

**AIDS Committee of Ottawa Board of Directors Monthly Meeting**  
**February 11, 2015**

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**Present:** Gord Asmus, Khaled Salam, Jean Chenier, Soyini Cornette, Irving Rosas-Brugada, Kevin Hall (KAH), Kevin Hatt (KRH), Sabrina Fabien & Richard Hubley

**Regrets:** Mylan Ly, Laura Conroy, & Charles Anyali

**Guests:**

**Minutes:**

1. Welcome & Check-in : Meeting called to Order at 6:07 p.m.
2. Changes to the Agenda:
  - Approval of January Minutes tabled to the March Board Meeting
3. 3. Approval of the Agenda:
  - Motion: Jean                      Seconded: Sabrina
4. Executive Committee Report
  - Follow up to complaint: Richard
    - Met with some of the people in the complaint
    - Still need to get all the point of views before a decision is made
    - This is the reason why the minutes were tabled to the March Board Meeting
  - Charles: Gord
    - Charles is asking for a leave of absence due to hectic schedule, he was granted a 3 month leave of absence from the board
    - Charles will need to make a decision by May on whether he plans on staying on the board
  - November Minutes: Richard will redo minutes
  - Next Annual General Meeting: September 19, 2015
  - Vacation Hours
    - Khaled owed 210 vacation hours that he was unable to take
    - Motion to pay Khaled for his remaining vacation hours, 210 hours
    - Motion: KAH                      Seconded: Sabrina
    - All in Favour
5. Executive Director Report : Khaled
  - 1<sup>st</sup> Strategic Planning Meeting with Beth Jordon and May Lui from Adobe Consulting took place last week
  - It included a unionized staff, three staff members, and three board members
  - Focus groups will take place in March 10<sup>th</sup>-11<sup>th</sup> when Beth and May are in town
  - The Board focus group will be on March 11<sup>th</sup> from 6:30pm to 8:30pm after the Board Meeting which will take place from 5:00pm to 6:00pm
  - The main discussions during the teleconference were around the work plan and the key priorities over the next few weeks

- One of those priorities is the key informant list, which had to be no more than 10 people/community partners
- All other community partners that are not on the key informant list will be consulted with via an on-line survey that will be available in both English and French
- Beth and May will lead a total of 5 focus groups on March 10<sup>th</sup> and 11<sup>th</sup>:
  - Non-management staff and management staff;
  - Board members;
  - Participants; and
  - Volunteers
- Khaled will be sending various documents to Adobe for their review as background information
- On Saturday, April 18<sup>th</sup> from 9:00am to 4:00pm there will be a full day of staff/board visioning with Adobe Consulting (meals will be served)
- The questions for Board members will be shared prior to the Board focus group
- Once the focus group and all other consultations are complete, Adobe will work to complete the Strategic Plan by June so that it will be ready in advance of the September AGM
- The fee for Adobe Consulting may raise because of translation of the Strategic Plan
  - ACO will look to see if there are other options in terms of translation, whether it is on a volunteer basis or a small fee
  - Richard and KAH both have people in mind that may be an alternative and could save ACO money on translation
- Funding Applications:
  - Submitted City of Ottawa Funding Application on January 29<sup>th</sup>
  - The AIDS Bureau Program Plan is due next and it requires more work than previous plans because the format now requires five goals instead of four due to the new Provincial AIDS Strategy that is being finalized
    - The plan was due February 17<sup>th</sup> but the AIDS Bureau has granted ACO an extension to February 27<sup>th</sup> due to the preparation and planning needed for the Grand opening
    - The Opening Doors funding may be switched to HARS and this could present an opportunity for ACO to receive a one-time grant but this is TBD
- Grand Opening:
  - We have received lots of great feedback on the event
  - There was a really good turnout
  - We also received positive feedback from our funders, participants, community members, and others in attendance
  - Very happy that we were able to have Peter's Tree at ACO, many thanks to Joseph the artist and Gord for transporting it
  - It is great that we were also able to showcase our partnership upstairs

- The volunteers at the Opening event were a great reflection of the community that we serve
  - KAH: the event was great, polished and well done
  - Richard: Lots of people would have attended but they didn't know when it was. There was nothing on our Facebook or website
  - Khaled: 99% sure it was on our Facebook page and also believe that it was on our website but would have to look into that
  - At the community meeting last night in our old area, Khaled was asked why not everyone was invited and responded it was due to limited space
  - KAH: In the summer we can do a targeting community invite for a bbq, maybe a four block radius
  - Gord: We can do the bbq during Doors Open Ottawa and sell the food as a fundraiser
6. Nominations Committee Report
- Received one application to join the Board
  - KRH will send out the dates for the interview
  - Laura has asked to be replaced, but she is willing to stay on the board until a replacement is found
  - KAH: we did not have a community member at our last interviews since the last representative moved
  - There is still one person on the waiting list, we should also contact them
7. Finance Committee Report
- Richard presented the financial statement
  - Advertising is over budget, funds will have to be allocated from somewhere else
  - Have not received AIDS walk funding yet
  - "Previous Outreach Events" – calculations mistake to be fixed
  - Entire financial statement need to be in a larger font
8. Bylaw/Policy Committee Report: Richard
- The Committee met on Wednesday, January 28<sup>th</sup> from 4:00pm to 6:00pm
  - Richard did not have the updated list of committee members
  - Most members of the committee did not show up
  - Notes from the meeting will be sent to the rest of the committee members
  - Those at the meeting reviewed the membership form and the Complaint Policy
    - We need to make sure that only the new membership form is being used as we are still getting the old forms
    - The membership form on the website is the most current form
  - Another meeting will be scheduled soon
9. Board Liaison Committee Report: Jean
- Meeting was cancelled because only one person showed up and they did not have anything to say.
10. Other Committees
- Anniversary/ History Committee will be separated

- The Anniversary Committee met once and will also meet next Wednesday
  - Plan to create a book, ready by the end of June to be launched at the AGM on September 19<sup>th</sup>
  - Khaled has recruited three staff members to join the committee
  - The book will be half pictures and half text, going back the last 30 years showing ACO's role in the community and the movement

11. Board hours – January: 120 hours

12. Other Business

- Irving can help Khaled with social media projects
  - Humans of New York is an approach that we may want to consider for ACO
    - You get people to tell their story and you can add it to the ACO Facebook page
    - You will need people's consent to do this
    - Irving will send a link to everyone on Human of New York
    - Khaled thinks this is a great concept that can be used outside of our Anniversary celebration

13. Adjournment:

- Motion: Richard