



GRAND TRAVERSE COUNTY COMMISSION ON AGING

520 W. FRONT STREET, SUITE B
TRAVERSE CITY, MI 49684-2237
(231) 922-4688 • FAX (231) 929-1645
E-MAIL ADDRESS: gtcoa@grandtraverse.org
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EXECUTIVE/FINANCE COMMITTEE

AGENDA

Tuesday, December 1, 2015 at 9:00 a.m.

520 West Front Street

Traverse City, MI 49684

Chair: Rodetta Harrand/Executive, Chair: Bill Rokos/Finance

Conference Call: 922-4859

Mission Statement: The mission of the Grand Traverse County Commission on Aging is to offer home and community based services to maintain and improve the quality of life for resident senior citizens.

1. Approval of agenda
2. Approval of minutes (2-6)

EXECUTIVE

3. 2016 Executive/Endowment Committee meeting dates/time
4. Board Rule approval - (BOC approval required?) (7-14)
5. Bylaw approval – (BOC approval required?) (15-22)
6. Conflict of Interest letter, SCN Travel Program volunteer (23)
7. Reporting relationship after Director retirement

FINANCE

8. 2016 Finance Committee meeting dates/time
9. Finance Reports
 - A. In-Home Services (24-28)
 - B. Senior Center Network (29-32)
 - C. Budget Adjustment Report (33-34)
10. Senior Center Network Sponsorship Opportunities 2016 (35-45)
11. Staffing coverage option costs
12. Old Business
13. New Business
14. Public comment

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street Suite B, Traverse City MI. 49684. If you need auxiliary assistance under ADA, contact the Administrator at (231) 922-4780 or TDD (231) 922-4412.

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**Executive/Finance
Committee Meeting
~ Minutes ~**

**GRAND TRAVERSE COUNTY
COMMISSION ON AGING**

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Tuesday, November 3, 2015

9:00 AM

GTCOA Meeting Room

DRAFT: 11/3/15

APPROVED:

Call to Order

Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Present	
Shirley Zerafa	Secretary	Present	
Christine Maxbauer	County Commissioner	Present	9:03 am
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Present	9:13 am

Staff Present: Georgia Durga, Director
Cyndie F., Office Specialist
Lori Wells, SCN Deputy Director

Guests Present: Carl Kucera, GTCOA Board Member

Approval of Agenda

Additions requested: Holiday get together, Board Rules/Bylaws/Self Evaluation, retirement, economic leadership meeting, "The Rock" letter

Motion to approve the agenda as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Sullivan
SECONDED:	Zerafa
AYES:	Busch, Harrand, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Maxbauer arrived 9:03 am

Approval of Minutes

No changes to the minutes were requested, and approved as presented.

Retirement

Durga announced her retirement date of December 30, 2015.

EXECUTIVE**2015 Program Committee appointment recommendation**

Program Committee recommended appointment of Sullivan as a member to that committee for the remainder of this year.

Motion to appoint Sullivan to Program Committee for the remainder of 2015.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Rokos
SECONDED:	Maxbauer
AYES:	Busch, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

2016 Committee appointments

Members discussed the appointment of 2016 Committee members. It was noted that Executive Committee consists of officers, past chair (if any) and county commissioner representative. 2016 committee appointments as follows:

Finance Committee

Rokos, Chair Kucera
Hansen Sullivan
Harrand Taylor

Program Committee

Busch, Chair Mercer
Harrand Sullivan
Kucera Zerafa
New member, if any

Governance Committee

Taylor, Chair
Hansen
Mercer

Executive Committee (to meet as needed)

Harrand, Chair
Busch
Maxbauer
Rokos
Zerafa

Hansen arrived 9:13 am

Bylaws/Board Rules

Discussion on request of 10/16/15, for officers to serve two years. Durga informed members that the Board Rules would require a change to do so. Maxbauer advised to request the change via a recommendation to the BOC (Board of Commissioners.)

Board Self Evaluation

The annual self-evaluation form was passed out to members and was discussed.

Holiday Get Together

Options relayed and discussion on a Board/Holiday get-together with Staff. Decision for Board members to provide lunch for staff on Martin Luther King Training Day January 18th at Twin Lakes. Sullivan to provide a menu and send to members for signup.

FINANCE**Finance Reports*****In-Home Services***

Durga reviewed the budget reports, and relayed projections. She informed members that although budgeted, it is likely no fund balance would be used.

Senior Center Network

Durga reviewed the budget reports, and relayed projections. She informed members it is likely no fund balance would be used. Discussion on the sponsorships and local grants line items, and a budget adjustment was requested for each.

Budget Adjustment Report

Durga reviewed the Budget Adjustment Report with members.

Motion to accept the Finance and Budget Adjustment Reports as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Harrand
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

2016 Sliding Fee Scale approval

Durga relayed that approval was received last month to not increase fees for 2016. The poverty guidelines have changed, raising the income ranges; and requested approval of the 2016 Fee for Services scale.

Motion to approve the 2016 Fee for Services scale as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Hansen
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Grand Traverse Mall taxable value reduction

Durga informed members of tax tribunal decision for the Grand Traverse Mall, and relayed she would do a budget adjustment to reflect those changes – IHS reduction \$9,339, and SCN reduction \$1,868. Discussion on the tribunal process and expenditures for Home Chore equipment.

Old Business

Discussion on the letter sent to “The Rock”, and the request received from their administration. Further discussion on consumables and equipment at the outreach locations.

Commissioner Maxbauer relayed that a meeting has been scheduled on the Intergovernmental Agreement for the Traverse City Senior Center November 12th.

New Business

Durga stated that she was invited by Jean Derenzy to attend an economic leadership meeting. She relayed that upon her retirement, someone should be attending these meetings. Rokos was suggested, and he agreed to do so until a new Director is hired.

Public comment

Zerafa thanked Maxbauer for a memorial to a past member.

Discussion on the upcoming challenges for the county.

Maxbauer congratulated Durga on her years of service to the GTCOA.

Adjournment

Meeting adjourned at 10:27 am

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

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GRAND TRAVERSE COUNTY COMMISSION ON AGING RULES AND REGULATIONS

EFFECTIVE November 27, 2013

1. AUTHORITY

These rules are adopted by the Grand Traverse County Board of Commissioners pursuant to MCL 400.571, et seq., and by resolution dated May 27, 1975 establishing the Grand Traverse County Commission on Aging.

2. NAME

The agency shall be known as the Grand Traverse County Commission on Aging to be governed by an appointed body to be known as the Grand Traverse County Commission on Aging Board of Directors.

3. PURPOSE

The Commission on Aging is established to provide services to persons age 60 years and older to help them to remain living independently at home and to enhance the quality of their lives. Funding for the Commission on Aging shall be provided primarily by a millage authorized by MCL 400.571, et seq., which allows the County to submit a millage proposition to the electorate to levy up to 1 mill for services to older citizens.

4. BOARD OF DIRECTORS; MEMBERS; APPOINTMENT; OFFICERS; TERM OF OFFICE; VACANCY; REMOVAL

4.1. Board of Directors.

The Commission on Aging shall be under the direction of a governing body, which shall be known as the Grand Traverse County Commission on Aging Board of Directors (GTCOA Board). The GTCOA Board shall be responsible for setting policy and procedure for the GTCOA in accordance with these Rules and Regulations.

4.2. Members.

The GTCOA Board shall consist of *[Added] up to* 13 members. At least one and no more than 3 members shall be members of the Grand Traverse County Board of Commissioners. County Commissioners shall be ex officio members with full voting privileges and shall serve only during their elected term of office. All other Board Members shall be appointed at large by the County Board of Commissioners in accordance with the County Appointment Policy and Rules of Order of the Grand Traverse County Board of Commissioners. All members of the GTCOA Board shall be Grand Traverse County residents and at least 18 years of age. If a member ceases to be a resident of the County, their term shall end immediately and the Board of Commissioners shall appoint a replacement. The County Board of Commissioners shall make best efforts to appoint members who represent a broad spectrum of the County both geographically and professionally. A majority of members must be 60 years of age or older.

4.3. Officers.

The GTCOA Board shall *[CHANGED] annually every two years*, elect from among its members a chair, vice chair, secretary and treasurer.

4.4. Term of Office.

Ex-officio Board Members shall be appointed annually by the County Board of Commissioners at its organizational meeting and shall serve until a replacement is appointed. The term of ex-officio members shall end when their County Commission term ends. Board Members other than Ex-officio Members shall serve a 3 year term beginning on January 1st and ending at midnight on December 31st.

4.5. Vacancy.

A vacancy shall be filled for the unexpired term in accordance with the County Board of Commissioners Rules of Order and County Policy on Appointments. All appointees shall be ratified by a majority vote of the County Board of Commissioners.

4.6. Removal.

An appointed member of the GTCOA Board may be removed from office by a majority vote of the County Board of Commissioners but only for good cause shown on the record and only after having been given an opportunity to respond either orally or in writing to the allegations.

4.7. Quorum.

A majority of the members of the GTCOA Board elected and serving constitutes a quorum for the transaction of the ordinary business of the Commission.

4.8. Compensation.

Board Members are entitled to *per diem* for attendance at all regular, special and committee meetings of the GTCOA Board, in addition to mileage for travel to and from meetings. The amount of *per diem* and mileage shall be established by the Grand Traverse County *per diem* and travel policy.

5. DIRECTOR; APPOINTMENT; GENERAL DUTIES; ADMINISTRATIVE DUTIES; PUBLIC RELATIONS

5.1. Appointment.

The Commission on Aging shall be under the day-to-day administration of ~~[CHANGE] ? a-director~~ who shall be appointed by the County Administrator/Controller with the advice and input of the Commission on Aging Board.

