



Northern Community Mediation

Where The Solution Is Up To You

Serving Charlevoix
and Emmet Counties

President
Ted Teller

Vice President
Lisa Hoyt

Treasurer
John Marshall

Secretary
Joel Wurster

Board Members
Mary Faculak
David Leusink
Chief Judge Allie Greenleaf
Maldonado
The Honorable Frederick
Mulhauser
Dr. Roger Postmus
Jim Raber
Kirk Raymond
Pat Seagmen
Dr. Paula Welmers

Executive Director
Dr. Jane Millar

NORTHERN COMMUNITY MEDIATION

2012

ANNUAL REPORT

415 State Street
Petoskey, MI 49770
231.487.1771 (voice)
231.487.1770 (fax)

INCOME EXPENSE REPORT DECEMBER 2012

INCOME CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
CDRP Funds		47,032.97	47,032.97	47,032.97	45,119.56
Agency Funds					
A. Charlevoix County		29,250.00	33,000.00	29,250.00	33,000.00
B. Emmet County	7,725.00	30,900.00	30,900.00	30,900.00	30,900.00
C. VORP Charlevoix	600.00	8,400.00	8,500.00	8,400.00	8,600.00
D. VORP Emmet	625.00	7,500.00	7,500.00	7,500.00	6,875.00
E. CDP Charlevoix		8,000.00	8,000.00	8,000.00	8,000.00
E.Fees for Service	250.00	3,085.00	3,500.00	3,085.00	4,095.00
F. ACVS Fees		2,400.00	2,300.00	2,400.00	3,300.00
G. SPED Fees		2,200.00	500.00	2,200.00	200.00
H. Donations		4,250.28	3,000.00	4,250.28	3,210.50
I. Designated Gifts					
J. Donor Campaign	3,675.00	3,775.00	3,000.00	3,775.00	3,050.00
K. Theatre Party					
1. Sponsorships		4,700.00	5,000.00	4,700.00	4,999.01
2. Ticket Sales		2,800.00	3,900.00	2,800.00	3,925.00
3. Other		1,607.60	100.00	1,607.60	210.70
L. Bartending					51.00
M. Reimbursement/Rebate		59.00		59.00	227.93
N. Interest	218.11	294.82	2,000.00	294.82	251.73
O. Training					
1. 40-Hour					
2. Advanced - Spring			1,200.00		
3. Advanced - Fall		1,210.00	1,200.00	1,210.00	3,508.00
Grants					
A. Bay Harbor Foundation	3,547.00	3,547.00		3,547.00	3,663.00
B. Charlevoix Foundation					
C. Petoskey Foundation	600.00	2,060.00		2,060.00	3,200.00
D. United Way	625.00	2,816.25	941.25	2,816.25	3,573.75
E. Charlevoix Lions					200.00
F. Rotary		527.00		527.00	
Transfer from Savings			6,391.35		
TOTAL INCOME	17,865.11	166,414.92	167,965.57	166,414.92	170,160.18
In Kind					
A. Accounting Services	140.00	440.00	500.00	440.00	755.00
B. Volunteer Mediators	10,175.00	155,922.50	162,072.00	155,922.50	170,118.00
C. Volunteer Labor	60.00	80.00		80.00	890.00
D. Volunteer Training			600.00		600.00
E. Mediation Locations	350.00	5,400.00	6,120.00	5,400.00	5,750.00
F. Rent	1,300.00	15,600.00	15,600.00	15,600.00	15,600.00
G. Equipment/Supplies	800.00	800.00		800.00	160.00
H. Cell Phone		2,971.41	715.00	2,971.41	1,020.05
I. Theatre Party		2,423.50	2,500.00	2,423.50	2,504.50
J. Training Locations			1,000.00		2,000.00
K. Mileage	806.44	806.44	500.00	806.44	1,155.71
L. GoToMyPC	19.95	259.35	240.00	259.35	239.40
IN KIND INCOME	13,651.39	184,703.20	189,847.00	184,703.20	200,792.66
TOTAL + IN KIND INCOME	31,516.50	351,118.12	357,812.57	351,118.12	370,952.84

EXPENSE CATEGORY	MONTH	2012 YTD	2012 Budget	Projected	2011 YTD
1. Personnel					
A. Salaries	7,578.16	99,746.84	99,516.00	99,746.84	98,660.12
B. FICA	579.74	7,831.06	7,612.97	7,831.06	7,547.54
C. Worker's Compensation	136.00	634.00	498.00	634.00	633.00
D. Unemployment		1,104.23	986.60	1,104.23	1,023.34
E. Insurance/Education	535.16	5,590.02	7,500.00	5,590.02	7,277.69
2. Accounting	250.00	1,350.00	3,520.00	1,350.00	3,170.00
3. Advertising	30.00	1,737.43	1,430.00	1,737.43	1,841.52
4. Charlevoix Office					
A. Rent	100.00	1,200.00	1,200.00	1,200.00	1,200.00
B. Telephone	73.45	840.33	700.00	840.33	701.22
C. Supplies					
D. Equipment		99.00		99.00	
5.. Communications					
A. Telephone	207.30	2,521.47	2,700.00	2,521.47	2,673.50
B. Internet	54.95	604.45	660.00	604.45	653.40
6. Contractual	42.50	1,087.50	2,200.00	1,087.50	2,166.83
7. Equipment					
A. Purchase		688.94	500.00	688.94	2,044.00
B. Repair & Maintenance	25.00	455.00	1,000.00	225.00	835.85
8. Insurance					
A. Employment Practices	224.00	224.00	224.00	224.00	224.00
B. Directors & Officers	1,270.00	1,270.00	1,270.00	1,270.00	1,270.00
C. Commercial Umbrella		300.00	300.00	300.00	300.00
D. Business Protection		430.00	430.00	430.00	430.00
9. Occupancy - Rent	500.00	6,000.00	6,000.00	6,000.00	6,000.00
10. Other					
A. Board		589.95	696.50	589.95	496.37
B. Dinner Party			0.00		40.00
C. Executive Director	79.64	1,231.83	1,927.00	1,231.83	1,074.57
D. Hospitality	666.46	1,164.53	600.00	1,164.53	694.07
E. Licenses, Fees, Dues	105.00	1,142.00	920.00	1,142.00	630.00
F. PD		420.00	700.00	420.00	320.00
G. Shoplifting					18.31
H. Staff Retreat		100.00	100.00	100.00	100.00
I. Theatre Party		3,452.02	2,577.50	3,452.02	2,470.62
11. Postage	2,186.48	3,673.38	1,700.00	3,673.38	1,701.52
12. Printing		1,776.00	1,500.00	1,776.00	1,130.00
13. Refund		250.00		250.00	
14. Reimbursement					290.00
15. Supplies	694.89	3,396.82	3,000.00	3,396.82	3,418.35
16. Training					
A. 40-Hour					5,670.11
B. Advanced Spring		150.00	2,500.00	150.00	
C. Advanced Fall		1,930.05	2,800.00	1,930.05	3,359.77
17. Travel					
A. Lodging		966.88	585.00	966.88	401.97
B. Meals		305.72	157.00	305.72	83.91
C. Mileage	4,069.31	8,439.34	9,955.00	8,439.34	7,555.96
D. Other					7.00
TOTAL EXPENSES	19,408.04	162,702.79	167,965.57	162,472.79	168,114.54
18. Gain (Loss)		3,712.13	0.00	3,712.13	2,045.64
Comparison of Income & Expenses		166,414.92	167,965.57	166,414.92	170,160.18
19. Depreciation	1,668.95	1,668.95		1,668.95	2,260.00
EXPENSES + DEPRECIATION	21,076.99	164,371.74		164,371.74	170,374.54

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

December 2012

	<u>Dec '12</u>
Income	
County Funding	
Emmet	7,725.00
Total County Funding	7,725.00
Donation	
Donor Campaign	3,675.00
Total Donation	3,675.00
Fees	
Divorce	150.00
General Civil	100.00
Total Fees	250.00
Grants	
Bay Harbor	3,547.00
Petoskey Foundation	600.00
United Way	625.00
Total Grants	4,772.00
Interest	218.11
VORP	
Charlevoix	600.00
Emmet	625.00
Total VORP	1,225.00
Total Income	17,865.11
Expense	
Accounting	250.00
Advertising	30.00
Charlevoix Office	
Rent	100.00
Telephone	73.45
Total Charlevoix Office	173.45
Communications	
Internet	54.95
Telephone	207.30
Total Communications	262.25
Contractual	42.50
Depreciation Expense	1,668.95
Equipment Expense	
Repair & Maintenance	25.00
Total Equipment Expense	25.00
Fringe Benefits	
Education	535.16
Total Fringe Benefits	535.16

