Meeting Notes

November 7, 2012 ADRIA Transition Team Meeting

Participants: Erika, Pete; Joanne; Wendy, Irene

MEETING OBJECTIVES:

- Areas for change in the strategic plan
- Revisit ADRIA leasing (and staffing?) requirements going forward
- A Plan to complete ED roles & responsibilities and review process
- An agenda for the Nov 17th Executive Team Meeting

Reference Documents:

- Moving Forward Organizational and ED Performance Review
- ED Job Description – Roles and Responsibilities Template
- AAMS Strategic Plan Summary Document Sept 2011 (see below)

1. ADRIA Strategic Direction

With the change from AAMS to ADRIA does our strategic plan still work?

Are AAMS\ADRIA's Mission, Vision and Objectives still valid?

Do the Strategic Actions still fit? What areas might change?

Discussion:

- The group reviewed and did not see any major concerns with the Mission, Vision or Values of AAMS being applied to ADRIA
- The Strategic Directions and Strategies and Actions need to be reviewed and refocused on the membership mission of ADRIA
- We also need to discuss the following and the change in direction this may cause:
  - Adjustment in our role as an Educational body – a business model change in our future direction regarding the certificate programs and professional development programming (***See Attachment 1)***
  - Potential strategic directions to increase membership across the province – a drive to increase membership and servicing in Calgary for example and rural Alberta will change our financial. staffing and leasing strategies '

H*ow will this effect ADRIA leasing\staffing requirements going forward?*

Discussion:

- While ADRIA's direction in creating a stronger presence in Calgary will impact pursuit of the Stang leasing arrangements, preliminary work on the ADRIA 2013 budget is identifying significant concerns regarding the affordability of that option. This is in conjunction with the costs and space changes relating to reallocation of CAMVAP staff into ADRIA

What information do we need to inform EC and Board discussion?

Discussion:

- Potential changes needed for the strategic plan
- One pagers on the Education refocus (See attached) and impact of the regional approach
- A good draft budget for 2013 with a sound estimate of revenues and expenses; staffing strategies, and leasing options

ACTION:

Wendy will draft changes to the AAMS Strategic plan to reflect some of these discussions as a "straw man" for Executive Committee review November 17th

Erika and Wendy – will work on a one pager concept paper to provide information and ideas to consider ADRIA's geographic approach for consideration at the Nov 17 EC Meeting

2. ***ADRIA Operational and Management Practices:***

See Moving Forward Organizational and ED Performance Review

The following financial and human resources practices were reviewed and expectations and practices clarified

1. Documentation, approval for and accounting of staff sick leave, vacation, overtime and other absences and the impact on risks of unfunded liabilities.
   - The Treasurer requested documentation of all staff absences and accruals via time sheets in February 2012.
   - It is important that appropriate documentation of staff entitlements and time off with and without pay be documented to ensure we are fairly administering the human resources policies consistently to all staff (to avoid negative impact on staff morale) and to avoid generating financial liabilities and increased costs where accruals of paid time have not been recorded as earned but not as taken. Erika is following these practices for the Education area. Pete has not been following these practices with Membership staff.

ACTION:

- ED's to ensure that accurate and up to date time sheets and records of staff accruals (vacation, overtime, sick leave accrual, personal leave, unpaid etc.) and payments are maintained. This includes time allocations and accounting for ED entitlements.
- Pete will also work with the accountant, Treasurer and staff to try to recreate missing records for 2012 to the maximum extent possible to ensure an accurate accounting of entitlements and payments (This includes staff and ED reporting)

2. Protocols for ED expense reporting and credit card utilization

    a. The policy is for ED's to review and initial one another's expense forms. This provides a cross check on expenses should any concerns be raised. This protocol has not been followed. Concerns about the practice were raised by Pete and discussed. The requirement for ED's to follow this practice was confirmed.

    b. Joanne raised the need for itemized bills when expense payments are from restaurants for hosting. The payment for alcoholic beverages is prohibited for a number of reasons, including employer liability issues. Ensuring we are following accepted practices and approved policy in operating our business is important to the Board in fulfilling its responsibilities

    c. The use of personal versus corporate credit cards was discussed (GST reimbursement is a benefit with corporate card usage) A challenge exists with ADRIA given no credit rating is established to obtain a corporate credit card. Pete notes that we may need to deposit some funds into a GST in order to achieve banking approval. This may need further discussion.

