**October 16, 2017, MCDR Board Meeting Minutes**

1. Call to Order and Welcome – Stirling
2. Roll call – Dina
	1. Present: Stirling Phillips; Barry Weissman; Solomon Bankole; James Boyle; Liz Salter; Charles Franklin; Dina Gold
	2. Absent: Kate Cullen and Shelley Korch
3. Approval of minutes from last meeting – motion to approve, seconded, passed
	1. Going forward, minutes will be maintained in hard and electronic copy by the Secretary, as well as in the “cloud” via the MCDR website. Minutes will be made available at MCDR.org/Members/Resources/ByLaws & Minutes.
4. Open issues
	1. Board administration
		1. Barry distributed name tags and stationary
		2. Agreement to schedule Board meetings every other month, third Monday of the month, 6-8 p.m. – Dina will circulate a date list
	2. 2017/2018 budget for each committee and year-end financials (Barry)
		1. There was no net revenue from certification in the last fiscal year and there was a drop-off in membership (lost 14 members). In addition, there was greater expense (five Canon cameras, more exhibits last year than usual)
		2. Result: the budget this year will be tighter than last year but generous enough for us to work within
		3. Membership committee and general administrative costs include: brochures, mugs, giveaways; Other costs: insurance policies, rent for mailbox, administrative expense
		4. Barry will distribute budget via an e-mail attachment by end of month
	3. Certification Committee and Process (Liz)
		1. Certification assessment has been twice a year; the next one is scheduled for November 12 but does not appear as if it will go forward
		2. Liz and Ellen attended an outreach meeting with the Bar: In response to concerns from the attorneys, Ellen committed that assessments would be conducted by mediators experienced in the applicant’s specialty area; in addition, the attorneys expressed a preference not to be videotaped as part of the evaluation process
		3. Barry suggested that attorney assessors might earn pro bono hour credit instead of being paid; Solomon is bar-bench liaison – he will find out if the assessors’ time can be recognized as pro bono hours
		4. Discussion of assessor training – how long is the training? Is training necessary? Can it be done pro bono rather than paying for it? As to this question, Barry explained that the people who copyrighted the curriculum charge for it, and should be paid; instead of looking at pro bono hours for this component, we should investigate writing a grant proposal for funds to pay for assessors to be trained.
	4. 2018 quarterly membership meetings and programs, charging for programs (James)
		1. James: Two adjoining training rooms have been reserved at the Judiciary Education Center in Annapolis from 6-9 on December 6, with the quarterly meeting to be held from 6:30 to 8:30; suggestion to poll members on topics for upcoming meetings; one suggestion is a panel discussion about the mediation industry and where it’s headed; Barry says most speakers/panelists are volunteers, not paid
		2. Proposed topic for December 6 – role of mediation in a divisive community; maybe focusing on the NFL dispute; Dina will contact Christine Brennan of USA Today; Charles will reach out to potential speakers for December 6 if Brennan not available and for future liaisons with MCDR
		3. Dates for future quarterly meetings: James will talk to Monette, last year’s Programs Committee Co-Chair
		4. Charge for quarterly meetings? Stirling will email Tim about the pricing analysis he previously conducted; further discussion tabled for next Board meeting
	5. Membership (Liz)
		1. MCDR is sponsoring the Montgomery College colloquium on October 27; this is an opportunity to appeal to new members. We will raffle an MCDR membership by collecting people’s business cards/contact information. Liz will begin tracking whether sponsoring events results in new memberships. Barry says the goal for the October 27 colloquium is four new memberships, which would cover the cost of the sponsorship. James and Liz will man the MCDR table.
		2. Current and potential members want mentor programs, particularly for the purpose of having an opportunity to observe mediations. Liz wants trainers to be the first mentors in a mentoring pilot program. Jonathan of MACRO is very excited about the possibility of MCDR offering mentoring as a membership benefit. Charles suggests polling potential mentors and mentees to match interests
		3. MCDR should require that trainers allocate a small portion of their 40-hour training programs to MCDR so that MCDR can inform prospective members about the benefits of joining MCDR.
	6. Sharon Pickett event (James)
		1. Postponed until fall 2018.
	7. Sarah Glebe Fund (Barry)
		1. There is approximately $5,000 in this fund as a result of designated donations over time. Barry says there is no statement of the purpose of the fund. He is reluctant to propose distributing these funds in any way unless and until a purpose is discovered or designated.
5. New business
	1. Liz proposes that MCDR should be visible at a community service event, linking MCDR with its community. She specifically proposed that MCDR designate a charitable organization to be benefited by members bringing items to the December quarterly meeting
	2. Visioning: Stirling requests that each Board member send him an email with what we would like to see MCDR celebrating one year from now
	3. Proposed office space rental program for MCDR – Barry has distributed a brochure on this new member benefit
	4. Barry explained that board members can get a discount at Staples; he will circulate additional information
	5. Barry is going to add template retainer and mediation agreements as well as rate guidelines to the website as a member benefit; Board members should propose additional template documents to be shared with members on the website.
	6. Grant writing proposals – MCDR needs to identify potential grants. Bezu (Barry has contact information) is a potential grant writer.
	7. Master Classes – Charles, Barry, and Stirling propose offering master classes in specific subject areas, taught by members, as an additional member benefit.
	8. Barry tried several times to reach Robert Oberlander, but failed. Therefore, Stirling suggested that we begin the process of identifying a replacement.
	9. Next meeting is December 18, 6 p.m., same location
6. Adjournment