

Northern Community Mediation  
Board of Directors' Meeting  
May 5, 2011  
City Park Grill, Petoskey

Board members present: Toni Arthur, Michelle Cortright, Lisa Hoyt, David Leusink, Dr. Roger Postmus, Ted Teller, Pat Seagmen, Paula Welmers, Joel Wurster

Board members absent: Barry Anderson, Mary Faculak, John Marshall, Jim Raber

Staff Present: Jane Millar

Ted called the meeting to order at 12:05 p.m.

Minutes:

The meeting minutes from January 13, 2011, were approved. Moved by Roger Postmus, seconded by Pat Seagmen. Motion carried.

Treasurer's Report:

Jane Millar presented the report in John Marshall's absence. The Theatre Party generated more income than was projected. The 40 hour training was a significant expense. Because all of the participants in this training intend to mediate for NCM, there were no fees paid by participants to offset the training costs. However, Jane has sought and obtained a grant from the Petoskey-Harbor Springs Area Community Foundation in the amount of \$3,200 for these training costs. Otherwise, this year's budget is tracking close to projections. Also, Jane reported on moderate increases to the NCM funds that have been placed with both the Charlevoix and the Petoskey-Harbor Springs Area Community Foundations. Motion by Roger Postmus to accept the treasurer's report, seconded by Lisa Hoyt. Motion carried.

President's Report.

Ted indicated his appreciation for those that were able participate in the board retreat held in February. He also welcomed Michelle Cortright to the board and expressed thanks for her willingness to serve in this role.

Executive Director's Report, presented by Jane Millar:

1. Case reports – These are tracking similar to last year, although the disposition of “core” cases is up this year.
2. Fees – Reported that the level of collection of mediation fees is currently good and that the staff is being diligent in this regard.
3. Background checks – These checks were performed two years ago with regard to mediators and are scheduled to be performed again in July 2011. Jane will be working on this task, which includes obtaining authorization from all of those subject to such checks.
4. Chamber expositions – Jane reported that NCM has been represented at the chamber of commerce expositions held in Petoskey, Charlevoix, and

Boyne City in recent weeks. A few participants in the recent mediator training gained their exposure to NCM through these expositions. There was discussion concerning the scheduling and format of the Charlevoix exposition, which includes other aspects such as a job fair. The decision of whether it would be worthwhile for NCM to participate again next year will be left to the executive director's discretion.

5. Clients contacting board members – There was discussion of some instances in recent months where an upset mediation participant had made inappropriate contacts with some board members. Jane urged any board members that may receive these types of contacts to report them to NCM so such circumstances may be monitored and addressed.
6. Succession plan – Jane updated the board on her efforts to develop a standing succession plan for the executive director's position. Vital information lists have been developed. Jane is continuing efforts at developing and supplementing such plans for various anticipated and unanticipated succession scenarios. She would like to have such a plan in place by the end of this year and would welcome any further input by board members into this planning. Arrangements for securing vital information were discussed and the consensus was that the board president should also have access to such information in a secure offsite location.
7. May 16 recognition luncheon – NCM annual awards for 2010 will be presented at this luncheon at the City Park Grill. This is the first time such a luncheon will be held and was prompted by a mediator's suggestion. These awards have previously been given at the holiday open house. Attendees will be responsible for the costs of their own lunches. Guest speaker Emily Meyerson will share some of her experiences from a Rotary International peace scholarship program that she recently attended in Thailand.
8. Professional development opportunity – Jane is serving as the Rotary District Governor. In this capacity, she will be attending a conference in Thailand in the coming months. She is interested in visiting the peace center while she is there and may seek to incorporate a few days of professional development concerning conflict resolution into this trip.
9. Policy revision – Board Governance Policies – Page 5. It is proposed that this policy be changed to provide for the nomination and election of new board members and officers annually at the January board meeting or at any other meeting called for this purpose. This would be a change from the current provision that provides for such a meeting to occur in December. Motion by Paula Welmers to approve the change, seconded by Roger Postmus. Motion carried.
10. Policy revision – Personnel Policies – Page 19. It is proposed that this policy be changed to provide for mileage reimbursements at the applicable IRS rate instead of at a specific rate that needs to be changed as the IRS rate varies. Also, these policies have been alphabetized for easier reference.

Motion by Paula Welmers to approve the changes, seconded by David Leusink. Motion carried.

Old Business: Jane reported on the dinner and speaker that were hosted by NCM at the Birchwood Farms Golf and Country Club this past Fall. Appreciation was expressed for the Birchwood representatives that helped to make this an informative and enjoyable evening. Jane also reported on her experience as a local celebrity bartender at the Noggin Room for the benefit of NCM. There were comments of appreciation to Stafford's for hosting this program for the benefit of area non-profit programs.

New Business: none

Meeting Adjourned at 12:50 p.m.

Respectfully submitted,

Joel Wurster, Secretary