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

December 2012

	<u>Dec '12</u>
Insurance	
Directors & Officers	1,270.00
Employment Practices	224.00
Worker's Compensation	136.00
	<hr/>
Total Insurance	1,630.00
Occupancy	
Rent	500.00
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Total Occupancy	500.00
Other	
Executive Director	79.64
Hospitality	666.46
Licenses, Fees, Dues	105.00
	<hr/>
Total Other	851.10
Payroll Expenses	579.74
Postage	2,186.48
Salaries and Wages	7,578.16
Supplies	694.89
Travel	
Mileage	4,069.31
	<hr/>
Total Travel	4,069.31
	<hr/>
Total Expense	21,076.99
	<hr/>
Net Income	-3,211.88
	<hr/> <hr/>

01/08/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
December 2012

	<u>Dec '12</u>
Allen Telgenhof	57.72
AT&T	280.75
Bert Rousseau	382.02
Betsy Hanson	177.60
Brian Kasiborski	23.87
Bruce Herbert	243.09
Chuck Jadwin	27.20
City of Charlevoix	100.00
Conni Zingler	88.80
Connie Saltonstall	261.96
Doug Basel	64.94
East Jordan Chamber of Commerce	95.00
Ed Engstrom	45.51
Frankenmuth Insurance	136.00
Gaslight Media	84.95
Gordon Food Service	14.47
Hi-Tech	67.50
Jane Millar	260.40
Jeff Higgs	164.84
Jon Paul Bautel	66.60
Julienne Tomatoes	237.40
Karen Cole	220.89
Kathleen Lame	222.00
Kendal Taylor	134.87
Mark Hess	104.34
Marsha Harrison	65.49
Mary Horan	194.25
Mason & Kammermann	250.00
McCardel Water Conditioning	32.75
Nancy Kohler	51.62
North Central Michigan College	293.00
Office Max	606.66
Oleson's	75.84
Online Payroll Service Fee	10.00
Pam Hagel	20.54
Paul Schemanski	44.96
Payroll Distribution	8,157.90
Pitney Bowes	158.00
Polly Cheney	184.82
Postmaster	28.48
Reserve Account	2,000.00
Richard Hendrian	410.70
Ron Moore	562.77
Sky's the Limit	68.99
St. Francis Xavier	500.00
Stafford's Hospitality	266.58
Suzanne Engle	16.65
Tom Morrow	137.64
Tom North	213.68
Waldvogel Insurance	1,494.00
TOTAL	<u><u>19,408.04</u></u>

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2012

	<u>Jan - Dec '12</u>
Income	
CDP	8,000.00
CDRP Funds	
1st Quarter	14,109.89
2nd Quarter	11,758.24
3rd Quarter	9,406.59
4th Quarter	11,758.25
Total CDRP Funds	<u>47,032.97</u>
County Funding	
Charlevoix	29,250.00
Emmet	30,900.00
Total County Funding	<u>60,150.00</u>
Donation	
Donor Campaign	3,775.00
Mileage	130.28
Donation - Other	4,120.00
Total Donation	<u>8,025.28</u>
Fees	
ACVS	2,400.00
Breach of Contract	170.00
Cancellation	65.00
Divorce	1,700.00
General Civil	100.00
Neighbor	50.00
Property	50.00
Shoplifting	950.00
SPED	2,200.00
Total Fees	<u>7,685.00</u>
Fund Raising	
Theatre Party	
Donation	1,000.00
Raffle	203.00
Refund	404.60
Sponsor	4,700.00
Tickets	2,800.00
Total Theatre Party	<u>9,107.60</u>
Total Fund Raising	<u>9,107.60</u>
Grants	
Bay Harbor	3,547.00
Petoskey Foundation	2,060.00
Rotary Club of Petoskey	527.00
United Way	2,816.25
Total Grants	<u>8,950.25</u>
Interest	294.82
Refund	59.00

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2012

	Jan - Dec '12
Training & Workshops	
Advanced	1,210.00
Total Training & Workshops	1,210.00
VORP	
Charlevoix	8,400.00
Emmet	7,500.00
Total VORP	15,900.00
Total Income	166,414.92
Expense	
Accounting	1,350.00
Advertising	1,737.43
Charlevoix Office	
Equipment	99.00
Rent	1,200.00
Telephone	840.33
Total Charlevoix Office	2,139.33
Communications	
Internet	604.45
Telephone	2,521.47
Total Communications	3,125.92
Contractual	1,087.50
Depreciation Expense	1,668.95
Equipment Expense	
Purchase	688.94
Repair & Maintenance	455.00
Total Equipment Expense	1,143.94
Fringe Benefits	
Education	2,194.33
Health Insurance	921.25
Insurance	2,474.44
Unemployment	1,104.23
Total Fringe Benefits	6,694.25
Insurance	
Business Protector	430.00
Commercial Umbrella	300.00
Directors & Officers	1,270.00
Employment Practices	224.00
Worker's Compensation	634.00
Total Insurance	2,858.00
Occupancy	
Rent	6,000.00
Total Occupancy	6,000.00

01/08/13

NORTHERN COMMUNITY MEDIATION

Profit & Loss

January through December 2012

	<u>Jan - Dec '12</u>
Other	
Board	589.95
Executive Director	1,231.83
Hospitality	1,164.53
Licenses, Fees, Dues	1,142.00
PD	420.00
Staff Retreat	100.00
Theatre Party	3,452.02
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Total Other	8,100.33
Payroll Expenses	7,831.06
Postage	3,673.38
Printing	1,776.00
Refund Expense	250.00
Salaries and Wages	99,746.84
Supplies	3,396.82
Training	
Advanced	1,930.05
Update	150.00
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Total Training	2,080.05
Travel	
Lodging	966.88
Meals	305.72
Mileage	8,439.34
	<hr/>
Total Travel	9,711.94
Void	0.00
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Total Expense	164,371.74
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Net Income	2,043.18
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01/08/13

NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2012

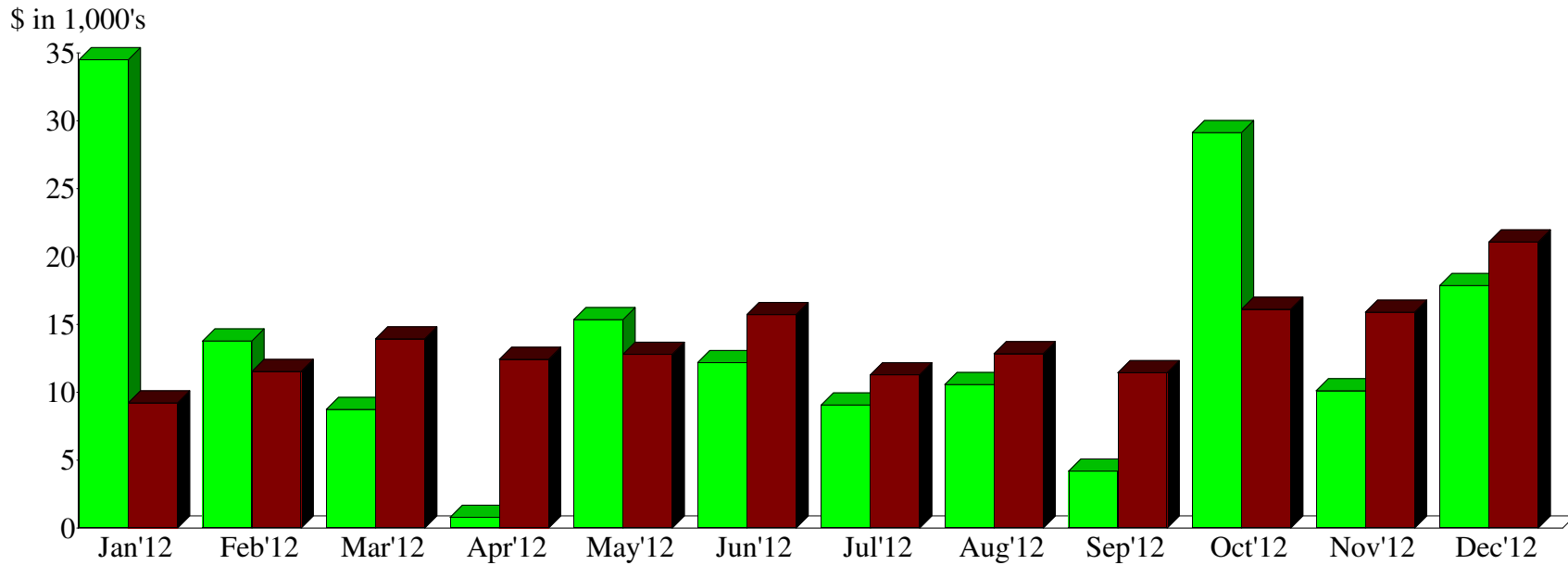
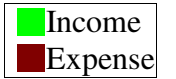
	<u>Jan - Dec '12</u>
Allen Telgenhof	57.72
AT&T	3,361.80
Bay Harbor Golf Club	250.00
Bert Rousseau	3,377.89
Betsy Hanson	177.60
Bill & Carol's	16.42
Blissfest	95.00
Boyne Area Chamber of Commerce	135.00
Brian Kasiborski	23.87
Bruce Herbert	243.09
Charlevoix Chamber of Commerce	360.00
Chuck Jadwin	27.20
City of Charlevoix	1,200.00
City Park Grill	147.09
Conni Zingler	88.80
Connie Saltonstall	261.96
Crystal Mountain	300.84
Culligan	116.00
Dan O'Neil	250.00
Doug Basel	64.94
East Jordan Chamber of Commerce	95.00
Ed Engstrom	45.51
Emmet County Department of Public Works	72.00
Frankenmuth Insurance	1,364.00
Gaslight Media	934.45
Gordon Food Service	453.53
Harbor Springs Chamber of Commerce	100.00
Hi-Tech	2,893.35
Jane Millar	5,564.96
Jeff Higgs	164.84
Johan's	29.00
Jon Paul Bautel	66.60
Julienne Tomatoes	237.40
Karen Cole	220.89
Kathleen Lame	222.00
Kendal Taylor	134.87
Kiwanis	350.00
MACM	370.00
Mark Hess	104.34
Marsha Harrison	172.05
Mary Horan	194.25
Mason & Kammermann	1,350.00
MC Sports	21.17
McCardel Water Conditioning	75.50
McLaren Northern Michigan Foundation	15.00
McLean & Eakin	315.35
Meyer Hardware	500.09
MSU Extension	10.00
Nancy Kohler	51.62
North Central Michigan College	1,727.07
Northern Credit Bureau	22.00
Northern Michigan Review	1,382.03
Office Max	1,154.78
Oleson's	75.84

