ADRIA BOARD OF DIRECTORS MEETING MINUTES
SATURDAY, SEPTEMBER 28, 2013
CONCORDIA COLLEGE

Attending: Jim Bancroft, Q.C., Deborah Howes, C. Med, Chuck Smith, C. Med, Don Goodfellow, Q.C., C. Arb, Wendy Hassen, C. Med, Mike Hokanson, LLB, Dolores Herman, C. Med, Stan Galbraith C. Med, Barrie Marshall, Q.C., Paul Conway, Tammy Borowiecki and Erika Deines.

Regrets: Joanne Munro, C. Med

MEETING COMMENCES: 8:40 a.m.

1.0 Welcome and Agenda Review

The president, Jim Bancroft, introduced the staff members present at the meeting, namely, Paul Conway (Member Services Director), Tammy Borowiecki (Professional Development Manager), Erika Deines (Executive Director), as well as Rick Moyse of Alberta Culture, the facilitator respecting the board's strategic planning session scheduled to follow the Board meeting.

A further agenda item (6.2.1) was added respecting the Executive Director's report in relation to two pieces of correspondence received from the Government of Alberta, namely, one from the Honourable Manmeet Bhullar, the Minister of Service Alberta, and the other from the Honourable Jonathon Denis, Q.C., the Minister of Justice and Solicitor General.

2.0 Minutes of Previous Meetings

BOARD MOTION:

It is moved by Wendy Hassen, and seconded by Dolores Herman, that the minutes of the previous meeting, namely, June 22, 2013, be approved. Approved unanimously.

3.0 Matters Arising from the Minutes

Respecting item 3.1, the board motion to strike a committee to review a by-law amendment to permit the ADRIA representative on the ADRIC board to be a board member of ADRIA was tabled to be dealt with at the November meeting.

Respecting item 4.1, Erika Deines has recommended, and will proceed with, scheduling of the AGM and 2014 Annual Conference for May 23 in Red Deer.

Respecting item 3.2, Erika Deines has taken the necessary steps to implement the new signing authority.

Respecting item 5.1, the President and Executive Director have not yet met to discuss the format and content of the Executive Director's reports respecting the operational and strategic plans. These will be discussed as part of the "Dashboard" discussions during strategic planning.

Respecting item 5.2, the succession planning committee has yet to be struck. Tabled to November meeting.

4.0 Approval of Agenda

The one item, noted under item 1.0, was added to the agenda.

5.0 Review of Annual Calendar

It was noted that the September 27/28, 2013, meeting was moved to Edmonton but that the locations for all subsequent meetings would remain as currently scheduled.

6.0 Acceptance of Reports

6.1 Treasurer's Report

The Treasurer reported that he had been advised by Don Goodfellow, the president of AAMS, that ADRIA's schedule of payments had been extended from one year to one and a half years. Don Goodfellow reported that he would confirm this by correspondence.

BOARD MOTION:

It is moved by Barrie Marshall, and seconded by Stan Galbraith, to accept the Treasurers' report. Approved unanimously.

ACTION ITEM:

Erika Deines to confirm that the directors' and officers' insurance, purchased for $7,000.00 would extend to cover ADRIA personnel employed as independent contractors.

6.2 Executive Director

The report of the executive director was deferred to the strategic planning workshop.

6.2.1 Requests from the Government of Alberta

Erika Deines reported that she had received correspondence from the Honourable Manmeet Bhullar and the Honourable Jonathon Denis, Q.C., the Ministers of Service and Justice, respectively, respecting the participation by ADRIA in two initiatives. The first request from the Minister of Service Alberta is to assist in phase 2 of a review of the *Condominium Property Act* in relation to dispute resolution issues. The second request, from the Minister of Justice and Solicitor General, is for the participation of ADRIA in a Joint Action Forum on November 20, at the Fairmont Hotel MacDonald in Edmonton designed to seek methods of improving access to civil and family justice for Albertans.

ACTION ITEM:

Erika Deines to seek further information on the nature and scope of the participation of ADRIA in these initiatives and to report back to the Board. Ms. Deines also to make the necessary inquiries as to whether participation of Ms. Deines and Stan Galbraith respecting the *Condominium Property Act* initiative would be appropriate.

7.0 Policy Review

John Souman, the Chair of the Designations Committee, submitted a motion, attached to these minutes.

BOARD MOTION:

It is moved by Dolores Herman, and seconded by Stan Galbraith, to accept the recommendations of the Designations Committee set out in its proposed motion.

BOARD MOTION:

It is moved by Don Goodfellow, and seconded by Barrie Marshall, that the proposed motion of the Designations Committee be tabled to the next meeting and requesting the Designations Committee to bring evidence to the Board of the rationale for the motion and the need to strengthen requirements for the Q Med. designation. Approved unanimously.

ACTION ITEM:

Chuck Smith to draft a letter setting out a list of questions to be put to the Designations Committee and to circulate that letter amongst the Board members.

7.1 Complaints Policy

Wendy Hassen reported that a draft is being prepared providing a comprehensive policy.

ACTION ITEM:

Wendy Hassen will post the draft policy on Sharepoint and it will be discussed at the November meeting.

7.2 Relationship with AAMS

The board discussed the need for a charter or agreement to address the current relationship between AAMS and ADRIA. Don Goodfellow advised that AAMS would consider the drafting of an agreement, as opposed to a charter, and that a draft would be provided

8.0 Consent Items

Erika Deines reported that a project manager had been hired to handle the office opening event.

BOARD MOTION:

It is moved by Jim Bancroft, seconded by Wendy Hassen, to adjourn the meeting. Approved unanimously.

MEETING ADJOURNED: