

**AIDS Committee of Ottawa
Board of Directors Meeting Minutes: Wednesday, Feb 24, 2021**

Present: Khaled Salam, Jason Brophy, Bello Mansour, Ali Sougou, Brigitte Charbonneau, Zara Fadoul, Sahazia Ouédraogo, Jeff Potts, Dare Abdullahi, Solange Kasongo, Ray Hall (for finances)

Regrets (r) / Absent (a): Edward Barbezaa (r), Agness Nalwamba (1)

1. Welcome and Call to Order

Jason called this meeting to order at 6:08 PM; **Quorum was met.**

2. Approval of agenda

MOVED by Dare and SECONDED by Bello that the agenda be approved, as presented.
Motion CARRIED.

3. Meeting ice-breaker – by Jeff

4. Approval of minutes

MOVED by Brigitte and SECONDED by Dare that the minutes of the **January 20, 2021** meeting of the ACO Board of Directors be approved as amended. **Motion CARRIED.**

5. Board Retreat debrief

General agreement that the Board Orientation retreat was a success. Reiterated the importance of attendance at meetings to ensure quorum and the function of the Board to fulfill its duties.

6. Financial report

Ray presented the financial report (to January 31, 2021) highlighting that we are anticipating a year end surplus of ~\$9000.

Ray proposed a change in current policy/practice in reporting of fixed assets in Audited Financial Statements. After consulting with our Auditor (Marc Brazeau at Marcil Lavallee), it was recommended that the ACO Board approve an adjustment to the fixed asset policy, where all new fixed assets that cost less than \$2,000 per unit be expensed in the year of purchase. This change to the fixed asset policy will better align ACO revenues and expenses going forward and reduce future depreciation expense. Some Board discussion took place, ultimately agreeing that we should take the advice of our Auditor. Motion to approve this change MOVED by Jeff and SECONDED by Brigitte. **Motion CARRIED.**

Lastly, Ray discussed the proposed ACO Budget for the MOH submission (for the year ending Mar 31, 2022), with some small changes to budget lines but keeping within the funding envelope from previous year.

7. Committee Reports:

- **Executive Committee** – discussion regarding the success of the Board retreat, brainstorming on ways to replicate that success in terms of engagement on the monthly Board meetings. Some ideas included: ice breaker activity to start the meeting (rotating responsibility for Board members); shared chairing of meetings (rotating responsibility for Board members). Some Board members were interested, but others were not in favour, preferred status quo. For members to consider and discuss again next meeting.
- **Nominations Committee** – meeting 03 March 2021 to discuss another applicant.
- **Policy Committee** – no updates from committee. Khaled presented the new MoH-funded ACO Food Program Policy. Each program's food budget is/will be as approved and as stipulated at Schedule A. It is noted that key funded activities will come under one of the five goals each fiscal year. Draft policy was reviewed, some small changes were requested. Board approved the policy in principle pending those

small changes. It was agreed that the policy document shall be reviewed by the Auditors and a final version will be presented to the Board at its March meeting.

8. Executive Director's report

Khaled provided the following updates:

- HR updates – 2 staff leaving ACO in next month – Morissa (Women's Community Developer) and Brian (Men's Outreach Coordinator). Positions posted, interviews for Women's Community Developer position completed, those for the Men's Outreach Coordinator position will be scheduled soon.
- Letter of Intent focused on the **ACB Health Zone** was submitted to PHAC's under the Community Action Fund at the end of January. Awaiting approval to move forward with full application.
- A Request for Qualification was submitted to City of Ottawa's Funding Sustainability fund in February. This request was approved and the ACO is invited to submit a Request for Offer (due on April 15, 2021).
- MOH program plan (Schedule A) and proposed budget (Schedule B) due 15 March 2021. Ray & Khaled working on this. \$30K in funding approved for COVID response (food program, IT); \$10K approved for Ottawa Coalition to End Violence Against Women; \$20K for Network for the Advancement of Black Communities.
- Black History Month and WinterPride events went very well, good feedback from participants. International Women's Day and Black Mental Health Awareness Week upcoming, staff making plans for activities.

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

- **Executive Committee**
March 15, 2021 at 5:00 PM
- **ACO Board of Directors:**
March 24, 2021 at 6:00 PM

MOVED to adjourn (Dare) at 8:15 PM.