From: Katherine Tyssen
To: Erika Deines;
Subject: RE: ADR Institute of Alberta - liability insurance
Date: Thursday, December 12, 2013 10:45:32 AM
Attachments: image001.png

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

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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*

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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.

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