5.2. General Duties.

~~[CHANGE] ? The-director~~ shall be responsible for the day-to-day operation of the Commission on Aging Department in accordance with the internal policies approved by the Commission on Aging Board.

5.3. Supervision.

~~[CHANGE] The-Commission-on-Aging-Director shall be under the direct supervision of the County Administrator/Controller. The~~

~~Director shall carry out all policy matters with the collaboration of the Commission on Aging Board and Board of Commissioners.~~

5.4. Public Relations.

~~[CHANGE] ? The Director~~ and the GTCOA Board Chairperson, or their designee(s), shall officially represent the Commission on Aging and its staff at conferences, inter-departmental meetings, meetings among local, state and federal agencies, and serve generally as a liaison between the Commission, the County Board of Commissioners and the public. ~~[CHANGE] The Deputy Directors-The Director~~ shall present GTCOA Board recommendations to the County Board of Commissioners when required by these rules.

6. POWERS AND RESPONSIBILITIES

The GTCOA Board is an agency of the County Board of Commissioners under the general control of the Grand Traverse County Board of Commissioners, which maintains the right to direct and override decisions of the GTCOA Board. The Commission on Aging Board has only those duties and responsibilities as set forth herein.

6.1. Bylaws.

The GTCOA Board of Directors is authorized to adopt bylaws and rules of procedure for conduct of its meetings to the extent that they do not conflict with these rules and regulations, and subject to the approval of the Board of Commissioners.

6.2. Contracts.

The Commission on Aging is authorized to enter into contracts in accordance with the County's purchasing policy, as amended. ~~[CHANGE] ?The Director~~ is authorized to approve contracts up to \$2,000. For contracts over \$2,000 but less than \$10,000, the signature of the Administrator/Controller is required. All contracts over \$10,000 are to be competitively bid and also approved by the County Board of Commissioners. Whenever there is a conflict between these rules and regulations and the County's purchasing policy, the County purchasing policy shall control.

6.3. Study and determination of programs; plan.

The Commission on Aging may study and determine programming and services consistent with its Purpose, including the need for programs and services, prioritization of these programs and services, and the amount of funding to be allocated to each program and service offered. The Commission on Aging shall prepare and adopt a coordinated plan for delivery of its programs and services.

6.4. The GTCOA Board may from time to time make recommendations to the County Board of Commissioners regarding the following: (1) the need to study and ascertain the County's senior recreation, health and related facilities, the need for such facilities and the extent to which such needs are being currently met, and prepare and adopt a coordinated plan of areas and facilities to meet such needs; and (2) make recommendations about the acquisition of property by gift, purchase, or lease agreement; and (3) make recommendations regarding the planning, development, preservation, administration, maintenance, construction, reconstruction, alteration and renewal of buildings and other structures, as well as the operation of those facilities related to the provision of services to seniors. However, the Board of Commissioners must approve all expenses related to such planning, study, development, etc. beyond ordinary costs associated with the operation of the GTCOA Board.

6.5. Acceptance of gifts, bequests, grants-in-aid, contributions, and appropriations.

The GTCOA Board may accept in the name of the county gifts, bequests, grants-in-aid, contributions and appropriations of money and other personal property for services to seniors that are consistent with the GTCOA's purpose. Donations of \$10,000 or more fair market value must be approved by the Board of Commissioners.

6.6. Rules and policies.

The GTCOA Board may adopt, amend or repeal rules and policies related to the regulation and use of facilities and services to seniors.

6.7. Charge and collection of fees.

The GTCOA Board may set, charge, and collect reasonable fees for the use of the facilities, privileges and conveniences it provides. All charges and fees for the use of county facilities, privileges and conveniences shall be paid over to the county treasurer. The GTCOA Board shall annually submit a fee structure to the Board of Commissioners for development and approval of the Commission on Aging Budget.

6.8. Employment of personnel.

The Commission on Aging may develop and recommend staffing plans to carry out its function of providing services to seniors. However, all hiring and firing decisions shall be made by the ~~[CHANGE] ? director.~~ All employees are employees of the County and subject to County employment policies, other than the Senior Center Director who is a City employee. The Senior Center Director shall be under the immediate supervision of ~~[CHANGE] ? the Commission on Aging Director.~~

6.9. Appoint Members to the Area Agency on Aging Board.

The Commission on Aging shall appoint a member to the Area Agency on Aging Board. Membership dues are to be paid by the Commission on Aging through millage revenues.

7. APPROPRIATIONS AND EXPENSES

The primary source of funding the Commission on Aging shall be the Commission on Aging millage and Senior Center millage. The County Board of Commissioners, in its annual budget, may provide for certain expenses of the Commission on Aging beyond those provided by the millages. The Commission on Aging shall be limited in its expenditures to amounts so appropriated unless a further appropriation is made by the County Board of Commissioners.

7.1. Annual Budget.

The Commission on Aging Board shall prepare annually an operating budget for final approval by the County Board of Commissioners.

7.2. Audit.

The County's annual audit shall include the GTCOA department at the end of each fiscal year. The GTCOA Board shall lend its full cooperation and resources in the preparation of the audit.

8. COMPLIANCE WITH COUNTY POLICIES AND PROCEDURES

The commission shall comply with all County policies and procedures now existing and as later amended or adopted.

9. APPROVAL OF COMMISSION ACTIONS

It is the intention of the Board of Commissioners, through these Rules and Regulations, that the Commission on Aging Board of Directors shall have authority to make all policy decisions regarding provision of services to seniors within Grand Traverse County, and, in particular, with regard to expenditure of revenue generated by any millage passed pursuant to MCL 400.571, et seq., except as specifically provided below. Not determination affecting the dispensation of millage revenue shall be made by this Board without first seeking the determination of the Commission on Aging Board of Directors.

Whenever the County Board of Commissioners places on its agenda an issue affecting the Commission on Aging, the County Administrator/Controller shall give notice to the Commission on Aging of the meeting date and time and provide the Commission with a full and fair opportunity to discuss the item with the Board of Commissioners prior to the BOC taking any action on the item. A determination of the GTCOA Board shall be reversed by the County Board of Commissioners only upon a majority vote of the board of commissioners elected and serving.

10. AMENDMENT OF RULES AND REGULATIONS

These rules may be amended by a majority vote of the County Board of Commissioners.

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Items in blue are additions

Items in red strikethrough are deletions

GRAND TRAVERSE COUNTY COMMISSION ON AGING BYLAWS

Approved by the Commission on Aging Board: ~~November 4, 2014~~
Approved by the County Board of Commissioners: ~~December 23, 2014~~

1. AUTHORITY

These bylaws are adopted in accordance with the Rules and Regulations of the Commission on Aging, as approved by the County Board of Commissioners,

2. MEETINGS

2.1. Regular Monthly Meetings.

Regular meetings of the Commission on Aging Board, **hereinafter referred to as the GTCOA Board**, shall be held on the ~~First~~ **Third** Tuesday of each month.

2.2. Location of Meetings.

All meetings of the ~~Commission on Aging~~ **GTCOA** Board shall be held at the Grand Traverse County Governmental Center located at 400 Boardman Avenue, Traverse City, Michigan, unless otherwise indicated in the public notice of the meeting. All meetings of the ~~Commission on Aging Board and its~~ **GTCOA Board's** Committees shall be held at its offices located at 520 West Front Street, Traverse City, Michigan, unless otherwise indicated in the public notice of the meeting.

2.3. Changes in Meeting Schedule; Recessed Meetings; Special Meetings.

By a majority vote of the members elected and serving, changes may be made to the meeting schedule including time and place, or to recess any meeting to a later date. All changes in meeting schedule must comply with the Open Meetings Act, including the following - a special meeting shall be held only when requested by at least one-third (1/3) of the members, the request shall be in writing, shall be addressed to the secretary, and shall specify the time, date, place, and purpose of the meeting, upon the receipt of a request, the secretary, ~~shall,~~ **with the assistance of designated staff, shall** give notice to each of the members at least Eighteen (18) hours prior to the meeting.

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2.4. Committee Meetings.

Committee meetings may be called at the discretion of the Committee Chairperson, unless otherwise directed by the Executive Committee. Notice of Committee Meetings and Minutes shall be kept in accordance with the Open Meetings Act.

2.5. Quorum.

A quorum shall consist of a majority of the members appointed and serving.

2.6. Public Comment.

Public comment shall be allowed at both the beginning and the end of each **GTCOA** Board meeting and at the end of each **GTCOA** Committee meeting. Each speaker will be allowed three (3) minutes, with additional time allowed for questions from the **GTCOA** Board, at the discretion of the **GTCOA** Board Chair. Other than removal of an item from the consent calendar, members of the public are limited to speaking only during public comment, unless questioned by the **GTCOA** Board. If several members representing an organization or group of individuals wish to speak, the Chairperson may request that the organization or group select an individual to speak on their behalf, and may extend the time period allowed for that representative to ten minutes unless otherwise extended at the **GTCOA Board** Chairperson's discretion. Members of the public shall be allowed to speak only once during each public comment period unless otherwise allowed by the **GTCOA** Board. Topics must be relevant to Commission on Aging Business. All persons wishing to address the **GTCOA** Board shall provide their name and address prior to speaking.

3. NOTICE OF MEETINGS

3.1. Public Notice.

~~The Secretary, with the assistance of~~ **Designated** staff, shall provide notice of all meetings of the **GTCOA** Board and any Committee of the **GTCOA** Board in accordance with the Open Meetings Act. A meeting of the **GTCOA** Board shall not be held unless public notice is given as provided in this section. Such notice shall include, but not be limited to, the following:

3.1.A. Regular Meetings.

Designated staff shall post a notice within ten (10) days of the first meeting of the year stating the dates, times and place of the **GTCOA** Board's regular meetings.

