



BOARD OF DIRECTORS' MEETING MINUTES  
July 8, 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, Brian Kasiborski, Hugh Conklin, Suzi Kanine, Hob Ingleson, Izabela Babinska, Emily Hoffman, Maureen Hollocker, Mitch Brown, Phil Harmon, Brooke Jacoby, Kirstyn Horan

BOARD MEMBERS ABSENT: Nikki Devitt

CALL TO ORDER: 12:00pm, Bob Banner

ADDITIONS TO AGENDA: Addition of a nomination protocol to be expanded in the Executive Director's report

APPROVAL OF MINUTES: Kirstyn Horan  
1. March Board Meeting Minutes 5.27.21  
Meeting minutes approved unanimously

TREASURER'S REPORT: Hugh Conklin  
1. June Report  
Things are looking good. There is a notable loss of income from the Boyne City Restorative Practice Program & Petoskey Theatre Party. However, revenues from the State of Michigan and Donor Campaign are up. Northern Community Mediation has a solid financial foundation, which will support us over the next two years.

PRESIDENT'S REPORT: Bob Banner  
1. Proposed Board Governance Policies Change  
**New language proposed:**  
*In the event there is a resignation or death of a board member during his/her term or if there is not a total of 15 board members at any given time, the board may choose to add new board members throughout the year. The process for doing so would be as follows: 1) The name of a proposed candidate(s) would be presented by a board member at a regularly scheduled board meeting; 2) The Executive Director would obtain bios and pictures of the proposed candidate(s) and send that information to the board members; 3) At the following board meeting, the board would vote on the proposed candidate(s); 4) If approved, the term for the new board member(s) would commence immediately as of January of the year in which the vote was taken.*

Board discussed language clarification for the fourth part of proposed language and asked the Executive Director to clarify and table approval of the language to the September meeting.

Proposed Bylaw Change

**New language proposed:**

*The board may also add additional board members throughout the year as long as the nomination(s) is made at a regularly scheduled board meeting, the board receives a picture and bio of the candidate(s) prior to the next regularly scheduled board meeting, and the vote for approval is taken at the regularly scheduled board meeting following the board meeting at which the nomination(s) was made.*

Hugh Conklin made the motion to accept the change, Brian Kasiborski seconded.

2. Future Board Meetings

Board members discussed the need to have in-person meetings, but also appreciate the flexibility in attending meetings virtually. The Executive Committee will discuss this at the August meeting and will bring a recommendation to the whole board at the September meeting.

SPECIAL REPORTS:

Committee Reports

1. Public Relations/Marketing – Suzi Kanine

Main focus should be public awareness of Northern Community Mediation. Discussion that using Facebook ads is one of the biggest means in which they could do that. They ads are efficient and cheap. Would like to schedule next meeting in August.

2. Facilities – Mitch Brown & Hugh Conklin

The committee met with St. Francis Church's finance committee to thank them for the relationship we have had and to help steward future relationships with the church. They shared that NCM is considering a capital improvement update in facility, which would include new carpet, flooring, bathrooms, overall making the space more ADA compliant. In exchange, NCM would ask that there would be a longer-term commitment for NCM to occupy the space. The committee is also exploring the opportunity to move into another facility in Petoskey.

3. Staff Compensation – Bob Banner

The committee discussed the possibility of an annual cost of living adjustment and an end of year bonus, if funding allows. Executive Director must present possibilities for board approval by the November meeting.

4. Funding – Kirstyn Horan

This committee met the need for a donation button to be visible on NCM's website. This can be used in social media via a QR code. The committee will also establish NCM with an AmazonSmile account. Additional ideas include: summer donor campaign, mediator legacy gifts, creating a mediator survey to gather information to use in donor campaigns and social media, and approaching local attorneys to establish a monthly gift.

ED'S REPORT

Jane Millar

1. Closed Cases as of June 30
  - a. 2021: 208
  - b. 2020: 445
2. Collection of Fees
  - a. Overdue Accounts as of June 30
    - i. Total \$2,930
    - ii. Open Cases \$1,980
    - iii. Closed Cases \$950
  - b. Fees as of June 30
    - i. Total Fees \$13,620
    - ii. Waived Fees \$4,652.05

- iii. Non-Waived Fees \$8,967.95
    - iv. Payments of Non-Waived Fees \$5,947.95
    - v. Balance Due of Non-Waived Fees \$3,020
  - c. Breakdown of Waived Fees
    - i. Write Off \$
    - ii. Settled Prior \$1,600
    - iii. Case Withdrawn \$400
    - iv. Case Dismissed \$0
    - v. American Veteran \$200
    - vi. Respondent Refused \$100
    - vii. Unable to Contact \$100
    - viii. Unamenable \$200
    - ix. PayPal \$52.05
    - x. Case Manager Discretion \$2,000
- 3. Representative John Damoose
  - a. District 107
  - b. Zoom Meeting – June 16
  - c. Visitation to NCM – July 7
  - d. Possible Interest in Training for His Staff
- 4. Representative Ken Borton
  - a. District 105
  - b. In Process of Arranging Meeting
- 5. Nomination protocol
  - a. Board members & ED to share names of potential new board members by the September board meeting.

MISSION MOMENT                      Jane Millar – Unamenable Case

ADJOURNMENT                        1:17pm

#### NEXT MEETINGS

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

#### THEATRE PARTIES

1. Charlevoix – Monday, October 11