



Board Meeting

Wednesday August 9, 2017, from 6 p.m. to 8 p.m.

Present: Ralf MacGrady, Martin Lee, Richard Hubley, Kim Bouffard, Jane Ramrekha, Richard Roulx, Melissa Godwaldt

Quest: Gord Asmus, and Brigitte Charbonneau

Regrets: Lauren Kennedy, Marc Leblanc

1. **Board Check in and update** led by Kim Bouffard meeting started at 6:10pm with everyone checked in.

2. **Approval of Agenda and Minutes**

Minutes of June 14, 2017 tabled

Minutes of July 24, 2017 table

Minutes of July 19 tabled.

3. **Business arising from minutes**

a. July 14th minutes. Under 6 b it mentioned that the website was outdated. It has been updated, ACO board list has been corrected and all the approved minutes have been uploaded to the site. Grade A Consulting has set up the board email address, and Richard Roulx has started to migrate all the documents for policies etc, to the ACO Cloud space.

4. **Interim Organizational Structure**

a. Human Resources and Staffing – Richard Roulx and Melissa Godwaldt – we have an internal poster had 4 employees, one declined the acting position, Sonya Sole will be Manager of Support Services and acting Eno Akan-Essien will be Acting Manager of education/Prevention, will help with the management. Caleb Chepesiuk resigned as the Harm Reduction Coordinator. Looking at the union to see if Mathew was on the call back list, waiting to hear back from the union to see if he is on the call list. If he is not on the list we will go to the next step. Need to update the job description for the management positions. Waiting for the financial position with the funders before posting for posting

the positions. Meeting with the staff, we met with the staff, talked about the staff health and safety. They have rallied as a team. Kim Bouffard asked he would stay for the weeks for a transition then he declined, he has offered to make himself available for a few days and work with the new person. (he has personal business) Jane Ramrekha asked if there was an exit interview with Caleb – no need to talk to him about the MAC AIDS report with him.

- b. Legal – Mark Leblanc and Martin Lee (as Martin will take over when Mark is away) – working on reply to Gord Asmus draft letter. Need to set up a call with legal – conference call
- c. Operations – Richard Roulx and Richard Hubley. – Operation things are going as planned till pride. Sonya is taking care of the food bank, with Jean resignation working on finding volunteers to help with the lunch program. In camera at end of meeting for operations.
- d. I.T. – Martin Lee – The passwords are now know for the systems, new printer, Ralph to remove list for staff email list. Grade A is working on this. Action Richard Roulx to contact Grade A to make Martin Lee interim contact.

5. Committee Reporting

a. Policy Committee

- I. Working on the Anti-Racism Anti Oppression police in a nut shell treats racism as an act of violence. It is the victim that decides the level of violence. Question on the act of vandalism to the door of the ED office, new law says organization to create a committee to look at people who have a tendency to be violence. Martin Lee gave an example of way to work out events, Richard Roulx create a vehicle to make a complaint and the way it is treated. In a year it is reviewed (policy) and if it needs to me fix/updated to correct the issues so it is documented. We are now allowed to tell people at events that this person has a tendency for violence. When event happen people need to document it so we.

b. Other - none

6. Other Business (7:15pm)

a. AGM – 31 of August of Tonight at the

- Agenda – finance Statement send copy if the audited financial statement. To be sent out by Sonya, Action Ralph to contact the legion to check if the catering is included in rental and coast.

b. Recording of motions taken from last board meeting by email.

- **Motion one:** Motion to approve the following people of Kim Boffard, Jane Ramrekha, Richard Hubley and Richard Roulx as signing officers, after the resignation of the two co-chairs. We still continue to have 2 of the 4 officers sign cheques and includes the removal of the Executive Directors Credit Card. All in favour. Carried.
 - **Motion two:** Motion to formally accept the resignation of Lynne Ciopa and Jean Chenier from the Board of Directors of ACO. All in favour. Carried.
 - **Motion three:** To appoint to the position of Co-Chairs, Kim Bouffard and Richard Roulx, and Jane Ramrekha as treasurer until the AGM. Made by Richard Hubley and seconded by Marc Leblanc. All in favour. Carried with one abstain Richard Roulx
- c. Finance Revised Budget – Update on meeting with AIDS Bureau they are concerned with the programs continuing. Will have a follow up meeting. They have a copy of the audited financial, City of Ottawa, have a meeting tomorrow we were on watch. Submitted the plan to replace the surplus due to move and the 30 anniversary. Will be speaking to MAC AIDS, Jane has read the report and has some concerns so needs to talk to Caleb for his feedback. Action Jane to teleconference call with Richard R and Melissa to discuss staffing and budgeting.
- d. Nominations
- Update on applications – need to have greater representation for the ACB community, need to reach out more to the membership with a local connection to the Ottawa community. Need to contact the doctor, and set up posters for the living room and new letter. Poster to be sent to Martin Lee to Imad to send out to the ACB.
- e. Questions from Floor. Gord Asmus with the board letter of reply to my letter the attachment was postmark the 2nd and sent on the 4th, why did Richard R. the sit on the registered letter for 2 days on a long weekend. Tomorrow I will be sending out the notice.

In camera – 8:00 p.m. – 8:19

7. **Adjournment** (8:20pm) Richard H.

_____ (Executive Board Member) _____ (Date)

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