

Board of Directors Meeting Approved Minutes

Saturday, July 16, 2011

10:00 AM BIRHC Community Room

Present – *Board Members* – Denny Cook, Carol Gillespie, Terry Keyes (at 10:35), Gerry LaFreniere, Pete LoDico, John Martin, Jeff Powers (at 10:10), Adam Richards, Rick Speck

Absent – Sandy Birdsall, John Works

Staff – Donna Kubic, Managing Director; Deb Plastrik, Administrative Assistant

I. Call to Order & Welcome

Denny Cook called the meeting to order at 10:00 AM.

II. Revisions to the Agenda – none

III. Review, Revisions and Approval of Minutes - attached

May 21, 2011 – **Motion to approve (Martin/Gillespie) unanimously approved.**

IV. Financial and Utilization Reports - attached

Rick Speck said that there were no real surprises in the June 30 income statement and that he thought the budget would be very close to projections at the end of the fiscal year. **Motion to accept income statement (LaFreniere, Richards) unanimously approved.**

Rick presented the budget draft that must be presented to the townships by August 1 along with the millage requests. He noted that the promised \$100,000 state funding for next year was reflected in the draft. The board recommended budgeting \$15,000 for equipment replacement and \$20,000 for maintenance and building replacement. **Motion to approve draft budget (Martin/LaFreniere) unanimously approved.**

Rick presented the accountant's compilation of financial reports for 2009 and 2010. Acceptance of these reports is needed before the 990 tax form can be filed. **Motion to approve compilation (Martin/Richards) unanimously approved.**

Rick presented the revised language for the Audit Committee policy, reflecting the requirement that committee members cannot be board officers. The proposed language: *1) The Committee shall be composed of two or more members of the Board who are not officers and could include one outside member.* **Motion to approve (LaFreniere/Richards) unanimously approved.**

Rick nominated Terry Keyes and Jeff Powers as board representatives and Don Spencer as outside member. **Motion to appoint audit committee as nominated (Speck/LoDico) unanimously approved.**

V. Committee Reports

- A. Resource Development: John presented a newsletter review and distributed notes from the July 7 committee meeting. (attached)
- B. Finance: previously covered above
- C. Building maintenance: Jerry reported that new flooring was installed in the dental office and that baseboard was yet to be installed. He said that he had planned to do the outside water project over two years but had decided to complete the entire job while the equipment was available. An offer to power wash the cedar shakes has been received, but the board decided to decline the offer for now and to see how the weathering process continues for the next couple of years.
- D. Medical Services and Quality Assessment: Carol said that had been no formal meeting, but that she had brought the thrombolytic drug with her . A policy will need to be written governing its administration.

VI. Operations Report (attached)

VII. Old Business

Denny Cook reported that an application for a tribal grant for an emergency generator had been completed and that a decision would be made by the end of the month.

VIII. New Business

Denny Cook said that he had consulted Webb Martin about the proper way to designate past board members as Emeritus to honor them for their service, but in a way that would not preclude their return to active board membership. **Motion (attached) to designate Connie Wojan and Don Spencer as Emeritus Directors (LaFreniere/LoDico) unanimously approved.** John Martin asked if the board could send thank you letters to our legislators who helped with the state funding.

IX. Public Comment

Connie Wojan had provided a written report on the garden projects to be distributed (attached).

X. Motion to Adjourn

Motion to adjourn at 11:52 AM (LaFreniere/Martin) unanimously approved.

Respectfully submitted
Deb Plastrik, Recording Secretary

Garden Update

If you have been reading the papers, you know that Leonor Jacobson is spearheading finishing our landscaping in the back of the building.

She has been working on this tirelessly planning fundraisers and doing a lot of physical work herself over the past couple of weeks.

Would urge everyone to take a look around the back to see what has been laid out so far.

Since we have many new board members I would like to give you a quick history about how we got to the current stage of landscaping at the HC.

I think we can all agree that the front of the building looks very nice right now.

When our building was finished we did not have one cent to spend on landscaping. Everything you see out there was donated and placed there with volunteer labor. The only Health Center money spent on landscaping has been the electricity for our pump to water.

The person most responsible for that is BJ Wyckoff

She organized the project and donated the largest number of trees and bushes, all of the bulbs, all of the lilies, fertilizer, top soil, mulch, the use of their tractor, labor of her employee, lunch for planting crew...you name it.

Others who made major donations were:

Jim Wojan- Boulders

Gary Marvin- came to the island for a day, laid out plan, helped plant and donated over \$2000 of trees and bushes.

Volunteer labor from many people.

So that is how we got to where we are today.

So where do we hope to go from here?

Leonor has very ambitious plans.

Three gardening business have been hired to design gardens by Leonor

Also Mary Ann Weaver has volunteered to design and plant a butterfly garden.

