

AIDS Committee of Ottawa

Board of Directors Meeting

Tuesday, March 7, 2017

Present: Jean Chenier (Chair), Lynne Cioppa (Recording Secretary), Richard Roulx, Martin Lee, Ralf MacGrady, Richard Hubley, Marc Leblanc, Kevin Hatt, Khaled Salam (Executive Director)

Regrets: Giscar Sainjour, Melissa Godwalt, Ramrekha Jane Doreen, Lauren Kennedy, Kim Bouffard

1. Meeting was called to order at 6:10 PM. The Board Check-In and Update was led by Jean Chenier.
2. Approval of Agenda and Minutes
 - a: Motion: To approved the presented agenda as amended.
Made by: Kevin Hatt
Seconded by: Martin Lee
 - b: Motion: To approve the minutes of February, 2017, as amended.
Made by: Richard Roulx
Seconded by: Ralf MacGrady
3. Policy Committee Report: It was decided to bring the Policy Committee Report and related discussion forward in order to ensure adequate time for a full discussion.

The Policy Committee brought forward the following Policies for approval:

- GP01 Establishment and Maintenance of Policies
- GP02 Violence Prevention Policy
- GP03 Anti-Harassment Policy
- GP04 Complaints Policy

Note: All policies will be amended to reflect a more accurate description of the Executive Director and their responsibilities in the definitions.

A discussion was held regarding operational v.s. governance policies. Khaled indicated that he was happy with these policies.

GP01: The Policy has been amended to reflect Board discussion, feedback and comments.

Motion: To approve GP01: Establishment and Maintenance of Policies as amended by the Board of Directors.

Made by: Martin Lee, Second by: Ralf MacGrady, Carried

GP02: This Policy is required by March 31 in order to align with the Occupational Health and Safety Act. According to related legislation, this policy must be reviewed and revised (as necessary) every year.

The Policy has been amended to reflect Board discussion, feedback and comments.

Motion: To approve GP02: Violence Prevention as amended by the Board of Directors.

Made by Kevin Hatt, Seconded by Marc Leblanc, Carried

GP03: This Policy replaces the Anti-Racism, Anti Oppression Policy which was more of a Values Statement than a Policy.

The law states that we need an Anti-Harassment Policy, so this was created to meet that need.

However, it does not reflect our values on ARAO, but it is felt that this needs more consultation and contribution from communities that have been impacted by historical racism and oppression.

A draft version of a new Anti-Racism, Anti Oppression Policy will be presented to relevant staff, clients, volunteers and partners for review and contribution.

Motion to approve as amended: Made by Martin Lee and seconded by Richard Roulx. Carried

GP04: This policy takes the previous Complaints Policy and amends and updated it, as well as outlining procedures for filing official complaints.

Motion: To approve GP04: Complaints Policy as amended by the Board of Directors.

Made by: Martin Lee, Seconded by Ralf MacGrady, Carried

All amended and approved Policies will be posted on the ACO website for public reference.

It was suggested that a discussion be suggested at the next Ontario AIDS Network Members Meeting which would look at building a provincial database of ASO Policies and Procedures for reference for ASOs and Board of Directors that are updating or reviewing their policies

A Provincial Working Group on Peer Engagement, which includes the ABRPO is working on a standardized policy framework on peer engagement and involvement in ASOs.

Cory Wong will be invited to the May Policy Committee Meeting to present and explain the existing documentation which supports this work.

4. Executive Directors Report
See attached

5. Committee Reports

Finance Committee: The Financial Report was shared and discussed. We are currently at 89% of our projected yearly budget and are forecasting a small surplus at the end of the financial year.

Nominations Report: A discussion was held that looked at what we felt our current skills needs are. The completed skills matrix will be circulated to all Board members, and time will be scheduled at the next Board meeting to look at what our needs are and how we will commence our search for potential qualified members. We will also look at term expiry dates and renewal plans.

A date will be set for the Annual General Meeting.

6. Other Business
None

7. Adjournment

Motion: To adjourn the meeting at 8:20.
Made by. Martin Lee

Approved by:

_____ (Executive Board Member) _____ (Date)

_____ (Executive Board Member) _____ (Date)

Attachments:

GP01

GP02

GP03

GP04

Executive Directors Report, March 2017

Financial Report, March 2017

Executive Director Monthly Board Meeting Report (March 7th, 2017)

HR

- Our accountant, Suzanne Rousson, is back to her weekly schedule at ACO as of Feb. 24th. Soon after the death of her son, her mother-in-law passed away, and she had to take some more time off work to spend time with her husband's side of the family in Timmins.

Key Meetings/Representation of ACO

- African-Caribbean Council on HIV/AIDS in Ontario (ACCHO) quarterly teleconference meeting.
- Gay Zone Steering Committee meeting.
- Women and HIV/AIDS Initiative (WHAI) "Welcoming Spaces" working group meeting.
- Eastern Ontario Opening Doors Conference meeting.
- Meeting with RBC representatives regarding corporate donations.
- Hosted Algonquin College Social Work Program Advisory Committee meeting.
- Meeting with Michael Bailey, Director of Program Delivery at CATIE, re: partnership opportunities.
- Represented ACO at OCHART/OCASE KTE Day and provincial ED and ASO clinics meeting hosted by the AIDS Bureau on March 2nd and 3rd in T.O.

Funding

- Annual City of Ottawa Funding Proposal submitted on Feb. 10th, as per their extended deadline
- AIDS Bureau has extended our submission deadline to March 8th due to the very unfortunate situation regarding our accountant.

Key ACO Programs

- Snowblower ran very smoothly from March 1st to March 5th with a diverse line-up of workshops, conversations, programs and celebrations, as did all the Black History month events throughout the month of February.
- International Women's Day commemorative event in the Living Room on March 8th.

Media

- CBC Ottawa Morning Radio Interview on PrEP and the recent increase in other STIs.
- Harm Reduction Coordinator, Caleb Chepesiuk, in the Ottawa Citizen, discussed our Fentanyl Strips pilot project.