ADRIA BOARD OF DIRECTORS MEETING MINUTES
HELD IN CALGARY
ON SATURDAY, APRIL 2, 2016

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

Regrets: Jeffery Jessamine, Q.Arb.

MEETING COMMENCES: 8:06 a.m.

1.0 Welcome & Agenda Review

1.1 Welcome/Call to Order

The President and Chair, Stan Galbraith, welcomed the Board Members to the meeting.

1.2 Review of Agenda Items and Addition of Any Items

The Executive Director review was added as an agenda item.

BOARD MOTION:

It was moved by Barrie Marshall, and seconded by Joanne Munro, that the agenda be approved. Approved unanimously.

2.0 Minutes of Previous Meeting(s)

2.1 January 16, 2016 (Board meeting)

Wendy Hassen pointed out that "ADRIA" at the top of page 13 of the minutes should be "ADRIC".

BOARD MOTION:

It was moved by Dolores Herman, and seconded by Alasdair McKinnon, that the January 16, 2016 Board minutes, as amended, be approved. Approved unanimously.

3.0 Declarations of Conflict of Interest

The following parties identified areas of potential conflicts of interest respecting the agenda items:

-Barrie Marshall pointed out that, respecting agenda item 7.2, the letter from Judge Nancy Flatters may be a conflict for him given that Nancy Flatters is married to one of his partners.
-Michelle Simpson identified item 7.3 as a potential conflict for her since she was the individual wishing to monitor the course in question.
-Joanne Munro pointed out that agenda item 7.3 was also a potential conflict for her given that she would be teaching the course that Ms. Simpson wishes to monitor.

4.0 Business Arising

4.1 ADRIC Committees

New structure and revised letter

Chuck Smith advised that, because of the fact that ADRIC had identified that there were a great number of committees reporting directly to the executive, it decided to realign its committee structure such that some of these committees became subcommittees of other committee and, thereby, now report to those committees. Mr. Smith also reminded the Board that ADRIC operates largely by way of committee but that some committees are more active than others. He further advised that, where a task needs to be performed, ADRIC tends to look to establishing a new committee rather than delegating the task to its staff.

Michelle Simpson pointed out that she, as a member of the "**Roster Development**" subcommittee, had noticed that that subcommittee appears from the "ADRIC Committees 2016" chart to report to the "Product & Services Committee" whereas she had understood that it was a subcommittee of the "Marketing & Member Resources Committee".

The ED reminded the Board of its earlier discussions respecting the need for overarching terms of reference for ADRIC's committees and that he and Mr. Galbraith were currently working on a letter. That letter will now be finalized addressing this issue in the context of the realigned committee structure of ADRIC.

Wendy Hassen stressed the importance of this initiative given that it is still very much unclear as to how or if the Affiliates are expected to impact initiatives taken by ADRIC.
Chuck Smith pointed out that some provinces, given their lack of resources, are happy to have ADRIC step in and assume responsibility for all initiatives. This does not, unfortunately, take into consideration more robust organizations like ADRIA and ADRIO.

ACTION ITEM:

Chuck Smith to take this up with ADRIC at the next ADRIC Board Meeting. Stan Galbraith will also take this up during the President's Round Table conference call. The ED will also raise this with the ED of ADRIC. The ED will further ensure that an additional agenda item will be added to the ADRIA Board Meeting agendas, namely, items that ADRIA wishes to see address by ADRIC.

Stan Galbraith reminded the board members that ADRIA board members, and other ADRIA members, are welcome to join the various ADRIC committees and that this is an effective means for ADRIA to increase its voice with ADRIC. Michelle Simpson enquired as to how the Board might better monitor and liaise with the various ADRIA representatives on ADRIC committees.

Wendy Hassen suggested that ADRIA's director on the ADRIC board should establish better lines of communication with these ADRIA reps.

The ED also advised that ADRIA's staff could assist in this role.

Stan Galbraith advised that this was likely more of an operations matter in any event.

Wendy Hassen pointed out that ADRIA needs to address with ADRIC that ADRIA needs a means of liaising with all of its representatives on ADRIC committees such that a consistent message from ADRIA is delivered to these committees.

Dolores Herman suggested a dinner or another forum on an annual basis where ADRIA board members meet with ADRIA representatives on the various ADRIC committees.

Chuck Smith stressed a need for ADRIA to be very clear with ADRIC about matters that are important to ADRIA.

