**December 18, 2017, MCDR Board Meeting – FINAL minutes**

Attending: Barry Weissman, Shelley Korch, Liz Salter, Charles Franklin, Solomon Bankole, James Boyle, Dina Gold, Stirling Phillips. Not present: Kate Cullen

1. Charles called the meeting to order.
2. Unanimous agreement that Janne Weissman will join the Board as an At-Large member.
3. Minutes from October 16, 2017, MCDR Board meeting unanimously approved.
4. Shelley noted that, as prior Secretary, she would circulate minutes with the notation that if there were no comments, the minutes would be deemed approved within ten days. Unanimous agreement that this practice would be continued.
5. Barry referred to the 2017/2018 budget for each committee and year-end financials circulated in advance of the meeting. He noted that expenses are reported quarterly or semi-annually depending upon activity. Per Barry’s 12/19/17 email, “this link will lead you to the corporate records currently on file with the State of Maryland as well as [MCDR’s] current status with the state. A few corporate records have yet to be digitalized and are currently not available to view, print, or purchase. I’m sure that over the next year MCDR records will be complete: <https://egov.maryland.gov/BusinessExpress/EntitySearch/BusinessInformation/D05058268>.”
6. Certification Committee: Charles suggested that communication about the certification process to participants and potential participants could be improved. He also suggested MCDR set a goal of increasing the number of individuals who become certified. Barry stated that better marketing of the availability of certification and better communication from the committee would advance these goals. Charles further suggested that certification be scheduled twice per year with a possible third floating date. Charles opined that the availability of certification is a good marketing item for MCDR. Barry suggested that Charles ask the Certification Committee for copy in order to create a marketing brochure. Charles agreed that he would follow up with Kate as to the status of a meeting of the Certification Committee.
7. Liz inquired as to whether MCDR rents its video equipment. Barry responded that MCDR does not make its video equipment available for personal/individual use because it is expensive equipment. [Three state-of-the-art Cannon digital video camcorders were purchased in 2016 and stored at Kate’s residence.]
8. Barry reported that the MCDR tax certificate is in the process of renewal. (Barry subsequently reported on January 19, 2018, that the tax certificate was renewed.)
9. Stirling arrived. Visioning: Stirling asked each member present what MCDR will “celebrate” at the end of this Board year. Stirling would like to see an active mentoring program and have had at least one master class. Charles would like to see mentoring and roll out a viable, recognizable, and transparent certification program. Shelley supports developing the mentoring program as well. Barry also supports mentoring and marketing to improve membership. Dina says development of a speakers’ bureau and marketing it to outside organizations that can, do, or should utilize mediation. Liz called for greater diversity of MCDR. Solomon says he wants to see the annual MCDR meeting be the talk of the town. James says MCDR should provide clear utility to its members and also do something that will distinguish it from other mediation organizations.
10. 2018 quarterly membership meetings and programs, charging for programs: Barry reported that all members will get membership cards. He proposed that members will show their cards to get a certificate for two hours of continuing education and that non-members will pay a fee for the certificate. To accomplish this, Janne will sit at a table requesting that individuals show their membership card so she can check them off the roster, or else she will take payment. Meeting announcements will include a reminder to bring the membership card. Non-members who join MCDR at a meeting will get the CE certificate included in their membership. Anyone can attend meetings for free without getting a CE certificate if they are not a member and choose not to pay. Shelley noted that MPME doesn’t require members to document CEs. Shelley is also concerned about students and others being able to pay. Barry responded that there are a variety of memberships, including free memberships. Shelley is concerned that charging will be a disincentive to attendance. She suggested a lower price ($5 or $10). There is general agreement that MCDR needs to provide value to the membership. Charles agreed to talk to Jonathan about MPME’s consideration of MCDR CEs.
11. **Motion** to charge $10 for CE certificate for non-members; $65 for new members live at quarterly meetings; $75 for renewing members live at quarterly meetings; $75 for membership on-line. Promotional materials will announce these fees. **Motion passed**.
