

**Benzie Senior Resources
Governance Committee Meeting via Zoom
November 28, 2022 @ 10:00am**

Meeting Minutes

Call to Order: Leo Hughes called the meeting to order at 10:01am

Roll Call: Nancy Mullen Call, Victor Dinsmoore, Leo Hughes, and Doug Durand

Absent: Rosemary Russell

Approval of 11/28/2022 Agenda – Motion to approve the agenda was made by Nancy Mullen Call and seconded by Victor Dinsmoore. All in attendance said aye.

Approval of 10/24/2022 Meeting Minutes – Motion to approve the prior meeting's minutes was made by Victor Dinsmoore and seconded by Nancy Mullen Call. All in attendance said aye.

Discussion Topics

1. Facility Needs Assessment Taskforce
 - a. Facility Benchmarking Tour Schedule – Leo Hughes reviewed the facility tours scheduled. Nancy Mullen Call, Victor Dinsmoore, and Leo Hughes will attend all scheduled tours. Doug Durand to join the Charlevoix and East Jordan visits on December 5th, 2022
 - b. Review and confirm travel schedule – Leo Hughes reviewed the travel schedule. Doug Durand and Victor Dinsmoore will drive separately. Nancy Mullen Call and Leo Hughes will carpool.
 - c. Confirm proposed questions for facility visits – No additional questions added at this time. Leo Hughes asked Doug Durand if he had access to the County population demographics to help us normalize feedback we receive to our volumes. Doug advised that the Council on Aging has that info available, and he will provide. Leo Hughes suggested that all individuals attending take notes of the discussion when they are not asking a question to insure we capture the feedback accurately. Leo also mentioned that a final copy of our findings will be shared with all Agencies participating in the Benchmarking Visits.
2. New Board Member Orientation for Dinah Haag – Nancy Mullen Call to contact Dinah Haag and invite her to the Christmas Potluck after the BOD meeting. Doug Durand is finishing the update to orientation manual materials.
3. 2023 Governance Meeting Schedule – Reviewed 2023 meeting dates and there are no concerns.

Adjournment: Having no additional items to cover meeting adjourned by consensus at 10:29am

Committee Members: Nancy Mullen Call, Victor Dinsmoore, Leo Hughes, Rosemary Russell

Next Governance Committee Meeting: Monday, January 23, 2022 @ 10:00am via Zoom