



MINUTES

April 13, 2016 Board Meeting

Present: Richard, Melissa, Gord, Kevin (KRH), Marc, Jen, Khaled, Mylan

Guests: Lynn, Michael, Ralf

Regrets: Lauren, Giscar, Jean

1. Welcome and Check In

Kevin (KRH) welcomed everyone and called the meeting to order at 6:05pm

2. Approval of the Agenda

The report from the finance committee was moved to other business. Holiday dinner was added to the agenda. Gord moved that the agenda be approved as amended. Mylan seconded the motion. All in favour. CARRIED.

3. Approval of March Minutes

Minor edits were requested of the March minutes. Marc moved that the minutes be approved as amended. Richard seconded the motion. All in favour. CARRIED.

4. Nominations Committee Report

- a. Vacancy: With the new vacancy of Kevin (KAH), Richard motioned that vetted candidate Ralf Macgready, take on Kevin (KAH)'s term which ends at the AGM in June 2016. 4 voted to approve the motion, 1 against. CARRIED.

Kevin (KRH) welcomed Ralf to the board.

Succession Planning: Of those present at the meeting, Gord, Kevin (KRH), Jen and Melissa's terms end at the June 2016 AGM. Jen and Melissa expressed interest in continuing on the board. Kevin (KRH) has offered to remain on the board in the past chair position, if possible. This may require some changes to governance policy. **ACTION:** Mylan will explore if this could be incorporated into our revised board governance policy while staying compliant with the Canadian Non-for-Profit Act.

The positions of Chair, Vice-Chair, Secretary and Treasurer will be decided at a mini-meeting following the AGM.

ACTION: Any board members interested in an executive board position are asked to let the nominations committee (Richard) know. This item will be added to the next board meeting in May as well as in June so that the board can prepare and make executive committee decisions ahead of time where possible.

5. ED and Exec Report

HR Update: Khaled provided an update on the ongoing partnership with Bruce House along with Lynn, current chair of Bruce House. Rob Alexander has been in the position of Executive Director since mid-January. The Memorandum of Understanding between ACO and Bruce House expires April 29, 2016. Rob's position at ACO has remained vacant in the interim. Rob has submitted his official letter of resignation to Khaled, effective as of April 8, 2016.

Doors Open Ottawa: ACO was accepted for the second year in a row for Doors Open Ottawa, June 4 and 5, 2016, which will be a great opportunity to connect with the larger Ottawa community. Khaled has asked for board members to volunteer to greet community members.

ACTION: Board members are asked to e-mail Khaled with your availability for 3.5 hour shifts:

- June 4 – Doors Open between 10am-4pm (need volunteers for 9:30-4:30pm)
- June 5 – Doors Open between 10am-4pm (need volunteers for 9:30-4:30pm)

HIV Candlelight Memorial: On May 15th ACO will be partnering with Bruce House to host the International HIV Candlelight memorial. Art made by people living with HIV will be featured and may be left up for the Doors Open Ottawa event.

Opening Doors Conference: The Opening Doors Conference will be held April 27-29, 2016. ACO is a partner for this event, and Khaled sits the organizing committee. Gord is a public committee member. There are 4 ACO staff members leading workshops at this conference. Khaled will be attending all of the day on the Thursday.

Annual General Meeting: ACO's Annual General Meeting is approaching on June 22, 2016. The annual reconciliation report will be due and the financial audit is booked for week of May 22. Once complete, the financial statements will be presented to the board at the June meeting. Suzanne has been booked for the next few Fridays to assist in preparations for the audit. A significant amount of prep is required beforehand, including a mail out inviting all members. The AGM report will be put together by Khaled and Kevin. Other items needed for the mail out include a letter from the chair, agenda, minutes from last year, and proxy voting forms. Gord has agreed to provide support to Jen and Kevin (KRH). **ACTION:** This item will be re-visited at the May board meeting.

Funding: Khaled provided an update on the Public Health Agency of Canada (PHAC)'s Letter of Intent (LOI) process. A call was put out about a month ago to submit a letter of intent. The AIDS Community Action Plan funding now combines HIV and Hepatitis C funding for a total of 27

million starting in 2017. Almost a full funding application. If successful, ACO will be invited to submit a full funding proposal. ACO is submitting 3 different proposals, all due April 15, one for the organization and two with partner organizations. The proposals must include new programming, not programming that is currently funding.

AIDs Bureau: Khaled attended AIDS Bureau meetings in Toronto last week for two days, where changes to streamline the OCHART and OCASE process were highlighted. Corey is the OCASE lead at ACO, though support staff also need to enter information. This provides a snapshot of frontline services and some helpful changes have been made streamline the process.

Media: ACO released a statement around criminalization of HIV non-disclosure and there has been lots of feedback on social media. There have been further media opportunities related to ne Ottawa Public Health's Medical Officer of Health expressing his support for safer injection sites. Rob Boyd of Sandy Hill Community Health Centre has been an advocate and leader in community on this issue. He presented to the ACO board in June, and Sandy Hill Community Health Centre has indicated they will submit an official application for the required federal exemption in order to operate a safer injection space.

Collective Agreement: The first meeting with management, COPE representatives and union members was held today with the objective of establishing a shared understanding of the current state of ACO's benefits plan. Fred, ACO's insurance broker travelled in to present a summary of current coverage, ACO's experience report for the past 3 years, and proposed changes to the plan. There are five additional meeting dates scheduled over the next two weeks. There may be changes requested around language around other collective agreement items such as employee discipline, overtime, flex time, lieu time, maternity leave, staff development, or salaries.

6. Bylaw/Policy Committee

Updates are needed for the bylaws. Mylan will connect with Melissa re: updating the governance manual and will send the governance manual to Ralf.

7. Board Liaison Committee

No board liaison meetings were held since the last board meeting.

8. Government Relations Subcommittee

A meeting was held about 1.5 months ago. Lauren drafted a list of 10 politicians (federal, provincial and municipal) that ACO can target to set up meetings, mail letters etc. Lauren is currently away but will set up a meeting at the end of April to continue efforts. Since part of their efforts may include fundraising, Marc will work with ACO to provide some input into ACO's sponsorship policy before seeking out sponsorship.

9. Board Volunteer Hours

Jen reported the number of board volunteer hours for March was 74.5.

10. Other Business:

a. Board Workplan

Nothing to report at this time. **ACTION:** Lauren, Kim, Melissa and Richard will work on the work plan and this item will be tabled to next meeting.

b. Holiday Dinner

A question arose on the topic of ACO's Eid celebration. The past celebration of Eid was the first time ACO celebrated a holiday outside the more mainstream holidays. Khaled noted it was not intended to be exclusionary and part of ACO's mandate is faith based interventions to priority populations. Khaled encouraged any participants to speak directly with him if they have concerns in the future.

c. Finance Committee

Kim has recruited an external volunteer for the finance committee and will set up a meeting between the new volunteer, Khaled, and herself to introduce the volunteer to ACO. The next step will be to meet with the ACO accountant o everyone is on same page and finance committee can be established.

d. In Camera Discussion

Guests left. The board went in camera at 7:55pm. The board came out of camera at 8:05pm

11. Adjournment

Ralf motioned to adjourn the meeting at 8:55pm.

Approved by:

_____ (Executive Board Member)

_____ (Date)

_____ (Executive Board Member)

_____ (Date)