



Board Meeting Minutes

Held Wednesday April 12, 2017

Present: Richard Hubley, Khaled Salam (Executive Director), Jane RAMREKHA, Jean Chenier, Kim Bouffard, Kevin Hatt, Ralf MacGrady, Lauren Kennedy, Richard Roulx, Martin Lee, Lynne Cioppa, Marc Leblanc, Melissa Godwaldt

Regrets: none

Absent: Giscar Sainjour

Meeting started at 6:03 p.m. and was chaired by Jean Chenier.

1. Board Check in done and update give.
2. Approval of Agenda and Minutes
 - a. Agenda was amended with the addition of Other Business e) Holiday Dinner and F) Board Requirements Calendar Agency Events. Motion made by Martin Lee, and seconded by Marc Leblanc, Carried
 - b. Minutes of March 7, 2017. Amends made. Richard Hubley thanked Lynne Cioppa for recording the minutes for the last meeting. Motion to approve as amended made by Martin Lee and seconded for Richard Roulx. Carried.
3. Business arising from minutes – none
4. Executive Director's Report - see attached. Motion made by Lauren Kennedy and seconded by Kim Bouffard to accept the ED Report.. Carried.
5. Committee Reporting (7:15pm)
 - a. Finance - Verbal report of March 10th committee meeting. Finance will meet quarterly over the year. Talked about the Fundraising-Sub Committee. Finance will meet in July and Fundraising will meet in May. Khaled updated

on the work Suzanne Rousson, the accountant is doing to finish the year end and getting ready for the audit. Khaled to report back on Summary Budget on Office Supplies Printing, Postage, Salaries, and Administration. Suggestion to use the noted section to note the reason for the overage.

- b. Policy Committee – no meeting this month, nothing to report
 - c. Nominations Committee
 - I. Board Recruitment Poster – Template handed out. Discussion held on Martin to put matrix in graph form. Talked about the skills needed through a GIPA and MIPA lens. Move that the committee come back to the board with a list of potential candidates and the top 4 skills we are looking for.
 - II. Board Terms – Reviewed the board members who are up for ratification and are re running for another term.
 - d. Other - none
6. Other Business (7:50pm)
- a. AGM. Talked about moving the AGM from June to August for less time between The Board Retreat and the AGM. Would also give more time for the audit. Consensus to have the AGM Thursday August 31, 2017.
 - b. Board Matrix Discussion – held earlier in the meeting see 5 c).
 - c. Yearly Board Hours

April 53
May 104
June 132.5
July 161
August 150
September 112
October 123.5
November 130
December 99
January 159.5
February 81
March 88.5
Total for year 1394

- d. Taste for Life Fundraiser April 26. – ACO to attend the Atomic Rooster on Bank and Somerset for this fundraiser, for those who can make it to have dinner to help raise funds for the member agencies.
 - e. Holiday Dinner. Jean needs to know who is able to be at the Holiday dinner Thursday April 13, at 6. Noted board members who are attending or promised to try to be there.
 - f. Board Requirements Calendar Agency Events – Richard Roulx suggested that a calendar of events like Holiday Dinners, Socials and Fundraisers that the board should or needs to attend, should be made up and sent out so that we have advanced knowledge and can plan accordingly. Melissa Godwaldt volunteered to maintain a list if Khaled could send the required information to her.
7. Adjournment at 8:10 pm Motion made by Richard Hubley.

Approved by:

_____ (Executive Board Member) _____ (Date)

_____ (Executive Board Member) _____ (Date)

Executive Director Monthly Board Meeting Report (April 12th, 2017)

Key Meetings/Representation of ACO

- MAX Ottawa (formerly OGMWI) partnership meeting
- Eastern Ontario Opening Doors Conference Organizing Committee meeting
- Ontario AIDS Network meeting for unionized AIDS Service Organizations
- Sanctuary City Ottawa meeting and deputation
- iStand Social Media Fundraising campaign meeting with Bruce House, Kind and PPO.
- Invited by AIDS Bureau to participate in a provincial working group for restructuring and revisioning of the Ontario Organizational Development Program
- Key Informant Interview for Interagency Coalition on AIDS Development strategic planning process

Funding

- Received notification from the City of Ottawa that we will be receiving a renewable funding increase of \$5,969 for 2017. 2% cost of living increase (COLI) totaling \$1,556 and an increase of \$4,413 for the sustainability fund that we applied for, our overall total City of Ottawa funding for 2017 is \$83,762
- All AIDS Bureau reporting (schedule A & schedule B) was submitted on time on March 8th, as per the extended deadline
- Currently working on OCHART (Ontario Community HIV/AIDS Reporting Tool) report for the AIDS Bureau that is due on April 30th. This report covers the period of September 2016 to March 2017
- Submitted 6-month program update report to ViiV for ACB funding
- Working with our accountant on completing year-end reconciliations. A full and accurate financial update covering year-end (March 31st, 2017) will be provided to the board at the May board meeting. We are anticipating a small surplus this year. At the May board meeting, we will also be presenting an internal 2017-18 proposed budget to the board for approval.

Key ACO Programs

- Snowblower, March 1st – 5th
- International Women's Day, March 8th
- March break activities for families and kids affected by HIV/AIDS
- Community income tax clinic, April 5th and 12th
- Holiday dinner, April 9th
- Opening Doors Conference, May 3rd to May 5th
- International AIDS Candlelight Memorial, May 7th