

**Northern Community Mediation  
Board Meeting  
November 12, 2009  
Giuseppe's, Charlevoix**

Board Members present: Steve Tresidder, Bill Lovett, Ted Teller, Pat Seagmen, Mary Faculak, Lisa Hoyt, Connie Saltonstall, Joel Wurster

Board Members absent: Toni Arthur, Julie Hall, Bruce Herbert, Ray Kiogima, Dr. Roger Postmus

Staff Present: Dr. Jane Millar, Executive Director

Steve called the meeting to order at 12:05pm.

Minutes:

The minutes of the September 2009 board meeting were approved. Moved by Ted Teller, seconded by Joel Wurster.

Treasurer's Report:

Report reviewed, overall Y-T-D cash position is good.

Treasurer's report accepted, moved by Mary Faculak, seconded by Bill Lovett.

President's Report:

1. Employee Benefits: Educational Assistance Plan reviewed. Section 10 of the Compensation Program in the Personnel Policies reviewed. Motion to adopt resolution by Bill Lovett, seconded by Mary Faculak. All in favor. Resolution attached.
2. 2010 Board of Directors: President, Ted Teller; Vice-President, Pat Seagmen. Goal is to have two additional directors from Charlevoix county and one from Emmet county.
3. Foundation Investments: Discussed benefits of investing with a Community Foundation. Jane Millar will present contracts to the board in January.
4. Executive Committee Meeting: will be held on December 10.
5. Budget Approval: to be completed by November 25<sup>th</sup>.

Executive Directors Report:

1. Case Report was reviewed for January through October 2009.
2. Collection of Fees-most non-payments are from no-shows.
3. Volunteer Connections: United Way initiative to provide additional resources for volunteer recruitment, recognition, and management. NCM will participate.
4. Tri-Fold Display: Newly purchased, will be used at Project Connect and other events.
5. Boyne City High School Presentation: Annual PALS conflict resolution presentation was made.
6. Painting of Bathroom: office bathroom painting is complete.

7. Donor Campaign: Has exceeded budget. Of the donations received, \$2,500 is from three sources, one being from the Petoskey News-Review in the amount of \$500.
8. Background Checks – all completed.
9. Staff Retreat: will be held on November 13, 2009.
10. Holiday Party: will be held December 15<sup>th</sup>, invitations are ready to be mailed.
11. Dan Ralley: Jane will meet with the new Petoskey City Manager on November 12<sup>th</sup>.
12. Charlevoix Foundation – \$100
13. Mission Statement: wall poster was created for office wall.
14. LLT – Jane will present at the Leadership Little Traverse meeting in February. She is also a mentor.

Old Business: none

New Business: Executive Director contract discussed for change in terms in light of the change to Personnel Policy #10.

Next Meeting:

The Executive Committee will meet on December 10<sup>th</sup>.

Respectfully Submitted,

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Pat Seagmen, Secretary