

**Northern Community Mediation  
Board of Directors' Meeting  
September 14, 2017**

**Board members present:** Kate Scollin, Stuart Fenton, Kirk Raymond, Bill Meengs, Chelsea Platte, Bob Banner, , Brian Kasiborski, Christian Smith.

**Board members absent:** Julie Kuchnicki, Fred Mulhauser, Mary Roberts

**Staff Present:** Dr. Jane Millar

**Call to Order:**

Kate called the meeting to order at appx 12:04 pm.

**Additions to Agenda:** None

**Minutes: Stuart Fenton**

Minutes from July meeting were reviewed and approved unanimously.

**Treasurer's Report: Bill Meengs**

Financials are tracking well. Due to state funding we are behind slightly, however, projections show we should be \$11,000 in the black by years end. Treasurer's Report accepted .

**Executive Director's Report: Jane Millar**

Charlevoix Theater Party – Sponsorships were up from last year.

1. Case Reports – 677 compared to 505 in 2016 and year not over yet! Definitely trending up.

2. Collection of Fees – Payments of \$5,620 as opposed to \$5,160 in 2016.

3. Overdue Accounts - \$2,525, as opposed to \$700 in 2016. This is cause for concern.

4. Fees – Fees were \$5,800; Waived- \$3,020; Cancelled - \$1,600, Amt Charged - \$1,180

5. Donor Campaign – Staff – 100% for \$178. Board – 10 of 13 =77% - \$1,625; \$4,654 as of 9/13/17. Almost at \$5,000 goal.

6. Upcoming Events:

Sept 15 – Information Summit – Networking opportunity for non-profit agencies

Oct 9 – Theater Party Charlevoix

Oct 20- Conflict Resolution Day

Nov 2 - Boyne City Chamber Expo

Nov 17 – Staff retreat

Dec 5 – Breakfast of Champions

Dec 12 – Holiday party

October, 2018 will be the 25<sup>th</sup> anniversary of this organization. Jane has many ideas in mind on how to celebrate, throughout this anniversary year. A calendar is being developed with detailed plans.

7. Website – being update with Abuzz Creative, a new designer. Will be much easier to navigate.

Grants – Jane is submitting capacity building grant proposals to the local foundations

8. Mission Moment ED Millar Downstate family with an up north cottage and 4 kids. Dispute was about the use / inheritance of the cottage, which only 1 of the 4 could afford. After a successful mediation, the matter was resolved with a win win for everyone, and with mutual understanding, all will be utilizing the cottage amicably.

9. See agenda for more details of Executive Director's report.

**Presidents Report:**

Kate discussed the results of the board skills survey; with 4 key categories – PR/Media, Financial, Lobbying, and legal. We are in the process of determining how best to utilize these skill sets.

Additionally, Judge Joe Hays from Charlevoix Circuit Court has agreed to be a board member. Other prospective directors are still being sought out. There is a need for more directors.

Meeting time – after consideration of possibly switching meeting times, the board has agreed to keep the noon time meetings, bi-monthly.

Oct 12 is the next Executive committee meeting.

Nov 9 Next Board meeting at E Park Tavern in Charlevoix

**Adjournment:**

Meeting Adjourned at 12:59 p.m.

Respectfully submitted,

Stuart Fenton, Secretary