

AIDS Committee of Ottawa Board of Directors Monthly Meeting
September 10, 2014
6:05 p.m. to 8:30 p.m.

Present: Gord Asmus, Kevin Hall, Mylan Ly, Jean Chenier, Khaled Salam, Richard Hubley, Laura Conroy, Irving Rosas-Brugada,

Regrets: Caroline Meguerditchian, Soyini Cornette, Charles Anyali,

MINUTES

1. Welcome and Check-in: Meeting called to order at 6:05pm.

2. Approval of Agenda:

- Motion: Kevin Hatt; Seconded: Laura. All in Favour. Passed.

3. Approval of July 19th minutes with changes:

- Motion: Kevin Hall; Seconded: Jean. All in Favour. Passed.

4. Approval of Sept 3rd Special Members Meeting:

- Motion: Laura; Seconded: Richard. All in favour. Passed.
- Khaled will attach resolution to the Special Members Meeting

5 a). Executive Director Report - Khaled

- Regarding the move to 19 Main St: We have made an official announcement about signing the lease. There are two memos (one to staff, one to the general community) on Facebook, ACO website, and Twitter. This will be in the newsletter
- ACO funders have been informed of the move.
- Management team visited the new site today. By the end of the month everyone will have had a chance to visit 19 Main St.
- General timeline: contractors working for 3 to 4 weeks, should be done by end of the month or November.
- Other infrastructures: IT, phone, etc. will be fully up and running by December
- This should enhance ACO's image in a professional way. Our funders have wanted us to move in this direction. Programs should flow well in the new space.
- We can use the office furniture that has been left behind by the old tenants (room dividers, desks, etc.)
- Some members are concerned about transportation to the new site. Staff have mapped out how to get there by bus. This new location will open the ACO up to other communities such as Sandy Hill.

- Laura: we should take a picture of the old ACO on Bank St. to add to the history
- Kevin: Let's make it a volunteer member's project

5 b). Update on legal case

- A call from our lawyer: pre-trial hearing date pushed to October 2014, they will let Khaled know if there is anything new.

5 c). HR update

- ACO has three new hires and is now fully staffed. We will need to re-do the org chart.
- TLR hired JP Bergeron last Tue. Sept 2, 2014. He has great energy and experience working for le BRAS.
- Eno was hired to replace Fred as Women's Community Developer and is part of the community as they openly identify as a PLHIV.
- Derek Cassidy (a former Toolshed volunteer) was hired for Men's Outreach.
- In addition to the three new staff, ACO has a placement student, named Jason who is a mature Carleton University student working 4 days/wk at ACO and TLR
- AIDS Walk: this Saturday at Schneider Plaza at 2pm (Bank and Laurier), festivities will start at noon and wrap up at 3pm.

6. Vacant Board seat

- Kevin Hatt: with Greg's resignation, we have Sabrina Fabien from our reserve list who has met with the Nomination Committee. She has business training and organized fundraisers. She is also openly part of the trans community.
- Motion to make Sabrina Fabien a member of the ACO Board of Directors: Kevin Hatt; Seconded Jean. All in favour.

7. Finance Committee Report

- Khaled: Summary budget: a \$36,000 deposit for rent, so rent is over budget temporarily.
- Contracts: Adobe Consulting Services has been retained to provide the facilitation of our strategic planning processes
- Resources: legal fee to Caza Saikaley; we will readjust.
- Legal: money we've paid to Carters.
- Advances: monetary advances (catering, travel, etc).

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8. Bylaw/Policy Committee Report

- Richard: the complaints process is our main priority
- Kevin Hatt: we should have a 1-pager to let people know the complaint process
- Richard: Board needs to prioritize policies and statements to review. Will send to us by email so that we can list by importance.

9. Board Liaison Committee

- Let members know about certificate of continuance, should be received by next week
- Chris Hanson passed away last week on Saturday, he was a long time member and touched many of us. His funeral will be next week after that ACO will celebrate his life
- The Board is resuming the practice of approving membership
- We don't actively solicit members
- Kevin Hall: motion to approve the following 10 people as ACO members: Andre P., Rosa Lea M., Allan S., Karey M., Joseph D., Shawn P., Gary B., Vicky C., Ron D., Chris G., Guy M.; seconded: Richard. All in favour.
- The duty of maintaining the membership list is going back Caroline.
- Gord: two current members – Eno and Suzanne have become staff and will be removed from membership. Motion: Laura; seconded: Kevin Hall. All in favour.

10. Committees

- Committees formed, to be discussed at next meeting
- Khaled: we will move the next Board Meeting to October 15, 2014
- Meeting adjourned at 7:30pm: Richard
- All visiting the new ACO location on 19 Main St. until 8:30pm