Don Goodfellow stated that, while ADRIA, and the other provincial organizations, while called "Affiliates", they are not true affiliates given that ADRIC does not deal with its initiatives by working through these organizations and may well, from time to time, work in competition with the Affiliates.

Barrie Marshall pointed out that, until such time as there is a proper MoU between ADRIC and the Affiliates, these organizations will continue to work, to a great extent, independently and, by default, in competition at times.

Wendy Hassen advised that ADRIC has made it clear that it intends to work collaboratively with its affiliates. She stressed the need to communicate to ADRIA's members serving on ADRIC committees that they, and the committees, work in such a way that it reflects ADRIC's commitment to work collaboratively with its Affiliates.

The ED made the suggestion that the parent committees should, in each instance, have direct affiliate representation.

Don Goodfellow expressed concern that, in some instances, ADRIC committees have an Alberta representative who is not an ADRIA member. Wendy Hassen pointed out that this may be due to the fact that much of ADRIC's membership is comprised of corporate members.

BOARD MOTION:

It was moved by Dolores Herman, and seconded by Wendy Hassen, that ADRIA host an annual gathering of anyone from Alberta serving on an ADRIC committee to provide a forum for the exchange of information and ideas. Approved unanimously.

Stan Galbraith again stressed the need for a Memorandum of Understanding between ADRIC and the Affiliates but that, in the meantime, the Affiliates need to be consistently seeking out new methods of working collaboratively with ADRIC.

ACTION ITEM:

The ED and Mr. Galbraith will finalize and send out the letter respecting the terms of reference for the ADRIC committees.

ACTION ITEM:

Board members will do what they can to see more ADRIA members become involved in ADRIC committees.

BOARD MOTION:

ADRIA's ADRIC director is to liaise, on a regular basis, with ADRIA members serving on ADRIC committees, in consultation with ADRIA staff as necessary in accordance with Bylaw 6.8 of ADRIA's Bylaws. Approved unanimously.

Stan Galbraith posed the question as to what actions can ADRIA take to ensure greater participation on ADRIC committees, although he also advised that some good work had already been done in this regard.

Wendy Hassen stated that the first step in this regard is to send the letter respecting the terms of reference and, thereafter, engage in a dialogue with ADRIC before any further action items can be determined.

ACTION ITEM:
The next newsletter should reflect that ADRIA strongly endorses the greater participation of ADRIA members on ADRIC committees.

4.2 ADRIA logo adaptation

The ED reported that the implementation of the new ADRIC/ADRIA logo is moving forward well and that the preparation of banners and other materials bearing the new logo is continuing and that the website is also evolving in this regard.

4.3 ADRIA Conferences

2015 Conference debrief

Stan Galbraith and the ED reported that they have had useful discussions in this regard and should be in a position to finalize a report very shortly.

2016 planning – learning events

The ED has negotiated full access to the GOA DRN.

2017 planning – AB ADR Forum

The ED continues to advance this initiative, and has received strong support from the GOA.

4.4 AGM preparations

The ED reminded the board that the 2016 AGM will take place on Thursday, June 2, with a Board meeting to follow on June 3 and 4. Gathering places have been organized in both

Edmonton and Calgary and that wine and cheese functions were scheduled to take place immediately prior to those meetings. Online streaming would be available for individuals wishing to participate in the meeting remotely. The ED advised that one of the agenda items for the AGM would be a presentation on follow-on activities for the Mediation Advocacy Task Force White Paper.

Don Goodfellow questioned whether there could be other gathering places established at other centres like Medicine Hat and Red Deer.

ACTION ITEM:
The ED to reach out to representatives in selected centres to see if they wish to organize a gathering place.

Michelle Simpson advised the Board that she was concerned that, at the upcoming Law Day events, ADR would not be represented.

ACTION ITEM:
The ED is to reach out to the ED of the Canadian Bar Association to ask to be included as part of the Law Day events in 2017.

5.0 Bylaw and Policy Updates

5.1 Board Policy Review

Update on revisions past

Stan Galbraith reported that he has implemented all of the recommendations arising out of the past board meetings. Unfortunately, however, most Board members were unable to download the revised Board policies.

ACTION ITEM:
Stan Galbraith will send a redlined version of the Board policies to the ED to be uploaded to the Board's website and he will also send out a copy to each Board member.

Mr. Galbraith also raised the question as to whether the entire history of revisions should be reflected in relation to each Board policy. The Board members agreed in this regard that all

previous revisions should be archived but that the Policies need to reflect only the most recent revision.

ACTION ITEM:
Stan Galbraith to provide to Truus Souman his record of revisions made with a view to ensuring that a proper archiving process is being followed.

