

NORTHERN COMMUNITY MEDIATION MINUTES  
BOARD OF DIRECTORS' MEETING  
May 7, 2019  
City Park Grill  
Petoskey, MI 49770

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

Present: Brian Kasiborski, Bill Meengs, Maureen Hollocker, Izabella Babinska, Stuart  
Fenton, Nikki Devitt, Hugh Conklin, Liisa Morley, Ed Engstrom;  
Absent: Bob Banner, Kirstyn Horan,

Noon CALL TO ORDER: Brian Kasiborski

ADDITIONS TO AGENDA:

APPROVAL OF MINUTES:

1. Board Meeting – January 17, 2019 – approved

TREASURER'S REPORT:

Bill Meengs - Down slightly for month but on track for  
year. Approved

12:10 VICE-PRESIDENT'S REPORT Brian Kasiborski

1. Welcome Maureen Hollocker
2. Approval to exceed salary line item in budget if  
necessary. Caroline Smith leaving to pursue law  
school; Salary at lower level competitive with some  
sacrifices elsewhere in the budget. Applicant pool  
not so great yet. May post on Indeed to expand..
3. Responses to theatre party phone calls- very  
positive!

12:15 COMMITTEE REPORTS

Three Committee Reports

1. Community Awareness Focus Group – Iza Babinska  
– idea of smaller, house parties discussed, as well as  
talking points and use of social media. Discussions  
will continue

2. State Funding Focus Group – Brian Kasiborski – no updates
3. Local Funding Focus Group – Stuart Fenton – no updates

12:45 EXECUTIVE DIRECTOR'S  
REPORT

Jane Millar

1. Case Reports YTD
  - a. 2019: 230
  - b. 2018: 319
  - c. Decline in numbers is primarily due to school related cases and small claims cases, of which NCM has no control
2. Collection of Fees YTD
  - a. Payments Received YTD
    - i. 2018: \$3,900
    - ii. 2018: \$3,480
  - b. Overdue Accounts Since January 1
    - i. 2019
      1. Total: \$3,050
      2. Active/Pending – Open Cases \$2,100
      3. Closed Cases: \$950
    - ii. 2018
      1. Total: \$675
      2. Active/Pending: 0
      3. Closed Cases: \$675
  - c. Fees Waived YTD
    - i. Total Fees: \$2,130
    - ii. Amount Waived: \$1,125
    - iii. Amount Charged: \$100
    - iv. Amount Cancelled: \$905
    - v. American Veterans: \$200
3. Status of Caroline's replacement – see above
4. Forty-hour Training
  - a. Approved without any required changes
  - b. May 29, 30, 31 and June 5, 6 7
  - c. 23 Participants
    - i. 12 CDRP center mediators
    - ii. 6 private attorneys
    - iii. 3 tribal
    - iv. 2 for last day only
  - d. Income of \$6,350
5. Database

- a. Caitlin Koucky and Jane in Process of Entering Data. Slow, tedious process
- 6. Upcoming Events:
  - a. Appreciation Gala – 5:00 to 6:30 on Tuesday, May 21
  - b. Charlevoix Theater Party October 2nd
- 7. Dave Kring donation of \$500
- 8. Grants
  - a. PHSACF & CCCF
    - i. Power point on website
    - ii. \$2,125 each
  - b. Kiwanis clubs
    - i. Bullying coloring book for elementary school
    - ii. \$2,200 total

12:50 MISSION MOMENT      Bill Meengs told us about a complex business litigation that resolved amicably with mediation, prior to Discovery, saving both parties a lot of time and expense.

12:55 ACTION STEPS & BOARD COMMITMENTS

1:00 ADJOURNMENT

#### NEXT MEETINGS

1. Executive Committee Meeting: Thursday, June 13 at 8:15 am
2. Next Board Meeting: Thursday, July 11 in Charlevoix
3. Charlevoix Theater Party – Oct 7