

AIDS Committee of Ottawa Board of Directors Monthly Meeting
May 14th, 2014
6:05 p.m. to 7:40 p.m.

Present: Gord Asmus, Kevin Hall [KAH], Jean Chenier, Khaled Salam, Richard Hubley, Caroline Meguerditchian, Charles Anyali, Laura Conroy, Greg Whitelock; Irving Rosas Brugada, Soyini Cornette
Regrets: Kevin Hatt [KRH], Mylan Ly
Guest: Dev Magendo

MINUTES

1. **Welcome and Check-in:** Meeting called to order at 1806.
 2. **Approval of Agenda:**
 - Correction to the agenda April 8th minutes
 - Motion: Jean Seconded: Charles. All in Favour. Passed.
 3. **Approval of April 8th Minutes with changes**
 - Motion: .KAH Seconded: Richard. All in Favour. Passed.
 4. Executive Committee Report – Gord: Khaled will report as there is overlap in content.
5. Executive Director Report - Khaled
- 240 Bank Landlord [Agellan]- Legal issue: in camera 0815 pm- out of camera at 0822 pm.
 - Update on HR: since the last board meeting, office admin position has been filled, Valerie Bennett started April 28th, has received orientation with Suzanne and Khaled. Khaled pleased that the position has been filled. Mireille Cadette has also started in the position of living room support worker; excited to have her on board; Sonya Sole has transitioned into the new position of program coordinator; Cory Wong has transitioned into the role of Manager of Support; staff member Zaheen Women’s Outreach Coordinator -will be moving to Toronto and has submitted her notice and will be leaving May 30th, her position will be posted in 1 week with permission from the union.
 - Annual financial audit has started as of May 13th. There have been no concerns raised so far; they will be onsite till Friday. The expectation is that the draft financial statement will be presented at the board meeting in June so that once approved it can be sent out to the members with the notice for the AGM.
 - The legion has been booked for the AGM on Kent. YMCA is booked therefore we will use this alternate location; it is accessible and ACO has used it before. Accountant Suzanne has been invited to the AGM as well on July 2nd. She has been quite supportive for ACO, planning on

acknowledging her support at the AGM, suggestion to give her a plaque or gift to acknowledge her efforts with the members. Motion for 120\$ budget for gift for Suzanne: Richard, seconded, Charles.

- Staff evaluation occurring at this time. Feedback to Jean from staff that lunch program has increased participation in specific groups.
- O Chart submission completed end of April.
- AIDS bureau financial statements will be submitted end of June.
- Canadian AIDS Society annual meeting is happening: Kevin Hatt will be the voting delegate and Khaled will be the second nonvoting delegate.
- Richard and Khaled will be representing ACO at the OAN fundraisers workshop.
- Programming update: annual women's forum next week; it is a 2 day conference, this is an ACO annual event. A report will be published following the forum.
- Summer outreach season is underway; ACO will be represented at numerous events and have increased visibility alongside some other partners such as OPH.
- AIDS candlelight memorial will be this Sunday 6-8 pm will be cohosted by ACO and Bruce House at Jack Purcell community: quilts on display, candle lighting ceremony, open mic.
- Gord and Khaled viewed a property on Main street a few weeks ago, 2 levels, no elevator, closest bus is a block away. Two main transit ways are close with a short walk. Space was viewed and Khaled spoke to agents to put in an initial offer which has occurred; the landlords made a request to view ACO space. Landlords and agents were at ACO on Monday and viewed the space and had some questions. There have been no further developments since. As for 111 Rideau, meeting with the property owner had been delayed; the owners have since instructed the property managers to look into exterior lifts that are enclosed as a solution for the lack of elevator issue; KAH states this is the more affordable option as opposed to the commercial elevators. This information regarding the lifting device was relayed via email today.
- Strategic Plan: this is the last year of the ACO 5 year strategic plan. Khaled is looking for a decision regarding the renewal of the strategic plan. The strategic planning process is time consuming. Steps need to begin early in the new year. Beth Jordan from Adobe Consulting has a long standing relationship with ACO and had facilitated the last strategic planning for ACO. Khaled approached her regarding facilitating the process for the new strategic plan again. She

suggested beginning early in January. Before booking Beth, as this is a costly process approximately \$15000 Khaled is looking for approval for the budgetary parameters before proceeding with booking Beth. Gord suggests a budget of \$15000-20000\$. KAH wonders whether we have other options or are we choosing based on history. Richard adds that Adobe consulting is AIDS focused as has intimate knowledge of the needs, laws, as well as the history. She is also one of the consultants that OODP uses. Has historically worked with ACO with success. Motion to allocate \$15-20000 towards the strategic plan: Richard, seconded: Jean. All in favor: passed.

