



## MINUTES

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### **Board Meeting, October 12, 2016 held at the ACO, 19 Main Street.**

**Present:** Richard H, Kim, Ralf, Martin, Richard R, Jean, Lynne, Khaled, Kevin.

**Guests:** None

**Regrets:** Marc, Lauren, Melissa, Giscar

Meeting Chaired by Jean and recorded by Richard H. Meeting started at 5:50 p.m.

#### **1. Board Check in and update**

Went around the table with board check in, comment ranged from a lot of work, stress and medications updates.

Jean noted that at the last board meeting after the resignation of the secretary from the board and asked for people to come forward to fill the position, the executive asked Richard Hubley to the last Exec meeting, tonight we are asking the board to make Richard H. secretary for the ACO. Noting Richard H. has been in this job before. Consensus that Richard H. become Secretary ACO.

#### **2. Approval of agenda and minutes (6:15pm)**

a. Agenda – addition of Ralf – pictures for board wall. Last meeting minutes time items to next item. Changing to 20 minutes for committee reporting. We need time to present items for the committee each meeting. Khaled item for agenda should be send before the meeting. Struck Item 4 discussion on board meeting. Date change. Motion Richard R, Martin Carried.

b. Minutes – September 14, 2016 board meeting  
Lynne moved to approve the September board minutes as presented and Kim seconded, Carried. Requested two board need to sign the minutes.

**3. Business arising from minutes (6:45pm) – no business from minutes.**

**4. Executive Director's Report (7:00pm)**

ED report emailed out ahead of time. See attached to end of minutes. Asked if this is the first time in this format is this ok or too much? Consensus is it is good. Just enough information.

Question from Martin on the ACB funding program.

Kim: Collective agreement has this been sent to the board yet. Khaled, no has not received the signed copy from the union. Once we have the signed copy of the collective agreement it will be sent out to the board.

Kim: have we thought of how we can raise funds on Dec 1, World AIDS Day. Talked about talking to Parliament Hill about a WAD Flag Raising on Parliament Hill. Talked about different was to use the day to get the word out and get the people thinking about donating. Melissa to be contacted by Kim and Khaled. Question on the AIDS Monument. We have received one proposal that looks good. City hall informed us by part of the land they gave us is on NCC property so more paper work needs to be done. May take 2 to 3 months to get approval to get the Marion Dewar site. The deadline was extended to Oct 15. Is the first legacy memorial for Ottawa.

Kevin Noted from the report, he is impressed with the amount of meetings Khaled has attended since the last board meeting.

OCHART Report needs to be reviewed by 2 board members. Question since it is linked to funding should this not be sent to the Finance Committee for review, consensus that the reports be sent to the Finance Committee for review. At the end of October when the OCHART Report is complete.

## 5. **Committee Reporting** (7:40pm)

### a. Finance

Khaled handed out Summary for Budget 2016-17. This included in the notes for revenue for when the payments are received and amounts by the funders. AIDS Bureau Funding Program Financial Projection report for Fiscal 2016-17. More suggestion on the presentation information was noted and will be incorporated into the next summary. Reminder in this report 6 months with Manulife (ended September 30) to OASSIS so that cost will improve over the last part of the Fiscal year.

Break 7:05 to 7:15

Finance committee met, did priorities list (to be emailed from Kim)  
Is moving along. Will be sending an email to the board re fundraising etc... first priority is a financial policy. Finance committee to have first kick of the can in drafting this policy.

b. Policy Committee

Committee met on Oct 6. Been working on the work plan for the board, work plan for the policy on writing policy. Martin worked on the Anti-Racism Anti-Oppression Policy to work on the formatting of the policies for the ACO.

Reviewed the GP 01 – Governance Policy. Comments given and the inclusion of the ED as the liaison to the Staff. We need a policy on the hierarchy of the ACO when reporting anything. Rephrase 1.1.1 to the most appropriate person. Table to be updated and presented next meeting, and 10-minutes on the next agenda.

Complaint Policy was identified as a priority, Review of Financial policies and assist when needed in its drafting by the Finance committee. All policies to be migrated into new format.

Richard R to send Kim the template for the policy.

c. Nominations Committee

Richard H. to bring skills matrix document to next meeting for Board.

d. Other

6. **Other Business** (7:50pm)

- a. December 20 ACO Christmas Dinner, 5-9 RBC Community Room. Board informed that the dinner will be Dec. 20, and reminded that the board will be serving again the clients and their families.
- b. Co-chairs recording Board Hours and what to record as hours. Jean reminded everyone that all board meetings, preparing for meeting, committee meeting and time serving at the ACO socials when the board is serving the clients.
- c. Business Cards Policy everyone ready and signed the policy. Copies of the signed policies were handed by to Jean for filing.
- d. Ralf – Board Pictures – handed out the board photos and the jump drives with all the photos on it. Was noted that do to a miscommunication the size done are not correct so they cannot be used for the board wall. Ralf to be reimbursed for frames and printing.