01/08/13

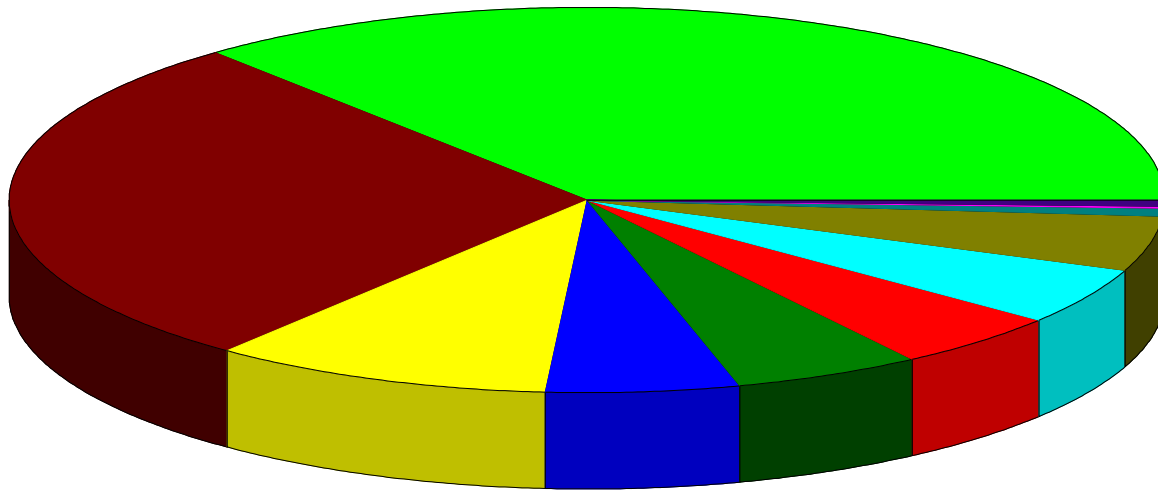
NORTHERN COMMUNITY MEDIATION
Expenses by Vendor Summary
January through December 2012

	<u>Jan - Dec '12</u>
Online Payroll Service Fee	120.00
Pam Hagel	20.54
Paul Schemanski	44.96
Payroll Distribution	107,577.90
Petoskey Chamber of Commerce	1,110.00
Petoskey Cinema	793.50
Pitney Bowes	652.43
Polly Cheney	184.82
Postmaster	118.48
Reserve Account	2,900.00
Richard Hendrian	410.70
Ron Moore	562.77
Rotary	618.50
Sky's the Limit	130.97
Sreve Tresidder	150.00
St. Francis Xavier	6,000.00
Stafford's Hospitality	740.00
State of Michigan	20.00
Steve Tresidder	1,200.00
Suzanne Engle	16.65
Taylor Rental	427.00
Terri Sevener	260.75
The 501 Alliance	1,104.23
The Phone Man	150.00
The Print Shop	2,388.00
Tom Morrow	137.64
Tom North	213.68
Trophy Case	76.00
Twisted Olive	100.00
Waldvogel Insurance	1,494.00
Wayne Tri	1,155.96
Weathervane	296.10
Wiley Subscription Services	166.50
TOTAL	<u><u>162,386.79</u></u>

Income and Expense by Month
January through December 2012



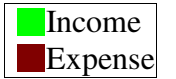
Income Summary
January through December 2012



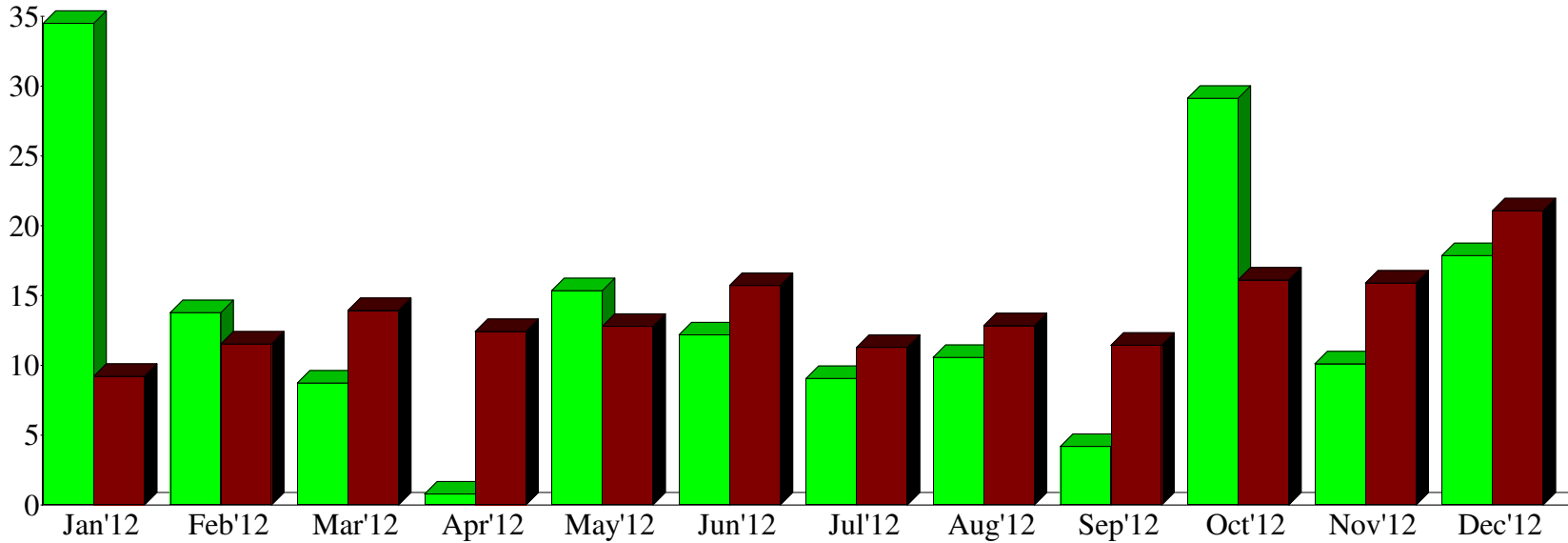
County Funding	%36.14
CDRP Funds	28.26
VORP	9.55
Fund Raising	5.47
Grants	5.38
Donation	4.82
CDP	4.81
Fees	4.62
Training & Workshops	0.73
Interest	0.18
Refund	0.04
Total	\$166,414.92

