up to date.

- **FINANCIAL COMMITTEE RECOMMENDATIONS**

It was recommended by the finance committee that a letter should be drafted to the Community Foundation asking that the monies of \$18,614.00 be moved from the Community Foundation to a general BSR account so funds can be available for use related to senior programming. A motion was made by Barbara and seconded by Denise that this letter be drafted. As monies are involved a roll call was done.

ROLL CALL: Beverly Holbrook -Yes, Ned Edwards- Yes, Anne Dawe- Yes, Jane Elzerman- Yes, Denise Favreau –Yes, Barbara Johnson – Yes, Ron Dykstra -Yes, Rosemary Russell - Yes and Scott Harrison - Yes. The motion was to draft the letter was carried by roll call.

A motion was made to accept the financial committee report by Scott, seconded by Denise. All ayes being heard the motion was carried.

Information Items continued.

B. Executive Director's Report

Program report was submitted to the Board of Directors by Doug with highlights. Including: 144 clients for snow removal to date, the 5th HDM route is up and going and all routes are getting back about 45 minutes earlier. Doug has joined the Platte river elementary school task force. Doug will be requesting a \$10,000 grant from the community chest for the senior essential needs. A master yearly calendar has been initiated for the management team and we are still trying to recruit a part time RN position. Doug also commented that we should continue to write our legislators due to the uncertainty of senior programming at a federal level.

- Barbara requested that Doug look into asking the utilities for monies as well. The year-end appeal is at 49%, or \$18,597.00 to date.

C. Program Services Report

Doug submitted a report and most services were up including home care, Dining out, MMAPS, Foot clinic, HDM and Congregate meals. The first two months of this budget we have served 2,130 additional meals.

D. Senior Center Update

A report was included in the program report for board review.

1. There was a 86% increase in attendance compared to 2015
2. A total of 748 cumulative individuals participated in programs for the month.

E. Board of Commissioners Report

Review of board of commissioners was given by Frank Walterhouse.

1. BSR Budget was adopted - Kudos to Doug for his presentation.
2. Committees are working well
3. County is on task
4. Honor Village
 - a. EMS The director position currently has 4 people in consideration after the first round of interviews.
 - b. Village will have a meeting January 9th to work on Platte River School building task force.
 - c. HARP
 - i. Bev gave an update from HARP. Ingermar, had sent an email with information that the property, 52 acres by the river, is now purchased for the park. Thanks to the donations and a large grant. Phase 2 developments to begin soon.

Action Items:

A. Doug informed the board that Amber Mack, the finance auditor would like to know if the board would like her to come do a presentation of her audit or just a phone conference. Scott and members from the finance committee as well as the board discussed this and made a recommendation for a phone conference to be held with the finance committee and then the finance committee will make recommendations back to the board regarding changes necessary. Doug will facilitate this after the audit is finished.

New Business:

- 2017 Annual report was submitted to the board for review.
- Personnel Committee: Update of employee handbook. This is the same committee as the Bylaw committee members. Doug will email it to the committee members. A meeting will be set sometime in February for follow up on these necessary changes and recommendations for board approval will be given at the March 2018 meeting.
- Future needs of 15 passenger vehicle vs Benzie bus - which is most cost effective. Doug is going to do a report and submit it to the board for review.

Old Business

1. Fundraising update by Ned and Scott
 - a. Last meeting was looking at goals for 2018.
 - b. West shore was a success with \$500.00 in donations.
 - c. Year end appeal is currently at \$18,597.00
 - d. Christmas cards have been sent.
 - e. Looking at asking for memorial contributions. Doug wrote a letter for use.
2. MERS Update
 - a. Scott gave an update on MERS with 5 options see attachment.
2. Holiday Christmas Bag update: Bags are ready. We had 7 churches donate and with Shop and Save and Honor Markets fund raiser, our financial contribution has decreased by almost 50% from last year. This is good news.

Public Comment: None

Round Table: None

Adjourn:

Meeting was adjourned at 6:00pm

Respectfully submitted,

Rosemary Russell, RNC, DONA, LTC
Secretary, BSR

Next Meeting

Wednesday January, 17, 2018 @ 4:30 pm
The Gathering Place Senior Center
Honor, Michigan 49640