

## BOARD OF DIRECTORS' MEETING MINUTES

July 9, 2020

Zoom

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

Present – Stuart Fenton, Kirstyn Horan, Mitch Brown, Bill Meengs, Bob Banner, Stuart Fenton, Maureen Hollocker, Hugh Conklin, Brian Kasiborski, Nikki Devitt, Emily Hoffman, Izabella Babinska

Absent – Ed Engstrom, Liisa Morley

Noon CALL TO ORDER: Bob Banner

ADDITIONS TO AGENDA:

APPROVAL OF MINUTES: Stuart Fenton – Minutes from last meeting accepted. 2 minor corrections involving names.

TREASURER'S REPORT: Bill Meengs  
1. Monthly Report accepted. Financials look good. Up for the period, quarter and projected to be in the black appx \$6,000 for the year. Bank account and assets are all up.

12:10 PRESIDENT'S REPORT: Bob Banner  
1. Personnel Policies Proposed Revisions  
a. Personal Cell Phones  
b. Personal E-mail Accounts  
Motion made and passed to rescind consideration of Amendments for now.  
2. Executive Committee Member-at-Large – Kirstyn Horan  
3. Appointment of Nominating Committee  
a. Appointees  
i. Outgoing Board Members  
ii. Bob Banner - President  
iii. Jane Millar – Non Voting  
b. Outgoing Members  
i. Ed Engstrom  
ii. Stuart Fenton  
iii. Bill Meengs  
4. Non-Profit Board Member Profiles  
5. Names of Potential Board Members  
a. Suzi Kanine  
b. Dean Viles

12:25 COMMITTEE REPORTS:  
1. Kirstyn Horan – Community Awareness Focus Group  
2. Brian Kasiborski – State Funding Focus Group  
3. Stuart Fenton – Local Funding Focus Group

EXECUTIVE DIRECTOR'S REPORT

Jane Millar

1. Closed Cases as of June 30
  - a. 2020: 445
  - b. 2019: 360
  - c. Difference relates to Restorative Practices in Boyne City
2. Collection of Fees
  - a. Overdue Accounts as of June 30
    - i. Total \$1,625
    - ii. Open Cases \$1,100
    - iii. Closed Cases \$625
  - b. Fees as of June 30
    - i. Total Fees \$12,845
    - ii. Payments of Non-Waived Fees \$11,345
    - iii. Amount Waived or Cancelled \$5,354.70
    - iv. Write Offs \$1,035
    - v. Balance Due of Non-Waived Fees \$1,500
3. Eight-Hour, Advanced Mediator Training
  - a. \$1,425 Income
  - b. 27 Participants – 8 Attorneys
  - c. Re-Scheduled to Friday, September 11
  - d. Possibly by Zoom
4. Report on the Petoskey Theatre Party
  - a. Still need to collect \$650 in sponsorships
  - b. Two at \$250
  - c. One at \$150
5. Face-to-Face Mediation
  - a. COVID-19 Liability Release Waiver
  - b. July 15 & 17 Cancelled – Want Zoom
  - c. On Wednesday and Fridays or Thursdays of a Given Week
  - d. Cancelled if COVID-19 Cases Begin to Rise  
The Zoom resolution rate has actually been higher than the face to face resolution reate.
6. Staff Evaluations – On Hold
7. Century Photo - \$36.04
8. Rotary Charities 1-Hour Consultation
  - a. Grant
  - b. July 14
9. Foundation Grants
  - a. PHSACF - \$3,000
  - b. CCCF - \$3,000 plus \$1,000 from Fred and Barb Mulpass thru CCCF
10. BC School Restorative Practices – Jane will look into obtaining / using PPP funds to fund the position.

MISSION MOMENT

Jane Millar Case #20250B – Involved a \$2,000 settlement and dismissal in a collections case with an attorney. The case was settled with compassion and understanding.

1:00 ADJOURNMENT

1. Board Meeting: Thursday, September 10 at noon - TBD
2. Executive Committee Meeting: Thursday, October 8 at 8:15 - TBD

3. Board Meeting: Thursday, November 12 at noon - TBD
4. Executive Committee Meeting: Thursday, December 10 at 8:15 - TBD

POSSIBLE CHARLEVOIX THEATRE PARTY

1. Monday, October 12