



MINUTES

May 11, 2016 Board Meeting

Present: Gord, Kim, Jean, Kevin, Richard, Melissa, Khaled, Ralf, Giscar, Marc

Guests: No guests were present

Regrets: Mylan, Jen, Lauren

1. **Welcome and Check In**

Kevin welcomed everyone and called the meeting to order at 6:09pm.

2. **Approval of the Agenda**

Gord moved that the agenda be approved as amended, with the collective agreement discussion moved to the in camera session. Jean seconded the motion. All in favour. CARRIED.

3. **Approval of April Minutes**

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

4. **Nominations Committee Report**

- a. Resignation: Kevin announced the resignation of Mylan due to her other professional commitments.
- b. Board List: Richard indicated that the board list needs some updating and asked that everyone check their information at the end of the meeting to ensure it is up-to-date.
ACTION: Richard will share the updated board list with Khaled once all of the information has been updated.
- c. Recruitment: Richard sent the vacancy notice to Leslie. She will post it in the newsletter and in various other places. We are looking to recruit 2 people and also to re-populate our reserve list.
- d. Succession Planning: 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. Richard also expressed interest in standing for Chair. Kevin expressed interest in Past Chair position.

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. **ACTION:** Melissa will look at the Governance Manual and by-laws, regarding the discussion of Past Chair and possibility of having signing authority.

5. ED and Exec Report

PHAC LOI Submission Update – Khaled reported that they successfully submitted 3 LOIs on time. They are waiting to hear back, but no date was given as to when organisations will be given feedback. If any or all are accepted, we will be invited to submit a full proposal.

OCHART (Ontario Community HIV and AIDS Reporting Tool): The OCHART is due on May 20th. Khaled reported that everything will be sent off on time.

Doors Open Ottawa: ACO will be taking part all day Saturday and Sunday (June 4th and 5th). ACO will be open from 10:00 – 16:00. Khaled circulated a sign-up sheet so board members could volunteer to participate. Jean and Gord suggested that we have a BBQ fundraiser with hot dogs and soda. Jean will lead the BBQ on both days. Kim suggested that Khaled invite some of our identified persons of interest (identified by the Government Relations Committee) to events like Doors Open.

International AIDS Candlelight Memorial: This event is being held in the Living Room on Sunday May 15th from 3-5pm. Art will be on display and multimedia will also be available. The artwork may also be put on display during Doors Open Ottawa. Ralf suggested ACO purchase a video camera so we can start to document events like this. The XXX books will also be on display and for sale.

Taste for Life: Khaled updated the board that he, Gord and Kevin attended A Taste for Life Launch Event on April 20th to support Bruce House and Snowy Owl.

Town Hall Event: Khaled got an invitation from Minister Bibeau to attend a high level conversation about Canada's International Development work. The Prime Minister also was in attendance. The meeting was good, and the PM announced that Canada is pledging \$785 million dollars over the next 3 years to fight against HIV, AIDS, Malaria and TB globally. He also announced that Canada will host the next the Fifth Replenishment Conference of the Global Fund to Fight AIDS, Tuberculosis and Malaria in Montréal, in September 2016. Khaled reported that the networking that took place afterwards was very beneficial for Khaled and ACO.

Audit: Khaled reported that the audit will take place during the week of May 23rd. Everything is going well, all documents have been prepared. The auditors will then do all necessary processes

and the Auditor will come in to present the findings at the June board meeting. The idea is that everything will be ready in time for the June AGM.

6. Bylaw/Policy Committee

No report from this Committee. Mylan will have to be replaced as Chair of this committee.

7. Board Liaison Committee

No board liaison meetings were held since the last board meeting. The next meeting is coming up on May 24th. Ralf and Kevin will attend. Khaled suggested that if he is needed to attend then he will do so.

8. Government Relations Subcommittee

Marc reported on behalf of Lauren that Khaled had spoken to Chernushenko regarding an HIV and AIDS monument, perhaps to be presented around World AIDS Day. Chernushenko's office will get back to Khaled on next steps. Khaled will keep Lauren in the loop so she can liaise with the Mayor/Council's office if necessary. **ACTION:** Khaled will draft an intro letter to send to all Ottawa-area elected officials. Letter will invite them to Door's Open Ottawa. Letter will be shared with Lauren and Marc to review. Lauren will compile a list of local individuals of interest to add to the mailing list and social media lists.

Sponsorship Policy – Marc is pursuing the contact he has regarding the Sponsorship Policy and will give us an update at the next meeting.

9. Board Volunteer Hours

Melissa reported the number of board volunteer hours for April was 70. Kevin thanked everyone for all the work that they have done.

10. Other Business:

a. Fundraising

Kim announced that a fundraising committee meeting will take place on June 4 during Open Doors session. Kim asked the board to make suggestions about different kinds of events, foundations or donors that we could approach.

b. Board Workplan

Nothing to report at this time. **ACTION:** Kevin suggested that we work on the plan after the AGM, during the retreat.

c. AGM Planning

The AGM notices need to be sent out 21-60 days prior to the AGM. The Audited Financial Statements will not be sent out with the notice, because they won't be ready in time. Kevin checked to see if the financial statements also need to be mailed out with the notice package, and they do not. Gord said it would be helpful to give members a date that indicates when the financial statements will be available.

The Legion has been booked for the AGM. In terms of the symbolic ceremony after the AGM, a discussion was held about the flower ceremony. There was also a suggestion that we think about bringing photos of loved ones or possibly consider planting something together in the future as the symbol. It was agreed that we would continue the flower ceremony for this year, and host a future discussion with members and participants about how we do it in the future. **ACTIONS:** Khaled agreed to provide the date from the auditors ASAP. Kevin will liaise with Jen to see if she has the membership list. Kevin will write the letter and notice. Jean will lead the process of the mailout. Khaled will put together the Annual Report, the space, the snacks and AV requirements. Jean and Mark will staff the registration desk (open from 5:00 – 6:00).

Summer Planning: In the past, we have canceled July and August meetings and combined them into a Retreat. It was agreed that we would host the retreat at ACO, which would save us on transport costs and time. Kevin will send a note to Kevin (KAH) to thank him for offering the cottage. Tentative date will be: July 23rd.

CAS Forum: Kevin was awarded a scholarship to attend the PHA Forum at the CAS Forum in Winnipeg, but not the AGM. Kevin is attending because there will be no PHA voice from Ottawa if he does not attend. ACO is no longer a member in good standing of CAS as we have not renewed our membership. We will consider our membership again in the coming year, after we see the results of the upcoming AGM. **ACTION:** Kevin will make a report when he returns from the Forum.

d. In Camera Discussion

The board went in camera at 8:15pm. The board came out of camera at 8:35. Gord made a motion to approve Khaled's plan of action to restructure the organisation to address the issue of the collective agreement and escalation of costs of the employee benefits plan, pending approval from the AIDS Bureau. Marc seconded the motion and the motion passed with 1 abstention.

11. Adjournment

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

Approved by:

_____ (Executive Board Member)

_____ (Date)

_____ (Executive Board Member)

_____ (Date)