By Account

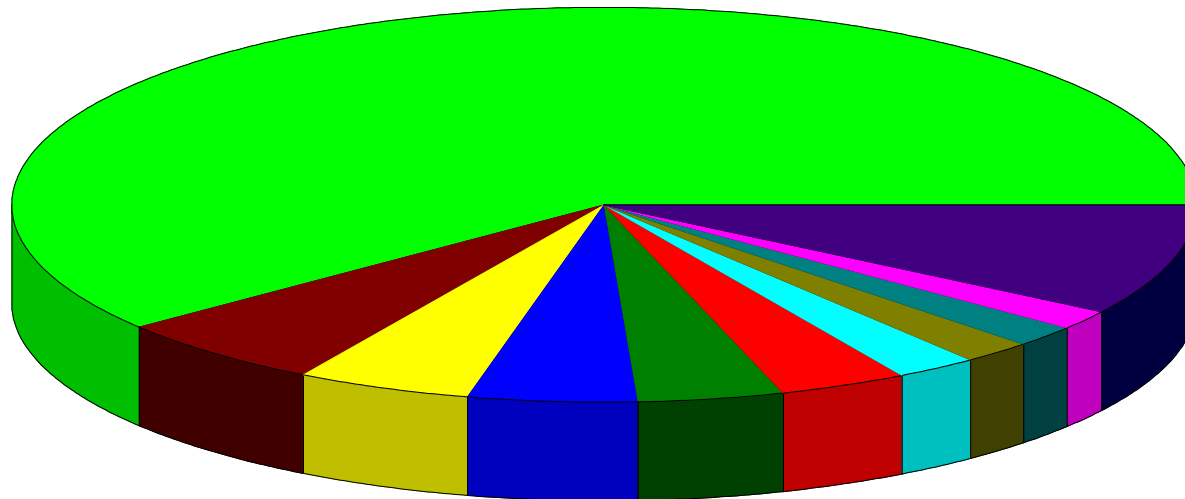
Income and Expense by Month
January through December 2012



\$ in 1,000's



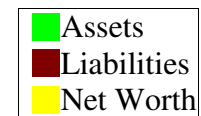
Expense Summary
January through December 2012



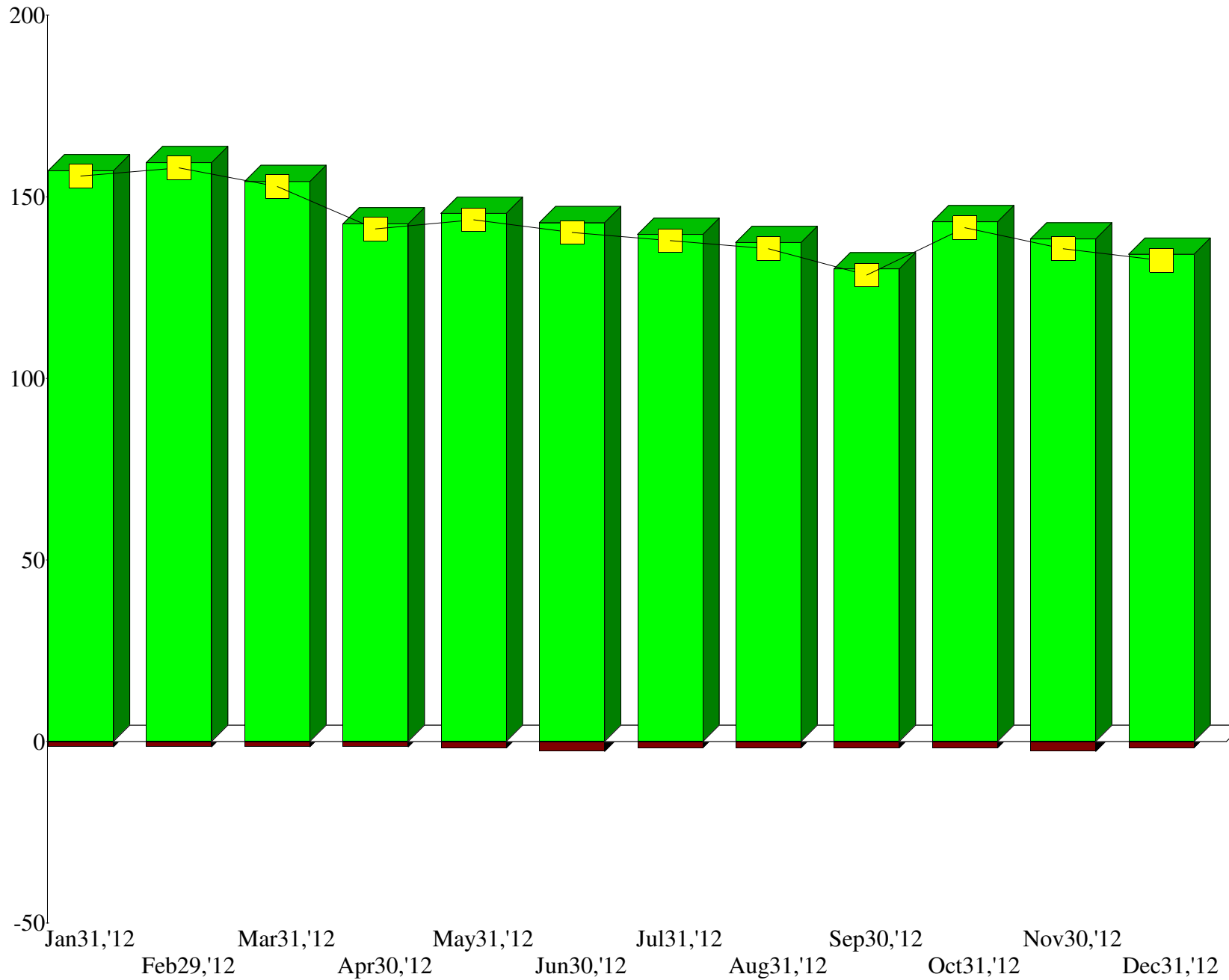
Salaries and Wages	%60.68
Travel	5.91
Other	4.93
Payroll Expenses	4.76
Fringe Benefits	4.07
Occupancy	3.65
Postage	2.23
Supplies	2.07
Communications	1.90
Insurance	1.74
Other	8.05
Total	\$164,371.74

By Account

Net Worth by Month
As of December 31, 2012



\$ in 1,000's



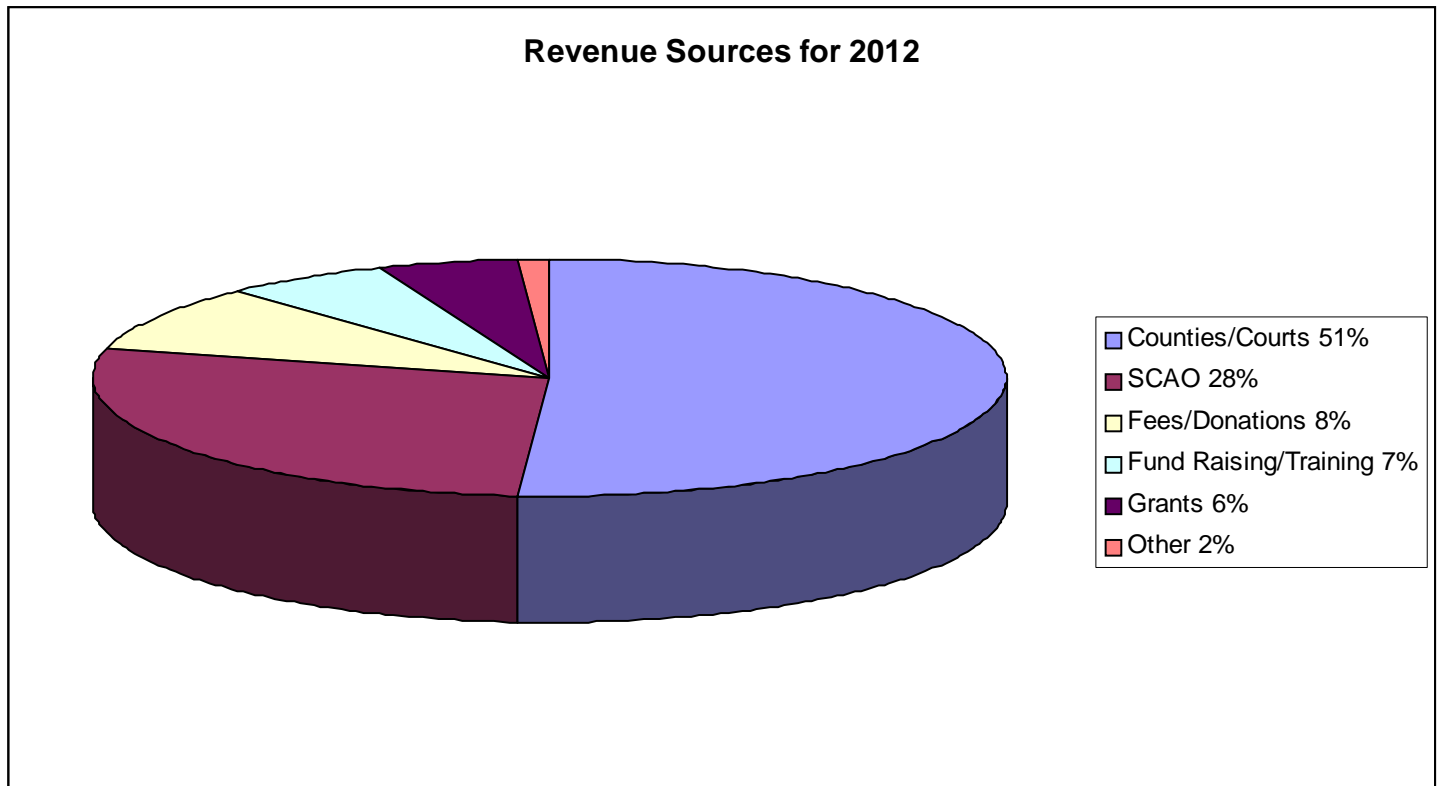
NORTHERN COMMUNITY MEDIATION Balance Sheet Prev Year Comparison