6. Nominations Committee Report – KRH: not present. Report through Gord -interviews are planned for next Tuesday, KRH will confirm.

7. Finance Committee Report –Richard [ACO operational Budget 2014-15]: Khaled presented the internal operating budget for 2014-15 fiscal year. Suzanne and Khaled have compiled this. The AIDS bureau approves the budget in September. This is for the board’s approval. ACO has 4 funding sources: City of Ottawa, MOHLTC AIDS Bureau, MAC AIDS, and other [donations]. Based on these funding sources, monies have been allocated to specific areas with the majority going to salaries, benefits, rent and then services programs in detail. All additional expenses have been taken account as well example TLR meals as this has been identified as an area of growth, as well as the prevention events with specific funds allocated to each. All the managers have budgets for their programs to ensure all the needs are being met. Motion to accept the internal operational budget: KRH, seconded: Jean. All in favor: passed.

8. Policy Committee Report –Richard

Pet Policy Amendment: board approved the pet policy directive in October 2012. A gap was identified over time so an amendment is proposed: the addition is “pets may be permitted at the sole discretion of the ED provided a request is made ahead of time”. This was identified in light of the Vet program that took place at a very small location. The suggestion was to hold it at the TLR provided that it is not during meal prep times, or during programs; perhaps use the admin areas. KRH proposes adding that the request be made by a professional provider pet services. i.e. “for a pet specific program providing a request is made ahead of time by a professional providing the service during specific hours”. Motioned to accept amendment: KRH, seconded Greg. All in favor: approved.

10. Board Liaison Committee Report –Jean: A volunteer had a concern that members accessing harm reduction supplies were potentially using in the washroom. This individual stated that he is creating a petition on this and will attend the AGM. Khaled and Jean reassured this individual that they would review his written documentation and to respond

11. Bylaws Presentation –Soyini: presented a draft version of the bylaws to the members. Board members to provide feedback to Soyini, by May 17th.. **ACTION: BOARD MEMBERS-** review and provide feedback by Saturday, Soyini to edit and share with Khaled and board to approve at next meeting.

12. Board Hours – Caroline: 137 hours, missing KRH [22 hrs] KAH- Gord to contact.

13. Proposal – Irving: heard feedback from members, there is a need to answer questions regarding medication needs etc... Irving proposes having a physical mailbox onsite where members can ask questions, and board members would answer based on best practices/literature review, can have a disclaimer that “this does not supersede medical advice”. This also strengthens the relationship of the members with the board. Khaled: ACO currently has a suggestion box as opposed to specific questions related to health needs. Khaled suggests connecting Irving with Cory and Sonya to discuss what this would look like, how to roll it out, what the specific need is so that it is actually beneficial for the members. KRH: union concerns as offering this support is in conflict with some staff’s roles as support. If we had a living well fund, participants could help us with what the need is. Khaled mentions that in collective agreements volunteers cannot take on roles of staff except in case of strike etc... best course of action is to meet with the TLR staff to determine the need; response could be added to the newsletter or as a “dear Irving section” etc... **ACTION:** Khaled to present to staff- connect the staff with Irving. Even with a disclaimer, we may not be legally immune.

14. Other Business

- Email from Khaled regarding volunteer training for board members offered by volunteers Ottawa: workshops around board development: 2 dates offered available for board members; all interested board members can attend. City course similar to PLDI2 content for board training. ACO would cover the cost of the workshop as it is for board development purposes.
- Canadian Association of HIV Research conference Knowledge Transfer and Exchange: KAH- at the board retreat, plan is to have a detailed presentation. KAH shares that it was a good conference. In 1994 survey was conducted: question asked would you be nervous to drink from the glass of an HIV positive person 49%. Same survey repeated in 2012 48% still

apprehensive. It is an eye opener as to the need for education and awareness raising. Not very many funds going into AIDS drugs/resistance in NA as estimated that only 2-3% of HIV infected individuals in NA would develop AIDS, the focus has shifted to Africa and the sub-Saharan desert. Shift in focus towards cure/vaccine in research. Gord attended a workshop on HIV and aging: 25% of ASO having programs on aging/HIV, ACO was the only one mentioned as having 3 such specific programs. A proud moment for ACO.

15. Adjournment: motion Greg, seconded KRH. Meeting adjourned at 0823 pm.

Date Approved: June 4, 2014

Signatures: _____ & _____