



MINUTES

November 18, 2015 Board Meeting

Present: Gord, Kevin (KRH), Kevin (KAH), Jean, Jen, Khaled, Kim, Lauren, Richard, Mylan

Guest: Ralf

Regrets: Giscar, Marc

1. Welcome and Check In

KRH welcomed everyone and called the meeting to order at 6:00pm.

2. Approval of Agenda

KRH requested to adjust c and d under other business, move forming committees up to other business, and added Christmas party to agenda. Kim motioned to approve the agenda as amended, Jean seconded the motion. All in favour. CARRIED.

3. Approval of October Minutes

Minor edits were requested to October meeting minutes. KAH motioned to approve the minutes as amended, Lauren seconded the motion. All in favour. CARRIED.

4. Exec Report

The board will be combining Exec and ED's reports in the future.

5. ED's Report

Operations: Last month has been busy with preparations for World AIDS Awareness Week.

HR Updates: No new updates. Khaled had reported that Rob Alexander returned from his leave of absence. As of the first week of November, he is back working at full time status.

Programming: In the past month, ACO has hosted three forums that target priority populations:

- 1) ACB Health Forum at Richelieu Vanier Community Centre. Over 100 people attended.

- 2) Real Issues, Real Solutions: A Closer Look at HIV and HCV in the Criminal Justice System, targeting service providers and those involved in criminal justice system.
- 3) Educate the Educators Forum: targeting people who use drugs and service providers. 60 people attended this forum.

Annual volunteer appreciation party: This event was held last Saturday with a positive response from attendees. For any board members who were not in attendance, a tote bag and ACO toque will be given to them at the Board-staff get together in December.

Reporting: The Ontario Community HIV AIDS Reporting Tool (OCHART), a report required by the AIDS bureau, was due at the end of the October and has been successfully submitted.

World AIDS Day: A poster was circulated via e-mail at beginning of November advertising the events planned for World AIDS Day. The flag has been submitted for the flag raising ceremony. Everyone will get a red scarf and they will be encouraged to wear it the whole day. The Councilors Lounge on the 2nd level of city hall has also been booked for a morning reception. Several speakers are lined up to present. ACO is still waiting to hear which politicians may be present.

Media Update: To promote World AIDS Awareness Week, Rogers media will be airing a 30 second PSA at 5 local stations owned by Rogers. There is also a TV show spot on Rogers, Fri Nov 27 at 11am. Xtra (print) also wants to do a feature. Khaled has had a couple of meetings with the CBC TV production team and has proposed on the evening of World AIDS Day that CBC short a piece in the Living Room of ACO in order to showcase the new space and also promote the involvement of ACO participants. Since Charlie Sheen has publicly come out about his HIV status, other unexpected media opportunities have arisen.

ACO Award: Khaled is attending a Canadian Youth Forum on STBBI's on Dec 1st held by the Canadian Centre for Gender & Sexual Diversity (formerly known as Jer's Vision) and accepting award from youth for ACOXXX on behalf of ACO. Khaled will keep board members posted about the details of the event.

OAN meeting: Khaled will be attending the annual OAN member's meeting on Nov 25, with Kevin and Gord. There are lots of important topics to be discussed and they will report back at January board meeting.

Board-Staff Get-Together: This item has been previously discussed at the October board meeting. Khaled proposed the idea of an arts and crafts event to staff for Wednesday December 9th at 6pm and they have agreed. Khaled will order pizza. Valerie, the office administrator will be facilitating arts and crafts for

everyone. **ACTION:** All board members are asked to let Khaled know if they are unable to make it.

Annual Christmas Party: There has been a change in the date for the annual Christmas party from Wednesday Dec 16th. Due to venue unavailability the event will now be held Tuesday Dec 15th from 5pm – 8pm. Jean reported that supper will be at 5:30pm and all board members are asked to volunteer to setup, serve, and cleanup. KRH reported that the board members participation in this event is very appreciated by participants. **ACTION:** Board members are asked to connect with Jean with your availability to volunteer.

