

AIDS Committee of Ottawa Board of Directors Meeting Minutes: Wednesday May 9, 2018

Present: Khaled Salam, Brigitte Charbonneau, Richard Hubley, Jeff Potts, Jason Brophy

Regrets: Ahmed Habre, Bello Mansour

Meeting Called to Order at 6:20pm; **Quorum not met.**

Committee Reporting

Executive Committee Report: Khaled

- Due to scheduling conflicts, an executive committee meeting was not held this month
- Board work plan has been sent out to all board members, Jason asked for feedback, none was given.
- Budget Summary was reviewed by board. Summary details budget for the 2017-2018 fiscal year which ended as of March 31, 2018
- Surplus is estimated between \$3,000 and \$5,000 after upgrading the agency's computers

Nominations Committee: Brigitte

- Edward and Vaughan have been nominated to the board, however, because quorum was not met, their appointments will be confirmed by way of electronic voting.
- Jeff suggests having some sort of open house forum between the board and community members in order to better involve community members in the agency.
- Khaled suggests that it would be beneficial if board members attended more agency events.
- A need for better communication between board members via email is discussed.
- The board discusses a need for better board attendance and commitment is also discussed.
- Jeff suggests that perhaps the board would benefit from further training (i.e. Training 2.0 – practical issues and implications)
- Khaled recommends that the board of directors' focus for the next three months shift toward preparation for the AGM; August 29th at 6:00 pm is tentative date of AGM.

Policy Committee: Jeff

- No policy committee meeting has taken place this month
- Jeff suggested that the Committee's near-term focus should be on a overarching review of all policies with a view to ensuring consistency; and, he suggested the development and implementation of a Board of Directors' Commitment Charter that provides clarity with respect to Board members' roles, responsibilities, and legal/fiduciary obligations.
- Khaled notes that credit card and cash advance policies have yet to be revised in order to mitigate possible liability; the Policy Committee should make this a priority in advance of the AGM.
- Khaled also wishes to go over liability insurance with all board members.

Director's Report: Khaled

- Additional \$15,000 will be received this year from AIDS Bureau
- Khaled wishes to increase unionized employee salaries by 4% with this surplus via executive decision with board support; Khaled will be emailing Maria at the AIDS Bureau to clarify that this increase is possible; Jeff suggests making funds available as a bonus if AIDS Bureau doesn't approve salary increase
- MAC AIDS funding will be used to create a nutrition program that includes 15 hours a week with a HIV and Nutrition Coordinator.
- Travel plans have been made for conference in Amsterdam; Scholarships and global village applications were not accepted; Jeff is trying to find space for red scarves to be made available for a donation at the Canada Pavilion
- Jason has agreed to present at AGM
- Jeff suggests bringing videographer to the living room to gather footage of lived experiences of PHAs

Jeff gathered board hours. Meeting Adjourned at 7:43 pm.