



## MINUTES

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### January 13, 2016 Board Meeting

**Present:** Giscar, Jen, Kim, Mylan, Lauren, Melissa, Kevin (KRH), Jean, Gord, Khaled, Richard

**Guests:** Matthew, Bridget

**Regrets:** Marc, Kevin (KAH)

#### **1. Welcome and Check In**

KRH welcomed everyone and called the meeting to order at 6:05pm

#### **2. Approval of the Agenda**

Two additional items were added to other business by Khaled and Matthew. The Exec and ED's report will be combined in future agendas, as per previous discussion.

Gord moved that the agenda be approved as amended and Kim seconded the motion. All in favour. CARRIED.

#### **3. Approval of November Minutes**

Minor edits were requested to the November minutes. Timing of in camera discussions were added to the corresponding sections.

Lauren moved that the minutes be approved as amended. Richard seconded the motion. All in favour. CARRIED.

#### **4. ED and Exec Report**

HR Updates: The Executive Director of Bruce House, Jay Koornstra, is away on a short term leave of absence effective Friday, January 15, 2016. Rob Alexander has been offered the Acting Executive Director position. Rob was formerly a member of the board of directors at Bruce House. To accommodate the new position, Khaled has offered Rob a leave of absence from his position at ACO. Khaled also worked to create a special circumstances agreement with the union. Rob will be maintained on ACO's benefits and Bruce House will be invoiced accordingly. Rob's official contract as acting ED is from Jan 18 to April 29. Currently, Rob is responsible for GayZone on Thursdays and the SnowBlower event. ACO is exploring options for his replacement. Likely ACO will be looking at a contract, events coordination position to help out with SnowBlower. If this isn't possible, a full hiring process may be explored.

ACO is playing a supporter and mentorship role during this transition time and this is expected to solidify partnerships with Bruce House going forward.

Funding Proposals: Khaled is working on several proposals:

- The City of Ottawa Renewal Funding Proposal, due at the end of January.
- AIDS Bureau Program Plan, due on Feb 15
- Doors Open Ottawa 2016, due in February. The Door Open event was a success last year and ACO is hoping to continue to engage the public through this event once again.

Collective Agreement: ACO's collective agreement is up for renewal at the end of March 2016. Khaled has been in contact with the HR consultant provided by OAN in the past, Brock Colter, who has significant experience in the non-profit HIV community. Khaled has initiated conversations with him to see what is doable. He is hireable on a fee-for-service basis but his discounted rate may be too high for ACO to afford. There may be opportunity to hire him as a consultant via on an as needed basis.

Khaled will be lead negotiator along with someone from the board (or a past board member) as appropriate. This will be discussed when the staff initiate renewal discussions.

Ontario AIDS Network (OAN): Richard, Gord, KRH and Khaled attended the OAN member's meeting for two days in Toronto. The first day was a check-in and updates of all of the organizations. OAN has a new permanent Executive Director Paul Lapierre. Other topics of discussion included the Canadian AIDS Society, and increasing political engagement. The OAN Honour Roll banquet was held that evening to honour some key leaders in the HIV field. On the second day, the OAN key strategic directions, and focus groups were held with each board member for feedback in preparation for development of a new strategic plan.

Board Committees: Khaled suggested that the leads for each board committee should set up meetings in the near future. KRH should be invited to each committee. If KRH cannot make all of the meetings, Richard may attend in his place.

Other: Kathleen Wynne sent a congratulatory certificate to ACO for their anniversary.

## **5. Nominations Committee Report**

Nothing to report.

## **6. Finance Committee Report**

Khaled will review this information in a later agenda item.

**7. Bylaw/Policy Committee**

Nothing to report. Brigitte is interested in joining the committee.

**8. Board Liaison Committee**

Nothing to report. The board liaison meetings are currently happening on a quarterly basis. The next meeting is in February.

**9. Government Relations Subcommittee**

Nothing to report.

**10. Board Volunteer Hours**

Jen reported 347.5 board volunteer hours for November, and 96 board hours for December. There was a discussion on the need to track board volunteer hours and capture other volunteering hours separately. **ACTION:** Richard will let Jen know which hours were specific to board and the number reported will be adjusted to reflect this change.

**11. Other Business:**

**a. Canadian AIDS Society**

Khaled reported most recent events of CAS. Two staff members have been let go, with financial reasons cited. They are forecasted to run a 165,000 deficit this year. The board chair has resigned. Members of the CPPN have been invited to have dinner with the executive director of CAS when they are in Toronto next week. ACO's position will be to maintain the status quo and await CAS's letter before making any decisions.

**b. Board Workplan**

Kevin (KRH) reminded everyone that we will need to create a workplan. In preparation, Khaled will provide an overview presentation of the 10 year HIV provincial strategy at the February board meeting. At March board meeting, Khaled will provide a brief presentation on ACO's program plan for AIDs Bureau. Following Khaled's presentations the board will create a workplan which is in alignment.

Beginning in late February or early March, a committee will begin development of the board workplan and then present the plan to the full board of directors for feedback. One of the anticipated priorities is fundraising. Melissa, Lauren, Kim, Richard, and Khaled have all volunteered to contribute to the workplan development.

**c. Date for 2016 AGM**

Typically the ACO AGM is held on the third Wednesday of June every year. However, June 15 may be early for 2016 as the annual audit it set up for the beginning of May and takes a few weeks to compete. The date will be set for June 22<sup>nd</sup>, at 6pm. The venue will likely be the Legion with a celebratory event afterward.

**d. Board Liaison Role**

Matthew was present to discuss the board liaison meetings, which have recently moved to being scheduled one every three months. Matthew recommended the timing of the meetings change so they occur near the end of the month, not at the beginning of the month to encourage increased participation by ACO participants. The board was in agreement with Matthew's suggestion.

**ACTION:** Jean will check in with Sonya to see if they can change the schedule and will try this adjustment in February or at end of the March.

**e. In Camera Discussion**

Board discussion went in camera at 7:30pm. Board discussion came out of camera at 7:40pm.

**12. Adjournment**

Richard motioned to adjourn the meeting at 7:42pm.