



BOARD OF DIRECTORS' MEETING Minutes  
March 10, 2023 at 8:15am  
Zoom

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

Members Present: Jenny Brower, Kirstyn Horan, Cyndy Tonkavich, Hugh Conklin, Mitch Brown, Hob Ingleson, Nikki LaDeur, Judy Zorn, Phil Harmon, Lisa Hoyt.

CALL TO ORDER: 8:18 a.m.      Kirstyn Horan

APPROVAL OF MINUTES:      Suzi Kanine

1. February 8 Board Retreat- Motion by Jenny seconded by Cyndy to approve the February 8, 2023 Board Retreat minutes. Motion passed in a unanimous voice vote.

TREASURER'S REPORT:      Mark Andresky- Jane- In-kind donations relating to the relocation are at approximately \$6,000. Thank you to all who have donated their time and talents. Motion by Judy seconded by Hob to accept the Treasurer's Report. Motion passed in a unanimous voice vote.

PRESIDENT'S REPORT:      Kirstyn Horan- No report.

SPECIAL REPORTS:      Committee Reports

1. Executive – Kirstyn Horan- No report
2. Facilities – Mitch Brown- Explained that he feels the new function of the committee will be to deal with any issues relating to the new facility. Jane briefed plans for transitioning to the new building.
3. Funding – Jane Millar for Bill Cattin
  - a. Relocation Expenses
    - i. Go Fund Me- spread the word on Facebook!
    - ii. \$1,000 from the Petoskey-Harbor Springs Area Community Foundation
    - iii. \$1,000 from the Charlevoix County Community Foundation
    - iv. \$2,500 (hopefully) from the Petoskey Rotary Club
  - b. Newsletter (spring and fall)
  - c. Loco Locals
  - d. Capital Campaign- Start in August (30-45 days, big donors). Tier 2-other donations (30-45 days)
  - e. Donor Campaign- Goes toward operational.
4. Investment – Mark Andresky- Jane- No report
5. Marketing – Lisa Hoyt- March 23, 1:30, ribbon cutting ceremony at new facility. Stated that the committee should start working on getting an email database set up. Jane would like to have open houses so show off new facility.
6. Staff Compensation – Hugh Conklin- No report
7. Loco Locals – Jenny Brower- Hope to have licensing done by end of the month. Like and share the event on Facebook. Motion by Lisa seconded by Hob to approve the application for a liquor license for the Loco Locals event. Motion passed in a unanimous voice vote. 11 yeas, 0 neys, 4 absent.

## ED'S REPORT

Jane Millar

1. Closed Cases as of February 28
  - a. 2023: 69
  - b. 2022: 65
2. Collection of Fees
  - a. Overdue Accounts as of February 28, 2023
    - i. Total \$775
    - ii. Open Cases \$600
    - iii. Closed Cases \$175
  - b. Fees as of February 28, 2023
    - i. Total Fees \$4,850.00
    - ii. Waived Fees \$1,071.40
    - iii. Non-Waived Fees \$3,778.60
  - c. Breakdown of Waived Fees
    - i. Write Off \$0
    - ii. Settled Prior \$50.00
    - iii. Case Withdrawn \$250.00
    - iv. Case Dismissed \$0
    - v. American Veteran \$300.00
    - vi. Refused to Mediate \$0
    - vii. Failed to Show \$0
    - viii. Unable to Contact \$0
    - ix. Unamenable \$0
    - x. PayPal \$26.40
    - xi. Cancelled Mediation \$0
    - xii. Case Manager Discretion \$445.00
3. Open Houses at New Facility
  - a. Ribbon Cutting on March 23
    - i. Five Chambers
    - ii. 2 Foundations
    - iii. Mediators
    - iv. Board Members
  - b. Condo Association Neighbors
  - c. Mediators and Board Members
  - d. Court and County Personnel
  - e. Rotary Club of Petoskey
4. Relocation
  - a. Challenge of Scheduling Everyone and Everything
  - b. Weekend Moving
  - c. Carpet Cleaning – Ed Cole

## MISSION MOMENT

Jane Millar #22320B

ADJOURNMENT- Lisa unanimous adjourned at 8:47 a.m.

## NEXT MEETINGS

1. Ribbon Cutting: Thursday, March 23 at 12:30pm at New Facility
2. Executive Committee Meeting: Thursday, April 13 at 8:15am via Zoom
3. Board Meeting: Thursday, May 11 at Noon at TBD
4. Executive Committee Meeting: Thursday, June 8 at 8:15am via Zoom
5. Loco Locals: Thursday, June 22 at 5:00pm at Emmet County Fairgrounds
6. Board Meeting: Thursday, July 13 at Noon at TBD
7. Executive Committee Meeting: Thursday, August 10 at 8:15am via Zoom
8. Board Meeting: Thursday, September 14 at Noon at TBD
9. Advanced Mediator Training: Friday, September 22 from 8:30am to 12:30 pm at TBD
10. Executive Committee Meeting: Thursday, October 12 at 8:15am via Zoom
11. Advanced Mediator Training: Friday, October 27 from 8:30am to 12:30pm at TBD
12. Board Meeting: Thursday, November 9 at Noon at TBD
13. Holiday Party: Tuesday, December 12 at 5:00pm at NCM Office
14. Annual Meeting & Board Meeting: Thursday, January 18, 2024 at City Park Grill