

Benzie Senior Resources
Board of Directors Meeting
September 21st, 2022 Meeting Minutes
The Gathering Place Senior Center and Conference Call-in

Call to Order: Nancy Mullen Call called the meeting to order at 4:41 pm

Pledge of Allegiance: Said by all present

Roll Call:

In Person: Nancy Mullen Call, Victor Dinsmoore, Pam Howe-Perry, Leo Hughes, Deb Rogers, Ingrid Turner, and Paul Turner

Via Conference Call: Linda Ringleka

Excused: Rosemary Russell

Also, In-Person: Dawn Bousamra, Sabra Boyle, Doug Durand and Tim Markey

Approval of the September 21, 2022 Agenda – A motion to approve the agenda as amended adding action items 3 and 4 was made by Pam Howe-Perry and seconded by Victor Dinsmoore. All in-person board members said Aye. Motion approved.

Approval of Minutes from the previous meeting – August 17, 2022 – A motion to accept the minutes as presented was made by Ingrid Turner and seconded by Deb Rogers. 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 September 14th, 2022 which included: update on website construction and a secured page for BOD, Staff, and Volunteer communications; discussion on the annual BOD meeting including officer and Board Member elections and committee report outs; discussion on the agenda items for BOD meeting; and a final update on the WAT fund raising efforts. Dawn Bousamra was asked to confirm the timing of the WAT Debrief Session and following a brief discussion she advised that it will be on October 27, 2022 at 4 pm.
- B. **Fund Development Report** – Ingrid Turner advised that they are working on a draft of the year end appeal letter. Dawn Bousamra is currently in search of volunteers for quotes to include in the communication. Dawn Bousamra also handed out a summary that included a flyer for an upcoming fund raiser being held at St. Andrews as well as other recent PR actions and future activities. The committee is also working on the Christmas bag program and discussed other fundraising opportunities.
- C. **Governance Committee Report** – Leo Hughes summarized the August 22nd Governance Committee meeting that included: Feedback from Doug Durand on previous facility assessments as well as his current vision of BSR facility needs; A discussion on the potential for the facility to be a Community Center concept that could potentially gain significant community interest and support; A discussion on next steps including visiting other Senior Center facilities looking “best practices”, meeting with the Benzie Central Schools Superintendent, and identification of other Community Leaders that might join the facility taskforce and/or provide support.
- D. **Program/Personnel Committee Report** – Paul Turner advised that the Committee met for the first time in over a year and began working on major updates to the employee handbook. They also are looking to develop a tool that outlines all the services offered by BSR and their current utilization. They will meet again October 12th, 2022 at 2:00pm at St Andrews.

- E. **Directors Report – July 2022/August 2022** – Doug Durand highlighted the following: The Christmas Bag solicitation letters have been sent out to 8 local churches seeking content donations to be collected the first or second Monday in December, and he plans to assemble and distribute 250 bags; The Subaru “Share the Love Event” is beginning, and Dawn Bousamra will be coordinating it again this year; The sliding scale has been updated and communicated. All Home Healthcare clients have agreed to continue while some of the clients using Homemaker services have declined to continue. Dawn Bousamra updated the group on several PR activities that were part of the flyer handout reference under the Fund Development Committee report out above.
- F. **Program/Services Report – July 2022** – Doug Durand covered during his director’s report above.
- G. **Board of Commissioners Update** – Tim Markey, County Commissioner advised that the County Board of Commissioners committed \$500k for affordable housing in Frankfort with the Homestretch Nonprofit Housing Association (the same developer that is working on the affordable housing project in Honor, MI). They continue to work on ARPA dollar plans with focus on the top three areas residents have requested (broadband internet/affordable housing/affordable childcare). Tim Markey advised that he has been appointed to a broadband subcommittee and they have started to look at what is possible. The goal is for everyone in the county to have access to affordable broadband.

Action Items

1. **Finance Committee Report on the August 2022 Financials with Board Approval of the August 2022 Financials** – Deb Rogers outlined the financial position as discussed during the Finance Committee meeting prior to the Board meeting and they recommend the Board approve the financials. A motion was made by Paul Turner and seconded by Victor Dinsmoore. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Leo Hughes – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.
2. **Approval of the Fiscal Year 2023 Budget** – Doug Durand outlined the details of the proposed 2023 budget which was provided to all board members 30 days in advance to review. A motion was made by Paul Turner which was seconded by Pam Howe-Perry. Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Leo Hughes – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.
3. **Board Terms** – Nancy Mullen Call discussed the BOD Composition Worksheet and outlined that all board member terms expire (per the bylaws) in October three years following their election to the Board. She then proposed that if a Board Member is unable to complete their full term that the BOD would identify and appoint a replacement Board Member who would serve the remainder of the term. That replacement Board Member would then be eligible for election to the Board of Directors the following October. Deb Rogers made a motion to accept the proposal and the motion was seconded by Paul Turner. All in-person Board Members said Aye in favor of the motion. Motion approved.
4. **Bad Debt Write-off** –
Deb Rogers outlined that two clients have refused to pay for services rendered and there is no opportunity for recovery. She is proposing the debt of \$141.50 be written off as a bad debt. Ingrid Turner made a motion to approve the proposed bad debt write-off and Pam Howe-Perry seconded the motion.
Roll Call: Victor Dinsmoore – Yes; Pam Howe-Perry – Yes; Leo Hughes – Yes; Deb Rogers – Yes; Ingrid Turner – Yes; Paul Turner – Yes; and Nancy Mullen Call – Yes. Motion approved.

New Business

1. **Explanation of the Annual Board of directors Meeting on October 19, 2022** – Nancy Mullen Call outlined how the Annual BOD Meeting will flow and advised that the Governance Committee will submit a slate of nominees for consideration and vote for any expiring Board Member terms, new Board Members, and/or any expiring Board Officer terms. The Board of Directors will then vote on all nominees.
2. **Board Compilation Worksheet** – This was reviewed previously under Action Item #3

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 5:50 pm.

Respectfully submitted:

Leo Hughes

Secretary, Benzie Senior Resources Board.

NEXT MEETING: Wednesday, October 19, 2022 at 4:30 p.m.

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

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