ADRIA BOARD OF DIRECTORS MEETING MINUTES
HELD AT THE SANDMAN INN IN CALGARY ON SATURDAY, JUNE 6, 2015

Attending: Stan Galbraith; Wendy Hassen, C. Med.; Joanne Munro, C. Med.; Alasdair MacKinnon, C. Med.; Paul Conway (Executive Director); Jeffery Jessamine, Q. Arb.; Chuck Smith, Q. Med.; Michelle Simpson, C. Med., C.Arb.; W. Donald Goodfellow, C. Arb.; Barrie Marshall, (Secretary); and Dolores Herman, Q. Med.

Regrets: Mike Hokanson, Q. Med., Q.Arb. (Treasurer)

MEETING COMMENCES: 12:30 p.m.

1.0 Welcome and Agenda Review

1.1 Welcome/Call to Order

The new President, Stan Galbraith, opened the meeting and welcomed the two new Board members, Alasdair MacKinnon and Michelle Simpson. He further advised the Board that "BoardSuite", ADRIA's internet reporting platform, had experienced technical difficulties and had, therefore, been unable to provide timely information to Board members in preparation for the meeting.

1.2 Review of Agenda Items and Addition of Any Items

The President canvassed the Board for any comments regarding the existing agenda or additional agenda items. The President advised, in this regard, that because BoardSuite was unavailable, the latest revision of the Board policies had not been distributed. Accordingly, agenda item 4.1 would be put over to the next meeting. There were no other submissions by any Board members in this regard.

2.0 Minutes of Previous Meeting(s)

2.1 Minutes of Meeting of April 11, 2015

BOARD MOTION:

It is moved by Chuck Smith, and seconded by Wendy Hassen, that the minutes of the meeting of April 11, 2015 be approved. Approved unanimously.

3.0 Business Arising

3.1 Strategic and Operational Plan

3.1.1 Visioning

Past President, Wendy Hassen, stated, for the benefit of the new Board members, that the Board had conducted a visioning "brainstorming" session at the last Board meeting. This exercise was driven by the fact that it was felt that the existing Vision of ADRIA was very inward looking and not sufficiently aspirational. She stated that a Vision needed to be unifying and focussed. Each Board member then provided his/her comments respecting the need for modifying or further illustrative language respecting the consensual favorite Vision statement arising from the last Board meeting, namely "No Albertan fears conflict".

ACTION ITEM:

At the end of these discussions, it was agreed that the statements, "No Albertan Fears Conflict" and "Albertans Fearlessly Resolve Conflict" will be submitted to ADRIA's communications director, Jennifer Warren, for her to review, evaluate, and then make a recommendation to the Board together with possible recommendations regarding revisions to the Mission Statement arising from the new Vision.

3.1.2 Prioritization of Strategies

The ED indicated that he has heard from a number of Board members respecting the strategies spreadsheet which had been circulated. He indicated that he would reach out to the Board members who had not yet responded for their input and then prepare a report for discussion at the September Board meeting. Stan Galbraith indicated that he would work with the ED regarding planning for that meeting including whether or not to engage a third party to assist the Board in its deliberations.

Wendy Hassen indicated that the strategic plan, and its success indicators, needs to be finalized at the September meeting and, at that time, adopted as a three-year plan. Once adopted, the

strategic plan will be re-examined each year, both in terms of its effectiveness and whether or not minor revisions are necessary. At the September meeting the strategic directions and strategies should not require much review.

3.2.1 Board Evaluation

Dolores Herman summarized the responses received from the Board members, which she addressed in her written summary. She advised that the responses were similar to those received during last year's Board evaluation process.

It was agreed that there needs to be more consistent and timely access to Board information and that the problems experienced recently with BoardSuite highlights this need.

The concern was also expressed about the fact that the agendas for Board meetings were, invariably, quite extensive and that it was a challenge, at each Board meeting, to address all of the agenda items.

