

**AIDS Committee of Ottawa Board of Directors Monthly Meeting**  
**July 18, 2012**  
**5:30 p.m. to 7:30 p.m.**

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

**MINUTES**

- 1. Welcome and Check-in**
- 2. Approval of Agenda**
  - Motion: Jean. Seconded: Charles. Passed.
- 3. Approval of June 6th Minutes**
  - Two changes on page three
  - Motion: Jean. Seconded: Charles. Passed.
- 4. Executive Committee Report – Gord**
  - The trip to Snowy Owl camp last week was great and I recommend it to all.
- 5. Executive Director Report – Khaled**
  - Thanks to all that attended the AGM
  - The City of Ottawa representative was happy to see that the membership was so engaged
  - Been busy working on the annual Reconciliation Report and Schedule A to the Final Report
  - Had to tweak and resubmit our program plan and proposed budget based on feedback received from the AIDS Bureau
  - Also working on the evaluation template for the city of Ottawa which is due at the end of the month
  - Additional staffing changes:
    - Camille, Coordinator of Volunteer Services is going back to school in September, so she will be leaving in a few weeks – staffing of her position is almost complete
    - David Mills last day was July 4<sup>th</sup> as he has accepted a job at the Somerset West Community Centre – Heather will find a replacement once she returns
    - Heather will be looking to fill Mike Cecilio’s position soon
    - Sarah North has been hired in Fred’s position
    - Corey is stepping down from his acting as Manager Support Services because he was not receiving the full salary of the position
  - On July 4<sup>th</sup> all staff received boundaries training from John Miller, some issues came out of the training that Khaled will follow-up with

- COPE has contacted Khaled and bargaining negotiations should return in the fall
  - Volunteer Appreciation dinner will take place August 8<sup>th</sup> at Shanghai restaurant
  - Pride is Sunday August 26<sup>th</sup> and I encourage all Board Members to come out, there will be a brunch at ACO to help prepare the float
6. **Finance Committee Report – Anu**
- Nothing to Report
7. **Nominations Committee Report – KRH**
- Nothing to Report
8. **Bylaw/Policy Committee Report – Melissa (Chair) absent**
- Melissa is chair and has not been to any of the last three Board meetings
  - Joe put himself forward as Chair of the committee as he has less workload at school and can take on more
  - There were no other interest in chairing among Board members
  - Joe will now take over and start working on the AODA policy and will have something in two weeks
  - There is also the Pet Policy and Harm Reduction policy that need to be worked on
  - Khaled suggested that the Board explore the staff expertise on certain issues
  - Joe mentioned that Ottawa has people with great skills that we can draw upon
9. **Board Liaison Committee Report – Ashley**
- Ashley facilitated the small group of people by herself
  - Members would like to make sure that volunteers are placed in areas where they have particular skill sets
    - Members enjoy the volunteers and would appreciate if they are on the floor more often
    - They appreciate the volunteers that are there for the members and for ACO
  - Food bank: seems as though the food bank is being abused by non PHAs and maybe a number can be given that correlates to a client ID
    - Khaled: The food bank is specifically for members of the Living Room, people sometimes send a representative on their behalf when they are unable to attend
    - Charles: how do we streamline and know who is coming in, at the last food bank I witnessed a situation where you don't know who is who
    - Khaled: check with staff if you are not sure if someone present be there as staff know who everyone is and if they don't they would approach them
    - Jean: I have witnessed staff calling members when someone comes in to represent a member without consent
    - Gord: There was a binder in the past, what happened to it?

- Khaled: people were concerned about their confidentiality but staff do use OKASE to keep track of who accessed services
- KAH: can't we go back to the previous system and give people a number
- Soyini: staff is doing their checks and balances, don't agree with a numbering system as it may not make people feel comfortable
- KRH: Ashley are you able to provide an update to the members?
- Ashley: Yes, thanks for your input, I will let people know
- Khaled: staff is here if you have questions and I am also available
- Emergency Contact: People want to make sure that this is up to date in case of an emergency – members were told to check with Khaled
- ACO voicemail needs to be updated
  - Khaled to get Elysia to take care of this
- Streets Men's Social: members want more activities to reduce the shame and stigma, building more of a community
- Gord was present and spoke about the ACO lease
- Jean: Feels as though members are more comfortable talking to the committee compared to staff
- Gord: That's why they should be combined
- Jean: Not sure they should be combined
- Khaled: It's good to combine with staff so that staff can answer operational questions and it bridges the gap between board and staff solidarity
- Jean: People get the impression that nothing happens when they speak with the staff
- KAH: having the staff and the Executive be separated gives the wrong impression
- Gord: The Executive should be part of the Liaison Committee not just staff, that way people feel like they are going to the top
- Khaled: starting next month we can try a joint collaboration with the committee, Khaled and the Living Room staff
- Joe: People feeling more comfortable to talk to the Committee may be because of the individuals the people Jean and Ashley are and not necessarily that the staff is not easy to talk to
- Gord: thinks the issue is the staff not being able to action
- KRH: maybe the Committee meets with members first and then Khaled joins after
- Gord: No they should be together
- Khaled: would prefer to be there from the beginning
- KAH: The last few months have not been normal operating procedures
  - Khaled: That is true, some people have done their best based on their competencies, is some people didn't step up to fill certain gaps the agency would have fallen apart
- Khaled: I will let Corey know to set up a date so we can get started
- Jean: We usually meet with members the last Tuesday of the month

## 10. AGM Debrief

- Joe: aside from a couple of emotional issues I think it was great – first time I saw members ask questions of the Auditor, it shows they are empowered and felt comfortable asking questions, however there were a few tense moments but it was very encouraging
- Gord: the minutes have to be watermarked as draft because they will not be approved until the next AGM

## **11. Other Business**

- Board Hours – done
- Joe: I have noticed confusion with the whole policy/governance issue with the Board as the membership may not be aware of the governance of a board
  - I propose that I conduct monthly governance workshops with the membership on different aspects of Board Governance – such as what is a motion, Robert’s Rules, Minutes, what the bylaws are and why they are there, and finish with what is a policy governance board as it related to ACO
  - This would be a way to get us all on the same page in regard to the role of the Board
  - I want this to be separate from the Board Liaison Committee
  - It will be building on Lynne’s presentation and will talk to Corey
  - Will start really basic and show how things are done and encourage people to be part of the Board
  - KRH: I see this as coinciding with our strategic plan and working closely with the community and empowering the membership
  - Joe: Having people be knowledgeable will diffuse situations
  - KAH: I know we have a discretionary budget so we will be able to offer light food
  - KAH: You should ask people what questions they want answered
  - Joe: Agreed, at the first meeting I would ask them what they want to know
  - Khaled: When do you plan on getting started?
  - Joe: September, as August is extremely busy
  - Khaled: Wednesday is a good night
- Melissa: Joe noticed that the Board Governance Policy says three months for a member to be removed from the board, Bylaws says two months, this discrepancy should be dealt with
  - Gord: 5.2.3 (vi): We need a motion to have her removed then we have to bring it to the membership with a six week notice
  - KRH: If we are able to contact her and she resigns we do not have to go to the membership
  - Gord: If we make a motion today, then we can bring it forward at the September Quarterly meeting
  - Motion to remove Melissa from the Board of Directors of ACO  
Motion: Joe. Seconded: Jean. All in Favour. Passed.

## **12. Adjournment**

- Motion: Joe.

Approved: Sept. 12, 2012