Minutes of the Meeting of the Board of Directors of the ADR Institute of Alberta (ADRIA) held at Room HA206, Concordia University, Edmonton, Alberta on September 23, 2017

Present:	Barrie Marshall (President & Chair), Kevin Kelly, QArb, QMed (Director, Treasurer), Stan Galbraith (Past President, PRT Rep), Wendy Hassen, CMed (ADRIC Rep), Dora Dang, CMed, QArb (Director), Alasdair MacKinnon, CMed, QArb (Director), Barbara McNeil, CMed (Director, Secretary), Amin Poonja, QMed (Director), Michelle Simpson, CMed, CArb (Director, Governance Committee Chair), Paul Conway (Executive Director, non-voting).
Regrets	Dolores Herman, QMed (Vice President).
1	Meeting called to order at 8:11 am
1.2	**Review of Agenda items**
	There were no additions to the agenda Moved by Amin Poonja and seconded by Wendy Hassen to adopt the agenda. Carried unanimously
2	**Minutes of Previous meeting**
	June 11, 2017 minutes were presented. Typos will be corrected Moved by Wendy Hassen and seconded by Kevin Kelly to accept the minutes as amended. Carried

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3		**Declarations of Conflict of Interest**
		At the next board meeting, Amin will be representing CAB and acknowledged that should a potential conflict of interest arise during discussions, then the Board will discuss to determine if he should participate or recuse himself from the meeting or any voting. No other conflicts of interest were declared.
4		**Business arising (ADRIA)**
	4.1	The ADRIA /CAB Memorandum of Understanding singing ceremony was held Approximately 100 people attended, with about half from the ADR community. As per the MOU, CAB is looking forward to having a face-to-face meeting with ADRIA, with Karim, Bashir & Amin representing CAB. ADRIA representation will be determined.
5		**ADRIA Bylaw and Policy Updates**
	5.1	Cheque authorization signing limit for the Executive director was increased to $5000 some time ago. ADRIA should have written policy in place to reflect this. Stan Galbraith will follow-up with the policy matter. The account manager from Toronto Dominion bank had been invited to attend the board meeting at 10:00, but did not attend.
6		**Reports**
	6.1	President's Report In the past, president's reports were presented orally. In the future, anything that should be recorded or that requires action should be presented as a written document to the board. MRJC is currently occupying space in ADRIA's premises. Barrie had prepared a license agreement to formalize the arrangement. The ADRIA Board still needs to clarify the specific needs of MRJC in relation to MRJC's use of ADRIA's facilities. ADRIA has permitted the use its space in this fashion as a way to support the broader non-profit ADR community**.** **<u>Action Item:</u>** To understand MRJC's strategy for the future, Paul will connect with Peter Windel, and Barrie will continue discussions on license agreement with their President.
	6.2	Executive Director's Report

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Circulated and discussed. The ED report was accepted by the Board as presented.

6.3 Treasurer's Report

Kevin Kelly presented the August balance sheet and business unit reports. Revenue from courses has increased, and ADRIA's financial forecast has improved significantly. The Treasurer's report was accepted by the Board as presented

6.4 Governance Committee

The nominating committee discussed the search for an additional Board member.

Action item: Barrie will reconnect with Allan Wachowich to determine his interest in a board or an advisory role. Otherwise, the position will remain vacant until the AGM.

6.5 Board Committees/Task Forces

The Task Force is looking at Training & Designation standards, and exploring our use of the term 'Qualified'.

6.6 ADRIC Reports

Provided verbally by Wendy Hassen.

ADRIC has adopted a Conflict of Interest policy regarding ADRIC Board members accepting ADRIC contract or roster work, to confirm that Board members remain eligible, but that they do not have a competitive advantage over other members,

ADRIC dues may increase slightly.

ADRIC is making progress to be fiscally responsible.

Presidents' Round Table (PRT)

Stan participated in the most recent PRT. The meeting was valuable and participants shared successes and challenges.

Action item: ED to ensure that the info from PRT will be shared more broadly through the ADRIA newsletter.

Roster Development

Michelle has explored roster development with insurance companies. Feedback from lawyers suggested a different approach is needed.

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There is no new information regarding an NEB roster.

7 **ADRIA/ADRIC interface**

7.1 ADRIC National Course Accreditation/draft policy

ADRIC drafted a policy but without much consultation.

Action item: Barry will discuss this matter with Scott Siemens.

7.2 ADRIC Conflict of Interest Policy - See 6.6

7.3 There is interest in harmonizing the membership arrangement between ADRIC and affiliates. Currently, there are a lot of differences in the purpose and activities amongst affiliates. Three possible concepts for harmonising memberships were discussed. The board accepted all three concepts.

8 **New Business**

8.1 2018 Law Day Invitation:

Presented by Michelle. Law Day activities are provincially coordinated by Paul and Michelle. Individuals in Red Deer, Calgary and Edmonton will organize events in those cities. Events will include mock mediations and mock arbitrations held in the court houses.

8.2 Parenting Coordinators as Arbitrators

Michelle Simpson gave a presentation on action in this field and pointed out that the task force is looking at standards for mediators and arbitrators.

Action item: this is a developing matter; Michelle will keep the board informed.

8.3 Law society 'Access to Justice' survey.

Paul was contacted by the Law Society which has developed a survey to contact the public with and 'access to justice' survey. Paul enquired whether questions relating to ADR were included and if so, how they were developed. His contact at the Law Society will respond to his questions:

Action item: Paul will report the response to Barrie and keep Michelle informed.

8.4 CBA Scope of Practice - ADR Standards of Practice. Michelle & Paul to monitor

The Board went In Camera at 12:30 for a Strategic Planning Session (SPS).

The meeting resumed at 3:50 pm.

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9		**Board Advocacy and Outreach**
	9.1	Outreach Activities Action items: Board members and ED will actively liaise with other ADR organizations.
	9.2	Mediation Advocacy Action item: ED will bullet point the action items as discussed in the strategic planning session.
10		**Board Learning Opportunities** The Board will explore opportunities to learn from other regulated and unregulated professional associations (eg CPHR Alberta and the ACSW)
11.1		Content of next 'On Board'. Results of the Presidents round table will be shared after the ADRIC Conference.
12		Upcoming calendar events were reviewed. Barrie and Barbara may attend the September 28th AFMS wine and cheese reception in Calgary.
13		The Board went In Camera at 4:05 pm. The meeting resumed at 4:13pm.
14		The meeting was adjourned at 4:14 pm.

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