MINUTES

# ADRIA Executive Committee

## September 7th 2012

Participants: Joanne Munro; Chuck Smith; Wendy Hassen; Pete Desrochers Erica Soloman (Irene Bonifacio joined the meeting at item 7)

**12:03 PM - CALL TO ORDER**

1. Confirm Agenda – **ADDED COMMUNICATION TO MEMBERS**

2. Minutes of the previous Executive Committee meeting **JUNE 15**

   **MOTION:** Moved by Joanne Munro and seconded by Wendy Hassen that the meeting minutes from the Executive Committee Meeting of June 15th be approved. Approved unanimously

3. **Membership Categories : Attachment 1**
   - The draft policy for the Membership categories were reviewed
   - One change was suggested and agreed upon: Purpose – change to read:

     One Issue to be addressed is that prior individuals defined as *this policy defines categories of membership in ADRIA as determined by the Board in consultation with the Executive Director, Membership.*

   - Corporate members (about 7) if transferred as corporate members with the new definition would lose voting rights. We need to ensure they have the opportunity to transfer into either full or corporate membership as they prefer.

     **ACTION – PETE** will contact these individuals to determine which category works best for them

     **MOTION:** Moved by Joanne Munro and seconded by Wendy Hassen that the membership policy as agreed upon be recommended for Board approval at the Sept 22nd meeting. Approved unanimously

4. **ADRIA Board Committees** ( See attachment 2 for TOR of current AAMS committees)
   - The following committees were discussed:
   - **Executive Committee:**
     - The continuation of an Executive Committee was generally thought to be valid to continue – particularly if there are only 4-5 board meetings per year.
     - The governance functions of Board Effectiveness: Board Recruitment: Board Leadership: Board Development will be moved to the Governance Committee ( too much work for EC and fits with Governance role )

**Governance Committee** – need to clarify relationship between Nominating Committee and Governance Committee

**Finance Committee –** The need for a Finance committee will be discussed with the new Treasurer when they have been confirmed

- **Conference Committee**
  - A 2013 conference is important to ADRIA – the 2012 committee indicated interest in continuing and doing this again subject to a clear terms of reference with defined roles for committee and staff and that the event be held in Edmonton
  - Now into September and short time to organize this – could extend to fall 2013 if needed more time?
  - Ideal would be for AAMS and ADRIA to work together – however AAMS Board has not set their nest Board meeting yet.
  - We need to have a discussion regarding holding it in Calgary and if there is a group interested – Erika may have more input here – may not be time to do this
  - The Board has asked the 2012 committee to create a terms of reference.
  - Could become a sub-group of the Education Committee

    **Note: at The July ADRIA Board meeting a motion was approved to** ask that the $5000.00 profit from the 2012 AAMS conference be allocated as seed money for the next conference planning committee to work with, and that the ADRIA Board work with the AAMS Board in order to facilitate this allocation.

  ACTION: **CHUCK** to talk to ALEX ASAP to explore his ideas and next steps and draft TOR for Sept 22nd Board meeting

- **Ethics & Discipline Committee**
  - This is an important committee and need to activate it
  - **ACTION PETE** – Draft a revised TOR to address all the needs which include conflict of interest, Code of Ethics, Professional Ethics, A priority for moving forward – for the Board meeting Sept 22nd

  - **ADRIA Directory Eligibility and Referrals –** may be part of this committee. This needs to be reviewed with a policy in place for who is allowed to be included in the Directory – which is consistently applied –and an approach on how ADRIA manages requests for referrals. One idea is a Referral and Recommendations Committee - for rosters, etc.

