

DISPUTE RESOLUTION CENTER

BOARD OF DIRECTORS' MEETING MINUTES

DECEMBER 19, 2019

Meeting: A meeting of the Dispute Resolution Center Board of Directors was called to order at 5:38 pm at the office of the Dispute Resolution Center.

Board members present:

Mary Barrett - President
Mickey Lahmann - Vice President
Beth Hyer - Secretary
Kitty Parker - Treasurer
John Skinder
Gina Rogers
Mary Sue Wilson

Board members excused: Bob Butts, Niki Pavlicek-Wolden, Matt Gerard, Carla Carter, Barbara Harris

Board members absent:

Staff present: Jody Suhrbier, Executive Director; Joe Sanders, Community Engagement Manager

Guests present:

SNACK PEOPLE: Mary Sue Wilson, John Skinder

December Agenda Synopsis:

Consent Agenda:

- Meeting Minutes
- Dashboard
- 2020 Budget
- Strategic Planning Committee Report

1. Convene & Connection Moments - Mary/All
2. **Action Item:** Consent Agenda - Mary
3. Treasurer & Finance Committee Update - Kitty
4. **Action Item:** Change Bank Signatories - Mary
5. Toast 2020 Planning & Next Steps - Joe
Program Discussion, Peacemaker Award Discussion & Lead, Table Hosting,
Flower Plan Lead
6. 2020 Meeting Schedule Discussion & Snack Plan - Mary
7. Adjourn

1. Convene & Connection Moments - Mary/All

Mary encouraged a discussion about sharing our favorite traditions. Then we discussed how we deal with conflict over the holidays and what role we play.

2. Action Item: Consent Agenda - Mary

Mary reviewed the documents that were on the Consent Agenda checking in to see if there were any questions or things that needed more discussion. Regarding the November meeting minutes, there was discussion about redoing the minutes in a less detailed, more summarized format.

BOARD ACTION: Mickey proposed November minutes be redone and reviewed again at January meeting; Kitty 2nd. All in favor.

3. Treasurer & Finance Committee Update - Kitty

Kitty updated us on the happenings with the newly re-instituted Finance Committee. Diane Perry met with Jody & Jennifer for a review of financial documents. There are some things that need to be cleaned up. The Treasurer, Kitty, now has read-only access to Quickbooks.

The last audit was done five years ago.

The Finance Committee discussed how often an internal review needed to be done. The recommendation is two times a year. The committee discussed how much detail the boards needs to know and how often regarding finances. The Finance Committee will help set up a proposed budget before the November 2020 retreat.

Kitty advised the Finance Committee meetings have been moved from the second Wednesday of the month from 5:30-7 pm to 4-5:30 p.m. In the scheduled February meeting, there will be discussion on how to identify an auditor for 2020. The committee is looking at the by-laws to recommend changes regarding policies in January or February 2020.

Also as Treasurer Kitty manages the board discretionary fund. There has been a change for Board members to pay \$75 this year as opposed to \$50 so that we can cover all our Board costs during the year.

(**If you did not pay into the discretionary fund in December, please bring a check for \$75 to the January meeting. Thank you.**)

4. Action Item: Change Bank Signatories – Mary

Mary discussed the need to make the official switch of signatories for the Board. Currently Jody Suhrbier, the Executive Director, and Joe Sanders, the Community Engagement Manager, are signatories, which stays the same. Robin Campbell, the former Treasurer, is to be removed as a signatory from the Dispute Resolution Center's Board of Directors.

Kitty Parker, the current Treasurer, is to be added as a signatory to the Dispute Resolution Center's Board of Directors.

BOARD ACTION: Mickey Lahmann moved to remove Robin Campbell as a signatory to the Dispute Resolution Center's Board of Directors and add Kitty Parker, Treasurer, to the Dispute Resolution Center's Board of Directors for account #0211170212; John Skinder 2nd. All in favor.

5. TOAST 2020 Planning, Sign-ups & Next Steps (handout) -

Joe

Joe reviewed the handout regarding the upcoming Toast scheduled on April 5, 2020, from 3-5 pm. He discussed the theme for this year's Toast, Heart and Soul. The focus will be on our volunteer mediators. He envisions having a panel with each mediator sharing their "why" and/or breakthrough moments with clients.

The Peacemaker Leadership award is the most important focus at the moment. All Board members are asked to be looking for people to solicit nominations from for this award. Board members were asked to make sure they had copies of the Community Impact Report to share with others. Joe's campaign to the public regarding the Peacemaker nominations starts in January.

Jennifer Pearson will continue to take care of the center pieces/flowers. Joe passed around a sign-up sheet for Board members to volunteer for duties regarding the Toast. All Board members are asked to host a table or at least a partial table. If you invite someone who cannot attend, please ask if they would make a donation. All Board members are asked to help with set up before the event and/or after the event.

Joe asked all Board members who committed to approaching business partner prospects to please report the progress to date of their efforts.

6. 2020 Meeting Schedule Discussion & Snack Plan (handout) – Mary

Mary discussed the handout, “2020 Meeting Schedule Proposals,” which listed three different scenarios for possibilities to think about regarding shifting the frequency of Board meetings and committees.

The Board discussed the options in the handout and also brought up some interesting ideas and questions.

One of the questions asked was how do we maximize our time balancing our roles? How much engagement do we have outside of the actual Board meetings for the DRC? Is the Board meeting too long?

All Board members are asked to come to the next meeting with an idea regarding our meeting schedule.

Mary then discussed the idea of having designated snacks brought to our monthly Board meetings. Each month we would have new people volunteer to bring food for the following month’s meeting. There was discussion and agreement that the food not be sweets and junk food please. This information will be listed in the minutes each month on the first page.

7. Adjourn - Mary

Meeting adjourned at 7:03 p.m.

NEXT MEETING: JANUARY 16, 2019, 5:30 P.M. at the DRC offices