



BOARD OF DIRECTORS' MEETING MINUTES
September 10, 2020
Zoom

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

Present – Bob Banner, Stu Fenton, Nikki Devitt, Ed Engrstrom, Kirstyn Horan, Hugh Conklin, Izabella Babinska, Mitch Brown, Maureen Hollacker, Emily Hoffman, Bill Meengs, Brian Kasiborski
Absent – Liisa Morley

- Noon CALL TO ORDER: Bob Banner
- ADDITIONS TO AGENDA: Correction by Banner to Agenda substituting Mitch Brown for Hugh Conklin as member at large for the 2021 Board. This was just a mistake.
- APPROVAL OF MINUTES: Stuart Fenton – Motion made and carried to accept Minutes of July 9, 2020 meeting
- TREASURER'S REPORT: Bill Meengs
1. Monthly Report – Bill explained that though we are down several thousand dollars for the month, the overall yearly picture looks good and we should finish the year in the black due to several grants Jane has been able to secure as well as payroll protection funds.
- 12:10 PRESIDENT'S REPORT: Bob Banner
1. Personnel Policies Proposed Revisions
 - a. Personal Cell Phones & Pagers
 - b. Personal E-mail Accounts
- Motion made and carried to adopt new language in both policies limiting use of personal devices for client contact.
- 12:25 COMMITTEE REPORTS:
1. Kirstyn Horan – Community Awareness Focus Group – Committee looking for ways to secure funding to continue Boyne City Restorative practices position. Consensus of board is that too much uncertainty currently exists to go forward at this time. This is not a priority at this time for school administration in light of current Covid 19 challenges.
 2. Brian Kasiborski – State Funding Focus Group – no updates
 3. Stuart Fenton – Local Funding Focus Group – no updates
 4. Bob Banner – Nominating Committee

- a. New Members
 - i. Phil Harmon
 - ii. Brooke Jacobi
 - iii. Suzi Kanine
 - iv. Schuitema and Viles declined offer
 - v. It was suggested that new prospective members submit brief bios for our consideration. Jane will contact and secure. Should have for next meeting.
 - vi. Christian Smith was mentioned as a possible addition to board, continuing his previous service. He was contacted and declined due to other obligations.
 - vii. 2 positions still potentially open on board.
- b. 2021 Executive Committee
 - i. President – Bob Banner
 - ii. Vice-President – Brian Kasiborski
 - iii. Secretary – Kirstyn Horan
 - iv. Treasurer – Hugh Conklin
 - v. Member-at-Large – Mitch Brown

EXECUTIVE DIRECTOR’S REPORT

Jane Millar

1. Closed Cases as of August 31, 2020
 - a. 2020: 524
 - b. 2019: 439
 - c. Difference Relates to Restorative Practices in Boyne City
2. Collection of Fees
 - a. Overdue Accounts as of August 31, 2020
 - i. Total \$2,070
 - ii. Open Cases \$850
 - iii. Closed Cases \$1,220
 - b. Fees as of August 31, 2020
 - i. Total Fees \$18,002.50
 - ii. Non-Waived Fees \$8,490
 - iii. Payments of Non-Waived Fees \$5,557.50
 - iv. Balance Due of Non-Waived Fees \$2,932.50
 - v. Waived Fees \$9,437.50 (\$1,500 in Write-Offs)
 - vi. Balance Due of Non-Waived Fees \$2,932.50
3. Eight-Hour, Advanced Mediator Training
 - a. \$2,175 - \$750 = \$1,425
 - b. 25 Participants – 9 Attorneys. However, 3 have dropped out as they did not complete their homework assignments.
4. Report on the Petoskey Theatre Party
 - a. Still need to collect \$750 in sponsorships
 - b. Two at \$250
 - c. One at \$150
 - d. One at \$100
5. No Face-to-Face Mediations in the Near Future
 - a. Cases Need to be on the Decline

- b. Need for a Vaccine
6. Boyne City High School Restorative Practices Coordinator – this was the object of discussion under the Community Awareness Focus Group – attempting to figure out a way to support this position...
7. COVID-19 Funding in Place
 - a. PHSACF - \$3,000
 - b. CCCF - \$3,000
 - c. PPP - \$33,000
 - d. MI-Resolve - \$10,528
8. COVID-19 Potential Funding
 - a. PHSACF – Up to \$7,500
 - b. Small Business Restart Program - \$20,000
9. Income Projections for 2021
10. Presenter at ADR Section of the MBA Conference in October – Bullying at the Mediation Table
11. Michigan Community Mediation Association Hiring an Executive Liaison
12. Staff Changes
 - a. Matt Miller as Court Administrator for 7th Probate Court Emmet County Replacing Lisa Muneio
 - b. Amanda Guarisco as FOC Emmet County Replacing Maureen Watts
13. Board Retreat
 - a. Date & Time – these questions put off until the next meeting
 - b. In Person or Zoom?

MISSION MOMENT

Jane Millar Case #20415 – Jane told us about a divorcing couple, who sat together in their backyard, on a swingset, virtually agreeing on every single issue! It was a pleasure and change from the usual divorce mediation where the couple's often fight about everything. The parties simply needed assistance in writing it all down, and it was a breath of fresh air from the norm.

1:00 ADJOURNMENT

1. Executive Committee Meeting: Thursday, October 8 at 8:15 - Zoom
2. Board Meeting: Thursday, November 12 at noon - Zoom
3. Executive Committee Meeting: Thursday, December 10 at 8:15 - Zoom
4. Holiday Party: Tuesday, December 8 at 5:00 – Zoom. May be cancelled