

**Northern Community Mediation
Board of Directors' Meeting**
Thursday, September 25, 2014
City Park Grill, Petoskey, MI

Board members present: Lisa Hoyt, President; Joel Wurster, Vice-President; John Marshall, Treasurer; Paula Welmers, Secretary; Pat Seagmen, Julie Kuchnicki, Dr. Roger Postmus, Kirk Raymond, Hon. Fred Mulhauser

Board members absent: David Leusink, Hon. Allie Greenleaf Maldonado, Mary Faculak, Jim Raber

Staff Present: Dr. Jane Millar

Guest: Kathryn S. Erber, SVP/Deposit Services Manager, The Bank of Northern Michigan

Call to Order:

Lisa Hoyt called the meeting to order at 12:00 p.m. Jane introduced Kathryn Erber, from The Bank of Northern Michigan, who she invited to speak about services to our organization. Kathryn is an addition to the Agenda and will speak prior to Jane's Executive Report.

Minutes: Paula Welmers

The meeting minutes from May 8, 2014 and July 10, 2014, were presented. Mulhauser moved to approve the minutes, seconded by Postmus. Motion carried unanimously.

Treasurer's Report: John Marshall

John provided the treasurer's report. \$10,000 surplus year to date due to revenue sharing grant. Funds from this grant provided for replacement computer in the Petoskey office. Wurster moved to accept the treasurer's report, seconded by Kuchnicki. Motion carried unanimously.

President's Report: Lisa Hoyt

The Marketing Committee met: the various presentations to clubs and organizations, brochures, and partnerships with schools and the College proves NCM does adequate job marketing itself. Suggestion was to speak with area food bank group whose clientele might be find NCM services attractive, heighten awareness of NCM services.

Board Member Status: The Board of Directors serve for no more than 2 consecutive 3 year terms. Five of the present Directors will rotate off the Board at end of December 2014. Additionally, Board member Jim Raber, tendered his resignation from the Board due to work commitments. Lisa led a discussion concerning seeking new Board members and several individuals will be contacted. This will be further discussed at the Executive Board meeting on 10-9-14, with voting on new Board members in November 2014.

Financial Presentation: Kathryn S. Erber, The Bank of Northern Michigan (BONM)

Kathryn presented the Board with details on how the BONM could serve Northern Community Mediation financial needs. Kathryn and Board member, Julie Kuchnicki, left while the Board discussed the options as presented. Further discussion will ensue at the next Board meeting in November, 2014.

Executive Director's Report: Jane Millar

1. Case Reports – Jane reported that NCM has handled 475 cases this year through 8-31-14 compared to 345 cases over the same period last year. The increase is attributed to Emmet County Small Claims court referrals. This program will expand to the Charlevoix County Small Claims with further anticipated growth of case reports. Jane proposed applying for a grant to underwrite the cost of hiring a part-time individual to handle small claims.

2. Collection of Fees – Overdue accounts are at the same percentage, despite the increase in case load.

3. NCMC Class – North Central Michigan College's Community and Corporate Education (CCE) branch will be offering 3 series on "Conflict."

4. Grants

United Way – Jane reminded Board of the fundraising drive. A question on the grant application to United Way is whether 100% of the Board participates in giving.

5. Security/Safety – A recent workshop for mediators heightened Jane's awareness of safety in the Petoskey offices. An idea for alerting employees of someone's presence, is to install an alarm when someone comes up the stairway, and installation of a camera. These ideas will be investigated further.

6. Additional Staff – Jane revealed her plans for recruiting another employee with Bert Rousseau's resignation.

7. Conflict Resolution Day – This statewide event happens on October 16, 2014, and will be marked with an article in the newspaper, perhaps along with stickers to wear.

8. School Attendance Mediation Program – This program is headed by Diane Heinzelman, Char-Em ISD, with participants from the court system, NCM, and Char-Em. The program, which has been very successful in the Pellston School District, will now be available to all school systems in the Char-Em district as well as 2 from Antrim County (part of the Grand Traverse ISD.) A news release will appear announcing this opportunity. Meanwhile, a recent training took place at Char-Em ISD for mediators.

Next Meeting: November 20, 2014, at noon at the Charlevoix Country Club.

Adjournment:

Meeting Adjourned at 1:10 p.m.

Respectfully submitted,

Paula Welmers, Secretary