

Aids Committee of Ottawa Monthly Board Meetings

Meeting Minutes: November 14, 2012

Minutes taken by Cristina Navarro

Meeting chaired by Gord Asmus

Time: 5:35 pm

Present: Gord Asmus, Kevin Hatt (KRH), Kevin Hall (KAH), Ashley Gaskell, Richard Hubley, Jean Chenier, Soyini Cornette, Benjamin Segobaetso, Khaled Salam (acting ED)

Regrets: Charles Anyali, Clara Arnone

Absent: Palwashah Ilhostwal

On leave: Anu Sharma

- **Approval of the Agenda**
 - o Motion: Richard. Second: Jean. All in favour, carried.

- **Minutes**
 - o Motion: KAH, second Soyini. All in favour, approved as amended, carried.

- **Executive Committee Report: Gord**
 - o The quarterly meeting ran smoothly.
 - o The new "Harm Reduction Position Statement" was presented.
 - o It was mentioned that there were Francophone members present who were not able to participate due to the language barrier.
 - o Khaled will check with Leslie to see if there are volunteers available to translate certain documents into French.

- **Acting ED's Report**
 - o Khaled has participated in the interviewing process at Community Leaders of Somerset.
 - o Client survey will be available on Friday.
 - o Pet Policy: Khaled reported that a participant came with a dog. Khaled was questioned about the policy and talked with the participant about it. The participant was escorted out. The conversation ended well and Khaled told the participant he is open to talk more about the policy.
 - o Staff is in charge of implement the policy on a day to day basis.

 - o By the end of the week the schedule for AIDS Awareness Week will be released.

- PTS will have their AGM on November 29 and ACO will send a letter of support about the work the two organizations have been doing together and that ACO supports them.

- **Finance Committee Report**
 - Budget report for Oct. 30 2012.
 - Motion: Richard, second: Kevin Hall. Accepted as presented. Carried
 - Budget for the period of 2012/2013 approved by AIDS bureau.
 - Motion: Richard. Second: Jean. Accepted as presented. Carried.

- **Nomination Committee Report**
 - All reference checks are done.
 - The three people that are in the reserve list (Laura Conroy, Paul O`Reilly, and Emily Field) said they accepted to be in the mentioned list and, meanwhile, would like to volunteer at ACO.

- **Bylaw/Policy Committee Report**
 - Richard informed that the AIDS Bureau has asked us to create a policy on overtime for management and non-unionized employees.
 - Soyini presented some suggestions to be made and that was discussed.
 - Brock (HR specialist) will be asked to review the document.
 - Richard will make the changes and will send the policy to Brock.
 - Motion: Richard. Second: Jean. All in favour. Approved as amended. Carried.

- **Board Hours**
 - Gord and Soyini completed the hours chart and sent it to Leslie for her OCHART report.

- **Other business**
 - Jean reported about one client that is selling illegal drugs and, even though he has already talked about it with some staff members, the situation persists.
 - Khaled will bring the subject at the staff meeting. He also expects that at the security audit this sort of subject will be brought up.
 - Jean also suggested that clients should sign a document which states that illegal drugs are absolutely forbidden.

 - There will not be a December Board Meeting. We are going to have a Christmas social meeting at December 12th, 5:30 pm followed by a presentation by Ryan Peck, of HALCO. The Board of Bruce House has been invited to this presentation.

- **Adjournment:** Motion: Kevin Hatt.
- Adjourned at 6:50 pm.