

AIDS Committee of Ottawa Board of Directors Meeting Minutes: Wednesday, December 11, 2019

Present:

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

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

Jason called the meeting to order at 6:15 PM; **Quorum was met (10/12 board directors).**

1. Welcome and Call to Order

- Board welcomed by Jason
- Agenda amended to discuss Holiday Dinner under Other Business

2. Approval of agenda

MOVED by Brigitte and SECONDED by Dare that the agenda be approved.

Motion CARRIED.

3. Approval of October Board Meeting Minutes

- Small changes made to October 2019 minutes. Edward moved to approve minutes, 2nd by Solange. All approved.

4. Committee Reporting

- **Executive Committee**

Accountant Ray met with Executive to review the financials, and Khaled provided some updates on matters to be discussed at tonight's full board meeting.

Jason raised the issue of the Employee Cash Advance policy. MOH AIDS Bureau audit requested multiple modifications to ensure their funds were not used for cash advances. On review, Board Executive along with management/accountant recommend to eliminate this practice and policy. Discussion took place by the board, with support voiced by directors. Vaughn motioned to eliminate the Employee Cash Advance policy. Seconded by Ali. All were in favour, motion passed.

Khaled reviewed further the responses submitted on 26 November to the MOH AIDS Bureau's audit requests, including the required policies and practice changes to be made to satisfy these requests. For further discussion at Board meetings in the new year.

- **Finance Committee**

Accountant Ray attended the meeting to review the financials. Zara circulated the year-to-date financial report as of 31 October 2019; Zara and Ray reviewed where we were at with our projected budget versus actual. Overall deficit of \$6K (not including depreciation), unchanged from last month.

- **Nominations Committee**

Brigitte indicated that there is nothing new to report at this time. Discussed that it would be good to have some potential board members available in case of resignations. Khaled suggested that the Volunteer Coordinator would attempt to help with identification of recruitment priorities and ways to advertise for this. Plan to do this in January in the new year.

Discussed that our Secretary has been away from the Board for personal reasons since the Spring. Jason recommended that we reach out to him to try to understand if/when he might be coming back.

- **Policy Committee**

Jeff was not present to provide an update from this committee. We expect significant policy work required in follow up to MOH Audit – Khaled to work on this to support policy revision.

5. Executive Director's Report

Khaled's report highlighted the following:

- AIDS Awareness Week went very well. ACO organized 7 different events (focused on diverse populations) for the week, well attended and well received. ACB Health Zone event on Monday; Women's event on Tuesday; Opioid crisis event on Wednesday with updates from safe consumption sites; PrEP, self-testing, and initiatives to reduce barriers to engagement in care on Thursday; Indigenous event in collaboration with OHAS on Friday; community variety show on Saturday; and Parliament Hill World AIDS Day ceremony and NAC reception on Sunday. Great feedback from community and partners, especially from government partners (PHAC) who screened their videos aimed at reducing stigma.
- Fundraising Committee met on 13 November 2019 (same date as the November Board Meeting, which did not happen due to lack of quorum), launched the Holiday Hamper fundraising campaign – so far ~\$3000-\$4000 raised through donations.
- Received a \$25,000 grant from ViiV for a community grant for ACB Health Zone to support hiring a part-time coordinator and activities at the Health Zone.
- In camera discussion regarding arbitration for former employees – 7:25-7:30 PM.

6. Other Business

- Holiday Dinner is next week at the Vanier-Richelieu Centre at 5:00-8:00PM. Board members are requested to come early to serve and mingle with guests.

Next meeting(s):

- **Executive Committee**
Monday, January 20, 2020 at 4:00-5:00 PM.
- **ACO Board of Directors:**
Wednesday, January 22, 2020 at 6:00-8:00 PM.

MOVED to adjourn (Brigitte) at 7:35PM.