3.1.B. Re-scheduled and Special Meetings.

If there is a change in the schedule of a regular meeting, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times and places of its regular meetings. Except as provided in this subsection, for a rescheduled regular or a special meeting of the **GTCOA** Board, a public notice stating the date, time and place of the meeting shall be posted at least eighteen (18) hours before the meeting. Notice of all re-scheduled and special meetings shall be prominently posted on the Commission on Aging website.

3.1.C. Recessed Meetings.

A meeting of the **GTCOA** Board, which is recessed for more than thirty-six (36) hours, shall be reconvened only after public notice, which is equivalent to that required under section 3.1.B, has been posted.

3.1.D. Emergency Meetings. Nothing in this section shall bar the **GTCOA** Board from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds (2/3) of the members serving on the **GTCOA** Board determine that delay would be detrimental to efforts to lessen or respond to the threat.

3.1.E. Notice to the Media and Others. Designated staff shall notify, without charge, any newspaper, radio or television station, of the **GTCOA** Board's meeting schedule, including notice of any re-scheduled, special or emergency meetings whenever such media establishment has filed with designated staff a written request for such notice. Designated staff shall also notify other individuals or organizations of all regular, re-scheduled, special and emergency meetings upon written request and agreement to pay the County for printing and postage expenses. Designated staff shall mail all such notices required by the rule by first class mail or email.

4. OFFICERS; SELECTION; DUTIES

4.1. Officers and Selection.

The Commission shall ~~elect annually~~ elect every two years from among its members a Chairperson, Vice-chairperson, Secretary and Treasurer.

4.2. Chairperson.

The Chairperson shall preside at all meetings of the **GTCOA** Board, and will work closely with the Director in connection with day-to-day operations of the Commission. He or she will also serve as an ex-officio member of all committees created by the Executive Committee. The Chairperson shall serve as the Chair of the Executive Committee.

4.3. Vice-chairperson.

The Vice-chairperson shall act as Chairperson in his or her absence, and perform all duties delegated to him or her by the Chairperson.

4.4. Secretary.

The Secretary shall review the minutes of each meeting of the full **GTCOA** Board. The minutes shall include all action and decisions of the **GTCOA** Board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover, the person seconding the motion, and the vote of each member. The Secretary shall perform such other duties as delegated by the Chairperson.

4.5. Treasurer.

The Treasurer shall work with the Director to review all financial reports. The Treasurer shall review the budget each year prior to approval by the full **GTCOA** Board. The Treasurer shall perform such other duties as delegated by the Chairperson. The Treasurer shall be the Chairperson of the Finance Committee.

4.6. Nomination; Procedure; Time of Election.

The Governance Committee shall nominate one (1) candidate for the offices to be filled and provide those nominations to the Board at least one (1) month prior to its regular November meeting.

4.7. Election of Officers.

All Officers shall be elected annually at the November regular **GTCOA** Board Meeting.

4.8. Term.

All Officers shall serve from January 1 of the year following their election, and through and including December 31 of **that same** year.

4.9. Limitation on Office Holding.

No member shall hold more than one (1) office at any given time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office, not inclusive of any term of office less than one (1) year.

4.10. Vacancies.

In the event that there is a vacancy in any office, the **GTCOA** Board shall act to fill the vacancy at its next regular meeting following receipt of notice of the vacancy by the Chairperson, or, if the vacancy is with the Chairperson, the Vice-chairperson. A vacancy occurs when the **GTCOA** Board, by majority vote, determines that a member has been absent without good cause for three (3) consecutive meetings.

4.11. Removal from Office.

An officer may be removed from office only upon the vote of two-thirds (2/3) of the members of the Board appointed and serving.

5. FINANCES AND BUDGET

5.1. Annual Budget.

The Director shall prepare an annual budget to be reviewed and approved by the Finance Committee. ~~at least thirty (30) days prior to the September regular board meeting.~~ **If the due date of the completed budget is prior to the next regularly scheduled Finance Committee meeting, the Treasurer shall review the budget before submission.** The annual budget ~~as approved by the Board~~ shall be forwarded for final approval to the Grand Traverse County Board of Commissioners.

5.2. Fiscal Year.

The fiscal year shall be from January 1 through December 31.

5.3. Receipt of Funds and Payment of Claims.

All funds, other than those designated for the Commission on Aging Endowment Fund and the Traverse City Senior Center Renovation Fund, received by the Commission on Aging shall be deposited with the County Treasurer. All claims shall be approved by the County Board of Commissioners and paid by the County Treasurer.

6. COMMITTEES

6.1. Executive Committee.

The Executive Committee shall consist of the Chairperson, the most recent past Chairperson, **if serving**, the Vice-chairperson, Secretary, Treasurer and a member of the County Commission appointed by the County Board of Commissioners. The Chairperson shall also act as the Chairperson of the Executive Committee. The Executive Committee shall have the following duties and responsibilities, subject to approval of the **GTCOA** Board:

- (1) Make all appointments to standing committees, unless otherwise provided in these bylaws.
- (2) Take emergency action as may be required between regular meetings, subject to approval by the full **GTCOA** Board at its next regularly scheduled meeting.
- (3) Annually review these bylaws and make recommendations to the **GTCOA** Board for any amendments.
- (4) Respond to any legislative issues and report those to the **GTCOA** Board.
- (5) ~~Address personnel issues including: (a) providing feedback on the performance of the Director; (b)~~ Review staffing increase and decrease recommendations.
- (6) Perform such other functions as may be delegated to it by the **GTCOA** Board and which is not reserved to other committees.
- (7) ~~Monitor all Senior Center Network programs and recommend changes or improvements. Recommend new programs.~~ *(Moved to Program Committee)*

6.2. Finance Committee.

The Finance Committee shall be composed of the Treasurer and a minimum of two (2) other members appointed by the Executive Committee. The Treasurer shall be the Finance Committee Chairperson. The Finance Committee shall have the following duties and responsibilities:

- (1) Make recommendations regarding fiscal priorities, policies, and the securing of available resources.
- (2) Act as the financial fact-finding committee to advise the **GTCOA** Board on all matters relating to the financing of the Commission on Aging and its programs.
- (3) Review and recommend an annual budget.

- (4) Review monthly finance reports

6.3. Governance Committee.

The Governance Committee shall be composed of a minimum of three (3) members. The Governance Committee members shall not simultaneously serve on the Executive Committee. The Governance Committee shall have the following duties and responsibilities:

- (1) Nominate one (1) candidate for each office each year and forward those nominations to the **GTCOA** Board at least thirty (30) days prior to the November regular Board meeting.
- (2) Nominate candidates for offices that have become vacant.
- (3) Recommend candidates for **GTCOA** Board vacancies, when they occur, to the County Board of Commissioners.

6.4. Program Committee.

The Program Committee shall be composed of a minimum of three (3) members. The Program Committee shall have the following duties and responsibilities:

- (1) Monitor all In-Home Services programs and recommend **new programs**, changes or improvements. ~~(NOTE: Currently the SCN is monitored by the Executive Committee). Recommend new programs.~~
- (2) **Monitor all Senior Center Network programs and recommend new programs, changes or improvements.**
- (3) Annually provide information to the **GTCOA** Board on the status of each program.
- (4) Marketing. Increase awareness of the Commission on Aging programs, and their effectiveness, among potential clients, client families, caregivers, referral sources and the general public.
- (5) Public Relations. Promote the positive image of the Commission on Aging as a preferred provider of senior services.
- (6) Advocacy. Act as an advocate for seniors on local, state and federal issues impacting senior citizens.

6.5. Ad Hoc Committees. In addition to the above standing committees, the **GTCOA** Board may establish such other committees as it may deem necessary or advisable. Ad hoc committees shall have whatever duties and responsibilities assigned to them by the **GTCOA** Board.

6.6. Open Meetings Act.

All standing and ad hoc committees of the **GTCOA** Board shall comply with the Open Meetings Act.

7. CONTRACTS BETWEEN PUBLIC OFFICERS AND THE COUNTY

A member shall not be interested, directly or indirectly, in any contract or other business transaction with the County, or any Office of the County, during the time for which he or she is appointed, nor for one (1) year after the end of his or her term unless the contract or transaction has been approved by three-quarters (3/4) of the members the County Board of Commissioners.

8. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern at all meetings of the **GTCOA** Board in all cases in which they are applicable and not inconsistent with these bylaws and the Rules and Regulations of the Commission on Aging as adopted by the County Board of Commissioners. The Commission on Aging Board may adopt or amend rules of order as it sees fit.

9. AMENDMENT

These bylaws may be amended by the **GTCOA** Board only by a two-thirds (2/3) vote provided that the amendment has been submitted in writing and provided to members at least two (2) weeks prior to the meeting.

10. ATTENDANCE AT MEETINGS; PROXY VOTING NOT ALLOWED

Members may attend either **GTCOA** Board or Committee meetings via teleconferencing or videoconferencing for good cause and with approval of the **GTCOA** Board. Members may cast votes by teleconference but not by speaker phone (there must be video). Proxy voting is not allowed.



GRAND TRAVERSE COUNTY

COMMISSION ON AGING

520 W. FRONT STREET, SUITE B
TRAVERSE CITY, MI 49684-2237
(231) 922-4688 • FAX (231) 929-1645
E-MAIL ADDRESS: gtcoa@grandtraverse.org
HOMEPAGE: www.grandtraverse.org

DATE: October 29, 2015

TO: Georgia Durga, Director
FROM: Lori Wells, Deputy Director

RE: Conflict of Interest Acknowledgement for Elizabeth MacGirr

Per your request I am disclosing that travel volunteer, Elizabeth (Betsy) MacGirr is my Aunt. She was married to my now deceased, Uncle. Betsy has been volunteering for us for 5 years in the travel program. She started out in training with our staff, Pat Thompson, before she retired from the Senior Center. Betsy, using her own personal funds, went on numerous trips with Pat and assisted her with travel escort duties. She went on day trips, extended tours and overseas trips with Pat to get familiar with procedures and protocol for providing escort services on our tours. The Senior Center has had a very popular and successful travel program since I started here in the 1990's. Pat had extensive travelling experience and brought her love for travel and knowledge of escort responsibilities to our program. It is only because of this that we were able to grow to the extent we have.

