

**BENZIE COUNTY COUNCIL ON AGING, INC.**  
**Board of Directors Special Meeting Minutes**  
**Wednesday, March 6, 2013**  
**The Gathering Place, Honor, MI**

**Members Present:** Beverly Holbrook, Bruce Andersen, Don McCash, Niel Haugen, Ron Dykstra, Rosemary Russell Donna Malecki and Denise Strom. **Members absent:** Bob McQuilkin (vacation) and Jane Elzerman. **Also present:** Kay Bond Interim Exec. Director COA, Glen Rineer, BCBC liaison, and guests Linda Saffron and Sandra Smith.

Chairperson Beverly Holbrook called the meeting to order at 3:34 pm. Don McCash offered the Prayer of Invocation; all said the Pledge of Allegiance. The roll call of board members was completed; two members absent. No public input at this time.

**Action items:**

1. Approval of Homemakers Contract-Motion by Bruce, supported by Niel to extend the homemaker contract to Sandra Smith for the homemaking position. Roll call vote taken, motion passed unanimously.
2. Approval of Contract for New Executive Director- Donna Malecki clarified that we are asking for approval to offer the contract to Douglas Durand. Kay stated that Doug as asked for a \$50,000 salary and benefit package. Kay has asked him to come on board April 8<sup>th</sup>. Motion by Don, supported by Niel to make an offer to Douglas Durand to accept the offer of the contract for the Executive Director position. Roll call vote taken, motion passed unanimously.
3. Finalize Contract with Benzie County-Motion by Donna, supported by Ron to reaffirm that we accept the contract with Benzie County. Roll call vote, motion passed unanimously.
4. Checking account signatures-When Beverly Holbrook took over as Board Chairperson, we failed to change the signatures on the checking account by removing Bob McQuilkin to add Beverly Holbrook. Motion by Don, supported by Rosemary to change the signatures from Bob McQuilkin to Beverly Holbrook on the checking account.

There being no further business to discuss, motion by Bruce, supported by Don to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 3:55 pm.

Respectfully submitted,

Denise Strom  
Secretary/Interim treasurer

**NEXT MEETING**  
**Wednesday, March 20, 2013 1:30 pm,**  
**The Gathering Place, Honor, MI**

DRAFT