

AIDS Committee of Ottawa Board of Directors Monthly Meeting
February 12, 2014 Board Meeting
6:05 p.m. to 8:02 p.m.

- Present:** Gord Asmus, Caroline Meguerditchian, Jean Chenier, Kevin Hatt (KAH), Kevin Hall (KRH), Laura Conroy, Greg Whitelock, Richard Hubley, Irving Rosas-Brugada, Soyini, Charles Anyalli and Khaled Salam
- Regrets:** Mylan Ly

MINUTES

Approval of Agenda

- Motion: Laura. Seconded: KRH. All in Favour. Passed.

Approval of January 8, 2013 Minutes with changes.

- Motion: Jean. Seconded: Richard. All in Favour. Passed.

Executive Committee Report - Gord

- Update on the Move:
 - Gord, KRH and Khaled have looked at three properties.
 - One was not suitable.
 - The other may not be an option because of the limited space, approached the other tenant to see if they were willing to give up any space and they just signed another lease until 2022 so that was not an option.
 - The third option is located at Rideau and William Street, close to the Rideau Centre, and close to what will be the new transit station. It is 8000 sq ft but is not accessible at this time and is located on the second floor, with no elevator. Will be looking at options with the landlord to see if there is room to change the accessibility. Lots of paid parking in the area.
- 30th Anniversary Project:
 - Caroline suggested at the Quarterly Meeting that we do a book with the history of ACO for the last 30 years for the 30th Anniversary of ACO.
 - KAH will bring in a sample photobook.
 - Gord: We can also do something along the lines of what Bruce House did after their renovations.
 - Khaled mentioned the 2006 photo project that ACO did, that is something that we could also include in the Book, maybe doing a photo section of those members who have been part of ACO over the 30 years.
 - KAH: There are so many people that were here 30 years ago that are still around and shouldn't be around.
 - KAH agreed to work with Caroline on this project.

- A working group can be formed that includes staff, participants and board members.
- KAH: The police association was working on a history of the Ottawa community at some time so maybe they might be interested in working with us for something like this.
- KAH: PTS was also working on something similar so maybe we can get their involvement. We can do a GLBT thing for the community and then have a section for ACO only. PTS was looking to have something ready by summer.
- KRH: David Snood was at the forum yesterday and he was great. He was very impressed with the program yesterday and the sharing that took place. It seems as though he will be very interested in working with us. It will be good for community building.
- Gord: I was thinking that it would be something that could be sold.
- Khaled: First thing is to start a working group, Caroline, Jean and KAH.
- ACO has bought a ticket for Bruce House Fundraiser on the February 22, 2014. If anyone is interested in attending we can put names in a bag and draw a name. Jean, Charles, KRH names were put forward and Charles won the draw for the Bruce House Fundraiser.
- Gord encourages everyone to come out to the Snowblower Gala this Saturday.
 - KRH: It has been going well and it is not only an HIV/AIDS committee meeting. If people are going they should get there early because it is a small space and more than 100 people are expected. Doors open at 8:00, the first performance should start around 8:20 p.m.

Nominations Committee Report: KAH

- KAH contact Leslie upon his return.
- Presently there are two applications waiting on the list. So instead of putting a call out for volunteers we will interview those two applicants.

Executive Director Report: Khaled

- Attended the OCHART KTE day and attended the 1 ½ day OAN Board Chair and ED Skills building workshop.
 - The most he got out of that was the workshop on charitable and not-for-profit law. WE need to decide whether we want to retain the services of not-for profit law firm
- Also attended the OAN unionized ASO workshop
- Successfully submitted our CITY of Ottawa funding request on Jan 30th.
- The AIDS Bureau program plan and proposed budget for 2014-15 is due February 15th. We have been working diligently on this and hope to have everything done by Friday.
- Received and increase to our MAC AIDS Fund and have used the funds to make the HARM Reduction position full time.
- Programming:

