

Northern Community Mediation
Board of Directors' Meeting
October 4, 2012
The Bob-In Again, Petoskey

Board members present: Lisa Hoyt, Hon. Fred Mulhauser, Kirk Raymond, Pat Seagmen, Ted Teller, Dr. Paula Welmers, Joel Wurster

Board members absent: Toni Arthur, Michelle Cortright, Bill Denemy, Mary Faculak, David Leusink, John Marshall, Dr. Roger Postmus, Jim Raber

Staff Present: Jane Millar

Ted called the meeting to order at 12:05 p.m.

The board heard from Martha Lancaster of the United Way. She explained the process in which the United Way's funding priorities can change from year-to year and she also provided an overview of the impact proposals required from various organizations that seek funding. She also spoke of the United Way's Volunteer Connections program and literacy, tutoring, and mentoring programs. She updated the board on the fundraising goal this year, the progress towards that goal, and of the various participants in reaching the goal. She also expressed appreciation for NCM's participation in UW fundraising efforts.

Minutes:

The meeting minutes from July 19, 2012, were presented. Lisa Hoyt moved to approve, seconded by Fred Mulhauser. Motion carried.

Treasurer's Report - Jane Millar for John Marshall:

August financial reports were reviewed. September financial reports will not be available until the latest bank statements are received and reconciled. The budget is tracking fairly close to projections, although it is looking as if NCM may need to transfer a few thousand dollars from its reserves in order to balance the budget at year end. We have been able to avoid this in the last few years, but the reduced case filings and referrals are making this more of a possibility this year. We also need to be prepared for a reduction in funding from the state next year as a result of reduced case filings both locally and statewide. Motion by Joel Wurster to accept the treasurer's report, seconded by Fred Mulhauser. Motion carried.

President's Report:

Ted provided the board with an update on the Executive Committee's process of evaluating the Executive Director this year. Jane has provided a self-evaluation that the committee has collectively reviewed. The committee will be meeting with Jane next week to discuss this evaluation. Ted encouraged the board members to provide him with any additional comments or concerns to be discussed with Jane at that meeting.

Executive Director's Report, presented by Jane Millar:

1. Case Reports – Some of this information was discussed during the course of the Treasurer's Report. Case filings continue to be down from last year (approximately 37 less cases), which is a trend being seen statewide. The weighting of the cases being heard is staying largely the same, although a breach of contract and divorce cases have been decreasing.
2. Collection of Fees – Jane reviewed the payments received and those outstanding this year. These are mainly payments for divorce and self-referred cases, for which NCM charges a fee. These are a relatively small portion of NCM's income, but are also symbolic of the value of services provided by NCM. If anyone has any suggestions for improving the collection rate without impeding the mission of NCM, please let Jane know.
3. Advanced Training – Steve Tresidder conducted an advanced training session for NCM last week. 13 people received the training, which was less than the 30 + people that took the training last year. However, having a smaller group helped to enhance the interactive role-playing portions of the training.
4. Board Member Nominations – Jane provided a chart showing the status of the terms of the current board members. Any suggestions for potential new board members are welcomed. Jane will communicate with Bill Denemy to see whether he remains interested in serving on the board or if his absences indicate that he is no longer interested in serving. Paula will speak with a local tribal official about whether any representative of the tribal community may be interested in serving.
5. Executive Committee – The current executive committee appears willing to continue serving in their respective roles in the coming year.
6. Annual Meeting Date/Next Board Meeting – Thursday, January 17, 2013, at noon in Petoskey was set as the date for the annual board meeting. Thursday, November 29, 2012, was set as the next board meeting date. The proposed budget for next year should be available by that time.
7. Holiday Party – The Holiday Party is scheduled for Tuesday, December 11, beginning at 5:30 p.m. at the NCM offices in Petoskey.
8. Judge May's Retirement – Due to an oversight, NCM was not made aware of Judge May's retirement party last week. Court staff has expressed their regret at this. Despite this, several board members were still able to attend and reported that the party was a nice tribute to Judge May.

Old Business: none

New Business: none

Next Meeting: Thursday, November 29, 2012, at noon in Charlevoix (Giuseppe's)

Meeting Adjourned at 12:50 p.m.

Respectfully submitted,
Joel Wurster, Secretary