

BENZIE SENIOR RESOURCES
BOARD OF DIRECTORS MEETING

January 20, 2021

Zoom Virtual Meeting

Chair Nancy Call called the meeting to order at 4:32 p.m.

Prayer of invocation was given by Ron.

Pledge of Allegiance was said by all.

ROLL CALL: Present: Nancy Call, Ron Dykstra, Deb Rogers, Rosemary Russell, Leo Hughes, Ingrid Turner, Paul Turner, Pam Howe-Perry, Linda Ringleka and Denise Favreau. Absent and excused: Al Amstutz. Also present: Doug Durand and Sabra Boyle. No County Commissioner and no public is present.

APPROVAL OF AGENDA: Motion by Denise, supported by Rosemary to approve the agenda with additions to Action Items: (2) Bad Debt-\$48.00; (3) Board Resolution to add Nancy to and remove Ron from the State Savings Bank account. **ROLL CALL:** Call, yes; Dykstra, yes; Rogers, yes; Russell, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Ringleka, yes; Favreau, yes. Absent and excused: Amstutz. **MOTION CARRIED.**

APPROVAL OF MINUTES FROM 12/16/20: Nancy thanked Rosemary and Denise for keeping such good minutes. Denise thanked Rosemary for covering for her for the November and December 2020 meetings. Corrections: Page 1 under Information items: Remove Bylaws under Executive committee would like to start working on. Page 3 under Board of Commissioners report: Should be "Headley Restoration" instead of "Healy Restoration". Motion by Leo, supported by Deb to approve the minutes of 12/16/20 with corrections. **ROLL CALL:** Call, yes; Dykstra, yes; Rogers, yes; Russell, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Ringleka, yes; Favreau, yes. Absent and excused: Amstutz. **MOTION CARRIED.**

INFORMATION ITEMS:

Financial Committee Report on the Fiscal year 2020: Deb reports:

- Finance Committee approved Financials
- Kudos to Sabra and Doug for getting everything in order for the Audit
- The BOD will vote on accepting the audit during the Feb. 17, 2021 BOD meeting
- Establish policy to keep so much \$ in reserve
- Distribute some funds to MERS
- Looking at banking alternatives

Motion by Deb, supported by Paul to approve the Finance Committee report. **ROLL CALL:** Call, yes; Dykstra, yes; Rogers, yes; Russell, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Ringleka, yes; Favreau, yes. Absent and excused: Amstutz. **MOTION CARRIED.**

B. Executive Committee Report: Nancy gave a brief recap of the report for 1/13/2021.

C. Fund Development Committee: Ron reports meeting held Jan 13, 2021

- 99% of our goal of \$40,000 was met for the Year End Appeal letter (Doug reports the goal of \$40,000 was exceeded).
- Due to COVID-19, both Serra of Subaru and BSR chose to not do a in person event during the Subaru Share the Love Event Promotion.
- Doug will apply for the grant from Grand Traverse Band of Ottawa and Chippewa Tribe
- Nancy reports we will be eligible for the “100 Women Who Care” grant in April
- Trinity donated \$1,000
- Jamie Gray from the Jamie Gray Group still wants to do a fundraising event for BSR and maybe the inaugural golf outing can be help in September 2021.
- Taking a look at how to work in the March for Meals Campaign this year.
- Doug is checking costs for magnetic signs on HDM vehicles
- Next meeting, Feb. 10, 2021

D. Program and Personnel Report: Paul reports:

- Doug is reaching out to resources for funding to help facilitate Strategic Planning Session for the BOD
- Working on modification to programs when TGP opens
- Working on job description for Kitchen Staff

E. Director’s Report-December 2020/January 2021: Doug reports:

- Applied for a grant from Benzie Sunrise Rotary club for establishing Fresh Produce Bags for nutritional at risk seniors. Doug will also reach out to Gerri at Benzie Area Christian Neighbors for items.
- So far, staff and HDM volunteer drivers have been offered to receive the first dose of the COVID-19 Vaccine. Support staff at both buildings are placing phone calls to clients to assist them in registering for the vaccine through the Health Department.
- Received a quote from Anavon for outside/inside security cameras. Still need one more quote. The cost is going to be over \$2,000.
- Sending out paperwork for Tax Season. The taxes will be completed by the NMCAA Traverse Office and the local Tax Preparer Volunteer.
- Due to the lack of snow, there has been a savings in the Snow Removal program so far this season.
- We still have credit for Benzie Bus passes

F. Board of Commissioners Update: None. Tuesday, Jan 28, 2021 will possibly determine who our BOC liaison will be.

G. COVID-19 Agency Response Report: Doug reports he has started the 2021 Update Plan on an anticipated re-opening of The Gathering Place Senior Center and Administrative Office. Also, COVID-19 continues to have an impact on staff and clients.

H. Program/Services Report-December 2020: Doug presented the report. HDM Set an all-time record-breaking number with 6,463 meals provided to 270 clients in Dec. 2020. For the first quarter, 4,629 additional meals were delivered over the same period last year; and even though TGP is closed, 682 meals were served through the curbside takeout service in Dec. 2020.

ACTION ITEMS:

1. Bad Debt: Sabra reports that the bad debt is \$48.00. The client has passed away and there's no family to pay the debt. The finance committee recommend this bad debt be written off. Motion by Leo, supported by Pam to write off the debt of \$48.00. ROLL CALL: Call, yes; Dykstra, yes; Russell, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Ringleka, yes; Favreau, yes. Absent and Excused: Amstutz. Deb Rogers (left meeting after financial report). MOTION CARRIED.
2. Motion by Paul, supported by Rosemary for the Board Resolution to remove Ron Dykstra and add Nancy Call to the State Savings Bank account. ROLL CALL: Call, yes; Dykstra, yes; Russell, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Ringleka, yes; Favreau, yes. Absent and Excused: Amstutz and Rogers. MOTION CARRIED.

NEW BUSINESS:

Distribute the Fiscal year 2020 Financial Audit for Review and approve at the February 17, 2021 BOD Meeting: Amber Mack, CPA recommendations on audit:

- Organization ensures that a sales tax exemption form is completed for all vendors to avoid paying unnecessary sales tax on purchases. Doug stated he has problems with the big box stores, i.e. Wal-Mart, Menards, etc. in accepting BSR's tax exempt forms.
- Journal Entries Narrative-why entry occurred.
- Couldn't produce a receipt for \$46.00. This was a purchase of disinfectant for nail clippers purchased at Sally's Beauty. The receipt could not be found.

Board Round Table discussion/evaluation of Meeting: Leo asked what percentage of staff were furloughed? Doug said at present only two staff members.

There being no further business to discuss, Motion by Paul, supported by Leo to adjourn the meeting. ROLL CALL: Call, yes; Dykstra, yes; Russell, yes; Hughes, yes; I. Turner, yes; P. Turner, yes; Howe-Perry, yes; Ringleka, yes; Favreau, yes. Absent and Excused: Amstutz and Rogers. MOTION CARRIED. Meeting adjourned, 5:36 p.m.

Respectfully submitted:

Denise Favreau, BSR Board Secretary

NEXT MEETING

FEBRUARY 17, 2021 @ 4:30 p.m.

By Zoom Virtual Meeting