

**AREA AGENCY ON AGING OF NORTHWEST MICHIGAN  
BOARD OF DIRECTORS MEETING AGENDA  
February 1, 2024, 10:00 A.M. – 12:00 P.M.  
AAANM Conference Room, 1609 Park Dr, Traverse City, MI**

**Zoom Video or Call In** (for Guests and Remote Staff)

<https://us02web.zoom.us/j/87537171219?pwd=UE50QUNVUlhyci9TcmZQZXBuUWVWdz09>

Meeting ID: 875 3717 1219

Passcode: 418671

Phone: +1 312 626 6799 US

**AAANM MISSION STATEMENT**

Our mission is to serve and advocate for older persons, adults with disabilities and caregivers by supporting their independence, dignity, and quality of life.

**MEETING COMMENCEMENT**

1. Call to order
2. Pledge of Allegiance
3. Reading of the mission statement
4. Roll call
5. Conflict of interest declarations
6. Guest introductions and announcements
7. Public comment (Limit 2 minutes per guest)

**MEETING AGENDA AND MINUTES**

1. **Additions or changes to the agenda**

2. **Approval of the meeting agenda\***

*Proposed motion to accept the meeting agenda (as presented or as amended).*

3. **Draft BOD Minutes from November 2, 2023\*** (pages 4-7, closed session pages 8-9)

*Proposed: Motion to accept the meeting minutes from November 2, 2023 (as presented or as amended).*

*Proposed: Motion to accept the closed session meeting minutes from November 2, 2023 (as presented or as amended).*

## NEW BUSINESS

1. **Seating of CY24 Board Executive Committee** – David White, Board Chair
  - David White, Board Chair
  - Jack Messer, Vice Chair
  - Ashlea Walter, Secretary
  - Kory Hansen, Treasurer
2. **Introduction of AAANM Leadership Team** – Heidi Gustine Introduction of Anya Eliassen, TBD Solutions, interim CFO oversight
3. **CY2024 BOD Committee Assignments\*** – Ashlea Walter (page 15)  
*Proposed: Motion to accept Governance Committee recommendations for CY2024 Board committee assignments (as presented or as amended).*
4. **Advisory Council Amended Bylaws\***– Ashlea Walter / Heidi Gustine (pages 16-22)  
*Proposed: Motion to accept amended Advisory Council Bylaws (as presented or amended).*
5. **Advisory Council Board Liaison Term\*** - Heidi Gustine  
*Proposed: Motion to extend the term of Jean Swaffer as Advisory Council Board Liaison to 12/31/24 (as presented or amended).*
6. **Ameriprise Endowment Corporate Resolution Update\*** – Heidi Gustine (pages 23-32)  
*Proposed: Motion to approve the Ameriprise Financial Corporate or Entity Resolution to include Shannon Reed, Heidi Gustine, Kory Hansen and David White as account signers and Kim Prescott as account Secretary (as presented or amended).*
7. **Financial Overview Presentation** – Anya Eliassen, TBD Solutions / Kendell Walton, Finance Director
8. **FY2024 Amended Budget\*** – Kory Hansen, Anya Eliassen (pages 34-35)  
*Proposed: Motion to accept the FY2024 Budget Amendment #1 (as presented or amended).*

## REPORTS

1. **Executive Director** – Heidi Gustine (pages 10-13)
2. **Advisory Council** – Jean Swaffer  
[1609 Park Drive, Traverse City, MI 49686 | PO Box 5946, Traverse City MI 49696-5946](#)

3. **MSAC** – Pam Niebrzydowski (pages 39-40)

## **OTHER**

1. Correspondence
2. Public comment (Limit 2 minutes per guest)
3. Member comment

## **ADJOURNMENT**

*\*Items that require Board Action*

## **UPCOMING MEETING DATES**

**Note: All board committee meetings are via Zoom unless otherwise stated**

Finance Committee – 2/15/24 and 3/21/24 at 10am

Executive Committee – 2/19/24 and 3/18/24 at 9am

Governance Committee – 2/26/24 at 12:30pm

Corporate Compliance – 2/14/2024 at 11am

Board of Directors – 3/7/24 at 10am (In-Person)

Advisory Council – 3/7/24 at 11:30am (In-Person or virtual)

## **ATTACHMENTS**

1. Draft BOD minutes from 11/2/2023 (pages 4-7)
2. Draft BOD minutes from closed session - BOD only - 11/2/2023 (pages 8-9)
3. Executive Director's report (pages 10-13)
4. AAANM Organizational Chart as of 1/2/24 (page 14)
5. Proposed CY24 Board Committee membership (page 15)
6. Draft amended Advisory Council Bylaws (pages 16-22)
7. Ameriprise Endowment Account Corporate Resolution (pages 23-32)
8. ACLS Statement of Grant Award and expenditures thru October-December 2023 (page 33)
9. Proposed FY24 Budget Amendment #1 (pages 34-35)
10. Correspondence: ACLS FY23 Final Budget Revision Approval Letter (page 36)
11. Correspondence: ACLS FY24 AAANM Assessment Scheduling Letter (page 37)
12. CY2024 meeting calendar (page 38)
13. MSAC minutes (pages 39-40)
14. CY24 Board of Directors roster as of 2/1/24 (page 41)