

ACO Annual General Meeting Minutes

June 26, 2013 6:00 p.m. – 8:00 p.m.

1) Welcome and Call to Order – Gord Asmus, Board Chair

2) Approval of Agenda – Motion: Lynne. Seconded: Luc. Passed. The Auditor is scheduled for 7pm so we will arrange our agenda to make sure he goes at 7pm.

3) Candle Lighting – Haoua, Khaleb and Chris. Attendees were asked if they would like to join us in River Rain Park to place flowers and remembrances for those whose names were identified.

4) Volunteer Appreciation – Leslie Wells. Big thank you to everyone in the room, all the staff, volunteers and members. I am a few days away from my 1 year anniversary and it's been a privilege to be part of the ACO team which wouldn't be complete without all the hard work of the volunteers. ACO couldn't do what it does without the hard work of volunteers; Snowblower, AIDS Walk, AIDS Awareness week and many more. In the past year, volunteers have contributed more than 5000 hours, the equivalent of 3 full time staff members and \$14,000 worth of resources that could be funded into programs. The positive impact volunteers have on our community is lost when you just look at stats. Real positive impact can be seen in the women who are able to come to the ACB group because there is someone there that can watch their kids, the peer support for the drug user. ACO is always looking for volunteers, volunteer appreciation coming in the fall.

5) New Home Slide Show - Elyssia. A picture slide show of the new space was presented. It was asked how much more per square footage is the new space, Elyssia said that it is \$24/sq ft compared to \$18/sq ft that we pay now. Gord: However we have been informed by our landlord that our rent will be going up to \$24/sq ft.

Jacques: Would like ACO to have a compassion club. Khaled: Unfortunately it is quite complicated, in terms of ACO our funding requirements does not allow us to have a compassion club. Jacques: Can we raise funds for it? KAH: IT is not a question of money, our funders would not allow us to have a compassion club. KAH: We can not run it out of our physical space. Jacques: Ok, thank you.

Nas: ACO needs to have more programs for straight men, I am a straight man and there isn't enough programs for people like me. Why?

Khaled: I will respond to your question during my E.D. Report.

6) Introduction of New ACO Website – Elyssia gave a slide show presentation of our new website page by page. Bessou: When you have a website it needs to be accessed by everyone so it should not start with a stigma, it should be for everyone. A Mental Health organization that I am familiar with has a chat option for me to send questions. Do you have that option of the website? Elyssia: No, but people can send emails to the ACO general email. Bessou: Before people show up they may have mental health sicknesses that they want to discuss before they see someone, so it would be very helpful if we have that option. KAH: The picture we have on the homepage is not reflective of the majority of our members. Dame: Is the site going to just be a pretty site or are there going to be actual updates? Elyssia: I am getting trained in July so that updates can happen more quickly and more often so we do not have to go through a third party. Dame: What is your time frame? Elyssia: It depends on what is being updated. Bessou: Are things confidential? Elyssia: Yes, emails are 100% confidential. Randolph: We still have an outside party that is hosting our website? Elyssia: Yes, I can make changes to the content but to change the look and the feel it will take longer because it has to go through the website host.

7) Media Style Presentation – Khaled. Khaled read a letter from Ian at Media Style who was unable to attend the meeting. We have tried to reflect as a much diversity as possible on our website. Encourage all to browse and navigate through the website. Bessou we have the general email at ACO that goes to Elyssia and we can direct the person's question to the appropriate person. Moving forward we have been working with Media Style for the past 3 months to help us move forward our third strategic direction: enhance our public profile and interest.

8) Board Chair Report – Gord. A lot has happened at ACO over the past year and to me it seems as though things are much calmer and we're approaching normalcy again. I am proud to say that we have endorsed The Ontario Accord. Our Executive Director, Kathleen Cummings is still on medical leave and I would like to thank Khaled Salam for the great job he has done in her absence. All of our hard work lead to the first Collective Bargaining Agreement with our employees who now have 100% prescription coverage. We will also be moving in the fall and we are working with Media Style to "rebrand" ourselves. The Board of Directors is now more visible and accessible to our membership through our monthly newsletter and our Board Liaison Committee. You can also find our pictures in the lobby and we are reachable by telephone and email. We have implemented several new policies and guidelines such as the Scents Guidelines, the Pet Policy, and the Rights and Responsibilities document. In the last year we also conducted a Safety Audit and a Space Survey. I am proud to say that the Board of Directors contributed 1723 volunteer hours to the ACO. The next big item on the agenda is re-writing our current By-laws. Please provide us with your input.