- Snowblower is in full swing and things have been going well with a few small issues. Rob has been a great coordinator with the assistance of volunteers. I will be at the gala but will be late because I have a friend's wedding that day.
- February is black history month:
 - Lots of events going on at ACO and lots going on around Ottawa. Google black history Ottawa for more info. Our ACB Coordinator has put together a few things for the living room, see calendar for more information.
- Update on Legal issue case with 240 Bank St:
 - Our Legal Counsel sent a letter to Agellan giving them until the end of January to respond.
 - Agellan counsel did not respond.
 - Our Legal Counsel will be submitting a claim in Small Claims Court. She should have a draft for Khaled by the end of the week or by early next week. Khaled will share with Board once received for feedback.
- Our Office Administrator, Elyssia Sugden has resigned from her job.
 - Khaled has had lots of issues with her over the past 1 ½ years and tried to smooth things over and maintain things for a while.
 - After taking up the position of ED permanently Khaled decided that it was time to hold her accountable for not fulfilling her tasks.
 - A performance evaluation was conducted before the holidays and duties and expectations were outlined.
 - No improvement was made in her work since then and other issues came up which needed to be addressed a few weeks ago.
 - Then she abruptly resigned from her position last Tuesday without any prior notice, a resignation letter was left on her desk.
 - She noted that she will make arrangement to have ACO property returned. Unfortunately no notice or transition time was given.
 - Khaled contacted our bookkeeper and accountant, **Suzanne Rousson** for training on various administrative functions, such as issuing cheques and doing payroll.
 - These are skills that the ED also need to know.
 - Khaled met with Suzanne over the weekend and she trained him on various things, and they realized that there were several things that were not done.
 - Khaled will continue to work with Suzanne to start rectifying these issues. Since we are no longer paying Elyssia we can use some of those funds to pay Suzanne for the additional services she is providing.
 - Suzanne is also doing some of the accounting at home due to her busy schedule.
 - Khaled will post the Office Administrator position by Friday, looking to post for just over a week. Hopefully by mid-March we will be able to fill that position.

- It is a lot of work right now, but in the long term it will be better for ACO to have someone else in that role.
- Khaled will try to make sure that there is minimal disruption in the next few weeks. Suzanne will be able to give us a clear picture of our financial situation by the next Board Meeting.
- Elyssia has not submitted any time sheets to Khaled, so she will not be paid until she submits time sheets. Khaled sent an acknowledgement letter to Elyssia and asked for passwords. None were given.
- KRH: There were several issues with her over the past year.
- Greg: According to the employment Act we do owe her for her time worked. Khaled should pay her for the Monday, 8.75 hours and an estimated time of her departure on the Tuesday in order to not have the agency face any liability.
- In the absence of a time sheet, Khaled will pay Elyssia for the Monday and the estimated time she may have worked on the Tuesday.
- Cory is still transitioning into his Management position and will be going on holidays soon.
 - He has to do work plans for his team once he's back from his vacation.
 - He will post his former position sometime in March after he feels comfortable in his new role.
 - Depending on who fills that position, if it is internal then the other position will have to be backfilled.

Bylaw / Policy Committee Report – Richard

- Gord: The best way to move forward with this is to break into groups and have everyone take certain sections of the bylaws as timelines are fast approaching.
- Gord is willing to work with Khaled on the letters of Continuance. There needs to be something that says that the profits of the corporation should not be used for profit for the employees but for the program.
- Richard's responsibility is to ensure that things are coming together.
- Richard: One of the issues is that they are saying that we can simplify our bylaws tremendously because a lot of the things are in the Act. The bylaws can be very simple and talk about basic membership. We just have to find out what we want in it, and hoping this could have been done at the last meeting.
- Soyini has agreed to take on the lead role for the Bylaw revisions but can only do so by putting aside her secretarial duties, so someone else will have to take up that role.
- Moving forward, everyone needs to submit their comments on the Bylaws to Soyini by the next Board Meeting, March 12th.
- Soyini will then work on use the suggested edits the requirements of the Act to create a draft revised Bylaw by the April Board Meeting, April 9th.
- The Bylaw Committee will meet to review the draft revised Bylaw to review before it goes to the Board for additional review.

Board Liaison Committee Report – Jean

- Mylan attended the last meeting with Jean, the next meeting will in the evening in March and either Laura or Mylan will attend with Jean.
- Comments were mainly around harm reduction and the washrooms.
- It was brought to Khaled’s attention that one of our participants/ volunteer was having an issue with people who access our Harm reduction program then goes to the reception area with the supply in their hands and asks to use the washroom. This person resigned from their volunteer position as receptionist so Khaled spoke with him to explain our policies and guidelines. This person discussed the issue with Khaled before the Board Liaison meeting and again at the meeting. This person admitted that they had their own personal triggers with using because of a personal situation. It was acknowledged that in the past year drug use in our washroom has diminished significantly. It is rare that that issue comes up these days and our staff responds well whenever it does. We had a great discussion and several people contributed to the discussion. This volunteer and others had great suggestions such as changing the lights in the washroom which have been discussed in the past. There were other suggestions that were presented such as monitoring people who access the Harm Reduction Program and this is not a favourable solution. This person said that everything was good after the meeting.

Board Hours – Soyini

- Still missing hours from: send reminder email to
 - Irving:
 - Kevin Hall: 17
 - Richard:
 - Caroline: 15

Other Business

- Proposal for retainer of a lawyer for ACO:
 - A discussion was had on the proposal for retainer of a lawyer and a decision was made to go with a lawyer who specializes in charitable not-for-profit law.

Adjournment:

- Motion to adjourn the meeting. M: Charles. Passed.

Approval Date: March 12, 2014

Approved by: _____ and _____

Board Chair: _____