

**AIDS Committee of Ottawa**  
**Board of Directors Meeting Minutes: Wednesday, August 26, 2020**

**Present:** Khaled Salam, Jason Brophy, Bello Mansour, Ali Sougou, Brigitte Charbonneau, Agness Nalwamba, Zara Fadoul, Vaughn Bauman, Edward Barbezat, Patrick Newton Bondo, Jeff Potts, Peter Szanto (for Annual Report presentation), Ray Hall (for finances)

**Regrets (r) / Absent (a):** Dare Abdullahi (a), 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 Bello and SECONDED by Agness that the agenda be approved.

**Motion CARRIED.**

**3. Annual Report**

Peter provided a comprehensive overview (preview) of the 2020 Annual Report that will be presented to ACO members at the upcoming Annual General Meeting. It was noted that the report will be published in English only this year. Board members were impressed with the format and layout and congratulated Peter for a job very well done.

**4. Financial report**

Ray presented the financial report (to July 31, 2020). He noted that notwithstanding a few outstanding expenses, there is little change in terms of revenue and/or expenses from the previous report. Recognition of MAC AIDS revenue remains pending because the Food Program has not incurred expenses (due to the persistence of COVID-19). Ray highlighted that the Professional Fees indicated are primarily related to the financial audit undertaken by Marcil Lavallée.

A current surplus is indicated in the amount of \$35,000 (approximately). Ray noted that the MoH will not approve a roll-over of funds into the next fiscal year, so careful planning is underway internally to ensure that these funds are expended by March 31, 2021.

Khaled reported that MoH approval of the ACO budget for this fiscal year is pending but expected in September. He and Ray will discuss various "spending options" with the MoH as soon as budget approval is indicated.

**5. Approval of Minutes**

**a) July 22, 2020**

Approval of the minutes from the July meeting of the Board is not required/necessary since quorum for that meeting was not met.

**b) June 24, 2020**

With very minor amendments noted, it was MOVED by Jeff and SECONDED by Brigitte that the minutes of the June 24<sup>th</sup> meeting of the Board be approved as amended.

**Motion CARRIED.**

**6. Committee Reports**

**a) Executive Committee**

The Executive Committee met on August 24<sup>th</sup>. Salient discussion points will be covered under the Virtual AGM item on this agenda.

## 7. ED's Report

Khaled's report highlighted the following key points:

- Following the MoH audit process, required amendments were identified for the following ACO Policy documents:
  - Delegation of Authority
  - Segregation of Duties
  - Cell Phone Use
  - Travel, Meals, and Hospitality
  - Hiring
  - Food/Meal Programs

Khaled indicated that the MoH stipulated the revisions required and the deadline for final submission is September 11, 2020. Khaled will work with Ray to ensure that all revised Policy documents are ready for submission by the deadline. Formal Board approval will be required (and is essential) at the September meeting of the Board.

- Adaptive and modified programming continues while the COVID-19 crisis persists. However, the ACO is actively planning outdoor activities and, particularly, an outdoor Pride celebration weekend (in the ACO parking lot) August 29<sup>th</sup> and 30<sup>th</sup>.
- COVID-19 notwithstanding, the ACO's foot care clinic is operating once again while adhering to all public health and safety guidelines and recommendations.

## 8. Virtual Annual General Meeting (Wednesday, September 23, 2020)

Jason and Jeff provided a comprehensive overview of the Executive Committee's discussions and decisions regarding the AGM program. Specifically:

- Every effort will be made to limit the meeting's duration to 90 minutes.
- Jeff will ensure that the official notice of the meeting is sent to ACO members not later than September 1<sup>st</sup> and that the notice will be sent with: 1) the audited financial statements; 2) the proxy form; 3) the membership (renewal) form; 4) the minutes from last year's AGM; and 5) the Board election slate/ballot.
- Advance registration will be required; Cory will manage this process.
- The proposed agenda is as follows:
  - Welcoming remarks
  - Land acknowledgement
  - Memorial tribute
  - Presentation of the audited financial statements
  - Appointment of the auditor for fiscal year ending March 31, 2021
  - Presentation of the Annual Report
  - Executive Director's report (with focus on COVID-19 contingency planning)
  - Approval of the minutes from last year's AGM
  - Election of the Board of Directors
- The newly elected/confirmed Board of Directors will convene its first meeting on September 30, 2020.

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

- **Executive Committee (abbreviated)**  
Monday, August 31, 2020 at 3:00 PM.
- **Virtual Annual General Meeting**  
Wednesday, September 23, 2020 at 6:00 PM.
- **ACO Board of Directors:**  
Wednesday, September 30, 2020 at 6:00 PM.

**MOVED to adjourn (Jeff) at 7:51 PM.**