As of December 31, 2012

	Dec 31, '12	Dec 31, '11	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
CD Bank of N. MI 803611	6,509.04	6,482.99	26.05	0.4%
CD Bank of N. MI 804631	6,102.16	6,056.58	45.58	0.8%
CD Bank of N. MI 806536	6,287.54	0.00	6,287.54	100.0%
CD Char State Bank 18756	5,880.53	5,825.93	54.60	0.9%
CD Char State Bank 18910	12,070.14	12,021.96	48.18	0.4%
CD First Comm. Bank 60302215	7,775.37	7,752.07	23.30	0.3%
CD First Comm. Bank 60302716	5,543.73	5,527.11	16.62	0.3%
CD PNC Bank 22013275839	0.00	6,259.21	-6,259.21	-100.0%
Checking Chase	15,500.46	12,804.06	2,696.40	21.1%
Petty Cash	100.00	100.00	0.00	0.0%
Savings Bay Winds	15,571.87	15,542.95	28.92	0.2%
Savings Chase	18,047.17	18,029.06	18.11	0.1%
Savings NW Bank 710205349	10,264.73	10,259.60	5.13	0.1%
Total Checking/Savings	109,652.74	106,661.52	2,991.22	2.8%
Total Current Assets	109,652.74	106,661.52	2,991.22	2.8%
Fixed Assets				
Accumulated Depreciation	-17,105.95	-15,437.00	-1,668.95	-10.8%
Equipment				
Purchase	658.00	658.00	0.00	0.0%
Equipment - Other	19,814.14	19,814.14	0.00	0.0%
Total Equipment	20,472.14	20,472.14	0.00	0.0%
Total Fixed Assets	3,366.19	5,035.14	-1,668.95	-33.2%
Other Assets				
Investments - CCCF	11,045.07	10,543.37	501.70	4.8%
Investments - PHSACF	11,455.46	10,608.41	847.05	8.0%
Total Other Assets	22,500.53	21,151.78	1,348.75	6.4%
TOTAL ASSETS	135,519.46	132,848.44	2,671.02	2.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
Accrued State Unemp.	0.00	-200.40	200.40	100.0%
Federal Income Tax Withheld	723.46	2,765.42	-2,041.96	-73.8%
Fica Tax Withheld	1,007.92	-243.04	1,250.96	514.7%
State Income Tax Withheld	309.16	439.47	-130.31	-29.7%
Total Other Current Liabilities	2,040.54	2,761.45	-720.91	-26.1%
Total Current Liabilities	2,040.54	2,761.45	-720.91	-26.1%
Total Liabilities	2,040.54	2,761.45	-720.91	-26.1%
Equity				
*Retained Earnings	130,087.00	130,102.54	-15.54	0.0%
Opening Bal Equity	-0.01	-0.01	0.00	0.0%
Net Income	3,391.93	-15.54	3,407.47	21,927.1%
Total Equity	133,478.92	130,086.99	3,391.93	2.6%
TOTAL LIABILITIES & EQUITY	135,519.46	132,848.44	2,671.02	2.0%

**THIRTEEN YEAR COMPARISON
REVENUE SOURCES**

YEAR	SCAO	COUNTIES	AGENCY	TOTAL	IN KIND
2012	47,032.97	84,050.00	35,331.95	166,414.92	184,703.20
2011	45,119.56	87,075.00	37,965.62	170,160.18	200,792.66
2010	57,368.81	84,000.00	42,990.48	184,359.29	228,514.86
2009	54,892.64	83,900.00	37,402.12	176,194.76	198,391.08
2008	52,964.25	76,225.00	48,077.34	177,266.59	193,458.36
2007	68,671.08	60,000.00	65,054.20	193,725.28	191,127.82
2006	67,531.61	69,000.00	31,807.63	168,339.24	142,871.68
2005	64,275.33	45,000.00	39,938.74	149,214.07	62,526.56
2004	70,441.65	33,750.00	22,005.16	126,196.81	44,883.50
2003	75,362.57	4000.00	10,804.94	90,167.51	44,871.36
2002	69,788.17	3000.00	5543.35	78,331.52	46,419.87
2001	68,254.91	3000.00	13,221.43	84,476.34	NA
2000	66,762.94	3000.00	19,417.20	89,180.14	NA



ANNUAL REPORT FOR 2012

Personnel

Northern Community Mediation (NCM) has three, full-time employees: the Intake Coordinator, the Assistant Director and the Executive Director. Intake Coordinator Terri Sevenser has been with NCM for eight months. She is responsible for general civil, divorce, domestic relations and small claims cases. Assistant Director Bert (Roberta) Rousseau has been with NCM for seven years. She is responsible the victim-Offender Reconciliation Program (VORP), Special Education, Access & Visitation (parenting-time cases), Child Protection Mediation, and Guardianship cases. Dr. Jane Millar has been the Executive Director of NCM since July 2003.

In addition to the paid staff, NCM has 54 volunteer mediators. The majority of the volunteer mediators have received advanced training in specialized fields of mediation. The table below depicts the areas of expertise along with the number of mediators qualified in those fields.

SPECIALIZATION	# OF MEDIATORS
Child Protection	23
Divorce/Domestic Relations	23
General Civil	46
Guardianship	7
Parenting Time	9
Restorative Justice	3
Special Education	5
Victim-Offender Reconciliation	8

As can be seen, NCM has a sufficient number of mediators. The challenge facing NCM relates to the availability of the mediators. Many are retired or work full-time. Hence, they are either traveling or only available on a limited basis for daytime mediations. Additionally, more and more of the cases referred to NCM are complex and require specialized training.

NCM enforces the State Court Administrative Office (SCAO) requirement that mediators complete a minimum of eight hours of continuing education every two years. NCM also continues to be in compliance with the State Court Administrative Office (SCAO) policy for background checks. All employees, interns, volunteer mediators and other volunteers must undergo a background check through the Michigan State Police (ICHAT), as well as a criminal registry check through the Department of Human Services every two years.

Trainings and Workshops

NCM offered an eight-hour, advanced mediator training in the fall of 2011. Attorney and mediator Steve Tresidder facilitated the workshop entitled *Mediating Monetary Claims & Damages*. There were thirteen participants. Eleven were mediators for NCM, and six were attorneys, four of whom mediate for NCM. All three staff members also participated in the training.

NCM staff participated in professional development opportunities offered at sites other than at NCM. Terri Sevenser attended the Michigan Association of Court Mediators (MACM) annual conference, as well as the Intake Roundtable training in Lansing. Bert Rousseau participated in trainings on the ABCs of Bullying Prevention, two Special Education updates, Olweus Bullying Prevention, adult guardianship, as well as attended the MACM annual conference and the Intake Roundtable in Lansing.

Jane Millar attended two School Attendance Mediation training opportunities and the Olweus Bullying Prevention workshop.

Meetings & Gatherings

In addition to regular meetings relating to the operations of NCM, the staff participates in a variety of specific meetings.

On January 19, 2012, NCM conducted its annual meeting for 2011. It was held from 12:05 pm to 12:35 pm at the Bob-In Again in Petoskey, Michigan. Minutes of the 2012 annual meeting will be available on the NCM website (www.northernmediation.org) upon approval of the Board of Directors at the 2013 Annual Meeting, which is scheduled for Thursday, January 17, 2013.

The Board of Directors met six times in 2011: January, March, May, July, October and November. The minutes of the Board of Directors meetings are available on the NCM website. In the months that the Board of Directors did not meet, the Executive Committee met.

Additional meetings in which NCM staff was involved are depicted in the table below.

