



Board Meeting

January 11, 2017

Present: Jean, Martin, Keven, Khaled (ED), Ralf, Richard H., Marc, Kim, Jane, Lauren, Giscar, Melissa

Guests: none

Regrets: Lynne, Richard R.

1. Board Check in and update led by Jean (6:05pm)

Welcome people back from the holidays and did a check in.

2. Approval of minutes and agenda

Motion approve November board minutes as amended. Made by Lauren / seconded by Ralf. Carried

Motion to approve the agenda made by Martin and seconded Marc. Carried.

3. Business arising from minutes - None

4. Executive Director's Report

Reviewed the ED Report with questions asked and answered – attached to end of minutes.

Thanked Lauren for all the work she did for the World AIDS Day to help organize the event.

5. Committee Reporting

a. Finance – City of Ottawa year financial plan.

If you remember when the City Funders were here with the Board to talk about the Agreement with the City they had asked us to work on a plan to replenish the reserve fund. The committee drafted Financial Plan for 2017 (Replenishing Our Operational Reserve) and Fundraising Action

Plan Forecast Calendar. Had been submitted on December 15th to the City as part of our Funding Plan. Discussion held on goals in report and the implementation of plan.

Reviewed the Summary of the Budget VS Actuals as of December 31, 2016

b. Policy Committee

- Working on the Policies of Policies – is the “who, what, where, when and why” of working on a policy.
- Anti-Oppression Anti-Harassment Policy is being worked on our next meeting on January 19th.
- Will be adding a Peer Policy that the Province has a template for.

c. Nominations Committee

Need to put an advertisement for Volunteer Ottawa. Need to add to strategic recruitment. The matrix to be worked on and presented in February.

d. Other

6. Other Business

- a. Co-chairs reporting Board Hours. Talked about the importance of tracking hours.
- b. Board Matrix to be sent out to board members who were unable to attend meeting.
- c. Volunteer Roles – To retable to February
- d. Information Management to be sent out to the Policy Committee to work on and information policy / board information sharing. Martin Moved and Kim seconded. Carried.

7. Adjournment at 7:56pm. by Lauren

Approved by:

_____ (Executive Board Member) _____ (Date)

_____ (Executive Board Member) _____ (Date)

Executive Director Monthly Board Meeting Report (January 11, 2017)

HR

- Imad Ghadie was hired as ACO's new MSM Ethno-Cultural Resource Coordinator. Imad started full-time in his position on January 10th. Imad has been a dedicated volunteer for ACO at Gay Zone, as well as many other community organizations in the Ottawa area.

Key Meetings/Representation of ACO

- Represented ACO, along with Board Co-Chair, Jean Chenier, at the Ontario AIDS Network (OAN) members' meeting on Nov. 16th and 17th in Toronto.
- Rogers Daytime TV Show on Nov. 25th to promote World AIDS Day and the Red Scarf Project.
- Gay Zone Steering Committee Meeting on December 5th.
- Women and HIV/AIDS Initiative (WHAI) provincial working group teleconference on December 7th.
- Ottawa Gay Men's Wellness Initiative (OGMWI) partnership meeting on Dec. 13th.
- Eastern Ontario Opening Doors Conference Organizing Committee meeting teleconference on Dec. 14th.

Funding

- ACO 3-year financial plan was submitted to the City of Ottawa on December 15th. This was the special condition stipulated in the 3 year funding agreement that we signed with the City last fall.
- Currently working with the team on the AIDS Bureau program plan and proposed budget for 2017-18. This is due on February 15th. The program plan essentially maps out all our program activities, for the upcoming fiscal year, under the 5 goals of the provincial HIV/AIDS strategy.
- Also working on the annual City of Ottawa renewable community funding proposal which is due on January 31st.
- Notification was sent to ACO that we will be receiving \$40, 000.00 from the MAC AIDS Fund for 2017 which goes towards our harm reduction program.
- ACO will also be eligible to apply for a Sustainability Fund for community agencies currently receiving Renewable Community Funding through the City's Community and Social Services department. This \$500,000 total fund is intended to assist agencies to sustain services while dealing with growing needs and operating pressures, and was added to the City's budget for 2017. We are waiting to hear back from the City regarding the application process. It will be made available sometime in February.

AIDS Bureau OCHART Reporting

- Successfully submitted on Nov. 18th as per the deadline

Restructuring of Office Administration Position

- AIDS Bureau has approved the restructuring of the office admin position for ACO to have an in-house accountant on a consistent basis moving forward, which will create long-term financial sustainability for our organization. Details to be provided at the board meeting.

World AIDS Day and AIDS Memorial Site at City Hall

- Update and Debrief of Historic Flag-Raising on Parliament Hill with PM and announcement by City Hall of AIDS Memorial Site for ACO at Marion Dewar Plaza at the board meeting.

Holiday Programs

- All holiday programs went off without a hitch. ACO provided 180 holiday food hampers to our community members!