

**BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING
March 15, 2017**

Chair Beverly Holbrook called the meeting to order at 4:35pm. Prayer of invocation was given by Ron, and the Pledge of Allegiance was said by all.

Roll Call: Ann Dawe, Beverly Holbrook, Ned Edwards, Rosemary Russell (late) Denise Favreau, Ron Dykstra, Jane Elzerman, Kate Withington-Edwards, Nancy Mullen Call, Scott Harrison, and Donna Malecki on phone. Absent: Barbara Johnson and Julie Herrick. Also present are Sabra Boyle, Douglas Durand, Bob Roeloffs, and Heidi Gustine AAA,

Approval of Agenda

Under info items add:

- G Executive committee meeting

Under New Business add:

- C. Business Expo
- D. Love your heart.

Motion to approve the agenda with the additions listed above was made by Nancy and seconded by Scott. Ayes being heard, the motion to approve the agenda was made.

Minutes

- A motion to approve the minutes of the previous meeting was made by Scott and seconded by Ned. All ayes being heard, the motion was carried to approve the previous minutes.

Public Input-

- Heidi Gustine introduced herself and AAA, KUDOS to BSR
- The suggestion box was empty.

Finance Committee

Jane gave the finance committee report and Doug gave highlights. A motion to approve the financial committee report was given by Ned and seconded by Ron all Ayes being heard the motion was carried.

- We are at 42% of our budget.
- We ended the month with a deficit of \$8,643.00.
- Revenues are down 8% from anticipated
- Scott states that we have some stock that needs to be transferred to BSR. See action Items
- Expenses are down by 7% than was budgeted for.

Information Items

- A. Presentation from Amber Mack from Anderson, Tackman & Company CPA
- Report was given to the board for review.
 - Board members reviewed the report, and several questions were raised by Scott with regards to the internal controls and QA of the financial statements. This would fix the issue of having Amber perform the audit and not preparing the financials to be audited. Amber, Doug, Scott and the financial committee will see if this can be an internal fix.

- Overall our financials are stable, there were no issues noted.
- B. Directors Report
- Written report was given to the board for review no questions.
- C. Program/ Services report
- Written report was provided to the board by Doug, reviewed by the board no questions.
- D. Senior Center Update
- Written report was given no questions
- E. Board of Commissioner Report
- Maples is the same, attorney is moving to open
 - EMS board \$35,000 repairs needed for the existing ambulance. So they need a new ambulance
 - County building is getting new phones and they will have transfer ability and voicemail. Last update was in 1970.
 - Next meeting is the 21st at 4pm.
- F. Fundraising/Marketing Committee
- Barbara and Mary Dykstra will co-chair the Walk a thon for August 5th
 - Banners were approved
 - March for meals is going good. Flyer given to the board
- G. Executive Committee meeting

Ned presented on this meeting. It has been noted that the BSR merger has gone very well, however, it has also been noted that collective board members previously have had two very different styles of directing. The BCCOA is much more formal and BCHH was more relaxed. We as a committee came up with methods to improve the atmosphere such as setting up the tables so everyone is visible thus ensuring that all directors feel comfortable during the meetings and ensuring their individual input is valuable and necessary. The board comments included ideas for some training of the collective board of directors. Doug and Bev will look at North Sky to see if they could do some training with the Board Members to assist with continuing the Merger of Directors. Nancy asked that the acronyms to be spelled out to help BOD with deciphering reports.

Donna Malecki had to leave the meeting.

Action Items

- A. Millage Information was given to the board.
- a. Requested amount 0.85
 - b. Ballot language board informally approved but will go through the county attorney to finalize.
 - c. Board Resolution regarding CMS stock
 - i. Motion to make a resolution (attached) was made by Bev and supported by Scott.

ii. Roll call was unanimous Resolution NO. 2017-1

- 10 YEAS
- 0 NAYS
- 0 ABSTAIN
- 3 ABSENT

iii. Resolution was carried by roll call.

New Business

- A. BSR presentation by Doug for Board Training was tabled due to time constraint
- B. Board Resignation Letter from Julie Herrick was read by Doug. Ned made a motion to accept the resignation with great regret, supported by Denise. The board accepted.
- C. Business Expo Saturday 4/22/2017 at Benzie Central.
- D. Love your heart is a program set up with 3 presentations. Kate told the board about this program.

Old Business

- A. Marketing/ Branding
Banners are approved and in process, Web site is up and Brochures are available
- B. Board Participation schedule for community presentations was reviewed by the board.
Any other ideas you have for presentations please get them on the list. Send an email to Doug.
- C. Future Agency re-location site: Platte River School is off the table due to the finances needed to update the building to meet the needs of BSR.

Public Comment

No public comment at this time

CLOSED SESSION

Executive Director Yearly Evaluation and Salary Compensation – Doug asked to go into closed session. A motion was made at 6:40 by Bev to go into closed session, supported by Denise. All Ayes heard. A motion was made by Bev to come out of closed session at 6:50, supported by Rosemary. All Ayes heard.

A motion by Ned was made to accept the comments of the Board of Directors and to increase Doug's salary by 8.8% effective on his April 2017 anniversary date, supported by Scott. Roll call vote, all Ayes being heard. Motion carried.

A motion was made by Nancy to allow Doug to carry over 80 hours of PTO for vacation, supported by Denise. Roll call vote, all Ayes being heard. Motion carried.

Round Table

Differed due to time constraints.

Page 4
March 15, 2017

Adjournment:

A motion to adjourn was made by Bev and seconded by Rosemary, Meeting was adjourned at 6:59pm

Respectfully Submitted,

Rosemary Russell, RNC, DONA, LTC
BSR Secretary

Next BSR Board of Directors Meeting
Wednesday, April 19, 2017
The Gathering Place
Honor, Michigan 49640