    ACTION - **JOANNE** will begin work this fall

- **Education Committee**
  - Proposed at July Board meeting
  - Have tried to develop an operational committee on courses ( never activated)

- This would be a high level committee to look at direction of ADRIA and consider – and could be beneficial ( need to consult further with Erika)

- **Operational Committees** – A number of Operational Committees have been formed. It would be good for the board to have information about what they do ( perhaps copies of their TOR's) in order to assist them in this review
- **ACTION – PETE** – provide information on Operational Committee at the Sept 22 Board meeting
- ACTION: **CHUCK** : to put ADRIA standing committees on the September 22 meeting agenda and the matter of an Education Committee can be discussed at that time

**ACTION – WENDY** WILL DRAFT ADRIA TOR for all committees (except Ethics and Conference) for EC members input in order to have proposals for Board review

5. **Board Policy Review** - (All)
   - Related to the transition plan - ADRIA needs to have Board policies in place ( they all refer to AAMS right now
   - **Priority for Review :** Membership categories and complaints policy ( currently in draft form) **ACTION: Pete and Erika** to get their comments to Joanne
   - A priority task for the Governance Committee will be to redesign ADRIA Board policies – format not user friendly
   -
6. **ADRIA / AAMS Office Space Report –** (Pete Desrochers)
   - It is recognized that there are new opportunities with HRDC that have appeared. At the same time there are concerns around crowding for staff and not enough space to remain organized
   - We have purchased equipment and need to determine a clear plan for moving forward on this item

   **ACTION – Pete and Erika** (in consultation with Alex) will provide a proposed strategy to the Board on Sept 22nd for how to proceed with the space issue.

7. **Transition** - See Attachment 3- Update Transition Chart – coming soon)
   - **Tax exempt status** - Erica reported that we are not primarily set up as a school so may not be eligible. Erica will provide all the information to Erika prior to her final day Sept 11th to be further explore this option ( not a priority)
   - **Transition Budget** : Erica reported that while all the bills from legal and accounting are not in – we should come in less than the $60.000 estimated for the transition
   - **Service Agreement & Draw down from AAMS** (Irene Bonifacio, Erica Solomon, Pete Desrochers) – Service agreement not resolved – ongoing
   - ADRIA / AAMS relations - Chuck and Don have discussed ongoing communication ( see transition chart ) Need a document or protocol around how we are going to relate to one another

8. **Board Operations** – ( All )
   - **Replacement of Treasurer (** high priority)
     **ACTION – Chuck will confirm by Sept 11th** a potential volunteer – if this person is not interested, Chuck will inquire with other individuals whose names have been suggested. – And will update **EC by Sept 14th**
   - **Possible recruitment of additional Board members**
     - Deb Howse had indicated interest in coming onto the Board
     - Reviewed composition and skills sets of the Board
     - The target skill\needs for the Board were identified as Policy Development – and Board members needed to be willing to contribute time to ADRIA on a Board committee or initiative.

     **ACTION" Chuck and Pete** will talk with Deb Howse by **Sept 11th** and will update the EC **by Sept 14th Monday** – need to know by the end of the week

   - Do we continue Monthly/bi-monthly Board meetings, scheduling

     **AGREED**: Continue same processes and meetings etc. until the end of the year

9. **Executive Director Reports** - (See Attachment 4)

10. **ADRIA Staff and ED Organization Transition Plan** – (Wendy Hassen, Joanne Munroe)
    - We need to push back timelines for a number of deliverables – Ed responsibilities etc. as time not available and perception of value not high.
    - **KEY PRIORITIES ARE**
      - **Budget – including staffing**

        **ACTION: PETE AND ERIKA will provide a budget to December 31, 2012 for Board Review and approval Sept 22nd** *(The new Treasurer will need to be involved in this process)*

        - **Office Space Recommendation** – see above

      **ACTION: WENDY AND JOANNE** will come up with new dates for some of the Transition Plan Activities to propose to the Board Sept 22nd

11. **Confirm time and date of Board meeting**

    - **Sept 22nd** ( in calendar_ Joanne would host a get together on Friday evening ( 21st) and we will invite staff and partners
    - **BOARD meeting November 24th** –

      **ACTION** Pete to let Jim and Don know

12. **NEXT Executive Committee Meeting**

    **ACTION Chuck and Pete** will schedule once we have a new Treasurer in place

## 13. COMMUNICATIONS WITH MEMBERS:

- The AAMS Board provided regular Board updates to its members through ON BOARD .
- Members have not been made aware of who is on the AAMS and ADRIA Boards or provided with any information on how these Boards will operate.
- With summer over we need to connect with the membership

**ACTION: WENDY** WILL DRAFT AN ON BOARD FOR BOARD REVIEW EARLY NEXT WEEK

**MEETING ADJOURNED – 4:30 pm**

Attachemne 1: Membership Categories

# ADR Institute of Alberta Policy - Membership Categories

**Introduction**

The ADR Institute of Alberta (ADRIA) is a membership Society accountable to its members through an elected Board of Directors. Members of the Society include a minimum of five applicants incorporating the Society, and other such persons and organizations interested in furthering the objectives of the Society.

