

**Board of Directors Annual Meeting Draft Minutes**  
**Saturday, December 13, 2014**  
**10:00 AM BIRHC Community Room**

**Present** – *Board Members* – Pete LoDico, Jeff Powers (at 10:30), Rick Speck, Jim Wojan, Connie Wojan

**Absent** – Terry Keyes, Adam Richards

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

*Guests* – Denny Cook, Mary Cook, Carl Wager, Don Spencer

**I. Call to Order & Welcome**

President Connie Wojan called the meeting to order at 10:00 AM.

Accountant Mary Cook explained the detail on the building repair expenses. Ice damage to an air conditioning unit should be included in the insurance claim, said Don Spencer.

Carl Wager of Wager Builders narrated a slide presentation on the building repairs.

**Motion to approve payment of Wager invoice for \$17,391.25 (Works/Powers) unanimously approved.**

**II. Review, revisions and Approval of Minutes – attached**

Sept. 27, 2014 - **Motion to approve minutes (Works/J. Wojan) unanimously approved.**

**III. Financial and Utilization Reports – attached**

It was noted that the salary line included housing for PA Chris VanLooy. The new staff car had been purchased. The first two months of cash flow are actual, while the other months are projections.

**Motion to approve the financial reports (Works/J. Works) unanimously approved.**

**Motion to approve the check register (Works/Powers) unanimously approved.**

**IV. Committee Reports**

A. Resource Development – Connie Wojan reported on the annual appeal mailing.

B. Finance – no meeting.

C. Building Management – Presentation on damage above; approval of overage costs above.

D. Medical Services and Quality Assessment – no meeting.

E. Audit Committee – audit is underway.

**V. New Business**

A. Christie Perdue Proposal (attached)

Christie joined the meeting by telephone to explain the work plan.

**Motion to approve the Phases 1 and 2 plan and pay Phase 1 \$1500 invoice (Works/J. Wojan) unanimously approved.**

**VI. Operations Report (attached)**

**Managing Director 2014 Accomplishments (attached)**

Donna Kubic noted that keeping up with Universal Services reimbursement was becoming more difficult.

**Motion to hire service to track T-1 costs (Speck/Works) unanimously approved.** Webb Martin will be asked to look over contract (attached).

**Motion to allow staff to enroll for dental benefits plan at no cost to BIRHC (J. Wojan/LoDico) unanimously approved.**

**VII. Old Business**

A. A committee will research choices for a roadside sign – Connie Wojan, Donna Kubic, Christie Perdue, Don Spencer

**B. Motion to allocate Stephens bequest to Endowment at CCCF (C. Wojan/Works) unanimously approved.**

**VIII. New Business (resumed from above)**

A. Approved earlier in meeting.

**B. Motion to change employee handbook to offer Simple IRA to employees earning more than \$5000 (attached) (Speck/LoDico) unanimously approved**

**C. Motion to authorize Pete LoDico to select vehicle for 2015 car raffle (Works/J. Wojan) unanimously approved**

**D. Motion to share proceeds with Forest View Community/Beaver Island Community Development Corporation on the same sliding scale as this year, maximum donation of \$5000 (Speck/Works) unanimously approved.**

**D. Motion to approve Christmas bonuses for staff (C. Wojan/Speck) unanimously approved**

E. No applicants for board membership. Possible candidates will be approached by next meeting.

**F. Motion to set 2015 meeting dates as follows: 10 am in community room on Saturdays March 21, June 20, Sept. 19, annual meeting Dec. 12 (J. Wojan/C. Wojan) unanimously approved.**

**G. Motion to pay John Works for snowplowing work, which he will then donate back to BIRHC (LoDico/C. Wojan) approved with LoDico, Powers, C. Wojan and J. Wojan aye, Works abstaining.**

**IX. Recognition of retiring board members**

Connie Wojan recognized Jeff Powers and Pete LoDico for their service to the BIRHC and presented them with plaques.

**X Motion to Adjourn At 1pm (.C. Wojan/J. Wojan) unanimously approved.**

**Respectfully submitted,  
Deb Plastrik, Recording Secretary**