



## BOARD OF DIRECTORS' MEETING AGENDA

May 12, 2022 at 8:15am

Zoom

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

- MEMBERS PRESENT: Kirstyn Horan, Cyndy Tonkavich, Hob Ingleson, Jenny Brower, Brian Kasiborski, Mark Andresky, Bill Cattin, Hugh Conklin, Brooke Jacoby.
- CALL TO ORDER: 8:16 Brian Kasiborski
- ADDITIONS TO AGENDA: Jane added- Maureen Hollacker needs to resign from the board due to new employment. (Need to delete from website and FB/Instagram post) The board wishes her the best. Jane will take care of a thank you gift.
- APPROVAL OF MINUTES: Suzi Kanine
1. April 14, 2022- Motion by Kirstyn, seconded by Cyndy to approve the April 14, 2022 meeting minutes. Motion passed in a unanimous voice vote.
- TREASURER'S REPORT: Hugh Conklin
1. April Report- Hugh pointed to an email from Jane explaining the financials for April. Jane noted that she deposited \$24,000 after the end of the month. Hugh noted that state funds are down due to case count. Other than that, the financials are tracking as expected and there is a healthy fund balance. Motion by Kirstyn, seconded by Mark to accept the treasurer's report. Motion passed in a unanimous voice vote.
- PRESIDENT'S REPORT: Brian Kasiborski
1. Status of Thank You Phone Calls- Brian issued on last gentle reminder to complete thank you calls. These are almost complete.
- SPECIAL REPORTS: Committee Reports
1. Executive – Brian Kasiborski- no report
  2. Facilities – Mitch Brown (absent)- Jane reported that the committee is always keeping their eyes and ears open for possible new facility sites.
  3. Funding – Kirstyn Horan & Jenny Brower- Jenny reported that the planning for the Loco Locals event is going well. Lite 96 is sponsoring by providing “in-kind” advertising. Lisa will be doing a media release. Jenny emphasized that the focus now should be sharing the information on social media and selling tickets. Hob will be helping with the construction of a chalkboard frame to display the event sponsors.
  4. Investment – Mark Andresky briefed the Board on potential investments for NCM assets. Discussion regarding current U.S. Treasury interest rates and the benefit for NCM to invest. The profit and liquidity of these accounts would offer potential funding for a facility if the opportunity arose. They also offer options if cash flow becomes an issue. Motion by Hugh, Kirstyn to open a U.S. Treasury Direct Account for NCM to make short and long-term investments. Motion passed in a unanimous voice vote.
  5. Marketing – Jenny Brower- no report

6. Staff Compensation – Hugh Conklin- no report but Jane added that she is aware of the inflation but feels NCM is not in the position to follow the upward trend at this time. She is aware and monitoring the situation.

## ED'S REPORT

Jane Millar

1. Closed Cases as of April 30, 2022
  - a. 2022: 132
  - b. 2021: 160
2. Collection of Fees
  - a. Overdue Accounts as of April 30, 2022
    - i. Total \$1,275
    - ii. Open Cases \$600
    - iii. Closed Cases \$675
  - b. Fees as of April 30, 2022
    - i. Total Fees \$11,300
    - ii. Waived Fees \$5,464.54
    - iii. Non-Waived Fees \$5,835.46
    - iv. Payments of Non-Waived Fees \$4,535.46
    - v. Balance Due of Non-Waived Fees \$1,300
  - c. Breakdown of Waived Fees
    - i. Write Off \$100
    - ii. Settled Prior \$500
    - iii. Case Withdrawn \$1,025
    - iv. Case Dismissed \$0
    - v. American Veteran \$300
    - vi. Respondent Refused \$100
    - vii. Respondent Failed to Show \$0
    - viii. Unable to Contact \$0
    - ix. Unamenable \$100
    - x. PayPal \$69.77
    - xi. Case Manager Discretion \$1,075
3. Trainings
  - a. Northern Community Mediation
    - i. Agreement Writing on September 16
    - ii. Standards of Conduct in October
    - 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
  - c. MCMA
    - i. Elder Care
    - ii. June 7, 8, 14 and 15 from 9:00 – 1:00 each day
    - iii. July 25, 26, 27 and 28 from 1:00 to 4:00 each day
    - iv. August 9, 10, 16 and 17 from 1:00 to 5:00 each day
    - v. August 29, 30 31 and September 1 from 9:00 to 1:00 daily
    - vi. Oakland Mediation Center
4. Appreciation Gala
  - a. Thursday, May 26 from 5:00 to 6:30
  - b. City Park Grill
  - c. Awards and Lots of Recognitions
5. Michigan Community Mediation Association – Jane Millar Elected President
6. Workshop with Jane Millar as Facilitator
  - a. Northern Michigan Human Resource Professionals
  - b. Thursday, May 19
  - c. \$450
7. Women Can / Women Do Table
  - a. June 15 in Charlevoix
  - b. September 21 in Petoskey
8. Abuse of Caucus

MISSION MOMENT

Jane Millar #22115 Estate

ADJOURNMENT:

9:00 a.m.

NEXT MEETINGS

1. Appreciation Gala: Thursday, May 26 at 5:00pm at City Park Grill
2. Executive Committee Meeting: Thursday, June 9 at 8:15am via Zoom
3. Loco Locals: Tuesday, June 21 at Fairgrounds
4. Board Meeting: Thursday, July 14 at noon via Zoom
5. Executive Committee Meeting: Thursday, August 11 at 8:15am via Zoom
6. Board Meeting: Thursday, September 8 at noon at TBD
7. Advanced Mediator Training – Friday, September 16 via Zoom
8. Monday, October 10 – Charlevoix Theatre Party
9. Executive Committee Meeting: Thursday, October 13 at 8:15am via Zoom
10. Conflict Resolution Day: Thursday, October 20
11. Board Meeting: Thursday, November 10 at noon via Zoom
12. Staff Retreat: Friday, November 18 at 9:00am
13. Executive Committee Meeting: Thursday, December 8 at 8:15 via Zoom
14. Holiday Party: Tuesday, December 13 at 5:00pm at NCM Office