

## ACO Board meeting held by Teleconference, July 24<sup>th</sup>, 2017

**Present:** Marc Leblanc, Richard Roulx, Richard Hubley, Jane Ramrekha, Kim Bouffard, Ralf MacGrady,

**Regrets:** Martin Lee, Lauren Kennedy and Melissa Godwaldt.

Started meeting at 12:02 p.m.

Kim started the meeting identifying 3 main items for discussion: New Signatories for bank, Staffing, and Communications to members and funders.

**New Signatories** – Jane Ramrekha lead this discussion. The problem we currently have is that we e only have one person who can sign cheques, Kim Bouffard, and we need at least two and it is recommended to have 4. The process for approval of new signatories is a board resolution after which the identified individuals go to the bank and present the board resolution. This would replace the old signatories, one of which is Khaled, with the new board appointed ones. We also need to revoke Khaled's credit card and it was suggested that this be in the same board resolution that is presented to the bank.

**The proposed new signing officers for the organization are:** Kim Bouffard, Jane Ramrekha, Richard Hubley and Richard Roulx.

### Next Steps

- Richard Hubley will work on draft motion and email the board for a vote via email.
- Richard Hubley to draft letter to bank regarding new signing officers and removal of the old signing officers.
- Motion 1 Approval of new signing officers and removal of ED's credit card.
- Motion 2 Acceptance of resignations for both co-chairs.

### **New Board Executive**

Ralf MacGrady suggestion that Kim Bouffard and Richard Roulx replace our two Co-chairs, and Jane Ramrekha as Treasurer until the AGM. This will only be a short term solution until the AGM in August.

### Next Steps

- Motion 3 Approval of the formation of new Executive until AGM.

### **Staffing**

Current challenges are that we are short of staff. We need an interim Executive Director and to fill management positions. We have also just received another resignation and will need to fill this position.

- According to Union need to post positions for 5 days internally before posting externally
- Richard Roulx left meeting to chair meeting at his work.
- Celed Chepesiuk officially turned in his letter of resigned. Stating his last day is August 3<sup>rd</sup>. Discussion held if he needs 2 weeks' notice.
- Jane Ramrekha asked if we you are able to ask Celeb to delay his resignation because he is claiming with all the turmoil he cannot pursue the work he is passionate about – two weeks' notice not given.

- Given Caleb's position in union it was decided that we need an HR person to draft the acceptance of resignation letter.
- Richard Roulx reached out to Heather Money about the interim ED position. She is interested however will not take the position until after Aug 12<sup>th</sup> as she does not want to assume the role only to be let go two weeks later if the board is impeached.

### Next Steps

- Kim Bouffard to send HR specialist contact information to Melissa Godwaldt and Richard Roulx for follow up.
- Melissa Godwaldt and Richard R. to follow up with employment lawyer regarding Caleb
- Once an HR specialist is secured Richard Roulx, Melissa Godwaldt. and the HR specialist will reach out to union
- Jane Ramrekha and Kim B will work on drafting a new budget that re-structures staff and present to our funders. This will take into account the agreed pay increase for the ED.

### **Communication to Membership** (attached is a draft letter for your review)

The members have received communication from Gord three times and have not received any official communication from the board. It was agreed that the board needs to manage and take back control of the membership list and the information being presented to them.

- Kim Bouffard informed the board that Cory Wong's acceptance of resignation letter was sent last week and that he should received Tuesday July 25<sup>th</sup> and that he will be asked to sign for it so that we can ensure he received it.
- Richard Hubley informed the board the Cleaners picked up their new key and alarm code at 1 p.m. today
- No incidents at the ACO over the weekend.
- Lauren provided edits to Kim's drafted communication for the members.
- Budget for membership meeting. Decided that we will just include beverages and reallocate funds from governance section of the budget for that.
- Need to keep in mind the ACB community comments at the meeting July 19<sup>th</sup>.

### Next Steps

- Kim Bouffard to follow up with Marie from MOHLTC funder and provide an update regarding CBC.
- Kim Bouffard to draft communication to other funders for board review. Need to find other funder (MAC AIDS) contact information.
- Richard H and Kim to get the membership folder to ensure membership list is up to date.
- Kim Bouffard will set up and meeting with Marie at MHLTC for Thursday. Kim to reach out to Marie to arrange the meeting. Jane Ramrekha will also attend.
- Board needs to decide on a date for the membership meeting. We are waiting to secure the HR specialist and lawyer so that we can ensure they are able to attend. The auditor has said that he is willing to attend. Need to figure this out by end of week.
- Kim Bouffard will send draft member communications to Alexa (lawyer) for legal advice prior to sending to membership.

**By-Laws**

We need to better understand our by-laws and we agreed that we should seek out legal advice. Ralf offered to review Roberts Rules of Order and Marc agreed to look into a lawyer.

Next Steps

- Marc Leblanc to find local lawyer, to have this lawyer understand the rules and bylaws. Marc noted he will not be able to attend the special meeting.

Adjournment – 12:58 p.m.

Approved by:

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

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