Stan Galbraith also advised the Board that he was unclear as to the meaning of "monitoring dates" in the Board policies.

Wendy Hassen and Michelle Simpson advised that these dates likely reflect dates on the calendar on which the Board is to consider matters addressed in the policies as standing items on its agenda.

ACTION ITEM:
Stan Galbraith to amend the Board Policies such that "monitoring" will now be shown as "compliance monitoring" and he will add a definition of "monitoring dates" to the Bylaws. He will also revise the monitoring dates as needed.

The Board members agreed that many policies need no monitoring dates.

BREAK: 9:50 to 10:07 am.

6.0 Reports (*mandatory)

6.1 President

Stan Galbraith advised that most of the items he would address in his report were covered under other headings. He reminded the Board of the need to do the Executive Director's evaluation and solicited assistance in the regard from other Board members. Barrie Marshall agreed to assist Mr. Galbraith in this evaluation.

6.2 ED*

The ED summarized the content of his written report.

ACTION ITEM:

The ED to provide a follow-up e-mail to the Board expanding upon any items in his report which he did not have time to address in the meeting. (NTF – Covered in teleconf.).

BOARD MOTION:

It was moved by Barrie Marshall, and seconded by Wendy Hassen, that the Board accept the ED's report. Approved unanimously.

6.3 Treasurer*

Mr. Hokanson presented his report. He pointed out that the report was effective as of the end of February, but that the early March returns appear to be consistent with February. ADRIA currently has cash in reserve of $130,000 and is more financially stable than at year end 2015. Some of the cash reserves are not liquid since they represent deferred revenue. It is quite likely, however, that these deferred revenues will soon become actual revenues. While expenses are slightly higher, that is a reflection of the fact that revenues are also higher due to ADRIA's professional development activities and, accordingly, there is no real cause for concern. ADRIA is off to a good start in 2016.

The ED advised that, due to a number of changes made with respect to tracking and recording expenses (e.g. spreading certain expenses over the entire year) it is now easier for ADRIA to predict its financial situation.

Wendy Hassen asked whether or not the recession is impacting on revenues to which the ED replied that there had been some reduction in revenues coming from government agencies in 2015, but that these revenues had picked up towards year end. The ED also advised that government "purse strings" seem to have loosened somewhat for 2016.

Dolores Herman speculated that the economic downturn and job losses may well have freed up the time of certain individuals to take courses.

The ED pointed out that the budget is a cautious one.

BOARD MOTION:

It is moved by Dolores Herman, and seconded by Barrie Marshall, to accept the Treasurer's report. Approved unanimously.

6.4 Governance Committee

The Governance Committee consists of Dolores Herman, Michelle Simpson, and the ED. Dolores Herman advised that the Governance Committee was putting forward proposed Bylaw amendments for consideration at the AGM.

BOARD MOTION:

It was moved by Joanne Munro, and seconded by Michelle Simpson, to approve Dolores Herman, Rick Assinger, and the ED as the Nominations Committee. Approved unanimously.

BOARD MOTION:

It was moved by Dolores Herman, and seconded by Michelle Simpson, to approve the meeting dates, reflected in the Governance Committee report, as the dates for the Board calendar for 2016/17 with the following changes:

The January 2017 meeting shall take place on the weekend of January 20/21

The March 2017 meeting shall take place on the weekend of March 17/18.

Ms. Herman stated that the proposed Bylaw changes were reflected in Appendix A of the Governance Committee report.

Don Goodfellow stated that the present Board should be electing new officers, not the new Board, as there would otherwise be no way of knowing whether or not there would be a vacancy.

Chuck Smith advised that ADRIC went through the same debate and dealt with it by way of electing a President-Elect.

Wendy Hassen expressed that there was a risk that the President-Elect might not actually be elected, to which the ED responded that, while this was a risk, it could be mitigated.

An extensive discussion ensued between the Board members with respect to the sequencing of election of directors and the selection of table officers. The Board members agreed that, given that the new Board is elected 10 days before the AGM, this 10 day time-frame provided sufficient opportunity for the election of table officers.

Dolores Herman also pointed out that the proposed Bylaw changes reflect a three-year term limit for the ADRIA director on the ADRIC Board.

Don Goodfellow raised the concern that such term limit would limit and possibly prevent the ADRIC representative from ever becoming the president of ADRIC.

Michelle Simpson, on the other hand, expressed the concern that the lack of a term limit could conceivably extend that director's position on the ADRIA Board to as much as 11 years or more.