We have checked with Jim Wojan about location of drain field and what can and cannot be planted over it.

Fundraisers/ donations

Quilt Donated by Kathy Jones auctioned

Garden Walk on July 13th

Rotating silent auction throughout the summer

Gift already received from Gail Weede family for children's garden

Leonor has made both a financial donations and plant material

Jeff Powers has donated a generous credit on our account at his hardware.

So we continue to look for donations of cash, gardening supplies or plants.

Leonor is also planning silent auction of various prizes. We are looking various donations for prizes.

Merchandise/Services

Resource Development Committee met on Thursday July 7 at the Health Center. Attending were Adam Richards, Anne Glendon, Terry Keyes, Donna Kubic, Deb Plastrik, and John Martin.

The committee reviewed the experience of the initial newsletter and found it to be very positive. The newsletter was attractive, informative and well received. It was mailed to all property owners.

We received \$1850.00 in returned envelopes from about 20 people. Most of the contributions came from first time donors. Our 'wish list' of needed items included our need for an updated EKG machine and \$3500 was donated enabling us to purchase one. The total revenue from the newsletter mailing was \$5,350.00

We spent \$511 for envelopes (have sufficient quantity to cover our second Fall mailing), \$748 for postage, and \$486 for the newsletter design and layout (newsletter design won't need to be changed). We also spent \$1300.00 for giftworks software (a one time expense)

Sarah McCafferty brought students from the school to help with envelope stuffing, taping and applying stamps and mailing labels, saving on our personnel costs and involving students in community service.

Plans were made for the Fall newsletter scheduled to be mailed on September 16. The following members agreed to submit material to Deb by August 15: Frank will be asked to provide pictures, especially of the gardens; Adam will write an article about health care and students; Anne will write about NMRHS and BIRHC; Connie will be asked to write about the gardens; Deb and Donna will write an article from a patients perspective regarding service received as well as prepare the 'wish list' and a 'thank you list'

Big thanks to Deb and Donna for the extra work entering data into the new fundraising software and for the special effort involved in putting out the first newsletter.

July, 2011 Operations Report

Leonor Jacobson's Garden tour event was a huge success. I have heard several comments from those who participated on what a well run fun day it was. Lenore had 10 messages when she returned home from the day – before doing all the math – the profit is around \$800.00 –

Carol Gillespie has delivered the thrombolytic from Northern Michigan Hospital. We will 60 days prior to expiration send back the drug so Northern so they can use it and we will get another one.

Munson Hospice provided an all day training last week for their members. We had enrolled one patient in the last month and have discussed the service with another patient.

Dr Cotter was here on July 8th and seen 30 patients. That day Dr. Carden was seeing patients and the Health Center saw 25 patients. Overall, about 65 people were seen that day at the Health Center.

Two new patient exam tables have been delivered, bought with the donation from Gail Weede's sister.

I received the grant from the American Heart Assn for \$1,000 for cholesterol cassettes. In the fall, we will as we have done in the past, advertise free cholesterol screening. We will also check B/P and do a baseline EKG at no charge to the patient. Also part of the grant was \$1,000 for EMS to conduct a community CPR class.

We have receive \$1,500 from the Dennis Cady memorial and I will ask Betty Cady what she would like the monies to be spent on.

The floors were waxed by the professional company, giving the Health Center a price break and doing a very nice job. Dr White's floor has also been done. Glass company measured 6 windows that need to be replaced. Does the board want this to be paid for out of the maintenance general operations or out of building maintenance.

The \$7500 for building maintenance - is that to be taken out of the general fund building maintenance budget or from the interest from the endowment fund

Will begin to get bids for a new auditor.

Ken Taylor donated \$3500 –we bought a new EKG machine which will fax right from the machine to the hospital Emergency Room.

Have distributed notices around town and in the newspapers about turning in prescription and over the counter drugs-to the Health Center and being environmental conscious by not flushing drugs down the toilet..

Dr Hughes, a hematologist oncologist was willing to do visit with a patient who could not get off the island on two separate days for an appointment. It finally worked out where the patient was able to make the appointment in person but the fact that the doctor was willing do to this was a first.

Donations to date from the newsletter mailing is \$1800.00. Expenses were \$3,050. Of that \$1312 was for the Gift works software. Also \$250.00 can be subtracted out as the return envelopes were purchased for two mailings. That expense won't be there in the fall. Deb has been inputting to data. It is time consuming, but will be worth the effort when all the data has been entered.

The grant from BCBS continues to move forward. John Martin, Jim Flikema and myself had a phone conference on Tuesday to discuss Sally Davis, the grant writer on retainer at Northern to write the BCBS grant for \$3500 which will pay for Sally to write a larger grant to support telemedicine.