

AIDS Committee of Ottawa Board of Directors Meeting Minutes: Wednesday, October 17, 2018

Present:

Khaled Salam, Brigitte Charbonneau, Jason Brophy, Jeff Potts, Vaughn Bauman, Ahmed Habré, Edward Barbezat, Patrick Newton Bondo, Ali Sougou, Dare Abdullahi, Paul Kenney (invited guest)

Regrets/Absent (a):

Bello Mansour, Solange Kasongo, Agness Nalwamba

Brigitte called the meeting to order at 6:02 PM; **Quorum was met.**

1. Approval of agenda

MOVED by Vaughn and SECONDED by Jeff that the agenda be approved, as presented.

Motion CARRIES.

2. Approval of Board meeting minutes, September 19, 2018

MOVED by Dare and SECONDED by Ali that the minutes of September 19, 2018 be approved as presented. **Motion CARRIES.**

3. Committee Reporting

a. Executive Committee

Khaled reported (briefly) on Bello's behalf:

- The Executive Committee met on October 10, 2018; discussion was primarily focused on the upcoming Board Retreat (which is a dedicated item on this Board meeting agenda).
- Sadly, a long-standing member of the ACO, Randolph Shannon, passed away. The ACO will host a celebration of Randolph's life in The Living Room on October 15th (from 7:00 to 9:00 PM). Randolph was a well-respected member of the Ottawa community and, as such, the Executive Committee agreed that the celebration of his life should be open to all ACO members/clients who wish to attend, including two members for whom access to the ACO is restricted, on a one-time/temporary basis. One of the two individuals attended, without incident. Board members agreed that lifting the restrictions was appropriate; future circumstances and provisions like this one should be addressed on a case-by-case basis.

b. Finance Committee

Khaled reported (briefly) on Jason's behalf; a copy of the budget summary (to August 31, 2018) was circulated for review. For clarity:

- Khaled indicated that while the budget column lists anticipated revenue and expenses for the entire fiscal year (i.e. April 1, 2018 to March 31, 2019), the values indicated in the YTD column show revenue and expenses for the year's first three quarters (to August 31st).
- Khaled highlighted that a total of \$2,000 is currently allocated to the Board of Directors, but, to date, no expenses have been realized on this budget line.
- The bank charges indicated (\$1,300) represent the total charges over 12 months; banking services for the ACO are provided by an account designed to meet the needs of not-for-profit organizations and offered by the RBC (with which the ACO has a well-established, 10-year relationship). There was much discussion focused on whether there might be value in "shopping around" for better monthly service charge rates. Ultimately, it was agreed that the current services provided by RBC, particularly when paired with a good working relationship between RBC and the ACO justify the annual budget currently allocated.
- The education and training budget for staff (\$6,000 annually) is specifically reserved for and limited to related expenditures for ACO staff (i.e. funds from this budget are not intended to support training and development expenditures for Board members).

Current members of the Finance Committee are:

Jason Brophy (Chair)
Ali Sougou
Patrick Newton Bondo
Bello Mansour and Khaled Salam (ex-officio)

It was noted that the current membership criteria for the Finance Committee does not make provisions for members who are not elected to the Board of Directors. If/when this changes, Paul Kenney expressed interest in joining the Committee.

c. Nominations Committee

Brigitte indicated that there is nothing new to report at this time, except to note that Laura Hoover-Jean (a relatively new ACO member) will join the Committee.

Current members of the Nominations Committee are:

Brigitte Charbonneau (Chair)
Kevin Hatt
Vaughn Bauman
Ahmed Habré
Laura Hoover-Jean
Bello Mansour and Khaled Salam (ex-officio)

d. Policy Committee

Jeff reported that there is nothing new to report at this time, except to note that Laura Hoover-Jean (a relatively new ACO member) will join the Committee.

