ADRIA BOARD MEETING MINUTES – DRAFT 1

Friday/Saturday, April 11/12, 2013 - Meeting Commenced:

Attending: Director Attendance: Alex Paterson; Chuck Smith; Deborah Howes; Irene Bonifacio; Jim Bancroft; Joanne Munro; Wendy Hassen; **Executive Directors:** Pete Desrochers; Erika Deines (April 12th: Regrets: Alex Paterson, Irene Bonifacio, Deborah Howes)

Meeting commenced at 7:10 pm

#	Topic\Title	Action	Ref Materials
1	**WELCOME & AGENDA REVIEW - Chair**		
1.1	Review of Agenda Items and addition of any items 5.4 will be addressed under Gov. Committee Report	**MOTION**: Moved by Deborah Howes to approve the agenda. Seconded by Alex Paterson Approved Unanimously	Agenda
2	**MINUTES OF PREVIOUS MEETING(S)**	**Chair**	
2.1	**Board Motion approved through e-mail April 4, 2013 reads as follows:** Moved by Joanne Munro that the proposed ADRIA RE-STRUCTURE AND EXECUTIVE DIRECTOR SUCCESSION PLAN dated March 27, 2013 be adopted including approval of the Search committee terms of reference and appointment of Alex Paterson, Jim Bancroft and Wendy Hassen to serve on the committee. Motion seconded by Wendy Hassen. *All members voting : Chuck Smith, Joanne Munro, Jim Bancroft, Alex Paterson, Irene Bonifacio, Wendy Hassen*	**MOTION**: Moved **by Deborah Howes** to approve the Minutes of the previous meeting and the Board motion Approved April 4th electronically. Seconded by Alex Paterson. Approved Unanimously	Att. # 1 & 2 - Jan 11-12 2013 Meeting Minutes
2.1.1	Review Executive Meeting Notes	Accepted as information	Att. #3
3.0	**PRIORITY ITEMS**		
3.1	**Designation Application Issue- Q Med** Two Mediation 350 students have challenged Q Med requirements suggesting the Med 350 class role play evaluation should be counted as a "practice" mediation for t Q-Med	**MOTION**: Moved by Deborah Howes to approve the recommendation that the students in the last Med 350 class be given the opportunity for a full mediation role play assessment on or before May 31st at	Att. # 4-Report from ED; 4a and b 2 Letters from students Education #5 -

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	requirements. ADRIC requires completion of 2 supervised and assessed practice sessions OR 2 actual mediations – 1 paid and 1 unpaid for Q –Med certification. The use of the word "practice" mediation in ADRIC materials - also used by ADRIA has not been interpreted consistently. ED membership consulted ADRIC, the students and the ADRIA Designations Committee and recommended resolution in a report to the Board. The Designations committee recommends ADRIC standards exceed National standards by defining A *'Supervised Practice Mediation' as a mediation with real clients with an actual conflict*. While affiliates of ADRIC have the option to increase requirements for applicants beyond the ADRIC minimum –it is unclear why ADRIA should do this. In particular the proposal appears to require candidates to obtain client permission to have a paid mediation attended and assessed by a Chartered Mediator. This may put a candidate in a difficult position, discouraging Q-med applications and appears to exceed present requirements for Chartered Mediator certification.	no charge, to comply with the SAPM form to be completed. Seconded by Joanne Munro. Approved Unanimously **MOTION:** Moved by Deborah Howes that The ADRIA designations committee be asked to provide further rationale for their recommendation to the Board at the next Board meeting and until a different policy is adopted by the Board, the National ADRIC Standard will be applied. Seconded by Don Good fellow. Approved Unanimously	New Q Med App. Form
3.2	**2013 – 2015 Strategic Plan (Final)** The Strategic Plan with Board changes at the January meeting was reviewed		Final Plan attached below
3.3	**Operational Plan** - Erika Deines shared the plan that aligns with the strategic plan, the new staffing structure and budget. Received as information		Att. # 6 - Operational Plan April 6\13
3.4	**Staffing Structure -** Erika Deines reviewed a possible staffing structure for a 1 ED model. This will assist the Search Committee in finalizing parameters for the ED position and the ED's plans to address current staffing vacancies. Received as information		Att. # 7 - Possible Staffing Structure

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3.5	**Search Committee Report -** A revised timeline for the ED Search was provided for target commencement of a new ED no later than August 1, 2013 - Received as information		Att. # 8 Search Committee Report
3.0	**NOMINATIONS COMMITTEE REPORT**		
3.1	Review of Nominations Committee Report	**MOTION**: Moved by Deborah Howes to facilitate the spirit of Bylaw 4.7.1 for this first election of Directors of ADRIA in 2013, the Board, under Bylaw 4.2.a., sets the vacancies and terms of the Directors for the 2013 election as follows: • 3 Director vacancies for a three year term • 3 Director vacancies for a two year term and • 3 Director Vacancies for a one year term. If there are more candidates than vacancies for a term, the candidates [for that term] with the highest number of votes will be declared successful. Seconded by Alex Paterson. Approved Unanimously **MOTION**: Moved by Deborah Howes that Under Bylaw 4.6.11 the Board appoints, from the membership, Pete Desrochers and Alex Paterson as scrutineers for the 2013 election of Directors. Seconded by Jim Bancroft. Approved Unanimously **ACTION:** Adopt the proposed 2013 Nominating Procedures Process and Time Chart, and Nominating / Election Procedures for ADRIA Directors for 2014 moving forward	Att. # 9
4.0	**GOVERNANCE COMMITTEE REPORT**		
4.1	Review of Governance Committee Report The governance committee report provided advise to the Board which was generally supported Directors are encouraged to read the	**MOTION**: Moved by Deborah Howes that Director Orientation required under Policy IV.15 shall be held on Friday, June 21, 2013 from 6:30 pm – 9 pm. seconded by Don Goodfellow	Att. # 10 Governance Committee Report # 11 Roles

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	Policies, particularly Policy IV., and a further resource, "*Roles and Responsibilities of Not-for-Profit Boards*" produced by Alberta Culture, Board Development	Approved Unanimously **MOTION**: Moved by **Deborah Howes** That the Governance Committee be allocated up to $1000.00 for the purposes of obtaining resources. Seconded by Alex Paterson. Approved Unanimously **ACTION:** Post AGM Board meeting to elect officers\ determine signing authorities set for June 6, 2013- 6:00 pm to 7:00 pm	document from Alberta Culture
	9: 20 pm - ADJOURN UNTIL 9:05 AM Saturday		
5.0	**ACTIONS ARISING FROM PREVIOUS MEETINGS**		
5.1	**Treasurer's Report & Financial Statements** $ 17,500 annual charge for bank interest questioned- mostly credit card co. charges for on-line purchases	Reports received as information **ACTION: ED's** to review options for payment that may be more cost effective.	# 12- Balance Sheet; #13- Bus Unit Report #15 Income Statement
5.2	**2013 Budget:** The Board had referred the budget back to the ED's at the January Board meeting to incorporate the debt repayment to AAMS and balance the budget. The new budget plans for a 2,700 surplus and is very conservative in revenue projections Question – staffing costs - What is the impact on our benefits plan of the new staffing structure. Answer: With fewer staff we may not be able to provide a group benefits plan. This will be something the ED's will review and ensure appropriate compensation is provided to employees should the plan be terminated.	**MOTION**: Moved Don Goodfellow to approve the budget .Seconded by Joanne Approved Unanimously	Att. # 15 – Budget
5.3	**Budgeting Board Expenses** Question – Current policy is to apply the government rate for mileage plus hotel and meals. This is costly if all Board	**ACTION: ED's to** review the matter of Board expenses and provide a recommended approach for the **June 21st meeting.**	

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	members travel separately. ED's are suggesting the Board may want to consider cost reduction measures. While cost reductions have been made to Instructor travel Board expense policy should not necessarily follow. Video conferencing is another option to consider and as a Board develops strong working relationships – electronic meetings can be effective.		
5.4	D**raft audited financial statements** – were provided to the Board. Attention was drawn to the $29,000 loss reported for Sept – December operation. This does not account for about $45,000 in receivables – The Board may need to be prepared to respond to questions about this at the AGM - Received as Information		Att. # 16
5.4	**Board Roles & Responsibilities** – review by Executive Committee (Joanne Board Motion) Item addressed in 4.1		
5.5	**AAMS / ADRIA Relations:** **A request by AAMS has been made to:** - access to ADRIA mailing list; - Add a request to donate to AAMS on ADRIA member registration and renewal forms. The importance of including links\access to information about AAMS as part of implementing this was noted Confirming the strong relationship between AAMS and ADRIA was discussed and that as both organizations evolve this must not be lost. This point was raised previously at the Sept 22 2012 ADRIA Board meeting – the following action item identified: *ACTION: Pete to research and draft a charter or document for review by AAMS and ADRIC Boards at their joint meeting December 7th* It was noted that the AAMS Board have voted to take out a corporate ADRIA membership and be a $3000 sponsor of the ADRIA June conference.	**MOTION:** Moved by Joanne Munro that the Board agree to these requests, subject to confirming ADRIA compliance with FOIP requirements. Seconded by Wendy Hassen. Approved Unanimously **ACTION: ED's** to revise the registration form and report back to the Board at the next meeting **ACTION: Pete** will work on developing a Charter between ADRIA and AAMS for review by the Board at the **June 21 meeting**	
5.6	**ED Reports (received as information)** **ED EDUCATION - Assessment Success Rates:**		Att.# 18 – ED Education