When Betsy escorts a tour for us, she does not have to pay for the trip. There is no out of pocket cost to the Senior Center as all travel companies we work with allow for an escort. She does get to go on the trip for free – but she is expected to tend to the needs of our passengers the entire duration of the tour.

DEBIT

CREDIT

DEBIT

CREDIT

FUND 297 G. T. COUNTY COMMISSION ON AGING

ASSETS	001.00	CASH	2,008,842.75	.00		
	018.00	IMPREST CASH	100.00	.00		
LIABILITIES	339.00	DEFERRED REVENUE	.00	37,000.00		
	389.11	F. BAL. RES. - CAPITAL OUTLAY	.00	47,000.00		
	390.00	FUND BALANCE	.00	1,371,250.03		
REVENUES	400.00	REVENUE CONTROL	.00	2,479,816.26		
EXPENDITURES	700.00	EXPENDITURE CONTROL	1,926,123.54	.00		
					3,935,066.29	3,935,066.29
					3,935,066.29	3,935,066.29

- REQUEST FOR ADDITIONAL \$100K
TO FINANCE DEPT. IN OCT. 2015

REV. \$2,479,816

EXP. \$1,926,123

Δ \$555,693

MONTHLY EXP. = \$167,630 (OCT.)

NOV./DEC. EST. = \$347,630

\$180,000 (DEC.) + \$167,630 (NOV.) = \$347,630
(EST.)

RUN DATE: 11/09/15

GRAND TRAVERSE COUNTY
LINE ITEMS AS OF 10/31/2015

PAGE 1

SELECTION: FUND RANGE 297 TO 297
LINE ITEM RANGE 701.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
701.00 DEPARTMENT HEAD	57836.00	.00	57836.00	4448.88	48537.18	.00	9298.82	83.92
701.01 PER DIEM	5000.00	4608.00	9608.00	204.09	5458.08	.00	4149.92	56.81
702.00 FULL TIME & REGULAR PART TIM	1163896.00	15916.00-	1147980.00	78933.30	865759.76	.00	282220.24	75.42
702.01 LONGEVITY	6708.00	.00	6708.00	.00	300.02	.00	6407.98	4.47
702.10 POST-STORM 8/2/2015	.00	.00	.00	.00	2201.28	.00	2201.28-	N/A
703.00 PART TIME TEMPORARY	27000.00	5000.00-	22000.00	410.56	3287.26	.00	18712.74	14.94
704.00 OVERTIME	.00	165.00	165.00	.00	164.93	.00	.07	99.96
705.00 PERSONAL LEAVE	23513.00	.00	23513.00	.00	.00	.00	23513.00	.00
715.00 FICA	98376.00	1000.00	99376.00	6248.14	69072.76	.00	30303.24	69.51
716.00 HEALTH, OPTICAL & DENTAL	399242.00	.00	399242.00	26151.58	294939.80	.00	104302.20	73.87
716.02 SHORT & L-T DISABILITY	9499.00	.00	9499.00	772.56	8361.41	.00	1137.59	88.02
716.03 PAYMENT IN LIEU OF INSURANCE	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
717.00 LIFE INSURANCE	2542.00	1560.00	4102.00	285.66	3110.12	.00	991.88	75.82
718.00 RETIREMENT	19870.00	314.00	20184.00	1224.02	15513.12	.00	4670.88	76.86
718.01 RETIREMENT DC	94635.00	.00	94635.00	6200.80	67735.32	.00	26899.68	71.58
718.05 RETIREMENT - DB UAL	116533.00	.00	116533.00	8131.03	88664.80	.00	27868.20	76.09
719.00 WORKER'S COMP INS	26520.00	117.00	26637.00	1666.41	18641.46	.00	7995.54	69.98
720.00 UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00	.00	.00	N/A
727.00 OFFICE SUPPLIES	7000.00	1027.00	8027.00	1099.35	6984.83	54.95	987.22	87.02
729.00 PRINTING AND BINDING	4100.00	700.00	4800.00	.00	2134.35	.00	2665.65	44.47
729.02 COPY MACHINE USE	1300.00	.00	1300.00	93.03	800.28	123.19	376.53	61.56
729.08 RISOGRAPH COPIES	.00	.00	.00	.00	.00	.00	.00	N/A
730.00 POSTAGE	15000.00	.00	15000.00	230.07	8394.55	.00	6605.45	55.96
743.00 OTHER SUPPLIES	100.00	159.00	259.00	.00	35.17	.00	223.83	13.58
743.29 BASKETS OF BOUNTY	5000.00	2586.00	7586.00	.00	208.65	.00	7377.35	2.75
743.35 PROPERTY DAMAGE	2300.00	2300.00	4600.00	.00	2440.95	.00	2159.05	53.06
745.00 UNIFORMS & ACCESSORIES	5680.00	400.00	6080.00	564.88	3883.53	.00	2196.47	63.87
747.00 SMALL TOOLS & SUPPLIES	17000.00	5132.00	22132.00	423.06	8772.67	2514.80	10844.53	39.64
747.11 EQUIPMENT	11320.00	5667.00	16987.00	330.00	6516.47	1669.88	8800.65	38.36
748.00 GAS, OIL & GREASE	25000.00	.00	25000.00	2206.53	11216.72	.00	13783.28	44.87
807.00 AUDITING	.00	.00	.00	.00	.00	.00	.00	N/A
810.00 SUBSCRIPTIONS	225.00	.00	225.00	.00	175.00	.00	50.00	77.78
810.01 DUES	243.00	355.00	598.00	.00	199.48	50.00	348.52	33.36
811.00 SERVICE CONTRACTS	30042.00	30000.00-	42.00	.00	.00	.00	42.00	.00

INVOICES DELAYED, BY VENDOR

October
EXPENSES – IN HOME
SRVCS.
GOAL 83.3%

RUN DATE: 11/09/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 10/31/2015

PAGE 2

SELECTION: FUND RANGE 297 TO 297
LINE ITEM RANGE 701.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
812.00 MIS CHARGES	20000.00	.00	20000.00	1614.68	17256.11	.00	2743.89	86.28
812.11 COMPUTER EQUIPMENT	.00	455.00	455.00	.00	.00	.00	455.00	.00
818.00 CONTRACT SERVICES	153286.00	13003.00	166289.00	11266.40	77966.61	57.49	88264.90	46.89
818.07 SECRETARIAL	.00	.00	.00	.00	.00	.00	.00	N/A
818.89 HARDSHIP FUND	6000.00	7630.00	13630.00	.00	.00	.00	13630.00	.00
818.92 SENIOR HEATING	10000.00	9271.00	19271.00	500.00	5234.70	.00	14036.30	27.16
818.93 SENIOR SUPPORT	16000.00	6193.00	22193.00	1804.80	15486.26	.00	6706.74	69.78
818.94 TRANSPORTATION	34000.00	13000.00-	21000.00	.00	9000.00	.00	12000.00	42.86
818.99 VOUCHERS	.00	210424.00	210424.00	3960.00	22925.00	2590.00	184909.00	10.89
819.32 EVENTS	600.00	489.00	1089.00	.00	488.38	.00	600.62	44.85
850.00 TELEPHONE	5600.00	.00	5600.00	428.88	4270.92	.00	1329.08	76.27
850.01 TELEPHONE LOCAL & L.D.	700.00	.00	700.00	1.51	20.02	.00	679.98	2.86
850.04 TELE-CELLULAR NETWORK	8084.00	2710.00	10794.00	1414.12	6962.62	.00	3831.38	64.50
860.00 TRAVEL	76400.00	150.00-	76250.00	6245.84	54191.06	2508.05	19550.89	71.07
860.01 CONVENTIONS & CONFERENCES	2530.00	.00	2530.00	113.95	659.27	.00	1870.73	26.06
860.15 EVENTS TRAVEL	.00	.00	.00	.00	.00	.00	.00	N/A
862.00 VEHICLE RENTAL	.00	.00	.00	.00	.00	.00	.00	N/A
909.00 ADVERTISING	5850.00	.00	5850.00	.00	3913.43	.00	1936.57	66.90
910.00 INSURANCE & BONDS	2500.00	.00	2500.00	.00	606.00	.00	1894.00	24.24
920.50 UTILITIES - HEAT	2000.00	.00	2000.00	.00	1294.08	.00	705.92	64.70
921.00 UTILITIES - ELECTRIC	800.00	.00	800.00	48.30	523.17	.00	276.83	65.40
930.00 BLDG REPAIR & MAINT	3000.00	.00	3000.00	.00	2121.17	72.31	806.52	70.71
932.00 EQUIP REPAIR & MAINT	15000.00	.00	15000.00	45.00	11571.18	114.00	3314.82	77.14
933.00 OFFICE EQUIP REPAIR & MAINT	.00	.00	.00	.00	.00	.00	.00	N/A
934.00 VEHICLE REPAIR & MAINT	15000.00	.00	15000.00	563.52	7847.72	317.55	6834.73	52.32
940.00 BUILDING RENT	49351.00	81.00-	49270.00	.00	45964.42	.00	3305.58	93.29
941.02 SYSTEM SOFTWARE	.00	.00	.00	.00	.00	.00	.00	N/A
942.00 INDIRECT COSTS	109853.00	66839.00-	43014.00	.00	43007.00	.00	7.00	99.98
955.00 EMPLOYEE TUITION REIM.	.00	.00	.00	.00	.00	.00	.00	N/A
956.00 EMPLOYEE TRAINING & DEVELOP.	4950.00	263.00	5213.00	.00	1035.47	.00	4177.53	19.86
963.00 APPROPRIATION	35467.00	700.00-	34767.00	.00	34170.00	.00	597.00	98.28
975.00 BUILDINGS	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 MACHINERY AND EQUIPMENT	11800.00	.00	11800.00	.00	8998.00	.00	2802.00	76.25
978.00 VEHICLE	.00	.00	.00	.00	.00	.00	.00	N/A

