

**Northern Community Mediation
Board Meeting
September 10, 2009
City Park Grill, Petoskey**

Board Members present: Steve Tresidder, Bill Lovett, Ted Teller, Pat Seagmen, Lisa Hoyt, Dr. Roger Postmus, Connie Saltonstall, Joel Wurster, Bruce Herbert, Mary Faculak

Board Members absent: Julie Hall, Ray Kiogima, Toni Arthur

Staff Present: Jane Millar, Executive Director

Steve called the meeting to order at 12:05pm.

Minutes:

The minutes of the July 2009 board meeting were approved as corrected. Moved by Dr. Roger Postmus, seconded by Bill Lovett.

Treasurer's Report:

Y-T-D cash position is slightly increased compared to last year.

Treasurer's report accepted, moved by Mary Faculak, seconded by Connie Saltonstall.

President's Report:

Proposed Benefit Package: Discussed new personnel policy to offer health insurance coverage to employees. Reviewed options if an employee opts out of health coverage. President Tresidder will contact an employee benefit attorney for input.

Subject to attorney input, the revisions to Personnel Policy #10 were approved (see attachment). Motion by Ted Teller, second by Bruce Herbert. See attached document.

Executive Directors Report:

1. Case Report was reviewed for January through August 2009. On track with previous years.
2. Collection of Fees-Only difficulty is in getting fees from no-shows.
3. Trainings
 - a. Advanced Mediator Update—September 25—24 people are currently registered.
 - b. Michigan Association of Court Mediators—September 16-18—update training at Crystal Mountain, Bert and Cheryl will attend.
4. Staff Retreat – November 13 – focus is 2010 goals and planning.
5. Renewal of CDs – current CDs will roll over and renew at current rates.
6. \$200 from Mark Muniak – Mark Muniak delivered a \$200 donation received from young out of state offender.
7. NCMC Presentation-Jane talked about conflict resolution to Residence Assistants. This is a yearly event.

8. Donor Campaign – donor letter to be mailed on 9/17. Board members will write a note on letters to people they know.
9. Background Checks – 35 (roughly half) are complete; 19 with no response; and 12 received but incomplete. Jane will follow-up to get the missing information and also send a reminder to Mediators who have not responded.
10. Executive Director’s Computer – Present system is no longer functional. Motion to purchase new system at a cost of \$1,269.00 plus labor approved. Moved by Ted Teller, seconded by Bill Lovett.

Old Business:

New Business:

Bruce Herbert raised the question of putting some of the NCM funds into the Charlevoix county Community Foundation. Jane will contact Bob Tambellini, president of the organization, to arrange for his coming to the November board meeting.

Next Meeting:

Our November board meeting will be on Thursday, November 12th at Giuseppe’s in Charlevoix.

Respectfully Submitted,

Pat Seagmen, Secretary