



BOARD OF DIRECTORS' MEETING MINUTES

May 9, 2024 at Noon

Zoom

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

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

CALL TO ORDER: 12:02p.m. Mitch Brown

APPROVAL OF MINUTES: Suzi Kanine

1. Motion by Bill seconded by Judy to approve the March 21, 2024 and April 2, 2024 meeting minutes. Motion passes in a unanimous voice vote.

TREASURERS REPORT: Mark Andresky

1. 1/3 through year. Projecting a \$24,000 deficit due to lower fees for services, lower fundraising, and an increase in utilities. However, there is no concern at this point with 11 months of working reserves available. Motion by Bill seconded by Cyndy to accept the treasurer's report. Motion passed in a unanimous voice vote.

PRESIDENT'S REPORT: Mitch Brown

1. Committee Structure- Eliminated investment and Mediation Celebration committees and shuffled the members to other committees.

SPECIAL REPORTS: Committee Reports

1. Executive: – Mitch Brown- Met regarding board member suspension.
2. Bi-Annual Newsletter – Bill Cattin- Newsletter is printed. Folding and stuffing happening now. Should be sent out Monday. Subject for next newsletter will be about the tribal court.
3. Capital Campaign – Judy Zorn- Jane will be sending a letter after the newsletter goes out. Following that events and “asks” will really begin. Discussion urging board members to be recruiting donations.
4. Facilities – Mitch Brown- No report
5. Funding – Bill Cattin- Denise taking over as chair of the committee. Mediation Celebration was cancelled but will be planning for the Petoskey theater party in the fall.
6. Investment – Mark Andresky- No report
7. Mediation Celebration – Jenny Brower- Sad that the event won't be happening but feels that it was the right decision to cancel.
8. Outreach – Lisa Hoyt- No report
9. Personnel – Phil Harmon- Updated new members of the committee and will be discussing goals going forward.
10. Legal – Jody McLeod- No report

ED'S REPORT Jane Millar

1. Closed Cases as of April 30, 2024

- a. 2024: 119
- b. 2023: 111
- 2. Collection of Fees
 - a. Overdue Accounts as of April 30, 2024
 - i. Total \$550
 - ii. Open Cases \$350
 - iii. Closed Cases \$200
 - b. Fees as of April 30, 2024
 - i. Total Fees \$6,500
 - ii. Waived Fees \$2,104.07
 - iii. Non-Waived Fees \$4,395.93
 - c. Breakdown of Waived Fees
 - i. Write Off \$0
 - ii. Settled Prior \$500
 - iii. Case Withdrawn \$750
 - iv. Case Dismissed \$250
 - v. American Veteran \$0
 - vi. Refused to Mediate \$0
 - vii. Failed to Show \$0
 - viii. Unable to Contact \$0
 - ix. Unamenable \$0
 - x. PayPal \$24.07
 - xi. Cancelled Mediation \$0
 - xii. Case Manager Discretion \$580
- 3. LTBB Workshop
 - a. Tribal Headquarter
 - i. Thursday, March 16
 - ii. 1:30pm – 4:30pm
 - iii. Ten Registrants So Far
 - b. Tribal Court
 - i. Thursday, June 6
 - ii. 1:30pm – 3:30pm
 - iii. Registration Open End of Week
- 4. Appreciation Gala
 - a. Thursday, May 30
 - b. 5:30pm – 7:00pm
 - c. Palette Bistro
- 5. Office Procedures
 - a. Safety Precautions
 - b. Threatening Situations
- 6. Community Involvement by Executive Director
 - a. Career Fair at North Central Michigan College
 - b. Leslie Elrond at the Petoskey Club
 - c. Project Connect at North Central Michigan College
 - d. Boyne City Chamber Expo
 - e. East Jordan Rotary Variety Show
- 7. 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 Center
 - iii. The University of Michigan Dental School

MISSION MOMENT

Jane Millar – 24140A-D

ADJOURNMENT:

12:41 p.m.

NEXT MEETINGS

- 1. Women’s Resource Center Groundbreaking – Tuesday, May 14 at 10:00am
- 2. Tribal Headquarter Workshop – Thursday, May 16 from 1:30pm to 4:30pm
- 3. Office Closed – Monday, May 27 for Memorial Day

4. Appreciation Gala – Thursday, May 30 at 5:30 at Palette Bistro in Petoskey
5. Tribal Court Workshop – Thursday, June 6 from 1:30pm to 3:30pm
6. Women Can/Women Do Luncheon in Charlevoix – Wednesday, June 12 from 11:00am to 1:30pm
7. NCM Executive Committee Meeting – Thursday, June 13 at 8:15am via Zoom
8. Office Closed – Wednesday, June 19 for Juneteenth
9. Office Closed - Thursday, July 4
10. Office Closed – Friday, July 5
11. NCM Board Meeting – Thursday, July 11 at Noon at NCM