

Northern Community Mediation
Board of Directors' Meeting
July 10, 2014
The Bistro at Charlevoix Country Club
Charlevoix

Board members present: Mary Faculak (12:20 p.m.), Lisa Hoyt, David Leusink, Dr. Roger Postmus, Kirk Raymond, Joel Wurster

Board members absent: Julie Kuchnicki, Hon. Chief Judge Allie Greenleaf Maldonado, John Marshall, Hon. Fred Mulhauser, Jim Raber, Pat Seagmen, Dr. Paula Welmers

Staff Present: Dr. Jane Millar

Lisa Hoyt called the meeting to order at 12:07 p.m. and determined that a quorum of the board was not present. Accordingly, although reports can be received and agenda items can be discussed, no organizational decisions can be made.

Minutes:

The proposed meeting minutes from March 13, 2014, were presented but were not acted upon without a quorum. The proposed meeting minutes from May 8, 2014, were presented but were not acted upon without a quorum. Both sets of these proposed minutes will be re-presented to the board at its next meeting for approval.

Treasurer's Report:

Jane provided an update on the organization's finances. The cash flow is corresponding well with the budget for this year. With the receipt of some of the grant awards, NCM could end the year with a small surplus. A major expense was incurred with the replacement of obsolete computer equipment and software, but this was largely offset with a grant from the local casino revenue sharing board.

Executive Director's Report:

1. Case Reports – Jane reported that NCM has closed 352 cases this year as compared to 268 for the same period last year. This is a positive trend, as a portion of NCM's revenue for the next year is based upon the volume of cases closed. Much of this growth is attributable to the increased referral of small claims cases to NCM by the Emmet County District Court. Jane expects that this program may be extended to the Charlevoix County District Court late this year or early next year.
2. Collection of Fees – a fee collection report was distributed. The trend of these collections **has** remains positive. Jane also noted the receipt of a \$250 fee in the latest report for a voluntary mediation. This is the most NCM charges for a case. In this instance, NCM was able to provide mediation assistance to a multi-party dispute involving very large dollar amounts.
3. Security Workshop – Jane reported on the security workshop held on June 20. This workshop was conducted by a security consultant from the state court system in Lansing. It was funded by grants from both area community foundations. The attendees received valuable security insight from the consultant. The consultant also toured NCM's offices in Petoskey and made some suggestions for improving security. Jane is following up on these suggestions.

4. Grants – NCM has received grants from the United Way and the Local Revenue Sharing Board this year. These include grants of \$3,097.61 for child protection mediation, \$1,655 for school attendance mediation, and \$4,656.41 for computer equipment. The organization is appreciative of these helpful grants and of Jane’s efforts in applying for them. Jane was able to attend the celebration breakfast for the United Way grants.
5. Advanced Mediator Training – was held on May 16. There were 51 participants in the day-long training. Mediators for NCM were not charged for the costs of this training, but there were several attendees who do not mediate for NCM and who paid a training fee. This training generated approximately \$900 in net revenue for NCM.
6. Appreciation Luncheon – The NCM appreciation luncheon was held on May 19. Those recognized included: Herb Carlson, rookie mediator of the year; Carolyn Belknap, veteran mediator of the year; Hon. James Erhart, advocate of the year; and Hon. Richard Pajtas, for the Leah Award.
7. Presentations – Jane reported on the presentations she had made at area organizations over the past few months.
8. School Attendance Mediation – Jane reported on plans to expand this program throughout all schools in the Char-Em Intermediate School District. This began as a pilot program a few years ago and is being expanded because of its success.
9. Harris Law Office – Jane attended an open house for the Dan Harris law office renovation and appreciated having NCM included in this event.

President’s Report:

Lisa updated those present on the efforts of the marketing committee. She reviewed the many ways in which NCM is already positively marketing its services. The committee will soon have some ideas and recommendations to present to the board for further marketing activity.

Old Business: none

New Business: none

Next Meeting: Thursday, September 11, 2014, at noon at The Bob-in Again, in Petoskey.

Meeting Adjourned at 1:00 p.m.

Respectfully submitted,
Joel Wurster, Acting Secretary