

**AIDS Committee of Ottawa Board of Directors Monthly Meeting**  
**November 13, 2013**  
**6:00 p.m. to 8:20 p.m.**

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**Present:** Gord Asmus, Kevin R. Hatt (KRH), Kevin A. Hall(KAH), Jean Chenier, Khaled Salam, Richard Hubley, Laura Conroy, Caroline Meguerditchian, Greg Whitelock, Charles Anyalli and Soyini Cornette

**Regrets:** Mylan Ly

**Absent:**

**Guests:** Irving Rosas-Brugada

## **MINUTES**

- 1. Welcome and Check-in**
- 2. Approval of Agenda**
  - Motion: KAH. Seconded: Richard. All in Favour. Passed.
- 3. Approval of October 9<sup>th</sup> Minutes with change**
  - Under item #11 move bullet # 3 ahead of bullet #2.
  - Motion: KAH. Seconded: Richard. All in Favour. Passed.
- 4. Nominations Committee Report - KRH**
  - Motion to accept Luc Parisien's resignation from the ACO Board of Directors.
    - Motion: Richard. Seconded: Laura. All in Favour. Passed.
  - Motion to appoint Irving Rosas-Brugada to the ACO Board of Directors.
    - Motion: KRH. Seconded: Greg. All in Favour. Passed.
- 5. Executive Committee Report - Gord**
  - Nothing to report at this time as the ED Report will cover most of the items I was going to address. The other part of the Executive Committee Report will be presented later on in the agenda.
- 6. Executive Director Report – Khaled**
  - Attended the OAN 3 days retreat for Executive Directors and found it to be very insightful and helpful for building relationships.
  - Also attended an AIDS Bureau meeting in Toronto October 16<sup>th</sup> and 17<sup>th</sup> where they conducted an environmental of ASOs and HIV health care clinics.
    - Volunteered to take the lead to bring together Ottawa area ASOs and HIV health clinics to rebuild local relationships and improve partnerships.
  - PTS Partnership:
    - Will be working with PTS to create a HIV+ men's group to start in January
    - The programming will be facilitated by ACO staff but it will take place at PTS
  - We have hired a consultant from the OODP to help us create a work plan for the ACB community. We will be working with Ottawa Public Health and Somerset Community West Health Centre.
  - Have submitted our six month Financial Projection Report to the AIDS Bureau
  - Upcoming events and Programs:
    - ACO will be hosting our Gay Men's Forum on November 27<sup>th</sup>

- New fitness program for men, one is being developed for women as well
- World AIDS day calendar of events coming out soon
- Holiday Dinner and Dance December 19<sup>th</sup> at the YMCA
- Board/Staff get together will be December 4<sup>th</sup>. It will be a chilli cook-out, so people need send any dietary restrictions that they have to Elyssia.
- Update on legal issue with 240 Bank Street
  - The Board discussed the options ACO should pursue regarding the lease at 240 Bank Street
- Update on Offer to Lease 420 O'Connor Street
  - We received a counter-offer last Wednesday
  - There are differences in the number of years of the lease, the \$ per square foot and the allowance
  - We met with the landlords, their agent and our agent earlier today to discuss the terms of the lease and to try to come closer to an agreement
  - We have made some progress but negotiations are still continuing
  - We invited the landlords to visit our current location so that they can see how we operate
- Gift cards for staff and Board
  - Motion to allow the purchase of \$25 holiday gift cards for staff and board
  - Motion: Richard. Seconded: Charles. All in Favour. Passed.
- KRH: You mentioned earlier that we are starting a new program with PTS for gay men, are we doing anything new for straight men as an issue was raised at our last AGM?
  - Khaled: Once a month we have a straight men's group and there are other support programs that straight men can participate in. We don't specifically allocate a lot of resources into straight men programming because we focus on EPI data and straight men are not in the top 5 at risk groups. It is on our radar, it would be nice if we can have more peer lead programming for straight men as we do not have the staff to run such programs at this time.

#### **7. Finance Committee Report – Richard**

- The Budget vs. Actual financial statements for April 1, 2013 to October 31, 2013 were presented.
- Our accountant will be in at the end of November to tighten up our books and records

#### **8. Bylaw/Policy Committee Report - Richard**

- I would ask everyone to review the Bylaws over the weekend and submit their suggested changes to me as the committee will be meeting soon to go over the Bylaw changes
- We should be able to do the changes to the Bylaws in house
- However we may need to hire a consultant to help us with our letters patent and other documentation that we will have to update and submit to comply with the new Not-for Profit Corporations Act

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

- People have noticed positive changes with TLR

- With Ashley and Luc's departure we will need someone else to sit on that committee with Jean.
- Laura is willing to participate in the evening meetings
- Mylan had expressed interest before, upon her return she may be interested in participating in the day meetings.

**10. Board Hours - Soyini**

- The Board hours for the month of October are 196.

**11. Other Business - Gord**

- The next Quarterly meeting will be in January.
- We will still have our December Board meeting on December 11<sup>th</sup> as there is a lot going on at this time
- Christmas dinner is December 19<sup>th</sup> at the YMCA and I would like to encourage all Board members to come out and continue the tradition of serving dinner to our participants.
- Jean and KAH will be cooking the chilli for the Board/Staff get-together and chilli cook-off.
- The Executive Committee will have a meeting on December 4<sup>th</sup> at 4:30 p.m.

**12. Update on Executive Director position - Gord**

- Kathleen has sent us a resignation letter which was effective November 10<sup>th</sup>.
- We posted the ED job position internally for one week and one application was received.
- The applicant was interviewed by the Executive Committee who is unanimously recommending to the Board that they be offered the position.
- It will be part of the learning objectives that the incumbent participate I French language training for which they will pay for using previous money reimbursed and that they will also take training in Fundraising
- Motion to offer the position of Executive Director for the AIDS Committee of Ottawa to Khaled Salam with pay retroactive to November 11<sup>th</sup>.
  - Motion: KAH. Seconded: Charles. All in Favour. Passed.

**13. Adjournment**

- Motion: Jean.

Date Approved: January 8, 2014

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