12. Barry described the membership benefit of Officense. The spaces available include corner rooms with round tables, copying on the premises, coffee, and receptionists. The space is good for certification or mediations. Officense is very affordable by comparison to other office rentals.
13. Increasing membership (Liz) – Liz noted that MCDR needs to maintain membership in addition to gaining new members. She suggested that MCDR offer additional programs throughout the year, for a fee (to cover costs). She suggested informal, casual networking events. One style of networking event would be for members only, and a second style event would invite attorneys and others who might hire MCDR members as mediators. Charles stated that he has contacts at SHRM he could approach to attend the second style of networking event.
14. Lapsed members (Liz). Liz proposed to survey lapsed members to find out why they did not review, including an open-ended question at the end soliciting feedback of improvements to MCDR.
15. It was noted that CRCMC holds meetings about mediation. It was suggested that MCDR offer a speakers’ bureau for mediation. MCDR would ask its members to be on a list of people willing to speak to other organizations. MCDR would then publicize the speakers’ bureau, possibly through a mailing to SHRM, the state bar, similar organizations, business schools, etc.
16. Mentoring (Stirling). Shelley reported that no progress has been made as to whether the courts will allow MCDR mediators to bring in observers. New court rules require mediators to agree to mentor, which suggests that mediators should be able to bring mentees to observe mediations. Jonathan said whether mentoring mediators can bring mentees to mediations is under consideration. Shelley suggested that another opportunity to meet the mentoring requirement is for mediators to participate in trainings and offer themselves as mentors through that process. Stirling suggested MCDR announce that it is seeking MCDR members willing to be mentors. Solomon noted that MCDR needs to have a disclaimer in the mentor/mentee agreement absolving MCDR of any liability resulting from anything that may happen in the course of the mentor/mentee relationship. Liz agreed to be in charge of the mentoring program. The goal is to announce the mentoring program before and at either the March or June quarterly meeting. Stirling asked Liz and Charles to provide specifics on the program: What are the roles of the mentors and mentees? This can be flexible, but there should be benchmarks and dates. MCDR needs to determine how to match mentors with mentees. It was agreed that MCDR would develop a core group of mentors to help develop these benchmarks. Jonathan will help. Barry said he could focus the solicitation of mentors to members who have more experience. It was suggested that the core group reflect a diversity of geography and practice areas.
17. James does not yet have a program scheduled for the March quarterly meeting.
18. Programming ideas: LBGTQ; expo of mediation organizations; ask Marvin to do a panel discussion of various organizations at his June event. Charles will call Marvin.
19. Sharon Pickett event: Punt to next Board. Barry noted that there is no obligation on the timing of this event in the by-laws.
20. Sarah Glebe Fund: No relationship to Sharon Pickett. Founded in 2000, 2002, or thereabouts. Barry does not have any documentation about the award and has asked Kate and Martin for paperwork on the criteria for winning the award and the amount of award. Shelley recalled that it related to training.
21. Dan Bernstein was part of a presentation on mental health and substance abuse that James attended. Dan asked James if MCDR would be willing to offer Dan’s online course to members. Dan would receive 75% of the enrollment fee and MCDR would receive 25%. Dan sent James demos.
22. Grant-writing proposals (Stirling): no update.
23. Master classes (Stirling): no specifics. Barry will offer his course on building a mediation practice again in January. [Now scheduled for July] Stirling suggested that Barry could present an abbreviated version of that course at a quarterly meeting. Charles proposed Adrian Bacinelli to do a master class on ADR.
24. Shelley is going to request a reduced rate for the June annual meeting in Baltimore of Labor and Employee Relations Association. This is the annual national conference. There are Baltimore and DC chapters.
25. Stirling proposed quarterly meeting on building a mediation practice. Stirling and James will work on that.
26. The next MCDR Board meeting is scheduled for February 19, 2018, from 6 to 8 p.m. in the same location.
27. Meeting adjourned at 8:17.