

**AIDS Committee of Ottawa Board of Directors Monthly Meeting**  
**June 6, 2012**  
**5:45 p.m. to 7:30 p.m.**

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

**Regrets:**

**Absent:** Melissa Nesrallah

**Leave:** Norine Naguib

**Guests:** Richard Hubley

**MINUTES**

1. **Welcome and Check-in**
2. **Approval of Agenda**
  - Motion: Joe. Seconded: Ashley Passed.
3. **Approval of May 9<sup>th</sup> Minutes**
  - One change required, correct Lynne Cioppa's name
  - Motion: KAH. Seconded: Charles. Passed.
4. **Executive Committee Report – Gord**
  - Kathleen now off until early September as she has received a new doctor's note.
5. **Executive Director Report – Khaled**
  - It has been extremely busy over the past few months
  - The annual financial audit began this past Monday so it has been challenging getting everything organized, as there are several gaps with all the staff changes that has took place over the past year
  - Our accountant Susan has been very helpful
  - The auditors will be here all week, after the audit is complete they will present draft finances to Exec Committee June 9<sup>th</sup> before the June 20<sup>th</sup> AGM
  - HR update: Our new Office Administrator, Elysia Sayden started May 26, she has worked six years in office administration. We have found a candidate to fill Heather Mooney's former position as Women's Outreach Coordinator. Mike Cecilio has left ACO and we were unable to find a replacement before his departure, the position will be reposted. Fred Chabot is going on maternity leave in July, her position was posted on Monday so hopefully we are able to find someone before Fred leaves so that she can train the person. The collective bargaining is currently on hold.
  - The second annual Voices for Women's Forum was very successful, a report will be produced and published within the next few months.
  - Have been busy meeting with funders and my coach and have also been organizing a boundaries training for staff.
  - The HIV/AIDS Legal Clinic of Ontario had an HIV/AIDS & Immigration Law training for staff.

- KRH suggested that Khaled use “ECM Ottawa” to advertise Mike Cecilio’s position.
6. **Finance Committee Report – Anu**
- Nothing to Report.
7. **Nominations Committee Report – KRH**
- The list has been reviewed again, Gord’s term is up and he is planning on remaining on the Board, same for KRH, Joseph, Charles, Ashley and Melissa (have not heard from Melissa). Those whose names are standing this year should be prepared to say a few words at the AGM on why they should remain.
  - We have two candidates on the waiting list who have been pre-vetted; so when a board position becomes available we already have people that are able to fill those vacancies.
  - We have been thinking about a Board retreat Orientation and we are looking at the weekend of July 28<sup>th</sup>, and there is a cost of \$500 for food and hydro. Motion to pay \$500 for the retreat: Motion: Charles Seconded: Jean, Passed.
  - We are also considering a Part II training session with staff and board members for the fall around Thanksgiving.
8. **Bylaw/Policy Committee Report – Melissa (Chair) absent**
- There is no pet policy yet.
  - Khaled is to send Soyini the draft of the HR policy
  - Anu has been working on the Toolshed policy, KRH suggested that we include a preamble that states that ACO firmly commits to a harm reduction environment.
9. **Board Liaison Committee Report - Jean**
- There was a meeting with clients on May 29
  - Clients are concerned about medical training of staff during an emergency drug situation. Khaled: Staff have CPR training and will contact the paramedics in an emergency situation. Joe: We can put the safety policy around the office so people know what to do.
  - Discipline Rules:
    - Clients want the old code of conduct version to be placed in the Living Room
    - Khaled: WE have Rights and Responsibilities up on the wall right now. The current process for clients under the influence is that they are allowed on the premise to access services as long as there are no disruptive/abusive/aggressive behaviour. People are not allowed to use, buy or sell drugs on ACO premises.
    - Khaled: What is the role of this committee? Day to day operational issues should be brought to the staff and not the Board. The Board should focus on governance and policy issues. When these sessions with the Board Liaison Committee take place only a small percent of clients actually attend.
    - KAH: Some people don’t feel comfortable talking to the staff.

- Joe: WE should ensure that we don't cross the line for the Board and set up false expectations. If there are things to be addressed it should be dealt with by Khaled. WE don't want to create an unreasonable expectation on the Board.
- KAH: Yes, the meet and greet should only be about governance issues.
- Charles: Khaled, you operate an open door policy, therefore people should be able to go to you if they have particular issues.
- KRH: I would like to reiterate that the operational side of things should be dealt with by Khaled. I don't see that any of these issues pertain to the Board. I suggest that we hand this over to Khaled to with in good faith.
- Khaled: Will follow-up in writing with Ashley and Jean so that they have a record on how it was dealt with.
- KRH: Ashley and Jean should let the membership know that there isn't much more that we can do other than pass their concerns onto Khaled.
- Joe: This type of meetings should continue with the clients since they feel comfortable sharing their issues and/or concerns
- Gord: We should combine the Liaison Committee with the Living Room Committee.
- KAH: WE should point out that for policy issues people should speak to the Board, for ACO related issues people should speak with the staff
- Alan: How do we explain the difference to people? There seems to be a cultural issue where the clients are not comfortable going to the staff. How do we ensure that people are comfortable discussing these issues with the staff?
- Khaled: Not sure what additional training is required as it seems as though members and Board aren't clear on the roles. Staff issues should go to me and not Board members. Program issues go to me. I think it is a good idea to combine the Liaison Committee with the Support Services Team that meets once a month. I am willing to provide a response in writing. The ACO staff ahs gone through a lot. It would be nice for the staff to received positive feedback as well as the volunteers. We need to be kinder to each other.
- KRH: We should ask at these meetings what the staff is doing right so that we are able to pass along positive feedback as well.

#### **10. AGM – June 20, 2012**

- We are all set for the AGM
- The food is being taken care of
- Joe: Have asked whether translation has been taking care of
- KAH: We are not officially a bilingual organization, therefore we are not required to hold official meetings in French, however we have a large French membership. We should have people sit in a group with someone who can translate for them.

- Khaled: Camille did put a notice in volunteer Ottawa. Last year it cost \$500 for the simultaneous translation, we should have it available on a needs basis and have small pockets of people sitting together
- KAH: the person that complained about translation at the last meeting did not offer their services
- Khaled: Simultaneous translation cost about \$2500/day; don't think it is necessary
- Richard: You can explain to the membership that an attempt was made/ The problem at the last meeting is understanding the motions, maybe we can just have someone present to translate the motions.
- Anu: we can provide an honorarium for those who volunteer to translate
- Joe: To show respect to francophones we should offer bilingual services and we should have motions translated
- Jean: knows of a non-member who may be willing to translate
- Khaled: If we have designated volunteers then it makes sense to give them an honorarium.
- Charles: If we translate everything it will take too long
- Joe: Hopes that he will be able to a group of four or five people to volunteer and will know by tomorrow. Khaled will need to know soon so that he can have cheques ready.
- Motion to pay volunteers an honorarium for translation services at the AGM, not to exceed a maximum of \$200 total, \$50 each for four people.  
Motion: Jean, Seconded: Charles, Passed.

#### **11. Other Business**

- Richard: The HR Committee has finished meeting with Khaled and have signed on his Performance Plan, a requirement from the investigation from last year.

#### **12. Adjournment**

- Motion: Joe.