

BOARD OF DIRECTORS' MEETING MINUTES
May 14, 2020
Zoom

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

Present - Bob Banner, Stuart Fenton, Brian Kasiborski, Ed Engstrom, Bill Meengs, Mitch Brown, Izabela Babinska, Nikki Devitt, Maureen Hollocker, Liisa Morley
Absent - Kirstyn Horan, Emily Hoffman

Noon CALL TO ORDER: Bob Banner

ADDITIONS TO AGENDA:

APPROVAL OF MINUTES: Stuart Fenton - approved

TREASURER'S REPORT: Bill Meengs - Motion to accept and accepted
1. Monthly Report
2. Charlevoix County Community Foundation
a. General Fund not making money
b. Transferring into Endowment Fund

12:10 PRESIDENT'S REPORT: Bob Banner
1. Board Governance Policies - Numerous changes approved
2. By-Laws amendment passed adding members to Executive Committee. It was also asked that we review bylaws for suggested changes
3. Personnel Policies - personal cell phone and email policy tabled
4. Board Monitoring Calendar
5. Theatre Party Thank-You Phone Calls – Five Completed

12:25 COMMITTEE REPORTS:
1. Kirstyn Horan – Community Awareness Focus Group
2. Brian Kasiborski – State Funding Focus Group – No Report
3. Stuart Fenton – Local Funding Focus Group – No Report

EXECUTIVE DIRECTOR'S REPORT Jane Millar - Judges have ordered 3 -4 Zoom Mediations. Schools being out has negatively impacted our case numbers; with lower caseload, fees will be down

2. Closed Cases as of April 30
a. 2020: 405
b. 2019: 208
c. March 2020: 89
d. April 2020: 8
3. Collection of Fees

. Overdue Accounts as of April 30
i. 2020
1. Total: \$1,350

- 2. Open Cases: \$1,000
- 3. Closed Cases: \$350

ii. 2019

- 1. Total: \$0
- 2. Open Cases: \$0
- 3. Closed Cases: \$0

a. Fees as of April 30

. 2020

- 1. Total Fees: \$8,545
- 2. Payments of Non-Waived Fees: \$3,070
- 3. Amount Waived or Cancelled: \$4,075
- 4. Balance Due of Non-Waived Fees: \$1,400

ii. 2019

- 1. Total Fees: \$10,010
- 2. Payments of Non-Waived Fees: \$5,755
- 3. Amount Waived or Cancelled: \$4,255
- 4. Balance Due of Non-Waived Fees: \$100

- 5. Eight-Hour, Advanced Mediator Training
 - a. \$1,825 Income
 - b. 28 Participants – 9 Attorneys
 - c. Re-Scheduled to Friday, September 11
 - d. Possibly by Zoom
- 6. Updates & Revisions
 - . Website
 - a. Office Procedures
 - b. All NCM Forms
 - c. Succession Plans
- 7. ADR Toolkit
- 8. Appreciation Gala
 - . Thursday, May 28
 - a. 5:00pm to 6:00pm
 - b. Zoom
 - c. Doug Van Epps – keynote speaker
 - d. Presentation of Awards
- 9. Strategic Plan - E.O is concerned about income and fundraising goals in light of Covid 19, and feels the budget is overly optimistic.
- 10. CDRP Directors' Meeting in Lansing - Cancelled
- 11. Report on the Petoskey Theatre Party
 - . Still need to collect \$1,650 in sponsorships
- 12. Alternatives to face-to-face Mediations
 - . Conciliate via phone in shuttle mediation style
 - a. MI-Resolve
 - b. Zoom Mediations
 - c. Eviction Mediations with Northwest Michigan Community Action
 - d. Support of all four judges
- 13. COVID-19 Plan
 - . Earliest face-to-face – July but doubtful
 - a. Temperature and face masks required
 - b. Thursdays & Fridays only
 - c. Grant Applications

ii. PHSACF – applied for \$3,000

iii. CCCF – applying for \$3,000

MISSION MOMENT Jane Millar #20235 (Julie & Ross vs. Mark & Sarah) - 4 verbally abusive people at first, but in the end everyone reached an agreement and was satisfied.

1:00 ADJOURNMENT

1:05 FIVE MINUTE MEETING OF EXECUTIVE COMMITTEE

NEXT MEETINGS

1. Executive Committee Meeting: Thursday, June 11 at 8:15 via Zoom
2. Board Meeting: Thursday, July 9 at noon at TBD
3. Executive Committee Meeting: Thursday, August 13 at 8:15 at NCM Office
4. Board Meeting: Thursday, September 10 at noon at Knot Just a Bar in Bay Harbor
5. Executive Committee Meeting: Thursday, October 8 at 8:15 at NCM Office
6. Board Meeting: Thursday, November 12 at noon at Knot Just a Bar in Bay Harbor
7. Executive Committee Meeting: Thursday, December 10 at 8:15 at NCM Office

CHARLEVOIX THEATRE PARTY

1. Monday, October 12