Don Goodfellow and Chuck Smith both expressed the concern that, by limiting the term of the ADRIA director on the ADRIA Board, ADRIA might be hampering ADRIA's objective of having a voice at ADRIC. Chuck Smith further advised that other Affiliates do not provide a similar limitation on their representatives.

A number of directors also expressed a concern that, if the ADRIA director on the ADRIC Board became president of ADRIC, this might pose a conflict of interest in many situations with the ADRIC President being present at ADRIA Board meetings. Some other Board members did not see this as a problem and could be addressed by way of the ADRIC President merely absenting him/herself during the discussions of matters of potential conflict of interest.

Wendy Hassen stated that this issue is simply a further reflection of the fact that there is no formal integration of the national body and its affiliates by way of a memorandum of understanding.

The ED pointed out that should the ADRIA director on the ADRIC Board be elected to the ADRIC Executive and thereafter complete their term as the ADRIA director on the ADRIC Board, there would be the added benefit to ADRIA of its entitlement to a new director on the ADRIC Board. It was further pointed out that ADRIC had ample means to retain individuals as ad-hoc Board members.

Stan Galbraith summarized the debate by setting it out as two issues:

1. Is three years a suitable term for the ADRIA director on the ADRIC Board.
2. Should that term limit be extended if the ADRIA director is elected to an executive position.

He further stated that the Board needs to look forward, rather than to the past, in terms of establishing a best practice in this regard.

Chuck Smith suggested that the position be dealt with by way of a "ADRIC Director-Elect" position by way of being chosen a year in advance.

BOARD MOTION:

It is moved by Dolores Herman, and seconded by Barrie Marshall, for the Board to accept the proposed Bylaw amendments as presented by the Governance Committee and then forwarded to the membership to be voted on at the AGM. Approved – Don Goodfellow was opposed with respect to the amendments of Bylaws 4.7.4 and 6.8.7.

LUNCH BREAK: 11:50 am – 12:45 pm

6.4 Nominations Committee

Dolores Herman advised that, through her communications with each of the Board members, there will be three vacancies on the Board. Stan Galbraith and Michael Hokanson will not be seeking a second term. Stan Galbraith will carry on as a Board member as Past President. Don Goodfellow was also leaving the Board on the expiry of his term in June. Ms. Herman also reported that Jeff Jessamine may have to resign if he is relocated to Los Angeles full time. She advised that she expects to hear from Jeff Jessamine definitively in this regard within the next week or so.

Dolores Herman advised that there were three nominees, namely John Welbourn (Q.Arb.), Gail Desmeules (Q. Med.), and Kevin Kelly (Q. Arb.). She further advised that these nominations are consistent with the mandate of the Board to seek gender balance, regional representation, and representation from each of the arbitration and mediation communities.

BOARD MOTION:

It was moved by Dolores Herman, and seconded by Barrie Marshall that the Board accept the following nominations for election as Elected Directors under Bylaw 4.4 and ask the Executive Director to send these nominations to each Full Member at least 45 days before the AGM, as part of the nomination process.

1	John Welbourn, C.Arb., Lawyer, Calgary

2	Gayle Desmeules, C.Med., St. Paul
3	Kevin Kelly, Q.Arb., Lawyer, Calgary

Tabled pending further discussion during April 12 conference call meeting.

The Board received the report of the Nominations Committee and had no concerns.

ACTION ITEM:

Respecting the position of ADRIC director, the Nominations Committee will bring forward a recommendation to the Board at the April 12 conference call.

Some discussion then ensued with respect to whether or not the pending bylaw amendments should impact on the selection criteria to be used by the Nominations Committee in its recommendation to the Board respecting this position. Stan Galbraith, Barrie Marshall, Wendy Hassen and the ED felt that it was proper and, indeed, advisable that these amended bylaws be used as selection criteria. Michelle Simpson, however, expressed reservations about the technical propriety in that regard.

Wendy Hassen advised that, until the bylaws are amended at the AGM, the Board is, in any event, obliged to set a term.

BOARD MOTION:

It was moved by Wendy Hassen, and seconded by Barrie Marshall, that the Board adopt the same term for the ADRIA Director on the ADRIC Board as contemplated by the bylaw amendments. Approved, with Michelle Simpson and Chuck Smith abstaining (in the case of Chuck Smith, his abstention reflected his conflict of interest in that regard.)

