Minutes of the Meeting of the Board of Directors

of the ADR Institute of Alberta, held via videoconference in

Room HA206, Concordia University, Edmonton, Alberta, and

Suite 1600, 421 - 7th Avenue SW, Calgary, Alberta,

on March 18, 2017

Present: Dolores Herman, QMed (President & Chair),
Barrie Marshall (Vice President),
Kevin Kelly, QArb, QMed (Treasurer),
John Welbourn, CArb (Secretary),
Stan Galbraith (Past President, PRT Rep)
Michelle Simpson, CMed, CArb (Governance Committee Chair),
Wendy Hassen, CMed (ADRIC Rep),
Alasdair MacKinnon, CMed, QArb (Director),
Joanne Munro, CMed (Director).
Paul Conway (Executive Director) (non-voting).

Not attending: Gayle Desmeules, QMed (Director),
Jeffrey Jessamine, QArb (Director).

Invited Guest: Tammy Borowieki, QMed, QArb (Director of Professional Development)

1. Welcome & Agenda Review

1.1 The President called the meeting to order at 8:32 a.m.

1.2 The proposed Agenda was reviewed.

The ED requested the addition of "Labour Code Review" as item 8.3 and "AGM Planning" as item 11.3.

Motion to approve the Agenda as amended. (Marshall / MacKinnon) Passed unanimously.

2. Minutes of Previous Meeting

2.1 There was no quorum on February 8th, but the discussion was useful in advancing the White Paper Action Plan.

Motion to approve the minutes of the meeting of January 21, 2017, as presented. (Galbraith / Hassen) Passed unanimously.

3. Declaration of Conflict of Interest

3.0 None were declared.

4. Business Arising (ADRIA)

4.1 The President noted that the letter to ADRIC under item 6.2 of the January 21, 2017 minutes remained outstanding.

Under the same item, Michelle Simpson advised that all categories of membership were incorporated in ADRIA policy and no amendment was required.

The ED advised that the Member Satisfaction Survey referred to in item 8.1 was nearing completion and should be available in April.

The ED advised that he was still attempting to clarify if adequate time will be given to discussion of the MOU at the ADRIC 2017 AGM.

4.2 **2018 ADR Symposium**

The ED advised that the tentative dates were May 14 & 15, 2018. There is potential for additional events immediately before and after. There is support for the event from some non-profit organizations and reluctance from others. The GOA is fully committed.

4.3 **White Paper Action Plan**

Alasdair MacKinnon presented the 5th draft of the Board's proposed response to the White Paper Task Force recommendations.

Motion to approve the draft as presented with the following revisions:

i. Avoid the use of acronyms;

ii. Add the "general public" as a stakeholder;

iii. Acknowledge with thanks those who responded which lead to the creation of the White Paper.

(MacKinnon / Munro) Passed unanimously.

After discussion it was agreed that the "matrix" appended to the response required restructuring, adding a 3rd column outlining activities that have been “Completed/Inintiated”. Draft 2 of the matrix is to be complete by April 7 with board member response to be received by April 21. The intent is to have it ready for presentation to the AGM.

5. ADRIA Bylaw and Policy Updates

5.1 ADRIA Advertising Policy

The ED advised that a sidebar has now been created on the website for advertisers. .

6. Reports

6.1 President

The President noted that this was Joanne Munroe's last meeting and thanked her for her hard work over the last 6 plus years.

6.2 Executive Director

Report is attached

The Executive Director noted membership is down slightly.

Directory listings remain stable.

The Designation application season is now open. ADRIC has not responded regarding standardizing national designation criteria.

ADR luncheons are now are up and running in both Calgary and Edmonton. Online practice sessions have been launched, but there has been no interest from members.

iMis remains an issue for ADRIC.

ADRIA suffered a *ransomeware* attack which was detected early. A full recovery has been achieved, but the incident was costly.

The MOU with CAB had been delayed to allow the Justice Minister to attend.

MJRC is using space in the ADRIA office. The terms of use have not yet been documented. It is essential that an agreement be signed as soon as possible.

The office remains fully staffed but on reduced hours.

6.3 Treasurer

Kevin Kelly noted 4 course cancellations and a decline in membership. ADRIA is slightly ahead of budget at this point in the year.

Motion to accept the Treasurer's report. (MacKinnon / Marshall) Passed unanimously.

6.4 Governance Committee

Nothing to report.

Board Nominating Committee

Gayle Desmeules has withdrawn.

Motion to approve the membership of the committee as being Michelle Simpson, the ED, and Tom Smith. Passed unanimously.

Discussion on prospective new Board members included the need for another woman, increased representation from Edmonton, a coach / instructor, a retired judge, but not another lawyer at this point.

7.2.* Education (Training and Designation Criteria) ** out of sequence*

Tammy Borowiecki joined the meeting seeking Board input on why course enrollment is declining and how to reverse that trend. There was lengthy discussion focusing on increased competition in Calgary from University of Calgary (JIBC) and Mount Royal University. The significant decline in education and practical training requirements for designations is believed to have resulted in reduced importance of the designations.

Motion that ADRIA create a taskforce to explore ADRIA, Affiliate, and national training and designation standards, and to make its recommendations to the ADRIA Board of Directors within the calendar year. ADRIC and the Affiliates are to be advised and consulted throughout this period.

(Galbraith / Marshall) Passed. Wendy Hassen abstaining.

