

**AIDS Committee of Ottawa Board of Directors Monthly Meeting**  
**July 19<sup>th</sup>, 2014**  
**01:40 p.m. to 4:00 p.m.**

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**Present:** Gord Asmus, Kevin Hall [KAH], Jean Chenier, Richard Hubley, Caroline Meguerditchian, Charles Anyali, Laura Conroy, Mylan Ly, Kevin Hatt [KRH], Khaled Salam [ED]

**Regrets:** Irving Rosas Brugada, Greg Whitelock

**MINUTES**

- 1. Welcome and Check-in:** Meeting called to order at 1:40 pm
- 2. Approval of Agenda:**
  - KAH, seconded Laura Conroy. All in favour. Passed.
- 3. Approval of June 4<sup>th</sup> and June 10<sup>th</sup> Minutes with changes:**
  - June 4<sup>th</sup> minutes approved pending changes: Motion: KRH Seconded: Charles All in Favour. Passed.
  - June 10<sup>th</sup> minutes: changes to reflect Soyini and Caroline were in attendance via phone and a summary of the complaint to be attached with the minutes. Motion to approve: KAH, seconded Soyini. All in favour: Approved with changes.
  - July 2<sup>nd</sup> special board meeting minutes: read to the directors by Caroline. Motion to approve: Richard, seconded Jean. All in favour. Approved.
- 4. Executive Committee Report – Gord:** Based on the recent number of complaints received, there have been quite a few that perhaps do not even warrant investing any time in. Gord suggests that the complaint process and policy be reviewed to ensure that the policy is reflective of what the need is, and that the policy and procedure is being followed. Khaled feels we should invest some time in reviewing the process and ensuring complaints have certain parameters so that they are actually valid as complaints. Suggestion to raise this at the policy committee and perhaps evaluate the process and attach parameters. Perhaps the committee needs to ensure that if steps are not being followed as per the Complaints Policy, the person presenting the complaint would then receive the policy and be advised of the proper process to follow. Perhaps as well ensure that it is reflected that sometimes resolution can be achieved before filing a complaint especially when the content is minor. Khaled typically explains to people that complaints regarding board members are directed to the board and that it is not Khaled's role to resolve or investigate. His role is around staff complaints. The process for complaints needs to be reviewed and we need to ensure even as directors that the process is always being followed and the forms attached are being completed. Charles reiterates that the process to file a complaint needs to be quite rigorous.
- 5. Executive Director Report – Khaled:**
  - HR update: the women's outreach coordinator position has been filled internally, but the harm reduction position became vacant. The position was posted and has been filled by a previous employee who will be working 1 day a week till the end of

July after which he can work in the full time capacity. Men's outreach coordinator resigned from his position recently. The position has been posted internally for a week and will be posted externally for a week and the hope is to fill the position by mid August. Another employee has also moved on to another opportunity. Therefore the role of Women's Community Developer has been posted internally on Thursday and will be posted externally next week. Fred remains on the team till mid-August, if a replacement is found then this would allow for some overlap and orientation. Khaled speaks to the great work she has done at ACO and that her departure will be a big loss.

