



MINUTES

Sep 14, 2016 Board Meeting

Present: Richard H, Lauren, Kim, Jen, Giscar, Ralf, Martin, Richard R, Jean, Lynne, Melissa, Khaled, Kevin

Guests: Rahmat Shahidi, City of Ottawa Community Funding and Development Consultant

Regrets: Marc

1. Welcome and Check In

Lynne called the meeting to order at 6:05pm. Lynne welcomed everyone and led a roundtable check-in. Jean and Lynne will be alternating in the role of chair for each board meeting.

2. Approval of the Minutes and Agenda

Three new additions were added to the agenda: camera, board training and volunteer roles. Martin moved that the agenda be approved as amended. Ralf seconded the motion. All in favour. CARRIED.

Richard H moved that the minutes of June 8, 2016 be approved as presented. Lauren seconded the motion. All in favour. CARRIED.

3. City of Ottawa Presentation

Rahmat Shahidi, City of Ottawa Community Funding and Development Consultant presented to the board on their funding agreement with ACO.

In August 2016, the City of Ottawa signed a three-year contribution agreement with ACO. This agreement commits City funding in the amount of \$77,793 annually in support of the day to day operations of the Living Room Program. Since ACO accumulated a substantial deficit in 2015, a special condition is included in this agreement. The special condition stipulates that by December 31, 2016, ACO will submit a financial plan that will indicate how the agency will increase its reserve funds.

4. Business Arising from Minutes

None.

5. Discussion on Structure and Reporting of Future Board Meetings

Lynne reviewed items to be included in the board agenda template as well as some changes for future reporting at board meetings including:

- Supporting documentation for board meetings will be sent in advance of the meetings so the items can be circulated one week prior to the meeting. Some flexibility may be needed for the finance committee report as the timing may not allow for the month-end numbers to be ready a full week in advance;
- Board members will be expected to have reviewed the reports prior to the board meetings and come with any questions or comments. Typo edits can be sent to secretary in advance. Content edits should be brought forth at the board meeting;
- The ED's report will be provided in a written format, and attached to the board minutes;

The need for an online workspace was also briefly discussed, to house all ACO board documentation.

ACTION: Lynne will send out reporting template.

Lynne also reviewed the need for a clear reporting structure. The chair of the committees will communicate with the board on behalf of their committee.

6. Executive Director's Report

See attached.

ACTION: Lynne to organize a meeting for Khaled to review new collective agreement for new board members.

7. Committee Reporting

a. Finance

Khaled presented the current financial status. Suggestions were made for changes to the format of the finance report. The finance committee

ACTION: As the finance committee has identified a need for her particular skill set and expertise, Lynne will formally extend an invitation for Jane (currently on wait list) to join the board.

b. Policy Committee

Richard R presented on behalf of the policy committee. There are 3 areas in which the policy committee is focusing their efforts:

- Planning
- Renewing policy suite
- Reviewing policies currently enforced

Martin moved that Richard R be elected the chair of the policy committee. Lynne seconded the motion. All in favour. CARRIED.

The policy committee was also seeking to lead strategic planning and work plan development on the board's behalf, but this is not currently included in the committee's terms of reference at this time. The board agreed to task the policy committee with the work plan and long term planning.

Richard moved that the policy committee support the board's strategic and work plans. Martin seconded the motion. All in favour. CARRIED.

ACTION: The policy committee will revise terms of reference and bring to next board meeting for approval.

c. Other committees

Nothing to report.

8. Other Business

a. Thanksgiving Dinner

This year's Thanksgiving Dinner will be held on October 5, 2016. As in previous years, all board members are asked to help with preparations, serving the meal and cleanup.

b. Information Management

Tabled.

c. Contracts

Tabled.

d. Secretary Position

Jen is resigning from the board following this board meeting due to work commitments. Lynne thanked Jen for her work as board secretary and welcomed interest from other board members for the position.

e. Camera

Ralf requested the board consider the purchase of a camera for use by ACO staff members. Khaled agreed to discuss any needs in this area with the staff.

f. Board Training

As this discussion was operational in nature, Khaled, Ralf and Lynne agreed to discuss after the board meeting.

g. Volunteer Roles

Tabled.

9. Adjournment

Lynne adjourned the meeting at 8:35pm.

Approved by:

_____ (Executive Board Member)

_____ (Date)

_____ (Executive Board Member)

_____ (Date)

Executive Director Monthly Board Meeting Report (September 14th, 2016)

Funding

- Applied for and received \$10,000 from AbbVie for HCV programs
- Applied for community grants program with Viiv Healthcare and approved for \$15,000 in funding to enhance ACB programs from Sept 2016 to Sept 2017
- Renewal of City of Ottawa Funding Agreement for 2016-2019
- PHAC has informed all LOI applicants that decisions regarding LOIs will be provided to applicants towards the end of September. Successful applicants will be given 8 weeks to submit a full proposal
- Submitted Dragon Boat Festival Community Grants Proposal for 2017

Collective Agreement

- Conciliation meeting took place on July 26th, followed by membership vote on proposal on August 5th. Membership ratified new collective agreement proposal on August 5th
- Started transition process with new benefits provider, OASSIS, and transition will be officially complete on October 1st
- Still waiting to hear back from union to finalize language around benefits and officially sign-off on the new collective agreement

HR

- Currently in the process of hiring for 3 positions – Coordinator of Volunteer Resources, MSM Ethno-Cultural Resource Coordinator and Men's Outreach Coordinator
- Interviews being conducted throughout this week

HIV/AIDS Memorial in Ottawa

- City of Ottawa has graciously donated a prime location in Marion Dewar Plaza at City Hall to the AIDS Committee of Ottawa for an HIV/AIDS Memorial in our nation's capital
- ACO is doing a call-out to local artists to submit designs for the memorial
- Submissions will be narrowed down by internal stakeholders and the top submissions will be posted on-line for community members to vote on the winning submission
- Once we have a design, we will work with a contractor for construction of the memorial
- If construction cannot be completed by December 1st, we will at least make an announcement at City Hall or have some sort of ground breaking for the HIV/AIDS memorial
- We will be approaching the PMO to see if we can host a ceremonial World AIDS Day flag-raising on the grounds of Parliament Hill

Key Meetings/Representation of ACO

- Ottawa Gay Men's Wellness Initiative (OGMWI) to discuss program plans and mutual areas of work moving forward. Jean attended this meeting with me as the board chair of the OGMWI was also present
- Gay Men's Sexual Health Alliance (GMSH) "The Sex You Want" pre-launch Ottawa campaign meeting
- Ottawa Public Health (OPH) NSP partners meeting to discuss community consultation on enhancing harm reduction services/programs in Ottawa
- Guest speaker at Capital Pride Human Rights Vigil
- ACCHO and WHAI teleconference meetings. Participated in WHAI's working group on stigma and creating safer spaces toolkit
- Weekly meetings with Board Co-Chairs

OAN Board Chair Skills Building

- Lynne and Jean represented ACO at the annual OAN Board Chair skills building on July 22nd and 23rd