HMA CONTRACT SVCS

RUN DATE: 11/09/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 10/31/2015

PAGE 3

SELECTION: FUND RANGE 297 TO 297
LINE ITEM RANGE 701.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
980.00 OFFICE EQUIP & FURNITURE	7500.00	143.00	7643.00	.00	7101.00	.00	542.00	92.91
992.00 CONTINGENCY	12010.00	9038.00-	2972.00	.00	.00	.00	2972.00	.00
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2785761.00	135947.00	2921708.00	167630.95	1926123.54	10072.22	985512.24	65.92

RUN DATE: 11/09/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 10/31/2015

PAGE 1

SELECTION: FUND RANGE 297 TO 297
LINE ITEM RANGE 401.00 TO 699.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
401.00 FUND BALANCE FORWARD	248516.00	132748.00	381264.00	.00	.00	.00	381264.00	.00
403.00 CURRENT TAX	2227645.00	51173.00-	2176472.00	427.75-	2176044.84	.00	427.16	99.98
417.00 UNPAID PERSONAL PROP TAX	1000.00	4914.00	5914.00	179.13	6093.42	.00	179.42-	103.03
427.00 IN LIEU OF TAXES	2100.00	1982.00	4082.00	.00	4082.95	.00	.95-	100.02
543.00 STATE GRANT	.00	.00	.00	.00	.00	.00	.00	N/A
582.00 LOCAL GRANTS	16000.00	6702.00	22702.00	.00	25424.94	.00	2722.94-	111.99
607.00 CHARGES FOR SERVICES - FEES	258700.00	.00	258700.00	19504.08	199195.57	.00	59504.43	77.00
607.06 CHARGES FOR FOOT CARE VOUCHER	.00	.00	.00	.00	.00	.00	.00	N/A
607.08 CHARGES FOR BATA PASS SALES	1200.00	.00	1200.00	81.57	866.63	.00	333.37	72.22
607.09 CHARGES FOR TRANSPORT COUPON	2000.00	.00	2000.00	190.96	2608.20	.00	608.20-	130.41
607.60 CHARGES FOR SERV -HC VOUCHER	.00	2711.00	2711.00	210.75	3338.50	.00	627.50-	123.15
608.05 SPONSORSHIPS	.00	.00	.00	.00	.00	.00	.00	N/A
615.05 SALES COMMISSIONS	.00	.00	.00	.00	370.00	.00	370.00-	N/A
642.00 CHARGES FOR SERVICES	8700.00	7681.00	16381.00	1327.70	18176.10	.00	1795.10-	110.96
665.00 INTEREST EARNED	8000.00	.00	8000.00	.00	.00	.00	8000.00	.00
673.00 SALES OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS, PRIVATE SOURCE	10300.00	5882.00	16182.00	1498.71	15271.30	.00	910.70	94.37
675.01 BASKETS OF BOUNTY	1000.00	.00	1000.00	1115.00	3103.81	.00	2103.81-	310.38
675.02 CONTRIBUTIONS, MEMORIALS	600.00	24500.00	25100.00	.00	25240.00	.00	140.00-	100.56
675.03 FUNDRAISING	.00	.00	.00	.00	.00	.00	.00	N/A
675.06 CONTRIBUTIONS-HEATING GRANT	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 REIMBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	N/A
695.00 CASH - OVER OR SHORT	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2785761.00	135947.00	2921708.00	23680.15	2479816.26	.00	441891.74	84.88

UNDER BUDGET 7.6%

UNDER BUDGET 13.3%

DEPOSITED @ YEAR END BY FINANCE DEPT

CANNOT BE USED FOR OTHER PURPOSES

October
REVENUE - IN HOME
SRVCS.
GOAL 83.3%

Run Date 11/09/2015

GRAND TRAVERSE COUNTY
TRIAL BALANCE

Period End Date 10/31/2015 PAGE 1
ACR099

DEBIT

CREDIT

DEBIT

CREDIT

FUND 298 SENIOR CENTER

ASSETS	001.00	CASH	688,436.44		.00		
	018.00	IMPREST CASH	100.00		.00		
	045.00	ACCT. RECEIVABLE - INVOICE	60.00		.00		
LIABILITIES	285.00	CUSTOMER DEPOSITS	.00		6,325.85		
	389.01	FUND BAL. - RES. - RENOVATION	.00		250,000.00		
	390.00	FUND BALANCE	.00		293,093.76		
REVENUES	400.00	REVENUE CONTROL	.00		499,048.83		
EXPENDITURES	700.00	EXPENDITURE CONTROL	359,872.00		.00		
						1,048,468.44	1,048,468.44
						1,048,468.44	1,048,468.44

REV.: \$499,048.83

EXP \$359,872.00

△ \$139,176.83

MONTHLY EXP. = \$27,974

NOV/DEC. EST. \$57,974

\$22,974 (NOV.) + \$30,000 (DEC.)
EST.

RUN DATE: 11/09/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 10/31/2015

PAGE 1

SELECTION: FUND RANGE 298 TO 298
LINE ITEM RANGE 701.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
701.00 DEPARTMENT HEAD	11595.00	.00	11595.00	891.92	9811.07	.00	1783.93	84.61
701.01 PER DIEM	1000.00	950.00	1950.00	40.91	1051.92	.00	898.08	53.94
702.00 FULL TIME & REGULAR PART TIM	107882.00	2700.00-	105182.00	8370.29	88240.55	.00	16941.45	83.89
702.01 LONGEVITY	192.00	.00	192.00	.00	.00	.00	192.00	.00
702.10 POST-STORM 8/2/2015	.00	.00	.00	.00	126.40	.00	126.40-	N/A
703.00 PART TIME TEMPORARY	18000.00	.00	18000.00	1053.34	8233.30	.00	9766.70	45.74
705.00 PERSONAL LEAVE	2337.00	.00	2337.00	.00	.00	.00	2337.00	.00
715.00 FICA	10787.00	.00	10787.00	786.96	8151.94	.00	2635.06	75.57
716.00 HEALTH, OPTICAL & DENTAL	31713.00	.00	31713.00	3130.14	25835.42	.00	5877.58	81.47
716.02 SHORT & L-T DISABILITY	942.00	.00	942.00	87.12	705.59	.00	236.41	74.90
717.00 LIFE INSURANCE	248.00	150.00	398.00	31.32	262.15	.00	135.85	65.87
718.00 RETIREMENT	1320.00	.00	1320.00	98.02	1078.80	.00	241.20	81.73
718.01 RETIREMENT DC	9900.00	.00	9900.00	639.06	7248.29	.00	2651.71	73.22
718.05 RETIREMENT - DB UAL	9109.00	.00	9109.00	687.92	7349.33	.00	1759.67	80.68
719.00 WORKER'S COMP INS	222.00	.00	222.00	16.27	168.67	.00	53.33	75.98
727.00 OFFICE SUPPLIES	5000.00	1000.00-	4000.00	595.09	2825.26	124.42	1050.32	70.63
729.00 PRINTING AND BINDING	3000.00	.00	3000.00	.00	635.79	.00	2364.21	21.19
729.02 COPY MACHINE USE	1500.00	.00	1500.00	201.76	1029.36	.00	470.64	68.62
730.00 POSTAGE	8000.00	.00	8000.00	1841.13	5677.13	.00	2322.87	70.96
743.00 OTHER SUPPLIES	30000.00	7600.00-	22400.00	1171.47	16713.11	380.50	5306.39	74.61
745.00 UNIFORMS & ACCESSORIES	500.00	.00	500.00	.00	.00	.00	500.00	.00
747.00 SMALL TOOLS & SUPPLIES	1500.00	100.00	1600.00	.00	1551.57	.00	48.43	96.97
747.11 EQUIPMENT	3000.00	15000.00	18000.00	.00	1280.59	.00	16719.41	7.11
810.00 SUBSCRIPTIONS	246.00	30.00	276.00	.00	266.00	.00	10.00	96.38
810.01 DUES	243.00	525.00	768.00	.00	763.52	.00	4.48	99.42
811.00 SERVICE CONTRACTS	75000.00	.00	75000.00	.00	40592.95	.00	34407.05	54.12
812.00 MIS CHARGES	5400.00	6300.00	11700.00	1122.89	9735.43	.00	1964.57	83.21
812.11 COMPUTER EQUIPMENT	4700.00	1800.00-	2900.00	.00	2856.71	.00	43.29	98.51
818.00 CONTRACT SERVICES	25000.00	26337.00	51337.00	3658.36	37273.10	7580.87	6483.03	72.60
818.07 SECRETARIAL	.00	2700.00	2700.00	.00	2695.50	.00	4.50	99.83
819.32 EVENTS	2550.00	1000.00	3550.00	.00	495.44	.00	3054.56	13.96
850.00 TELEPHONE	1200.00	.00	1200.00	85.30	852.25	.00	347.75	71.02
850.01 TELEPHONE LOCAL & L.D.	1700.00	.00	1700.00	130.21	1321.90	.00	378.10	77.76
850.04 TELE-CELLULAR NETWORK	2600.00	.00	2600.00	236.80	1341.04	.00	1258.96	51.58

