



---

## Board Meeting

Wednesday May 10, 2017 held at 19 Main Street.

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

Regrets: Jane Ramrekha, Marc Leblanc, Kim Bouffard,

Absent: Giscar Sainjour,

Meeting chaired by Lynne and started 6:07 p.m.

1. Board Check in and update led by Lynne
2. Approval of Agenda and Minutes (6:15pm)

Agenda – Add under Other Business d) Organization. Motion to approve agenda as amended made by Ralf MacGrady and seconded by Martin Lee, carried

Minutes – Motion to approve the minutes of April 2017 Lauren Kennedy and seconded by Martin Lee. Carried as amended.

3. Business arising from minutes

Executive Director's Report – see attached. Question if Khaled Salam is taking vacation over the summer. Discussion to have Cory Wong by in charge (second in command) while he is on vacation. Motion to accept the report Martin Lee and seconded by Richard Hubley. Carried.

4. Committee Reporting

- a) Finance – Khaled Salam informed the board of the meeting that he had with Suzanne Rousson, Kim Bouffard and Jane Ramrekha, to answer questions/concerns that Jane may have. Discussed the financial statement and maybe moving the board meeting to allow more time for the statement to be prepared. Suggestion to present the statements 30 days after the months end. Consensus to table this discussion to when Kim Bouffard is present before the board agrees to this. Presented the Budget Summary as of March 31, 2017. Discussion to save finances that

for future co-chair skills building workshops that one person go and not both (e.g. OAN Skills building) Motion to accept the financial report Ralf and Melissa. Carried.

- b) Policy Committee – Martin Lee updated the board on the items from their meeting last week. Started working on privacy policy and information policy. Cory Wong to be invited to the meeting the first Thursday of June to present the Peer Policy Framework for the ACO.
  - c) Nominations Committee – Lynne mentioned that need to meet. – knows of Stephanie Smith to be invited to next board meeting.
    - 1. Next meeting date – May 23 at 6:00 at 19 Main Street. Khaled- Salam to book the board room.
    - 2. Board Terms for people not at last meeting. Lauren is not rerunning at the next AGM, Giscar Sainjour was not at last four consecutive meetings and has not informed us. Motion to remove Giscar from the board pursuant to ACO Bylaws Section 5.2.3 (vi). Motion made by Richard Roulx, seconded Martin Lee, 3 against. Carried. Martin Lee to contact Giscar S. to inform him of motion.
  - d) Other
5. Other Business (7:50pm)
- a. AGM – Thursday August 31, 2017. Discussed the venue with consensus the Montgomery Legion on Kent Street.
  - b. Taste for Life Fundraiser April 26. Thank you to everyone who came out. Had a great dinner. Atomic Rooster raised almost \$800.00 for Taste for Life.
  - c. Board process for approval – for ACO Community Advocacy and Support – Khaled talked about general discussion with topics of advocacy and the question of the topic on why the Sanctuary Cities was not brought to the board first. The ACO does not have a process for a plan when to bring items for the board. Suggestion from Richard Roulx to have a discussion at the board retreat to do an envisioning session to help with this. Need to have a better way to inform new board meetings on the vision and history of the agency that will help with this issue of them not knowing. Knowing the difference between governance and operational support on support request. ED to work with the Co-chairs or chair and then bring it to the board. Suggestion to see what other ASO's have done with this issue.

- d. Organization – Lynne Cioppa mentioned that we are all very busy and items are not getting done. Richard Hubley to put an action item list. Minutes going out a week after the meeting to remind people of the items they have to do. Board Minutes will be sent out a week after the meeting and if there are changes or corrections to the minutes please use tracking changes or highlight the changes and sent them back.

6. Adjournment (8:10pm) Richard Roulx.

**Approved by:**

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

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

**Action items**

Richard Roulx – to comment on draft from Ralf MacGrady on list of requirement for shared board domain.

**Executive Director Monthly Board Meeting Report (May 10th, 2017)**

**Key Meetings/Representation of ACO**

- Key Informant Interview for ICAD (Interagency Coalition on AIDS and Development) strategic planning process
- Taste for Life Fundraiser Launch Event (participated with Board Co-Chair Jean Chenier)
- 2 meetings with Xerox representative regarding the renewal of our lease with Xerox
- Ontario AIDS Network ED’s Information Meetings in Toronto on April 27<sup>th</sup> and 28<sup>th</sup>. Key items discussed was the provincial not-for-profit compensation survey conducted by the OAN and PHAC funding and advocacy
- Eastern Ontario 25<sup>th</sup> Opening Doors Conference (May 3<sup>rd</sup> – 5<sup>th</sup>) as organizing committee member
- CHABAC community alliance strategy teleconference
- Doors Open Ottawa 2017 Launch Event
- Meeting with Canadian AIDS Treatment Information Exchange (CATIE) re: piloting of their new HIV 101 and Hep C learning modules at ACO
- Facilitated International AIDS Candlelight Memorial Event and launch of the Istand for HIV social media fundraiser

### **Funding**

- OCHART (Ontario Community HIV/AIDS Reporting Tool) report for the AIDS Bureau that was due on April 30<sup>th</sup> was successfully submitted. This report covers the period of September 2016 to March 2017
- Annual ACO Financial Audit has been booked for the week of June 12<sup>th</sup>. AIDS Bureau ARR (Annual Reconciliation Report) is due on June 30<sup>th</sup> and includes the reporting of our financial audited statements.
- Working with our accountant on completing all year-end reconciliations and preparatory work for the financial audit.

### **Key ACO Programs**

- International AIDS Candlelight Memorial Event in collaboration with Bruce House (May 7<sup>th</sup>)
- Launch of Istand for HIV social media fundraiser in collaboration with Bruce House, KIND and PPO (May 7<sup>th</sup>)
- 25<sup>th</sup> Eastern Ontario Opening Doors Conference workshops and presentations (May 3<sup>rd</sup> – 5<sup>th</sup>)
- Annual ACO Voices for Women's Health Forum (May 16<sup>th</sup>)
- Commemorative Event for International Day against Homophobia, Biphobia and Transphobia (May 16<sup>th</sup>)
- Commemorative Events for Asian Heritage month throughout May
- Doors Open Ottawa 2017 (June 3<sup>rd</sup> and 4<sup>th</sup>)