**Purpose**

This policy defines categories of membership in ADRIA as determined by the Board in conjunction with the Executive Director, Membership.

Application may be made to the Society for membership in the Society and, upon approval of the application by the Executive Director and, on payment and acceptance of the required fees, the applicant becomes a member. Operational procedures for review and acceptance of an application are set out in Schedule A and are the responsibility of the Executive Director, Membership.

A person or an organization may also be deemed a member as determined by the Board.

## Membership Categories

There are rights, privileges, responsibilities and fees defining each category of membership that may change from time to time at the direction of the Board in consultation with the Executive Director, Membership. The current rights, privileges, responsibilities and fees are set out in Schedule B.

## 1) Full Member

**Definition**

An individual who:

- Carries on a practice in Appropriate Dispute Resolution*; and/or
- Performs ADR professionally or as a volunteer; and/or
- Instructs or coaches in ADR.

A Fellow or Honorary Member is:

- A lifetime member who has made a significant contribution to the field of ADR, and/or AAMS and/or ADRIA; and is
- Exempt from having to pay fees; and is
- Deemed a Fellow or Honorary Member by Board resolution

## 2) Associate Member

**Definition**

An individual who:

- Supports ADRIA objectives and is pursuing qualifications as an ADR practitioner through ADRIA; and/or
- Is enrolled at any post-secondary institution in Alberta and is pursuing a course of study that encompasses the aims and objectives of ADRIA.

Continued membership as an Associate is contingent upon the completion and proof of at least 8 hours of ADR related course work during the year.

## 3) Corporate Member

**Definition**

A corporation, company, organization, or government body that:

- Utilizes the educational services of ADRIA to support ADR; and/or

- Utilizes the services of ADRIA to undertake ADR initiatives; and/or
- Has a commitment to demonstrate leadership in the field of ADR and wishes to support the aims and objectives of ADRIA.

## 3) Affiliate Member

**Definition**

An organization that:

- Partners with ADRIA in the advancement of educational resources in ADR; and/or
- Is engaged in professional advocacy of ADR.

*For the purposes of this policy ADR is defined as a collection of processes and techniques for addressing conflicts between individuals and/or among groups, and that strive for collaborative outcomes. The processes range from coaching conversations to build capacity for disputants, to formal litigation. Common processes in ADR include negotiation, mediation, arbitration and restorative justice.

**Authorization**

**Signature of Board Secretary**

**Date of approval by the Board**

## AAMS BOARD COMMITTEES – DRAFT TERMS OF REFERENCE FOR BOARD REVIEW

### Approved by the Board October 28, 2011

### Executive Committee

**Mandate:** The Executive Committee has primary responsibility for monitoring and addressing policy and other governance matters on behalf of the board and providing support and guidance as appropriate to the Executive Directors. The Executive Committee has the authority to make emergency decisions on behalf of the Board as outlined in this Terms of Reference

**Responsibilities\Tasks:**

1. **Policy work.**
   - Carry out directions of the board on policy matters.
   - Act on behalf of the Board on matters arising between Board meetings if necessary, with the responsibility to report actions to the board for ratification or further board action at the next meeting.
2. **Act as liaison to the Executive Directors**
   - Provide counsel, feedback, and support when needed.
   - Assist the Board with annual performance appraisal process of the Executive Directors in accordance with Board Policy.(4a-4)
   - Develop and implement a succession plan for the Executive Directors
3. **Coordinate the strategic planning process and plan monitoring**
   - Assist the Board in preparing for the annual strategic planning process
   - Monitors achievement of goals in the strategic plan and reports to the Board.
4. **Handle urgent issues.**
   - Resolve an emergency or organizational crisis (e.g., loss of funding or unexpected loss of chief executive).
5. **Board Effectiveness**: Develop, recommend and lead an annual Board performance assessment process and provide a report and recommendations to the Board. This will include an assessment of the effective operation of Board committees and relationships between the EDs and the Board.
6. **Board Recruitment**: In collaboration with the Board Chair and Executive Directors, annually assess the Board's size, composition, and competencies, determining if these are in line with strategic goals. Identify future Board recruitment needs for use by the nominating committee; and recommend the members of a Board Nominating Committee to the board annually.

