



BOARD OF DIRECTORS' MEETING MINUTES  
July 13, 2023 at 12:00pm  
Zoom

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

Members Present: Bill Cattin, Mitch Brown, Lisa Hoyt, Jenny Brower, Kirstyn Horan, Cyndy Tonkavich, Mark Andresky, Suzi Kanine, Phil Harmon, Nicole Ladeur, Hob Ingleson, Jane Millar.

CALL TO ORDER: 12:01 p.m. Kirstyn Horan

APPROVAL OF MINUTES: Suzi Kanine  
1. May 11, 2023, 2023. Motion by Cyndy seconded by Bill to approve the May 11, 2023 meeting minutes. Motion passed in a unanimous voice vote.

TREASURER'S REPORT: Mark Andresky reported that financials look good. Current year to date shows a 10k deficit, which was expected due to expenses of the new building. Also expected is the possibility of not receiving 35k for employee retention funds from the state by the end of year. If this is the case, funds will need to be pulled from working capital. Current working capital is about 10 months; so, there are no concerns with this. Mark concluded by noting that financials for the new building, and the capital campaign will be added to the balance sheet. Motion by Kirstyn seconded by Lisa to accept the Treasurer's Report. Motion passed in a unanimous voice vote.

PRESIDENT'S REPORT: Kirstyn Horan- No report

COMMITTEE ASSIGNMENTS: Jane Millar reviewed the committee assignments noting that she combined the Executive and Staff Compensation committees, and renamed Marketing as Outreach. There was discussion regarding the Chairperson for the Capital Campaign Committee. Kirstyn recommended to appoint Judy as the chair but that the committee can discuss further at their next meeting who should be the Chair and the possibility of co-chairs. Board members can email Jane with any concerns regarding committee assignments.  
(TENTATIVE)

SPECIAL REPORTS: Committee Reports  
1. Executive & Staff Compensation – Kirstyn Horan reported that the committee did not meet but will be discussing Jane's annual review at their August meeting.  
2. Bi-Annual Newsletter – Bill Cattin reported that he is working on a November Newsletter. This issue will emphasize children and programs that support children. It will also contain two mediator profiles.  
3. Capital Campaign – Nikki LaDeur- No update on the capital campaign but gave an update on the Mediation Celebration Social Results.  
4. Facilities – Mitch Brown- No report.  
5. Funding – Bill Cattin- would like to meet about the Go Fund Me site, and to discuss the next theater party.  
6. Investment – Mark Andresky mentioned making another 10k ibond purchase. The question would be the timing to purchase. Mark will know more later in the year and plans to have a recommendation in October.

7. Mediation Celebration – Jenny Brower stated that she is disappointed with the final revenues but still happy with the event. Jane added that it was a great outreach event and will grow every year. The committee will be meeting soon to debrief. The event was well attended and there was a lot of good feedback.
8. Outreach – Lisa Hoyt- No report

## ED'S REPORT

Jane Millar

1. Closed Cases as of June 30, 2023
  - a. 2023: 179
  - b. 2022: 201
2. Collection of Fees
  - a. Overdue Accounts as of June 30, 2023
    - i. Total \$1,385
    - ii. Open Cases \$1,300
    - iii. Closed Cases \$85
  - b. Fees as of June 30, 2023
    - i. Total Fees \$16,125.00
    - ii. Waived Fees \$3,816.89
    - iii. Non-Waived Fees \$12,308.11
  - c. Breakdown of Waived Fees
    - i. Write Off \$85
    - ii. Settled Prior \$350
    - iii. Case Withdrawn \$800.00
    - iv. Case Dismissed \$0
    - v. American Veteran \$400.00
    - vi. Refused to Mediate \$200
    - vii. Failed to Show \$100
    - viii. Unable to Contact \$150
    - ix. Unamenable \$0
    - x. PayPal \$96.89
    - xi. Cancelled Mediation \$0
    - xii. Case Manager Discretion \$1,635
3. Board Update
  - a. List of Members- Brooke resigned.
  - b. Term Limits- Hugh and Kirstyn leaving board after this year.
4. NEW
  - a. Survey- Please take. Talking about Board strengths. Diversity.
  - b. Beyond Board Basics

Jane added that she will be providing mediation/training for an organization that will generate \$1,750 in income. It was suggested that the Outreach Committee discuss providing services to employers in the future.

CLOSED SESSION

Jane Millar

MISSION MOMENT

Jane Millar #23153

ADJOURNMENT Lisa bill to adjourn at 1:03 p.m.

## NEXT MEETINGS

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