

Northern Community Mediation

Board Meeting
December 12, 2005

Board members present: Cathy Atchison, Keith Williams, Dennis Halverson, Lisa Blanchard, John Rohe, Ken Winter, and Bill Lovett.

06/08 Board member present: Steve Tresidder.

Staff present: Jane Millar.

Cathy Atchison called the meeting to order at 5:05 pm.

It was moved by Lisa Blanchard and seconded by Cathy Atkinson that the minutes of November 1 Board Retreat and Board Meeting be approved as submitted. Unanimously approved.

Keith Williams discussed the proposed 2006 budget.

Keith stated the executive board recommended describing any annual salary increases as “merit” rather than “cost of living”.

Jane Millar stated that Janice Elliot has a 28 hour work week; Pat Dull has a 40 hour work week; and her salary is based on a 20 hour a work week, however, donates significantly more time during any pay period. Ken Winter commented that when Jane was hired, it was understood, if revenues significantly increased that would permit raising Jane’s salary, it would be done.

Jane also stated that it is her objective to have NCM have a six month cash reserve.

Keith stated that Jane and he were investigating the possibility of using a Petoskey bank for convenience purposes. Jane explained that the reason this action had not yet been taken was due to the fact that Mason & Kammermann use the Charlevoix State Bank for direct deposit of pay. Since the balance in the checking account is continuously at least \$35,000, the possibility of a sweep account or some other interest bearing account is also being investigated.

It was moved by Ken Winter and seconded by John Rohe that the budget be approved as submitted. It was unanimously approved.

Jane stated that Cliff DeNay resigned from the board, but that still left the board with 13 members. Ken Winter’s recommended that the position not be filled.

Cathy adjourned the meeting at 5:35 pm.

Respectively submitted,

William W. Lovett
Secretary