7. **Board Leadership:** Lead Board Officer Succession planning, including the nomination of future Board Officers (????)

8. **Board Development:** Ensure the maintenance of Board records including Board member skills, interests, experience; Review and recommend Board orientation processes and areas and activities for Board development and training

**Duration of Committee:** Standing committee

**Chair of Committee:** Chairman of the Board

**Committee Membership:** President, Vice-President, Secretary, and Treasurer. Executive Directors will normally attend Executive Committee meetings in a support or advisory capacity

**Requirements for Staff Time:** Assist-in setting up phone conferences, preparation of meeting agenda's and reports and participates in Committee meetings.

**Budget Requirements:** Cost of Conference calls and travel to attend meetings.

**Reporting of Committee:** At every Board Meeting

**Governance Committee**

**Mandate**

The governance committee is responsible for overseeing the overall effectiveness of the Board and the implementation and operation of Board Policy.

**Responsibilities\Tasks of Committee:**

1. **Board Practice and Policy:** Monitor the application of Board policy and regularly review Board policy to determine effectiveness. This will include reviewing Board member practice issues such as participation, conflict of interest, and confidentiality. Recommend policy changes or improvements where needed;

**Duration of Committee:** Standing committee

**Chair of Committee:** Appointed by Board

**Committee Membership:** Chair and 2-3 additional members appointed by Board

**Requirements for Staff Time:** Assist in setting up phone conferences, participate in Committee meetings when requested, and review recommendations of Committee prior to presentation to the Board.

**Budget Requirements:** Cost of Conference calls and travel to attend Committee meetings.

**Reporting of Committee:** As requested by the Board and when Board action is required.

**Finance Committee**

**Mandate:** The Finance Committee is responsible for the stewardship of existing financial resources and for developing and implementing Board-approved strategies for the long-term financial viability of AAMS.

**Responsibilities:**

- Review and bring to the Board the annual budget for AAMS
- Review, at least quarterly – budget vs. actual performance of AAMS and report to the Board accordingly
- Recommend to the Board the appointment of Auditors
- Review (in conjunction with Auditors & Executive Directors) any actions necessary to ensure compliance with any recommendations of the Auditors and refer any resulting recommendations to the Board for information or approval as necessary
- Review, at least annually, systems for internal control
- Set guidelines for evaluating program financial viability and communicate those guidelines to all other committees and the Board
- Develop a strategy for long term financial viability and bring it forward to the Board
- Evaluate the implementation of any strategy for long-term financial viability, which the Board approves, and make recommendations to the Board from time to time as appropriate
- Oversee fundraising activities

**Tasks:**

- Develop policy for administration business unit costs (indirect costs) allocation to all other operational-service/business units and allocation formula
- Develop allocation of policy and administration (indirect) cost percentage (%) rate as a part of the yearly annual budget approval process
- Develop policy around the annual budget, utilizing the Activity Based Costing Model with a Board approval timeline
- Develop policy around Special Projects where Contracts are formed to receive funding and where financial reporting requirements are needed and/or subject to Audit must be in compliance to the operation, restrictions and use of funds:
  - review and recommend amendments to existing policies, so as to be in compliance with

the above; and
- recommend a policy on service-product pricing that can be used by staff as a guideline to determine future Contracts and Service Fees based upon the full cost of services (both direct and indirect costs).

- Develop policy and the administration of – Operating and Security Reserve Funds
- Develop policy and the administration of – other Reserve Funds for the purpose of building, innovation and scholarships at any time approval of such funds are needed and as decided by the Board.