MEETING	STAFF
Two Child Protection Steering Committee Meetings	Bert Rousseau & Jane Millar
New Board Members Meeting	Jane Millar
Surrogate Victims Dinner	Bert Rousseau & Jane Millar
Two Brown Bag Lunches with Executive Directors of Non-Profits	Jane Millar
Monthly Human Services Coordinating Body Meetings	Jane Millar
Breakfast of Champions	Bert Rousseau, Terri Sevenser, & Jane Millar
Weekly Rotary Meetings	Jane Millar
Weekly Kiwanis Meetings	Bert Rousseau
Petoskey/Harbor Springs Area Community Foundation Annual Meeting	Jane Millar
Petoskey/Harbor Springs Area Community Foundation Economy Meeting	Jane Millar
All-Day Staff Retreat	Bert Rousseau, Terri Sevenser, & Jane Millar

Board Retreat	Bert Rousseau, Wayne Tri & Jane Millar
Two CDRP Executive Directors Meetings	Jane Millar
Meeting with Ann Arbor Mediation Center Director	Jane Millar
Two meetings with Wayne Mediation Center Director	Jane Millar
Meeting with Traverse City Mediation Center Director	Jane Millar
United Way Celebration Breakfast	Bert Rousseau, Terri Sevener & Jane Millar
Three United Way Meetings	Jane Millar
Charlevoix County Community Foundation Reception	Jane Millar
Meeting with Doug Caldwell, Petoskey News-Review	Jane Millar
Meeting with Frank Foster	Jane Millar
Meeting with Prosecuting Attorney Allen Telgenhof	Jane Millar
Meeting with 90 th District Court Judge James Erhart	Jane Millar
State of the Community Luncheon	Jane Millar
Three Athena Award Meetings	Jane Millar
Leadership Little Traverse Graduation	Jane Millar
Leadership Charlevoix County Graduation	Jane Millar
Meeting with Judges	Jane Millar
Monthly Meetings with Both Chamber Leadership Mentees	Jane Millar
Two Mediator Roundtables	Bert Rousseau, Terri Sevener & Jane Millar
Three Meetings with Pellston School District Personnel	Jane Millar
Guardianship Meeting	Bert Rousseau, Terri Sevener & Jane Millar
Weekly Staff Meetings	Bert Rousseau, Terri Sevener & Jane Millar
By-Law Meeting for MI CDRP Center Association	Jane Millar
Monthly Meetings of Executive Committee of MI CDRP Center Association	Jane Millar
Four Meetings of Board of Directors of MI CDRP Center Association	Jane Millar
Numerous Meetings with Present & Potential Mediators	Jane Millar

On December 11 from 4:30 pm to 6:00 pm, NCM held its annual holiday party. Approximately 35 people enjoyed food, beverage, conversation and friendship.

Approximately 40 people attended the Appreciation Luncheon, which was held on Monday, May 21 at the City Park Grill in Petoskey. The following individuals were recognized: Kendal Taylor for Veteran Mediator of the Year, Tom Schraw for Advocate of the Year, and Lisa Hicklen for Rookie Mediator of the Year. The Honorable Richard May spoke about his retirement plans, specifically focusing upon his humanitarian efforts in Haiti. He was then awarded the prestigious Leah Award to recognize his years of dedication to and belief in mediation.

On an individual basis, Bert Rousseau served on the panel for the selection of the recipient of the Leadership Star Award, was a panelist at a statewide Special Education Workshop relating to state complaints, serves as secretary of the Board for the Michigan Association of Court Mediators, and has joined the Board of the Kiwanis Club.

Terri Sevenser served on the Day of Caring planning committee, as well as the Small Business Fundraiser Blitz.

The Executive Director continues to be a driving force behind the newly formed Michigan Citizen Dispute Resolution Program Center Association. Not only was she responsible for the drafting of the bylaws of the new organization, she also serves as the Vice-President of the Association. Additionally, along with several other individuals, she was asked to serve in a local, advisory capacity relating to statewide initiatives for the advancement of Michigan.

Upon appointment, the Executive Director met with new Board member Allie Greenleaf Maldonado for an orientation. At that time, Allie was presented with her official binder that contained the information that she will need as a board member, as well as her name badge.

With the resignation of Intake Coordinator Wayne Tri, the Executive Director conducted a search for his replacement. Approximately 75 applications were received. Of those, she interviewed eight candidates. Two of the eight were asked to return for a follow-up interview, at which time Assistant Director Bert Rousseau also interviewed them.

The Executive Director was also asked to make notes and sign 100 United Way letters of appeal.

Presentations and Promotion

The year 2011 was a busy one in terms of participation in community events. NCM participated in Project Connect, a day of free services for those in need provided by various non-profit organizations in the community. The Executive Director served as a mentor for Leadership Little Traverse, a program sponsored by the Petoskey Chamber of Commerce, as well as a mentor for Leadership Charlevoix County, a program sponsored by the Charlevoix Chamber of Commerce.

The table below lists additional presentations that were done to promote NCM and draw attention to its services and programs.

ORGANIZATION	TOPIC
Leadership Little Traverse	Conflict in the Workplace
Leadership Little Traverse Lunch Host	NCM & Mediation
Leadership Charlevoix County Lunch Host	Stories of Mediation
United Way	Poverty Simulation
United Way	Day of Caring
United Way	Business Blitz
Two Presentations to Fourth Grade Classes	Shoplifting Doesn't Pay
Petoskey Chamber Expo	What is Northern Community Mediation?
Boyne City Chamber Expo	What is Northern Community Mediation?
Information Summit	What is Northern Community Mediation?

Caseload

The number of cases opened in 2012 as compared with 2011 was down by 55 cases: 391 vs. 446. This drop in caseload reflects the decrease in case filings, which is beyond the control of NCM. The pie chart titled Dispute Types graphically shows the breakdown of the various types of cases handled by NCM. Breach of Contract is the most prevalent type of case (32%). This is followed by cases involving divorce and domestics matters (24%). The third most common type of case relates to the Victim-Offender Reconciliation

The case breakdown by programs is as follows:

PROGRAM	2012		2011	
	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
Child Protection	32	32	39	43
Victim Offender	62	55	55	57
Parenting Time	45	43	52	61

The case breakdown by counties is as follows:

COUNTY	2012		2011	
	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
Charlevoix	190	187	247	250
Emmet	213	197	183	191
Other	5	7		

The case breakdown relating to the courts is as follows:

COURT	2012		2011	
	# ACCEPTED	# CLOSED	# ACCEPTED	# CLOSED
33 rd Circuit	93	90	128	127
57 th Circuit	27	23	10	12
90 th District	129	124	133	135
7 th Probate	92	83	93	101

The case breakdown by dispute type is as follows:

DISPUTE TYPE	# IN 2012	# IN 2011
Breach of Contract	127	131
Juvenile Victim Offender	55	57
Domestic Matters	47	60
Child Protection	30	43
Parenting Time	41	61
Divorce	45	45
Landlord/Tenant	14	16
Other	32	33

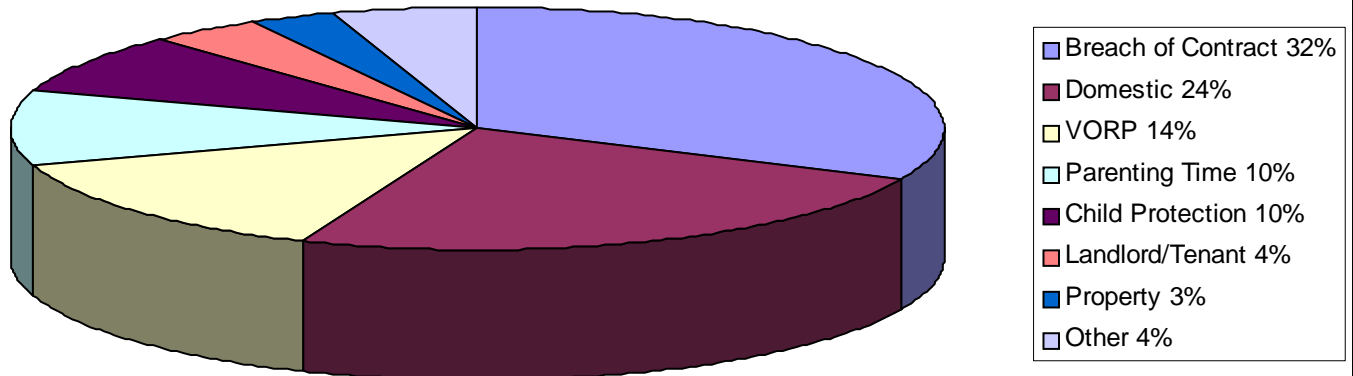
A comparison of the caseload is as follows:

CATEGORY	2012	2011	2010	2009	2008
# Opened	411	435	440	441	468
# Closed	391	446	435	455	459
Agreement Rate	73.44%	68.4%	78.53%	77.66%	78.45%
# Court Referred	273	372	351	348	351
# Self Referred	74	45	48	68	57

**THIRTEEN YEAR COMPARISON
DISPUTE TYPES (based on number of cases disposed in a given year)**

Year	CDP	Breach Contract	EMP	Guard	Land/Tenant	Neighbor	Dom Rel	Post Judge	Property	Edu	Vic Offend	Oth	Total
2012	30	127	2	4	14	1	92	41	12	2	55	11	391
2011	43	131	4	6	16	1	105	61	13	1	57	8	446
2010	22	160	4	5	12	2	104	44	6	3	60	13	435
2009	33	180	3	5	20	6	100	40	2	3	51	12	455
2008	26	186	2	1	16	1	95	29	8	4	81	10	459
2007	49	192	2	1	14	0	92	38	7	0	127	6	528
2006	59	187	5	3	16	7	76	23	8	2	89	13	488
2005	60	165	17	2	6	4	50	29	4	2	83	5	427
2004		179			30	7	67		11		13	80	387
2003		148			11	9	50		14		11	78	321
2002		150			19	5	71		18		6	64	333
2001		165			20	6	50		13		4	54	312
2000		106			16	7	24		14		5	55	227

Dispute Types for 2012



Agreement Rates

It is interesting to note that even though NCM has been receiving more complex cases, the no-agreement rates are down by 4% from 2011 (31% to 27%). This means that more cases are reaching an agreement or a partial agreement, or they are being conciliated. Although there is no percentage shown under facilitated / arbitrated, there was one case that was facilitated in 2012.

