



BOARD OF DIRECTORS' MEETING MINUTES

September 21, 2023 at 4:00pm

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, Mark Andresky, Suzi Kanine, Jody Zorn, Jenny Brower. Also present, Jane Millar.

CALL TO ORDER: 4:00 p.m. Kirstyn Horan

APPROVAL OF MINUTES: Suzi Kanine

1. Motion by Cyndy, seconded by Kirstyn to approve the July 13, 2023 meeting minutes. Motion passed in a unanimous voice vote. Motion by Cyndy, seconded by Kirstyn to approve the July 13, 2023 closed session minutes. Motion passed in a unanimous voice vote.

TREASURER'S REPORT: Mark Andresky

1. Mark reported that the financials are tracking as planned. Motion by Jenny, seconded by Judy to accept the Treasurers Report. Motion passed in a unanimous voice vote.

STAFF INTRODUCTIONS: Jane Millar

1. Laura Buckingham discussed the challenge of working through the staff transition. The board thanked her for her hard work and dedication.
2. Kurt Grangood introduced himself and gave his background. The board and staff are happy to have him on board and are looking forward to what the future holds.

PRESIDENT'S REPORT: Kirstyn Horan

1. 2024 Board members
 - a. Termed-out Board Members
 - i. Hugh Conklin
 - ii. Kirstyn Horan
 - b. Four Openings
 - c. Suggestions- Discussion regarding the proposed additions to the board. Mitch and Jane to reach out to potential members to gauge interest.
 - i. Mark Muniak- former probate attorney
 - ii. Jody McLeod- attorney from Charlevoix (HR)
 - iii. Jason Guthrie
 - iv. Representative from Bear Creek Township – Emma?
 - v. Other Ideas?
2. 2024 Officers- Motion by Jenny, seconded by Kirstyn to accept the 2024 slate 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. Other- Kirstyn reported that it is time for Jane's annual evaluation. Kirstyn will send out the link and asked that the board complete it by October 2. Jane's evaluation will take place on October 5 at the Executive Committee meeting.

SPECIAL REPORTS:

Committee Reports

1. Executive & Staff Compensation – Kirstyn Horan (previously covered)
2. Bi-Annual Newsletter – Jane Millar reported for Bill Cattin that the fall/winter issue is largely complete and will be going out in November. There was some discussion regarding a digital issue in the future and a sign-up button on the website.
3. Capital Campaign – Judy Zorn reported that the goal of the capital campaign will be \$200,000. The committee will be asking board members to assist with the three phases of the campaign by making a donation of any amount, suggesting names of possible major donors, and talking to the public about the campaign. The committee hopes to reach 60% funded by the end of February 2024. There was some discussion regarding video advertising and planning gatherings down the road.
4. Facilities – Mitch Brown suggested looking into a maintenance plan with Ballards for the newly installed HVAC systems. Jane will look into that.
5. Funding – Jane Millar reported for Bill Cattin that there will be no theater party in 2024 to focus on capital campaign. But it will return in 2025.
6. Investment – Mark Andresky (covered in previous discussion).
7. Mediation Celebration – Jenny Brower reported that the net profit from Mediation Celebration was over \$6,000, which she was happy about. Jenny reported that next year there will be less costs so the net profit should increase. She also reported that the Rusty Saw will provide all the food, for purchase, next year.
8. Personnel- Mitch reported that an official job application has been created for NCM. There is also now an exit interview process and form. The committee is currently working on a grievance policy.

Special Report

1. MCMA Directors' Meeting – Mitch Brown attended this for Jane. He noted that he found it very interesting. This is a group of all the directors of the mediation centers in Michigan.

ED'S REPORT

Jane Millar

1. Closed Cases as of August 31, 2023
 - a. 2023: 246
 - b. 2022: 268
2. Collection of Fees
 - a. Overdue Accounts as of August 31, 2023
 - i. Total \$850
 - ii. Open Cases \$0
 - iii. Closed Cases \$850
 - b. Fees as of August 31, 2023
 - i. Total Fees \$21,225
 - ii. Waived Fees \$6,017.17
 - iii. Non-Waived Fees \$10,600
 - c. Breakdown of Waived Fees
 - i. Write Off \$50
 - ii. Settled Prior \$500
 - iii. Case Withdrawn \$1,300
 - iv. Case Dismissed \$0
 - v. American Veteran \$400
 - vi. Refused to Mediate \$200
 - vii. Failed to Show \$100
 - viii. Unable to Contact \$150
 - ix. Unamenable \$100
 - x. PayPal \$143.08
 - xi. Cancelled Mediation \$0

- xii. Case Manager Discretion \$3,074.09
- 3. Mediator Training
 - a. The Court System for Non-Attorneys
 - b. Seven Sessions
 - i. Thursday, October 12, 9:00-10:30 - Michigan Court System with Judge Joe Hayes, 33rd Circuit Court
 - ii. Thursday, October 19, 9:00-10:30 – Circuit Court with Judge Jenny Deegan, 57th Circuit Court
 - iii. Friday, October 20, 9:00-10:30 – Friend of the Court with Director Amanda Guarisco and Support Specialist Kristen Herriman
 - iv. Friday, October 27, 9:00-10:30 – Probate Court with Judge Valerie Snyder, 7th Probate Court and Court Administrators Tim Smith & Matt Miller
 - v. Friday, November 3, 9:00-10:00 – Tribal Court with Judge JoAnne Cook
 - vi. Friday, November 17, 9:00 – 10:00 – District Court & Small Claims with Judge Angela Lasher, 90th District Court and Civil Clerk Wendy Viles
 - vii. TBD – Federal Court System

MISSION MOMENT

Jane Millar- Postponed until next meeting due to time constraints.

ADJOURNMENT

Motion by Judy, seconded by Jenny to adjourn at 5:08 p.m. Motion passed in a unanimous voice vote.

NEXT MEETINGS

1. Executive Committee Meeting: Thursday, October 12 at 8:15am via Zoom
2. Advanced Mediator Training: See Above
3. Board Meeting: Thursday, November 9 at Noon at TBD
4. Holiday Party: Tuesday, December 12 at 5:00pm at NCM Office
5. Annual Meeting & Board Meeting: Thursday, January 18, 2024 at City Park Grill