



Northern Community Mediation

Where The Solution Is Up To You

NORTHERN COMMUNITY MEDIATION MINUTES
BOARD OF DIRECTORS' MEETING
December 19, 2018
Online

*The mission of Northern Community Mediation is to help people meaningfully resolve conflicts
in Charlevoix and Emmet Counties*

The Executive Director Jane Millar sent an e-mail to the 2018 board members with the proposed budget along with an explanation. The 2019 board of directors was copied on this e-mail for their information.

An electronic vote was taken of the 2018 board of directors. All board members voted to approve the proposed budget.

PROPOSED BUDGET 2019

INCOME CATEGORY	MONTH	2019 YTD	2019 Budget	2019 Project	2018 Budget
CDRP Funds			73,050.41		46,328.13
Agency Funds					
A. Charlevoix County			37,000.00		37,000.00
B. Emmet County			33,420.00		33,420.00
C. VORP Charlevoix			11,000.00		11,000.00
D. VORP Emmet					
E. CDP Charlevoix			8,000.00		8,000.00
E. Fees for Service			8,500.00		8,500.00
F. ACVS Fees			3,900.00		7,600.00
G. SPED Fees			8,000.00		6,650.00
H. Donations					
I. Donor Campaign			7,000.00		6,000.00
J. Boyne City High School			19,200.00		
K. Theatre Party Petoskey					
1. Sponsorships			8,450.00		7,400.00
2. Ticket Sales			2,850.00		3,200.00
3. Other			400.00		1,100.00
L. Theatre Party Charlevoix					
1. Sponsorships			3,900.00		3,400.00
2. Ticket Sales			1,200.00		1,600.00
3. Other			400.00		500.00
M. Reimbursement/Rebate					
N. Interest			300.00		300.00
O. Training					
1. 40-Hour			6,600.00		
2. Advanced					600.00
Grants					
A. Charlevoix Foundation			1,000.00		2,470.00
B. Petoskey Foundation			600.00		2,470.00
C. Charlevoix Lions					
D. Revenue Sharing					
E. Women's Club					
Transfer from Savings					
TOTAL INCOME	0.00	0.00	234,770.41	0.00	187,538.13
In Kind					
A. Accounting Services			350.00		350.00
B. Volunteer Mediators			125,000.00		160,000.00
C. Volunteer Labor					
D. Volunteer Training			450.00		300.00
E. Mediation Locations			5,000.00		5,000.00
F. Rent			15,600.00		15,600.00
G. Equipment/Supplies			200.00		200.00
H. Cell Phone			1,600.00		1,733.00
I. Theatre Party Petoskey			4,340.00		3,600.00
J. Theatre Party Charlevoix			1,000.00		1,000.00
K. Training Locations			500.00		500.00
L. Mileage			500.00		500.00
M. GoToMyPC			450.00		287.40
N. Executive Director			2,210.00		3,000.00
O. 25th Anniversary					4,404.00
IN KIND INCOME	0.00	0.00	157,200.00	0.00	196,474.40
TOTAL + IN KIND INCOME	0.00	0.00	391,970.41	0.00	384,012.53

EXPENSE CATEGORY	MONTH	2019 YTD	2019 Budget	2019 Project	2018 Budget
1. Personnel					
A. Salaries			158,200.00		111,603.00
B. FICA			12,102.30		8,537.63
C. Worker's Compensation			455.00		455.00
D. Unemployment			1,350.00		1,080.00
E. Insurance/Education			6,650.00		7,500.00
2. Accounting			4,700.00		4,150.00
3. Advertising			2,513.00		1,735.00
4. Charlevoix Office					
A. Rent			1,200.00		1,200.00
B. Telephone			480.00		225.00
5.. Communications					
A. Telephone			1,680.00		2,300.00
B. Internet			840.00		780.00
6. Contractual			4,121.60		5,045.00
7. Equipment					
A. Purchase			2,511.90		2,000.00
B. Repair & Maintenance					
8. Insurance					
A. Employment Practices					224.00
B. Directors, Officers, Emp.Prac.			1,474.00		1,270.00
C. Commercial Umbrella			300.00		300.00
D. Business Protection			430.00		430.00
9. Occupancy - Rent			7,800.00		6,000.00
10. Other					
A. Board			821.00		709.00
B. Executive Director			3,372.11		3,480.00
C. Hospitality			861.00		493.00
D. Licenses, Fees, Dues			1,310.00		1,055.00
E. PD			750.00		2,000.00
F. Staff Retreat			210.00		225.00
G. Theatre Party Petoskey			2,475.00		2,180.00
H. Theatre Party Charlevoix			2,020.00		2,195.00
I. 25th Anniversary					7,713.00
11. Postage			1,800.00		1,800.00
12. Printing			2,800.00		2,500.00
13. Reimbursement					
14. Supplies			4,000.00		3,000.00
15. Training					
A. 40-Hour			1,500.00		
B. Advanced					500.00
C. General Civil					
16. Travel					
A. Lodging			780.00		600.00
B. Meals			252.00		252.00
C. Mileage			5,011.50		4,001.50
D. Other					
TOTAL EXPENSES	0.00	0.00	234,770.41	0.00	187,538.13
16. Gain (Loss)					
Comparison of Income & Expenses					187,538.13

