



BOARD OF DIRECTORS' MEETING MINUTES

January 19, 2023 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: 12:30 p.m. Kirstyn Horan

APPROVAL OF MINUTES: Suzi Kanine- Motion by Nikki, seconded by Bill to approve the November 10, 2022 and December 22, 2022 meeting minutes, and to approve the January 3, 2023 and January 17, 2023 closed session minutes. Motion passed in a unanimous voice vote.

1. November 10, 2022
2. December 22, 2022

TREASURER'S REPORT: Mark Andresky- Motion by Mark, seconded by Lisa to approve the co-signers listed below. Motion passed in a unanimous voice vote.

1. See 2022 Annual Report
2. Vote on Co-Signers
 - a. Jane Millar – Executive Director
 - b. Kirstyn Horan – President
 - c. Mark Andresky – Treasurer
 - d. Suzanne Kanine (as needed) - Secretary

PRESIDENT'S REPORT: Kirstyn Horan- The board agreed that February 8, 2023 at 5 p.m. would be a good time for the Board Retreat. Jane will send out a confirmation to the entire board. February 13, 2023 will be an alternate date if needed.

1. Recommendations for New Board Members
 - a. Nikki LaDeur
 - b. Judy Zorn
2. Vote on New Board Members (done previously)
3. Board Retreat
 - a. February 8 or February 13
 - b. Dependent upon absent board members' availability

SPECIAL REPORTS:

Committee Reports

1. Executive – Kirstyn Horan reported that the executive committee met on January 3 in closed session.
2. Facilities – Mitch Brown reported that things are moving rapidly and going well.
3. Funding – Bill Cattin reported that the funding committee met and working on producing a semi-annual newsletter directed to NCM donors. They are hoping the first edition will be published in April. The next edition would be in November.
4. Investment – Mark Andresky- No report.
5. Marketing – Lisa Hoyt reported that the committee has not met but is continuing to work on selecting an email program for mass emails.
6. Staff Compensation – Hugh Conklin. Jane reported that staff compensation has improved.

7. Loco Locals – Jenny Brower briefed details of the event and noted that it will be held on June 22, 2023.

ED’S REPORT

Jane Millar

1. Personnel Policies
 - a. Maternity/Paternity Leave – p. 10. Motion by Lisa, seconded by Bill to approve the addition of maternity/paternity leave as presented on page 10 of the personnel policy manual. Motion passed in a unanimous voice vote.
 - b. Travel Expense Reimbursement – p. 19. Motion by Bill, seconded by Nikki to approve the travel expense reimbursement changes as presented on page 19 of the personnel policy manual. Motion passed in a unanimous voice vote.
2. Closed Cases as of December 31, 2022
 - a. 2022: 418
 - b. 2021: 404
3. Collection of Fees
 - a. Overdue Accounts as of December 31, 2022
 - i. Total \$1,275
 - ii. Open Cases \$1,275
 - iii. Closed Cases \$0
 - b. Fees as of December 31, 2022
 - i. Total Fees \$26,175.00
 - ii. Waived Fees \$10,461.86
 - iii. Non-Waived Fees \$15,713.14
 - c. Breakdown of Waived Fees
 - i. Write Off \$2,125.00
 - ii. Settled Prior \$1,450.00
 - iii. Case Withdrawn \$2,650.00
 - iv. Case Dismissed \$150.00
 - v. American Veteran \$650.00
 - vi. Refused to Mediate \$1,200.00
 - vii. Failed to Show \$275
 - viii. Unable to Contact \$150
 - ix. Unamenable \$550.00
 - x. PayPal \$151.86
 - xi. Cancelled Mediation \$100
 - xii. Case Manager Discretion \$1,010.00

MISSION MOMENT

Jane Millar

ADJOURNMENT

1:00 p.m.

NEXT MEETINGS

1. Executive Committee Meeting: Thursday, February 9 at 8:15am via Zoom
2. Board Retreat: TBD
3. Board Meeting: Thursday, March 9 at Noon at TBD
4. Executive Committee Meeting: Thursday, April 13 at 8:15am via Zoom
5. Board Meeting: Thursday, May 11 at Noon at TBD
6. Executive Committee Meeting: Thursday, June 8 at 8:15am via Zoom
7. Board Meeting: Thursday, July 13 at Noon at TBD
8. Executive Committee Meeting: Thursday, August 10 at 8:15am via Zoom
9. Board Meeting: Thursday, September 14 at Noon at TBD
10. Advanced Mediator Training: Friday, September 22 from 8:30am to 12:30 pm at TBD
11. Executive Committee Meeting: Thursday, October 12 at 8:15am via Zoom
12. Advanced Mediator Training: Friday, October 27 from 8:30am to 12:30pm at TBD
13. Board Meeting: Thursday, November 9 at Noon at TBD
14. Holiday Party: Tuesday, December 12 at 5:00pm at NCM Office
15. Annual Meeting & Board Meeting: Thursday, January 18, 2024 at City Park Grill