



## BOARD OF DIRECTORS' MEETING MINUTES

November 9, 2023 at Noon

Northern Community Mediation

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

Members Present: Kirstyn Horan, Mitch Brown, Cyndy Tonkavich, Lisa Hoyt, Bill Cattin, Hugh Conklin, Jenny Brower, Suzi Kanine, Phil Harmon, Mark Andresky, Hob Ingleson, Nikki LeDuer. Also present Jane Millar.

CALL TO ORDER: 12:00 P.M. Kirstyn Horan

APPROVAL OF MINUTES: Suzi Kanine

1. September 21, 2023- Motion by Hugh seconded by Bill to approve the September 21, 2023 meeting minutes. Motion passed in a unanimous voice vote.

TREASURER'S REPORT: Mark Andresky- Motion by Jenny seconded by Lisa to accept the treasurer's report. Motion passed in a unanimous voice vote.

1. iBond- Motion by Hob seconded by Bill to sell and repurchase the current ibond. Motion passed in a unanimous voice vote.

PRESIDENT'S REPORT: Kirstyn Horan

1. Approval of New Board Members- Motion by Lisa seconded by Nikki to accept the new board members listed below. Motion passed in a unanimous voice vote.
  - a. Denise Drake
  - b. Jason Guthrie
  - c. Jody McLeod
2. Approval of Officers
  - a. President – Mitch Brown
  - b. Vice-President – Cyndy Tonkavich
  - c. Treasurer – Mark Andresky
  - d. Secretary – Suzi Kanine
  - e. Member at Large – Judy Zorn
3. Jane's Evaluation
4. Giving Tuesday – November 28, 2023

SPECIAL REPORTS: Committee Reports

1. Executive: – Kirstyn Horan
2. Bi-Annual Newsletter – Bill Cattin reported that the November issue is ready.
3. Capital Campaign – Nikki reported that the committee is focusing on building out the phases and what is needed for each. They are also working on making the contribution process easy, streamlined, and digital. There was discussion regarding marketing ideas.
4. Facilities – Mitch Brown- No report
5. Funding – Bill Cattin- No report
6. Investment – Mark Andresky- Previously covered in treasurer's report
7. Mediation Celebration – Jenny Brower reported they are on pause until January but currently connecting with sponsors.
8. Outreach – Lisa Hoyt- Working on the capital campaign.
9. Personnel – Phil Harmon- No report

ED'S REPORT

Jane Millar

1. Closed Cases as of October 31, 2023
  - a. 2023: 309
  - b. 2022: 337
2. Collection of Fees
  - a. Overdue Accounts as of October 31, 2023
    - i. Total \$500
    - ii. Open Cases \$150
    - iii. Closed Cases \$350
  - b. Fees as of October 31, 2023
    - i. Total Fees \$24,750.00
    - ii. Waived Fees \$4063.44
    - iii. Non-Waived Fees \$
  - c. Breakdown of Waived Fees - \$10,563.44
    - i. Write Off \$500.00
    - ii. Settled Prior \$1,000.00
    - iii. Case Withdrawn \$1,800.00
    - iv. Case Dismissed \$0
    - v. American Veteran \$400.00
    - vi. Refused to Mediate \$350.00
    - vii. Failed to Show \$100.00
    - viii. Unable to Contact \$150.00
    - ix. Unamenable \$100.00
    - x. PayPal \$163.44
    - xi. Cancelled Mediation \$
    - xii. Case Manager Discretion \$6,000.00
3. The Court System for Non-Attorneys
  - a. Michigan Court System – Judge Joe Hayes
  - b. Circuit Court – Judge Jenny Deegan
  - c. Friend of the Court – Amanda Guarisco
  - d. Probate Court – Judge Valerie Snyder & Court Administrator Matt Miller
  - e. Tribal Court – Judge JoAnne Cook
  - f. District Court & Small Claims – Judge Angela Lasher & Civil Clerk Wendy Viles
  - g. TBD – Federal Court System
4. Condo Association Assessments
  - a. Outside Doors 0 \$1,039.32 in 2024
  - b. New Signage - \$TBD
5. MCMA Board Meeting
  - a. Mitch Brown in October
  - b. Cyndy Tonkavich in November
6. 2024 Financials
  - a. Budget Approval in December
  - b. Slight Change in Format of Monthly Financial Statements
7. Staff Evaluations
8. How Considerate are We? Survey of Mediators
9. Participation
  - a. Connecting Women in Business Expo
  - b. Petoskey Chamber Expo
  - c. East Jordan State of the Community
  - d. Charlevoix State of the Community
  - e. Facilitation of Tip of the Mitt Board Retreat
  - f. Women Can/Women Do Petoskey

MISSION MOMENT

Jane Millar #23268 – Chuck Johnson as the Mediator

ADJOURNMENT: Motion by Jenny seconded by Bill to adjourn the meeting at 12:55 P.M. Motion passed in a unanimous voice vote.

NEXT MEETINGS

1. Holiday Party: Tuesday, December 12 from 5:00pm to 6:30pm at NCM Office
2. Annual Meeting & Board Meeting: Thursday, January 18, 2024 at City Park Grill