

**Northern Community Mediation
Board of Directors' Meeting
November 10, 2011
Giuseppe's, Charlevoix**

Board members present: Mary Faculak, Lisa Hoyt, David Leusink, Dr. Roger Postmus, Jim Raber (arrived at 12:15 p.m.), Pat Seagmen, Ted Teller, Joel Wurster

Board members absent: Toni Arthur, Michelle Cortright, John Marshall, Paula Welmers

Staff Present: Jane Millar

Ted called the meeting to order at 12:04 p.m.

Minutes:

The minutes of the meeting on September 1, 2011, were approved. Moved by Roger Postmus, seconded by Pat Seagmen. Motion carried.

Treasurer's Report - Jane Millar for John Marshall: The financial statements now include a year-to-year comparison. Actual income and expenses to date are tracking closely with the budget for this year. The amount that may be needed from savings to balance the budget at year end could be significantly less than the \$15,000 amount that was originally projected.

Jane reviewed the employee educational and insurance reimbursement expenses that may still be expected this year. She indicated that she generally waits to see how her reimbursement claim will affect the budget before she submits it. Members of the board appreciated her approach to this issue, but also encouraged her to seek reimbursement under the approved program.

Motion by Mary Faculak to accept the treasurer's report, seconded by Roger Postmus. Motion carried.

President's Report:

The 3 recent nominees to the board have each agreed to serve beginning in January 2012. These individuals are: Bill Denemy of the Tribal Court for the Little Traverse Bay Band of Odawa Indians; Hon. Fred Mulhauser of the Probate Court for Emmet and Charlevoix Counties; and Kurt Raymond of the Charlevoix County District Court. Jane is arranging orientation meetings with each of these gentlemen.

Ted also reported that the members of the existing executive committee for NCM have agreed to serve for another year in their present roles. These are: Ted Teller, President; Lisa Hoyt, Vice President; Joel Wurster, Secretary; John Marshall, Treasurer.

The executive committee has begun the process for the annual evaluation of the Executive Director. Ted indicated that the committee is open to further input from any board member in this regard.

Ted also spoke recently with Doug Van Epps, who is the dispute resolution program director for the state court administrator's office. Mr. Van Epps contacted Ted to discuss the slightly declining trend in NCM's total cases and cases being mediated to resolution and the potential impact of these trends on program funding. Staff and the board observed that the decline in overall cases between this year and last year is approximately 13 at this point, which is relatively minimal in relation to the overall number of cases (approximately 300). Other factors that may be contributing to these trends include a decline in court filings and that NCM may be mediating increasingly complicated family and financial-related cases. The board and staff agreed to continue monitoring and discussing these trends.

Ted indicated that Mr. Van Epps also mentioned his awareness that Jane has been involved in recent months in her role as District Governor for area Rotary Clubs. He sought assurance from Ted that NCM resources are not being used for the Rotary position. Ted indicated that he has spoken with Jane about this and that Jane is appropriately segregating and tracking her time and expenses between the two positions. He also noted that Jane's travel for the one-year Rotary position will largely be concluded in early December of this year.

Executive Director's Report, presented by Jane Millar:

1. **Case reports** – Case reports were reviewed and discussed during the course of the President's report.
2. **Collection of fees** – Jane provided reports on the efforts that are made to collect fees arising from voluntary and divorce mediations. Fee collection is not an issue with other cases that are referred by the local courts. Fees for such cases are not charged under the broader funding arrangements for these services.
3. **2012 SCAO Grant Application and 2012 Budget** – Jane is mindful of the upcoming deadlines for each of these items and will have these met. Actual numbers for these items cannot be finalized until additional information and reports are available nearer to each deadline.
4. **Community Foundations** – Recent statements for NCM accounts with both the Petoskey Harbor Springs Area and the Charlevoix County Community Foundations were reviewed. These showed some losses as of the end of the 3rd quarter of this year, but these appeared consistent with the overall decline in the investment markets during this same period. Staff and the Board will continue to monitor these funds.
5. **Upcoming dates** – The staff is having a retreat on November 18, 2011, in a meeting room at the Twisted Olive Café to review this past year and set goals for the coming year. The NCM holiday party will be held at the NCM offices beginning in the late afternoon on December 13, 2011. The Board discussed changing the NCM annual meeting from January

12, 2012, to January 19, 2012. This would allow more time to assemble information to be reviewed and acted upon at that meeting. February 9 is still being considered as a tentative date for a NCM Board retreat

Old Business: none

New Business: none

With no further business to be brought before the board, the meeting was adjourned by President Teller at 12:50 p.m.

Respectfully submitted,

Joel Wurster, Secretary