

Board of Directors Meeting Approved Minutes

Saturday, June 20, 2015

10:00 AM BIRHC Community Room

Present – *Board Members* – Denny Cook, Terry Keyes, Larry Kubic, Connie Wojan, Jim Wojan, John Works Jr.

Absent – Rick Speck

Staff – Donna Kubic, Managing Director; Carolyn Space, FNP-C; Mary Cook, bookkeeper

Guests – Christie Perdue, consultant; Don Spencer

I. Call to Order & Welcome

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

II. Revisions to the agenda

Connie Wojan noted that a special meeting would have to be scheduled before Aug. 12 to approve the draft budget for fiscal year 2015-16 for submission to the townships.

III. Carolyn Space Introduction

The new Family Nurse Practitioner was welcomed by the board. Connie Wojan said she had heard several positive community comments about Carolyn.

IV. Christie Perdue Presentation

Fundraising consultant Christie Perdue discussed plans for placing marketing materials at gateway sites such as the airlines and boat dock. She proposed advertising in local media. Fundraising plans include an initiative on the Endowment Fund and further donor analysis. She is also working on a new logo.

V. Review, revisions and approval of minutes – attached

Motion to approve the minutes of the March 21, 2015 meeting as written (Works/Keyes) unanimously approved

VI. Financial and Utilization Reports – attached

The board reviewed reports prepared by Rick Speck, who was not present at the meeting.

Motion to accept all reports (Keyes/Cook) unanimously approved

The board discussed eliminating the cash flow report from future board packets. Mary Cook said that the report was not necessary, reflecting what the situation would be without the \$100,000 state funding. Details on patient revenue and expenditures are available in other reports.

Motion to eliminate cash flow report (J. Wojan/Cook) unanimously approved

Mary Cook said she would call a finance committee meeting soon. The committee will go over expenditures and recommend which reports should go to the board.

VII. Committee Reports

- A. Resource Development – Connie Wojan reported that 271 Early Bird tickets were sold, an all-time record. She thanked Terry Keyes, Larry Kubic, Pete LoDico and Sally Loundsberry for selling tickets.
- B. Finance – no report
- C. Building Management – no report
- D. Medical Services and Quality Assessment – attached
- E. Audit Committee – attached. Terry Keyes is the chairman

VIII. Operations Report – attached

Connie Wojan commented on how much had been accomplished since the last meeting and said that Donna Kubic deserved much credit for doing double duty while Betty Hudgins was on leave.

IX. Old Business

Connie Wojan reported that the new signs will be installed by Larry McDonough before the 4th of July. She thanked Jim Wojan for clearing the trees to make room for the signs.

X. New Business

- A. Building Security Policy - attached

Denny Cook presented a policy he had discussed and written in close cooperation with EMS Director Kevin White. After discussion, the board added two changes.

1. Add descriptive language about reasons better security is needed.
2. List of rooms for EMS access to include their current storage room until such time as they can get another room in the governmental building. Jim Wojan will address the issue at the next St. James Township meeting.

Motion to adopt policy with changes (Works/J. Wojan) unanimously approved

Connie Wojan will revise the policy and forward the changes to Denny Cook.

- B. Posting on the Forum

Motion to continue posting on the Forum (Works/Keyes) Yes: Keyes, Kubic, J. Wojan, Works; No: Cook, C. Wojan.

- C. Networking Events

Connie Wojan asked for board participation in the visit of the new Deputy Director of the Michigan Department of Community Health and the Charlevoix Area Hospital's reception to be held at the BIRHC.

XI. Public Comment

None

XII. Motion to Adjourn 2 pm

(J. Wojan/Kubic) unanimously approved

**Respectfully submitted,
Donna Kubic**