

AIDS Committee of Ottawa Board of Directors Meeting Minutes: Wednesday, April 17, 2019

Present:

Khaled Salam, Jason Brophy, Brigitte Charbonneau, Vaughn Bauman, Ali Sougou, Agness Nalwamba, Dare Abdullahi, Solange Kasongo, Patrick Newton Bondo, Edward Barbezat.

Regrets (r) / Absent (a): Bello Mansour (r), Jeff Potts (r), Ahmed Habré (a).

Brigitte called the meeting to order at 6:25 PM; **Quorum was met (9/12 board directors).**

1. Approval of agenda

MOVED by Vaughn and SECONDED by Jason that the agenda be approved, with the following amendment:

- Jason requested to add Executive Director's performance evaluation as item 6(a), Other Business.

Motion CARRIED.

2. Approval of Board meeting minutes, March 13, 2019

MOVED by Agness and SECONDED by Dare Zubair that the minutes of March 13, 2018 be approved, with a couple of small corrections.

Motion CARRIED.

3. Committee Reporting

a. Executive Committee

Ray presented year-end financial report to Executive. Discussed lease extension (more details in ED report).

b. Finance Committee

Jason circulated the year-end financial report as at March 31, 2019 and provided an overview. Discussed the various line items, with some overspent versus underspent according to budgeted amounts. Overall, year-end deficit approximately \$12K, attributable at least in part to some unexpected costs relating to accounting fees to prepare for MOH audit for which no additional budget was allowed from MOH AIDS Bureau. \$24K in unallocated expenses - Jason will follow up with Ray.

c. Nominations Committee

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

d. Policy Committee

Jeff was not present. No updates to report from other committee members.

4. Executive Director's Report

Khaled's report highlighted the following:

- The lease on the present ACO space will expire in November, and so this was re-negotiated with the landlord. Offered a new 5-year lease with annualized increase of ~1%, incorporation of maintenance costs into new lease. Proposed lease reviewed by ACO Accountant – felt to be very reasonable, basically an increase from \$12477 to \$13083 monthly (\$600 increase but incorporates tax rebates and incorporation of building operating costs which were previously excluded from lease cost.
 - Khaled requested Board approval for ACO to sign the lease extension agreement. This was MOTIONED by Solange, SECONDED by Jason. All were in favour.
- Relating to the MOH Audit – no updates. Financial component of audit happened in January, and auditors were supposed to return in March for the governance component of the audit. Auditors indicated that they were busy with other work and will let us know when they plan to return.
- For our year-end ACO audit, this will occur with our Auditor Marc Brazeau in late May to generate a report by the end of June and in advance of the AGM in late August.
- OCHART reporting tool needs to be completed every 6 months, and is due April 30th. ACO staff are working hard to complete it.
- Partnering with Canadian AIDS Society (CAS) and Ottawa Public Health (OPH) to promote National HIV Testing Day, 27 June 2019. ACO plans to provide testing on site. ACO will also be providing support workers at OPH to support those who come for testing.
- Khaled reached out to AIDS Bureau regarding providing on-site HIV anonymous testing. AIDS Bureau was interested, Khaled will be meeting with them soon to discuss this possibility.
- Khaled also discussed the recent discussions with OPH regarding partnering with them to increase HIV testing uptake in our city and achieve greater success in HIV prevention, diagnosis and treatment.
- ACO is preparing for summer outreach with summer festivals, Ottawa Pride, other community events.
- Board members asked about ACO's activities in collaboration with MAX Ottawa to serve gay/bisexual/men-who-have-sex-with-men. Khaled detailed the partnership agreement ACO signed with MAX last year, including several ongoing activities (GayZone, bath-house/suburban anonymous testing, SnowBlower, etc).

5. Other Business

a. Board ED Performance Evaluation

IN CAMERA 7:40-7:50 PM

Board further discussed ED Performance Evaluation; report to be compiled for next meeting with responses.

Next meeting(s):

- **Executive Committee**
Wednesday, May 15, 2019 at 5:00 PM.
- **ACO Board of Directors:**
Wednesday, May 15, 2019 (5:00 to 6:00 PM – dinner; 6:00 to 8:00 PM – Board meeting).

MOVED to adjourn (Brigitte) at 7:55 PM.