



## BOARD OF DIRECTORS' MEETING MINUTES

January 18, 2024 2023 at Noon

City Park Grill in Petoskey

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

MEMBERS PRESENT: Jenny Brower, Phil Harmon, Bill Cattin, Cyndy Tonkavich, Mitch Brown, Mark Andresky, Jody McLeod, Denise Drake, Nikki LaDeur, Judy Zorn, Suzi Kanine.

CALL TO ORDER: 12:42 p.m. Mitch Brown

APPROVAL OF MINUTES: Suzi Kanine

1. November 9, 2023- Motion by Denise seconded by Nikki to approve the November 9, 2023 meeting minutes. Motion passed in a unanimous voice vote.

TREASURER'S REPORT: Mark Andresky

1. Covered in Annual Report

PRESIDENT'S REPORT: Mitch Brown

1. Vote on Personnel Policies- the board voted unanimously to approve the Personnel Committee's updates to personnel policy regarding the exit interview and grievance procedure.
  - a. Exit Interview
  - b. Grievance Procedure

SPECIAL REPORTS: Committee Reports

1. Executive: – Mitch Brown- The executive committee met in closed session.
2. Bi-Annual Newsletter – Bill Cattin- The last newsletter went out just before Giving Tuesday. The next newsletter is planned to be ready in May. It will feature a look back at 2023. If anyone has ideas for articles the committee is looking for ideas.
3. Capital Campaign – Judy Zorn reported that the committee is meeting regularly. They have assembled a list of foundations and a list of individuals to contact for support. The goal for the capital campaign is \$200,000.
4. Facilities – Mitch Brown- No report.
5. Funding – Bill Cattin- There will be no theater parties this year to concentrate on capital campaign.
6. Investment – Mark Andresky- Reported that 2/3 of NCM's working capital was put into U.S. treasury bills.
7. Mediation Celebration – Jenny Brower- Reported that the committee is working on planning this year's event. It will have the same concept as last year. The date of the event is June 20, 2024 at the fairgrounds.
8. Outreach – Nikki LaDeur- Reported that the capital campaign committee is working to structure the website. They are also creating posts for public phase and working on a video.

9. Personnel – Phil Harmon- Reported that the committee will be going through the entire policy for review. Jody and Denise will be joining the committee.

ED’S REPORT

Jane Millar – Covered in Annual Report

MISSION MOMENT

Jane Millar – Case # 24021 A&B

ADJOURNMENT: 1:17 p.m.

#### NEXT MEETINGS

1. East Jordan Chamber Annual Meeting & Dinner – Saturday, January 27 at the Boat House
2. NCM Executive Committee Meeting – Thursday, February 8 at 8:15am via Zoom
3. Petoskey Chamber State of the Community – Friday, February 9
4. Office Closed – Monday, February 19 for President’s Day
5. Mediator Round Table – Thursday, March 7 at 4:00 via Zoom
6. NCM Board Meeting – Thursday, February 14 at Noon at NCM or via Zoom
7. Harbor Springs Chamber State of the Community – Thursday, February 14
8. Office Closed – Friday, March 29 & Monday, April 1
9. NCM Executive Committee Meeting – Thursday, April at 8:15am via Zoom