**Duration of Committee:** Standing committee

**Chair of Committee:** Treasurer

**Committee Membership:** Chair and 2-3 additional members appointed by Board

**Requirements for Staff Time:** Assist in setting up phone conferences, participate in

Committee meetings when requested, review recommendations of Committee prior to presentation to the Board.

**Budget Requirements:** Cost of Conference calls and travel to attend Committee meetings.

**Reporting of Committee:** At every Board Meeting through the Treasurer.

## Nominating Committee

**Mandate:** As per by-law 13.2 this Committee will identify, recruit and nominate new Board members to facilitate an orderly transition in governance from one board to the next.

**Responsibilities\Tasks:**

The major steps in this process are

1. Reviewing Governance Committee recommendations for what is needed to strengthen the board
2. Putting together a list of prospective nominees
3. Developing a tentative slate of nominees
4. Recruiting candidates who are willing to serve
5. Developing a final slate of nominees

**Duration of Committee:** Annual – work of the committee should commence at least 4 months in advance of the AGM.

**Chair of Committee:** Past President Preferred

**Committee Membership:** Chair and non-Board members as recommended by the Governance Committee to attempt to include representation from north, south and central Alberta

**Requirements for Staff Time:** Assist in setting up phone conferences, participate in Committee meetings when requested, review recommendations of Committee prior to presentation to the Board.

**Budget Requirements:** Cost of Conference calls and travel to attend Committee meetings.

**Reporting of Committee:** As requested by the

## Terms of Reference Ethics Committee – Approved January 17, 2012

**Mandate:** The Ethics Committee will investigate and provide recommendations to the Board on how to manage AAMS member Ethics and Discipline

**Responsibilities\Tasks:**

9. **Review current relevant AAMS Policies and practices**
10. **Research policies of the ADR** (and any other similar organizations) **that may be helpful**
11. **Develop Recommendations to the Board** (Draft policy\procedures\etc.) **to address the following topics**
    a. Complaints filed against Alberta Mediators\Arbitrators by the public
    b. How to avoid Board member conflict of interest issues when Board members apply for work opportunities with AAMS or facilitated by AAMS to external parties (Rosters, Instruction, Coaching, Course writing, etc.)
    c. Any other areas that the committee deems important to address

**Duration of Committee:** Ad Hoc committee – ceasing upon tabling recommendations to the Board

**Chair of Committee:** Board Member?

**Committee Membership:** At least 2 other committee member who can bring appropriate expertise to the

**Requirements for Staff Time:** Assist-in setting up phone conferences, preparation of meeting agenda's and reports and participates in Committee meetings.

**Budget Requirements:** Cost of Conference calls and travel to attend meetings.

**Reporting of Committee:** Final report and recommendations to be delivered by????????

Attachment 4

**Education Report 2012 (until end of July)**

Registrations to Date

| | 2011 | 2012 |
|---|---|---|
| **Edmonton** | 370 | 244 |
| **Calgary** | 145 | 76 |

Cancellations to Date

| | 2011 | 2012 |
|---|---|---|
| **Edmonton** | 7 | 10 |
| **Calgary** | 15 | 9 |

**Please note that as of January 2012 AAMS started a new delivery format for it education programs. Whereas a certificate program was made up of 3 courses and an assessment, now a certificate program is one 40 hour/ 6 day course. In the past learners would have been counted 3 more times for a program than are now. The registration numbers are out of context without this information.

Notes

*Cancellations*

In July, there were two cancellations of specialty courses. The first was for *How to Establish & Build an ADR Business* in Edmonton. The second was *Conflict Resolution in the Oil & Gas Sector* in Calgary, which is a new offering. Both courses were rescheduled for the autumn and the number of registrants looks more promising.

*Divorce and Family Mediation*

This 40 Hour/Five Day Specialty Course ran in both Edmonton and Saskatoon Saskatchewan in July. In Edmonton, there were 8 participants. In Saskatoon, there were 6 participants.

*Assessments*

July was quite busy with assessments. In Calgary there were 3 and in Edmonton there were 11, with a total of 7 passing in both cities. Most of these were for learners completing their AAMS Certificate in Conflict Management and 2 were from the new Conflict Leadership Program who plan to become Chartered Mediators in the future (and they both passed).

