

AIDS Committee of Ottawa Board of Directors Monthly Meeting
August 15, 2012
5:30 p.m. to 7:30 p.m.

Present: Gord Asmus, Kevin R. Hatt (KRH), Kevin A. Hall(KAH), Charles Anyali, Jean Chenier, Anu Sharma, Ashley Gaskell and Soyini Cornette
Regrets: Alan Chaffe, Norine Naguib, Khaled Salam and Joeseeph Jacques
Absent: Melissa Nesrallah
Guests: Richard Hubley, Palwashah Khostwal

MINUTES

- 1. Welcome and Check-in**
- 2. Approval of Agenda**
 - New Board Member added to the agenda under Nomination Committee report
 - Motion: Anu. Seconded: Charles. Passed.
- 3. July 18th minutes to be approved at next Board meeting**
- 4. Executive Committee Report – Gord**
 - Received a Doctor's note from Kathleen and she can return to work part-time in September for 2 days a week
 - Waiting to hear from her insurance company
- 5. Executive Director Report – Khaled on vacation**
- 6. Finance Committee Report – Anu**
 - Nothing to Report
- 7. Nominations Committee Report – KRH**

Workplan:

 - KRH: A workplan was developed at the Board retreat/orientation
 - The workplan's objectives were aligned with the agency's strategic directions
 - The workplan also shows what our priorities should be over the next year
 - Should have sent this out earlier so that people are able to review prior to the meeting
 - Soyini: We should give people time to review and provide us with their feedback at the next Board meeting
 - Gord: This would have to be changed as we are not able to meet the September objectives
 - KRH: I ask people to take some time to review over the next month
 - Anu: Do we have a strike committee?
 - KRH: No, but we need to create one
 - KRH: If you have any ideas for fundraising let us know

Rescheduling Board Orientation:

 - Anu is away September 6 to December 22nd
 - Gord: Kevin, send out an email with those who need to attend the Board Orientation and see what date works best for everyone

Retreat Hours:

- Gord: For those seven people who were at the Board retreat, please add five hours of volunteer time to your Board hours

Alan:

- Gord: Alan has been accepted into a one year program in B.C. and would like to either take a leave of absence from the Board or step down if he has to and return to the Board once back in Ottawa next year
 - Personally, I think we should not grant a leave of absence to Alan and instead fill the position and put him on the waiting list
- KRH: Alan was willing to leave and come back in a year
- Ashley: What would be the process when he gets back?
- Gord: He would be on the list as vetted. We gave Norine a leave but due to the lack of board members at the time
- Motion to not grant Alan a leave of absence. Motion: KAH. Seconded: Jean. In favour: 7. Abstention: 1. Passed.
- Jean: I have a question about Norine, wasn't she suppose to be back in June?
- Gord: Yes, she did send an email in June saying that it could be until September when she is back and I said okay. I will deal with that in September.

Soyini:

- Soyini: I will be stepping down from the Executive Board as Secretary but will remain a Board Member. I have too much on my plate right now and I am not able to efficiently manage my secretarial duties. Once I have more spare time I am willing to resume the position of secretary if there is a vacancy

Anu:

- Anu: I have to be in B.C. for work until the end of December and it may be longer. I am open to working from distance or if needed I will take a leave of absence
- Gord: A leave of absence is better

New Board Member:

- Gord: As far as Melissa goes she has resigned by not attending three consecutive meetings
- KRH: Both Palwashah and Richard have been vetted by the Nomination Committee
- Motion to bring two new Board Members on the ACO Board. Motion: KRH. Seconded: Anu. Unanimous. Passed.
- Richard: Are the positions full term? I would like to know what the term is
- KRH: Technically your membership isn't official until the members vote you on in June at the AGM
 - Palwashah, Melissa was up next June for re-election
 - Richard, Alan was re-elected in June

Executive Committee:

- Secretary:
 - We need someone to fill the position of secretary
 - No interest was expressed

- Gord: Since no one expressed interest we will have to get a volunteer, I will be asking every meeting
- Treasurer:
 - Richard is the only person that expressed interest
 - Motion to elect Richard as the Treasurer. Motion: Charles. Seconded: Anu. Unanimous. Passed.

8. Bylaw/Policy Committee Report – Joe (Chair) not here

- Gord: Do you know Richard if anything has been done?
- Richard: Joe wanted to approve the Accessibility Policy by the committee and not the Board
- Gord: The policy has to come to the Board
- Richard: Having difficulty finding similar policies
- Gord: Can you try and get something to the Board by the next meeting
- Richard: Can you send me the ED job description to review
- Gord: Will do

9. Board Liaison Committee Report – Ashley

- Ashley: Meetings are not very well attended, only three people attended the last meeting
 - Main issue was the lease and if we are moving etc.
- KAH: As far as I know we have not been asked to move by management, so that's good news
- KRH: People are not showing up because there are no issues, so that's good news
- Ashley: No women, no African/Caribbean members, only one francophone member
 - So it is not very diversified and it is in the calendar
- Gord: He will be at the next meeting at the end of August
- Richard: Stress that if they don't use it they will lose it. Maybe change it to every other month if people don't show up
- Gord: There was talk of combining the Committee with the Staff, that may change things

10. Other Business

- Board Hours – send to Soyini
- Jean: Quarterly meeting
- Gord: October 3rd at 6pm, we will have to move the Exec Meeting
 - I will book the living room
- KRH: When do we have to have notice out, 2 weeks
- Gord: We can meet Tuesday, October 2nd at 5pm
- We need pictures of the new Board Members

11. Adjournment

- Motion: Richard.

Approved: Sept. 12/2012