

## **AIDS Committee of Ottawa Board of Directors Meeting Minutes: Wednesday, December 12, 2018**

### **Present:**

Khaled Salam, Bello Mansour, Brigitte Charbonneau, Jason Brophy, Jeff Potts, Vaughn Bauman, Ahmed Habré, Edward Barbezat, Patrick Newton Bondo, Ali Sougou, Dare Abdullahi, Solange Kasongo, Agness Nalwamba, and Ray Hall (for financial report)

### **Regrets/Absent (a):** none

Bello called the meeting to order at 6:18 PM; **Quorum was met.**

### **1. Approval of agenda**

MOVED by Brigitte and SECONDED by Ahmed that the agenda be approved, with the following amendment:

- Welcome Ray Hall and move the financial (committee) report to item # 2.

**Motion CARRIES.**

### **2. Financial report (Finance Committee)**

Ray Hall circulated and presented the ACO's financial report to October 31, 2018, noting the following (for clarity and for information):

- An over-expenditure of \$325 is indicated for the Administration expenses; expenditures in this category include those related to the International AIDS Conference in Amsterdam (July).
- The line item "ACO & Teresa Group Camp" is added under the discretionary Programs and Services category; the Ottawa Community Foundation donated \$11,200 to the ACO with which, in turn, the ACO partnered with CHEO and the Teresa Group to support the youth camp. These transactions have no impact on the ACO's global budget.
- The line item "Unallocated Expenses" is added as a tracking tool, primarily to capture and record cash advances and credit card balances which are pending statement reconciliation. The amount shown on the October 31<sup>st</sup> report (\$44,270) represents "floating" expenses and it will adjust down as receipts are received, statements are reconciled, and bills are paid.
- Pending revenue (approximately \$43,000) includes:
  - \$10,000 from the Public Health Agency of Canada;
  - \$16,600 from MAC AIDS (for the Nutrition Program);
  - \$21,500 from the City of Ottawa; and
  - \$5,000 from private donations.
- A balanced budget at year-end is fully anticipated.

### **3. Approval of Board meeting minutes, October 17, 2018**

MOVED by Edward and SECONDED by Brigitte that the minutes of October 17, 2018 be approved, with the following amendment:

- Stipulate (at item 5(a) that the provision for a child care allowance is **specific** to the November 2018 Board Retreat.

**Motion CARRIES.**

## 4. Committee Reporting

### a. Executive Committee

Bello noted that the Executive Committee did not meet in December; Khaled provided a brief update concerning the Ministry of Health audit, noting that:

- Khaled met with the Ministry's Auditor earlier today and the discussion was quite positive; only a few items on the audit documents list are outstanding.
- A follow-up teleconference is anticipated next week concerning some additional finance items.
- A "governance follow-up" is anticipated as part of the audit process which will likely include telephone interviews with a select group of Board members (confirmation will follow).
- The Audit team expects to begin its onsite visit on January 14, 2019; confirmation will follow.

### b. Finance Committee

*See item # 2.*

#### **Current members of the Finance Committee are:**

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

### c. Nominations Committee

Brigitte indicated that there is nothing new to report at this time.

#### **Current members of the Nominations Committee are:**

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

### d. Policy Committee

Jeff reported that the Policy Committee's recent focus on updating policy documents required for the Ministry of Health audit, specifically:

- The Signing Authority Policy;
- The Agency Credit Card Policy;
- The Employee Cash Advance Policy; and
- The Vacation and Overtime Policy for Management and Non-Unionized Employees.

Jeff will forward electronic copies of all updated documents to the full Board for information.

The Policy Committee will meet in January to confirm its workplan, including a plan for its joint-work with the Nominations Committee.

**Current members of the Policy Committee are:**

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

**5. Executive Director's Report**

Khaled's report highlighted the following:

- As noted in the financial report, MAC AIDS confirmed (in November) its commitment of \$16,600 for the ACO's Nutrition Program.
- ACO submitted a letter of intent to the Public Health Agency of Canada (PHAC) under their **Promoting Health Equity: Mental Health of Black Canadians Fund Implementation Stream** to support the ongoing work of the ACB Health Zone. ACO is seeking \$75, 800 annually for a total of 4 years. If the letter of intent is accepted, ACO will be invited to submit a full funding proposal as the next step. We expect to hear back from PHAC in February 2019.
- The Ministry of Health 6-month reporting tool "OCHART" was due at the end of October and was submitted on-time.
- AIDS Awareness Week activities were tremendously successful:
  - The ACB Health Zone officially launched with a "standing room only" crowd of participants;
  - Workshops hosted at The Living Room throughout the week were all well-attended; and
  - The week's activities culminated with extraordinary success on Parliament Hill on World AIDS Day. Making history, the federal Minister of Health publicly endorsed the U=U campaign, making the Government of Canada the first government in the world to officially sign on.

**6. Other Business**

**a. Board Matrix**

Jeff reported that the electronic survey tool is active, but several submissions are pending. So, with a reminder about the importance of this initiative, Jeff committed to providing a summary report at the January 2019 meeting of the Board.

**b. Board of Directors' "Commitment Charter"**

MOVED by Jeff and SECONDED by Jason that the Board of Directors adopt the "Commitment Charter" as presented.

**Motion CARRIES.**

Board members signed the Charter; Jeff will scan originals and send copies to each Board member; originals and electronic copies will be held on file at the ACO.

**c. Scheduling the Executive Director's annual performance review**

It was agreed that the Executive Committee will establish the review process; Jason will coordinate and share sample plans/approaches as soon as possible. The review process will be finalized at the February 2019 Board of Directors' meeting; the performance review will be completed by March 31, 2019.

**d. ACO Christmas/Holiday dinner**

Board members are reminded that the ACO's annual Christmas/Holiday dinner will take place at the Tom Brown Arena (141 Bayview; Bayview and Scott) on Tuesday, December 18<sup>th</sup>. Everyone is encouraged to attend; Board members are asked to arrive by 5:00 PM to assist with final preparations and set-up; Board members will serve dinner beginning at 6:00 PM.

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**Next meeting(s):**

- **Executive Committee**  
Monday, January 14, 2019 at 5:00 PM.
- **ACO Board of Directors:**  
Wednesday, January 16, 2019 (5:00 to 6:00 PM – dinner; 6:00 to 8:00 PM – Board meeting).

**MOVED to adjourn (Edward) at 8:04 PM.**