- 240 Bank Street: following board meeting post AGM, Khaled had instructed Anne Tardif to request \$17000 + \$3000. The lawyer Anne Tardif had made this request and then responded to Khaled that the landlords of 240 Bank would like to proceed to pretrial. The court date has been set for September 4<sup>th</sup>. Khaled will accompany Anne Tardif. She will meet with Khaled mid to end August to prepare but expects that it will be a straightforward first meeting. KRH states that members had approached him regarding this ongoing legal issue and feel that the focus of this issue needs to be the discrimination that ACO and its members were subject to which lead not fulfilling the lease. Khaled states that the lawyer had advised us against filing a Human Rights Claim as it would not likely produce the desired impact and may potentially not even be looked at. ACO was advised that going through a small claims court would be the best approach for ACO and to pursue a statement from Cushman and Wakefield that would be posted on the website and shared with the members. During board meetings, the requested statement had been reviewed by the directors and negotiated in order to reflect specific language that we wanted from the landlords as acknowledgement and Khaled and other directors reiterated how important it is to get this acknowledgement from the landlords.
- 19 Main Street: ACO is on the verge of signing a lease with 19 Main street. A few items were negotiated around infrastructure, who will manage the perimeters, etc..face to face with the landlords in addition to the contractor for ACO. Khaled states it was a very constructive meeting, the landlords agreed to all of the items suggested by ACO which includes maintenance, HVAC etc... ACO put together a lease offer and are expecting a response on Monday. 10 parking spots are also included. Gord had an email from the contractor which he shared with the directors: Ron met with the landlords and showed them the proposed construction plan and they agreed with the scope of the work. It seems Monday the work can begin. If the offer to lease is returned on Monday, Khaled suggests that Anne Tardif or Carter's review the offer to lease. The directors agree to have Carter's review the offer to lease. Some highlights from the offer to lease: Premise is ; the term is 5 years as of November 1<sup>st</sup>, occupancy is dependent on completion of work needed, first 3 years are 84000 per year and the last 2 years are 87000 a year. All taxes and operating costs will be shared for an additional rent of \$6 a sq foot excluding utilities. So the total rent is \$18 per sq foot. Utilities are billed to ACO. The explicit uses of ACO are very clearly stated in the offer to lease. ACO would have 5 months' rent free in lieu of the renovation work that needs to be completed. Current landlords have been requesting more money: Khaled reminded them that board had approved as if April 1<sup>st</sup> paying for utilities but that the landlords need to provide the specific bills

for ACO. Khaled continues to negotiate with them. KRH enquires whether there would be any pushback from the membership regarding the location: Khaled suspects could be related to transportation but there are actually 2 transit stations there and may not be an issue, the second issue could be accessibility as there is no elevator in the building from 1<sup>st</sup> to 2<sup>nd</sup> floor: Khaled states that with setting up the space we can ensure that all services would be absolutely on the first floor and that we would look into making the second floor accessible. At the liaison meeting participants were open and felt that it was the same distance from the bus that current ACO is at. Participants also felt that the new space would give ACO a good image and allows harm reduction to be separate from the living room. The new location could also provide us with an opportunity to educate and reach out to the new neighbours perhaps by having an open house. Motion to approve the offer to lease in principal pending a review from Carter's- Richard, seconded KAH. All in favour: Passed. ACTION: Khaled to email the offer to lease to the directors.

- 6. Nominations Committee Report – KRH:** nothing to report. KRH has not received confirmations from the last references, so will approach for the third nominee for references.
- 7. Finance Committee Report – Richard:** the budget was presented as of June 30<sup>th</sup> in the new format. Everything is in order.
- 8. Policy Committee Report –Richard:** all of the policies need revision, 2 priority policies were identified: the complaint policy and the code of conduct policy. Richard will look after setting up a few meetings to get some of the work started.
- 9. Board Liaison Committee report:** Jean and Khaled gave the members a recap of the AGM as well as an update on the new space. The feedback was quite positive. The members did raise some concerns around food safety and handling around the TLR especially for volunteers:  
ACTION: Caroline to look into Train the Trainer food handling course.
- 10. Board Hours -Caroline:** May update total hours 303, June total board hours 174.
- 11. Other Business:**
  - KAH: Camp Snowy Owl incurred some extra cost due to a project of masks done with the children which was very successful and Khaled adds that the budget will be changed to reflect the need.
  - AGM recap – Khaled: feels the space at the Legion was successful, it was accessible, open and comfortable. The AGM was well organized and staff and board members worked together as a team. The AGM was well attended, the annual report was well presented. The membership was quite engaged. The lawyer in attendance also gave positive feedback. Pleased that City of Ottawa funder was present. The goal is to

continue on this path for next year. The discussion around the membership classes seemed initially tense but KRH felt that towards the end the intent that this was to offer the options and hear the input of members did go through. KAH states that the room was very professional and clean and that he is proud to be a board member of ACO. We need to continue to work on improving the ACO image. To reconsider where the flower ceremony would be.

**12. Adjournment:** Motion to adjourn: Charles, seconded Richard. Meeting adjourned at 04:00pm

Date Approved:

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