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## Board Meeting

February 8, 2017

**Present:** Lynne, Richard R. Jean, Martin, Kevin, Khaled (ED), Ralf, Richard H., Marc, Kim, Lauren,

**Guests:** none

**Regrets:** Giscar, Melissa, Jane

1. Board Check in and update led by Lynne (Called to order 6:04pm)
2. Approval of Agenda and Minutes
  - a. Motion to approve agenda as amended made by Martin and seconded by Lauren Carried
  - b. Motion to approve minutes of Jan 2017 as amended made by Marc and seconded by Kim Carried
3. Business arising from minutes - None
4. Executive Director's Report – See Attached
  - a. Reviewed the ED Report – questions asked and answered
  - b. Lynne and Jean talked about the OAN Skills program they attended with Khaled. Looks at Risk Management tools to do a mini risk assessment for the ACO. Something we can do by looking at the OODP list to check to see what is needed and required. Lynne and Jean to meet with Khaled to work on item to bring to next meeting.
5. Committee Reporting
  - a. Finance – Khaled gave a verbal report and once the bookkeeper is in it will be sent out. Friday the ACO is meeting with RBC (Glen and Sue Ellen) to talk about becoming more effective in fundraising and sponsorships with key players to help with corporate donations.

- b. Policy Committee – Met in December, January, and Feb. GP01 Policy on Establishment and Maintenance of Policies to be finalized at next month’s policy meeting. We drafted a policy on Harassment in the Workplace. Have been working on the Complaints Policy and will be finalized at the policy meeting in March before coming to the board. Talked about the content of what to include in the information management policy that include nondisclosure and rights of ownership. Talked about storage and management of the ACO documents on the ACO web page. Richard R. to send out the policies to be reviewed to the policy and have their concerns to the Policy Committee before their March meeting.
- c. Nominations Committee – Jean nothing new to report. One item it to set up the waiting list of veted people. The skills based need will be sent out in the ad from the board matrix.
- d. Other - none

6. Other Business

- a. Co-chairs reporting Board Hours. Lynne reminded that everyone is to record their hours including meetings, meeting preparation, and committee are all to be recorded.
- b. Board Matrix – Richard H. received the last matrix sheet that was outstanding. Will incorporate into the spreadsheet and send it out to the exec, before sending it out to the full board.
- c. Volunteer Roles (table from last meeting) Richard R. talked about the value and ethics of the roles of being a board and volunteer roles and how we deal with it. Suggestion to have OODP come in to help with this issue.
- d. Ontario Working Group on Criminal Law and HIV Exposure – Sent out the advocacy piece to the board. Some noted they had contacted their MP. A draft letter to Yasir Naqvi. Please go and sign on the website to support the campaign and send an email directly to the Attorney General.
- e. March Board Meeting – Khaled – March the 8<sup>th</sup> is International Women’s day. And we wanted to have an event here in the living room. We will need to move the Board meeting to March 7<sup>th</sup> that month.

7. Adjournment Motion made to adjourn 8:00pm

**Approved by:**

\_\_\_\_\_ (Executive Board Member)      \_\_\_\_\_ (Date)

\_\_\_\_\_ (Executive Board Member)      \_\_\_\_\_ (Date)

## **Executive Director Monthly Board Meeting Report (February 8th, 2017)**

### **HR**

- Our accountant, Suzanne Rousson, had a death in her family. Her son, Sylvain, passed away a few weeks ago. Suzanne has had to take some time off work and returned to the office on Friday, February 3<sup>rd</sup>. Condolence card and sympathy flowers were sent on behalf of ACO and I also spent time with Suzanne and her family to pay respect on behalf of ACO. Condolence card will be circulated at the board meeting for all board members to sign. Please note that due to this very unfortunate situation, there was not adequate time for Suzanne to prepare the monthly board meeting financial update. I will e-mail the monthly update once it has been completed in the next couple of weeks.

### **Key Meetings/Representation of ACO**

- Partnership meeting with Executive Director of Le BRAS.
- Meeting with Dr. Paul MacPherson at Module G to discuss MOU between ACO/Module G.
- Meeting with Co-ordinator of the 2017 Community Arts Storytelling Project for Canada's 150<sup>th</sup> celebration.
- iStand for HIV meeting with PPO, Kind and Bruce House.
- Eastern Ontario Opening Doors Conference organizing committee teleconference.
- Meeting with Executive Director of OGMWI to discuss partnership activities for AIDS Bureau program plan for 2017-18.
- Participated in the annual ED/Board Chair skills building hosted by the OAN (Ontario AIDS Network) and the OODP (Ontario Organizational Development Program) in Toronto, along with our Board Co-Chairs, on January 27<sup>th</sup> and 28<sup>th</sup>. Main topics discussed were the provincial HIV/AIDS strategy, operational work planning and risk management.

### **Funding**

- The annual City of Ottawa renewable community funding proposal was due on January 31<sup>st</sup>. I had to ask for an extension due to Suzanne having to take time off work. The City happily gave us an extension till February 10<sup>th</sup> given the situation. Suzanne is currently working on the financial components of the proposal, I have all the required documents and narrative sections completed, and will submit the proposal on or before February 10<sup>th</sup>.
- Currently working on the AIDS Bureau program plan and proposed budget for 2017-18 which is due on Feb. 15<sup>th</sup>.
- Applied for the Sustainability Fund for community agencies currently receiving Renewable Community Funding through the City's Community and

Social Services department. This \$500,000 total fund is intended to assist agencies to sustain services while dealing with growing needs and operating pressures, and was added to the City's budget for 2017. The City will notify successful applicants in April 2017.

- Applied for the annual Swirl and Twirl fundraiser to be held in May 2017. Successful beneficiaries will be notified in the next month or so.
- Applied for the 2016 Property Tax Relief for Registered Charitable Organizations and received notification from the City that ACO will be receiving a total tax rebate of \$10,080.00, first payment of \$5,040.00 will be sent in March 2017 and second payment of \$5,040.00 will be sent in May 2017. This money can go towards replenishing our reserve fund.

### **Upcoming Key ACO Programs**

- February 7<sup>th</sup> is the 3<sup>rd</sup> annual Canadian ACB HIV Awareness Day. ACO is hosting an event at the Centretown Church from 5-8pm on February 7<sup>th</sup> to commemorate this day. We will be rolling out the "It takes Courage" campaign, a provincial campaign that focuses on faith-based HIV/AIDS intervention work.
- ACO is hosting a few different programs in the Living Room (TLR) for Black History month. Please see TLR calendar of events for more information.
- ACO's annual Snowblower festival will take place March 1<sup>st</sup> to March 5<sup>th</sup> with 8 different diverse events. Stay tuned for promotional materials and information including the rollout of the provincial "The Sex You Want" campaign.