

**AIDS Committee of Ottawa Board of Directors Monthly Meeting**  
**April 8th, 2014**  
**6:05 p.m. to 7:40 p.m.**

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**Present:** Gord Asmus, Kevin Hatt (KRH), Jean Chenier, Khaled Salam, Richard Hubley, Caroline Meguerditchian, Charles Anyalli, Mylan Ly, Laura Conroy, Greg Whitelock  
**Regrets:** Kevin Hall (KAH), Soyini Cornette, Irving Rosas Brugada

**MINUTES**

**1. Approval of Agenda**

- Gord added an item under new business: Easter Dinner
- Motion: Laura Seconded: Jean. All in Favour. Passed.

**2. Approval of March 12th Minutes with changes**

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

**3. Executive Committee Report – Gord**

- Update on the Move:
  - Still moving forward on 111 Rideau Street.
  - Now pushing the need for an elevator.
  - There has been an email sent out and a response is expected at any time.
  - Gord found another location that has the price that is within budget.
  - It is 7000 sq feet; second floor is offices and therefore would require minor changes. 1<sup>st</sup> floor is industrial, likely an open space.
  - Gord and Khaled will be seeking more information on this space approval for ACO use, etc...
- AGM:
  - At a previous board meeting, June 25<sup>th</sup> was decided as the date for the AGM [last Wednesday of June moving forward].
  - This year June 25<sup>th</sup> is World Pride Week therefore many members would likely be in Toronto for this event. Gord suggests moving the AGM to the 1<sup>st</sup> week of July, the date would be July 2<sup>nd</sup>.
  - In addition the financial audit would not be ready by the set AGM date therefore moving it would be ideal.
  - Motion to move AGM to July 2<sup>nd</sup> at 6pm
    - Motion: Charles, Seconded: Greg. All in favor. Carried.
  - Khaled will proceed then with booking the YMCA as a venue for the AGM. He will also proceed to have the financial audit done for the week of May 12<sup>th</sup> allowing sufficient time for report preparation, board review and distribution to the membership 14 days prior to the AGM.
  - May need to set an ad hoc board meeting to approve the financial report. No objections to this.
  - The executive committee meeting would also need a new date in light of moving the AGM. Also board meeting in June will move to June 4<sup>th</sup>. All were in favour.

#### 4. Executive Director Report - Khaled

- Update on HR:
  - The Office Administrator position has been vacant since February. The Hiring process is now complete. 3 candidates were selected for interviews. 1 of the candidates had been out of town and had interviewed with Khaled and Suzanne [ACO bookkeeper] and Heather Mooney as part of the hiring committee over the phone. She was deemed the most successful candidate but Khaled did not want to make any decisions before meeting her. She has a solid background in the financial domain. Khaled did meet her in person. Reference check complete with good feedback. Khaled will proceed with offering the position to this individual. If she accepts, she will give her current employer two weeks' notice. Tentative start date would be April 28<sup>th</sup>. Khaled is looking forward to have a competent individual fill the position of office admin.
  - Cory is now in the Manager of Support position leaving his previous position as TLR program coordinator vacant. The position was posted and filled internally in March by successful candidate Sonya Sole who is now transitioning into her new role. Her previous position is now vacant. Union stewards gave permission to post both internally and externally in the interest of time. Since the position has been posted 28 resumes were submitted. Closing date is Friday April 11<sup>th</sup>. Support Staff are on the hiring committee and will short list candidates in the hopes of filling the position by the end of the month. If so, all positions at ACO will have been filled.
- 240 Bank Street: a claim has been submitted in Small Claims Court on behalf of ACO. Kushman and Wakefield responded and asked for a 45 day extension to prepare a defense and this was extended to them; this is quite routine. As for Agellan, as of this date they have not yet responded [they have 20 days to respond within the province of Ontario].
- Carter's Legal Services: Khaled had a phone meeting on March 28th with Terrance Carter's regarding retaining Carter's Legal Services for ACO. Some board members have met Terrance as well. This was a 30 minute free of charge consult. Khaled provided a history of ACO, services etc..., any past legal concerns. Terrance suggested connecting Gord and Khaled with the local office that would in turn do a form of a legal audit/assessment and then produce a report with recommendations to allow Khaled and the Board to decide whether we need to have legal counsel on retainer. This assessment would be at a cost however. The board members felt that it would be reassuring to have such a check done for ACO. This report if pursued could also be shared with the membership when the notice for the AGM goes out mid June. Khaled seeking approval for this legal audit to be completed through Carter's.
  - Motion for Khaled to pursue a legal audit for ACO through Terrance Carter: Richard. Seconded: Jean. All in favour. Carried.Richard suggested a printing location to Khaled to prepare the reports and booklets for AGM that offers special rates for not-for-profit organizations.
- 251 Bank Landlord: ACO has been at this location without a lease since October and with no increase in rent for the past 10 years. The landlord at 251 Bank has been

wonderful and very understanding especially since the expected move has been delayed. The landlord did approach Khaled for an update on the move. Khaled responded that he cannot commit to another lease until all move situations have been resolved and clarified likely mid-summer. The landlord did ask for an increase in rent which is not affordable at this point in time. Khaled is negotiating with the landlord on a reasonable solution, and the landlord has been very receptive. The landlord suggested that until a concrete answer can be given [whether ACO will renew lease or remain at 251 Bank] perhaps ACO can pay utility bills. The landlord did present Khaled with the utility bills for ACO as of May. The hydro bill is clear cut as it is for sole consumption of ACO. However, the water bill reflects the entire building. Khaled asked for a flat rate instead for the water. The hydro bill cost would be lower in the summer. New ACs being installed and are separate. Also work is being completed on the roof so within 4 weeks it would be complete. The landlord did suggest a 300 dollar flat rate for the water. This seems to be reasonable and financially feasible for ACO. Khaled also mentioned bringing the electric panel up to code to the landlord and they were open to this as well.