Dame: I have a question on the Liaison Committee meeting, if someone isn't available to attend during those early afternoon hours is there a way to have both a daytime and evening meeting so that it is accessible for everyone. Gord: I am sure if there is enough interest we can. Khaled: Yes, but there are other ways to give feedback about programs and services, such as the suggestion box, or sending an email to staff, as this is all about providing feedback to the board and staff. Gord: you can also send the Board an email at the board@aco-cso.ca. Dame: Are the new policies available to everyone, such as the pet and scent policy? Khaled: They are not on our website yet, but I can send them to you. Point of clarification the scent policy is a guideline, not a policy.

9) Approval of June 20, 2012 AGM minutes. Motion: KAH Seconded: Richard. All in favour. No abstentions. Carried.

11) Auditors Report – Presentation by Marc on ACO financial statements for 2012-2013.

-page 1: letter from the auditor to ACO, this is a new standard for auditors, so you will see a lot of dates. We had to give an opinion on last year's balances as well. This page is addressed to the members. The rest of the financial statements belong to the agency but this page belongs to the auditor.

-page 2: as we have seen in the past, in common with many registered charities there are types of revenues for which we are not able to achieve completeness in our auditor's statements, fundraisers, donations and special projects; money being paid for by activities being run by the agency. We dated the auditor's report June 4, 2013, because it was presented to the board and approved on that date.

-page 3: statement of operations for a 12 month period ending March 31, 2013. These new standards did not have an impact on last year's results, so no change to last year's financial statements. Total revenue is a little less than last year due to the end of the ACAP funding. Special projects is mostly opening doors, registration and other projects. There is a deficiency of revenue over expenses because salary varies from one year to the next, and changes in the rent, telecommunications, etc. These are all included in operating expenses.

-page 4: statement of changes in net assets, accumulated surplus of the agency. In surplus we also have the Robert Chisholm fund. The organization has a good surplus for unforeseen events in the future.

-page 5: Statement of financial position. Assets, mostly cash, some capital assets. Some deferred revenue is designated funds, money the agency has received but has not used and is being deferred over to the next year.

-page 6: statement of cash flow, new report now required for not-for-profits. How the cash varies from March 31, 2012 to March 31, 2013.

-Notes pages,: expenses breakdowns, operating expenses etc. Some of those operating expenses on page 11, are transferred to services.

-Note 14: deferred revenue and designated funds as mentioned in the balance sheet.

-Note 15: explains the Robert Chisholm Fund, the Board can decide when to use this fund. It can be used for various reasons.

Bridgette: Is the R. C. invested somewhere? Marc: No, I don't think it was at the end of March 31, 2013 but the organization does receive some interest. The interest is not added annually to the fund. It is set aside into the operating fund of ACO's unrestricted fund. Randolph: The principle from the Robert Chisholm fund was around 190 thousand. Marc: The agency received the money in two or three installments so when the will was finalized we received the remaining money, so it might have generated interest. Randolph: The surplus, we have in the Robert Chisholm Fund which is for special situations, what kind of standard is there for the agency on surpluses? Marc: we like an agency to have at least 3 months of operating reserves, having a reserve that is about a quarter of your operating fund is a good idea. There has been some discussions over the past five years on using some of those reserve fund but it was determined to keep those funds. We have about 4-5 months of reserve. Stanton: Most banks that hold money like funds in-trust do generate good interest and invest it on behalf of the estate until the judge passes along the money. Was there ever an account of the interest for that money? Marc: I am not sure, as the estate managed that money during that time. Stanton: The estate usually gives a breakdown at the time of the person's death. Marc: I didn't see any of those. The estate probably estimated what the income tax would have been and sent that money to the beneficiaries. I didn't see any statements to this effect. Stanton: Thanks. Randolph: Can someone remind us about the ACAP funding, where is it from? Our history of the funding etc.? Khaled: I will address this question in my Executive Director report.

Motion to approve auditors report. Motion: Randolph. Seconded: Dame. All in favour. No abstentions. Carried.

Motion to approve auditor for next year. Motion: Stanton. Seconded: Mike. All in Favour. No abstentions. Carried.

