



## MINUTES

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### June 8, 2016 Board Meeting

**Present:** Gord, Jean, Jen, Khaled, Ralf, Melissa, Lauren, Richard, Kevin

**Guests:** Suzanne, Marc Brazeau (auditor), Lynne

**Regrets:** Marc, Kim

#### **1. Welcome and Check In**

Gord welcomed everyone and called the meeting to order at 5:40pm.

#### **2. Approval of the Agenda**

Two new additions were requested to the agenda – succession planning and break. Jean moved that the agenda be approved as amended. Melissa seconded the motion. All in favour. CARRIED.

#### **3. Draft presentation of audited financial statements**

Marc Brazeau, auditor, presented the draft financial statements for the fiscal year ending March 31, 2016. Khaled acknowledged the efforts of Suzanne is preparing for the audit.

One request Marc made was to provide signed copies of the board minutes in the future.

**ACTION:** Jen will add a signature line for future meeting minutes.

Following the presentation of the draft financial statement, Gord motioned for an inter-fund transfer of a portion of the Robert J Chisholm fund (\$52,758) to unrestricted funds. Richard seconded the motion. All in favour. CARRIED.

Gord suggested the finance committee explore ways to replenish the Robert J Chisholm fund as soon as possible.

Gord motioned to accept the draft audited financial statement as amended. Jean seconded. All in favour. CARRIED.

#### **4. Presentation of draft ACO 2016-17 budget**

Khaled and Suzanne presented the draft ACO 2016-17 budget. This draft budget has taken into account the latest plan of action to accommodate additional costs associated with employee benefits. The budget overall leaves no room for additional expenses. A line has been added to

show depreciation of assets. This new template will be used for finance reports, starting at the next board meeting.

Richard motioned to approve the budget as presented, Jean seconded the motion. All in favour. CARRIED.

#### **5. Approval of May Minutes**

Ralf moved that the minutes be approved as presented. Jean seconded the motion. All in favour. CARRIED.

**ACTION:** In the future, as per the auditor's request, Jen will add a line to the bottom of the minutes that includes date approved and room for signatures of two executive members.

#### **6. Board Executive & ED's Report**

Over the past month, the majority of Khaled's time has been spent on audit preparations and financial planning for the next this fiscal year.

ACO's OCHART data, which was due May 20, 2016, was successfully submitted.

Over the weekend, ACO took part in Doors Open Ottawa. The numbers were lower than the previous year, when the organization was new to the neighbourhood. In the future ACO may take part for one day instead of two. Khaled thanked Jean for his work BBQing at the event.

The board retreat date has been confirmed for Sunday, July 24<sup>th</sup>. The new board executive will be meeting in July to prepare an agenda.

Khaled attended the Women & HIV/AIDS Initiative (WHA) symposium in Toronto for the past couple of days, which he sits on the planning committee for.

The ACO Annual Report is complete and was sent to a designer on Monday.

ACO's funders have requested a revised budget be submitted, adjusted for human resources changes which are currently taking place.

Khaled has officially set a conciliation date with union, July 26, 2016. Brock Coulter will be attending, and has been provided his services as part of the Ontario AIDs Network's OPRA program at no cost to ACO.

#### **7. Break (10 minutes).**

#### **8. Nomination's Committee Report**

Nothing to report.

## **9. Bylaw/Policy Committee Report**

Melissa reported.

## **10. Board Liaison Committee Report**

Nothing to report

## **11. Government Relations**

Nothing to report. Khaled mentioned that ACO was personally invited by an MP to join in the Pride flag-raising by the Prime Minister last week.

## **12. Board Volunteer Hours**

Jen reported the board volunteer hours for the month of May were 97.

## **13. Other Business**

### **a. AGM Planning**

The board thanked Jean for sending out the notifications about the AGM. Jean and Marc will staff the registration desk from 5-6pm. A copy of the agenda has been circulated. There will be a candle lighting and flower ceremony. Board members are asked to arrive about 4:30pm if possible, to assist with setup.

It was noted that 4 designated board spots for people living with HIV, 2 are becoming vacated. There have been 3 applications since a call for board members was sent out, who need to be vetted.

Melissa reviewed the bylaws for the board and confirmed that while the past chair can be invited to the executive meetings, they are unable to vote or be a signing authority.

### **b. Succession Planning**

Succession planning and the need for governance training were discussed. Ralf attended a Board 101 workshop and expressed interest in the 201 version. A suggestion was made to also consider Positive Leadership Development Institute Training (PLDI).

Richard noted that the seats that are up for this year include those of Gord, Kevin, Jen, Kim, Ralf, Giscar, whose terms end at the June 2016 AGM. Ralf, Giscar will run again, plus Mylan's seat is available. Kim will confirm her intentions to the Chair shortly. Richard noted that if anyone is interested in joining the Executive, they should express their interest. Jean expressed interest in standing for Chair or Vice Chair. Kevin expressed interest in Past Chair position. Jen expressed interest in the secretary position. Richard H expressed interest in chair position. Jean expressed interest in a co-chair position. Lynne expressed interest in a co-chair position. Discussion occurred.

The positions of Chair, Vice-Chair, Secretary and Treasurer will be decided at a mini-meeting following the AGM. **ACTION:** Any other board members interested in an executive board position are asked to let the nominations committee (Richard) know.

**c. Retreat**

The board retreat will take place on Sunday, July 24 in the Living Room. The agenda for the retreat will be discussed at an executive board meeting in July.

**d. Canadian AIDS Society (CAS)**

Kevin attended the 2016 CAS PLWHIV/AIDS Forum and AGM in May in Winnipeg, Manitoba and provided an update.

**e. Collective Agreement**

Khaled provided an update of Collective Agreement negotiations. As stated in the ED's report, Khaled has officially set a conciliation date with union, July 26, 2016.

**14. Adjournment**

Kevin motioned to adjourn the meeting at 8:45pm.

**Approved by:**

\_\_\_\_\_ (Executive Board Member)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Executive Board Member)

\_\_\_\_\_ (Date)