

**AIDS Committee of Ottawa**  
**Board of Directors Meeting Minutes: Wednesday, June 24, 2020**

**Present:** Khaled Salam, Jason Brophy, Vaughn Bauman, Ali Sougou, Brigitte Charbonneau, Agness Nalwamba, Zara Fadoul, Edward Barbezat, Patrick Newton Bondo, Jeff Potts, Ray Hall (for finances), Marc Brazeau (Marcil Lavallée, for the audit presentation)

**Regrets (r) / Absent (a):** Bello Mansour (r), Dare Abdullahi (r), Solange Kasongo (r).

**1. Welcome and Call to Order**

Khaled facilitated this meeting and called it to order at 6:09 PM; **Quorum was met.**

**2. Approval of agenda**

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

**Motion CARRIED.**

**3. Presentation of the (draft) Audited Financial statements/report**

Copies of the draft Audited financial statements/report were circulated for review in advance of this meeting. Marc Brazeau opened with presentation with a hearty congratulations to Ray and the ACO management team for a "fabulous audit". Highlights of audit finding worthy of specific note included:

- As a result of the Ministry of Health audit recently completed, approximately \$17,500 had to be returned to the Ministry.
- Between (approximately) \$29,000 and \$30,000 in unanticipated professional fees related to Human Resource issues were realized.
- Donations for the year were higher than usual or anticipated due, in part, to contributions from the Snowy Owl Foundation and the Estate of the Late Richard Farmer.

Among his findings, Marc (once again) thanked Ray, Khaled and the ACO management team for a successful audit that yielded no issues of concern.

MOVED by Jeff and SECONDED by Edward that the Draft Audited Financial Statement(s)/Report be recommended, as presented, for presentation and approval of the ACO's membership at the Annual General Meeting (tentatively scheduled for August 26, 2020).

**Motion CARRIED.**

**4. Financial report**

Financial reports were circulated for review in advance of this meeting and Ray attended to provide relevant highlights. Notably:

- The surplus realized (not accounting for depreciation) at fiscal year ended 2020-03-31 was (approximately) \$32,000.
- For the first 2 months of the current fiscal year (April and May), an approximate surplus of \$29,000 is indicated. Ray suggested that the ACO's overall financial picture for June will be similar.

**5. Committee Reports**

There were no committee reports presented at this meeting.

**6. Approval of Minutes**

With one amendment to Khaled's opening remarks, it was MOVED by Edward and SECONDED by Vaughn that the minutes of the Board's May 27, 2020 meeting be approved as read. **Motion CARRIED.**

**7. ED's Report**

Khaled's report highlighted the following key points:

- The hiring process for the Ethnocultural MSM Outreach Coordinator position is complete and the successful candidate will begin work in the coming days.

- The ACO received \$20,000 in Loblaws gift cards from the 2<sup>nd</sup> Harvest Food Foundation to support ACO members. Approximately 102 of the cards are already distributed. Jason asked whether cards can be made available to patients at CHEO who may not be able to attend the ACO. Khaled indicated that he would work with the ACO staff to explore options.
- The ACO applied (by way of the Ottawa Community Foundation) for \$52,500 from the Emergency Community Support Fund. While the application was not rejected, Khaled was advised that the Fund is fully expended at this time. If/when replenishment dollars are available, the ACO's submission will be reviewed.
- Meetings with the OAN (re. Emergency Preparedness programming) continue.

#### **8. Other business**

Khaled reported on a couple of sensitive communications issued that required attention in recent weeks. While the discussion was not held 'in-camera', specific details were not recorded for the minutes. All Board members agreed that the ACO needs to (soon) develop and offer some sensitivity training focused on anti-racism and social media messaging. It was also agreed that capacity development workshops/retreats delving into fundraising strategies and anti-racism are equally important but must be developed and delivered independently of one another.

#### **9. Next meeting(s) (to be convened by Zoom):**

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

**MOVED to adjourn (Jeff) at 7:29 PM.**