



BOARD OF DIRECTORS' MEETING MINUTES  
May 11, 2023 at NOON  
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, Mark Andresky, Bill Cattin, Suzi Kanine.

CALL TO ORDER: 12:00 p.m. Kirstyn Horan

APPROVAL OF MINUTES: Suzi Kanine  
1. March 10, 2023- Motion by Judy seconded by Cyndy to approve the March 10, 2023 meeting minutes. Motion passed in a unanimous voice vote.

TREASURER'S REPORT: Mark Andresky- At 4 months into the year the income and expenses match perfectly. He noted that NCM is recovering many relocation expenses. Currently there is working capital of 10 months. After the install of the furnaces, air conditioners, and doors there will still be 9 months of working capital. The new building will be added to balance sheet in the futures so that investment can be tracked. Motion by Mitch seconded by Judy to accept the Treasurer's Report. Motion passed in a unanimous voice vote.

PRESIDENT'S REPORT: Kirstyn Horan- Thanked Jane and staff for all of their hard work over the last several months.

SPECIAL REPORTS: Committee Reports  
1. Executive – Kirstyn Horan- Committee met in April for a closed session  
2. Facilities – Mitch Brown- Reported the HVAC and doors are to be installed soon. \$1,500 in escrow to put toward this.  
3. Funding – Bill Cattin- The committee sent out the first newsletter. It was a really great first effort. The next newsletter will be a push for donations with a proposed release date of November 14. Planning for the capital campaign will start after the first of the year. The theater parties are on hold until after the June event. Discussion regarding the Go Fund Me page. Bill suggested updating the picture.  
4. Investment – Mark Andresky- Reported on the U.S. Treasury notes and ibonds. Motion by Mark to add purchasing an additional ibond to the July agenda.  
5. Marketing – Nikki Ladeur- Committee met and discussed upcoming events and the upcoming capital campaign. Currently working on the Mediation Celebration event and pushing a Facebook events page. They plan to start working on content for capital campaign after the Mediation Celebration wraps up.  
6. Staff Compensation – Hugh Conklin- No report- suggested rolling this committee into the executive committee.  
7. Mediation Celebration – Jenny Brower- Gave an update on the event. Push on marketing and ticket sales right now. Would like to sell all tickets by June 1<sup>st</sup>.  
a. Liquor License – Judy Zorn- All set for raffle and liquor license.

## ED'S REPORT

Jane Millar

1. Closed Cases as of February 28
  - a. 2023: 110
  - b. 2022: 132
2. Collection of Fees
  - a. Overdue Accounts as of April 30, 2023, 2023
    - i. Total \$2,011
    - ii. Open Cases \$1701
    - iii. Closed Cases \$310
  - b. Fees as of February 28, 2023
    - i. Total Fees \$9,675.00
    - ii. Waived Fees \$2,624.20
    - iii. Non-Waived Fees \$7,050.80
  - c. Breakdown of Waived Fees
    - i. Write Off \$0
    - ii. Settled Prior \$50
    - iii. Case Withdrawn \$650.00
    - iv. Case Dismissed \$0
    - v. American Veteran \$250.00
    - vi. Refused to Mediate \$0
    - vii. Failed to Show \$100
    - viii. Unable to Contact \$150
    - ix. Unamenable \$0
    - x. PayPal \$64.20
    - xi. Cancelled Mediation \$0
    - xii. Case Manager Discretion \$1,360
3. Open Houses at New Facility
  - a. Total of Five
  - b. Small Attendance
  - c. Well Received & Fun
4. Installations
  - a. EPS Security
    - i. Friday, May 12 for Audio
    - ii. Friday, May 26 for Video
    - iii. \$1,369.71
  - b. Ballard's Furnaces & Air Conditioners
    - i. Monday, May 22 – Thursday, May 25
    - ii. \$24,326
  - c. Lamar Eby
    - i. Date of Installation Dependent Upon Arrival of Doors
    - ii. \$2,319.53
5. Relocation
  - a. \$2,000 from Rotary Club of Petoskey
  - b. Matching Grants
    - i. \$1,000 from Emmet Charlevoix Bar Association
    - ii. \$1,000 from Stefan Scholl
6. CDRP/MCMA Annual Meeting
  - a. Lansing
  - b. May 31 – June 1
  - c. Board Participation
    - i. Wednesday, May 31
    - ii. 12:30pm to 4:40pm
    - iii. Zoom

MISSION MOMENT

Jane Millar #23064

ADJOURNMENT

Motion by Hob seconded by Jenny to adjourn the meeting at 12:50 p.m.

NEXT MEETINGS

1. Open House for Rotary Club of Petoskey: Wednesday, May 24 from 4:40pm to 6:00pm

2. Appreciation Gala: Thursday, May 25 [dscottkelly7@hotmail.com](mailto:dscottkelly7@hotmail.com) from 5:00pm to 6:30pm at Palette Bistro in Petoskey
3. Executive Committee Meeting: Thursday, June 8 at 8:15am via Zoom
4. Mediation Celebration: Thursday, June 22 at 5:00pm at Emmet County Fairgrounds
5. Board Meeting: Thursday, July 13 at Noon at TBD
6. Executive Committee Meeting: Thursday, August 10 at 8:15am via Zoom
7. Board Meeting: Thursday, September 14 at Noon at TBD
8. Advanced Mediator Training: Friday, September 22 from 8:30am to 12:30 pm at TBD
9. Executive Committee Meeting: Thursday, October 12 at 8:15am via Zoom
10. Advanced Mediator Training: Friday, October 27 from 8:30am to 12:30pm at TBD
11. Board Meeting: Thursday, November 9 at Noon at TBD
12. Holiday Party: Tuesday, December 12 at 5:00pm at NCM Office
13. Annual Meeting & Board Meeting: Thursday, January 18, 2024 at City Park Grill