



## BOARD OF DIRECTORS' MEETING MINUTES

March 21, 2024 at Noon

Zoom

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

Members present: Mitch Brown, Mark Andresky, Suzi Kanine, Jenny Brower, Cyndy Tonkavich, Hob Ingleson, Jody McLeod, Bill Cattin, Josh Galle, Denise Drake, Jason Guthrie, Nikki Ladeur, Phil Harmon, Judy Zorn, Jane Millar.

CALL TO ORDER: 12:00 p.m. Mitch Brown

APPROVAL OF MINUTES: Suzi Kanine  
1. January 18, 2024 already approved

TREASURER'S REPORT: Mark Andresky- Financials are tracking as planned. Motion by Hob seconded by Cyndy to accept the treasurer's report. Motion passed in a unanimous voice vote.

PRESIDENT'S REPORT: Mitch Brown  
a. Summary of Board Retreat- Mitch reported that the mission and vision of NCM was discussed. This was followed by a discussion lead by Bill on the importance of NCM to the community. There was also an overview of the capital campaign by Judy Zorn and a preview of capital campaign video.

SPECIAL REPORTS: Committee Reports

1. Executive: – Mitch Brown- Met on February 8. Discussed the retreat, committee assignments, mediation celebration, and the interview process for open case manager position.
2. Bi-Annual Newsletter – Bill Cattin reported that the next newsletter is set to go out the middle of May. This issue will be a look back at the previous year, including the purchase of the facility and mediation celebration.
3. Capital Campaign – Judy Zorn- Jane sent out letters to the Board and mediator asking to support the capital campaign. Judy sent a follow-up email. The committee is requesting that board members make pledges by April 1. The website has the ability to make capital campaign contribution.
4. Facilities – Mitch Brown- No report
5. Funding – Bill Cattin- Would like to start meeting around the end of summer.
6. Investment – Mark Andresky- No recommended changes
7. Mediation Celebration – Jenny Brower- Working to secure sponsors and participants, and working on getting the word out. Jenny will put together a flyer to go out in the May newsletter. There is a FB page for the event.
8. Outreach – Lisa Hoyt- Participating in are chamber events.
9. Personnel – Phil Harmon- No report
10. Legal – Jody McLeod- Reviewing SCAO contract revision

ED'S REPORT

Jane Millar

1. Closed Cases as of February 29, 2024
  - a. 2024: 58
  - b. 2023: 69
2. Collection of Fees
  - a. Overdue Accounts as of February 29, 2024
    - i. Total \$450
    - ii. Open Cases \$250
    - iii. Closed Cases \$200
  - b. Fees as of February 29, 2024
    - i. Total Fees \$3,850.00
    - ii. Waived Fees \$324.11
    - iii. Non-Waived Fees \$3,525.89
  - c. Breakdown of Waived Fees
    - i. Write Off \$0
    - ii. Settled Prior \$0
    - iii. Case Withdrawn \$125.00
    - iv. Case Dismissed \$0
    - v. American Veteran \$0
    - vi. Refused to Mediate \$0
    - vii. Failed to Show \$0
    - viii. Unable to Contact \$0
    - ix. Unamenable \$0
    - x. PayPal \$19.11
    - xi. Cancelled Mediation \$0
    - xii. Case Manager Discretion \$180.00
3. Elise Borow
  - a. Introduction of New Case Manager
  - b. Training
    - i. 40-Hour
    - ii. Divorce / Domestic
4. Mediator Round Table
  - a. Thursday, March 7
  - b. Tips & Tricks
  - c. Next One in the Fall
5. Project Connect
  - a. Wednesday, April 10
  - b. 10:00am to 3:00pm
  - c. Denise Drake & Cyndy Tonkavich Helping
6. Career Day
  - a. Petoskey Middle School
  - b. Cyndy Tonkavich - Presenter
7. Community Involvement by Executive Director
  - a. East Jordan Chamber Annual Meeting & Dinner
  - b. Charlevoix Chamber Expo
  - c. Harbor Springs State of the Community
  - d. North Central Michigan College Lecture Series
    - i. Honorable Jenny Deegan on Circuit Court
    - ii. Honorable Valerie Snyder on 7<sup>th</sup> Probate Court
8. A Tribute to Bill
  - a. Friday, May 31 at 5:00pm
  - b. Crooked Tree Arts Center
  - c. Contribution Suggestion
    - i. Northern Community Mediation
    - ii. Crooked Tree Arts Centr
    - iii. The University of Michigan Dental School

MISSION MOMENT

Jane Millar – Library Fines

ADJOURNMENT:

12:39 p.m.

#### NEXT MEETINGS

1. Office Closed – Friday, March 29 & Monday, April 1
2. Project Connect – Wednesday, April 10 from 10:00am to 3:00pm
3. NCM Executive Committee Meeting – Thursday, April 11 at 8:15am via Zoom
4. Law Day – Wednesday, May 1
5. NCM Board Meeting – Thursday, May 9 at Noon at NCM
6. Office Closed – Monday, May 27 for Memorial Day
7. Appreciation Gala – Thursday, May 30 at 5:30 at Palette Bistro in Petoskey
8. Tribal Court Workshop – Thursday, June 6 from 1:30pm to 3:30pm
9. NCM Executive Committee Meeting – Thursday, June 13 at 8:15am via Zoom
10. Office Closed – Wednesday, June 19 for Juneteenth
11. Mediation Celebration – Thursday, June 20