



MINUTES

March 9, 2016 Board Meeting

Present: Richard, Kim, Gord, Kevin (KRH), Jean, Kevin (KAH), Jen, Khaled, Marc, Giscar, Melissa (skype)

Guests: Ralf

Regrets: Lauren, Mylan

6:05pm- 6:25pm: Caleb presented to the board about ACO's new drug checking services, a component of the harm reduction program.

1. Welcome and Check In

KRH welcomed everyone and called the meeting to order at 6:25pm

2. Approval of the Agenda

The holiday dinner and board communications were added to the agenda. Richard moved that the agenda be approved as amended and Gord seconded the motion. All in favour. CARRIED.

3. Approval of February Minutes

Minor edits were requested of the February minutes. Jean moved that the minutes be approved as amended. Kim seconded the motion. All in favour. CARRIED.

4. ED and Exec Report

AGM Update: The legion on Kent Street has been booked for June 22nd for the Annual General Meeting.

Media Release: There is a media release going out tomorrow from ACO regarding a local case of HIV non-disclosure. The official sentencing for this case took place this morning and some staff from ACO was present as support to the individual involved. Tomorrow's media release will reference the general perspective of ACO in response to the issue of criminalization of HIV non-disclosure, and not the specifics of this case. **ACTION:** Khaled will e-mail the press release to the board.

Program Plan: Jen circulated the AIDS Bureau Program Plan to the board on Khaled's behalf. If the board has any questions, they can e-mail Khaled or bring their questions to the next board

meeting if they have not yet had a chance to review the document. **ACTION:** Khaled will send to Ralf.

Collective Agreement: The first collective agreement bargaining meeting happened this past Monday.

5. Nominations Committee Report

Richard reported that he e-mailed Leslie, the ACO volunteer coordinator, to see if anyone has expressed interest in joining the board. The board is hoping to recruit women living with HIV in particular and there may be other avenues for recruitment. **ACTION:** Richard will work on creating a recruitment poster for ACO and Bruce House, place a notice in the ACO newsletter as well as use Charity Village in an effort to recruit.

6. Finance Committee Report

Kim reported that she has recruited someone external to the board to sit on the finance committee who has a background as a Certified Managerial Accountant. The new committee member may also recruit an additional member with expertise in this area.

ACTION: Kim is planning to coordinate the first Finance committee meeting at the end of this month. She will be combining the Finance committee meetings with the Resource Development committee meetings.

Kim has worked with Khaled to create a new template for the board financial statement report each month. Additional suggestions for clarity of the template included:

- separate out a board line item in the statement,
- include any deficit numbers in brackets rather than using a minus sign,
- include a mid-year forecast number
- include any assumptions and risks

Khaled commended Kim on her work as Treasurer on the board.

Kevin (KAH) moved that the financial statement be accepted as presented, Jean seconded the motion. All in favour. CARRIED.

7. Insurance Broker Teleconference – Fred Evans

A teleconference was held with the insurance broker, Fred Evans.

The board went in camera at 7pm. The meeting came out of camera at 8:05pm.

Kevin (KAH) motioned to approve 600 budget line, to be revisited at a later time. Kim seconded the motion. All in favour. CARRIED.

The board meeting went back in camera at 8:06pm. The board came out of camera at 8:15pm.

8. Bylaw/Policy Committee

Nothing to report.

9. Board Liaison Committee

Jean reported that all issues have been addressed from the board liaison meeting. Kevin commended Khaled's participation in the meeting. The timing of the meeting may change to earlier in the day in the future.

10. Government Relations Subcommittee

Nothing to report.

11. Board Volunteer Hours

Jen reported the number of board volunteer hours for February was 68.5 hours.

12. Other Business:

a. Board Workplan

Tabled until next month.

b. Succession Plan

The AGM is a few months away, so KRH felt it would be a good time to bring up board succession planning. Both Gord and Kevin (KRH) will be stepping down as their terms are coming to an end. (2016-2017). The following board members have their terms coming up:

- Gord
- Kevin (KRH)
- Jennifer
- Lauren
- Giscar
- Kimberly

Kevin suggested adding succession planning to next meeting as well. There may be others interested in executive positions on the board, and questions about what the terms are.

ACTION: Kevin will send everyone the process from the board governance manual for voting in a new board chair.

c. Holiday Dinner

ACO's holiday dinner will be March 23, 2016. Kevin (KAH) reported that he feels he has not had his faith recognized at ACO and expressed concerns.

Kevin resigned as a board member of ACO verbally, and will follow up with a written resignation.

d. Other

Discussion took place re: updates needed to the board governance manual.

ACTION: Melissa offered to review the board governance manual if it needs revisiting.

13. Adjournment

Gord motioned to adjourn the meeting at 8:55 pm.