*CDM Certificate Program*

The marketing of this course should be looked at to ensure that the people who will benefit from and be interested in this course are aware of it.

*Arbitration Certificate Program*

The Level III exams will be marked and returned to participants in August.

*Conflict Leadership Certificate Program*

Our summer intensive version of these programs are held between May and September in both Calgary and Edmonton. The second program, Integrated Negotiation, ran successfully in July in Calgary and Edmonton: in Edmonton 13 people took the course with 12 passing, and in Calgary 6 people registered and 5 passed. The third program, Facilitative Mediation, will finish in the September and October.

*ADRIC Courses*

- The contract with ADRIC is in negotiation.
- ADRIC has two task forces looking into what the minimum requirements should be for arbitration and mediation courses should be; our course drafts cannot be completed until these are complete and the drafts are compared against these requirements.

*Other*

- The evening practice sessions finished for the summer in July and will restart again in the autumn. Between October 2011 and July 2012 there were over 130 attendees.
- Need to look at scheduling around a variety of religious and secular holidays.
- Looking at operational requirements in the shift from AAMS to ADRIA, including ADR110 disposition (looks as if it should be taught by AAMS).

*Private Contracts*

- PHBIA: Draft of PHBIA Communication and Negotiation course submitted, awaiting feedback.

*Private Contract Enquiries:*

- Shell in Sundre expressed interest in having the Oil and Gas Negotiation course given there.

*Education Contractor duties:*

- PHBIA draft
- Brochures to market specialty courses and programs
- Reviewed applications for Practicum Advisor, planned coordination meeting for successful applicants
- Responding to learner feedback
- Planning workshop for instructors, coaches, assessors, roleplayers
- Reviewing concept of ADRAid

**Education Report 2012 (until end of August)**

Registrations to Date

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|---|---|---|
| **Edmonton** | 370 | 245 |
| **Calgary** | 145 | 76 |

Cancellations to Date

| | 2011 | 2012 |
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**Please note that as of January 2012 AAMS started a new delivery format for it education programs. Whereas a certificate program was made up of 3 courses and an assessment, now a certificate program is one 40 hour/ 6 day course. In the past learners would have been counted 3 more times for a program than are now. The registration numbers are out of context without this information.

Notes

*Cancellations*

- In August, there were no cancellations. There was only one course – a Negotiation Assessment in Edmonton, and the learner passed.

*CDM Certificate Program*

- The CDM program for the autumn has been cancelled as there was insufficient registration for the courses to run in September, and without new learners entering the program there was unlikely to be sufficient registration to run the later courses. Consultation has started with the instructors as to how to better market this course and for rescheduling the program for 2013.
- The revision of this course should be completed this autumn.

*Arbitration Certificate Program*

- The Level III exams have been marked and results returned to participants. Those who successfully passed these exams will receive their certificates which are being processed.

*Conflict Management for HR Professionals Certificate Program*

- The September offering of this course has been cancelled due to insufficient registration. The Human Resources Institute of Alberta (HRIA) has agreed to collaborate in reviewing this course, and the HR Program Advisory Committee (HRPAG) is being set up to oversee this review and the marketing of this course inside the HR community.

*ADRIC Courses*

- The contract is still in negotiation and we are still waiting for the results of ADRIC's arbitration and mediation task forces on minimum course requirements.

*Other*

- Agreement with North Calgary Business Centre to continue lease for the Calgary office for another six months.
- Talking with HRIA concerning possibility of arranging for reciprocal office space – ADRIA having an office in the HRIA office in Calgary and HRIA having an office in the ADRIA office in Edmonton.
- Still looking at classroom space in Calgary and Edmonton.
- In storage locker, reviewed all paperwork and sent to the shredder AAMS education and membership files older than 2005 and all CAMVAP files older than 2005.
- Brought back to the office all the training equipment stored at King's University so there is no AAMS property left on that site.

*Private Contracts*

- PHBIA: In-class presentation and instructor guide submitted, waiting for feedback.