#	Topic\Title	Action	Ref Materials
	The # of people passing assessment are reported as 4 \7. The pass rate is an important success indicator - concerns raised by members previously ADRIA new courses have been adapted to end with an evaluation day to better assess student competence. Students are advised that practice is essential and ADRIA offers coaching services to support this. The 7 assessments are students from the former program or C Med applicants who request an assessment and may not have received training from ADRIA		
5.6	**ED MEMBERSHIP** - Concerns were raised about renewal numbers – this may be unintentional and there will be phone follow up - Another concern is that BBB wants to re-negotiate the contract to administer the roster themselves. Pete will be exploring this further **CONFERENCE – AGM** The AGM will be held Thursday June 6th from 3:30 – 4:30 pm. Providing AAMS with a spot to provide and update on their vision and mission, etc. to ADRIA members is supported Sponsorship Program: The conference program has evolved beyond the one speaker plan prior to Christmas and will be a full day. A sponsorship program is not in place but would be beneficial to supplement AAMS sponsorship.	**ACTION**: **ACTION: F**uture reports on membership to provide history of the last 4-5 years. **ACTION : Pete** to coordinate ADRIA and AAMS presentations at the AGM to **Action: Pete to** develop a sponsorship program (based on 2011) and Erika will contact prior sponsors to invite participation **ACTION: ALL BOARD MEMBERS**: To promote the ADRIA conference registrations with their contacts and promote sponsorships	Att. # 19 – ED Membership And conference program
6.0	**PRESIDENT'S LETTER TO COURT OF QUEEN'S BENCH**		
6.1	The draft letter for Chuck Smith to send to the Chief Justice & Associate Chief Justice was reviewed. Changes were suggested to be more clear about the what ADRIA could bring to the table and support ADR in the courts and to provide an ADRIA contact person to more information (complimentary to the AAMS letter)	**ACTION: Pete and Chuck** will send an edited draft letter to Board members for review a.s.a.p. so a letter can be finalized by **April 19th.**	Att. # 20 – Draft ADRIA letter Att. # 21 – letter sent by AAMS
7.0	**PARKING LOT ITEMS from prior Meetings**		

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7.1	The following list and status were determined: 1) How Referral Requests should be handled by office staff. This should be addressed as part of the Ethics review (see 5 below) 2) How CAMVAP fits into our Strategic Plan (Completed) 3) HR Issues in the future (Completed) 4) HRIA Board Member in the Future : This item relates to exploring space sharing and will be deleted from Board items 5) Ethics and Discipline Procedures : While Pete will be completing development of complaints policy prior to his departure, this is a broader topic which will be raised with the **new Board June 21, 2013** 6) RECA Roster and Rosters generally: This item is a addressed by implementing the strategic plan		
5.7	ED Reviews (in camera)	The Performance reviews of ED's are confirmed to be placed in their files.	
8.0	**BOARD CALENDAR REVIEW**		
8.1	It was agreed that Board meetings would alternate between Calgary and Edmonton as follows: June 6/7 AGM Election of Officers after AGM (Calgary) June 21/22 (Edmonton - Concordia College) September 27/28 – Calgary November 22/23 – Edmonton	ACTION: ED's to arrange for a meeting space at Concordia College.	
9.0	**NEXT MEETING**		
	Date: June 6 Time: 6-7:900 pm Location: Village Park Inn		
11.0	**12:10 in camera session followed** **Meeting Terminated 12: 30 pm**		

ADRIA STRATEGIC PLAN 2013 –2015

OUR VISION:

ADRIA is the strongest, most vibrant Appropriate Dispute Resolution membership organization in Canada - recognized for advancing excellence in the profession and its professionals.

