

BENZIE COUNTY COUNCIL ON AGING

BOARD OF DIRECTORS MEETING

MEETING MINUTES

Sept. 17, 2014

The meeting was called to order at 4:30 p.m. Bob gave the prayer of invocation. Pledge of Allegiance was said by all members and guests. Roll Call: Present: Bev Holbrook, Ron Dykstra, Jane Elzerman, Bob McQuilkin, Rosemary Russell, Donna Malecki, and Denise Favreau. Absent: Niel Haugen. Also present: Doug Durand, Exec. Dir. BCCOA; Sabra Boyle, Exec. Assist.; and David Main, Exec. Head Chef, TGP. Also Frank Walterhouse and Glen Rineer, BCBC.

Additions to the agenda:

1. Under New Business: C) Sign up for BCCOA BOD Committees; D) BOD calling 3 Homemaking Clients regarding HM Survey; E) Adding Dissolution Draft Amendment to BCCOA By-laws for BOD approval at the October 15, 2014 Board Meeting. F) Veteran's Home Care Information & Contract Review for possible action item at the BOD October 15, 2014 Meeting.
2. Under Old Business: D) Holly Berry Arts & Craft Fair Sign Up

Motion by Denise, supported by Ron to approve the agenda as amended. All ayes, motion carried.

Correction in the Minutes of previous meeting (July 16th) should have read "foot clinic" not "food clinic"

Motion by Donna, supported by Jane to accept the minutes as corrected. All ayes, motion carried.

Motion by Denise, supported by Bob to approve the Finance Report for July. All ayes, motion carried.

Motion by Donna, supported by Rosemary to approve the Finance Report for August. All ayes, motion carried.

Public input: None; suggestion box empty

Information items:

- A. Meet David Main-Executive Head Chef-** Just some of Dave's jobs include: running the kitchen, organizes, menu planning, ordering, scheduling. He said his biggest challenge is staffing, and the transition period from starting the job to now. "The staff I'm getting next week" Dave stated, is on the top of his wish list. He told us there is very little food waste. He also informed us that the fall maintenance on the freezer is scheduled.
- B. Director's Report-**July 2014 was given
- C. Director's Report-**August 2014 was given
- D. Program/Services Report-**July 2014 was given
- E. Program/Service Report-**August 2014 was given
- F. Senior Center Update-**Dawn's report was given. Rosemary Russell, R.N. from Hometown Pharmacy will be here on Monday, Sept. 29th during lunch to provide flu shots to all area seniors age 60 and older. Another date for flu shots is Oct. 30th.

- G. Board of Commissioners Update-**Glen Rineer reports on the Honor's Flight in Traverse City.; there are plans to move the prosecutor's office for the purpose of improving the security; the Veteran's Affairs will be moved upstairs; DHS is possibly moving out of the Annex and EMS and Dispatch may move in to that area. There will be a Summit meeting from 8am-4pm, Oct 17; and a Benzie Showcase is being planned for May 16th at Crystal Mountain, for people to learn about the service available to the public.

Action Items:

- A. Financial Policy-Promoting Unforeseen Future Program Growth/Expenses-**a recommendation was made by Jane to accept the financial policy. Motion by Donna, supported by Ron to accept the financial policy. All ayes, motion carried.
- B. Board Chair signature on FY '2015 Contract between Benzie County Commission on Aging and Benzie County Council on Aging-**Motion by Denise, supported by Rosemary to support Beverly Holbrook's signature (witnessed and signed second signature by Denise Favreau) on the FY 2015 Contract between Benzie County Commission on Aging and Benzie County Council on Aging. All ayes, motion carried.
- C. Appointment of Board Member to Finance Committee per By Laws-**Donna Malecki volunteered to be a temporary member of the Finance Committee.
- D. Board Resolution for Rotary Charities Grant-** Motion by Ron, supported by Denise for Douglas Durand to submit to Rotary Charities a one year planning grant for leadership and board development. All ayes, motion carried.
- E. Bad Debt Accounts Write Off-**Jane recommended a write-off of \$50.00 for uncollectable bad debts. Roll call vote taken: Ron Dykstra, Aye; Jane Elzerman, Aye; Bob McQuilkin, Aye; Rosemary Russell, Aye; Donna Malecki, Aye; Denise Favreau, Aye; Beverly Holbrook, Aye. Absent: Niel Haugen. Motion carried.

New Business:

- A. Office of Services to the Aging Nutritional Funding for FY '2015-**Doug reports that \$52,360 was budgeted and we received \$59,274.
- B. Soup Nite October 8th-**Will be held at the Gathering Place from 4-6:30 p.m. Always a fun night. Lots of volunteers. Denise said she would put a flyer up in the window at the Record Patriot and would put a notice in the bulletin board section for Oct. 1st edition.
- C. Sign up for BCCOA BOD Committees-**Policy Committee members are Bev, Rosemary, Donna, Denise and Doug. Members were asked to think about volunteering for the Planning Committee. Ron volunteered. We will all think about this and discuss for next month's meeting.
- D. BOD calling 3 Homemaking Clients regarding HM Survey-**Board members will be making the calls.
- E. Veteran's Home Care Information & Contract Review for possible action item at the BOD October 15, 2014 Meeting.** Doug presented members with information to be discussed at next board meeting.

Old Business:

- A. Fund Development Committee Update:** Some of the ideas discussed were having an Antique Appraisal Day in May; maybe asking area business to put together baskets for HDM clients; small artificial X-mas trees for HDM Clients.
- B. Fundraiser Breakfast for “Help Us Build Our Van” (Sept. 20th):** \$10.00 was raised for from the fundraiser breakfast; 30-35 people attended.
- C. Update on funds for the next vehicle purchase for HDM Program:** Currently \$17,800 has been raised with \$4,200 additional needed.
- D. Holly Berry Arts & Craft Fair Sign Up:** November 29th, 10-4 at the Frankfort High School. Bob, Rosemary and Denise have signed up.

Public comment: None

Board Roundtable Discussion/Evaluation of Meeting: Donna stated in order to recruit new board members, we need to discuss term limits of board members. Suggestions were three year terms, not able to serve more than three terms. Donna also suggested that with so many committees, we need to increase the number of board members to prevent “overload” ; her suggestion was 11-15. The Policy Committee will consider both suggestions when redoing the by-laws.

There being no further business to discuss, motion by Donna, supported by Rosemary to adjourn the meeting. All ayes, motion carried. Meeting adjourned at 7:00 pm.

Respectfully submitted

Denise Favreau, Secretary

NEXT MEETING

WEDNESDAY, OCTOBER 15, 2014

THE GATHERING PLACE SENIOR CENTER

4:30 PM