Dolores Herman also advised the Board that it is necessary to appoint two scrutineers respecting the election at the AGM. The names of Tammy Borowiecki and Joanne Munro were put forward in this regard.

BOARD MOTION:

It was moved by Dolores Herman, and seconded by Alasdair McKinnon, that the Board accepts Tammy Borowiecki and Joanne Munro as the scrutineers, to serve with the ED in that regard. Approved (Joanne Munro abstaining).

6.5 Board Committees/Task Forces

Mediation Advocacy Task Force

Wendy Hassen presented the ADRIA Mediation Advocacy Task Force White Paper. She further reminded the Board that it had agreed to consult with its membership regarding the report. In this regard, she presented to the Board a communication strategy for its consideration.

Before moving on to further discussion of the report, Stan Galbraith provided thanks on behalf of the Board and the membership of ADRIA to the members of the Task Force for the tremendous effort and excellent work reflected by the White Paper. Wendy Hassen then summarized the content of the communications strategy.

The ED advised that a staff member had been hired to assist in implementing the communications strategy. Both Wendy Hassen and the ED advised that the assistance of Board members would be needed to finalize and then implement the communications strategy.

Michelle Simpson recommended the selection of a committee to build a model to go out to the stakeholders, including, for example, a number of attached options.

Wendy Hassen stated that the objective of a communications strategy is to consult with stakeholders and obtain feedback on the recommendations contained in the White Paper before any options should be suggested.

BOARD MOTION:

It was moved by Joanne Munro, and seconded by Chuck Smith, to receive the White Paper and its appendices. Approved unanimously.

BOARD MOTION:

It was moved by Joanne Munro, and seconded by Dolores Herman, to accept, in principle, the communications strategy. Approved unanimously.

BOARD MOTION:

It was moved by Wendy Hassen, and seconded by Joanne Munro, to dissolve the Task Force. Approved unanimously.

BOARD MOTION:

It is moved by Stan Galbraith, and seconded by Chuck Smith, to thank and congratulate Joanne Munro, Wendy Hassen, and the remaining members of the ADRIA Mediation Advocacy Task Force for their many hours of hard work reflected in the White Paper. Approved unanimously.

BOARD MOTION:

It was moved by Wendy Hassen, and seconded by Dolores Herman, to strike a Task Force Communications Strategy Committee, to be chaired by Alasdair McKinnon, and supported by Wendy Hassen, Joanne Munro and the ED, as well as representatives from membership as needed. Approved unanimously.

ACTION ITEM:

All Board members to provide input on the list of stakeholders set out in the draft Communications Strategy and their advice as to how they may assist in that regard.

Roster Development

Michelle Simpson has prepared Terms of Reference for the ADRIA Roster Development Committee, **which will be reviewed by the committee members and re-submitted to the Board at its next meeting.** The ADRIA Roster Development Committee consists of Michelle Simpson as Chair, Alasdair McKinnon, and the ED.

ACTION ITEM:

Michelle Simpson to finalize the development of the Terms of Reference for the ADRIA Roster Development Committee.

Michelle Simpson advised that, in her joint capacities as a member ADRIA and ADRIC Roster Development Committees, she hopes to dovetail the actions of those two committees. She further advised that she has a concern that there has yet to be any discussion of revenue sharing between ADRIC and its Affiliates arising from the development of these rosters. Several Board members expressed concern that there had been no consultation whatsoever with the Affiliates respecting marketing materials which had recently been prepared and circulated.

6.6 ADRIC Reports

ADRIC Rep

Chuck Smith reported that ADRIC is currently operating in a budget deficit and that one of the causes in this regard is that ADRIC was now employing and Executive Director separate from ADRIO. **[NTD: Chuck Smith to provide written report of the ADRIA Director on the ADRIC Board].**

ADRIC Affiliate MoU

Wendy Hassen advised that this process has been, and will continue to be, a lengthy one and that it will continue to consult with various stakeholders in "chunks". She is in the process of drafting overarching principles. They are further examining the issue of membership, including corporate membership, in a way that addresses the common goals of ADRIC and its Affiliates.

ADRIC Advocacy Committee

The ED reported that there has been no one from the ADRIA membership yet nominated to this committee. The committee is very much a reflection of the continuing efforts of ADRIA and the other Affiliates to work with ADRIC as a first step in the direction of promoting ADR, ADRIC, the Affiliates, and the designations of its membership.

Dolores Herman volunteered to serve on this committee and obtained the approval of the Board in that regard.

