

Northern Community Mediation

Board Meeting

February 9, 2006

Board members present: Keith Williams, Cathy Atchison, Jill Ryan, Lisa Blanchard, Mary Willis, Bruce Herbert, Dick Pajtas

Staff present: Jane Millar

Meeting called to order at 4:35 p.m.

It was moved by Keith Williams and seconded by Lisa Blanchard to approve agenda. Motion carried.

It was move by Keith Williams and seconded by Mary Willis to approve the minutes of the previous meeting. Motion carried.

Treasurer's Report (Keith Williams):

- Everything seems to be tracking well and we received some income earlier this year than before.
- Discussion about moving a portion of our banking from Charlevoix to Petoskey for convenience. Jane will work with Keith.

It was moved by Mary Willis and seconded by Bruce Herbert to accept the Treasurer's Report. Motion carried.

Introductions to new board members – Welcome!

Executive Director's Report (Jane Millar):

- cases tracking well for the month
- Theater Party going well – need volunteers that night
- annual meeting
- have an intern from NCMC – Melissa Duggan
- Insurance Analysis – Jane is checking to see if another source will be a better value
- There is no Intake Coordinator now, so is interviewing Roberta Rousseau – will start Tuesday
- Trainings
 - very successful and made a profit on 40-hour
 - Char-Em ISD Americorps training
- Revenue Sharing Grant will be doing a survey on impact of parenting books
- MNA Workshop
 - Covered issues that may be raised in DC about nonprofit management issues
 - Board members are asked to complete a checklist on organizational structure and return to Jane for compilation

Committee Reports (Cathy Atchison):

- explained the change on committee structure to include
 - program planning
 - fundraising/finance

Next meeting planned for April 13 at 4:30 pm.

Respectfully Submitted,

Jill Ryan
Vice-President