



BOARD OF DIRECTORS' MEETING MINUTES
September 8, 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: 12:04 p.m. Brian Kasiborski
- ADDITIONS TO AGENDA: None
- APPROVAL OF MINUTES: Suzi Kanine
1. July 14, 2022- Motion by Hob seconded by Jenny to approve the July 14, 2022 Minutes. Motion passed in a unanimous voice vote.
- TREASURER'S REPORT: Hugh Conklin-
1. August Report- Hugh reported that the budget is looking good. Income is down but is being offset by county contributions and a grant from DHHS. The August Treasurers report was accepted in a unanimous voice vote.
 2. Audit- Jane briefed that the State varies in its requirement for an audit every three years, two years or yearly. The most recent audit was for two years (2020-2021). Everything on the Audit looked great.
 3. Treasury Direct- Mark briefed the ibond purchases and benefits. He estimates \$3,000-\$4,000 profit over 12 months.
- PRESIDENT'S REPORT: Brian Kasiborski
1. Evaluation Process for Executive Director- Brian explained that the executive committee worked on defining what the scoring means. Kirstyn explained the scoring. Kirstyn will send out the link to the evaluation and asked that it be complete by September 22. In October, the Executive Committee will present it to Jane and in November they will report the results to the Board.
 2. Proposed Slate of Officers- Motion by Hugh seconded by Lisa to approve the Slate of Officers for 2023. Motion passed in a unanimous voice vote. 2023 Officers are as follows:
 - a. President – Kirstyn Horan
 - b. Vice-President – Hugh Conklin
 - c. Secretary – Suzanne Kanine
 - d. Treasurer – Mark Andresky
 - e. Member-at-Large – Mitch Brown
 3. Recommendations for New Board Members- Jane asked the Board to think of prospective Board members. She noted that she asked Nikki LaDeur to join the Board.
- SPECIAL REPORTS: Committee Reports
1. Executive – Brian Kasiborski- Discussed the evaluation tool for the Executive Director.
 2. Facilities – Mitch Brown- Have not met. Any developments are on hold for now.
 3. Funding – Kirstyn Horan- No report.
 4. Investment – Mark Andresky- No report.

5. Marketing – Jenny Brower- Meeting was postponed. Working on Email newsletter to start in 2023.
6. Staff Compensation – Hugh Conklin- No report.

ED’S REPORT

Jane Millar

1. Closed Cases as of August 31, 2022
 - a. 2022: 268
 - b. 2021: 270
2. Collection of Fees
 - a. Overdue Accounts as of August 31, 2022
 - i. Total \$2,125
 - ii. Open Cases \$1,200
 - iii. Closed Cases \$925
 - b. Fees as of August 31, 2022
 - i. Total Fees \$18,500
 - ii. Waived Fees \$5,675.57
 - iii. Non-Waived Fees \$12,824.43
 - c. Breakdown of Waived Fees
 - i. Write Off \$150
 - ii. Settled Prior \$500
 - iii. Case Withdrawn \$1,975
 - iv. Case Dismissed \$150
 - v. American Veteran \$300
 - vi. Refused to Mediate \$475
 - vii. Failed to Show \$0
 - viii. Unable to Contact \$0
 - ix. Unamenable \$200
 - x. PayPal \$110.57
 - xi. Cancelled Mediation \$50
 - xii. Case Manager Discretion 1,765
3. Charlevoix Theatre Party
 - a. Monday, October 10 from 5:30pm to 7:00pm
 - b. The Vue & Charlevoix Cinema III
 - c. Be a supporter of your favorite non-profit
4. Trend Report
5. De-Escalation Training for Michigan Clerks & Election Administrators
 - a. Collaboration
 - i. Michigan Community Mediation Association
 - ii. Bridging Divides Initiative (BDI) at Princeton University
 - iii. National Association for Community Mediation
 - iv. Mediators without Borders
 - v. Trust Network
 - vi. Southeastern Dispute Resolution Services
 - vii. Michigan Association of Municipal Clerks
 - b. Three, Half-Hour Webinars
 - i. Developing a Plan – Friday, September 16
 - ii. Skills & Tools – Tuesday, September 20
 - iii. Scenarios – Friday, September 23
6. July/August Michigan Bar Journal Articles
 - a. Honorable Valerie Snyder
 - b. Attorney Amy Stikovich
 - c. Attorney Amanda Skeel
 - d. Dr. Jane Millar
7. NCM Trainings
 - a. Agreement Writing on September 16
 - b. Round Table on NCM Funding sources on September 27
 - c. Standards of Conduct on October 14
8. Women Can / Women Do Table
 - a. September 21 in Petoskey

ADJOURNMENT

Motion by Kirstyn seconded by Mark to adjourn the meeting at 12:46 p.m.
Motion passes in a unanimous voice vote.

NEXT MEETINGS

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