

Northern Community Mediation
Board Meeting
September 18, 2007

Board members present: Jill, Ryan, BJ Shawn, Ray Kiogima, Steve Tresidder, Ted Teller, Keith Williams, Lisa Blanchard, and Julie Witthoef

Staff Present: Jane Millar

Guest present: Vel Kammermann

Jill called the meeting to order at 4:30 pm

Vel stated that she had reviewed the statements and had no reservations on them, similar to previous years. She also reported that tax returns are complete and have been sent.

Jane commented that Karen Cole is doing well. Specifically, Jane pointed out that in her short time as an employee, Karen has been able to close five of the seven 2006 VORP cases that were still open and should have been closed some time ago.

Steve moved and seconded by Keith that the minutes of the July 19, 2007 meeting be approved as submitted. The motion was approved.

Treasurer's Report: Keith stated that expenses are as expected; year to date there is \$35,000, including funds received from the donor campaign, over expenses. He projects that at the end of the year there will be \$17,000 over expenses. It was moved by Steve and seconded by Bruce to accept the treasurer's report. The motion was approved.

President's Report: Jill thanked Jane for her handling the Donor Campaign.

Executive Director's Report:

- 1.) Case Reports: They are doing well.
- 2.) Background Checks: I Chat includes arrests and convictions for in-state only. She referred it to the Board for consideration.
- 3.) Fees/ Collection: Being more proactive in contacting clients is working.
- 4.) Charlevoix Chamber of Commerce: NCM joined for an annual fee of \$235.
- 5.) Better Business Bureau report: NCM report has been filed.
- 6.) Policies: Jane is working on a safety plan and evaluation assessment
- 7.) New Printer: Jane purchased a \$1,000 printer/scanner/FAX/copier and it is in operation.
- 8.) Mission Statement: Jane proposed "The mission of Northern Community Mediation is to help people resolve conflicts in Charlevoix and Emmet counties."
- 9.) CDRP Annual Report: Jane distributed it.
- 10.) Power Point Presentation: The power point presentation has been completed. Anyone interested in seeing it should arrange so with Jane.
- 11.) Donor Campaign: 450 letters sent out and \$4,790 has been received to date.
- 12.) United Way:(??)
- 13.) Boyne Highlands Conference: There was a SCAO/DHS conference, and Jane

represented the CDRP centers as a presenter.

14.) Prevention Shoplifting Program: It is going great.

15.) 2008 Board Meeting Schedule: It was distributed.

Action Items:

Jill reported that a nominating committee needs to be formed. There is an opening to replace that of Dennis Halverson, which would expire in January 2008. Additionally, there are two open positions which can but do not have to be filled. These two positions would end in January 2010. The present county breakdown of the board is 5 Charlevoix county, six Emmet county, and one who lives outside of both counties but works in Emmet.

Steve announced that there will be a six hour civil law training course.

It was moved by Lisa and seconded by Ted to adjourned at 5:25 pm

Respectfully submitted by Bill Lovett