Northern Community Mediation
Where The Solution Is Up To You

BOARD OF DIRECTORS' MEETING **MINUTES**
September 17, 2026 at 2:00 p.m.
Zoom

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

Members Present: Suzi Kanine, Lisa Hoyt, Bill Meengs, Kirstyn Horan, Jody McLeod, Nikki LaDeur.

CALL TO ORDER: 2:01 p.m. Kirstyn Horan

APPROVAL OF MINUTES: Suzi Kanine

1. July 9, 2026- No action for lack of quorum.

TREASURER'S REPORT: Bill Meengs reported on income, expenses, and assets.

PRESIDENT'S REPORT: Kirstyn Horan reported that it is again time for Jane's evaluation. She will send out a link soon and hopes the Board can have it complete by October 2.

SPECIAL REPORTS: Committee Reports

1. Executive: – Kirstyn Horan- No report
2. Bi-Annual Newsletter- No report
3. Capital Campaign – Jane reported that almost $16k of the $20k goal has been raised. A decision will have to be made if it would be beneficial to pay the mortgage off completely, approximately $33k.
4. Tech/Facilities – Nikki LaDeur- The upgraded to Microsoft 356 is complete. Things are going very well with Chuck. However, a contract or letter of intent is needed.
5. FUNding- Kirstyn reported that the After Oscars Party is in the works and will be similar to last year. Plans to modify the structure of committee were discussed. Working on a date for the event.
6. Outreach- Kirstyn noted that the Petoskey career day is November 11th. Cyndy plans to be there.
7. Personnel - no report
8. Legal – Jody McLeod- no report

ED'S REPORT Jane Millar

1. Closed Cases as of June 30, 2026
    a. 2026: 222
    b. 2025: 269
2. Collection of Fees
    a. Overdue Accounts as of August 31, 2026
        i. Total $1,125
        ii. Open Cases $675
        iii. Closed Cases $450
    b. Fees as of August 31, 2026
        i. Total Fees $12,150
        ii. Waived Fees $4,464.01
        iii. PayPal $64.01
        iv. Non-Waived Fees $6,060.99
    c. Breakdown of Waived Fees

i. Write Off $450
ii. Settled Prior $650
iii. Case Withdrawn $350
iv. Case Dismissed $0
v. American Veteran $300
vi. Refused to Mediate $200
vii. Failed to Show $0
viii. Unable to Contact $200
ix. Unamenable $700
x. PayPal $84.87
xi. Cancelled Mediation $0
xii. Case Manager Discretion $1,025

3. Advanced Mediator Training
    a. Fairness & Accountability
        i. Tuesday, September 15
        ii. Noon – 2:00pm via Zoom
        iii. 16 Participants
    b. Agreement Writing
        i. Friday, September 25
        ii. 8:30am to 12:30pm in Person
        iii. 6 Participants
4. Accounting Firm Challenge
    a. Hanley CPA
    b. Gretchen Cleary
    c. Agreed Upon Procedures
        i. Audit - $2,650 Hanley CPA
        ii. Audit - $2,450 Kammermann & Bascom
5. New Statewide Database
    a. Maintaining both Old & New
    b. Meeting with Damini
        i. Monday, September 14
        ii. Needs Assessment
6. Technical Status
    a. Chuck Donnolly
    b. Technical Rescue
    c. $60/hour, rather than $80/hour
    d. No service call
    e. Update – Microsoft 365

MISSION MOMENT Jane Millar – Local Governmental Entity

ADJOURNMENT

UPCOMING EVENTS

1. Fairness & Accountability Workshop - Tuesday, September 15
2. CDRP Directors' Meeting – Tuesday, September 15
3. Petoskey Women Can/Women Do – Wednesday, September 16
4. FUNding Committee Meeting – Wednesday, September 23
5. Agreement Writing Workshop – Friday, September 25
6. Harbor Springs Chamber Awards Dinner – Tuesday, October 6
7. NCM Executive Committee Meeting – Thursday, October 8
8. Columbus Day Office Closed – Monday, October 12
9. Petoskey Club Board Meeting – Tuesday, October 13
10. Conflict Resolution Day – Friday, October 16
11. CDP Directors' Meeting – Tuesday, October 20
12. Petoskey Club Accreditation Meeting – Tuesday, October 27
13. Petoskey Chamber Expo – Wednesday, November 4
14. Charlevoix Chamber State of the Community – Friday, November 6
15. Staff Retreat – Tuesday, November 10
16. MCMA Board Meeting – Tuesday, November 10
17. Mitchell Park Condo Association Meeting – Wednesday, November 11
18. NCM Board Meeting – Thursday, November 12