6. Finance Committee Report

Khaled and Valerie have provided an updated financial report as of October 31, 2015. Khaled answered some questions re: variance, commemorative dates, gayzone, and TLR meals. **ACTION:** Khaled will connect with Kim for future discussion on budget.

7. Bylaw/Policy Committee Report

Nothing to report.

Khaled informed the board that one of the policies the AIDS Bureau have made a requirement is to have a disclosure policy in place by end of March. They have allocated resources to assist organizations to achieve this and templates will be available. A fully functioning board policy committee will be needed and this will be brought forward in January. Khaled provided clarification that disclosure refers to disclosure of HIV status.

8. Board Liaison Committee Report

Nothing to report.

9. Board Hours

Jen reported there was 92.5 board volunteer hours for the month of October.

10. Other Business

a. Canadian AIDS Society update

The latest information on CAS has been forwarded via e-mail. ACO has already sent the letter as discussed at the last board meeting. At the end of January, the board will need to make a decision to either re-engage or disconnect with CAS moving forward.

Gary Lacasse has reached out to Khaled wanting to send some of his staff members to ACO for training session. Khaled has asked for more information on what the needs of his staff are and will keep the board posted.

b. Board Newsletter: Matrix and Profiles

Kevin (KRH) reported our board matrix has been updated and will be submitted to the board newsletter for December. Kevin also suggested that every month we could profile a new board member in the ACO newsletter, similar to what is already done with volunteer and staff profiles.

The board discussed and decided the first profile to be featured will be the board chair, Kevin (KRH). **ACTION:** Khaled will send Jen the questions to use for the profile.

Other board members are scheduled to be featured as follows:

- February - Richard
- March – Kim
- April – Jen
- May- Gord

Board members can send in any photo they would like to be used, otherwise the board headshots will be used.

c. Government Relations

Lauren asked questions re: ACO's approach to government relations and the roles of provincial and national HIV organizations. Khaled reported that he sees the new government as a potential opportunity for movement and traction of a national HIV strategy. Previously, the approach to government relations at ACO has been ad-hoc, and not facilitated by CAS or OAN. At the provincial level, OAN has a new Executive Director and has dedicated a portion of their work to engaging MPP's. They have hired a consultant to facilitate the process for ASOs, so Khaled expects upcoming discussions and will report back to the board. There may also be more opportunity based on ACO's enhanced public profile recently.

Lauren had some suggestion to enhance the profile of ACO with government officials. A new government relations committee will include Lauren and Khaled. Marc will also be approached to participate on this committee.

d. Committee Sign-Up:

Board members signed up to participate on committees (see updated committee list).

e. Nominations Committee Update – Board Resignation

Rebecca has taken on a new position which prevents her from being able to participate on the board. A year from now she may consider coming back to the board if needed. Until then, there is a reserve list of potential board candidates that have already been vetted to choose from.

[8:15pm: In camera discussion]

Richard motioned that the board call upon Melissa Godwalt to serve on the board. Gord seconded the motion. All in favour. CARRIED. **ACTION:** Richard will contact Melissa to let her know.

f. ED's Evaluation: Khaled provided the context for the work the ACO staff have done over the past few months and years. Khaled also requested the board to consider approving a request to provide \$2000 bonuses to each of the 3 managers who report to him.

[In camera discussion 8:10-8:20pm]

Gord motioned to approve \$6000 expenditure for Khaled to provide bonuses to management team, on a one-time basis, as requested. Lauren seconded the motion All in favour CARRIED.

[In camera discussion 8:20-8:30pm]

Gord motion to approve \$5000 bonus to be paid out to Khaled before the holidays, pending a successful performance evaluation
Lauren seconded the motion. All in favour. CARRIED.

15. Adjournment

Mylan motioned to adjourn the meeting at 8:30pm.