OUR MISSION:

We serve our members by providing leadership in appropriate dispute resolution in the areas of Negotiation, Mediation, and Arbitration and addressing harm through processes like Restorative Justice. ***We do this through:***

- Maintaining accreditation standards and designation for the Appropriate Dispute Resolution profession
- Excellence in Appropriate Dispute Resolution training and education
- Promoting the ethical use of Appropriate Dispute Resolution processes
- Supporting the viable practice of Appropriate Dispute Resolution in Alberta
- Exemplifying healthy dispute resolution principles

OUR VALUES: The guiding principles of ADRIA are based on innovation, creativity, change, and added value in conflict resolution:

Excellence: We challenge ourselves to deliver the highest quality programs and services. We stay abreast of new ideas and developments and seek out changes and innovations that help us continuously raise the bar in everything we do.

Uncompromising Ethics We treat others with honesty, openness, fairness and respect in every situation.

Collaboration: We value different views and ideas and believe that by working effectively together and with others we can reach our goals. We embrace the opportunity to explore mutual interests and new relationships. We welcome opportunities to leverage our resources through partnering.

Accountability: We steward our resources with diligence and care. We honour the commitments we make to others.

Leadership: We will promote new and important directions and opportunities for our profession and our organization, even though the path may be difficult. We recognize it is only through trying new ideas and learning from our failures that we can grow and move forward.

STRATEGIC DIRECTION	STRATEGIES	Success Indicators (Targets)
1. Enhance the Awareness, reputation of and access to ADR services	a. Forge **strategic [1]partnerships** with government, courts, schools, businesses and other associations to support ADRIA members in working, teaching and coaching in the ADR field	2 new partnerships (Example Municipalities) in each of 2013, 2014 and 2015
	b. Increase the value of ADRIA membership to ADR professionals and industry leaders	Increase the number of ADRIA members by 17% in 2013.
	c. Develop and implement a roster development plan with defined deliverables	ADRIA administers 4 rosters by end of 2013
	d. Strengthen our partnerships with ADRIC and other ADR organizations to promote the practice of ADR	2013 – at least 1 initiative with ADRIC, and 1 with AAMS plus 2 others
2. Strengthen our Profession	a. Continue to work with ADRIC to support development & delivery of National Mediation and Arbitration education Programs for entry into the profession.	Complete current initiatives\contracts with ADRIC in 2013. At least 1 new initiative completed in 2014
	b. Develop Partnerships with universities and colleges to integrate ADRIA accredited Appropriate Dispute Resolution courses into their Certificate and Degree programs.	1 Partnership in place in 2013 and 1 in 2014
	c. Increase partnerships with professional and industry associations to create and accredit ADR courses for their Certification programs that will lead to Q.Med designations	2 courses accredited in 2013 (Homebuilders and HRIA) and at least 1 more partnership in 2014
	d. Promote the value of ADRIC designations with organizations and the public who access Appropriate Dispute Resolution services	Increase # of coaches and instructors with designations in 2013

[1] A **partnership** is an arrangement where parties agree to cooperate to advance their mutual interests

STRATEGIC DIRECTION	STRATEGIES	Success Indicators (Targets)
3. Increase the number of ADRIA Members across Alberta	a. Increase access and value of designations to targeted groups to build membership (See # 1a - 2a & c)	Increase ADRIA membership by 17% At least 1 group targeted and a strategy implemented for Q-Med in 2013 and Q-Arb in 2014
	b. Develop and implement a plan for increasing ADRIA profile and service delivery in centers with a high percentage of ADR professionals who are not members of ADRIA	Plan developed in 2013 and increase Calgary\Southern Alberta members by at least 40 Increase in number of students attending courses in Southern Alberta in 2013
4. Strengthen the long term sustainability of ADRIA as an organization	a. Develop and implement a mid- to long-term revenue stream strategy and targets for ADRIA founded upon 1-3 above	Line of credit paid off on schedule-2013 A reserve is created in 2014 to cover hard costs Membership revenues (non-Education) cover hard costs -2015
	b. Develop and implement an effective mid-term organizational structure and human resources plan that aligns with 1-3 above	A structure for operational leadership is implemented in 2013