



BOARD OF DIRECTORS' MEETING MINUTES
March 10, 2022
Zoom

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

- MEMBERS PRESENT: Brian Kasiborski, Cyndy Tonkavich, Lisa Hoyt, Mitch Brown, Kirstyn Horan, Mark Andresky, Hugh Conklin, Jenny Brower, Bill Cattin, Hob Ingleson, Phil Harmon, Suzi Kanine. Executive Director, Jane Millar.
- MEMBERS ABSET: Emily Hoffman. Maureen Hollocker, Brooke Jacoby,
- CALL TO ORDER: 12:02 Brian Kasiborski
- ADDITIONS TO AGENDA: None
- APPROVAL OF MINUTES: Suzi Kanine
1. January 20, 2022 Approved at Board Retreat
- TREASURER'S REPORT: Hugh Conklin
1. February Report- Hugh reported that finances are tracking as expected and that overall, everything looks good. NCM is currently in a good financial position according to the balance sheet. Assets are up considerably over 2020. Hugh pointed out that NCM is not receiving as much State funding because caseload is still down. The treasurers report was accepted in a unanimous vote.
- PRESIDENT'S REPORT: Brian Kasiborski
1. Vote on Proposed Bylaw Change pp.3 & 4- Motion by Kirstyn seconded by Lisa to approved the proposed Bylaw changes. Motion passed in a unanimous voice vote.
 2. Vote on Proposed Board Governance Policies Change p.4- Bill suggested adding "as the Member at Large" to the end of the first sentence of the proposed change. Motion by Kirstyn seconded by Cyndy to accept the proposed change. Motion passed in a unanimous voice vote. Motion by Kirstyn, seconded by Cyndy to approve the Board Governance Policy change as amended. Motion passed in a unanimous voice vote.
 3. Status of Thank You Phone Calls- Brian reminded members to make their thank you calls and let Jane know the status.
- SPECIAL REPORTS: Committee Reports
1. Executive – Brian Kasiborski, next meeting is in April.
 2. Facilities – Mitch Brown, Meeting planned for April 14, which will be a joint meeting with the investment committee.
 3. Funding – Kirstyn Horan, will be sending out a doddle poll to schedule a meeting for April.
 4. Investment – Mark Andresky, no changes.
 5. Marketing – Jenny Brower, met on Monday with Jane and Lisa. Lisa demonstrated to the Board how they could interact with the NCM Facebook page to help increase social media exposure. Jane explained the Peace Banners that are being placed at 6 libraries throughout the area. In

2017, 2 of these banners were placed and moved throughout the 6 libraries. After inspiration from observing local school children, Jane, staff, and Jenny and Lisa consulted to get 4 more banners made so they can be placed in all 6 libraries. A press release went out with pictures to local media and to the chambers and libraries. This is a wonderful message and great exposure for NCM.

6. Staff Compensation – Hugh Conklin, no report.

ED'S REPORT

Jane Millar

1. Closed Cases as of February 28
 - a. 2022: 65
 - b. 2021: 66
2. Collection of Fees
 - a. Overdue Accounts as of February 28
 - i. Total \$1,525
 - ii. Open Cases \$1,175
 - iii. Closed Cases \$350
 - b. Fees as of February 28
 - i. Total Fees \$8,050.00
 - ii. Waived Fees \$2,215.82
 - iii. Non-Waived Fees \$5,834.18
 - iv. Payments of Non-Waived Fees \$3,634.02
 - v. Balance Due of Non-Waived Fees \$2,200.16
 - c. Breakdown of Waived Fees
 - i. Write Off \$0
 - ii. Settled Prior \$500.00
 - iii. Case Withdrawn \$400.00
 - iv. Case Dismissed \$0
 - v. American Veteran \$300
 - vi. Respondent Refused \$0
 - vii. Respondent Failed to Show \$0
 - viii. Unable to Contact \$0
 - ix. Unamenable \$100
 - x. PayPal \$40.82
 - xi. Case Manager Discretion \$875
3. Trainings
 - a. Northern Community Mediation
 - i. Mediator Standards of Conduct & Ethics in Spring
 - ii. Agreement Writing in Fall
 - iii. Tribal Court System - Time TBD
 - b. Michigan Community Mediation Association (MCMA)
 - i. Advanced Behavioral Health Mediation
 - ii. Trainer – Jane Millar
 - iii. April 7, May 20 & June 3
 - iv. Income of \$900
4. Peace Banners
 - a. Four Additional Banners Made
 - b. Cost of \$1,396
 - c. Located in Six Libraries: Boyne City, Charlevoix, East Jordan, Harbor Springs, Pellston & Petoskey
5. Closing of Charlevoix Office
 - a. Storage for NCM Items in Cabinet under Staircase
 - b. Phone Disconnected
 - c. Use of Meeting Rooms When Needed for Mediations
6. Future of Zoom v In-Person Mediation
 - a. Preference for Zoom
 - b. Exception when In-Person
 - c. Pattern for CDRP Centers Throughout the State
Brian commented that this could affect the facilities committee going forward as it changes facility needs. Hob commented that in person mediation has certain benefits and suggested compiling a list of available sites for in-person mediations.

ADJOURNMENT: Motion by Kirstyn seconded by Cyndy to adjourn the meeting at 12:45 p.m.
Motion passed in a unanimous voice vote.

NEXT MEETINGS
MEETING

1. Executive Committee Meeting: Thursday, April 14 at 8:15am via Zoom
2. Law Day: Sunday, May 1
3. Board Meeting: Thursday, May 12 at noon via Zoom
4. Appreciation Gala: Thursday, May 26 at 5:00pm via Zoom
5. Advanced Mediator Training: Friday, May 27 at 9:00am via Zoom
6. Executive Committee Meeting: Thursday, June 9 at 8:15am via Zoom
7. Board Meeting: Thursday, July 14 at noon via Zoom
8. Executive Committee Meeting: Thursday, August 11 at 8:15am via Zoom
9. Board Meeting: Thursday, September 8 at noon at TBD
10. Monday, October 10 – Charlevoix Theatre Party
11. Executive Committee Meeting: Thursday, October 13 at 8:15am via Zoom
12. Conflict Resolution Day: Thursday, October 20
13. Board Meeting: Thursday, November 10 at noon via Zoom
14. Staff Retreat: Friday, November 18 at 9:00am
15. Executive Committee Meeting: Thursday, December 8 at 8:15 via Zoom
16. Holiday Party: Tuesday, December 13 at 5:00pm at NCM Office