

Aids Committee of Ottawa Monthly Board Meeting

Sept. 12, 2012. Minutes

Present: Gord Asmus, Kevin Hatt (KRH), Kevin Hall (KAH), Richard Hubley, Palwashah, Khostwal, Ashley Gaskell, Jean Chenier, Khaled Salem (acting ED).

On Leave: Anu Sharma

Regrets: Charles Anyali, Soyini Cornette, Joseph Jacques.

Meeting chaired by Kevin Hatt

Minutes taken by Gord Asmus

Meeting called to order at 535pm.

Welcome and Check-in

Approval of Agenda: M-KAH, S-Gord, Carried.

Approval of Minutes from July 18, 2012: M-Richard, S-KAH, Carried.

Approval of Minutes from Aug. 12, 2012: M-KAH, S-Richard, Carried.

Executive Committee Report: Gord

-update on Kathleen Cummings return to work: Return to work Oct 1 part time for 7 weeks with increasing hours. Full time beginning Nov 19. We are awaiting approval from the Aids Bureau.

-discussion on the OAN ED's retreat (Oct. 2). It has been decided that nobody from ACO will be present.

-Quarterly Members Meeting Oct.3, 2012. Decision to postpone the Quarterly Meeting until Nov.7 2012.

Acting ED's Report: Khaled (see page 2)

Finance Committee Report: Richard

-Richard presented a Financial Statement dated April 1-Aug 31, 2012.

-motion to accept statement as presented: M-KAH, S-Jean, Carried.

Nominations Committee Report: KRH

-it has been decided to form a "Resource Development Committee" KAH, Ashley, and Palwashah have agreed to sit on this committee.

-the membership on all Board committees was discussed.

-KRH presented a "Board Work Plan" (see page 6). It was discussed and approved. M-KAH, S-Palwashah, Carried.

-Gord presented a letter of resignation from the Board from Norine Naguib, dated Sept. 7, 2012 (see page 7). Thank you Norine for your dedication and hard work.

Policy/By-law Committee Report: Richard

-AODA Policy is not yet ready to be presented; this committee has not yet met. Gord to talk to Joe (Committee Chair) to find out the reason for the delay.

-Pet Policy: Richard presented a draft version of the Pet Policy. It was discussed and Richard was asked to bring it to the Policy/By-law committee for approval and to have it ready for approval by this Board for the next meeting.

Board Liaison Committee: Ashley

-this month's meeting was cancelled.

Board Hours: Gord

- Gord thanked everybody present for their quick response on reporting their hours for the month of Aug.

Other Business:

Ashley spoke on her conversation with the ED of Aids Community Care Montreal (ACCM). They are experiencing many similar concerns concerning Harm Reduction.

Adjournment: M-Richard

Adjourned at 7:15 pm.



Acting Executive Director's Report

September 12, 2012

Dear ACO Board Members,

It has been a busy end of the summer around ACO. I was on holidays from August 6th to 20th and when I got back to work, my e-mail account was down for a couple of weeks. It finally got restored on Sept. 5th, and I still have a backlog of e-mails that I'm trying to catch up on. We were very involved in many Pride-related community events at the end of August, and very successfully participated in the pride parade. I strongly feel that our theme this year of "HIV is not dirty, clean is for laundry", was positively impactful and well-received by the community. A big thank you to all the board

members who came out on pride day and showed their support. As you all know AIDS Walk is taking place this Saturday, September 15th. I have been asked to say a few words on behalf of ACO, along with other EDs from partner agencies. I will also be representing ACO, along with Leslie Wells, at the Red Ruby Ribbon Circle reception on September 24th. ACO will also be setting up an info table at the AIDS Walk. Hope to see you all there.

In terms of HR updates, we have hired our own Caleb Chepesiuk as the new Manager of Education and Prevention during Heather Money's maternity leave. Caleb will begin his new journey in a full-time capacity on October 9th. In the meantime, Caleb will continue working in his current position of Harm Reduction Coordinator and do transitional training with Heather. We are in the process of hiring for Caleb's current position, and hope to have that position filled by the end of this month. We are also conducting interviews next week for the Gay Men's Health and Wellness Coordinator position, and also hope to have that position filled by the end of the month. We also have a new placement student at ACO. Patrick Beaudry is an Algonquin College 2nd year Social Service Worker student. He will be with us 3 days a week until the end of April.

