



## BOARD OF DIRECTORS' MEETING MINUTES

July 14, 2022 at 12:00 p.m.

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, Jenny Brower, Brian Kasiborski, Mark Andresky, Bill Cattin, Lisa Hoyt, Mitch Brown, Suzanne Kanine
- CALL TO ORDER: 12:00 p.m. Brian Kasiborski
- ADDITIONS TO AGENDA: Kristyn noted that the time on the agenda should be changed from 8:15 a.m. to 12:00 p.m.
- APPROVAL OF MINUTES: Suzi Kanine
1. May 12, 2022- Motion by Suzi, seconded by Cyndy to approve the May 12, 2022 meeting minutes. Motion passed in a unanimous voice vote.
- TREASURER'S REPORT: Hugh Conklin (absent)
1. June Report- Jane gave the treasurers report due to Hugh's absence. Motion by Mark to accept the treasurer's report. Motion passed in a unanimous voice vote.
- PRESIDENT'S REPORT: Brian Kasiborski
1. Evaluation of Executive Director- Brian and Kirstyn briefed that last year the executive committee developed a tool to evaluate the director. It worked well and the committee would like to continue using that tool each year. Kristyn noted that she is hoping to add more structure and definition to the ratings This process will take place from September to November.
- SPECIAL REPORTS: Committee Reports
1. Executive – Brian Kasiborski- There was discussion regarding possible and exciting real estate opportunities for the Center in the next year or so. More to come as things develop.
  2. Facilities – Mitch Brown- (included in discussion with Executive Committee Report).
  3. Funding – Kirstyn Horan- The Local Local's event will be postponed until June 22, 2023. The committee is looking for ideas to make selling tickets easier. The Charlevoix Theater Party will be held on October 10, 2022. Jane gave a brief overview of the event. Kirstyn continued with ideas for mini personal fundraisers.
  4. Investment – Mark Andresky- Explained the ibond's and checking balance on the balance sheet.
  5. Marketing – Jenny Brower- Shifting focus on initiating ideas to market to donors and contacts already involved in NCM and developing those relationships. (Phil Harmon joined the meeting).
  6. Staff Compensation – Hugh Conklin (absent)- No report.
- ED'S REPORT Jane Millar-Motion by Kristyn, seconded by Bill to accept the ED report. Motion passed in a unanimous voice vote.
1. Closed Cases as of June 30, 2022
    - a. 2022: 201

- b. 2021: 208
- 2. Collection of Fees
  - a. Overdue Accounts as of June 30, 2022
    - i. Total \$2,135
    - ii. Open Cases \$1,210
    - iii. Closed Cases \$925
  - b. Fees as of June 30, 2022
    - i. Total Fees \$15,030
    - ii. Waived Fees \$.5,122.71
    - iii. Non-Waived Fees \$9,907.29
    - iv. Payments of Non-Waived Fees \$ 7,397.29
    - v. Balance Due of Non-Waived Fees \$2,510
  - c. Breakdown of Waived Fees
    - i. Write Off \$100
    - ii. Settled Prior \$500
    - iii. Case Withdrawn \$1,525
    - iv. Case Dismissed \$0
    - v. American Veteran \$300
    - vi. Respondent Refused \$400
    - vii. Respondent Failed to Show \$0
    - viii. Unable to Contact \$0
    - ix. Unamenable \$100
    - x. PayPal \$77.71
    - xi. Cancelled Mediation \$50
    - xii. Case Manager Discretion \$2,070
- 3. Trainings
  - a. Northern Community Mediation
    - i. Agreement Writing on September 16
    - ii. Standards of Conduct on October 14
    - iii. Mediator Round Table on NCM Funding Sources on September 27
  - 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. Women Can / Women Do Table
  - a. September 21 in Petoskey
- 5. Presentation
  - a. Community Mental Health Service Providers
  - b. August 2
  - c. Opportunity to Highlight Behavioral Health Mediation Services (BHMS) and Michigan Agricultural Mediation Program (MAMP)

MISSION MOMENT

Jane Millar #22111 Case of Arson

ADJOURNMENT: 12:52 p.m.

Motion by Kristyn, seconded by Lisa to adjourn the meeting at 12:52 p.n.  
Motion passed in a unanimous voice vote.

#### NEXT MEETINGS

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