

Northern Community Mediation
Board Meeting
Friday, September 5, 2003
12:00 – 1:00 p.m.
Tip of the Mitt Watershed Council, Petoskey

Board members present: Lou Fantini, Cathy Atchison, Keith Williams, Lisa Blanchard, Pat Bloom, John Jarema

Staff members present: Jane Millar

Guests present: Ray Kiogima

Lou Fantini called the meeting to order at 12:00 p.m.

Keith Williams moved to waive the quorum rule in order to approve the consent agenda and press release. Seconded by Cathy Atchison. Passed unanimously.

Consent Agenda

Keith Williams moved to approve the Consent Agenda. Seconded by Pat Bloom. Passed unanimously.

Treasurer's Report

Keith Williams submitted a financial report covering expenses by vendor, profit and loss YTD comparisons, balance sheet comparisons, and an audit from Mason and Kammermann, P.C.

Executive Director's Report

Jane Millar handed out an Executive Director's Report covering the following items:

1. Case numbers YTD are lower than expected; staff members will work on getting more cases. NCM staff members will begin to have weekly staff meetings in an effort to boost communication and information-sharing between staff members.
2. The proposed NCM office move was discussed. A space was located in Petoskey above the Monastery on State Street, and rent will be \$300/month. NCM will need to sublet the space in Charlevoix. The move is scheduled to take place in December, and the Charlevoix space will be used for mediations until it is sublet.
3. Jane proposed that NCM have guests who will give a brief informational presentation at each board meeting: for example, Kathy Lame (PPMP) or Diane Heinzelman (Special Education at Char-Em ISD).
4. NCM is in the preliminary stages of collaboration with Americorps, Crooked Tree Art Center, and the community as a whole, in an effort to keep a presence in the area schools. Jane will keep us updated as ideas are initiated and solidified.
5. The NCM Annual Meeting will be held on Friday, November 7, 2003 from 12:00 until 1:30 p.m. The venue will be announced at the October board meeting.

6. In November 2004, NCM will celebrate its 10th anniversary. Jane has a speaker in mind, and the board will pick a date at the next board meeting. Discussion followed on pros and cons regarding a big name speaker which would cater to the legal community and having a full dinner as opposed to a lunch meeting. Jane will have more details at the October board meeting, and the anniversary celebration may be put to a sub-committee.
7. Fee for service has been discussed and information will be given to the Fundraising Committee for a recommendation.
8. Two workshops with Erik Larsen have been scheduled for September and October. Information has been sent to board members.
9. A number of different items are being considered for grant requests from the local community foundations. Jane will keep board members updated.

Press Release

Keith Williams moved to approve the submitted press release announcing Jane Millar as the new Executive Director of NCM. Seconded by Pat Bloom. Passed unanimously.

Committee Reports

The Nominating Committee proposed three individuals to be asked to join the board: Ray Kiogima, Theresa Prymuszewski, and Jill Ryan. The proposed new slate of officers for 2004 is: John Rohe, President; Cathy Atchison, Vice-President; Keith Williams, Treasurer; Lisa Blanchard, Secretary.

The new board members and slate of officers will be voted on at the Annual Meeting in November.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,

Catherine Atchison
Secretary