Current members of the Policy Committee are:

Jeff Potts (Chair)
Brigitte Charbonneau
Vaughn Bauman
Ali Sougou
Dare Abdullahi
Laura Hoover-Jean
Bello Mansour and Khaled Salam (ex-officio)

An aside...

Members of the Board of Directors are required to participate on at least one (1) of the standing committees. To that end, Board members who have not yet identified the committee with which they would like to work, they are asked to come to the next Board meeting prepared to select one.

4. Executive Director's Report

- Khaled attended the Ontario AIDS Network's "HIV Sector Leadership Symposium", during which it was reported that the newly-elected Ontario Provincial Government has ordered a programs and services audit. While no adverse affect on HIV programs currently funded by the Ministry of Health and Long-Term Care are expected at this time, a review of and refinements to Ontario's HIV/AIDS Strategy is required and underway.
- Khaled reported that feedback from the ACO staff concerning the recent Board/Staff gathering is very positive; it was a successful evening. Note that all presentations made by the staff teams were circulated electronically.
- There are no pending staffing actions; the ACO's human resources are stable and secure.

- Planning for several prominent ACO events during AIDS Awareness Week and on World AIDS Day is actively underway and progressing well. Khaled expects that specific events will be confirmed by October 26th, after which he will circulate a calendar of events with additional detail. Board members are encouraged (expected) to participate actively through the week, but especially during the Flag Raising event on Parliament Hill on December 1st (and the reception that will follow at the National Arts Centre).

5. Other Business

a. Board Retreat (training), November 3-4, 2018

Selected by the Executive Committee to facilitate the Board Retreat (and agreed to by the Board), Paul Kenney attended to present a high-level overview of Retreat's 2-day program/agenda (circulated). He specifically asked Board members to review and agree to the weekend's objective: **"understanding how we, as a governance board, can best work together to develop, support and sustain a dynamic AIDS Committee of Ottawa. Our commitment will ensure that, together, we are effectively *Making it Move and Making it Work*. Simply put, the retreat will enable us to connect the dots between our individual and collective roles and responsibilities as a Board and our relationships with the Executive Director and his Team to support the long-term health and well-being of the ACO."**

Board members agreed with the retreat's over-arching objective and the weekend's program/agenda, as presented. Jason indicated that he is unable to attend on November 3rd; Edward indicated that he is unable to attend on November 4th; Ahmed shared his regrets for both days (he will be in Toronto as one of the hosts for a youth event).

Khaled will connect with Paul directly concerning logistics and supply needs in the days leading up to the Retreat.

With respect to **child care provisions...**

It was MOVED by Ali and SECONDED by Vaughn that, specifically and exclusively for the Board's Retreat on November 3rd and 4th 2018, the ACO provide a child care stipend (honorarium) of \$75.00 per day to any Board member who requests it. **Motion CARRIES.**

b. Board Matrix

Jeff circulated a very high-level outline of the Board Matrix questions previously employed and explained the purpose of the questionnaire. Following discussion, it was agreed that:

- Questions pertaining to Board members' political affiliations/interests are not necessary or relevant and will be removed.
- Jeff will develop a "mock-up" questionnaire and will circulate the proposed/revised questions for review and comment as soon as possible.
- Board members will come to the next Board meeting prepared to suggest changes and/or approve the questionnaire as presented/amended.
- Jeff will 'build' an electronic questionnaire tool and will send Board members an active link through which each will be expected to complete the questionnaire (anonymously) by a December deadline date (to be confirmed).
- Once completed, Jeff will generate a roll-up report for presentation at the December Board meeting.

Next meeting(s):

- **Board Retreat (training):**
Saturday, November 3, 2018 AND Sunday, November 4, 2018.
- **ACO Board of Directors:**
Wednesday, November 21, 2018 (5:00 to 6:00 PM – dinner; 6:00 to 8:00 PM – Board meeting).
- **NOTE: the ACO's Holiday dinner will take place on December 18, 2018.** More information to follow.

MOVED to adjourn (Vaughn) at 7:58 PM.