

**Northern Community Mediation
Board of Directors' Meeting
September 1, 2011
City Park Grill, Petoskey**

Board members present: Michelle Cortright, Mary Faculak, Lisa Hoyt, David Leusink, John Marshall, Dr. Roger Postmus, Ted Teller, Paula Welmers, Joel Wurster

Board members absent: Toni Arthur, Mary Faculak, Jim Raber, Pat Seagmen

Staff Present: Jane Millar

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

Minutes:

The minutes of the meeting on July 14, 2011, were approved. Moved by David Leusink, seconded by Paula Welmers. Motion carried.

Treasurer's Report:

Monthly written financial information will be provided by Jane to all board members in the coming week. Such information was not yet available because of the early date of the board meeting this month. John Marshall indicated that net income is up slightly this year as compared to last year.

John Marshall also reported on his recent review of the investment policies of both the Petoskey-Harbor Springs Area and the Charlevoix community foundations. In connection with this, he has spoken with representatives of both foundations and has reviewed current investment policies and recent reports. He has also provided some observations and feedback to these organizations concerning their policies, and these have been positive interactions. Because NCM has placed some of its funds under the custody and management of these foundations, John indicated that it would be appropriate to continue periodically reviewing these policies, and he has made arrangements for the foundations to routinely provide some additional information to NCM. Both of these organizations are highly-regarded and appear to be well-managed. Appreciation was expressed to John for his significant efforts in this regard.

President's Report:

Ted indicated that the issues of significance for this meeting would be addressed in the Executive Director's report and that discussion of these issues could be included during the course of that report.

Executive Director's Report, presented by Jane Millar:

1. **Case reports and report on collection of fees** – This information was not yet available because of the early date of the board meeting this month. These reports will be forwarded to the board members as soon as they are available.

2. **Additional Directors for 2012 Board of Directors** – The Board acknowledged the recent resignation of Barry Anderson due to recent health concerns. Appreciation for his service on the board was expressed. With this resignation and two other open seats, the board discussed possible candidates for new board members. There was consideration of geographic diversity within the service area, as well as a general desire to have more representation from the court system and possible representation from the Little Traverse Bay Bands of Odawa Indians. Paula Welmers disclosed that she is the spouse of Judge Mulhauser, who is a potential candidate for the board. She offered to leave the board if there is any problem with married persons both serving on the board at the same time. The consensus of the board was that each of these individuals would be representing different and important aspects of NCM’s service area and that such representation is beneficial to the organization. Also, the board is large enough that such a situation would not improperly impact the board’s function. By consensus, the Board indicated a willingness to extend invitations for service on the board to Bill Denemy from the LTBB, Kirk Raymond from the Charlevoix District Court, and the Hon. Frederick Mulhauser of the Emmet and Charlevoix Probate Court. Various board members offered to assist in working with Jane to contact these prospective board members about potential service.
3. **Leadership Charlevoix** – The Charlevoix Chamber of Commerce will be introducing this program this year. It is similar to the Leadership Little Traverse program that has been conducted in Emmet County for several years. NCM and Jane have supported this program in Emmet County and will also support the program in Charlevoix. Support may include mentoring a participant, sponsoring a luncheon, and providing a guest speaker.
4. **Succession plan** - Jane provided the board with a public version of the written succession plan she has prepared in response to a goal previously identified by the board as being important to the ongoing function and stability of the organization. The plan includes significant information for NCM including key contact people, accounting and financial details, organizational scheduling and calendar data, and an indication of critical organizational tasks and deadlines. It also includes outlines for approaches to various potential succession scenarios. A version of the plan that contains sensitive information such as financial account numbers and passwords is being provided to the NCM President and Treasurer. This additional information is not being included on the public version of the plan in order to appropriately maintain the security of financial accounts and of confidential organizational materials. Jane indicated that she is recommending that the plan be reviewed by the executive director approximately each February. The board expressed appreciation to Jane for the significant efforts she has made in developing such a comprehensive and worthwhile plan.

5. **Trend report, agreement rates, weighted report** – Jane explained how certain information is calculated, compiled, and presented on these reports. The board learned more about the trends of NCM concerning the number of cases being handled, the complexity of these cases, and the agreement rates concerning these cases.
6. **Training** – Jane reported that there are presently 17 people scheduled to attend the advanced mediator training being offered by NCM. Of those scheduled to attend, several are attorneys that will pay a fee for the training. This should help to significantly defer the costs to NCM for the training.
7. **Board retreat** – The board discussed February 9, 2012, as a possible date for an annual retreat. In addition to a discussion of organizational goals, various members suggested that it may be helpful to use this retreat to better familiarize the board members with each other and to also include an educational presentation concerning the organization and function of the various local courts.

Old Business: none

New Business: none

With no further business to be brought before the board, the meeting was adjourned by President Teller at 12:55 p.m.

Respectfully submitted,

Joel Wurster, Secretary