Barrie Marshall suggested that there should be greater use made of conference calls between Board meetings to address one or more agenda items to, thereby, reduce the number of agenda items at Board meetings.

Stan Galbraith suggested having a standing time for a telephone conference meeting to, thereby, maximize the availability of Board members for such calls and to minimize the organizational effort associated with the scheduling of such calls.

ACTION ITEM:

The ED will investigate and report to the Board respecting electronic communication facilities alternative to BoardSuite.

ACTION ITEM:

Stan Galbraith and the ED will propose a number of dates for standing conference calls to deal with Board business.

BOARD MOTION:

It is moved by Joanne Munro, and seconded by Alasdair MacKinnon, that the Board Evaluation summary, as presented, is accepted for information and the recommendations set out in that summary be accepted as action items. Approved unanimously.

3.2.2 ED Performance Review

Wendy Hassen reminded the Board that it had, at its April meeting, approved the ED review process and that Ms. Hassen and Jeff Jessamine had been delegated the task of preparing a template for that review. The template was then distributed to the Board members via "Survey Monkey" and ten members of the Board responded to the questions set out in the template. Ms. Hassen and Mr. Jessamine met with the ED on June 4 to discuss the results of the evaluation. A summary report, setting out the results of the evaluation and the discussions with the ED, was then presented by Ms. Hassen to the Board for its ratification.

Michelle Simpson expressed her concern about being asked to ratify a process that she, as a new Board member, had not participated in. Ms. Hassen acknowledged that, in the future, the evaluation process would be complete before the new Board would be in place and that, accordingly, this problem should not arise in the future.

Don Goodfellow indicated that the results of the survey should be presented to the Board before those results were taken to the ED for the ED's comment and input.

Michelle Simpson and Alasdair MacKinnon agreed, as new Board members, to abstain from the vote to ratify the ED evaluation.

BOARD MOTION:

It is moved by Joanne Munro, and seconded by Chuck Smith, to ratify the ADRIA Executive Director Appraisal. Approved (Alasdair MacKinnon and Michelle Simpson abstaining).

The President advised that the new directors would be at liberty to review the summary report, if they so desired.

3.3 2015 ADRIC Conference

Dolores Herman reported on the status of the preparations for the 2015 ADRIC Conference in Calgary. She advised, in this regard, that there were certain issues which she and the ED were dealing with and on which they would report back to the Board by way of action plans. Joanne Munro expressed the Board's desire that the conference be successful and not overly burdensome to ADRIA's staff.

Wendy Hassen expressed the need for clear direction being provided to ADRIA staff to ensure that their roles and responsibilities for the conference were well defined by ADRIC.

The President expressed the need to seek clarity from ADRIC on ADRIA's role and where ADRIA assistance would be required.

Joanne Munro expressed, on behalf of the Board, the need to convey to the volunteers how much their work was appreciated by ADRIA.

4.1. Board Policy Review

The President indicated that all of the amendments agreed to at the April meeting had been incorporated but that, because of the breakdown of BoardSuite, they were unavailable for the Board's review at this time. Tabled to the next meeting.

ACTION ITEM:

The latest draft, namely, "Board Policy 2015 – 06-Draft" to be circulated to the Board members, in whatever manner deemed appropriate, prior to the next meeting.

4.2. C. Med and MDC TOR policy recommendations

The ED reported that he had had a meeting with the Mediation Designation Committee ("MDC") respecting the problems with the wording in ADRIA's information booklet and application form for C. Meds and Q. Meds and the need to develop a communication strategy for members to advise them that ADRIA would be aligning its practices with the criteria outlined in the information booklet.

BOARD MOTION:

It is moved by Chuck Smith, and seconded by Don Goodfellow, that the ED's report entitled "Chartered Mediator Designations" be accepted for informational purposes. Approved unanimously.

5.0 Reports

5.1 President

The President advised that, as he had been president for less than 24 hours, he did not have a President's report.