6.5 N/R (see 4.3)

6.6 ADRIC Reports

Presidents Round Table

Stan Galbraith advised that other affiliates require a certain level of ADR training for membership. Wendy Hassen indicated that there was interest expressed by the PRT in exploring consistent membership criteria for all affiliates.

Motion The Board endorses broad and inclusive criteria for membership in ADRIA. (Galbraith / Marshall) Passed unanimously.

ADRIC Rep

Wendy Hassen advised that writing of the MOU was progressing. The MOU Task Force will present a draft on the Relationship Framework piece to the PRT at its May 10th meeting, and the membership piece at its July meeting. The plan is to have a strong draft for the ADRIC AGM in October for face-to-face discussions.

At this point this secretary left the meeting.

The remaining notes were provided by Stan Galbraith.

Wendy Hassen stated that there will be a major ADRIC board meeting in May 2017 that will last for two plus days. She is looking for any issues, major initiatives, or input from ADRIA board members or members-at-large to take forward to this board meeting. There will also be a joint board meeting with ADRIO.

The ADRIC Board of Directors has now produced a comprehensive board calendar that is available.

The guidelines for regional affiliate reps has now been approved by ADRIC.

A major new initiative is the Government Relations Committee that will look to improve ongoing relations with the federal government.

Action Item: John to complete the letter to ADRIC that was approved at the previous meeting. Michelle Simpson will assist with drafting the letter. One letter to cover both motions (see 7.2.1) is to be drafted.

ADRIC Roster Development Committee

Michelle Simpson reported on this committee. They have contacted insurance companies and have determined that they largely have their own processes in place regarding dispute resolution.

Arbitration and Course Development Committee

Michelle Simpson reported that this work is ongoing. There are issues with course review and finalization in time for the course delivery in April. In particular, there is some concern that our instructors have been asked to review the course on short notice and without compensation.

The board endorsed the Executive Director advocating for payment for the work of our instructors.

Action Item: The Executive Director to take this on as an operational matter and pursue compensation for conducting the course review.

National Mediation Course Committee

Joanne Munro has discovered that by becoming a member of this committee she has also automatically been appointed as a member of multiple committees. The current plan is to conduct focus groups on the current course followed by course development.

Mediation Trainer Approval Committee

Joanne Munro advised that all Alberta applications have been successful.

7. ADRIA/ADRIC – specific issues (Arising/New)

7.1 (see 6.2.2)

7.2 Dealt with earlier in our meeting (follows 6.4).

7.3 ADRIC Engagement Strategy.

Paul advised that he has responded regarding diversity in the entire ADR field.

8. New Business

8.1 Response to Chief Justice & Minister

There was a general discussion where a consensus developed that continued interaction with both the Minister of Justice and Chief Justice of Alberta are warranted. Since the current Chief Justice has announced his retirement, it was determined that our efforts should focus on the new Chief Justice once the person has been appointed.

Action Item: Paul, Barrie, and John will draft a new letter to the new Chief Justice and the Justice Minister as per previous Board meetings.

8.2 Evaluative ADR – Deferred to a later meeting.

8.3 Changes to the Labour Code.

The Labour Relations Code is up for review with an opportunity for input until April 18, 2017. Through discussion, the Board agreed that at this

stage they appear to be just looking for general feedback and not detailed analysis. The Board agreed that this is a very useful opportunity to advocate for ADR initiatives in the upcoming legislative changes.

Action Item: Paul, Wendy and Stan to do a letter to the Labour Relations Code Review Committee.

9. Board Advocacy & Outreach

9.1 Mediation Advocacy

See the discussion on the white paper for specifics on this topic. The Board agreed that mediation advocacy will remain as a standing item on future Board agendas with the responsibility for the time being assigned to Alasdair.

In further discussion, the Board determined that there is an opportunity to advocate for further dispute resolution services. The provincial budget has allocated additional funding for the Department of Justice. Much of this funding has been earmarked for hiring Crown Prosecutors and Judges. However, that money has not yet been spent so there is an opportunity to lobby for some of this money to be spent in what we consider to be a more effective fashion: dispute resolution services.

Action Item: Paul will contact the Resolution Services with the provincial government regarding the recent budget to determine what opportunities might exist to advocate for dispute resolution services.

9.2 Outreach Activities

The purpose is to develop relations with other groups such as the CBA and LESA. The relationship with both these groups is developing and ADRIA will continue this work.

Joanne Munro is doing a workshop with the Alberta School Council Association at the end of April as a further outreach activity.

10. Board Learning Opportunities

10.1 Board Orientation.

Michelle Simpson will lead the orientation with the assistance of Dolores.

10.2 Learning opportunities.

Nothing to report.

11. Link to Membership, Events & Opportunities

11.1 OnBoard

The content will focus on the Board's adoption of the white paper.

11.2 Dinner prior to the next Board meeting.

The Board agreed that we will invite all ADRIC Board members in Alberta along with ADRIC President Scott Siemens to the dinner.

11.3 The AGM was discussed, and roles assigned.

12. Calendar Review.

May 8 is the PMAST fundraiser. The Board unanimously encouraged Barrie to attend with Kevin as his backup.

Board of Directors Meetings. The Board set the following dates for future Board meetings.

September 23, 2017 – Edmonton

December 2, 2017 – Video Conference

January 27, 2018 – Video Conference

The meeting adjourned at approximately 4:00 pm.