Other ADRIC Committees

The ED reported that the National Insurance Committee is continuing to work to achieve discounts for members and that, because of the excellent service it had received from Marsh in this regard, it would continue to work with that organization. The potential for lower rates exists because of the fact that there have been no claims yet against any members.

7.0 New Business

7.1 AAMS/ADRIA joint meeting & recommendations

Don Goodfellow opened the discussion in this regard by advising that the two primary initiatives of AAMS namely the High School Anti-bullying program and the Municipal Subdivision Appeals Board had to be shelved due to lack of support from the constituencies of these initiatives. Accordingly, AAMS will carry on as a charitable organization but will be otherwise engaged at a minimal level of activity until new opportunities present.

Don Goodfellow also reported that two, and possibly three, AAMS Board members have expressed an interest in serving on the Board of ADRIA, namely, Jim Bancroft and Jordan McDougall and one other incoming Board member.

After extensive discussions with respect to the desire and need for greater collaboration and connectivity between AAMS and ADRIA, the Board passed the following motion:

BOARD MOTION:
It was moved by Wendy Hassen, and seconded by Joanne Munro, that ADRIA welcomes the continued connectivity and collaboration between AAMS and ADRIA, including joint meetings and shared minutes, and would also welcome an invitation from AAMS for an ADRIA Board member to sit as a member of the AAMS Board. Approved unanimously by those present.

7.2 C. Arb waiver for retired judges

Chuck Smith advised that ADRIC is going to clarify its position in this regard in the fall.

Michelle Simpson suggested that the entire issue of the waiver policy should be re-examined because there may well be a need to implement certain quality assurance measures to ensure that retired judges, whether from a superior court or a provincial court, are suitable candidates for the C.Arb. designation. **Michelle Simpson and Chuck Smith are to prepare suggested criteria and with the ED, decide to whom at ADRIC this criteria should be sent.** (NTF – not required).

7.3 ADRIA Course Monitoring and Attendance Policy

Michelle Simpson and Chuck Smith both advised that they have taken courses in the past and wished **to monitor** existing courses in order to "brush up" on their skills and knowledge.

The ED advised Board members that these Board members have already paid for the training which they have previously received. Discussion then ensued between the Board members with respect to the benefits to the Board and membership that Board members do monitoring or attendance from time to time and, accordingly, should be encouraged for Board members. It was also recognized, however, that where there were any additional cost burden to ADRIA for

such course monitoring or attendance, such costs should be absorbed by the individual Board member. Further, such Board members would be expected to give a report back to the Board.

ACTION ITEM:

Chuck Smith, Michelle Simpson, and Joanne Munro to collaborate to develop a policy in this regard.

Wendy Hassen expressed the need to be transparent to the membership in relation to this monitoring and attendance policy.

7.4 ADRIA Member Advertising Policy

The ED advised that a committee has been struck and will be making recommendations in this regard.

7.5 Update on Complaints

The ED advised there were currently no active complaints. He further advised that the policy seems to have proven its worth and that people are following provisions of the policy by, for example, attempting to resolve complaint issues informally at the first instance.

7.6 ADRIA membership categories

The ED advised the Board that there needs to be an immediate decision on a category of membership for fully retired members. He advised that ADRIC, for example, has decided to permit retired members to continue to use their designations with the suffix ["Retired"] at the end of their name and paying reduced fees to the organization in that regard. He advised that ADRIA does not currently have a policy in this regard and proposed a $50 fee but it is clear that the retired member is no longer working.

ACTION ITEM:

The ED to bring forward a definition to be circulated and approved by the Board at its April 12 conference call.

7.7 Law Times article and initial ADRIC response

Tabled to next meeting.

8.0 Learning Opportunities – next meeting(s)

8.1 Evaluative ADR – carried over

Tabled to next meeting

9.0 Link to Membership, Events & Opportunities

9.1 Content of next 'On Board'

Items to be included were discussed during the discussion of other agenda items.

9.2 Invitations to next Board Dinner

The Board agreed that the Executive of AFMS should be invited to the next Board dinner (TBC). The ED also referenced the upcoming PMAST comedy night at which Dolores Herman would be one of the participants, which takes place on May 2. He encouraged all Board members to attend if possible.

10. Calendar Review

April 7,8 – AFMS/AFCC Conference

April 26 – FOAJ AGM's speaker (EDM)

11. In-camera session

12. Termination/Adjournment/Reflection

The ED reported that he had tracked the discussions of the Board in relation to its strategic directions and that the topics dealt with covered the full range of those directions.

Meeting Adjourned: 4:20 p.m.