ADR Institute of Canada

Minutes of the Board of Directors Meeting

December 8, 2016

draft with updates

Present as indicated: X; meetings missed ( )

X Sara Ahlstrom	X Glen Bell	X Thierry Bériault	X Laura Bruneau	X Andy Butt
X Mary Comeau	X Michael Erdle	X Bill Hartnett	(1) Michelle Maniago	X Jim McCartney
X David McCutcheon	X Jim Musgrave	X Josie Parisi	X Scott Siemens	X Wendy Hassen
X Michael Schafler	X Jennifer Schulz	X Anne Wallace		

Staff:

X Janet McKay (Secretary)

1. Call to order

The meeting was called to order by President Scott Siemens at 12pm ET.

2. Confirmation of quorum

Executive Director Janet McKay confirmed quorum.

3. Declarations of Conflict of Interest

Ms. McKay invited those with any conflicts of interest to declare. Michael Erdle declared a conflict with the topic of domain names.

4. Approval of agenda

Approved by consensus.

5. Minutes of Executive Meeting – November 17, 2016

The Minutes of Executive Committee Meeting of November 17, 2016 were provided for information only.

6. Minutes of Board Meeting October 15-16, 2016

7. Minutes of the Special Board Meeting - November 28, 2016

Moved by Michael Schafler to approved the Minutes of October 15-16, 2016 and November 28, 2016. **Seconded** by Mary Comeau. **Motion carried.**

8. ADRIC Board Input for MOU's

All affiliates except BCAMI and ADRIC have provided feedback.

Glen Bell to request that BCAMI provide feedback to the MOUTF.
Done and feedback provided by BCAMI to MOUTF.

9. April Board meeting (date change required)

The week of Easter Monday is problematic for a number of directors who will be away.

President and ED to consider other dates.
New date proposed and confirmed: May 4-7, 2017

10. Media Relations /Speakers Bureau Committees

Michael Schafler to work with ED to develop proposal for Board. Wendy Hassen offered to discuss institutionalizing communications with Mr. Schafler.

Michael Schafler to discuss with Executive Director.
No development to date due to more immediate issues.

11. ADRIO - ADRIC Presidents' Discussions

President Scott Siemens updated the Board on his mandate to discuss facilities issues with the ADRIO President. Separate office space is available across the hall and Ms. McKay has discussed with the landlord the possibility of ADRIC moving there and then a wall could be built in the current offices to apportion a smaller space for ADRIO so they do not have the full rental expense. The landlord is amenable to such an arrangement. Mr. Siemens has provided this information to ADRIO President Jennifer Bell who will discuss with her Board this evening.

12. Finance Committee 2017 Budget Recommendation

Moved by Andy Butt to approve the 2017 budget. **Seconded** by Thierry Beriault. **Motion approved**.

13. Executive Director Report

IMIS update: ADRIO, ADRSK and ADRIM have launched; ADRIA and ADRAI are confirming their membership info. Staff is being trained; processed some transactions. Affiliates have been invoiced for implementation fees up until the end of October but have not yet been invoiced for the software or for Morgan's time as an employee and independent contractor. Must work on French for ADRIC site.

E.D. has engaged an agency for staffing and will be advertising on charity village. Lowering titles to coordinator rather than manager.

The NEB roster is stalled. The client is not returning calls or emails. Will continue to try to wrap up this year. Executive Director will send an update message to all applicants.

Scott Siemens mentioned that we have had conversations with Family Mediation Canada about collaboration – they are very interested and excited to collaborate on the ADRIC conference in St. John's.

14. Other

Domain Names

ADRIO expressed interest in the domain names ADRIC has owned for many years. We had sent a message indicating we would provide them with the names with a couple of caveats: ADRIO replied that it does not agree with the caveats but still would like to own the names. Mr. Siemens asked whether the Board wishes to maintain the requirements. The Board agreed: it does. Mr. Siemens will be in touch with ADRIO President Jennifer Bell.

15. Adjournment

The meeting was adjourned by consensus.