

BOARD OF DIRECTORS' MEETING MINUTES

November 10, 2022 at Noon

City Park Grill

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

CALL TO ORDER: Brian Kasiborski

ADDITIONS TO AGENDA: None

WELCOME: Guest Toby Jones, Pastor of First Congregational Church of Charlevoix

APPROVAL OF MINUTES: Suzi Kanine

1. September 8, 2022 - Motion by Kirstyn seconded by Mitch to approve the September 8, 2022 minutes. Motion passes in a unanimous voice vote.

TREASURER'S REPORT: Hugh Conklin (Hugh was absent)

Jane reported that all is going as expected.

1. October Report

2. Vote on Co-Signers: Brian explained the need for consigners. It was moved by Cyndy and seconded by Bill that we approve this. Motion passed in a unanimous voice vote. Voice vote was given for each candidate independently. Both passed.

a. Kirstyn Horan – President

b. Mark Andresky – Treasurer

c. Suzanne Kanine (as needed) - Secretary

3. Budget Approval – Special Meeting in December

Jane explained that we would have a special zoom meeting in December to approve this.

PRESIDENT'S REPORT: Brian Kasiborski

1. Recommendations for New Board Members

a. Nikki LaDeur

b. Judy Zorn

2. Vote for approval of the New Board Members: Bill made the motion and Kirstyn seconded that we vote to approve the two new board members. A voice vote was taken individually for each candidate. Both were approved.

SPECIAL REPORTS: Committee Reports

1. Executive – Mitch Brown – Review of Director’s Evaluation

We used a common score matrix giving a more uniform process for this evaluation.

The result was a 4.2 out of 5 which is very commendable.

2. Facilities – Mitch Brown - nothing new to report

3. Funding – Bill Cattin – will be meeting with Jane

4. Investment – Mark Andresky – not present

5. Marketing – Jenny Brower – not present

6. Staff Compensation – Hugh Conklin – not present

7. Loco Locals – Jenny Brower – not present

ED’S REPORT Jane Millar

1. Closed Cases as of August 31, 2022

a. 2022: 336

b. 2021: 335

2. Collection of Fees

a. Overdue Accounts as of October 31, 2022

i. Total \$2,725

ii. Open Cases \$1,800

iii. Closed Cases \$925

b. Fees as of October 31, 2022

i. Total Fees \$23,625

ii. Waived Fees \$7,252.90

iii. Non-Waived Fees \$15,372.10

c. Breakdown of Waived Fees

- i. Write Off \$275
- ii. Settled Prior \$650
- iii. Case Withdrawn \$2,050
- iv. Case Dismissed \$150
- v. American Veteran \$500
- vi. Refused to Mediate \$775
- vii. Failed to Show \$225
- viii. Unable to Contact \$150
- ix. Unamenable \$200
- x. PayPal \$132.90
- xi. Cancelled Mediation \$50
- xii. Case Manager Discretion \$2,095

3. Charlevoix Theatre Party: Jane took time to explain this in detail

a. Income \$6,565

- i. Sponsors \$2,750
- ii. Supporters \$815
- iii. Tickets \$2,595
- iv. Raffle \$315
- v. Donations \$90

b. Expenses \$4,038.21

- i. Printing (Programs 7 Tickets) \$442.58
- ii. Charlevoix Cinema \$ 807.50
- iii. Poster \$125
- iv. Raffle \$160
- v. The Vue \$2,503.13

c. Profit \$2,526.79

d. Observations

i. Positives

1. 95 people had a great time
2. Food was outstanding
3. Lucked out with a beautiful night

ii. Negatives

1. \$500 usage fee
2. Added 25% tip without final approval from me
3. Charged \$15 for a glass of wine
4. Started automatically adding tip onto individual wine orders

4. Succession Plans – This was reviewed (sent out via email). It was asked that we take time to review it.

- a. Reviewed yearly
- b. Both Case Managers
- c. Executive Director

i. Public

ii. Private

5. Case Manager Assignments

- a. Convenience of court personnel and clients
- b. Weighted caseload
- c. Knowledge and experience

6. Restorative Practices in schools – this came from a grant (pilot program)

- a. Issue of funding

7. Sixteen not 17 CDRP centers – Sault Saint Maire closed, and Gaylord will be covering that area

8. Trend Report – holding our own

- a. Six lower
- b. Five slightly higher
- c. Four Higher
- d. One no change

e. Statewide slightly higher

9. Events

a. Petoskey Chamber Expo

b. Connecting Women in Business

10. Donor Campaign Letter – sending out before Thanksgiving

11. Staff Evaluations – not done, holding to December

12. Monitoring Calendars

a. Board

b. Office

MISSION MOMENT Jane Millar – #22249

ADJOURNMENT Motion was made by Kirstyn and seconded by Brian to adjourn the meeting at 12:47p.m. Motion passes in a unanimous voice vote.

Submitted by Cyndy Tonkavich in Suzi Kanine's absence

NEXT MEETINGS

1. Executive Committee Meeting: Thursday, December 8 at 8:15 via Zoom

2. Staff Retreat: Friday, December 9 at 9:00am

3. Holiday Party: Tuesday, December 13 at 5:00pm at NCM Office

4. Annual Meeting & Board Meeting: Thursday, January 19, 2023 at City Park Grill