**October
EXPENSES – SR. CTR.
NETWORK
GOAL 83.3%**

RUN DATE: 11/09/15

GRAND TRAVERSE COUNTY
LINE ITEMS AS OF 10/31/2015

PAGE 2

SELECTION: FUND RANGE 298 TO 298
LINE ITEM RANGE 701.00 TO 999.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
860.00 TRAVEL	5200.00	.00	5200.00	946.89	2950.22	158.37	2091.41	56.74
860.01 CONVENTIONS & CONFERENCES	650.00	2800.00	3450.00	45.39	2192.92	.00	1257.08	63.56
860.15 EVENTS TRAVEL	.00	1200.00	1200.00	.00	1200.00	.00	.00	100.00
862.00 VEHICLE RENTAL	.00	.00	.00	.00	.00	.00	.00	N/A
909.00 ADVERTISING	27980.00	3037.00-	24943.00	1381.00	5574.04	.00	19368.96	22.35
910.00 INSURANCE & BONDS	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
920.50 UTILITIES - HEAT	3000.00	.00	3000.00	37.53	2524.00	61.88	414.12	84.13
921.00 UTILITIES - ELECTRIC	7000.00	.00	7000.00	675.14	4718.80	640.39	1640.81	67.41
932.00 EQUIP REPAIR & MAINT	2000.00	.00	2000.00	.00	1510.28	.00	489.72	75.51
940.00 BUILDING RENT	46000.00	.00	46000.00	.00	22960.00	.00	23040.00	49.91
941.02 SYSTEM SOFTWARE	.00	10800.00	10800.00	.00	10800.00	.00	.00	100.00
942.00 INDIRECT COSTS	15000.00	6473.00-	8527.00	.00	8527.00	.00	.00	100.00
956.00 EMPLOYEE TRAINING & DEVELOP.	1000.00	250.00	1250.00	11.66	56.66	.00	1193.34	4.53
963.00 APPROPRIATION	4533.00	.00	4533.00	.00	4533.00	.00	.00	100.00
977.00 MACHINERY AND EQUIPMENT	.00	6000.00	6000.00	.00	.00	.00	6000.00	.00
980.00 OFFICE EQUIP & FURNITURE	10000.00	1000.00-	9000.00	.00	6155.00	.00	2845.00	68.39
992.00 CONTINGENCY	3000.00	2692.00-	308.00	.00	.00	.00	308.00	.00
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	503749.00	47840.00	551589.00	27973.89	359872.00	8946.43	182770.57	65.24

RECORD EAGLE ADS (LG \$39)

* WATCH

RUN DATE: 11/09/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 10/31/2015

PAGE 1

SELECTION: FUND RANGE 298 TO 298
LINE ITEM RANGE 401.00 TO 699.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
401.00 FUND BALANCE FORWARD	3610.00	47177.00	50787.00	.00	.00	.00	50787.00	.00
403.00 CURRENT TAX	445539.00	10430.00-	435109.00	81.73-	435027.98	.00	81.02	99.98
417.00 UNPAID PERSONAL PROP TAX	200.00	978.00	1178.00	35.79	1213.98	.00	35.98-	103.05
427.00 IN LIEU OF TAXES	400.00	416.00	816.00	.00	816.61	.00	.61-	100.07
582.00 LOCAL GRANTS	1500.00	.00	1500.00	.00	.00	.00	1500.00	.00
607.00 CHARGES FOR SERVICES - FEES	40000.00	.00	40000.00	4776.30	44066.83	.00	4066.83-	110.17
608.05 SPONSORSHIPS	3000.00	.00	3000.00	.00	150.00	.00	2850.00	5.00
615.00 SALES	500.00	290.00	790.00	91.04	922.82	.00	132.82-	116.81
615.05 SALES COMMISSIONS	5000.00	8559.00	13559.00	367.00	15360.24	.00	1801.24-	113.28
665.00 INTEREST EARNED	3000.00	.00	3000.00	.00	.00	.00	3000.00	.00
675.00 CONTRIBUTIONS, PRIVATE SOURCE	500.00	335.00	835.00	.00	835.37	.00	.37-	100.04
675.02 CONTRIBUTIONS, MEMORIALS	500.00	.00	500.00	.00	140.00	.00	360.00	28.00
686.00 REIMBURSEMENTS	.00	515.00	515.00	.00	515.00	.00	.00	100.00
GRAND TOTALS	503749.00	47840.00	551589.00	5188.40	499048.83	.00	52540.17	90.47

LOW

**October
REVENUE – SR. CTR.
NETWORK
GOAL 83.3%**

Grand Traverse County
Commission on Aging
BUDGET ADJUSTMENT REPORT
October 2015

BOARD APPROVAL REQUIRED*	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	ACCOUNT	EXPLANATION
N	10/05/15	\$300		\$300		298-728-860.01 298-728-992.00	Incr. Conventions & Conf. Decrease Contingency Lori Wells Mather Café Conference
N	10/20/15	\$60		\$60		297-717-717.00 297-717-747.00	Increase Life Insurance Decrease Small Tools Line Item I&A Overdrawn
"	"	\$165		\$165		297-720-704.00 297-720-702.00	Increase Overtime Decrease Full Time & Regular Line Item HC Overdrawn
N	10/26/15	\$50		\$50		297-724-727.00 297-724-702.00	Increase Office Supplies Decrease Full Time & Regular IHS Overdrawn Line Item
Y	10/29/15	\$112,000	\$112,000			297-720-818.99 297-720-401.00	Increase Vouchers Increase Fund Balance
	"	\$11,000	\$11,000			297-724-818.00 297-724-401.00	Increase Contract Services Increase Fund Balance

10/29/15 Continued next page

BOARD APPROVAL REQUIRED*	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	ACCOUNT	EXPLANATION
	"	\$13,000 \$1,000	\$14,000			297-722-702.00 297-722-715.00 297-722-401.00	Increase Full Time & Regular Increase FICA Increase Fund Balance Use of Fund Balance to reduce Wait Lists
N	10/30/15	\$1,050		\$1,050		297-718-850.04 297-718-702.00	Increase Tele-Cellular Decrease Full Time Regular
	"	\$500		\$500		297-719-850.04 297-719-992.00	Increase Tele-Cellular Decrease Contingency
	"	\$150		\$150		297-722-850.04 297-722-992.00	Increase Tele-Cellular Decrease Contingency
	"	\$560		\$560		297-720-850.04 297-720-992.00	Increase Tele-Cellular Decrease Contingency
	"	\$450		\$450		297-721-850.04 297-721-992.00	Increase Tele-Cellular Decrease Contingency Tele-Cellular line item overdrawn
N	10/30/15	\$100		\$100		297-720-745.00 297-720-992.00	Increase Uniforms Decrease Contingency Uniforms line item overdrawn
N	10/30/15	\$150		\$150		297-721-727.00 297-721-992.00	Increase Office Supplies Decrease Contingency Office Supplies line item overdrawn

*A motion is required. NOTE: 10/29/15 Adjustment was previously approved.



Grand Traverse County Commission on Aging
SENIOR CENTER NETWORK
Sponsorship Opportunities 2016

Greetings!

Thank you for considering sponsoring our many wonderful activities and events. It is our mission to provide as many social, wellness and educational programs that are specially designed to meet the interests and needs of the 50 years and better generation as possible. We operate programs in Traverse City, Kingsley, Interlochen and Fife Lake.

The following sponsorships have been created to offer your company increased exposure to the very important older adult audience. All sponsors will receive the recognition benefits listed below in addition to those unique to each opportunity listed under "benefits":

- Inclusion in all advertising and event promotional pieces
- Acknowledgement of the Sponsor on 'thank you' signage displayed onsite
- Right of first refusal to renew sponsorship for identical events in 2017

Contact **CC Hovie** at ehovie@grandtraverse.org or 231-922-4911 if you have any questions and to inquire about opportunity availability. We are also open to customizing options and working within your budget.

Thank you!

Market Information

- Nearly 10,000 older adults belong to the network.
- Men make up approximately 27% of total members
- Females make up approximately 73% of total members
- 69% are Traverse City residents
- Average age of members is 73 years
- Average amount of new members joining per month is 50
- Bi-monthly newsletter is distributed to over 2,000 members and posted on-line

Yearly Total Visits for each location

- Traverse City — 27,324
- Kingsley — 3,338
- Fife Lake — 1,696
- Interlochen — 7,534

