

Minutes of the Meeting  
Benzie County Council of Aging, Inc.  
Board of Directors  
January 15, 2014  
The Gathering Place

Members Present: Bev Holbrook, Board Chairman, Ron Dykstra, Jane Elzerman, Neil Haugen, Donna Malecki, Bob McQuilkin Rosemary Russell.

Also Present: Doug Durand, Executive Director, Glen Rineer and Frank Walterhouse, Representative from BCBC.

Members Absent: Denise Strom (excused).

- I. Bev Holbrook called the meeting to order at 4:35 pm.  
Bob McQuilkin offered the Prayer of Invocation.  
The Pledge of Allegiance was stated by all.  
The Roll Call of Board Members was completed.
- II. Additions to Agenda – None.
- III. Approval of Minutes
  - a. The minutes of the Board meeting on December 18, 2013 were corrected as follows:
    - i. Page 2, under Action Items, “A”. The first sentence should read “the officers are as follows”. A motion to accept the minutes with this correction was made by Niel H. and seconded by Rosemary R. The motion carried.
- IV. Finance Committee Report
  - a. Jane Elzerman reviewed the report. Doug D. added additional comment on items contained in the report. A motion to accept the report was made by Donna M. and seconded by Ron D. The motion carried.
- V. Public Input
  - a. The key to the suggestion box was not available so the box was not opened. Linda Saffron complimented the work of the Board and the improvements she has noticed in the programs. The Board thanked her for her comments.
- VI. Information Items.
  - a. Director’s Report – Doug Durand reviewed his report. He focused on the following issues:
    - i. The portable room divider has been successful. The “loaner” will need to be returned soon. The Board will continue to discuss at future meetings the possibility of purchasing one for permanent use. Funds might be available through the Sear’s Estate, or through a grant.
    - ii. Newsletter. Doug reported that Liturgy Publications will be used for future publications of the newsletter. Using this company will result in cost savings and the end-result will look very professional.
    - iii. Dental Services North. Doug described his visit to the dental location and the enthusiasm of the current director. Dental services will begin in March, 2014 and be available to 25 individuals between 136 – 200% of the federal poverty level.
  - b. The Program Services Report – accepted as written.
  - c. Senior Center Update – accepted as written.

- d. County Commissioners Report – Glen Rineer gave an update on issues pertaining to the Board of Commissioners. Don Tanner was re-elected as Chairperson and Roger Griner was elected as Vice-Chair. Efforts are underway to secure a grant from the EPA to assist the county in land management activities. A new Building and Grounds Committee has been established. Construction at the Maples continues. It is anticipated Jean Bowers will be a new member of the DHS Board. An Emergency Response group is being organized (private individuals who can be called upon as needed). Carl Sparks is arranging for classes to be offered on OMA, Sexual Harassment. Veterans are accessing state funds for assistance.

VII. Action Items - None

VIII. New Business

- a. Northsky Trainings – Doug D., Ron D., and Bob M. will attend a webinar on 1/28. The topic will pertain to using the web to enhance efforts of fund development. Other COA staff will attend trainings dealing with Volunteer Management and other pertinent subjects.
- b. Commercial Building for Sale – Doug D. reported receiving a packet regarding the availability of “Shirley’s Place”. Board members are welcomed to stop by the Administrative Offices to review the information.

IX. Old Business.

- a. Fund Development Committee Report. Bob M. reported on the progress being made on a new logo. Also, the year - end appeal letter has resulted in the receipt of \$995. Next year the letter will need to be ready for mailing in October.

X. Roundtable.

- a. Doug reported that he is announcing at various community meetings that there is a need for another member on the COA Board.
- b. Home Delivered Meals Survey. Doug distributed a list of names for each Board member to call and complete the survey.

A motion was made by Neil H. seconded by Bob M. to adjourn the meeting at 5:45 pm. Motion passed.

Respectfully Submitted,

Jane Elzerman, COA Board Member.