

## **AIDS Committee of Ottawa Board of Directors Meeting Minutes: Wednesday, September 19, 2018**

### **Present:**

Khaled Salam, Brigitte Charbonneau, Jason Brophy, Jeff Potts, Vaughn Bauman, Bello Mansour, Ahmed Habré, Solange Kasongo, Agness Nalwamba, Ali Sougou, Dare Abdullahi

### **Regrets/Absent (a):**

Edward Barbezat, Patrick Newton Bondo

Bello called the meeting to order at 6:17 PM; **Quorum was met.**

Bello welcomed new Board members and outlined expectations and obligations regarding attendance and general conduct during meetings.

### **1. Approval of agenda**

MOVED by Jeff and SECONDED by Vaughn that the agenda be approved, with the following additions:

- Add approval of Board minutes from July 18, 2018
- Add report-back from OAN meetings (Brigitte) under Other Business
- Add Board Matrix (Jeff) under Other Business.

**Motion CARRIES.**

### **2. Approval of Board meeting minutes:**

- July 18, 2018
- August 8, 2018

MOVED by Brigitte and SECONDED by Vaughn that the minutes of July 18, 2018 be approved as presented; and that the minutes of August 8, 2018 be approved **with minor amendments** to item 3(a) at the second bullet. **Motion CARRIES**, with three (3) abstentions.

### **3. Committee Reporting**

#### **a. Executive Committee**

Bello noted that the Executive Committee first meeting following the Annual Meeting of Members is scheduled for October 10, 2018. However, he and Khaled met recently to discuss:

- **Board training (retreat)**

For the benefit of new Board members, Khaled provided a very brief overview of the Board orientation session held recently and facilitated by Rick Kennedy. All who participated in that session agreed that it was very valuable from a “theory-based” perspective of Board governance. At the same time, it was agreed – particularly given that this is a newly constituted Board – that another Board training retreat focused more on the practical implications of Board work (roles, responsibilities, obligations, etc.) would be invaluable. Khaled agreed to reach out to Rick to ascertain his interest and availability to facilitate this second session, but Board members encouraged Khaled and the ACO staff team to consider “internal resource” options at the same time. Jeff indicated that he may have an internal solution and will follow-up with Khaled directly. **In the meantime, Board members agreed to SAVE THE DATES... the Board training retreat will be held at The Living Room:**

**Saturday, November 3, 2018 AND Sunday, November 4, 2018.**

- **Board and Staff gathering**

Following the ACO’s notably successful Annual Meeting of Members and given that the Board was newly constituted with several new members, it was agreed that a comprehensive presentation of roles and responsibilities from the ACO’s Staff would be very valuable. It was also agreed that the gathering should be structured in a way that is more socially and informally oriented. Khaled will bring the idea to the Staff with a view to scheduling the gathering for an evening in early-October (potentially, Wednesday, October 10, 2018). He will confirm by way of an email message as soon as possible.

- **AIDS Bureau**

Khaled reported (briefly) that he met with Maria of the AIDS Bureau a couple of weeks ago and that the meeting went well. The focus of discussion was on the ACO's operational plan and revised budget information. An updated Board of Directors list was provided.

- b. Finance Committee**

Jason reported that the Finance Committee has not met since the Annual Meeting of Members and that the Committee's recent focus was on completing the ACO's annual audit. An updated financial overview was circulated, and Khaled facilitated its review, noting that the information contained in the report provides highlights to July 31, 2018. It was noted that the line item identified as "Membership Fees" should specify that related expenditures are associated with the ACO's membership with external organizations (i.e. ACO members are not required to pay membership fees).

**An aside...**

For the benefit of new Board members, Bello provided a brief overview of each of the Board's standing sub-committees and noted that all Board members are required to participate on at least one of them. Jeff will follow-up with a re-cap of each Committee by email; Board members are asked to come to the next meeting prepared to indicate which of the sub-committees they are prepared to work with.

- c. Nominations Committee**

Brigitte indicated that there is nothing to report at this time.

- d. Policy Committee**

Jeff expanded upon Bello's sub-committee overview and reported that the Policy Committee has not met – primarily because it has not had active members. This committee's work will begin in earnest following the October Board meeting and will include focus on the development of a comprehensive "Board Orientation Manual" and "ACO Policy Binder".

#### **4. Executive Director's Report**

Khaled reflected on the ACO's busy and notably successful activities over the summer months, including its very positive collaboration with Capital Pride and the focus on U=U activities and events. He also noted the following:

- The ACO will host this year's Thanksgiving dinner in The Living Room on October 3, 2018. Board members are encouraged to attend (to help with preparation, dinner service, and clean-up).
- Feedback reflecting on the Annual Meeting of Members is extremely positive and suggests that it was the 'best' meeting of members in recent history.
- Khaled will be in Guelph for the HIV Sector Leadership meetings from October 1<sup>st</sup> through 3<sup>rd</sup>.
- Staffing updates: Imad accepted an appointment with the RCMP and is, therefore, leaving the ACO in the coming days. Following a successful hiring process, Peter S. will assume the role of Volunteer Coordinator. Cynthia C. joined the ACO's Living Room team and assumed her role and responsibilities this past Monday.

#### **5. Other Business**

- a. OAN report-back**

Brigitte provided a brief overview of the OAN's recent meetings and PHA Body discussions. She noted, specifically, that the AIDS Bureau made presentations which focused on the Bureau's programming priorities: stigma, rising rates of hepatitis C infection, harm reduction initiatives, and Naloxone distribution. Khaled indicated that he would circulate all relevant presentation materials by email as soon as possible.

**b. Board Matrix**

Jeff provided a brief overview of the Board Matrix and its intended utility (e.g., a valuable ‘inventory’ of Board-specific demographic details, skill sets, etc.). While the Matrix was completed recently, Jeff suggested that, particularly given the addition of several new Board members, it is appropriate to set the most-recent results aside and to ask the new Board to complete a revised Matrix by way of anonymous electronic survey (i.e. employing a *SurveyMonkey* tool). Jeff will develop the electronic tool, but he will circulate an overview of the Matrix content ahead-of-time to ascertain the level of detail this Board deems appropriate. Jeff will solicit feedback by way of email, following which he will develop and circulate the electronic tool for completion (by Christmas 2018).

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**Next meeting(s):**

- **Executive Committee:**  
Wednesday, October 10, 2018 (5:00 to 6:00 PM).
- **Staff and Board gathering:**  
Wednesday, October 10, 2018 (6:00 to 7:00 PM – dinner; 7:00 to 8:00 PM – ACO Staff presentations).
- **ACO Board of Directors:**  
Wednesday, October 17, 2018 (5:00 to 6:00 PM – dinner; 6:00 to 8:00 PM – Board meeting).

**MOVED to adjourn (Jeff) at 7:50 PM.**