

Benzie Senior Resources  
**Board of Directors Meeting**  
July 20<sup>th</sup>, 2022 Meeting Minutes  
**The Gathering Place Senior Center and Conference Call-in**

**Call to Order:** Nancy Mullen Call called the meeting to order at 4:32 pm

**Pledge of Allegiance:** Said by all present

**Roll Call:**

In Person: Nancy Mullen Call, Victor Dinsmoore, Leo Hughes, Linda Ringleka, Rosemary Russell (arrived during Fund Development Committee report out), Ingrid Turner, and Paul Turner

Via Conference Call: None

Excused: Pam Howe-Perry, Deb Rogers, Doug Durand, and Tim Markey – Benzie County Commissioner

Also, In-Person: Dawn Bousamra and Sabra Boyle

**Approval of the July 20, 2022 Agenda** – A motion to approve the agenda as written was made by Leo Hughes and seconded by Victor Dinsmoore. All in-person board members said Aye. Motion approved.

**Approval of Minutes from the previous meeting – June 15, 2022** – Motion by Ingrid Turner to accept the minutes as presented. Seconded by Paul Turner. All in-person board members said Aye. Motion approved.

**Public Input:** No public at the meeting.

**Information Items**

- A. **Leadership Committee Report** – Nancy Mullen Call summarized the content of the Leadership Committee meeting on July 13. Committee reviewed the charter for Leadership Committee and agreed to recommend the BOD adopt the charter as written. Discussed the draft COVID pay for staff proposal and agreed to submit the proposal to the BOD for review and approval. Identified the topics for the BOD meeting.
- B. **Fund Development Report** – Ingrid Turner advised that their last meeting focused primarily on the upcoming Walk-a-thon plans. Dawn Bousamra outlined the actions she has taken relative to the Walk-a-thon: The posters handed out; sponsor solicitation occurred 30 days ago, and Dawn is handing out the list of prior sponsors to any Board Members willing to make follow-up calls. Dawn also mentioned that a request for Produce Bag program funding will be presented at 100+ Women Who Care if BSR is drawn to present. Dawn also advised that she has been working to update the BSR website and asked all board members to take a moment to look. Victor Dinsmoore and Nancy Mullen Call discussed the need to identify more grant opportunities for additional funding since the BSR budget has a deficit of approximately \$40k. They said that during the Finance Committee it was mentioned that Deb Rogers had requested access to the Grant Funding web tool to help look for new funding opportunities.
- C. **Governance Committee Report** – Leo Hughes summarized the June 27<sup>th</sup> Governance Committee meeting content as follows: The Committee reviewed the charter for Governance Committee and agreed to recommend the BOD adopt the charter as written; The Committee reviewed the strategic plan goals assigned to the Governance Committee and identified that the Fund Development Committee should be added to the Tactical Activity C3c which references “*a fund development campaign... for facility improvements*” which will be included in future updates to the strategic plan; This was the first meeting for the Governance Committee and it was agreed that the 4<sup>th</sup> Monday of each month at 10:00am was a convenient time to meet via Zoom. Leo Hughes also summarized a discussion the Committee had regarding Board Member Terms which the bylaws state a member’s term begins on the date of the Annual Meeting and expires three years later at the Annual Meeting. Leo distributed a schedule that was prepared by Nancy Mullen Call that provides a summary of when each Board member’s term will expire.

- D. **Directors Report – June 2022/July 2022** – Nancy Mullen Call asked if there are any questions regarding the Directors Report that was included in the BOD Meeting packet, and she then clarified homemaker visits versus homemaker contractor visits and why the numbers are different. Linda Ringleka asked about the financial position of BSR and how the deficit spending will be addressed. A good general discussion about the budget, rising costs, and funding needs ensued.
- E. **Program/Services Report – June 2022** – Nancy Mullen Call covered this report during the Director’s Report above.
- F. **Board of Commissioners Update** – Tim Markey, County Commissioner, was on vacation and unable to attend.

### **Action Items**

- 1. **Finance Committee Report on the June 2022 Financials with Board Approval of the June 2022 Financials** – Victor Dinsmoore outlined the financial position that was discussed earlier in the board meeting and recommends the Board approve the financials. A motion was made by Paul Turner and seconded by Rosemary Russell. Roll Call: Victor Dinsmoore – Yes; Leo Hughes – Yes; Linda Ringleka – Yes; Rosemary Russell – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.
- 2. **Adopt Committee Charters** – Nancy Mullen Call outlined that all committees have had the opportunity to review their respective charters mentioning that the Leadership Committee added the Assistant Director as a standing member to the Leadership Committee charter and the Personnel and Program Committee Charter had updated their charter to correct minor grammatical items and that she proposed that all Charters be adopted. A motion to adopt the Charters was made by Ingrid Turner and seconded by Paul Turner. Roll Call: Victor Dinsmoore – Yes; Leo Hughes – Yes; Linda Ringleka – Yes; Rosemary Russell – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.
- 3. **Proposal on Additional COVID PTO** – Nancy Mullen Call asked Dawn Bousamra to outline the current situation with COVID impacting staff’s PTO. The Proposal to provide additional COVID PTO was sent in advance of the board meeting to all board members. Nancy Mullen Call summarized the proposal as written. Good serious discussion by all board members present regarding this proposal. Nancy Mullen Call then proposed that the Board approve the proposal. A motion to approve the proposal was made by Ingrid Turner and seconded Leo Hughes. Roll Call: Victor Dinsmoore – Yes; Leo Hughes – Yes; Linda Ringleka – Abstain; Rosemary Russell – Yes; Ingrid Turner – Yes; Paul Turner – Yes; Nancy Mullen Call – Yes. Motion approved.

### **New Business**

- 1. **Walk-a-thon Volunteer Sign Up List** – Dawn Bousamra highlighted the Walk-a-thon signup sheet that was provided with the Board packet and solicited additional board member support.
- 2. **Walk-a-Thon Business Sponsor List Phone Calls** – Dawn Bousamra outlined the status of Sponsor support during the Fund Development Committee Report. She handed out the list of prior sponsors to Board Members willing to make follow-up calls.

### **Old Business**

- 1. None

### **Board Round Table Discussion/Evaluation of Meeting** – None

**Adjournment:** There being no further business to discuss all agreed to adjourn. Meeting adjourned at 6:04 pm.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

**NEXT MEETING:** Wednesday, August 17<sup>th</sup>, 2022 at 4:30 p.m.

Location: The Gathering Place Senior Center, 10579 Main Street, Honor, MI 49640

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