



Minutes

Board Meeting, November 9, 2016

Present: Jean, Lynne, Khaled (ED), Richard H, Ralf, Giscar, Jane, Kim, Marc, Lauren, Melissa,

Guests: Alex

Regrets: Martin, Kevin, Richard R,

1. Board Check in and update led by Lynne (6:02pm)
Meeting called to order and check in.
2. Approval of minutes and agenda (6:15pm)

Agenda – add Jane R item 3, move Finance to In camera other business. Alex – Staff concerns.

Made by Kim, seconded by Jean. Carried.

Minutes for October 12, 2016. Amendments made.

Made by Kim, seconded by Ralf. Carried.

3. Business arising from minutes (6:45pm)
 - a. Jane R motion to approve Jane as a Director effective October 12 2016.
Made by Kim seconded by Marc. Carried.
 - b. OCHART deadline extended to November 18, Will get the board members to review after it is sent in.
4. Executive Director's Report (7:00pm)

See attached to end of minutes for full ED report.

Signed copy of the collected agreement received by ACO and sent to board.

Kim congratulations on the collective agreement.

World AIDS Day – Louren and Khaled have been working on the organization of this event. Have the permit for the event on Parliament Hill. We have received the flag pole approval. Invitations sent to all MP, Senators and City Councilors. Have received some RSVP's. Spoke about the schedule of the event. Working with the whips office to given all MP's red ribbons to wear during the day.

Reception will be held in TLR (City Hall was fully booked) City council will hopefully unveil the new design for the monument at this event.

Break 6:34 – 6:41

5. Other Business (6:42pm)

- a. Alex – Staff concerns (20 minutes) – have talked to the ED about some concerns. There have been some concerns about staff conduct. Examples given. Khaled left the room, so Alex could speak freely.

Mel Suggestion a 360 evaluation of staff and ED.

Alex will board copies of the forms give to him for the board to see.

Khaled returned to meeting at 7:17

- b. December 20 ACO Christmas Dinner, 5-9 RBC Community Room. Jean need everyone to help serve let him know if you are able to help.
- c. December meeting – dinner in lieu of meeting. On December 14 please RSVP to Jean and 6 pm like our regular time.
- d. Co-chairs recording Board Hours and what to record as hours.
- e. Volunteer Roles (from Sept agenda) – to be tabled – is a discussion the governance and volunteer. Richard R.
- f. Information Management (from Sept agenda) – tabled when Martin and Richard R. are here. Policy for information for management of safeguarding the information and maintain confidentiality. Need of a non-disclosure agree?
- g. Board Matrix
Forms to be filled in and returned to Richard H.
- h. Giscar - Bylaw changes – there is a position at the ACO, and the bylaws state that a board member cannot apply for a position unless they are off the board for six months. Melissa to look into the process to changing the Bylaws.

6. Committee Reporting

- a. Finance
In camera – Went in camera at 7:41 p.m.

Out of camera at 8:15

Khaled handed out Summary budget 2016-2017 as of October 31, 2016. This included of removing the depreciation line and adding the Robert Chisholm fund. Need to talk about HR positions including the Administration. Questions asked on the form.

Office Administrator Position – staff last day was November 3 for a new job. Now we have an opportunity, to ask AIDS Bureau to change half of this position to a part-time admin position to help Khaled and fundraiser. Then move the other half of the funds to the bookkeeper position to have them come in once a week. Richard made the motion and Lauren seconded to let Khaled contact the AIDS Bureau to discuss the allocation of the funds as stated above.

Follow up from Alex’s issues. Questions asked and follow up answers. Suggestion of the inclusion of the 360 of staff and ED. Screening process for issues from participates

- b. Policy Committee
 - a. GP 01 – ACO Policies PDF Tabled to January meeting.
- c. Nominations Committee
 - a. Looking for new board members, advertisements for new members. To work on matrix to see what skill are required.
- d. Other

7. Adjournment Melissa adjourned at 8:15 p.m.

Approved by:

_____ (Executive Board Member) _____ (Date)
_____ (Executive Board Member) _____ (Date)

Executive Director Monthly Board Meeting Report (November 9th, 2016)

Collective Agreement

- New 3-year collective bargaining agreement (2016-2019) between ACO and COPE Local 225 was finally signed on October 26th. An electronic copy has been circulated to the board.

HR

- Anna Yassin, ACO's new Coordinator of Volunteer Resources, started full-time with the agency on Oct. 11th
- David MacMillan, ACO's new Men's Outreach Coordinator, started full-time with the agency on Oct. 24th
- Valerie Bennett, ACO's Office Administrator, found new employment with Western Ottawa Community Resource Centre, and her last day of employment with ACO was on Nov. 3rd, I am currently looking at restructuring the position to allow for our accountant, Suzanne Rousson, to have a more consistent role at ACO to create long-term financial stability for the organization

Key Meetings/Representation of ACO

- Represented ACO at the Istand for HIV Fundraiser meeting on Oct. 13th in collaboration with Bruce House, KIND and Planned Parenthood of Ottawa. Looking to organize an event for International AIDS Candlelight Memorial in May
- Attended the Algonquin College Social Service Worker Advisory Committee Meeting on Oct. 18th
- Represented ACO at the Gay Men's Sexual Health Alliance (GMSH) Annual Symposium in Toronto on Oct. 20th and 21st. The main theme of the symposium was the new provincial campaign called "The Sex You Want".
- Several meetings with the National AIDS Activism History Project in regards to the fundraiser they are hosting for ACO to kick off AIDS Awareness Week on Nov. 24th
- Invited to speak at event on Nov. 2nd at Carleton University School of Social Work on the impact of colonization and vulnerability to HIV/AIDS for the Aboriginal Populations within the context of the Truth and Reconciliation Commission Report
- Represented ACO at the Women and HIV/AIDS Initiative Executive Director's Teleconference on Nov. 3rd

Funding

- Currently working with CHABAC (Canadian HIV/AIDS African Caribbean and Black Network) and ICAD (Interagency Coalition on AIDS Development) in

submitting a full funding community alliance proposal to PHAC's (Public Health Agency of Canada) Community Action Fund. Our joint LOI submission was accepted by PHAC and we were asked to proceed with full proposal which is due at the end of November

AIDS Bureau 6-month Financial Projection Report and OCHART Reporting

- Successfully submitted on October 15th, deadline for OCHART reporting (statistical report) was extended to Nov. 18th

Key ACO Programs

- ACO's annual ACB Health Forum on Oct. 29th was a huge success, very well attended by both community partners and members, and the focus was on the implementation of an ACB Health Zone in Ottawa next year
- ETSN Level 1 Training (Ethno-cultural Treatment Support Network) took place at ACO over the past 3 days and was attended by 25 peers. This is the first time in 10 years that this training was mobilized outside of Toronto to Ottawa. Level 2 and 3 will be offered next year. This is a partnership between ACO and CAAT (Committee for Accessible HIV/AIDS Treatment)
- ACO's Annual Educate the Educators Forum is coming up on Nov. 17th, the focus is on harm reduction
- HIV 101 specifically geared toward service providers in Ottawa is coming up on Nov. 30th

World AIDS Day and AIDS Memorial Site at City Hall

- Full update will be provided at the board meeting on Nov. 9th