The agreement rate percentages for 2012 are depicted in the pie chart entitled Agreement Rates. The table below shows the comparison of agreement rates between 2011 and 2012.

YEAR	AGREEMENT	NO AGREEMENT	CONCILIATED	FACILITATED /ARBITRATED	PARTIAL
2012	53%	27%	17%		3%
2011	51%	31%	16%	1%	1%

Referral Sources

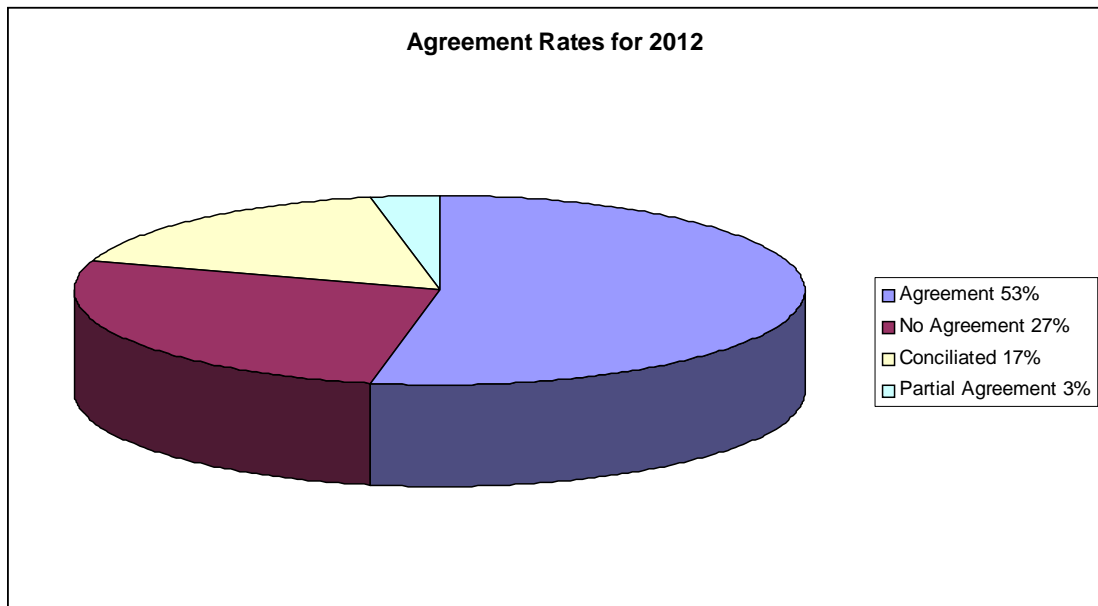
The pattern continues that the vast majority of cases are referred / ordered by the Court (70%). This percentage, however, is significantly lower than the percentage ordered by the courts in 2011 (83%). This decrease in the percentage of court referrals is directly attributable to the fact that court filings in general are down in 2012 from those in 2011. At the same time, self referrals increased from 10% in 2011 to 19% in 2012, which is indicative of the fact that many of the more basic cases are not going to court at all but are coming directly to mediation in order to avoid court filing fees. For similar reasons, referrals by legal organizations and the prosecuting attorneys has also increased from 2011. These percentages are depicted in the pie chart titled Referral Sources.

The case breakdown by referral source is as follows:

REFERRAL SOURCE	# IN 2012	# IN 2011
Courts	273	372
Self	74	45
Other	44	29

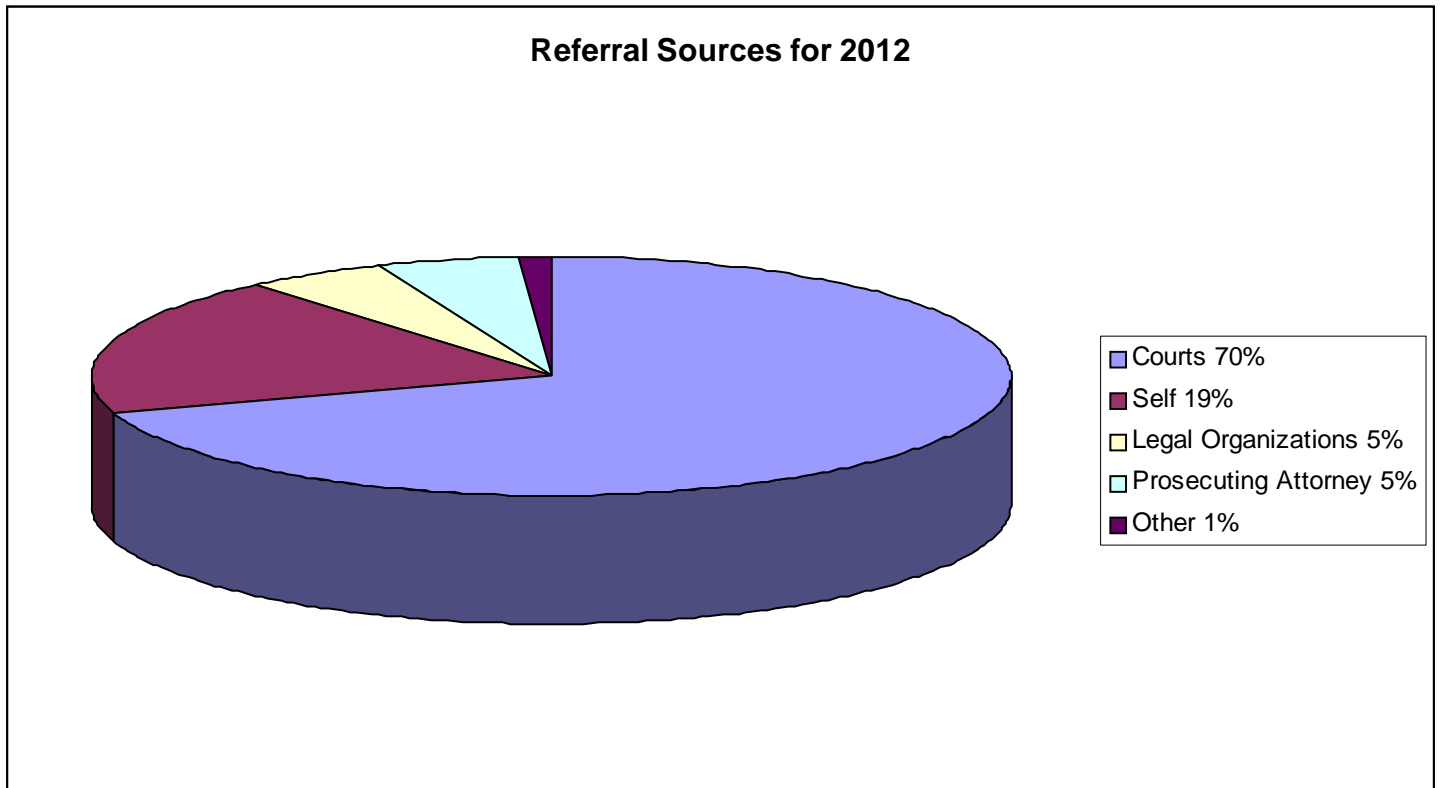
**THIRTEEN YEAR COMPARISON
AGREEMENT RATES**

Year	Total Cases	Core Cases	Agreement	Partial Agreement	Conciliated	Facilitated	Arbitrated	No Agreement
2012	391	305	162	9	52	1	0	81
2011	446	345	175	6	55	1	1	107
2010	435	340	203	7	52	4	1	73
2009	455	349	224	4	41	1	1	78
2008	459	339	173	4	67	21	1	73
2007	528	395	177	0	143	10	0	65
2006	488	379	253	6	71	0	0	49
2005	428	369	253	3	66	4	0	43
2004	337	232	150	0	41	2	0	39
2003	318	NA	266	NA	NA	NA	NA	NA
2002	332	NA	287	NA	NA	NA	NA	NA
2001	307	NA	266	NA	NA	NA	NA	NA
2000	240	NA	201	NA	NA	NA	NA	NA