5.2 Executive Director

The ED provided an oral report and advised that his written report would follow. Some highlights of his report were as follows:

- membership is at an all-time high
- the building of the website has gone well
- a member of ADRIA, Robert Wanner, has been elected as an MLA
- ADRIA is continuing to stress engagement of its membership through the services it provides.
- there has been a healthy number of new applications for designations with 23 being approved and 2 rejected
- Tasha Innes has been replaced by Jocelyn Christian.
- regarding professional development and education, the new separation and divorce course was being rolled out.
- the dispute resolution network has asked ADRIA to administer its conference on September 21 and 22
- the Directory of ADR Professionals is now ready to be launched through the facility of ADRIA's new membership database, Wild Apricot.

BOARD MOTION:

It is moved by Wendy Hassen, and seconded by Barrie Marshall, that the Board approve the administration of the DRN conference by ADRIA staff. Approved unanimously.

BOARD MOTION

It is moved by Michelle Simpson, and seconded by Joanne Munro, that the ED's report be accepted. Approved unanimously.

5.3 Treasurer

The Treasurer's report, circulated to the Board prior to the meeting, was reviewed by the Board.

BOARD MOTION:

It is moved by Dolores Herman, and seconded by Alasdair MacKinnon, that the Treasurer's Report be accepted. Approved unanimously.

5.4 Governance Committee

Tabled until next meeting

5.5 Board Committees/Task Forces – Mediation Advocacy Task Force/Evaluative ADR

Joanne Munro reported that the Task Forces' work in this regard was nearing completion.

ACTION ITEM:

The ED to prepare a spectrum of ADR services provided by ADRIA members setting out which services were evaluative and which were non-evaluative.

5.6 ADRIC Representative

Chuck Smith reported that Janet McKay would be back at ADRIC before the end of June.

6.0 New Business

6.1 ADRIC and ADRIA logos

Chuck Smith reported that option "B", circulated to the Board membership, had been adopted by ADRIC as its new logo.

Discussion then ensued amongst the Board members regarding the adoption by ADRIA of the same logo. Chuck Smith advised that ADRIC would be making funds available to its affiliates to assist in their adoption of the logo.

BOARD MOTION:

It is moved by Chuck Smith, and seconded by Joanne Munro, that ADRIA adopt the new ADRIC logo with the timing of that adoption, and the colours to be used, as well as the associated wording and costs, to be left as an operational matter. Approved unanimously.

ACTION ITEM:

The President to communicate ADRIA's adoption of the new logo to ADRIC.

6.2 2015 On line Directory

Dealt with as part of ED's report.

7.0 Learning Opportunities

During the September meeting, there will be an agenda item respecting the use and application of social media to ADR matters.

8.0 Link to Membership, Events & Opportunities

8.1 Content of next 'On Board'

The next 'On Board' will include the following matters:

- welcome of Alasdair MacKinnon and Michelle Simpson as the new directors to the Board
- message from the President to the membership.
- a statement respecting the completion of the new Complaint's Policy with a link to that policy
- a comment celebrating the successful virtual AGM with thanks to the ED, ADRIA staff, Self Connection Books, and Concordia University.

8.2 Invitations to Board Dinner September 2015

After some discussion of possible invitations to the Friday Board dinner, it was agreed that the Friday evening meeting would be a working session and therefore, there would be no invitations extended.

9.0 Calendar Review

As reflected in the Agenda, the ED pointed out that the Dispute Resolution Network (DRN) conference would be held in Edmonton on September 21/22; the ADRIC conference would be held in Calgary on October 28-30; and the Alberta Restorative Justice Association (ARJA) conference would be held in Calgary on November 19/20.

10.0 Board of Directors Calendar

The next Board meetings are scheduled as follows:

- September 18/19 – Edmonton
- October 31 – Calgary
- January 15/16 (tentative) – Edmonton
- next meeting (as yet unscheduled) – Calgary

11.0 In- Camera Session (3:50 to 3:58)

MEETING ADJOURNED: 3:58 PM