



BOARD OF DIRECTORS' MEETING MINUTES
May 27, 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, Brain Kasiborski, Hugh Conklin, Suzi Kanine, Hob Ingleson, Nikki Devitt, Izabela Babinska, Maureen Hollocker, Emily Hoffman, Mitch Brown

BOARD MEMBERS ABSENT: Phil Harmon, Brooke Jacoby

CALL TO ORDER: 12:02, Bob Banner

ADDITIONS TO AGENDA: No additions to the agenda.

APPROVAL OF MINUTES: Kirstyn Horan
1. March Board Meeting Minutes 3.11.21- Meeting minutes unanimously approved by the board.

TREASURER'S REPORT: Hugh Conklin
1. Monthly Report: Income is tracking similarly to 2020, up some because of state funds. Despite no Theatre Party, NCM saw a successful month. Expenses are tracking similarly to 2020, down some because we do not have the Restorative Practice position and did not have expenses from Theatre Party. Balance sheet is up, overall a very good foundation to get us through the next few years.

PRESIDENT'S REPORT: Bob Banner
1. Meeting Options
a. Board to meet every other month or monthly- full board to meet every other month, and sub-committees to meet once on the off months. The first meeting of the sub-committees should be in June 2021 and will report to the rest of the board at the July meeting for updates.
b. Sub-Committees are as follows (boldened member is in charge of scheduling meetings and reporting to the rest of the board):
i. Marketing/PR: Phil Harmon, Hob Ingleson, **Suzi Kanine**, & Brook Jacoby.
ii. Facilities: **Mitch Brown**, Hugh Conklin
iii. Funding: **Kirstyn Horan**, Izabela Babinska, Nikki Devitt, Maureen Hollocker, Emily Hoffman, & Brian Kasiborski

- iv. Finance/staff compensation: Executive Committee (Bob Banner, Brian Kasiborski, Hugh Conklin, Kirstyn Horan, & Mitch Brown)

- 2. Committee Descriptions/Tasks
 - a. Executive Committee
 - i. Finance Committee
 - ii. Staff Compensation Committee – identify what other CDRP centers and other non-profits in the area are paying employees. Evaluate NCM’s staff compensation with findings.
 - b. Marketing Committee (public relations) will identify marketing strategies & overall goals of NCM. Identify different legislative issues that are meaningful for community, not just NCM. Committee will create marketing strategies on how to increase case load, volunteer recruitment & funding.
 - c. Facilities Committee – explore and facilitate the finding of a new location that is more professional, ADA compliant, & sustainable.
 - d. Funding Committee – Previously known as the *Community Awareness* Committee. Develop and cultivate new opportunities for funding and varying fundraising strategies and utilizing best practice.
- 3. Committee Assignments *Please see committee assignments under President’s Report.*

SPECIAL REPORTS:

Mitch Brown

- 1. Which Wich Fundraiser- Event was well received and overall successful. A lot of hands to help make the event successfully. \$544.47 bottom line net gained.

Kirstyn Horan

- 1. Strategic Plan- Kirstyn walked through the four areas identified through board input. They are Marketing, Facilities, Funding, and Staff Compensation/Finance.

ED’S REPORT

Jane Millar

- 1. Closed Cases as of May 24
 - a. 2021: 176
 - b. 2020: 417
- 2. Collection of Fees
 - a. Overdue Accounts as of May 24
 - i. Total \$2,475
 - ii. Open Cases \$1,450
 - iii. Closed Cases \$1,025
 - b. Fees as of May 24
 - i. Total Fees \$11,500
 - ii. Waived Fees \$4,460.66
 - iii. Non-Waived Fees \$7,039.34
 - iv. Payments of Non-Waived Fees \$3,829.39
 - v. Balance Due of Non-Waived Fees \$3,209.95
 - c. Breakdown of Waived Fees
 - i. Write Off \$0
 - ii. Settled Prior \$600
 - iii. Case Withdrawn \$400
 - iv. Case Dismissed \$0
 - v. American Veteran \$200
 - vi. Respondent Refused \$100
 - vii. Unable to Contact \$0
 - viii. Unamenable \$100
 - ix. PayPal \$37
 - x. Case Manager Discretion \$3,023.66
- 3. Trainings

- a. 40-Hour, General Civil
 - i. May 12, 13, 14, 20 & 21
 - ii. 16 Participants
 - iii. \$3,800
 - b. 4-Hour Mediator's Health & Well-Being
 - i. February 5
 - ii. 20 Participants
 - iii. \$650
 - c. 4-Hour Parenting Time & Divorce Issues & Nuances
 - i. June 17
 - ii. 19 Participants
 - iii. \$425
 - d. 4-Hour Mediator's Health & Well-Being
 - i. Ann Arbor Center
 - ii. June 18
 - iii. \$550
 - e. White Privilege Round Table
 - i. June 3
 - ii. 4:00 – 5:30
4. Presentations
- a. Staff of Women's Resource Center – May 25
 - b. Appreciation Gala
 - i. May 27
 - ii. 5:00 – 6:00

MISSION MOMENT

There was not a mission moment included in this board meeting.

ADJOURNMENT Adjourned at 1:02pm

NEXT MEETINGS

1. Appreciation Gala: Thursday, May 27 at 5:00pm via Zoom
2. Round Table: Thursday, June 3 at 4:00pm via Zoom
3. Executive Committee Meeting: Thursday, June 10 at 8:15am via Zoom
4. Advanced Mediator Training: Thursday, June 17 at 9:00am via Zoom
5. Board Meeting: Thursday, July 8 at noon via Zoom
6. Executive Committee Meeting: Thursday, August 12 at 8:15am via Zoom
7. Board Meeting: Thursday, September 9 at noon at TBD
8. Round Table: Thursday, September 23 at 4:00pm at TBD
9. Executive Committee Meeting: Thursday, October 14 at 8:15am at NCM
10. Conflict Resolution Day: Wednesday, October 20
11. Board Meeting: Thursday, November 11 at noon at TBD
12. Staff Retreat: Friday, November 12 at 9:00am at TBD
13. Executive Committee Meeting: Thursday, December 9 at 8:15 at NCM Office
14. Holiday Party: Tuesday, December 14 at 5:00pm at NCM Office

THEATRE PARTIES

1. Charlevoix – Monday, October 11