**THIRTEEN YEAR COMPARISON
REFERRAL SOURCES (based on number of cases disposed in a given year)**

YEAR	COURT	GOV/ POLICE	LEGAL/ BUSINESS/CORP	SELF- REFERRAL	SOC SER/ EDUC/COMM	OTHER	TOTAL
2012	273	4	39	74	0	1	391
2011	372	1	19	45		9	446
2010	351	2	30	48	2	2	435
2009	348	2	29	68	3	5	455
2008	351	0	43	57	4	4	459
2007	429	3	26	60	2	8	528
2006	394	8	14	51	3	18	488
2005	348	18	0	38	2	21	427
2004	299	5	20	33	7	23	387
2003	175	6	33	80	16	11	321
2002	207	4	22	76	13	11	333
2001	187	4	29	62	23	7	312
2000	167	3	14	15	7	21	227



Community Dispute Resolution Program
Northern Community Mediation - CHARLEVOIX

Annual Case Profile CDRP03QT

Report Date: 1/9/2013

Period: Beginning: 1/1/2012 Ending: 12/31/2012

Filtered By: None

<u>CASE DISPOSITION TOTALS</u>	<u>Count</u>	<u>NO MEDIATION HELD</u>	<u>Count</u>
Conciliated	52 17.05%	Settled Prior to Mediation	17 19.77%
Mediated to Agreement	162 53.11%	Respondent Refuses to Mediate	18 20.93%
Mediated to Partial Agreement	9 2.95%	Initiator Failed to Show	1 1.16%
Mediated without Agreement	81 26.56%	Respondent Failed to show	3 3.49%
Facilitated	1 0.33%	Both Failed to Show	0 0.00%
Arbitrated	0 0.00%	Case Withdrawn	17 19.77%
TOTAL	305	Unable to Contact	24 27.91%
		Unamenable for Mediation	6 6.98%
		TOTAL	86

ArbitrationSessions: 0 Mediated w/ Agreement Sessions: 169 Avg Mediation Duration (mins): 89.76
 Facilitated Sessions: 1 Mediated Part Agreement Sessions: 9 Total Fees Received: \$3,060.00
 Mediated w/o Agreement Sessions: 82 **Excludes Waived Payments**
 Total Money Distributed due to Agreement: \$388,290.08 Total Cases where Money was Distributed: 98

ADDITIONAL CASE INFORMATION:

Number of Accepted Cases: 411 Number of Disposed Cases: 391
 Returnee to Mediation: Avg Days from Intake to Disposition: 30
 New Matter: 4 Number of Court Ordered Cases: 203
 Remediation of New Matter: 3 Number of Individuals Served: 992
 Non-compliance of Old Matter: 0 Number of Children Involved: 276
 Number of Cases Referred Elsewhere: 0

<u>REFERRAL SOURCE</u>	<u>Count</u>	<u>DISPUTE TYPE</u>	<u>Count</u>
BUS: Business, Corporation	0 0.00%	CDP: Child Protection	30 7.67%
CSR: Community Organization	0 0.00%	CML: Criminal	0 0.00%
CTS: Courts	273 69.82%	CON: Breach of Contract	127 32.48%
FFC: Friend, Family, Colleague	0 0.00%	EMP: Employment	2 0.51%
GOV: Government	4 1.02%	GDA: Guardianship-Adult	2 0.51%
LEG: Legal Organization	20 5.12%	GDC: Guardianship-Child	2 0.51%
MAR: Marketing, Advertising, Outreach	0 0.00%	LAN: Landord/Tenant	14 3.58%
POL: Police, Sheriff, State Police	0 0.00%	NGH:Neighbor	1 0.26%
PRS: Prosecutor	19 4.86%	ODM: Domestic Matters	47 12.02%
SCH: Educational Institution	0 0.00%	OPM: Other Probate Matters	9 2.30%
SEL: Self	74 18.93%	ORD: Ordiance/Statute/Regulation	0 0.00%
OTH: Other	1 0.26%	PBP: Public Policy	0 0.00%
TOTAL	391	PJC:Post Judgment Domestic	41 10.49%
		PPO: Personal Protection Order	0 0.00%
		PPP: Personal Protection Order-DM	0 0.00%
		PRP: Property	12 3.07%
		RST: Real Estate	1 0.26%
		SCH: Schools	2 0.51%
		VRA: Adult Victim Offender	0 0.00%
		VRJ: Juvenile Victim Offender	55 14.07%
		OTH: Other	1 0.26%
		DIV: Divorce No Children	18 4.60%
		DIK: Divorce Children	27 6.91%
		TOTAL	391

Fund Raising and Grants

The eighth annual Theatre Party was held on Monday, March 12. NCM budgeted \$9,000.00 in revenue and \$2,577.50 in expenses for a profit of \$6,422.50. In reality, \$9,107.60 was collected in revenue, and expenses totaled \$3,452.02 for a profit of \$5,655.58, which was \$766.92 below budget. Having a lower profit than had been projected was directly attributable to fewer sponsorships and ticket sales, coupled with expenses being higher than had been anticipated.

Although NCM does not charge for mediation services that are ordered by the courts, it does charge a minimal administrative fee for those cases that are not referred by the courts. In 2012, \$3,085.00 was collected in fees. Of the 92 individuals who were charged a fee, 23 of those whose cases are closed did not pay, which represents 25%. This compares to a rate of 22.9% in 2011. An additional \$2,200.00 was collected for Special Education mediation services plus \$2,400.00 for Access & Visitation cases.

Donations for 2012 totaled \$4,250.28, as compared to \$3,210.50 in 2011. The Donor Campaign brought in an additional \$3,775.00, as compared to \$3,050.00 in 2011.

NCM received the following grant awards in 2012:

- The Petoskey Harbor Springs Area Community Foundation
 - \$1,000 for the School Attendance Mediation program
 - \$600 for 12 stackable, upholstered chairs
 - \$460 for portable, air conditioner unit
- Bay Harbor Foundation
 - \$3,547 for the youth related programs
- United Way
 - \$2,500 for the Victim-Offender Reconciliation Program, \$2,816.25 to be paid in 2012 and \$625 in 2013
- Rotary Club of Petoskey
 - \$527 for the design and printing of a School Attendance Mediation Program brochure

Board Retreat

On Thursday, February 9, 2012, the Board of Directors met at the Weathervane Restaurant in Charlevoix for a board retreat. The purpose of the retreat was to provide an educational piece about the court system, including district, circuit and probate courts, through a panel discussion. Serving on the panel were The Honorable Richard Pajtas (33rd Circuit Court), The Honorable Richard May (90th District Court), and The Honorable Frederick Mulhauser (7th Probate Court). This was followed by an explanation of funding along with a discussion of increasing fees.

In Kind Contributions

To a non-profit organization, in-kind contributions are significant for two primary reasons. First, when writing grant applications, in kind donations are considered a means

of determining community support of the organization. Second, in kind donations help to defray expenses. The top five areas of contributions in 2012 related to the following:

- Mediation hours based upon \$150 per hour \$155,922.50
- Rent \$ 15,600.00
- Mediation locations at \$50 per session \$ 5,400.00
- Cell Phone \$ 2,971.41
- Theatre Party \$ 2,423.50

The total amount of in kind contributions for 2012 was \$184,703.20, which is slightly below that of 2011, which totaled \$200,792.66. This directly relates to the fact that case filings were lower in 2012 than in 2011; hence, there were fewer cases mediated, which meant that there were fewer mediator hours of volunteerism. The in kind donations for 2012 constituted 53% of the total budget. The total in kind contributions attributable to the mediators themselves represented 84% of the in kind contributions.

Taylor School

Beginning in September 2012, students from Taylor School have been coming over to NCM to clean. They are a wonderful group of special needs students, and they do a very thorough job. They vacuum, dust, seep the floors and make the bathrooms sparkle. Tami Arms, who is their teacher, is exemplary.

Certificate of Appreciation

During the Executive Director's year as District Governor of Rotary International, the Board of Directors and the staff of NCM were very supportive of her endeavors. Whether or not she was in the office or on the road, she knew that all work would get done and get done well. For this reason, she invited the Executive Committee of the Board and the staff to be her guests at a Rotary Club of Petoskey weekly meeting in September. At that time, she presented NCM with a Certificate of Appreciation. This recognition is a means of honoring an organization through a \$1,000 donation to The Rotary Foundation. This money is then used to support humanitarian, educational and medical projects around the world.

Financial Analysis

Although NCM entered the year 2012 with concerns relating to the financial picture, it ended the year with a gain of \$3,712.13. Due to the fact that there could have been a gain of \$5,712.13, the Executive Director purchased postage in the amount of \$2,000.00 to be included in the 2012 expenses but which will actually be used in 2013. This action was also taken to help ease the loss that is being anticipated for the 2013 fiscal year. This loss is projected due to three factors:

- A decrease in funding from SCAO in the amount of \$5,105.52
- A decrease in local funding by \$3,000.00
- A decrease in Access & Visitation funding from the federal government by \$600.00

The total amount of reduced funding totals \$8,705.52.

Summary

The year 2012 turned out to be a good one for NCM.. The year 2013, however, will create significant challenges as a result of significant funding cuts. To offset the decreases in funding, NCM will have to find additional ways of creating revenue while at the same time making significant cuts in its expenses.