

**Northern Community Mediation  
Board of Directors' Meeting**

Thursday, May 14, 2015

Bob In Again, Petoskey, MI

**Board members present:** John Marshall, President; Kate Scollin, Vice-President; Bill Meengs, Treasurer; Julie Kuchnicki, Hon. Allie Greenleaf Maldonado, Ed Engstrom, Pat Simmons-Ackerman

**Board members absent:** Paula Welmers, Secretary; Kirk Raymond, Hon. Fred Mulhauser, David Leusink, Stuart Fenton, Christian Smith

**Staff present:** Dr. Jane Millar

**Guest:** George Ryan, 2<sup>nd</sup> year law student, guest of Hon. Allie Greenleaf Maldonado, David Jones, Executive Director, Petoskey-Harbor Springs Area Community Foundation

**Call to order:**

John Marshall called the meeting to order at 12:08 pm

**Consent Agenda:**

**Minutes: John Marshall**

The meeting minutes from March 12, 2015, were presented. Bill Meengs moved to approve the minutes, seconded by Scollin. Hon. Allie Greenleaf Maldonado & Pat Simmons abstained. Motion carried.

**Treasurer's Report, Bill Meengs**

Bill reported finances were "somewhat down" so far this year with a negative month. Bill stated due to cash flow and timing of funding he is not worried about current finances. Hon. Allie Greenleaf Maldonado moved to accept the treasurer's report, seconded by Scollin. Motion carried.

**Guest Presentation:** David Jones, Executive Director, Petoskey-Harbor Springs Area Community Foundation. David congratulated us on 5 years of investment with our mediation and endowment funds. The mediation fund has grown by \$1,850.05 and the endowment fund has grown by \$2,408.97. David also informed the board members about promoting our agencies endowment funds with a flier that provided us steps on how to grow the fund. He also provided information about a charitable gift annuity that allows you to arrange a generous gift to the community while still providing yourself a new income source you can count on for the rest of your life. Petoskey-Harbor Springs Area Community Foundation also funded half the cost of the training that Kate Scollin and Jane Millar attended in Traverse City.

**President's Report: John Marshall**

John reported on the newly formed Resource/Budget Task Force committee, per our Retreat they are taking steps on the objectives of Succession Planning and staff challenges. Looking for younger talent to take initiative in mediation and succeed current staff moving forward. Dr. Jane Millar stated they had contacted PMP for help in office with little to no cost from Northern Community Mediation but are researching funding for a new work station. etc. Hon. Allie Greenleaf Maldonado moved to accept the President's Report, seconded by Scollin.

**Vice-President's Report: Kate Scollin**

Kate and Jane attended a meeting in Traverse City that discussed sustainability and succession planning for non-profits. They were also given a book to read called Sustainability Mindset by author Jeanne Bell. Kate and Jane enjoyed the meeting and stated that the speaker gave them a whole new way to look at funding sources, people, core competency and a graph for planning succession.

**Executive Director's Report: Jane Millar**

1. Case Reports – Things are picking up but YTD we are down by 25 cases

2. Collection of Fees - \$1,700.00 has been collected to date with additional outstanding billings. Board members discussed the collection of fees and how much time Jane sent mailings etc to collect. Ed Engstrom offered to send letter on his attorney letterhead to help in collection. Jane would like to do research on this issue to make sure there is no breach of contract. Jane researched taking credit card payments thru GovPay.net. No fees to Northern Community Mediation, clients of mediation would pay credit card fee for service.

Theatre Party – sponsors were up this year but tickets were down

40 Hour Training – Training had 19 participants and twelve new mediators for NCM to help with mediation

Appreciation Luncheon – Monday, May 18<sup>th</sup>, 2015, the Bistro Restaurant, Charlevoix County Club, Joe Hayes will be our Key Note Speaker

Personnel Policies - Hon. Allie Greenleaf Maldonado moved to accept the proposed revisions to the Personnel Policy, seconded by Scollin.

**Next Meeting:** Thursday, July 9<sup>th</sup>, 2015 at Roadhouse 757 (Old Guiseppe's Restaurant) in Charlevoix, MI

**Adjournment:**

Meeting adjourned at 1:05 pm

Respectfully submitted,

Julie Kuchnicki, Board Member