

Benzie Senior Resources
Annual Meeting and Board of Directors Meeting
October 19th, 2022 Meeting Minutes
The Gathering Place Senior Center and Conference Call-in

Call to Order: Nancy Mullen Call called the meeting to order at 4:36pm

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 & Paul Turner

Via Conference Call: Linda Ringleka; Rosemary Russell

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

Approval of the October 19, 2022 Agenda – A motion to approve the agenda as amended adding action item #2 was made by Pam Howe-Perry and seconded by Deb Rogers. All in-person board members said Aye. Motion approved.

Approval of Minutes from the previous meeting – September 21, 2022 – A motion to accept the minutes as presented was made by Ingrid Turner and seconded by Victor Dinsmoore. All in-person board members said Aye. Motion approved.

Public Input: No public at the meeting.

Convened Annual Meeting

Action Items

- A. Election of Board of Directors** – Doug Durand presented the slate of four Board Members (Nancy Mullen Call, Leo Hughes, Deb Rogers, and Rosemary Russell) whose terms are expiring, but have indicated they would be willing to accept another term if approved. Voting ballots were distributed to each Board Member present. All voted by secret ballot and the votes were tabulated by staff. The vote was unanimous for all four Board Members on the ballot to be approved for another term.
- B. Election of President and Treasurer** – Doug Durand presented the slate of Officers whose terms are expiring (President – Nancy Mullen Call and Treasurer – Deb Rogers). Nancy Mullen Call advised that she would be willing to serve another term if nominated and elected. Deb Rogers indicated she was not interested in another term as Treasurer. Doug Durand asked if there were any nominations for the President and Treasurer positions. Leo Hughes nominated Nancy Mullen Call for President and Victor Dinsmoore for Treasurer. Then Leo Hughes asked for any additional nominations from the floor for President and/or Treasurer. No additional nominations were made. Leo Hughes then asked two additional times for any nominations for President and/or Treasurer and no additional nominations were made. All Board members present then voted by secret ballot and the votes were tabulated by staff. The vote was unanimous to elect Nancy Mullen Call as President and Victor Dinsmoore as Treasurer.
- C. Annual Committee Reports** –
 - a. Fund Development Committee Report** – Ingrid Turner summarized the accomplishments for this past year: Yearend appeal raised \$54,000; Assisted on Subaru's "Share the Love" event; Reviewed "Network for Good" and "Donor Perfect" fund raising database options; Adopted the Fund Development Charter; Conducted BSR website review, made needed updates, and added portal page for the Board, Staff, and Volunteers; Worked with the Jamie Gray Group on the inaugural Golf Outing fundraiser in June and raised \$5,000; Worked on improving various marketing messages; Raised \$22,800 via the WAT; Susan Hughes presented the need for a new oven at 100+ women who care and BSR will receive \$15,000+. Goals for the coming year: Yearend Appeal \$62,000; Golf Outing \$6,500; WAT \$25,000; HDM vehicle fund raising \$35,000; Ongoing media promotions; Deliver 250 Christmas bags.

