



BOARD OF DIRECTORS' MEETING MINUTES  
September 9, 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, Izabela Babinska, Maureen Hollocker, Mitch Brown, Phil Harmon, Nikki Devitt, Kirstyn Horan, Hob Ingleson

BOARD MEMBERS ABSENT: Emily Hoffman, Brooke Jacoby

CALL TO ORDER: Bob Banner  
ADDITIONS TO AGENDA:

APPROVAL OF MINUTES: Kirstyn Horan  
1. July Board Meeting Minutes 7.8.21  
Meeting minutes approved carried unanimously

TREASURER'S REPORT: Hugh Conklin  
1. August Report  
Tracking on line for year. Balance sheet is looking very healthy, which is great, because case counts are down state-wide and we are expecting a cut in funding for FY22.  
BK motion MH 2<sup>nd</sup>. Treasurer's report accepted carried unanimously.

PRESIDENT'S REPORT: Bob Banner  
1. Vote on Proposed Board Governance Policies Change  
Proposed wording changes can be found on pages 6,7,&8 in the Board Governance Policies. The two proposed changes include specifying the how a board member is elected. The second amendment details an annual review of the Executive Director. Both proposals were unanimously approved by the Board.  
2. Future Board Meetings  
a. Zoom: March, May, July, September, November  
b. In Person: Annual Meeting (January BOD meeting quickly follows), Board Retreat\*  
*This schedule is subject to change depending on where COVID-19 cases are in March.*  
3. Elections  
a. Term Limited – Bob Banner  
Bob will be off of the board as of December 31<sup>st</sup>.  
Iza will be finishing out her term and going off of the board as of December 31<sup>st</sup>  
b. Names of Potential Board Members for 2022 (names must be submitted by October exec. Committee meeting. We will vote on those members at the Nov meeting)  
Mark Andresky (Charlevoix co.)  
Submit any potential names to Jane by October 14<sup>th</sup>. And she will

send out their picture and bio to the rest of the board.

- c. Executive Committee for 2022  
Suggestion is that Brian Kasiborski would be President, Kirstyn Horan would be Vice President, Mitch Brown to remain member at large or Secretary position. Hugh would remain treasurer. Executive Committee will make final recommendation at their October 14<sup>th</sup> meeting.

#### 4. Evaluation Tool

Board, Jane & NCM staff will be receiving link for a performance review of Jane to complete by 23<sup>rd</sup>.

## SPECIAL REPORTS:

### Committee Reports

1. Public Relations/Marketing – Suzi Kanine  
Met on Aug 30<sup>th</sup> & focused on social media to us as marketing tool. Jane has been working on posts to have set up 2x/week. Possibility for new grant to fund videos to use to marketing. The committee has set a budget of \$100 for 30 days to boost NCM's social media presence. Committee will review metrics at the end of the 30 days to determine next steps.
2. Facilities – Mitch Brown & Hugh Conklin  
Exploring options on leasing/buying a new facility. Exploring many avenues on possibilities. Next steps would be to survey board members for needs they see. If any board member hears of an opportunity to pass along, please bring it to Hugh and Mitch
3. Staff Compensation – Hugh Conklin  
In the process of gathering information on how we are paying our staff vs other nonprofits the state. This will address increases in compensation as well.
4. Funding – Kirstyn Horan  
Committee completed a mediator survey asking mediators what types of cases they prefer, if they mediated virtually over the last year and a half, etc. Committee is working with Jane to set up AmazonSmile.

## ED'S REPORT

### Jane Millar

1. Closed Cases as of August 31
  - a. 2021: 270
  - b. 2020: 527
2. Collection of Fees
  - a. Overdue Accounts as of August 31ne 30
    - i. Total \$1,575
    - ii. Open Cases \$650
    - iii. Closed Cases \$925
  - b. Fees as of August 31
    - i. Total Fees \$16,790.00
    - ii. Waived Fees \$10,281.66
    - iii. Non-Waived Fees \$6,508.34
    - iv. Payments of Non-Waived Fees \$4,933.34
    - v. Balance Due of Non-Waived Fees \$1,575
  - c. Breakdown of Waived Fees
    - i. Write Off \$50.00
    - ii. Settled Prior \$1,730
    - iii. Case Withdrawn \$900
    - iv. Case Dismissed \$0
    - v. American Veteran \$600
    - vi. Respondent Refused \$300
    - vii. Respondent Failed to Show \$50
    - viii. Unable to Contact \$100
    - ix. Unamenable \$300
    - x. PayPal \$84.27

- xi. Case Manager Discretion \$6,167.39
- 3. Trainings
  - a. Oakland Mediation Center
    - i. The Mediator's Health & Well-Being
    - ii. September 10 and September 24
    - iii. Income of \$1,100
  - b. Michigan Community Mediation Association (MCMA)
    - i. Behavioral Health Mediation
    - ii. September 13 & 14 and September 27 & 28
    - iii. Income of \$5,000
- 4. Behavioral Health Mediation
  - a. Grant to MCMA
  - b. Awarded by the Michigan Department of Health & Human Services (MDHHS)
  - c. Oakland Mediation Center as the fiscal agent
  - d. Collaboration
    - i. Community Mental Health
    - ii. MDHHS
    - iii. 17 Citizen Dispute Resolution Program (CDRP) centers
    - iv. MCMA
    - v. Award of \$500,000
- 5. MI-Resolve Expansion
  - a. No longer limited to two people
  - b. No longer limited to small claims
  - c. Can include parenting time, landlord/tenant
  - d. Attorneys can participate
- 6. Southeast Michigan Senior Regional Collaborative (SMSRC)
  - a. Expansion of Elder Care Mediation
  - b. Collaboration
    - i. SMSRC
    - ii. MCMA
    - iii. 17 CDRP centers
    - iv. Probate Courts
  - c. Creation of Eldercaring Coordinator
    - i. One time elder care mediation expansion
    - ii. Ongoing mediation process
  - d. Training for Eldercaring Coordination for Executive Director
    - i. Elder Mediation on December 7 – 9 for \$550
    - ii. Eldercaring Coordinator on January 24 – 26 free
  - e. Meeting with Judge Snyder on Tuesday, September 7
    - i. Implementation of program
    - ii. Funding of program
- 7. Charlevoix Theatre Party
  - a. Cancelled
  - b. Possible thank-you party
- 8. Social Media

MISSION MOMENT

Jane Millar

ADJOURNMENT

NEXT MEETINGS

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