

## **AIDS Committee of Ottawa Board of Directors Meeting: Wednesday April 11, 2018**

**Present:** Brigitte Charbonneau, Jeff Potts, Richard Hubely, Jason Brophy, Bello Mansour, Ahmed Habre, Khaled Salam, Anique Wallace, Olabimpe Ololade

**Absent:** Solange Kasongo, Basimise Kabemba, Jean-Marie Vianney

1. Welcome and Call to Order (6:13 pm)
2. Approval of Agenda

**Richard moves to approve agenda, Jason seconds, all in favour, motion carries. (6:15 pm)**

3. Approval of March Board Meeting Minutes

Amended February Minutes, March Meeting Minutes:

**Ahmed moves to approve February and March meeting minutes pending revisions, Brigitte seconds, all in favour, motion carries.**

### 4. Committee Reporting

#### a. Exec (6:24)

- i. Anique suggests changes to draft ACO Communiqué,
- ii. Khaled also recommends changes.
- iii. Amendments to be made by Jeff.
- iv. Communiqué to be published on website following revision and approval.
- v. Communiqué not to be published on social media or in monthly newsletter.
- vi. Richard raises concerns about accessibility to communiqué and suggests that it be emailed and sent by post to membership list.
- vii. Jeff recommends that Joanne receives a copy.
- viii. Board Annual Work Plan introduced to board, after having been suggested at previous Exec meeting.
- ix. **Anupriya resignation: Ahmed moves to accept Anupriya resignation, Richard seconds, all in favour, motion carries.**
- x. Board secretary position is discussed; board secretary was absent from 3 meetings without sending regrets, which pursuant to By-laws, allows position to be opened; secretary was also absent from board training without explanation or communication.
- xi. It is discussed whether Secretary is to be removed only from Secretary position or from board. Secretary position must be filled as it is critical to maintain communication between board members.
- xii. By-Laws state that 3 consecutive absences without excuse is considered a resignation (8.2 Board Member Attendance) Carrying out the work of the Board of Directors effectively requires a commitment to attend all Board meetings as required. Board members who are absent, without excuse, from 3 consecutive meetings are automatically considered to have resigned their position. In the event such a member wishes to be reinstated, a letter of request must be sent to the board; the board shall then make a decision by motion regarding reinstatement as well as any terms associated with a decision with a decision to reinstate if such is the decision.
- xiii. **Jason nominates Jeff for position of Secretary, Brigitte seconds, all in favour, Jeff is confirmed as Secretary of the board.**

- b. Finance (7:01)
  - i. Jason suggests that notes from MoH meeting be attached to March meeting minutes
  - ii. Jason states that as treasurer he will be monitoring ED Vacation pay
  - iii. Discussion takes place as to how to plan ED vacation in advance
  - iv. Work plan has been completed
  - v. Liability for Agency Credit Card Policy is discussed. Liability has been accepted and liability insurance is able to cover any loss that may result
  - vi. Cash advance policy: limits on cash advance and repayment strategy have been referred to policy committee.
  - vii. Cash advance funds are to come from discretionary funding if needed.
  - viii. Salary increases are discussed, management salaries can be increased at present, and non-management salaries will be revisited within 6-12 months.
  - ix. Reallocation requests have been approved
  - x. Updates to agency computer systems as well as programming upgrades are being pursued as a result of reallocation.
  - xi. Vacation pay request has been withdrawn, issue has been resolved.

- c. Nominations (7:20)

- i. Nominations committee must convene to review applications and vet two new potential board members.
- ii. Completed board matrix forms to be sent to Richard by Friday, April 13th
- iii. Board members who don't wish to re-run for board membership following a 1-year term must let Brigitte know, so that number of openings on board can be determined.
- iv. Anique and Ola wish to know how long Gord and Kevin's terms were as they are their replacements.
- v. This information must be organized in time for AGM so that a full list of candidates can be determined.

- d. Policy (7:29)

- i. Police records check document to be circulated next month

- 5. Executive Director's Report (7:30)

- a. AGM to take place on August 29th.
- b. Funding: AIDS Bureau program plan has been submitted since last meeting
- c. MAC AIDS Fund \$35,000 cheque to be received within next 2-3 weeks
- d. Plan for this money is to be completed within 4 weeks
- e. PHAC funding, \$50,000 over five years beginning in 2018-19
- f. OCHART Due April 30th, board chair to receive cope when complete
- g. Doors Open Ottawa June 2nd
- h. Upcoming Events: May 12, 13 disclosure workshop, Voices for Women's Health

May 17th

- i. Feedback from U=U Forum has been overwhelmingly positive.

- 6. Other Business (7:44)

- 7. Anique moved to Adjourn the meeting at 7:45.