ADRIA Board of Directors Orientation 2014

Friday, June 20, 2014, 6:15 – 9 pm (commencing with a catered dinner)

(Regular Board meeting is on Sat, June 21, 2014 commencing at 8:30 am)

ADRIA offices *(corner 112 Ave – 73 Street)*
Concordia University College - Ralph King Athletic Centre
Room CE223A
7128 Ada Boulevard, Edmonton, Alberta T5B 4E4

1. **Pre-Orientation Tasks for Directors:**

- Read ADRIA bylaws (BoardSuite)
- Read ADRIA policy manual (BoardSuite)
- Complete the on-line workshops on Governance and Effective Meetings, both found at http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/hst13487 (the materials in PDF can be downloaded from this site, also on BoardSuite)
- If more information is desired on Roles & Responsibilities, complete following on-line course from the Alberta Culture Board Development Program: http://www.culture.alberta.ca/bdp/alta/index.html
- If more information is desired on a host of other governance topics, see the Bulletins in the Alberta Culture Board Development Program http://www.culture.alberta.ca/bdp/bulletins.aspx

2. **Agenda for Friday June 20, 2014, 6:15 – 9 pm**

6:15 pm Dinner with ADRIA staff, and icebreaker activities

7:00 pm History of ADRIA/AAMS – Past President Jim Bancroft (15 min)

7:15 pm ADRIC/ADRIA history + relationship – Chuck Smith

7:30 pm Financial Update – Treasurer Mike Hokanson and staff member Karen

7:45 pm How do we govern – stabilizing our practices - Governance Committee Chair Stan Galbraith

- Types of Non-Profit Boards
- We are driven by our Vision and Mission (our Ends)

- What are Ends and where do we find the ends?
- Effect of bylaws and policy
- Evaluation – who does it and when?
- Use of committees – what committees are board committees? What committees must a director chair?
- The role of the Governance Committee as a resource for the board.
- How we run our meetings.
    - Board Meetings
    - Email meetings
    - Conference calls
- In Camera Sessions **-** In each board meeting, the board will have the opportunity to discuss privately concerns without the Executive Director and staff present. Available on BoardSuite: *Executive Sessions: How to use them regularly and wisely.*

8:10 pm The Year Ahead – President Wendy Hassen and Executive Director Paul Conway

- Themes for this year. The President's priorities for the upcoming year and any particular protocols she will follow. Also, your passion for ADRIA.
- The Executive Director's goals for the year ahead and your passion for ADRIA.

8:20 pm Director and Officer roles and responsibilities and Board and Executive Director Relationship – Executive Director Paul Conway

- who does what & who is accountable for what
- what are the contact points (organizational chart and policy)
- Executive Director reports for the Board
- what other reports do we want/need:
    - financial reports
    - Key non-financial metrics we monitor
    - why dashboard metrics matter
- building the team.

8:35 pm ADRIA's Business - Board View – Governance Committee Chair Stan Galbraith

- Strategic Plan (vision, mission, values, goals)
    - How the strategic plan evolves
- Operational Plan
    - How the operational plan changes

8:42 pm ADRIA's Business- Operational View – Executive Director Paul Conway

- ADRIA services
- Current members and issues
    - How we determine the members' issues

8:50 pm Current major projects (Wendy)

- Task Force
- Designations Review
- Policy Rewrite by the Governance Committee
- Present and finish Populating the calendar

9:00 pm Adjourn for team building.

See: Policy Manual: 15. New Director/Board Orientation and Evaluation