

AIDS Committee of Ottawa Board of Directors Monthly Meeting
March 12, 2014
6:05 p.m. to 7:55 p.m.

Present: Gord Asmus, Kevin A. Hall(KAH), Jean Chenier, Khaled Salam, Richard Hubley, Caroline Meguerditchian, Charles Anyalli, Irving Rosas Brugada and Soyini Cornette

Regrets: Greg Whitelock, Laura Conroy and Kevin Hatt

MINUTES

1. Approval of Agenda

- Motion: KAH. Seconded: Jean. All in Favour. Passed.

2. Approval of February 12th Minutes with changes

- Motion: Richard. Seconded: Irving. All in Favour. Passed.

3. Secretary Position – Gord

- Have an observer without voice section written into the bylaws to allow other non-executive board members to sit in and participate in Executive Committee Meeting.
- Jean and Caroline have both volunteered to take on the position of Secretary as Soyini has stepped down from the position permanently.
- Khaled: There is so much on your plate already and we appreciate all that you do Jean but we don't want to overwhelm you.
- Motion to appoint Caroline Meguerditchian as Secretary to the Board.
 - Motion: KAH Seconded: Mylan. All in Favour. Carried.

4. Executive Committee Report – Gord

- Update on the Move:
 - Still moving forward on 111 Rideau Street.
 - The management company Regional Reality have come to visit our space and we have also visited their space since then.
 - Looking to have them cover the cost of a lift.
 - They have asked Khaled to look into a Trillum grant to cover the cost.
 - We are also going to look at a property at Rideau and Charlotte on Friday.

5. Executive Director Report - Khaled

- Update on Legal Issue at 240 Bank Street:
 - The updated Legal Claim drafted by our Lawyer was presented to the Board.
 - The lawyer made changes to the wording around sexual orientation as per the discussions from our last meeting.
 - The Claim is ready to be submitted in court as no other changes are required.

Charles arrived at 6:36 p.m.

- Motion to give Khaled permission to send a confirmation to the lawyer to submit in Small Claims Court the revised Legal Claim.
- Motion: Kevin, Seconded: Mylan. All in Favour. Carried.

- Update on HR:
 - The Office Administrator resigned last month, February 4th
 - The position was posted at the end of February.
 - We have received about 60 resumes and have started short listing, we are down to 7 people and 3 or 4 maybe.
 - Heather Mooney and Suzanne will be part of our hiring Committee.
 - Due to scheduling issues, Monday March 24th will be when interviews will commence.
 - Cory will looking to fill his previous programming position. Corey just returned from holidays and will be posting it internally tomorrow morning for a week before being posted externally if there are no suitable internal candidates.
- Update on Email from HALCO:
 - There was a letter from HALCO sent to the Board regarding a participant that has been banned from the Board.
 - I sent a response to HALCO and since then I have not heard anything from HALCO other than a friendly email.
 - Since then the participant has sent people to pick up food from the Food bank on their behalf.
 - There was an incident that happened last summer and the participant was barred from the agency since then because there were numerous events that occurred prior to this event.
 - After that event there were other incidents where the participant was continually harassing our staff members.
 - ACO looks to accommodate people as much as possible without jeopardizing the safety of the organization.
 - We try to make sure that in some way people can at least access the essential services.
 - There have been no recent incidents from this participant in the building since then.
- Information on Insurance:
 - This is a follow up item from the ED/Board meeting Gord and I attended.
 - There was a specific workshop form Terrance Carter where Board were told to find out what their liability is and what coverage they have.
 - Khaled asked them to send us a detailed list of what the Board of directors are covered.
 - Board members should take some time to review and let Khaled know if there are anything that we should be covered for that is not covered.
 - We pay about \$5,000 a year.
- Carter's Law Firm:
 - Some of our board members attended a workshop they presented.
 - Khaled contacted Terrance to find out what would it look like if we were to retain them as legal counsel.
 - There will have to be a 20 min consultation phone call free of charge to find out what we are looking for.

- Phone meeting set up for March 27th with Terrance and Khaled will report back to the Board at our April Meeting.
- They are also the counsel for the OAN.
- AIDS Bureau Think Tank Meeting:
 - Khaled spoke with ACO's legal counsel Anne Tardif earlier on this week.
 - Khaled out of the Office tomorrow for the AIDS Bureau think tank Meeting: Living Positive Support Disclosure and HIV Presentation a dialogue on our current understanding.
 - Meeting is for EDs, support staff and PHAs across the province.
 - Haoua will also be attending.
- AIDS Bureau:
 - Our annual program plan and proposed budget was successfully submitted to the AIDS Bureau for 2013-2014.
 - Khaled to share with the board along with the impact report for MAC AIDS.

6. Nominations Committee Report – Gord for KRH

- Kevin is getting ready to fill the short list.

7. Finance Committee Report – Richard and Khaled

- There were several tasks not completed by the former Office Admin and Khaled and Suzanne have been working diligently to reconcile the many discrepancies.
- Grade A has been able to give Suzanne access to the Office Desktop from home so she can also work in the evenings from home.
- Khaled and Suzanne have been able to reconcile our core funding from the MOH and Long Term Care which was presented to the Board.
- Khaled and Suzanne are still working to reconcile the City of Ottawa funding as the MAC AIDS Fund is fine.
- At the April Board Meeting we will have numbers for all three funding sources
- We would like to Thank Suzanne for all that she has done.

8. Bylaw/Policy Committee Report - Soyini

- Need all comments within the next week.
- Richard working on the weather policy and will share with the board soon. Will check and see if there is anything with the union that should be considered in the policy.
- Khaled to resend the London policy to the entire board and to Richard.

9. Board Liaison Committee Report - Jean

- There were questions regarding an update on the move at the meeting last evening.
- Easter dinner was discussed as well as some programming topics.

10. Board Hours - Soyini

- Missing Greg's hours for the month of February

11. Other Business - Gord

- Quarterly Meeting:
 - May 21, 2014 at 6pm
- Summer Board Retreat:
 - July 18-20, 2014-03-30.
 - \$700 for the weekend, food included.

- OAN Peer Leadership Development Institute (PLDI) – KAH:
 - Kevin attended the workshop last weekend.
 - The main focus was on the Ontario Accord.
 - Most of the participants were not familiar with the Accord and someone from the ACO did not know where it was located at ACO.
 - I feel as though we need to do something more to make it more visible.
 - Khaled to purchase the ACO a better looking Ontario Accord to be placed in a more prominent location within the agency.
- Easter Dinner: April 17, 2014, board members to serve dinner.
- Opening Doors:
 - May 7-9, 2014.
 - All board members are encouraged to attend.
 - Registration to open soon.
- Request for Khaled:
 - Request from Khaled to be paid out for outstanding accumulated vacation hours since it can not be carried over to the new fiscal year.
 - 203 hours for 2013-2014 fiscal year.
 - Motion: To pay Khaled in full for his 203 accumulated vacation hours.
 - Motion: Richard. Seconded: Jean. All in Favour. Carried.

12. Adjournment

- Motion: Charles.

Date Approved: _____

Signatures: _____ & _____