10) Executive Director's Report – Khaled. First I would like to answer some questions that were raised earlier. Nas had asked a question during the presentation of the new space and said that he would like to see more programs for straight men at ACO. Nas had a valid point, most of our resources are not geared to straight men's so we are

exploring that and you have given us some ideas about activities. Resources from our funders state that we are mandated to use those resources based on EPI data, for priority populations; gay men, intravenous drugs users, aboriginals population and so on. We can do more, pool outings etc., we are taking all of your ideas and feedbacks into considerations. Please keep coming to our Board Liaison Committee meetings.

Now I will also respond to Randolph's question on ACAP: ACAP is the AIDS Community Action Program that is part of the Public Health Agency of Canada (PHAC) funding we received yearly until a couple of years ago when we had to apply for funding. PHAC opened it up to non-ASOs. We had two weeks to put together a funding request so we hired some professional writers to put together the application however it was not renewed. So the PHAC funding ended in March 2012 and we lost \$80,000/ year.

Randolph: Can we apply again? Khaled: PHAC is looking to integrate blood borne infections, Hep C, TB and STI's into one funding pool. We feel that HIV should be separate because of how unique it is and we don't believe that this is the best method. The Canadian AIDS Society is doing a lot of community consultations on this, email me if you would like to know more and I can send additional information to you. The actual amount of national funding has not changed. Randolph: This decision should not affect provincial funding for ASOs? Khaled: I don't have that information right now, the information we have received from PHAC is still very vague and generic. There is going to be a community consultation that will be taking place and I will keep you all posted. Whatever information I have I am happy to share and we can possibly put it all up on our website. KAH: They are looking to have central purchasing, like having three banks for different regions. Randolph: But this is federal funding, no way is this affecting our provincial funding. KAH: The PHAC representative said it will not be affecting our bottom line funding. Khaled: I am not sure.

Bessou: Most of your activity is dependant on funders and donations but based on recent stats there is an increase in HIV /AIDS in Afro-Caribbean people and for heterosexuals, so as an AIDS Community of Ottawa there should be a lot of advocacy to increase the funds, there is a space created but the funds are not there. You have justification in the stats, work with other advocacy groups to get more funding. Khaled: thanks for the suggestion, ACB is a priority, Haoua is not in the room for me to introduce her.

Nas: Why don't you have a social for straight women? Khaled: Thanks Nas, I encourage you to come to the Board Liaison Committee meeting and provide your feedback. We do have a women's social, it is actually tomorrow night with belly dancing after.

Gord: On the Annual Report, on page 27 where it says "term" it should say "year".

Khaled's ED Report: Since our last AGM there has been a time of continued stabilization at ACO. We hired the Metropolitan Action Committee on Violence against Women and Children (METRAC) to conduct a safety audit at ACO. The results of the safety audit were used to facilitate staff, volunteer, board member and other stakeholder training. A formal report in response to the safety audit was also submitted to the AIDS Bureau. We also conducted a survey in regards to our space and location and programs/services. And those results were considered when we chose our new location at 240 Bank Street that we will be moving into in the fall. We have spent the last few months submitting various funding applications. All of our fiscal year responsibilities have been carried out and it is with great honour that I can announce that ACO has completed its first 3-year collective bargaining agreement with unionized employees. We have hired Media Style to help us fulfill our 3rd Strategic direction which is to enhance our public image and profile. Media Style has assessed our current resources, space, internal and external communications and have provided the first level media training to staff and some board members. Media Style will give ACO a new look and feel, one that will make us more relevant and connected to the communities that we are mandated to serve. Highlights of the work over the past year of the volunteer program, education and prevention, and support services/living room are outlined in the E.D. Report in the ACO 2012-2013 Annual report.

13) Nomination Committee Report and introduction of slate of candidates – KRH. Board slates said a few words, Soyini, Richard, Kevin Hall (KAH), Jean, Greg, and Mylan.

Motion to appoint Laura Conroy and Luc Parisien. Motion: Dame: Seconded: Bridgette. All in Favour. Carried.

Motion to elect the slate: Soyini Cornette, Richard Hubley, Kevin Hall, and Jean Chenier. Motion: Mike Seconded: Stanton. All in favour, except for 1 abstention. Carried.

15) Other Business – Gord

-Announcements: we are just over 140 members at ACO this year. For those of you that would like to come to the park we have bus tickets if needed, we will be there by 9pm. Board members we need to have a really quick board meeting after the AGM.

16) Adjournment – Motion: Bridgette. Meeting Adjourned.

Date Approved: __July 2nd, 2014_____

Signatures: _____ and _____