*Education Contractor duties:*

- PHBIA course preparation
- Working on new specialty course outlines
- Reviewed applications for new coaches
- Workshop for instructors, coaches, assessors, roleplayers and advisors set for Sylvan Lake on October 3rd
- Initial meeting with practicum advisors in Red Deer on August 14th, working with them on guidelines and forms needed
- Updating roster
- Working with HRIA regarding HR course review

# Alberta Arbitration & Mediation Society

Suite 605, 10707 - 100 Ave., Edmonton AB, T5J 3M1

## August - September 2012

### Executive Director, Membership Report

**1) New Members (T – Transition)**

| Month | Full | Associate | Corporate | 2012 Total | 2011 Total |
|---|---|---|---|---|---|
| Jan | 6 | 5 | 0 | **11** | 6 |
| Feb | 4 | 4 | 0 | **8** | 11 |
| March | 6 | 4 | 0 | **10** | 16 |
| April | 7 | 4 | 0 | **11** | 4 |
| May | T | T | T | **0** | 5 |
| June | T | T | T | **0** | 8 |
| July | T | T | T | **0** | 4 |
| August | T | T | T | **0** | 13 |
| September | 2 | 4 | 0 | **6** | 11 |
| October | | | | | 8 |
| November | | | | | 11 |
| December | | | | | 6 |
| **TOTAL** | | | | | 103 |

| Month | Full | Associate | Corporate | 2012 Total | 2011 Total |
|---|---|---|---|---|---|
| Jan | 330 | 114 | 8 | **452** | 459 |
| Feb | 326 | 110 | 7 | **443** | 462 |
| March | 331 | 110 | 6 | **447** | 436 |
| April | 349 | 109 | 5 | **463** | 456 |
| May | 354 | 113 | 5 | **472** | 446 |
| September | 285 | 79 | 5 | **369** | 449 |
| October | | | | | 457 |
| November | | | | | 463 |
| December | | | | | 464 |

**2) Current Members**

As of September 6, 2012, twenty-five (25) members have renewed since the new ADRIA website has been launched on August 31, 2012.

**Website**

The website is now actively taking membership renewals and new member registrations. There have been a few technology glitches, but we have been able to address them each rather quickly when they arise. We expect some issues to arise regarding the membership being included in first time course

participants in terms of bookkeeping. For a while we may have to manually track new students and coordinating the actual registration, contacting them and having them fill out the registration forms.

**Operating Expenses**

We have drawn down $30,000 from AAMS in terms of a loan, giving us operating expenses for September. As we are in new territory, we need to practice fiscal responsibility until we have a better notion of how we are doing. At the moment we are taking it month-to-month.

**ADRIA Transition**

Staff transition went smoothly and we are officially operating as ADRIA. Small numbers of business cards are being produced for the staff for the interim period, as logos, designs, etc. may change. There has been a myriad of administrative tasks and undertakings required to make the transition that we have worked hard to keep off the Board's radar, so it could deal with other matters. To this end, the staff has performed admirably.

**ADRIA Signing Authority**

Joanne Munro and I went to the TD Bank to add me as a signatory for ADRIA. When Erika Deines returns, we plan to add her. Somehow the Bank fails to recognize Alex Paterson as the second Board signatory, even though he and I went down and filled out the proper forms. A second ADRIA Board signatory is presumably still desired.

**AAMS Signing Authority**

AAMS still continues with its bank accounts, the existing signing authorities, and so on. However Erica Solomon raised an interesting point in that although the TD Bank has Erika Deines, Alex Paterson and myself as signatories along with Irene Bonifacio. Irene is currently the only bona fide person to sign AAMS cheques or deal with TD Canada Trust.

Alex is no longer on the AAMS Board and Erika and I were transitioned as staff to ADRIA. Therefore, as we are no longer AAMS staff we cannot sign cheques. AAMS still needs two signatures on the cheques. So at the moment, AAMS is restricted in terms of doing business. As short term relief, I had our bookkeeper write cheques backdated to August 31st 2012 and we paid all existing receivables. That put AAMS in a less attractive cash situation, but it does release it from a payables burden. AAMS will now be free to cash its GIC and take whatever action it deems necessary.