Description of Opportunity	Price / Deadlines
<p>Rotating Art Display (once a quarter)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Up to 10 paintings by members who participate in our art programs displayed throughout center for 3 months at a time.</p> <p>BENEFIT: Small business size card on each painting with business name</p>	<p>\$150 Jan – Mar Deadline: Nov 16, 2015</p> <p>\$150 Apr – Jun Deadline: Jan 11, 2016</p> <p>\$150 Jul – Sep Deadline: May 9, 2016</p> <p>\$150 Oct – Dec Deadline: Aug 8, 2016</p>
<p>Free Gourmet Coffee Days (once a month)</p> <p>LOCATION: ALL Locations (price is per location)</p> <p>DESCRIPTION: Free flavored coffee, specialty creamers and/or hot cocoa and teas offered all day.</p> <p>BENEFIT: Ability to customize signage per event to market specific items</p>	<p>\$50 Jan OR \$50 Feb Deadline: Nov 16, 2015</p> <p>\$50 Mar OR \$50 Apr Deadline: Jan 11, 2016</p> <p>\$50 May OR \$50 Jun Deadline: Mar 14, 2016</p> <p>\$50 Jul OR \$50 Aug Deadline: May 9, 2016</p> <p>\$50 Sep OR \$50 Oct Deadline: July 11, 2016</p> <p>\$50 Nov OR \$50 Dec Deadline: Sep 12, 2016</p>
<p>Fun Funky Days (once a month)</p> <p>LOCATION: ALL Locations (price is per location)</p> <p>DESCRIPTION: Once per month, all locations celebrate fun food related "holidays" by offering free snacks, i.e. National Pie Day on March 14.</p> <p>BENEFIT: Ability to customize signage per event to market specific items</p>	<p>\$100 Jan OR \$100 Feb Deadline: Nov 16, 2015</p> <p>\$100 Mar OR \$100 Apr Deadline: Jan 11, 2016</p> <p>\$100 May OR \$100 Jun Deadline: Mar 14, 2016</p> <p>\$100 Jul OR \$100 Aug Deadline: May 9, 2016</p> <p>\$100 Sep OR \$100 Oct Deadline: July 11, 2016</p> <p>\$100 Nov OR \$100 Dec Deadline: Sep 12, 2016</p>
<p>Candy Guessing Game Weeks (once a quarter)</p> <p>LOCATION: ALL Locations (price is per location)</p> <p>DESCRIPTION: During holiday weeks, large jar is filled with candy and participants complete forms to guess how many pieces of candy is in the jar, the closest guess wins the candy.</p> <p>BENEFIT: Small lobby display and/or banner for week of contest, ability to customize signage per event to market specific items</p>	<p>\$150 Jan – Mar Deadline: Nov 16, 2015</p> <p>\$150 Apr – Jun Deadline: Jan 11, 2016</p> <p>\$150 Jul – Sep Deadline: May 9, 2016</p> <p>\$150 Oct – Dec Deadline: Aug 8, 2016</p>
<p>Dances with Live Band (Saturdays from 8:00 – 10:30p twice per month April – October)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Live band and refreshments.</p> <p>Senior Prom & Homecoming (\$200 each)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Special themed décor, live band, refreshments and prize giveaways.</p> <p>BENEFIT: Ability to be at event and introduce band and hand out prizes, photo in newsletter and Facebook from event</p>	<p>\$150 Apr 9 OR \$150 Apr 23 Deadline: Jan 11, 2016</p> <p>\$200 May 14 OR \$150 May 28 Deadline: Mar 14, 2016</p> <p>\$150 Jun 11 OR \$150 Jun 25 Deadline: Mar 14, 2016</p> <p>\$150 Jul 9 OR \$150 Jul 23 Deadline: May 9, 2016</p> <p>\$150 Aug 13 OR \$150 Aug 27 Deadline: May 9, 2016</p> <p>\$200 Sep 10 OR \$150 Sep 24 Deadline: July 11, 2016</p> <p>\$150 Oct 8 OR \$150 Oct 22 Deadline: July 11, 2016</p>

Description of Opportunity	Price / Deadlines
<p>Special Musical Performances (bi-monthly)</p> <p>LOCATION: ALL Locations</p> <p>DESCRIPTION: During lunchtime, live musical acts.</p>	<p>\$100 Jan / Feb Deadline: Nov 16, 2015</p> <p>\$100 Mar / Apr Deadline: Jan 11, 2016</p> <p>\$100 May / Jun Deadline: Mar 14, 2016</p> <p>\$100 Jul / Aug Deadline: May 9, 2016</p> <p>\$100 Sep / Oct Deadline: July 11, 2016</p> <p>\$100 Nov / Dec Deadline: Sep 12, 2016</p>
<p>Holiday Parties (dates/prices vary by location)</p> <p>LOCATION: Traverse City (\$150), Kingsley (\$100), Fife Lake (\$100), Interlochen (\$100)</p> <p>DESCRIPTION: Each location has a special holiday party with a meal, beverage, dessert and entertainment. Holidays: St. Patrick's Day, Valentine's Day, Mother's Day, Father's Day, Halloween, Thanksgiving, Christmas</p> <p>BENEFIT: Company brochure or flyer at each place setting, ability to be at event and introduce entertainment</p>	<p>Valentine's Day (February) Deadline: Nov 16, 2015 TC, Kingsley, Fife Lake, Interlochen</p> <p>St. Patrick's Day (March) Deadline: Jan 11, 2016 TC, Kingsley, Fife Lake, Interlochen</p> <p>Mother's Day (May) Deadline: Mar 14, 2016 TC, Kingsley, Fife Lake, Interlochen</p> <p>Father's Day (June) Deadline: Mar 14, 2016 TC, Kingsley, Fife Lake, Interlochen</p> <p>Halloween (October) Deadline: July 11, 2016 TC, Kingsley, Fife Lake, Interlochen</p> <p>Thanksgiving (November) Deadline: Sep 12, 2016 TC, Kingsley, Fife Lake, Interlochen</p> <p>Christmas (December) Deadline: Sep 12, 2016 TC, Kingsley, Fife Lake, Interlochen</p>
<p>Garden (April – September)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Volunteers plant and maintain garden on Senior Center grounds for the benefit of all seniors.</p> <p>BENEFIT: Prominent outdoor signage for season, indoor signage during harvest</p>	<p>\$250 Apr - Sep Deadline: Jan 11, 2016</p>
<p>New Member Welcome</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Each new member receives a welcome packet with information and newsletters, including a free lunch ticket.</p> <p>BENEFIT: Business name and logo on the lunch ticket with personalized message, business brochure included in information packet.</p>	<p>Billed monthly after tickets are redeemed</p>

Description of Opportunity	Price / Deadlines
<p>Rock N Jam (Saturdays from 8:00 – 10:30p once per month January – October)</p> <p>LOCATION: Kingsley</p> <p>DESCRIPTION: Live band and refreshments.</p>	<p>\$150 Jan OR \$150 Feb Deadline: Nov 16, 2015</p> <p>\$150 Mar OR \$150 Apr Deadline: Jan 11, 2016</p> <p>\$150 May OR \$150 Jun Deadline: Mar 14, 2016</p> <p>\$150 Jul OR \$150 Aug Deadline: May 9, 2016</p> <p>\$150 Sep OR \$150 Oct Deadline: July 11, 2016</p>
<p>Women's Weekend (February 19-21)</p> <p>LOCATION: Twin Lakes Lodge, Traverse City</p> <p>DESCRIPTION: Women only event, overnight stay with special activities like manicures, crafts, games, entertainment and meals.</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, photo album on Facebook with link to business Facebook page or website, ability to introduce entertainment, photo in newsletter from event, ability to have onsite display, ability to have special prize drawing and distribute prize(s)</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR): Ability to have onsite display, ability to have special prize drawing and distribute prize(s)</p>	<p>\$1,500 Major Sponsor</p> <p>\$150 Supporting Sponsors</p> <p>Deadline: Nov 16, 2015</p>
<p>Mini Film Festival Day (Wednesday, March 30)</p> <p>LOCATION: Traverse City (Central High School)</p> <p>DESCRIPTION: Free event showing the films: Age of Love, Cyber Seniors, Age of Champions, Over 90 and Loving It</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, full back page program ad, business logo on prior to movie showing, ability to welcome and introduce movie, ability to have display in lobby and greet attendees, ability to have special prize drawing and distribute prize(s)</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR) Program Ad Prices: \$25-250</p>	<p>\$1,600 Major Sponsor</p> <p>\$25-\$250 Supporting Sponsors</p> <p>Deadline: Jan 11, 2016</p>
<p>Women's Self Defense (March, Exact Date TBD)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Hands on class for women only. Instructor leads women through a comprehensive program exploring personal safety and safety in the home. Lunch provided for all participants.</p> <p>BENEFIT: Ability to be at event and introduce instructor, photo in newsletter for event</p>	<p>\$500</p> <p>Deadline: Jan 11, 2016</p>

Description of Opportunity	Price / Deadlines
<p>Peace Pole (April, Exact date TBD)</p> <p>LOCATION: Traverse City, Kingsley, Fife Lake</p> <p>DESCRIPTION: Small arts and crafts group decoratively paints peace pole to be placed on grounds at each location listed.</p> <p>BENEFIT: Photo in newsletter from event</p>	<p>\$100 Each Location Deadline: Jan 11, 2016</p>
<p>Bike Repair Class (April, Exact date TBD)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Presentation style with demo bike present. Instructor leads participants through how to fix a flat, touches on brake and chain issues and more.</p> <p>BENEFIT: Photo in newsletter from event</p>	<p>\$100 Deadline: Jan 11, 2016</p>
<p>SCN Unity Ride (April, Exact date TBD)</p> <p>LOCATION: ALL Locations</p> <p>DESCRIPTION: Progressive meal, tour stops at each location of Senior Center Network with games and prizes.</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, ability to welcome group and be on tour, photo in newsletter and Facebook from event, sponsor ability to have display at final location</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR) BENEFITS: Photo in newsletter from event, sponsor ability to have display on site and greet attendees</p>	<p>\$800 Major Sponsor</p> <p>(4 available) \$200 Supporting Sponsors</p> <p>Deadline: Jan 11, 2016</p>
<p>Artsy Doodles Coloring Book (May 12, 19, 26)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Unique approach to the coloring book rage that appears to be a big hit for adults. Instructor leads participants through creating a coloring book for their very own.</p> <p>BENEFIT: Photo on Facebook of event with link to business, mention in newsletter after event on coloring page, participant binder will have company logo</p>	<p>\$250 Deadline: Mar 14, 2016</p>

