



MINUTES

October 14, 2015 Board Meeting

Present: Giscar, Gord, Kim, Jean, Jen, Kevin (KRH), Khaled, Marc, Mylan, Rebecca, Richard

Guest: Ralf

Regrets: Kevin (KAH), Lauren

1. Welcome and Check In

The meeting was called to order at 6:00pm by KRH. Kevin welcomed everyone to the board and led a round of introductions.

2. Approval of Agenda

Additions were made to the agenda: discussions on Canadian Positive People's Network, ACO Christmas dinner, and other board memberships.

Mylan motioned to approve the agenda as amended. Jean seconded the motion. All in favour. CARRIED.

3. Approval of August and September Minutes

Edits were requested to name spellings in the August and September minutes.

Gord motioned to approve the August minutes as amended. Richard seconded the motion. All in favour. CARRIED.

Jean motioned to approve the September minutes as amended. Gord seconded the motion. All in favour. CARRIED.

4. Exec Report

Kevin (KRH) expressed his thanks to all those who were involved in the ACOXXX 30th Anniversary event.

Business cards have been ordered for board members. KRH reviewed the business card policy for all board members and provided a copy of the policy in writing:

- Cards are to be used as a means of introduction to other NGOs or community groups.
- Under No circumstances are the cards to be used to solicit, procure or secure goods or services without prior written permission from the Executive Director of the Agency.
- Failure to comply will result in loss card and possible removal from the board.

5. ED's Report

Housekeeping Items: Jean has been the board liaison representative for the past 2-3 years. This involved attending monthly meetings with participants as a way for the participants to communicate with the board. At one time, these meetings were popular, but the need for frequent meetings has diminished in recent months, with decreased attendance. The concerns participants are sharing tend to be more operational in nature, with less potential for board involvement. Only 1 participant attended the last meeting. Khaled suggested quarterly meetings would meet the participants' needs for instead of monthly. Discussion occurred and the board came to agreement on quarterly meetings.

ACTION: Board members suggested that communication regarding this change and the reasons for it be included in the board update of the newsletter, as well as a reminder that participants can connect with the board directly at any time outside of these scheduled meetings. Khaled will instruct support team that they can move to quarterly meetings.

Upcoming board meetings: The next board meeting is scheduled on a holiday, Nov 11, so the next meeting will take place on November 18. Executive will still meet on November 4.

Board trainings and confidentiality: Khaled reminded the board which members need HIV 101, Anti-Racism and Anti-Oppression, and AODA training. He also noted which members need to return signed confidentiality agreements.

ACTION: All board members named will connect with Leslie about receiving necessary training, or providing certificates if already received. Board members who have not yet returned signed confidentiality agreements will bring them next meeting.

Board-Staff Get together: In lieu of a December board meeting, Khaled asked the board if they would be interested in an informal board and staff get-together. KRH suggested holding a decorating party for the holidays.

ACTION: Khaled will propose this idea to the staff from the board.

Annual Volunteer Appreciation: The annual volunteer appreciation party will take place on November 14th, from 2-5pm at ACO. All board members are invited. Invitations are in the mail.

ACOXXX: Khaled reported on the ACOXXX launch. The event was very successful and the community response has been overwhelmingly positive. Khaled has also received positive responses from funders and other ASO ED's at the retreat. For Khaled, the most rewarding experience had been the opportunity to bridge past and present experiences. ACO's founder has also had a positive response, expressing that it is a project that anyone can connect with. The book is actively being promoted with donations received anywhere from \$25 to \$250 per book. Independent bookstores are carrying the book (Octopus and Perfect) and communications have been initiated with Chapters regarding the possibility of carrying the book as well as a possible book signing event. An article

has come out on the event in Positive Lite, and it has also been featured on the Positively Positive website, which has an international following. There is a plan to create a quilt with the fabric panels created during ACOXX launch event.

World AIDS Day and Awareness Week: Khaled has been in touch with CBC TV to pitch a series of shows based on the stories in ACOXXX to continue the momentum of the project. A political event is planned at Ottawa City Hall with the first ever red-ribbon flag raising ceremony in Ottawa. The councilor's lounge has also been booked for a follow-up panel presentation event. The red scarf project, originally an initiative from London, ON, is also underway, with a goal of producing 100 red scarfs by World AIDS Day. ACO will be asking politicians to wear a red scarf with an ACO branded patch for the whole day.

HR Updates: Rob Alexander is starting a gradual return to work after one year away. Joel Xavier's last day is October 15. Clive Carter is taking one month off at the end of October for health reasons.

Events: Khaled and Haoua attended the ACCHO symposium in Toronto. Khaled also attended the annual Executive Director's retreat in Muskoka. He will be attending the National HIV Strategy Meeting hosted by CATIE this week. On Saturday, October 24, ACO is hosting an event in collaboration with Ottawa Public Health, which will be focused on health and wellness for the ACB community.

Other: Kim asked about how the 30/30 campaign went. Khaled will follow up with Dominic and report back at the next meeting. It is unlikely that a lot of money was raised. Ideas for next year were suggested including: targeting universities and colleges, timing near end of April, and working collaboratively with the STFO LGBT alliance on campus.

6. Nominations Committee Report

Nothing to report.

7. Finance Committee Report

An overview of current budget status was provided.

There was a question regarding how ACOXXX was funded. The board had approved the use of reserve funds for a legacy project. Some discussion occurred re: processes for reporting on finances. Suzanne, Khaled and Valerie put together the budget that is brought to the board for approval. If desired, the finance committee can be restructured to allow for additional board input.

8. Bylaw/Policy Committee Report

Nothing to report

9. Board Liaison Committee Report

Nothing to report

10. Other Committees

Nothing to report

11. Board Hours

Gord reported 112 volunteer board hours for September. Jen will take over the collection and reporting of volunteer hours to Leslie.

12. Board Matrix

Richard will send board matrix questionnaire to Rebecca, Jen, and Mylan, so that the board matrix can be completed. The matrix may be used to create an overview of the board and included in the board section of the newsletter.

13. Other Business

a. Canadian AIDS Society (CAS) Renewal

Khaled, Gord and KRH provided an overview of history and current status of CAS. ACO was a founding member of CAS.

Gord moved that ACO withhold membership dues for a period of 90 days and provide written communication as to the reason(s) why to CAS. If there is no change in leadership, ACO will not renew membership. Jean seconded the motion. All in favour: 9, against: 1, absentions: 0. CARRIED.

b. Forming new committees

The board agreed this could be accomplished via e-mail. ACTION: Kevin will send out a one-pager outlining committees.

c. CPPN

CPPN, or Canadian Positive People's Network, is a new national network of people living with HIV with over 100 members. A meeting recently was held in Toronto prior to the CTAC meeting. Gord provided an overview of the organization and will be serving as the organization's treasurer. This organization could be a potential partner in the future for ACO.

d. Holiday Dinner

The annual holiday dinner is scheduled for Wednesday, December 16th at the 2nd floor of the YMCA in the community room. Jean is hoping all board members will be available to help serve the 200-225 who are expected. Board members are asked to save this date from 5pm-on.

e. Other Boards

Jean asked the group to share which other boards they sit on. All board members shared if they were involved on other boards.

14. Adjournment

KRH adjourned the meeting at 8:25pm.