

**BENZIE SENIOR RESOURCES**  
**FINANCE COMMITTEE MEETING**

**December 21, 2022**

The Finance Committee meeting was called to order by Victor Dinsmoore, Committee Chair at 3:33 pm. This meeting is being conducted in person at the Administrative Office.

Committee Members Present: Victor Dinsmoore, Deb Rogers, Nancy Mullen Call and Paul Turner.

Staff Present: Douglas Durand-non-voting member.

Committee Members Absent & Excused: None

Staff Members Absent and Excused: Sabra Boyle and Dawn Bousamra.

Public/Others: None

**Agenda**

Motion by Nancy Mullen Call to accept the 12/21/2022 agenda as presented. Seconded by Deb Rogers. All Ayes. Motion approved.

**Minutes**

No one remembers bringing up the security camera topic. The 2nd paragraph under "Review and Approve October 2022 Financials and Narrative..." was discussed with additional explanation from Deb Rogers and Douglas Durand. Motion made by Deb Rogers to accept the 11/16/2022 meeting minutes with the changes as discussed. Seconded by Paul Turner. All ayes. Motion approved.

Victor thanked Deb Rogers for her time as the Finance Chairperson.

**Review and Approve November 2022 Financials, Narrative with Recommendations to the full Board to approve.**

Further discussions on telephone, food and HDM Maintenance/Gas expenses. Victor shared with the committee the check register of the bills and the checks he signed. Victor will share the next few months of the check register with the committee. Victor also shared with the committee a chart that Sabra composed showing the bank balances since 2017. The committee also discussed the current operations reserve and would like Doug to bring the policy to the January 18, 2023, committee meeting for review. Motion made by Deb Rogers to recommend to the full board for approval of the November 2022 Financial Statements and Narrative report. Seconded by Paul Turner. Roll call vote-Rogers-yes, Turner-yes, Dinsmoore-yes, and Mullen Call-yes. Motion passed.

### **Bad Debt Write-Off**

Doug presented to the Finance Committee that he would like to write off a client's bill for \$16. This client has passed away. Sabra Boyle has attempted to collect on the bill since September. Motion by Deb Rogers to approve the write off and present to the full Board of Directors to vote to write off the \$16 as bad debt. Seconded by Paul Turner. Roll call vote: Rogers-yes, Turner-yes, Dinsmoore-yes, and Mullen Call-yes. Motion passed.

### **Strategic Plan Review**

Victor would like to place this on next month's agenda to review the plan as related to the Finance Committee.

Nancy and Victor shared their recent site visits to Charlevoix COA, Emmet's Friendship Center, Isabella COA and Manistee COA. Leo has drafted a report and has shared it with Doug. Currently, Leo is going to send the reports to each of the Agencies' Executive Directors to make sure his summaries are correct. Nancy stated that the reports will be shared with the full board after Doug has time to review them and the other COA Director's review their perspective reports.

### **Discussion of the current fuel cost in relation to staff reimbursement**

Gas prices continue to drop in price and currently, there is no need for the committee to take any action at this time.

### **Review and sign the November 2022 Bank Statements**

Committee Members, Deb Rogers, Paul Turner, Victor Dinsmoore and Nancy Mullen Call reviewed and signed off on the November 2022 bank statements.

### **Adjournment**

Motion made by Deb Rogers to adjourn the meeting. Seconded by Nancy Mullen Call. All Ayes. Motion passed.

Next scheduled Finance Committee will be on January 18, 2023.

Respectfully submitted,

Douglas Durand