

BENZIE COUNTY COUNCIL ON AGING, INC
Meeting Minutes, May 15, 2013
The Gathering Place
Honor, MI

Members present: Beverly Holbrook, Bruce Andersen, Don McCash, Niel Haugen, Ron Dykstra, Bob McQuilkin, Donna Malecki, Jane Elzerman and Denise Strom.

Members excused: Rosemary Russell. **Also present:** Douglas Durand, Exec. Dir. COA, Sabra Boyle Exec. Assistant COA, and Dawn Bousamra, Senior Coordinator TGP. Also Glen Rineer BCBC Liaison, Frank Walterhouse, BCBC, Michelle Thompson, BC Treasurer and senior guests Linda Saffron.

Beverly Holbrook called the meeting to order at 1:30 pm. Don McCash gave the Prayer of Invocation. All members and guests stated the Pledge of Allegiance. Roll call of the board was completed with one member absent. There were changes in the agenda. Added under action items (D1) New Phone System; (F) Banking. Changes under New Business are (B) Training meeting dates final, (C) New Budget, (D) Meeting time. Ron asked we add Old Business (A) Generator, (B) North Sky Rotary Charities, (C) Inventory. Motion by Bruce, supported by Jane to approve the agenda as amended. Motion carried unanimously. Correction made to minutes of 4/17 pg. 2 should be "Cold Creek Inn" not "In". Motion by Niel, supported by Bob to approve the minutes as corrected. Motion carried unanimously.

Finance Committee Report- Finance report was given. Overall, the deficit improved from \$19,080 in March down to \$8,315. Motion by Donna, supported by Niel for approval of Financial Statements. Motion carried unanimously.

Public Input-None. Suggestion Box opened. Several comments were made about the Saturday breakfasts being stopped. Also suggested there should be a bigger "employees only" sign.

Information items:

- A. Director's report-** Doug reports a busy first month. Some of the highlights include the purchase of a 2005 Dodge Caravan with only 43,000 miles on it. The Saturday breakfast buffet will discontinue effective 6/1/13. From 10/1/12 through 3/31/13, we lost \$2,686. This meal is a fee based meal and is not considered a "subsidized senior nutrition" meal. In order to make a profit or even break even, we would have to charge as much as \$12.00 per person. Instead of doubling prices, we encourage our senior friends to participate in the "Senior Dining Out Program purchasing a coupon for \$3.00 and getting up to \$6.00 off their meal at participating locations through out Benzie County.
- B. Programs report-** Sabra reports HDM meals are down and congregate meals are up significantly high since October.
- C. Senior Center Update-** Dawn reports the PATH class ended May 9th. There were 10 participants and feedback has been very positive. Volunteer

Appreciation Dinner (4/25) had over 100 guests. Daffodils from a local donor were sent to 40 HDM clients thurs 4/9th. Father's Day celebration will be 6/13th 11:30-1:00 pm. Ron asked Dawn if we could have a "meet the staff" at one of our monthly meetings.

- D. Board of Commissioners Update-** Glen Rineer reports a Marathon Meeting 5/7 regarding The Maples issues is "coming to a head". They also have a meeting scheduled 5/16 with The Maples. Glen also reports the Sheriff's Department has applied for (and received) a grant for vests, and a school liaison officer. They have asked Benzie County for matching funds. Frank reports a request to put a light on the Government flagpole, and they are trying to make that correction.

Action Items:

- A. Homemaking Contractor Contracts-** Motion by Denise, supported by Bruce to offer a Homemaking Contractors Contract to Jeanne McPhearson for the Beulah and Honor area. Motion passed unanimously.
- B. Lawn Chore Contractors Contracts-** Motion by Ron, supported by Don to offer a Lawn Chore Contract(s) to: Bob Teegardin-Beulah, Brent Strom-Frankfort, Elberta and Arcadia, Jeffrey Ross-Benzonia and Thompsonville, and Brenda Kasterschmidt-Lake Ann, Interlochen and Honor. Roll call vote taken, motion passed unanimously.
- C. Request for funds from the Sears Estate for Database, Phone System and Computers-** Doug has done some research regarding updates for refurbished computers for volunteers to use to be able to better track senior services provided. Such as, tax preparation. After further discussion, motion by Denise, supported by Don for approval to send Doug to request funds from the Sears Estate for Database, phone system and computers. Roll call vote taken, motion carried unanimously. **(D1) New phone system-** Motion by Donna, seconded by Niel to go with the Anavon phone system. Roll call vote taken, motion carried. Motion by Jane, supported by Bob to go with the Gallagher Group for the Database, roll call vote taken, motion carried unanimously. Motion by Niel, supported by Don to go with Tech Soup for the three refurbished lap top computers, roll call vote taken, motion passed unanimously.
- D. Membership to the Michigan Directors of Services to the Aging-** Meet to discuss needs of seniors. Motion by Niel, supported by Ron to approve Doug's request to join this group. The fee is \$50.00. Roll call vote taken, motion passed unanimously.
- E. Board approval of the Senior Nutrition/OSA Policies and Procedures-** The Policies and Procedures was presented to the board members, motion by Jane, supported by Don to approve, all ayes, motion passed unanimously.
- F. Banking-** currently we have four checking/savings accounts with Central State Bank. In order to streamline these accounts the checking account has been changed to an interest bearing NOW account. Motion by Bob, supported by Donna to transfer funds from Premiere Savings and Money Market into the NOW account. Roll call vote taken, motion passed unanimously.

New Business

- A. By-laws Meeting-** Ron, Rosemary, Donna and Denise. Set up meeting after board meeting.
- B. Training meeting finalized dates-** All board members 6/5 Homestead Township Hall. 6/24 Grant Writing, and 7/29 Fund Development.
- C. New Budget-** In order for us to meet the conditions of the County Contract, Doug needs board members to look over the new budget. If any concerns or questions, contact him by June 10th. We will vote to make the budget approval official at our June 19th meeting.
- D. Meeting time-** Because monthly meetings of the Financial Committee are being held 12:00 to 1:30 pm prior to our monthly board meetings, all members agreed to change our board meeting time from 1:30pm to 2:00 pm.

Old Business

- A. Generator-** Doug is working with the staff to research the possibility.
- B. Inventory procedure-** Staff members sign for what comes in. Inventory is done every week.
- C. North Sky Rotary Charities-** Dates were set up for the final North Sky meetings for board members.

Public Comment- Linda Saffron comments that Jeff has done a very good job. The agenda was posted on the inside door but has now been placed on the outside door. Sabra is very gracious about sending the minutes to her when they aren't available on the web site. Glen Rineer comments regarding Doug's request to the County for the Data Base, Phone System and Computers. Are you going to ask for funds for all three all at once? Michelle Thompson suggests funds be asked for one at a time.

There being no further questions to discuss, motion by Niel, supported by Bruce to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 3:28 pm.

Respectfully submitted,

Denise Strom
Secretary/Interim Treasurer

NEXT MEETING
June 17, 2013
The Gathering Place, Honor MI
2:00 pm.