

NORTHERN COMMUNITY MEDIATION MINUTES  
BOARD OF DIRECTORS' MEETING  
November 9, 2017  
East Park Tavern

*The mission of Northern Community Mediation is to help people resolve conflicts in  
Charlevoix and Emmet Counties*

Noon CALL TO ORDER: Kate Scollin

**In Attendance:**

Brian Kasiborski, Chelsea  
Platte, Judge Mulhauser, Kate  
Scollin, Stuart Fenton, Ed  
Engstrom, Christian Smith

**Absent** – Bill Meengs, Bob  
Banner, Kirk Raymond, Mark  
Fralick, Julie Kuchnicki, Mary  
Roberts

APPROVAL OF MINUTES: Stuart Fenton. Minutes were approved unanimously.

TREASURER'S REPORT: Bill Meengs. In Bills absence, Jane gave the report.  
Things are tracking well.

1. Bonus Money for Salaries from August 4 Through  
December 2018
2. \$38,386.11 over 37 Pay Periods
  - a. \$34,077 for Salaries
  - b. \$3,621.74 for FICA & Unemployment
  - c. \$687.37 for Worker's Compensation

Motion made to accept Financial reports; passed  
unanimously.

12:10 PRESIDENT'S REPORT Kate Scollin

1. Nominees for New Board Members
  - a. Judge Roy Hayes
  - b. David Farley
  - c. Kirstyn Horan
  - d. Hugh Conklin

- e. Tami Vincent  
Four board members come off in January- Kirk, Judge Mulhauser, Kate & Julie.

2. Executive Committee

- a. President – Bill Meengs
- b. Vice-President – Bob Banner
- c. Treasurer – Brian Kasiborski
- d. Secretary – Stuart Fenton

3. Board Retreat

- a. Date & Time – 2 dates were discussed – Feb 20 or 27<sup>th</sup>, from 4:30-7:30. \*\* It should be noted that Stuart is on vacation on the 20<sup>th</sup> and would not be able to attend
- b. Location

4. Exit Interviews

- a. Kirstyn Horan
- b. Kristy Whitman

The consensus was that NCM is a great place to work. The issue is salary and benefits.

12:20 EXECUTIVE  
DIRECTOR'S  
REPORT

Jane Millar

1. Case Reports YTD

- a. 2017: 246+292+259 + 102 = 899
- b. 2016: 626

2. Collection of Fees YTD

- a. Payments Received YTD
  - i. 2017: \$2,085 + \$5,065 = \$7,150
  - ii. 2016: \$6,760
- b. Overdue Accounts YTD
  - i. 2017: (\$650 + \$4,770) - \$2,025 = \$3,395
  - ii. 2016: \$1,250

c. Fees Waived YTD

- i. Fees: \$12,450
- ii. Amount Waived: \$3,670
- iii. Amount Cancelled: \$7,300
- iv. Amount Charged: \$1,530

3. Donor Campaign YTD

- a. Staff – 100% for \$178
- b. Board – 10 of 13 – 77% for \$1,625

- c. Mediators - \$800
- d. Community - \$2,751
- e. \$5,354 of \$5,000 Goal
- 4. Charlevoix Theatre Party
  - a. Income
    - i. Sponsors
      - 1. 2017 \$3,125
      - 2. 2016 - \$2,500
    - ii. Supporters
      - 1. 2017 - \$600
      - 2. 2016 - \$450
    - iii. General Tickets
      - 1. 2017 - \$1,505
      - 2. 2016 - \$1,635
    - Raffle
      - 1. 2017 - \$169
      - 2. 2016 - \$175
  - b. Expenses
    - i. 2017 - \$2,635.17
    - ii. 2016 - \$2,624.20
  - c. Gain
    - i. 2017 - \$2,593.66
    - ii. 2016 - \$2,135.80
    - iii. 2017 Budget - \$3,505
- 5. Information Summit – September 29
  - a. Booth
  - b. Presentation on American Veterans Program
- 6. Boyne City Expo – November 2
- 7. Upcoming Events
  - a. Staff Retreat – Friday, November 17
  - b. Breakfast for Champions
    - i. Tuesday, December 5
    - ii. Sharing Table with Crooked Tree Arts Center
  - c. NCM Holiday Party – Tuesday, December 12
  - d. Annual Meeting – Thursday, January 18
- 8. Website
- 9. Karen Cole's Presentation
  - a. Child Protection Mediation

- b. Lake County
- c. Adopting Program Based Upon Karen's Presentation
- 10. Change in Staff
  - a. Kirstyn Horan's Resignation
    - i. Community Health on M-119 ii. Began on Monday, November 6 iii. Trained Replacement
  - b. Caroline Smith's Employment
    - i. Graduate of The University of Michigan
    - ii. Considering Law School Fall of 2018
    - iii. Internship with NCM from October 19 – October 27
    - iv. Employment from October 30, 2017 – June 1, 2018
  - c. Kristy Whitman's Resignation
    - i. Bear River Electric
    - ii. Effective Thursday, November 9
    - iii. Willing to Work 10 Hours/Week Through November
    - iv. Willing to Work 4 Hours/Week Until Replacement Found
- 11. Legislation
  - a. HB 5073 Proposed Amendment of Rules 2.410 & 2.411
  - b. Adoption of New Rule 3.970

12:25 MISSION MOMENT

Jane Millar – Jane summarized a very moving and rare mediation she did for the Prosecutor's Office in lieu of Prosecution, where she met with a sexual assault victim's mother and the suspect, and worked out a mutually agreeable resolution. The case would have been very difficult to prosecute, and both parties came out of it with something positive and closure. Thank you again Jane for agreeing to take this on!

12:30 STRATEGIC PLAN

Chelsea Platte

12:55 ACTION STEPS & BOARD COMMITMENTS – assignments were discussed regarding lobbying at the state and local levels. Nothing determinative was decided due to the absence of some key board members.

A year end e mail appeal was also discussed.

1:10 ADJOURNMENT

#### NEXT MEETINGS

1. Executive Committee Meeting: Thursday, December 14 at 8:15 at NCM Office
2. Special Board Meeting to Approve Budget: Time & Date To Be Determined
3. Annual Meeting & General Board Meeting: Thursday, January 18 at Noon at City Park Grill