- b. **Program/Personnel Committee Report** – Paul Turner summarized the accomplishments for this past year and the goals for the coming year: Restarted the committee in September; reviewed and modified kitchen staff job descriptions and wage scale; reviewed various programs offered to clients; finalized committee charter. Goals: Develop and present BSR client services summary; review TGP and county-level senior surveys and needs assessments; develop and finalize comprehensive update to the BSR employee handbook; evaluate need/opportunity of developing 1-2 new offerings (music seems to be the #1 program want); further evaluate priorities outlined in the strategic plan.
 - c. **Governance Committee Report** – Leo Hughes summarized the accomplishments for this past year and the goals for the coming year: Formed Governance Committee in June 2023; adopted Committee Charter; updated BOD Composition Summary to include “Terms”; developed slate of nominees for BOD Members and Officers; began initial review of New Board Member Orientation process; began development of the Facility Needs Assessment Taskforce. Goals: Expand Board to 13-15 members prioritizing needed expertise; develop a detailed facility enhancement plan; complete review/update of the New Board Member Orientation process; expand Governance Committee membership to include non-board members; develop process(es) to assess volunteer expertise, interest, and engagement.
 - d. **Leadership Committee Report** – Nancy Mullen Call summarized the accomplishments for this past year and the goals for the coming year: Initiated creation and adoption of the Strategic Plan; annual Executive Director review and evaluation; coordinated w/Executive Director regarding staffing issues, COVID protocols and Agency policies; coordinated with Executive Director, legal counsel and the Board to resolve a difficult personnel issue; met with Jason Allen, former Senator and past Michigan Director of USDA Rural Development to explore funding sources for senior centers; researched and drafted committee charters for Board review and approval. Goals: Explore countywide collaboration and advocacy taskforce and identify potential participants; coordinate with Governance Committee on development and implementation of board recruitment, training and development policies and practices; annual review of the Strategic Plan w/updates on tactical actions; annual review and evaluation of Executive Director; continue coordination with Executive Director on review/implementation of Agency policies and procedures.
 - e. **Finance Committee Report** – Deb Rogers summarized the accomplishments for this past year and the goals for the coming year: Set up parameters for operational reserve fund; annual audit completed; worked with the County to clarify/correct calculation of BSR’s Senior Millage funds; established adaptive policy to alleviate gas prices/fuel reimbursement for workers; worked with Executive Director to establish the 2022/2023 annual budget; Worked with Executive Director to establish an updated Sliding Scale for services. Goals: Work with Fund Development Committee and Program and Personnel Development to grow revenues and contain rising expenses; continue to closely monitor the financial health of BSR.
- D. Process of updating the Strategic Plan** – Nancy Mullen Call outlined the following plan: Each committee will report out annually on accomplishments and goals. Then quarterly Jan/Apr/July each committee will be asked to provide updates. Good discussion amongst the board members.
- E. Board of Directors Meeting Schedule for the Calendar Year 2023** – Doug Durand briefly discussed the 2023 BOD meeting schedule. All board members support the current schedule of the 3rd Wednesday of each month at 4:30pm.

Adjournment of the Annual Meeting – A motion to adjourn the Annual Meeting was made by Paul Turner and seconded by Deb Rogers. All in-person board members said Aye. Motion approved.

Return to Regular Board of Directors Meeting

A. Information Items

- a. **Directors Report – August 2022/September 2022** – Doug Durand highlighted the following: Doug Durand to begin working from home one day a week to support greater efficiency; 10 churches have signed up for the Christmas bags which is the most participation ever; 5 snow plow contractors have signed up; Medicare open enrollment support is underway; he highlighted recent staffing updates and reminded all that we have an open Senior Center Assistant position; the Fiscal Year 2022 was a record year for the numbers on meals provided; we continue to grow in most areas with lawn chore, Medicare/MMAP's, etc.
- b. **Program/Services Report – September 2022** – Doug Durand covered during his director's report above.
- c. **Board of Commissioners Update** – Tim Markey, County Commissioner advised that the County would begin interviewing for a dispatch director. The County had combined two positions recently and it is not as effective as they thought it would be, so they are planning to separate the two positions. They are working with Point Betsie Lighthouse to help them with funding for correcting erosion issues. The County's HR director has put in her notice, so they are currently looking for candidates to fill the position.

B. Action Items

- a. **Finance Committee Report on the September 2022 Financials with Board Approval of the September 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 to approve the September 2022 Financials was made by Leo Hughes and 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.
- b. **Bad debt right off** – Deb Rogers summarized an additional bad debt write off. A motion to approve the bad dept write off was made by Paul Turner and 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.

C. New Business

- a. **Doug Durand's upcoming November vacation 11/10 – 11/21/22** – Doug Durand advised the Board that he will be on vacation 11/10/22 – 11/21/22 and Dawn Bousamra would be attending in his place.

D. Old Business

- a. **None**

E. Board Round Table Discussion/Evaluation of Meeting – None

F. 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, November 16, 2022 at 4:30 p.m.

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