7. **Adjournment** (8:10pm) Meeting adjourned by Martin at 8:10 p.m.

**Approved by:**

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

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

**Executive Director Monthly Board Meeting Report (October 12th, 2016)**

**Funding**

Finally after 5 months of waiting, everyone who submitted an LOI for PHAC's HIV and Hep C Community Action Fund has received notification of whether or not their LOI was accepted for full proposal submission. All organizations were eligible to submit a maximum of 3 LOIs, 1 single organization contribution agreement and 2 community alliance submissions. We submitted 3 LOIs and below are the results:

1. ACB Health Zone In Ottawa – Single Organization Contribution Agreement was not accepted
2. Expanding Prevention Pathways, Enhancing System Capacities for People Who Use Drugs – Community Alliance was not accepted
3. Canadian HIV/AIDS Black African Caribbean Network (CHABAC): Mobilizing across regions to build an effective HIV response in ACB communities – Community Alliance was accepted for the full proposal stage of the solicitation process

**Collective Agreement**

- We are expecting the finalized and signed collective agreement to be in place by mid-October. Delays have been due to lack of response from COPE since the CBA was ratified via vote by employees back on August 5<sup>th</sup>, 2016. The final signed copy of the CBA will be distributed to the entire board

**OASSIS Benefits Plan**

- ACO's coverage with Manulife was officially terminated on September 30<sup>th</sup>, and as of October 1<sup>st</sup>, our new benefits provider is OASSIS. Please see attached 1-page summary of our current benefits plan. Moving forward, as per our new collective agreement, we will have a cost-sharing plan, for the monthly premiums, with our employees. 75% to be paid by employer and 25% to be paid by all employees. This will ensure that our benefits budget stays on track

**HR**

- Anna Yassin was hired as ACO's new Coordinator of Volunteer Resources. Anna is coming to ACO from the Somali Centre for Family Services, and has experience in immigration and settlement, and supporting youth volunteers and co-op placement students. Anna has a degree in Sociology and is starting full-time with ACO on October 11<sup>th</sup>
- Interviews of short-listed candidates are being conducted this week for the positions of Men's Outreach Coordinator and MSM Ethno-Cultural Resource Coordinator.

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

- Attended Bruce House Annual General Meeting with Jean Chenier and Lynne Cioppa on September 20<sup>th</sup>
- Represented ACO at the annual African-Caribbean Council on HIV/AIDS in Ontario (ACCHO) symposium from Sept. 21<sup>st</sup> to 23<sup>rd</sup> in Toronto. The focus of the symposium was on the new provincial strategy titled "It Takes Courage". This particular strategy focuses on faith-based HIV interventions for the African, Caribbean and Black communities. We will be launching it locally in Ottawa on Feb. 7<sup>th</sup> during the Canadian ACB HIV Awareness Day.
- Represented ACO at the annual Ontario AIDS Network (OAN) Executive Director Leadership Summit from Oct. 3<sup>rd</sup> to 5<sup>th</sup> in Toronto. I was invited by the OAN and our funders to speak at the Summit about the provincial HIV/AIDS strategy and the leadership needed to implement it in local communities throughout the province

### **OCHART (Ontario Community HIV/AIDS Reporting Tool)**

- Every 6 months, all AIDS Bureau funded organizations have to submit statistical information on all their programs using OCHART. Currently working with the staff team in completing OCHART for this reporting period (April to September). Report is due to funders on October 31<sup>st</sup>

### **AIDS Bureau 6-month Financial Projection Report**

- I have worked with our accountant, Suzanne Rousson, in completing the financial projection report due to the AIDS Bureau on October 15<sup>th</sup>. Everything is on track financially for this fiscal and we are not anticipating any deficit this year at the end of this fiscal on March 31<sup>st</sup>, 2017. The financial projection report will be shared with the board at this month's meeting during the financial update portion of the agenda

### **Upcoming ACO Programs**

- October 14<sup>th</sup> – Real Issues/Real Solutions, A close look at HIV and Hep C and the criminal justice system
- October 18<sup>th</sup> and 19<sup>th</sup> – HIV and Immigration Workshop
- October 29<sup>th</sup> – Annual ACB Health Forum

### **World AIDS Day**

- Application to host World AIDS Day Red Ribbon Flag Raising Ceremony on Parliament Hill Grounds has been submitted to the Committee for the Use of the Hill for their assessment and approval. If accepted, we will be inviting MPs and Senators to join us on December 1<sup>st</sup>. More details to follow.