



BOARD OF DIRECTORS' MEETING MINUTES  
November 11, 2021  
Zoom

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

BOARD MEMBERS PRESENT: Bob Banner, Kirstyn Horan, Hugh Conklin, Brian Kasiborski, Mitch Brown, Hob Ingleson, Iza Babinska, Maureen Hollocker, Nikki Devitt, Suzy Kanine, Emily Hoffman, Brooke Jacoby, Phil Harmon

CALL TO ORDER 12:01: Bob Banner

ADDITIONS TO AGENDA: Under President's Report: Executive Director Performance Review

APPROVAL OF MINUTES: Kirstyn Horan  
1. September Board Meeting Minutes 9.9.21

The September Board Meeting Minutes were approved unanimously.

TREASURER'S REPORT: Hugh Conklin  
1. October Report:  
Tracking as anticipated. CDRP funds are way up compared to a year ago, which is helping off-set other expenses. Emmet Co. is funding our Victim Offender Reconciliation Program

Treasurer's Report was unanimously accepted.

PRESIDENT'S REPORT: Bob Banner  
1. Vote on Proposed Change in Personnel Policies. Language can be found in Northern Community Mediation's Personnel Policies under Compensation Program.

The proposed new language was unanimously approved.

2. New Board Members
  - a. Mark Andresky
  - b. Jenny Brower
  - c. Bill Cattin
  - d. Lisa Hoyt
  - e. Cyndy Tonkavich

The slate of new Northern Community Mediation Board Members was unanimously approved. Their terms will begin in January of 2022.

3. Executive Committee
  - a. President: Brian Kasiborski
  - b. Vice-President: Kirstyn Horan
  - c. Treasurer: Hugh Conklin

- d. Secretary: Suzi Kanine
- e. Member at Large: Mitch Brown

The slate of Executive Committee Officers was unanimously approved.

- 4. Executive Director Performance Review
  - a. Will be completed on an annual basis to be completed by Executive Committee.
  - b. Overall, process went smoothly, and tweaks to the tool and/or process will be made by the Executive Committee as necessary.

## SPECIAL REPORTS:

### Committee Reports

- 1. Public Relations/Marketing – Suzi Kanine  
The committee did not meet, so there is no committee report. Executive Director mentioned that she has been working on social media posts every Tuesday & Thursday on Facebook & Instagram. Executive Director would like to incorporate youth voice into videos and/or posts. 5 local schools have expressed interest in participating. If the classroom participates, the teacher will receive a \$250 gift card to use for needed classroom items.
- 2. Facilities – Mitch Brown & Hugh Conklin  
There are three options moving forward. They are to upgrade the existing facility, find an alternate location to lease, or find a space to purchase. Committee is asking other board members to notify this committee if they hear of any potential alternate locations. The committee's next meeting will discuss the process on what will happen when/if something comes up.
- 3. Staff Compensation – Hugh Conklin  
Committee discussed a cost-of-living increase to NCM's employees.
- 4. Funding – Kirstyn Horan  
Northern Community Mediation is now set up as a non-profit to select from for AmazonSmile. NCM's name in AmazonSmile is "Citizen Dispute Resolution Service Inc." This committee is looking for a platform to use, similarly to Venmo, to allow easier options for donating to NCM.

There will be a holiday party again this year via Zoom. One of the fun things that will take place is a virtual scavenger hunt.

## ED'S REPORT

### Jane Millar

- 1. Closed Cases as of August 31
  - a. 2021: 334
  - b. 2020: 603
- 2. Collection of Fees
  - a. Overdue Accounts as of October 31
    - i. Total \$2,350
    - ii. Open Cases \$1,125
    - iii. Closed Cases \$1,225
  - b. Fees as of August 31
    - i. Total Fees \$19,790.00
    - ii. Waived Fees \$7,827.11
    - iii. Non-Waived Fees \$11,962.89
    - iv. Payments of Non-Waived Fees \$8,671.29
    - v. Balance Due of Non-Waived Fees \$2,550
  - c. Breakdown of Waived Fees
    - i. Write Off \$100.00
    - ii. Settled Prior \$2,095.00
    - iii. Case Withdrawn \$1,000.00
    - iv. Case Dismissed \$0
    - v. American Veteran \$800.00

- vi. Respondent Refused \$300.00
- vii. Respondent Failed to Show \$100.00
- viii. Unable to Contact \$100.00
- ix. Unamenable \$200.00
- x. Cancellation \$50.00
- xi. Professional Courtesy \$200.00
- xii. PayPal \$95.45
- xiii. Case Manager Discretion \$2,786.66
- 3. Liberty Bell Award
- 4. Behavioral Health Mediation
  - a. \$5,000 for start-up
  - b. \$1,500/month for outreach
    - i. Two social media posts
    - ii. 5 presentations, meetings, etc.
  - c. \$200/case
- 5. Eldercaring Coordination
  - i. Elder Mediation on December 7 – 9 for \$550
  - ii. Eldercaring Coordinator on January 24 – 26 free
  - iii. program
  - iv. Funding of program
- 6. Petoskey Theatre Party
  - a. Probably cancelled
  - b. Possible thank-you party
- 7. 2022 Budget
  - a. Special board meeting via Zoom rather than via e-mails
  - b. 100% attendance not required
  - c. 100% approval not required

MISSION MOMENT: Jane Millar

ADJOURNMENT 12:52pm

#### NEXT MEETINGS

- 1. Staff Retreat: Friday, November 12 at 9:00am at TBD
- 2. Executive Committee Meeting: Thursday, December 2 at 8:15 via Zoom
- 3. Holiday Party: Tuesday, December 14 at 5:00pm at via Zoom
- 4. Annual Meeting & board Meeting – Thursday, January 20 at Noon via Zoom