ADRIA BOARD OF DIRECTORS MEETING MINUTES
HELD VIA CONFERENCE CALL
ON TUESDAY, APRIL 12, 2016

Attending: Stan Galbraith, (President); Alasdair MacKinnon, C.Med.; Dolores Herman, Q.Med.; Wendy Hassen, C.Med.; Michelle Simpson, C.Med., C.Arb.; Barrie Marshall, (Secretary); Joanne Munro, C.Med.; Paul Conway, (Executive Director).

Regrets: W. Donald Goodfellow, C.Arb.; Chuck Smith, Q.Med.; Jeffery Jessamine, Q.Arb.; Michael Hokanson, Q.Med., Q.Arb. (Treasurer).

MEETING COMMENCES: 7:06 p.m.

1.0 Update/Report from Nominating Committee

Dolores Herman reported that the Nominations Committee is putting forward the name of Wendy Hassen to serve as the ADRIA representative on the ADRIC Board. She advised that the Nominations Committee expects a smooth transition from Chuck Smith to Wendy Hassen. Wendy Hassen advised that she has already had a discussion with Chuck Smith in this regard. She and the Nominations Committee expect that Mr. Smith will continue to contribute positively to ADRIC and ADRIA undertakings.

BOARD MOTION:

It was moved by Dolores Herman, and seconded by Alasdair MacKinnon, that the Board acknowledges the nomination of Wendy Hassen for election as the ADRIA representative on the ADRIC Board under the ADRIC bylaws, and requests the Executive Director to send this nomination to each full member at least 45 days before the AGM as part of the nomination process. Approved unanimously.

Joanne Munro advised that AAMS has decided not to put anyone forward this year to serve on the board of ADRIA. The ED indicated that he will follow up in due course after nominations close to see if AAMS intends to invite ADRIA representation on their Board.

Wendy Hassen advised that she would like to see a role for Jim Bancroft and advised that Mr. Bancroft would likely welcome any such role if one was available. In this regard, Ms. Hassen suggested that Mr. Bancroft assist, in some way, respecting the white paper communications strategy. Barrie Marshall advised that he would be prepared to work with Mr. Bancroft in terms of implementing the communications strategy within the legal profession and would speak with him in this regard.

2.0 Calendar update

The ED reported on the following calendar items:

- April 18 – last date to put the slate of proposed Board members out to the membership.
- April 21 – there will be a 6-7 hour session on strategic alliancing presented by Robert Porter Lynch.

Note:

There was be a link respecting this session placed in ADRIA's April newsletter.

- April 26 – the Foundation of Administrative Justice and the MRJC are having their AGM. ADRIA was invited to bring greetings.
- End of April – Deadline for material to go into the May newsletter.
- May 2 – PMAST fundraiser at the Comedy Club. Dolores Herman and Marjorie Munroe will be doing stand-up comedy.
- May 4 – the newsletter going out. There will be an evening networking session at Boston Pizza (Edmonton).
- May 10 – Networking event in Calgary (at Wine-Ohs downtown).
- May 12 – Full details of special resolutions for AGM to be provided to membership.
- May 18 – Presidents Round Table.
- June 2 – ADRIA Annual General Meeting;
    - Calgary – Self Connection Books
    - Edmonton – Concordia University
- June 3/4 – Board dinner, orientation and meeting.

ACTION ITEM:

Invitations to be extended to three or four members of AFMS to attend Friday night dinner (TBC).

- June 15/16 – Two day conference for all ADRIA members on three alternative forms of mediation. This conference is very reasonably priced at $175.
  - Conference may be used as an opportunity to obtain White Paper feedback in Edmonton.
- Week of June 20 – Aiming to establish as a date for outreach and communication to the membership regarding the White Paper at a Calgary location yet to be determined.

3.0 Definition and Pricing for Retired Membership Category

The ED put forward his draft of a proposed ADRIA Retired Membership policy (set out in attached e-mail). He reminded the Board that this originated with ADRIC and that ADRIC's policy requires a retired member to maintain a membership with an affiliate thereby requiring each affiliate to have a retired membership category.

Joanne Munro suggested that the use of the word "substantive" was unnecessary given that to qualify as a "retired member", a member should be fully retired.

Several Board members agreed that there needs to be greater harmonization between the affiliates respecting the definition and pricing of the "retired member" category. In this regard, Wendy Hassen advised that she has a conference call for the Memorandum of Understanding Task Force at which time such standardization will be discussed.

Michelle Simpson advised that, since ADRIC has this category up on its website already, ADRIA needs to fill the gap.

The ED advised that both BC and Ontario have such a category.

Stan Galbraith advised that, since there is a gap, there is the necessity of establishing a "retired member" category for ADRIA leaving the price to be determined later.

BOARD MOTION:

It was moved by Michelle Simpson, and seconded by Barrie Marshall, to introduce a "retired member" category of membership for ADRIA as set out in the draft proposed by the ED, amended as follows:

- Reference to price deleted.
- Deleting the word "substantive" before "professional employment".
- A retired member will not be able to serve as an instructor or coach for ADRIA.

Approved unanimously

ACTION ITEM:

The ED to move forward with an effort to harmonize the definition and fee structure with ADRIC and the other affiliates. Wendy Hassen will also raise this in her discussions on the Memorandum of Understanding Task Force.

4.0 Board Policies

Stan Galbraith advised that he had experienced technical difficulties in providing a redlined version of the Board Policies to the Board members. He had, however, provided a definition for "monitoring" and had attempted to assign proper monitoring gates for Board Policies where necessary.

ACTION ITEM:

Stan Galbraith to provide a redlined version of the Board Policies to the Board members.

ACTION ITEM:

Board members to provide feedback to Mr. Galbraith regarding the Board Policies.

5.0 Further Agenda Items

Michelle Simpson stated that it needs to be front of mind for Board members to have all executive positions filled. These Board positions are:

- Secretary
- Treasurer
- Chair of Governance Committee

ACTION ITEM:

Board members to communicate interest in these executive positions.

The ED advised that Jennifer Warren has accepted a 0.5 position with the government and that it will be necessary to seek out a replacement for Jennifer's position.

The Board extends it congratulations to Jennifer for a job well done and on her new position.

MEETING ADJOURNED: 7:58 p.m.