In regards to union matters, on August 24th, I received a letter from the Ministry of Labour stating that COPE had requested the appointment of a conciliation officer. Next, I received a letter from the conciliation officer, Herman Stewart, basically informing us that we will be hearing from him in the near future regarding this matter. Gord and I have been in contact with Brock Colter regarding this matter, and Brock has sent a letter to Patty Clancy at COPE with our response to their request for conciliation. We are going ahead with the originally scheduled return-to-bargaining table date of Oct. 11th, and will inform you of any progress at next month's meeting.

We are currently in the process of reapplying for the MAC AIDS Fund for 2013. We are hoping to have the application and as well as the activity report for 2012 to be sent out to MAC AIDS by the end of this week. I have also applied to the MAC AIDS Fund for an extension in time period to use unspent funds from last year. As some of you may recall from this summer's financial audit, we had \$12,740.00 from MAC AIDS leftover. I have asked them for an extension to the end of this fiscal year to use up those funds. I'm also working on completing the community funding contribution agreement with our municipal funders for the next funding period of Dec. 2012 to Nov. 2015. I have decided to keep the outcomes that our agency would like to propose for the next funding period the same as previous funding periods, which is basically that the City of Ottawa funding will continue to go directly to Living Room services and programs.

Last week, I was invited to an Algonquin College event, and spoke to an entire class of S.S.W. students and the faculty about the AIDS Committee of Ottawa. I also had a phone meeting with my ED coach/mentor, John Miller from the OODP on August 29th and our next meeting is scheduled for Sept. 21st. I have a meeting set up with Anne Marie who is the ED at PASAN to discuss their experiences with having done a safety audit for their organization, and this meeting is based on a recommendation by Joanne Lush at the AIDS Bureau. On August 23rd, Heather and I meet with 3 staff from Ottawa Public Health to extensively discuss our partnership, challenges and how we can work on building healthy and communicative working relationships moving forward. I'm also in talks with SWCHC in regards to putting the finishing touches on a mutual partnership agreement as well as a shared work plan around ACB HIV/AIDS initiative in Ottawa.

On Sept. 27th and 28th, I will be in Toronto to represent ACO at the annual ACCHO strategy symposium.

Sincerely,

A handwritten signature in black ink that reads "K Salam". The signature is written in a cursive style with a long horizontal flourish at the end.

Khaled Salam

Acting Executive Director

AIDS Committee of Ottawa

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AIDS Committee of Ottawa
 Proposed Board Work Plan

Board of Directors 2012-1013

Support Services/Prevention Services

Objective	Activities	Responsibility	Timeline	Status - Comments/Vari
AODA Policy	Finalize policy and approve ASAP	Policy Cmte	Sept 2012	
Pet Policy	Finalize policy and approve	Policy Cmte	Sept 2012	
Fundraising Comte	Strike Comte membership & develop ideas	Fin Cmte	Sept 2012	
Member Governance Training	Demystifying Governance – offer training opportunities and skills development	Policy Cmte	Oct – ongoing	
Harm Reduction Policy	Write and approve	Policy Cmte	Oct - 2012	
ED Contract & Job Description	Finalize	HR Cmte	Feb - 2013	
By-Laws Rewritten	May have them professionally written	Policy Cmte	May 2013	
Planning Quarterly and AGM (June)	Quarterly - (Sept, Dec, Mar) AGM (June) Schedule, notify and organize	Liaison Cmte	Ongoing	
All Policies Reviewed	All Policies Reviewed & Updated if necessary	Policy Cmte	Ongoing	
Board Recruitment & Development	Recruitment, training and education	Nom Cmte	Ongoing	
ACO Moving/Future??	Comte to evaluate \$ options	Fin Cmte	Ongoing	

Norine Naguib
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September 7, 2012

Gord Asmus
Chair – Board of Directors
AIDS Committee of Ottawa
251 Bank Street – Suite 700
Ottawa, Ontario, K2P 1X3

Dear Gord:

Please accept this letter as official notification of my resignation from the Board of Directors at ACO, effective today.

As we discussed, with no indication of when I will return to Ottawa after an extended nine month leave of absence, it is best to vacate the position for someone who can be more present in this role. We want what is best for the organization.

Thank you for the wonderful opportunity to work with such a dedicated team of volunteers. I will certainly look for opportunities with the Board or with ACO in general should I return to Ottawa in the future.

My best to you, the Board, and the organization going forward and I hope we connect again soon!

Sincerely,

Norine Naguib