3. Application of Present AAMS Human Resources Policy provisions (2010 is the latest confirmed policy document)
    - As noted above, it is expected that the Human Resources policies (2010 for AAMS) will be followed for ADRIA (Erika has been following these policies for Education staff- Pete has not been following these policies) Erika noted that it was her understanding that all staff have been provided with a copy of the policies and are aware of them.

The time available did not permit discussion of the following items – these will need to be discussed at a future meeting

- Protocols for ED cover off in one another's absence
- Allocation of expenditures to approved budgets
- Transparency in provision of staff bonuses
- Role of ED's in Board member recruitment
- Compensation practices for staff doing additional work in teaching\coaching

3. <u>ED Roles and Responsibilities and Performance Review Process</u>

- The timing of conducting an ED review in the next few months was discussed and supported
- As time ran out – another meeting to discuss how to tackle this will need to be set as soon as possible. This will include complying with the Board request for identification of ED roles and responsibilities.

4. November 17th EC Agenda and Next Steps

Wendy was asked to create the Agenda for November 17th (post meeting) the following is a draft for Peter and Chuck to consider which resulted from today's discussion **and** a review of the Sept 22nd Board meeting notes with identified action items:

- **ADRIA Strategic Plan** –a straw model for consideration (Wendy)
  - Conceptual Model for Education – see attached (Board Request)
  - Conceptual Model for Regional Membership (Erika-Wendy to be developed)
- **CAMVAP (Pete) (** Also see Board Motion)
  - Update on strategy to address employment of Brenda and communications to reduce liability
  - CAMVAP response – timing and contingency planning
- **ADRIA – AAMS Transition (Pete and Erika)**
  - Update of Transition checklist (what is outstanding)
  - **ACTION: Sept 22 Board Erika and Pete** to
    - Create a course list – what AAMS owns - and to review the course licensing issue and bring recommendations to the Board.
    - **PETE** will follow up with Signing of the service agreement document by the Presidents of AAMS and ADRIA
    - **ACTION Pete to** research and draft a charter or document for review by AAMS and ADRIC Boards at their joint meeting December 7th
  - Update on GST negotiations with ADRIC (Sept 22 Board)

    MOTION: Moved by Donald Goodfellow that:

    ADRIA authorize the President or his designate to negotiate a satisfactory resolution of the past GST issue with the following parameters:
    - Assure ADRIA that the GST collection is in place (Aug 23, 2012)
    - We have spent $60,000 in order to restructure and address this issue
    - May offer to pay for up to 50% of the amount ($1,300.00).Seconded by Joanne Munro. Approved Unanimously (Alex Paterson abstained)

- **Transition Budget** - Costs to date – outstanding expenditures (Pete)

- **Draft 2013 Budget** (PETE and ERIKA) (Board Sept 22 item)
  - Affordability of Stang leasing option
  - **Pete and Erika** to develop an estimate of time required for AAMS initial review by the Executive Team (Board Sept 22)
- **ED Roles and Responsibilities review** (Board Sept 22 item)
  - Update on Nov 9th Transition team meeting
- **ED Performance Review and Organization Process Update**
  - Reference these meeting notes
- **Board Member Recruitment (Treasurer and transitional issues)** (Board Sept 22)
- **Board Review (SEE BOARD CALENDAR)**

OTHER ITEMS FROM SEPT 22nd BOARD MEETING:

- **BOARD COMMITTEES - MOTION:** Moved by Joanne Munro that the Board approve the Terms of reference for the Governance and Executive Committees. Seconded by Jim Bancroft. Approved Unanimously ACTION: **Executive Committee** to discuss the Ethics committee and other committees and bring a recommendation to the Board for their December 7th meeting.

- **ADRIA CONFERENCE**
  - **ACTION: ED's** to develop a plan for the 2013 AGM with an educational component to be held in Calgary
    - **Alex** will talk to the 2012 committee about planning a conference for 2014 and report back to the Board
- **ACTION: Pete-Erika** - Will explore methods to organize and transmit Board materials in the easiest way for Board use
- **ACTION: Pete** to send out a note to ADRIA members advising of the Law Society Paper and inviting them to input.