Dear Board Members,

Attached is the proposed budget for 2019. The vote for approval of the budget is done by the 2018 board of directors. In order to do an electronic vote for approval, I need 100% response, as well as a unanimous vote. If that does not happen, then we will have to call a special meeting in order to approve the budget. This is by Michigan law for non-profits. The rationale behind this ruling relates to the fact that if someone were not to approve, then a serious conversation would have to take place, and that is difficult to do via e-mails. Therefore, please respond to this e-mail and reply all so that everyone sees how the vote is going. Even though it would be convenient not to have to have an in person meeting, it is important that you not vote in the affirmative simply to avoid such a meeting. Also, if you have any questions prior to casting your vote, please feel free to ask those questions. If you do so, again reply all.

I realize that this is short notice, but I did not get the amount of funding from the state until a little over a week ago. The numbers for each of the line items re not randomly selected. Within each of the line items, I have to show how the total amount of the line item has been calculated. That takes considerable time and thought.

Please, respond with your vote by 5:00pm Wednesday, December 19. If I do not receive a vote from all of you and if that vote is not unanimous, we will have a special meeting at 8:15am on Thursday, December 20. I have copied new board members Nikki Devitt, Lisa Watson and Iza Babinska on this e-mail. Even though they cannot cast a vote since they technically are not yet board members, I felt it was important that they understand the budget. An explanation of the proposed budget is below:

GENERAL COMMENT

- In developing the budget, I am conservative on the income side and aggressive on the expenditure side. In other words, at the end of the year, there is a likelihood that the actual income will be greater than expected and the expenses less than anticipated.

INCOME

- CDRP Funds – This amount is considerably more than in the past. That is due to the fact that the legislature approved a line item in the state budget of \$425,000 to go towards the Citizen Dispute Resolution Program (CDRP). This is in addition to the court filing funding that the centers receive.
- Although we were not successful in getting additional funding from Emmet county, they were very generous to us because unlike many of the other expenditures of the county were cut. In other words, our efforts were successful because they obviously listened to our explanations of the need for additional funding.
- The \$19,200 from Boyne City High School is a reimbursement for the salary for the Restorative Practices Coordinator that is an employee of NCM. This

arrangement works out well because with his being employed by NCM, we are able to count all of the cases that he handles in the high school.

- Normally, I do not include any projected income from grants because that is not a sure thing. However, I am very confident that we will be able to get funding for the design and printing of a bullying, coloring book from the two local foundations or one of the service clubs. Also, we waive all fees if one of our clients is a Veteran. The Charlevoix County Community Foundation has a donor advised fund strictly for Veterans. Therefore, the CCCF reimburses us for those waivers.

EXPENSES

- Do not go into shock over the huge jump in salaries. You may recall that the legislature generally has funds that are not allocated at the time of the state budget's being approved. The Directors of the CDRP centers appealed to the legislators to allocate some of that money to the CDRP. Of that funding, NCM received \$38,000 which I used to supplement salaries of staff that was spread over the middle of 2017 and end of 2018. Additionally, a small portion of the Restorative Practices grant was allocated to go towards salaries of NCM staff. At the time, the staff was made very aware of the fact that once that funding was depleted, there was no guarantee that their salaries would be able to be sustained at that level. Fortunately, I did not have to cut their salaries. In fact, although not a lot, I was able to increase both case managers salaries by around \$1,000.
- There is an increase in rent for the Petoskey office. St. Francis is now charging us \$650 per month rather than \$500.
- Our personnel policies include the fact that each employee can receive up to \$2,500 for insurance and educational expenses. This would normally be \$7,500, but the one case manager will be leaving the end of the summer to go to law school. Therefore, her amount has been prorated. The person replacing her will not be eligible until January 2020.

IN KIND

- In the non-profit world, in kind donations are important for two reasons. First, if we did not have the in kind, our budget would be significantly in the red. We would be out of business. Second, in kind is important to granting agencies because it shows the support for the organization.

I think that covers it. Again, please feel free to ask any questions or raise any concerns you may have. Remember to cast your vote by **5:00pm on Wednesday, December 19.**