

AIDS Committee of Ottawa Board of Directors Meeting

Wednesday January 10, 2018

Present: Brigitte Charbonneau, Khaled Salam, Gord Asmus, Richard Hubley, Bello Mansour, Jean-Marie Vianney, Ahmed Habre, Jason Brophy, Solange Kasongo, Basimise Kabemba

Regrets: Anupriya Sethi, Kevin Hall

Agenda:

1. Welcome and Call to Order (6:06 PM)

2. Approval of Agenda

- Taxi vouchers added under "Other Business"

Jason moves to approve agenda, Richard seconds, all in favour, motion carries.

3. Senior Advisor's Report (Khaled HR)

- **Accountant position**
 - 2 resumes brought forward.
 - Ad hoc hiring committee consisting of Jason, Khaled and Bello is established in order to fill the position before the new year.
 - Bello withdrew his name due to conflict of interest.
 - Cory Wong replaced Bello on hiring committee.
 - Hiring committee decides to recommend Ray Hall after a successful interview, and reference checks.
 - Board discusses possible conflict of interest with new accountant prior to hiring.
 - Hourly rate is increased to reflect the credentials held by Ray.
 - Should any decisions need to be made which could be subject to a conflict of interest, the parties concerned will need to remove themselves from decision making processes.
- **Peer Engagement and Men's Outreach Positions**
 - Khaled will be meeting with union rep to discuss next steps.
- **Manager of Support Services position**
 - Internal posting has been made
 - Announcement will be made next week
- **Manager of Prevention and Education position**
 - Internal posting has been made
 - Announcement will be made next week
- **AIDS 2018**
 - Recommendation for \$15,000 scholarship fund be made available to send 4 PHA's to AIDS 2018 conference.

- Non-AIDS bureau funding will be the primary source.
- Possibility to recoup some money through red scarf project.
- Hope is that these individuals will be able to network and research in order to benefit the local community.

Jason moves to approve establishment of AIDS 2018 Scholarship Fund, Solange seconded, all in favour, motion carries.

- **Other**
 - Estate of Richard Farmer left \$13,647 to ACO. Cheque has been deposited in ACO RBC Account
 - Cost of living funding increase from City of Ottawa by 3% to \$86,275 for 2018.
 - AIDS Bureau: Program Plan due date extended to March 15, proposed budget for 2018/19 due at the same time.
 - Signing authority document: all members of exec to have signing authority, paperwork to be signed at the end of the January 10th Board of Directors Meeting.
 - Application for City of Ottawa property tax rebate has been submitted.
 - Programming updates: Black History Month, Snowblower, International Women's Day, ACB HIV Awareness Day.
 - Physical copies of membership forms to be kept in secure location at ACO, electronic copies to be kept as well.
 - Reimbursement cheque has been deposited to ACO Account as of December 20th.

4. Report from Policy/Governance Committee (Gord)

- Management vacation and overtime policy
 - Ensure that non-union staff are aware that all overtime must be used within 90 days
 - Policy must be date stamped in order to move forward

Gord moves to approve Management Vacation and Overtime Policy, Brigitte seconds, all in favour, motion carries.

- Employee cash advance policy
 - Went over changes to cash advance policy made at last board meeting.
 - Policy must be date stamped in order to move forward.

5. Report from Finance Committee (Jason)

- Extends invitation for other board members to join finance committee.
- Suggests advertising openings on finance committee via volunteer coordinator
- Ahmed volunteers to join finance committee
- Anna to prepare notice in newsletter to recruit for all three committees
- All board members expected to be on one of the committees

6. Report from Nominations Committee (Brigitte)

- Four candidates have submitted applications for board vacancy
- Interviews to be scheduled before next Board of Directors Meeting (February 14th, 2018)
- Name of candidate recommended by the Nominations Committee to fill vacancy will be brought forward at the February 14th Board of Directors Meeting.

7. Executive Director Position

- Please note that Khaled Salam excused himself for this discussion.
- Original motion was to have Khaled be brought back as Senior Advisor and then reevaluate after three months. This meeting is taking place after the three month mark.
- All policies to facilitate reinstatement are in place as of the January 10th Board Meeting

Seeing as the policies have now been put in place to mitigate financial risks to the organization, Gord moves to have Khaled Salam reinstated in his original position as Executive Director, at the ED salary, effective immediately. Jason seconds motion, all in favour, motion carries.

8. Board Hours (Gord)

- Gord collects hours for the month of December, 2017 from all present Board Members.

9. Other Business

Board Retreat (Khaled)

- Sunday February 18th has been decided by board consensus.
- Focus will be on governance training

Community Forum (Khaled)

- Suggested that forum be structured around an issue that the local community is passionate about such as U=U.
- Guest speakers
- ACO Board will engage with the public re: previous work and work moving forward.
- March 24th set as tentative date

Taxi Chits:

- Board and staff members have always been allowed to claim mileage, a taxi chit program has been proposed at board level for staff and board members who are unable to drive due to extenuating circumstances.

Social Media Posts

- Recommendation made for board to address inappropriate social media posts made concerning the agency.
- Furthermore, a legal opinion is to be sought concerning the social media posts in question.

10. Adjournment 8:15