

AIDS Committee of Ottawa Board of Directors Monthly Meeting
October 9, 2013
6:00 p.m. to 8:40 p.m.

Present: Gord Asmus, Kevin R. Hatt (KRH), Kevin A. Hall(KAH), Jean Chenier, Khaled Salam, Richard Hubley, Laura Conroy, Greg Whitelock, Luc Parisien and Soyini Cornette
Regrets: Charles Anyali
Absent: Ashley Gaskell
Guests: Caroline Meguerditchian

MINUTES

- 1. Approval of Agenda with change**
 - Remove the numbers, will not follow the standard order and add “donations”
 - Motion: Richard. Seconded: Jean. Passed.
- 2. Approval of September 11th Minutes**
 - Motion: Jean. Seconded: KAH. All in Favour. Passed.
- 3. Motion to approve the allocation of funds, to a maximum of \$350,000, to cover the costs of renovating 240 Bank Street for the ACO Move.**
 - Motion: KRH. Seconded: Greg. Passed.
 - This motion was from September 9, 2013 via email.
- 4. Nominations Committee Report - KRH**
 - KRH received a text message from Ashley confirming that she did send a resignation letter to the board without a signature but she will be sending a second letter with her signature and address block.
 - Motion to accept Ashley Gaskell’s text confirming her resignation from the ACO Board of Directors.
 - Motion: KRH. Seconded: KAH. All in Favour. Passed.
 - A complaint was also received from Ashley against another Board member, this is being looking into by the Executive Committee, however, Gord will not be participating in the review of the complaint.
 - Motion to appoint Caroline Meguerditchian to the ACO Board of Directors.
 - Motion: KRH. Seconded: Soyini. All in Favour. Passed.
- 5. Bylaw/ Policy Committee - Richard**
 - We need to start working on the Bylaw revisions.
 - We need to go through the Bylaws and make a list of the changes that need to be made for the writer.
 - There are new guidelines for not-for-profit organizations that are incorporated under the federal Act that we need to comply with.
 - These changes have to be made within three years of the Act being revised and we are now into the 2nd year since those changes came out.
 - Richard will send out the Bylaws and the background document to everyone for their review.
 - The Bylaw committee will meet October 23rd after the Quarterly Committee Meeting.

6. Board Liaison Committee – Jean and Luc

- Nothing to Report.

7. Board Hours - Soyini

- All hours have been received.

8. Other Business

- Le BRAS Debrief:
 - ACO and Le BRAS Board and staff had a joint meeting September 14, 2013.
 - Gord: Le BRAS' calendar of events have been posted in the Living room, we should try to make this a regular occurrence.
 - KRH: We should put up a Le BRAS posting board to have regular postings and updates on activities and events. Maybe they can do the same for us.
 - KAH: It was a very positive experience, they seemed very open and the meeting went smoothly.
 - Laura: Maybe we can have combined programs, for example they can come to our cooking program.
- A Holiday Dinner is taking place tomorrow at ACO, all board members are encouraged to attend and help serve - Gord.
- Holiday Dinner in December is also coming up, the date is to be confirmed - Gord.
 - It might be done off-site and we are looking into the same space from the AGM at the Y.
 - KAH: If we are able to secure that space we can turn it into a Holiday Dinner and Dance. Khaled will talk to Cory about this possibility.
- Staff and Board Get-together - Gord:
 - There will be a staff and board get-together December 4th.
 - Khaled proposes that we skip the December 11th Board Meeting and have a staff/board get-together instead.
- Donations: KAH
 - Has heard from Leons, they are awaiting a final decision from Mark Leons regarding furniture and appliances.
 - Ikea has said that we are in the cue for kitchens.
 - Alexanians has given us the flooring and is working without contractor.

9. Finance Committee Report - Richard

- Richard presented the financial statements YTD up to August 31st, 2013. This should have been up to September 30th; the wrong statements were given to Richard.
- Khaled answered some questions regarding discrepancies in the table.
- Starting next month Elyssia will add notes to the financial statements for Richard.
- Khaled will be sending electronic copies of the monthly financial statements to Richard in advance of the Executive Committee meeting so that Richard can ask questions at the Exec meeting and be prepared to present the financial statements at the Board meeting.

10. Executive Director Report - Khaled

- Khaled will be presenting the AIDS Bureau with the 6-month financial projection Report next month and the book keeper will be in next week to correct some discrepancies in the Reports.
- The Gay Men's Forum has been moved to the week of World AIDS Day and will be held on November 27, 2013.
- Received very positive feedback from the Board Chair at Le BRAS regarding our joint September 14, 2013 meeting.
- Thanks to all who participated in this year's AIDS Walk, we are awaiting news on the proceeds that ACO will receive from the Walk.
- ACO was well represented at the 5th Anniversary of Gay Zone held September 25, 2013.
- ACO is working to finalize a partnership with PTS to create a new HIV+ men's group.
- There was a volunteer appreciation boat cruise that was held September 18, 2013.
- Khaled's last ED coaching/mentoring session with John Miller from the OODP was September 20, 2013.
- Khaled represented ACO at the annual ACCHO Symposium in Toronto on September 26th and 27th where they unveiled their new 5 year provincial HIV/AIDS strategy for African, Caribbean and Black populations in Ontario.
- ACO lead and helped organize the ACHNO appreciation/celebration gala held October 5, 2013 where Khaled was the M.C.
- HR Updates:
 - Heather Mooney will be returning from her maternity leave to her position as Manager of Education/Prevention on October 7th.
 - All ACO staff successfully completed their Non-Violent Crisis Intervention training this month.
 - In November there will be the renewal of First Aid/CPR training which will also be provided to volunteers.

11. Board in Camera.

- Motion for the Board to go in camera.
 - Motion: KAH. Seconded: Richard. All in Favour. Passed.
- Motion for the Board to go out of camera.
 - Motion: Richard. Seconded: KRH. All in Favour. Passed.
- The Board was in camera from 7:24 p.m. to 8:17 p.m. to discuss new developments regarding the lease of the new space and the Move of ACO. There will be a Board Liaison Committee meeting on Tuesday and that will also be a good time to answer questions members may have about our Move.
- Motion for the Board to go out of camera.
- Motion authorizing Khaled to share the information about the move with staff tomorrow, to create a press release, as well as create a Communications Plan to update membership and participants on the Move by early next week (week of October 13th) and to consult with HALCO, and to not have any contact with Tara unless authorized to do so.
 - Motion: Jean. Seconded: KAH. All in Favour. Passed.

- Motion to give Khaled the authority to continue to seek legal advice from Caza Saikaley as needed regarding the Move.
 - Motion: Richard. Seconded: Greg. All in Favour. Carried.
- Khaled to follow-up with the landlords regarding a test for mold and asbestos following the leak in the roof at ACO as 5 staff complaints were received by the union representative.

12. Adjournment

- Motion: KAH.

Date Approved: November 13, 2013

Signatures: _____ & _____