

**Northern Community Mediation
Board Meeting
Thursday, August 14, 2008
Petoskey Office**

Board Members Present: Jill Ryan, Bruce Herbert, Keith Williams, Steve Tresidder, Judge Richard Pajtas, Ted Teller, Connie Saltonstall, Lisa Blanchard

Staff Present: Jane Millar

Guest Present: Accountant Vel Kammermann

Jill called the meeting to order at 4:30pm.

Annual Financial Report

In reporting on the review of the financial statements, Vel explained that the financials were in order. It was suggested by the board that in the future under the fund raising line item called "meeting and training" on page 8 of the report that the phrase should be changed to "direct expenses."

Minutes

The minutes of the June 12 board meeting were approved. Moved by Steve, seconded by Bruce.

Treasurer's Report

Keith reported that most items were tracking close to budget. Donations are up because of a \$5,000 from the Chair-ity fund raiser. Income is down by \$40,000, which is attributable to NCM's receiving \$15,500 less from SCAO for the fiscal year and \$30,000 not having yet been received from the counties for the 2nd quarter. Expenses are down by \$7,000. The report was accepted. Moved by Teller, seconded by Saltonstall.

President's Report

No report

Executive Director's Report

1. Caseload is on track.
2. The letter for the donor campaign emphasizes a first-time offender, shoplifting program case. Jane will send out the donor distribution list to the board members so that they can let her know on which letters they would like to write personal notes.
3. The website design is complete. Jane is entering the data and waiting for arrival of Adobe Acrobat 9 so that she can merge files.
4. A brochure explaining the First-Time Offender, Shoplifting Program and the Preventative Shoplifting Program is in the process of being designed. Additionally, a workbook/coloring book for the Preventative Shoplifting Program is being designed.

5. SCAO accepted the 2007 audit.
6. A staff retreat is being planned for October
7. Year-to-date fees from clients total \$2,080. Five cases are overdue, four of which have been written off and the other is still open.
8. After discussion, it was decided that an orientation for new board members would precede the annual meeting in January, which would be followed by a brief board meeting. The board retreat will be scheduled later in the spring.

The meeting was adjourned at 5:21 pm. Moved by Keith, seconded by Steve.

REMINDER

Our October board meeting will be on **Tuesday, October 7** at 4:30 pm in Charlevoix.