- Motion for Khaled to take over paying Hydro bill in addition to 300\$ towards water as of May.
  - Motion: Mylan. Seconded Laura. All in favor. Motion carried.

#### **5. Nominations Committee Report –KRH**

- Board members standing for re-election at the upcoming AGM are: Richard, Gord, Caroline, Laura and Charles.
- KRH is attempting to fill the board reserve at this point in time. He will be connecting with Leslie regarding those that had expressed interest. If no responses, then a call out for board members will be put out.

#### **6. Finance Committee Report – Richard and Khaled**

- Khaled presented the board with the preliminary report for the past fiscal year prepared with Suzanne who has been working diligently with Khaled to complete an accurate financial report for ACO.
- This report now includes the MOH, City and MAC AIDS Funds. Cheques from MAC ADIS were retrieved from the office administrator.
- The report shows a deficit overall of \$30733.27.
- We also have \$34000 in deferred revenue from funders that has not been applied here as it requires explicit written permission to use these funds for these purposes from the funders.
- Khaled is already seeking this permission from MAC cosmetics and MAC AIDS.
- If we are able to apply these funds to the deficit then we would be slightly over.
- Upon close review, main areas that went over-budget included Snowblower for various reasons. Snowblower was hugely successful however. Khaled will be putting the right control measures in place. Another area has been TLR meals. New programs were added here such as the soup and sandwich meals that were not being accounted for in the budget. Khaled will ensure that the proper budget is allocated for the TLR meal program in the new fiscal year.
- Next meeting, Khaled will present the final report.

## **7. Bylaw/Policy Committee Report – Soyini/Richard**

- Richard is still working on the inclement weather policy.
- Soyini sent her update on the bylaws via email:
  - 1st draft of revised bylaws almost complete, will be sharing with the committee on Monday, April 14th for revision.
  - Committee members to review and then Soyini will set up a meeting for the last week of April.
  - Revised bylaws will be shared with the entire board before May board meeting.
  - Draft bylaws will be ready to share with members at the May quarterly meeting.

## **8. Board Liaison Committee Report - Jean**

- Jean is seeking preferably a volunteer for whisper translation from English to French to increase both understanding of what is discussed at the Liaison meetings as well as participation. He has asked Leslie [volunteer coordinator] to seek a volunteer.
- Minutes of the liaison meetings will be posted in English and in French. Richard notes that a disclaimer must be made that the English version takes precedence over the French if there are discrepancies. Gord suggests if no luck in finding a volunteer, we can put a specific call out.
- Laura suggested potentially connecting with Le Bras for possibility of cross opportunities here. Khaled considers doing formal follow up with Gord with Le Bras to potentially host them at ACO in September October as they had expressed interest in this in the past.

## **9. Board Hours –Gord/ Soyini**

- Total Board hours spent on Board business and ACO related affairs 2015.75 for the past fiscal year.

## **10. Bylaws-Soyini:**

- Refer to bylaw committee report.

## **11. Proposal-Irving:**

- Irving emailed Khaled and Gord to explore an idea he had after attending the ARAO training. He realized that some individuals may not be able to access information regarding drugs for instance or blood work interpretation in an understandable manner. He met with Gord and Khaled to further explain his idea which is basically adding an area [perhaps website or phone] where individuals can ask questions and board members can provide them with an answer that would be easy to understand
- Board receptive to this thought, allows for more board involvement with participants.
- Irving is wanting to take this on and looking for participation from board members.
- Will bring forward at next meeting for further discussion to allow Irving to speak to this item.

## **12. Other Business - Gord**

- Pet Policy: Gord has been driving participants to the pet vet program. The first one went well however he found that the second clinic was held in a very small location that proved to be challenging for some participants and staff.
  - ACO has been accepted into the vet program.
  - Gord reiterates that it is very important for people to maintain dignity when accessing services.
  - He suggests potentially offering ACO premises as a future location for the vet clinic.
  - Discussion around whether city by laws would allow this as TLR is food prep premise.
  - Gord will explore this further and bring back at next meeting.
- Easter dinner: Easter dinner will be on April 17<sup>th</sup> at the TLR. Jean looking for board members to serve and assist with clean up.
  - Many members will be present.
  - Jean has received a donation of cheese from St. Albert's for 70 people.

**13. Adjournment**

- Motion: Greg. Seconded Jean. Meeting adjourned at 1940.

Date Approved: \_\_\_\_\_

Signatures: \_\_\_\_\_ & \_\_\_\_\_