From: Katherine Tyssen [katherine.tyssen@aon.ca]
Sent: Thursday, January 30, 2014 8:10 AM
To: Erika Deines
Subject: RE: ADR Institute of Alberta - liability insurance - Policy No. RAP2807396
Attachments: 2013 Location Exposure.doc

Hi Erika

How are you today?

Please note that the instructors would be covered under the above policy as they are performing operations by ADR.

If you are adding a Calgary location, please advise the exact address, any contents/computer equipment, etc., so I can have this added to your policy.
Please note that even if there is no contents/equipment, etc. I will still need the complete address of the Calgary location so I can advise underwriters and have the Liability Insurance extended to cover this location.

Please complete the attached and forward it back to me as soon as possible.

Thanks and I look forward to hearing from you at your earliest.

Have a great day.

Kathy

Kathy Tyssen | **Aon Reed Stenhouse Inc.**
Commercial Business Unit | *Account Manager*
Suite 900, 10025-102A Avenue
Edmonton, AB T5J 0Y2
Tel: 780.423.9895 | Fax: 780.423.9876
Toll Free: 1-800-675-6173
katherine.tyssen@aon.ca
www.aon.ca
We are presently seeking new opportunities to be of service to the business/commercial sector and would really appreciate any referrals you may send our way.
Thank you for your support
Protect the environmental. Print this e-mail only if absolutely necessary

From: Erika Deines [mailto:edexecutivedirector@adralberta.com]
Sent: Tuesday, January 28, 2014 5:50 PM
To: Katherine Tyssen
Subject: RE: ADR Institute of Alberta - liability insurance

Hi Kathy,

Thank you very much for the information you provided in your email below. The Board has been informed and they now have yet another request. Could you please let me know if our instructors are covered by our **commercial liability insurance**?

We rent a classroom as part of our office rent and in Calgary, we are also starting an office and small classroom combo where our instructors (contractors with ADRIA) are teaching. I am not sure about our Calgary office location… we are one of several lessees in the North Calgary Business Centre (NCBC) (starting Jan. 2014) but have a designated office and classroom (the Board room is our classroom).

Thanks for your guidance and assistance in making sure we are covered appropriately.

Warmly,

Erika

Erika Deines/ *Executive Director*

ADR Institute of Alberta
Room CE223A
7128 Ada Boulevard
Ralph King Athletic Centre - Concordia University College
Edmonton AB T5B 4E4
ph. (780) 433-4881 ext 110 or 1-800-232-7214 ext 116
fax. (780) 433-9024
www.adralberta.com

The ADRIA offices are staffed by a dedicated team of part-time staff and volunteers. Every effort is made to return your calls and e-mails within 2-3 business days, and many answers are readily available on the website.
Enquiries and in-person office visits are most easily accommodated weekdays between 10am and 2pm. At all times, please send or leave detailed and clear messages to assist us in serving you professionally.

VISION:
ADRIA is the strongest and most vibrant Appropriate Dispute Resolution membership organization in Canada - recognized for advancing excellence in the field of ADR, its practice, and its professionals.

MISSION:
To provide leadership and services in appropriate dispute resolution (ADR) to our members by: Fostering excellence in negotiation, mediation, arbitration, and restorative practices; Supporting the viable practice of ADR in Alberta; Providing excellence in ADR professional development; Promoting the ethical use of ADR processes; Maintaining accreditation standards, accountability and designations for the ADR profession; Encouraging those practicing in ADR to join our organization.

From: Katherine Tyssen [mailto:katherine.tyssen@aon.ca]
Sent: Thursday, December 12, 2013 10:45 AM
To: Erika Deines
Subject: RE: ADR Institute of Alberta - liability insurance
Importance: High

Hi Erika

How are you today?

Please be advised that I spoke with the underwriter, and he has reconfirmed that contract employees are covered while performing operations for the Insured.

Thanks and have a great day.

Kathy

Kathy Tyssen | Aon Reed Stenhouse Inc.
Commercial Business Unit | *Account Manager*
Suite 900, 10025-102A Avenue
Edmonton, AB T5J 0Y2
Tel: 780.423.9895 | Fax: 780.423.9876
Toll Free: 1-800-675-6173
katherine.tyssen@aon.ca
www.aon.ca
We are presently seeking new opportunities to be of service to the business/commercial sector and would really appreciate any referrals you may send our way.
Thank you for your support
Protect the environmental. Print this e-mail only if absolutely necessary

From: Erika Deines [mailto:edexecutivedirector@adralberta.com]
Sent: Wednesday, December 11, 2013 3:46 PM

To: Katherine Tyssen
Subject: ADR Institute of Alberta - liability insurance

Hi Katherine,

In our Renewal Application of August 30, 2013, I stated our employee count as 6 full time and 1 part time person. Since all but one staff are working on contract-employment (1 year terms), the Board of Directors has asked me to get confirmation in writing that our contract-employees are indeed covered by our insurance policy. Currently, we have 1 full-time employee (with benefit deductions), 1 part-time bookkeeper (no benefits), 3 contract-employees (21-25 hours per week), and 1 contract-employee (28 hours). Additionally, we have project-related contractors who work between 8 and 28 hours a week, depending on the project they work on. They are not on a 1 year term contract but on 1 – 6 months contracts.

All of the above people are engaged in the operations of ADR Institute, member services and professional development (i.e. membership applications, newsletters, annual directory, conference, managing rosters, financial reconciliation, organizing board meetings, and planning and organizing professional development courses/workshops). In summary, our business operations are, as reported, mediation, arbitration and member services.

Could you please confirm in writing that your insurance coverage does cover our contract-employees and that your 'independent contractor' category applies to trades people who may carry their own liability insurance (i.e. painter, plumber, carpenter, etc.) and is different from the category "employee count".

If you have any questions, please feel free to contact me at the address below.

Thank you and I look forward to your correspondence.

Warmly,

Erika

Erika Deines/ *Executive Director*
ADR Institute of Alberta
Room CE223A
7128 Ada Boulevard
Ralph King Athletic Centre - Concordia University College
Edmonton AB T5B 4E4
ph. (780) 433-4881 ext 110 or 1-800-232-7214 ext 116
fax. (780) 433-9024
www.adralberta.com

The ADRIA offices are staffed by a dedicated team of part-time staff and volunteers. Every effort is made to return your calls and e-mails within 2-3 business days, and many answers are readily available on the website.
Enquiries and in-person office visits are most easily accommodated weekdays between 10am and 2pm. At all times, please send or leave detailed and clear messages to assist us in serving you professionally.

VISION:
ADRIA is the strongest and most vibrant Appropriate Dispute Resolution membership organization in Canada - recognized for advancing excellence in the field of ADR, its practice, and its professionals.

MISSION:
To provide leadership and services in appropriate dispute resolution (ADR) to our members by: Fostering excellence in negotiation, mediation, arbitration, and restorative practices; Supporting the viable practice of ADR in Alberta; Providing excellence in ADR professional development; Promoting the ethical use of ADR processes; Maintaining accreditation standards, accountability and designations for the ADR profession; Encouraging those practicing in ADR to join our organization.

****