Description of Opportunity	Price / Deadlines
<p>Matter of Balance</p> <p>LOCATION: ALL Locations</p> <p>DESCRIPTION: Partner program with Area Agency on Aging that emphasizes practical strategies to reduce fear of falling and increase activity levels</p> <p>BENEFIT: Exclusive sponsor, ability to welcome group, ability to have onsite display for first week of class</p>	<p><i>Each Location</i></p> <p>\$500 Mar / Apr Deadline: Jan 11, 2016</p> <p>\$500 May / Jun Deadline: Mar 14, 2016</p> <p>\$500 Jul / Aug Deadline: May 9, 2016</p> <p>\$500 Sep / Oct Deadline: July 11, 2016</p>
<p>Club 90 (May 25)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Luncheon honoring those 90 or better with entertainment and prizes</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, company brochure at each place setting, ability to be at event and introduce entertainment, photo in newsletter from event, ability to have display at event and greet attendees, ability to have a special drawing and distribute prize(s)</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR) BENEFITS: Photo in newsletter from event, ability to have display on site and greet attendees</p>	<p>\$1,500 Major Sponsor</p> <p>(3 available) \$500 Supporting Sponsors</p> <p>Deadline: Mar 14, 2016</p>
<p>Volunteer Appreciation Party (June, Exact Date TBD)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Annual event honors all volunteers with a special meal and dessert, awards and entertainment</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive Sponsor, company brochure or flyer at each place setting, ability to be at event and introduce entertainment, photo in newsletter from event or activity, ability to have display in lobby and greet attendees</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR) BENEFITS: Photo in newsletter from event, sponsor ability to have display in lobby and greet attendees</p>	<p>\$1,500 Major Sponsor</p> <p>(3 Available) \$500 Supporting Sponsors</p> <p>Deadline: Mar 14, 2016</p>
<p>Painting on the Beach (once a month June– August)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Participants are guided through a 2.5 hour class in painting a picture to take home with them.</p> <p>BENEFIT: Photo on Facebook of event with link to business, ability to be on site and participate</p>	<p>\$300 Jun Deadline: Mar 14, 2016</p> <p>\$300 Jul Deadline: May 9, 2016</p> <p>\$300 Aug Deadline: May 9, 2016</p>

Description of Opportunity	Price / Deadlines
<p>Beauties by the Bay Car Cruise (June 17)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Annual event showcasing antique cars with prizes for best in show</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, logo on dash plaque and winner plaques, ability to have onsite display with roadside banner, ability to have special prize drawing and distribute prize(s), photo album on Facebook with link to business Facebook page or website</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR) BENEFITS: Ability to have onsite display, ability to have special prize drawing and distribute prizes</p>	<p>\$300 Major Sponsor</p> <p>\$100 Supporting Sponsors</p> <p>Deadline: Mar 14, 2016</p>
<p>Touchstone Energy Junior Royale Parade Float (July 7)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Intergenerational parade float for the National Cherry Festival</p> <p>BENEFIT: Sponsor logo on float participant t-shirts, ability to have a logo company vehicle and to the float (must have vehicle and towing capabilities, these will not be provided)</p>	<p>\$800</p> <p>Deadline: Mar 14, 2016</p>
<p>Pickleball Tournament (August 18 & 19)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Two day tournament with refreshments, lunch and medals and prizes for top 3 teams of 4 people.</p> <p>BENEFIT: Ability to be onsite throughout tournament with business information display, ability to have special prize drawing and distribute prize(s), banner at courts during tournament week, photo in newsletter and Facebook of the event, introduction at beginning of tournament, ability to handout prizes and medals</p>	<p>\$500</p> <p>Deadline: May 9, 2016</p>
<p>Fall Prevention Day (September 23)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Event raises awareness about how to prevent fall-related injuries among older adults.</p> <p>BENEFIT: Exclusive sponsor, ability to have display in lobby the week leading up to the day of the event, ability to have staff onsite to interact and provide free screenings, ability to have 30 minute lunchtime presentation about fall prevention</p>	<p>\$500</p> <p>Deadline: Jul 11, 2016</p>

Description of Opportunity	Price / Deadlines
<p>Senior Center Month (September)</p> <p>LOCATION: ALL Locations</p> <p>DESCRIPTION: "Awe" inspiration boards at each site for participants to share ideas on the positive side of aging.</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, at least 2 photos on Facebook with links to business throughout the month, ability to have a small display in lobby in TC for one week, ability to have special prize drawing and distribute prize(s)</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR) BENEFITS: At least 2 photos on Facebook with links to business throughout the month</p>	<p>\$200 Major Sponsor</p> <p><i>Supporting by location</i> \$150 TC \$50 Kingsley \$50 Interlochen \$50 Fife Lake</p> <p>Deadline: Jul 11, 2016</p>
<p>Flea Market (September 11)</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: Nearly 300 people visit our nearly 20 vendor flea market each year where vendors sell crafts, jewelry, gently used items and more.</p> <p>BENEFIT: Exclusive sponsor, mention in all radio advertising, ability to have display in lobby and greet attendees, ability to have special prize drawing and distribute prize(s)</p>	<p>\$500</p> <p>Deadline: Jul 11, 2016</p>
<p>Travel Show 2017 (October 7)</p> <p>LOCATION: Traverse City West Senior High School</p> <p>DESCRIPTION: Presentation where all trips for 2017 are revealed and the travel catalog is distributed.</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, photo in newsletter of event, logo on screen prior to event, ability to welcome participants, ability to have display at event and greet participants, ability to have special prize drawing and distribute prize(s)</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR) BENEFITS: photo in newsletter from event, ability to have display at event and greet attendees</p>	<p>\$1,000 Major Sponsor</p> <p>\$500 Supporting Sponsors</p> <p>Deadline: Aug 8, 2016</p>
<p>Empty Bowls™ (October, Exact Date TBD)</p> <p>LOCATION: ALL Locations</p> <p>DESCRIPTION: Bowls and paints provided for participants to create a bowl to donate to the Empty Bowls event.</p>	<p><i>Each Location</i> \$50</p> <p>Deadline: Aug 8, 2016</p>

Description of Opportunity	Price / Deadlines
<p>Honor Bus Ride (October, Exact Date TBD)</p> <p>LOCATION: Traverse City, lunch location TBD</p> <p>DESCRIPTION: In partnership with BATA, offering senior veterans the opportunity to visit local memorial and monuments in our area followed by lunch and entertainment.</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, company brochure at each place setting for lunch, ability to be at lunch and introduce entertainment, ability to ride along, photo in newsletter from event, sponsor ability to have display at lunch and greet attendees</p> <p>SUPPORTING SPONSOR (ONLY AVAILABLE IF NO MAJOR SPONSOR) BENEFITS: photo in newsletter from event, ability to have display at event and greet attendees</p>	<p>\$1,000 Major Sponsor</p> <p>\$500 Supporting Sponsors</p> <p>Deadline: Aug 8, 2016</p>
<p>Veterans Appreciation Events</p> <p>LOCATION: Interlochen (Nov 15) Kingsley (Nov 16), Fife Lake (Nov 16)</p> <p>DESCRIPTION: Free meal for veterans and entertainment.</p> <p>MAJOR SPONSORSHIP BENEFITS: Exclusive sponsor, company brochure at each place setting for lunch, ability to be at lunch and introduce entertainment, ability to ride along, photo in newsletter from event, sponsor ability to have display at lunch and greet attendees</p>	<p>Major Sponsor only, by location</p> <p>\$500 Kingsley</p> <p>\$200 Interlochen</p> <p>\$200 Fife Lake</p> <p>Deadline: Sep 12, 2016</p>
<p>Shuffleboard Courts</p> <p>LOCATION: Traverse City</p> <p>DESCRIPTION: June through September, our courts host multiple tournaments with many seniors, government officials and business owners.</p> <p>BENEFIT: Exclusive sponsor, business logo on benches at both ends of the courts and exposure at each tournament</p>	<p>\$1,000</p> <p>Deadline: Mar 14, 2016</p>
<p>Thinking Cap</p> <p>LOCATION: ALL Locations (price is per location)</p> <p>DESCRIPTION: Fun, spontaneous and creative group games and problem solving to keep older adult brains healthy and active.</p>	<p>\$50 Jan OR \$50 Feb Deadline: Nov 16, 2015</p> <p>\$50 Mar OR \$50 Apr Deadline: Jan 11, 2016</p> <p>\$50 May OR \$50 Jun Deadline: Mar 14, 2016</p> <p>\$50 Jul OR \$50 Aug Deadline: May 9, 2016</p> <p>\$50 Sep OR \$50 Oct Deadline: July 11, 2016</p> <p>\$50 Nov OR \$50 Dec Deadline: Sep 12, 2016</p>
<p>Golf Contest</p> <p>LOCATION: Traverse City (Bay Meadows)</p> <p>DESCRIPTION: End of season closest to the pin contest for the men's and women's golf league with refreshments and prizes.</p> <p>BENEFIT: Exclusive sponsor, ability to greet group, ability for 1 person to golf with each group, business logo on hole signage, ability to put business brochures in prizes.</p>	<p>\$150</p> <p>Deadline: Mar 14, 2016</p>

Sponsorship Opportunities 2016

Please let us know if you have any questions or would like more information about these opportunities.

Rotating Art Display
Free Gourmet Coffee Days
Fun Funky Days
Candy Guessing Game
Dances with Live Bands
Special Musical Performances
Holiday Parties
Garden
New Member Welcome Packet
Rock N Jam
Women's Weekend
Mini Film Festival Day
Women's Self Defense
Peace Pole
Bike Repair Class
SCN Unity Ride
Artsy Doodles Coloring Book
Matter of Balance
Club 90
Volunteer Appreciation Party
Painting on the Beach
Beauties by the Bay Car Cruise
Touchstone Energy Junior Royale Parade
Pickleball Tournament
Fall Prevention Day
Senior Center Month
Flea Market
Travel Show 2017
Empty Bowls™
Honor Bus Ride
Veterans Appreciation Events
Shuffleboard Courts
Thinking Cap
Golf Contest