

AIDS Committee of Ottawa Board of Directors Monthly Meeting
May 8, 2013
6:00 p.m. to 7:30 p.m.

Present: Gord Asmus, Kevin R. Hatt (KRH), Kevin A. Hall(KAH), Ashley Gaskell, Jean Chenier, Khaled Salam, Richard Hubley and Soyini Cornette

Regrets: Charles Anyali and Laura Conroy

MINUTES

1. Approval of Agenda

- Motion: Richard. Seconded: Jean. Passed.

2. Approval of April 10th Minutes

- Motion: KRH. Seconded: Ashley. Passed.

3. Executive Committee Report – Gord

- Secretary: Motion to reinstate Soyini as the Secretary. Motion: KAH. Seconded: Jean. All in Favour. Passed.
- ACO/Le Bras get together will be Saturday September 14, 2013
- Quarterly Meeting is May 22, 2013 in the Living Room. It will be very informal, no agenda.
- The AGM will be June 26th. The Legion is under construction and if they are not ready in time to host the ACO AGM they will find an alternate location by the beginning of June.
- The July/August board meetings will be combined and will take place on Wednesday, July 31st, 2013. There will not be a meeting in August.
- We need to discuss whether we are having a Board retreat at the cottage.
- Kathleen will be seeing her Doctor on Friday, May 10th, 2013 and will provide an update to the Board by May 15th.

4. Executive Director Report – Khaled

- Relocation Committee Report:
 - The Committee has been looking for alternate locations to house the Agency and has found the 4th floor of 240 Bank Street to be a viable option.
 - The space is in good condition, however some modifications are need to suit ACO needs.
 - The space was previously occupied by the federal Department of Fisheries and Ocean.

- The new space will meet the requirements of the Safety Audit that was conducted last year.
- Motion to authorize Khaled to sign a 6 month lease and a ten year lease with Agellan Capital Inc. and the AIDS Committee of Ottawa. Move to new facility to take place in October 2013.
Motion: KAH. Seconded: Jean. All in Favour. Passed.
- Staffing:
 - Sonya Sole, the TLR support worker has returned from maternity leave.
 - Michael Burtch, former Men's Outreach Worker, has resigned from his position as of April 26, 2013. This position has been posted internally as part of the new collective agreement.
- Have Submitted OCHART for the biannual statistical information submission.
- ACO Management team and the HR/Labour Relations Consultant will review in detail the collective agreement to ensure it is being implemented accordingly.
- Continuation of meetings between the Acting ED and coach through the OODP program.
- The annual financial will last one week and will start on Monday May 13, 2013.
- Staff participated in HIV and Corrections training on April 24th and will participate in CPR/First Aid and NVCI training in the near future.
- Safe Injection Site in Ottawa:
 - ACO to create a position statement on a Safe Injection Site in Ottawa.
 - The Agency has been advised to be cautious when considering providing space for such a facility as the Minister of Health has made it clear she does not support such as site at this moment.
 - In addition, the OHTN is conducting a research study on Safe Injection Sites and the Agency should wait to see the results of the studies.
 - The AIDS Bureau has made it clear that the Agency can continue to provide clean needles and supplies through current programs.

5. Nominations Committee Report – KRH

- Still waiting on applications to fill the current vacancies on the Board as a result of three recent resignations.
- Have received three applications thus far.
- Two applications received are from individuals within the Agency.

- Would like to start interviewing those applicants to get the process started even though they will not officially join until the AGM.
- Would like to see gender parity as all the applicants so far are males.
- The Board retreat that was held last month went very well.

6. Finance Committee Report – Richard

- The updated Financial Report for fiscal year April 1, 2012 – March 31, 2013 was presented.
- The May 2013 financial report was also presented.

7. Bylaw/Policy Committee Report – Richard

- It was discussed at the Executive Committee that a policy should be created for claiming mileage as a Board Member has asked for compensation for mileage accumulated over the past year.
- Having clear rules for claiming mileage by Board Members will protect the Agency from possible liability issues.
- The Policy needs to clarify what can be claimed as mileage. For example traveling to a Board meeting can be claimed as the cheapest mode of transportation, \$5 on the bus.
- KAH: At a previous ASO, Board Members were asked to submit a claim for mileage at least 24 hours before the meeting so that the Secretary could have petty cash available for pay outs.
- The Bylaw/Policy Committee will work on a policy.

8. Board Liaison Committee Report – Jean & Ashley

- Nothing to Report.

9. Pet Policy

- We have received a medical note from a member's Doctor stating that their dog is a compassionate companion service dog.
- We need (the Board) need to respond and let the staff know how to address this member and their dog as the definition of a compassionate companion service dog is not in line with the definition of a service dog in the current policy.
- Khaled thinks that we should make some accommodations to the members.
- Khaled contacted the City of Ottawa for their opinion however they did not have anything to say other than this is our internal space and the decision is up to the Agency.
- Gord: When we created the Policy we considered the City's Pet Policy which said that since we serve food we can not have pets in a place where we serve food.

- KAH: We don't cook or consume pork because of our Muslim brothers and sisters.
- Khaled: We have a big enough space to provide the dog with a separate space.
- Ashley: With the space we have and entrances, can we get creative and have them come in for a service such as counselling and not be in the Living Room space?
- Jean: This will open a whole new set of issues.
- Richard: If we were to make a concession, will we be able to accommodate this in our new space?
- Khaled & Gord: Not really because the offices will be in the Living Room.
- Gord: According to the Dr's note the dog is not a certified service dog. At the Executive Committee we discussed adding to the current pet policy an amendment to say at the Board's discretion.
- Khaled: When you look at the Policy and the Dr's note the animal does not qualify as a service dog. From a liability perspective, the answer should be no if the member can't get the dog certified as a service dog.
- Soyini: I would like to say yes to a concession, however, in the best interest of the Agency I would have to say no.
- Jean: I say no, this will open up other issues.
- KRH: I am inclined to make a concession.
- Khaled: We just started up the Dog Program offsite, this member can take advantage of this great program.
- A Vote was made and the Member's request to have their dog allowed on ACO premises on the grounds that it is a compassion dog was denied. All in Favour.

10. Other Business

- None.

11. Adjournment

- Motion: KAH.

Date Approved: _____

Signature: _____