



BOARD OF DIRECTORS' MEETING MINUTES  
July 11, 2024 at Noon  
Zoom

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

Members present: Lisa Hoyt, Hob Ingleson, Bill Cattin, Mark Andresky, Judy Zorn, Denise Drake, Nikki Ladeur, Jody McLeod, Jenny Brower, Suzi Kanine, and Jane Millar.

CALL TO ORDER: 12:00 p.m. Cyndy Tonkavich

APPROVAL OF MINUTES: Suzi Kanine  
1. May 9, 2024- Motion by Hob and seconded by Bill to approve the May 9, 2024 meeting minutes. Motion passed in a unanimous voice vote.

TREASURER'S REPORT: Mark Andresky-  
1. At six months into year, we are projecting a higher loss than anticipated at \$19,000 due to income being under projections. There are no concerns at this time as there is still eight months of working capital available. Mark and Jane are working on an account for the balance sheet for the capital campaign. Mark also mentioned some long term investments with the community foundations that show up at multiple spots on the balance sheets. Motion by Judy and seconded by Denise to accept the treasurer's report. Motion passed in a unanimous voice vote.

PRESIDENT'S REPORT: Cyndy Tonkavich  
1. Expansion of School Programs  
2. Cyndy Tonkavich & Jane Millar will be meeting with Katie Allen to see that additional services NCM can offer to the schools.

SPECIAL REPORTS: Committee Reports  
1. Executive: – Cyndy Tonkavich- No report  
2. Bi-Annual Newsletter – Bill Cattin- No report  
3. Capital Campaign – Judy Zorn- Since letters have gone out there have been \$2,500 to \$3,000 in donations. The donate button on the website is up and running. The committee is still asking for names of people to reach out to for donations. There are five parties in the works to be held for potential donors. It's possible that a larger event could be held at NCM later on. Possibility to have board members call possible donors as a follow-up to the letter. Discussion regarding fundraising ideas and marketing.  
4. Facilities – Mitch Brown- No report  
5. Funding – Denise Drake- Meeting scheduled for July 24. Discussion will focus on the theater parties.  
6. Outreach – Lisa Hoyt- Helped Jane with Capital campaign letter QR code.  
7. Personnel – Phil Harmon- No report  
8. Legal – Jody McLeod- No report

ED'S REPORT Jane Millar  
1. Closed Cases as of June 30, 2024

- a. 2024: 213
- b. 2023: 180
- 2. Collection of Fees
  - a. Overdue Accounts as of June 30, 2024
    - i. Total \$50
    - ii. Open Cases \$0
    - iii. Closed Cases \$50
  - b. Fees as of June 30, 2024
    - i. Total Fees \$9,725
    - ii. Waived Fees \$3,026.33
    - iii. Non-Waived Fees \$6,698.67
  - c. Breakdown of Waived Fees
    - i. Write Off \$50
    - ii. Settled Prior \$600
    - iii. Case Withdrawn \$1,100
    - iv. Case Dismissed \$250
    - v. American Veteran \$450
    - vi. Refused to Mediate \$0
    - vii. Failed to Show \$0
    - viii. Unable to Contact \$0
    - ix. Unamenable \$0
    - x. PayPal \$21.33
    - xi. Cancelled Mediation \$0
    - xii. Case Manager Discretion \$555
- 3. LTBB Workshop
  - a. Tribal Headquarters on May 16
  - b. Tribal Court Postponed until the Fall
- 4. Appreciation Gala
  - a. Rookie Mediator of the Year – Jeff Caine
  - b. Veteran Mediator of the Year – Bruce Herbert
  - c. Advocate of the Year – Bill Cat4tin
  - d. Leah Award – 2022 & 2023 Boards of Directors
- 5. Office Procedures
  - a. Safety Precautions
  - b. Threatening Situations
- 6. Community Involvement by Executive Director
  - a. Leadership Charlevoix County Graduation
  - b. Leadership Little Traverse Graduation
  - c. Leadership Little Traverse Fund Raiser
  - d. Women’s Resource Center Spring Gathering
  - e. Meeting with Mike Schuitema & Stu Fenton
  - f. Women’s Resource Center Groundbreaking
  - g. Women Can/Women Do Charlevoix Meeting & Luncheon
  - h. Harbor Chamber Coffee & Connect
  - i. JEWEL Mentor Luncheon
  - j. Petoskey Town Hall Meeting
  - k. Honor Bank Reception
  - l. NCMC President’s Circle
  - m. Bay View Opening Luncheon
  - n. Petoskey Area Garden Club Reception
  - o. Alanson Rotary Club Meeting
  - p. Laurie Wendland’s Retirement Party (PHSACF)
  - q. Impact1000 Little Traverse Bay

MISSION MOMENT

Jane Millar – 24046A

ADJOURNMENT- 12:43 p.m.

NEXT MEETINGS

- 1. NCM School Programming Meeting – Wednesday, July 17 from 4:30pm to 6:30pm at Barrel Back
- 2. Suzy Engle’s Capital Campaign Party - Tuesday, July 23 from 5:00pm to 6:30pm
- 3. NCM Funding Committee Meeting – Wednesday, July 24 at 4:30pm

4. PHSACF Annual Meeting – Thursday, August 1 from 4:30pm to 6:30pm at Nub's Nob
5. Little Traverse Conservancy Annual Meeting – Tuesday, August 6 from 9:00am to 12:30pm at The Boat House in East Jordan
6. NCM Executive Committee Meeting – Thursday, August 8 from 8:15am to 9:30am via Zoom
7. Women Can/Women Do Luncheon in Petoskey – Wednesday, September 11 from 11:00am to 1:30pm at the Lange Center
8. NCM Board Meeting – Thursday, September 12 from 12:00pm to 1:30pm TBD