

AIDS Committee of Ottawa

Board of Directors Meeting Minutes: Wednesday, January 19, 2022

Present: Khaled Salam, Jason Brophy, Brigitte Charbonneau, Sahazia Ouédraogo, Saina Beitari, Ali Sougou, Agness Nalwamba, Edward Barbezat, Bello Mansour, Ray Hall (for financial reporting)

Regrets (r) / Absent (a): Jasmine Mwanga (r), Andrea Prajerová (r), Dare Abdullahi, (a)

1. **Welcome and Call to Order**

Jason called this meeting to order at 6:05 PM; **Quorum was met (9/12).**

2. **Approval of agenda**

It was **MOVED** by Agness and **SECONDED** by Saina that the agenda be approved. **Motion CARRIED.**

3. **Welcome new board member**

We had a Board member resign after the last meeting, and our reserve Board member, Jasmine Mwanga, was invited to join the Board and she accepted. Unfortunately, we were unable to welcome Jasmine officially as she was not able to attend the Board meeting due to a family commitment. We will look forward to welcoming her next month.

4. **Approval of minutes**

No draft minutes from last meeting on November 24, 2021 were yet available. Jason will try to have ready for next months' meeting.

5. **Financial Report**

At the last Board meeting it was mentioned that there was a fair amount of new funding that had been granted to ACO and that the budget needed to be updated to reflect this. Ray presented an updated budget which included the following:

-Grant from WAGE (Women and Gender Equality Canada) program – this is a multi-year grant, for this year approximately \$46K to fund activities and a part-time staff person.

-Grant from ESDC (Employment and Social Development Canada) - \$48K to support new equipment purchases including new kitchen equipment for ACO

-Grant from CHABAC -\$22K – will pay for a consultant salary for 3 months

-Grant from Food Banks Canada - \$44K – supported an expanded/enhanced Holiday Hamper program – supported 250 individuals and families in December

-Grant from ViiV for \$10K this fiscal year, more next year

-Grant from Gilead - \$5K this fiscal year, more next year

These new funds are intended to support activities up to the end of the 2021-2022 fiscal year; if residual funds unspent then can be carried over next year. Otherwise the line-by-line budget review was in line with expected spending, and we expect the budget to be close to balanced at year end. It was acknowledged that ACO is in a very good financial state with significant increase in overall budget for this year due to fundraising successes.

6. **Committee Reports:**

- **Finance Committee**

Given Ray's detailed report, there was no need for a report from the Finance Committee. Zara as Treasurer to meet with Ray in the coming weeks to set a time/date for Finance Committee to meet.

- **Executive Committee**

Jason reported that the focus at the Executive Committee's last meeting the main issue discussed was regarding the gap on the Executive as we currently have no Secretary after resignation of the Board Secretary in November. Some interest has been expressed in the position by a couple of Board members, will try to come up with a plan for recommendation and vote at the next Board meeting. Bello suggested that if there are two interested candidates then perhaps we can ensure participation by both and having a back-up person going forward.

- **Nominations Committee**

There was nothing new to report.

- **Policy Committee**

As we have no Secretary at present, there was no official Policy Committee report. Khaled had offered after the last meeting to arrange an ad hoc Policy Committee meeting to get things on track, including Andrea, Sahazia and Saina to review current policies and specific areas that we need to focus on. Given the busy time in December and since the beginning of the new year, he will attempt to arrange this in February when all participants can take part.

Jason brought up that perhaps we could use some of our surplus budget to pay for the website to be brought up to date including posting of policies, minutes, etc on the server. Sahazia also suggested consideration for having all policies translated into French for the benefit of ACO's French clients. Khaled agreed and will look into these two requests.

7. Executive Director's Report

Khaled provided the following updates:

- *World AIDS Day 2021 was a great success. The flag-raising ceremony on Parliament Hill and the NAC show were very well received and there was lots of feedback on what an amazing success it was. It was the best attended World AIDS Day ceremony since ACO starting holding them, and was felt especially successful given the pandemic restrictions.*
- *The Food Banks Canada grant came in in December and allowed an expanded Holiday Hamper program with 250 hampers delivered, providing some added food security to clients over the holidays.*
- *ACO had a well-deserved office shut down for 2 weeks over the holidays.*
- *ACO organized a very successful COVID19 vaccine booster dose clinic in collaboration with OPH. Unlike the previous clinics which were held at Bruyere Clinic, this clinic took place on site at the ACO building. Over 100 clients/staff/volunteers were vaccinated including lots of kids. ACO staff felt this was a great success and demonstrated that these types of events can safely be held at the ACO building in the future.*
- *ACO staff are now in the midst of planning for February events including Black HIV/AIDS Awareness Day, Black History Month, and Winter Pride. ACO is also preparing the funding application submission to our main funder, MOH AIDS Bureau, which is due at the end of February.*
- *ACO is planning 4 psychoeducational sessions for staff, providing education and skills building to support mental health (e.g. COVID & mental health, isolation, etc).*
- *Khaled was nominated by AIDS Bureau staff for consideration to join the Ontario Advisory Committee on HIV/AIDS (OACHA) – this was seen as a vote of confidence in ACO's ED's abilities and skills to bring to the table – congrats to Khaled – we are hoping he will be selected to join the committee.*

8. Other business:

- *An abstract was prepared and submitted to CAHR 2022 and will be submitted as well to the AIDS 2022 conference; if accepted, we will try to find funding (external or internal) to send ACO staff to attend and bring back learnings from one of these conferences.*
- *We will look into other options for fundraising skills building as a Board development event this year.*

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

- **Executive Committee**
February 9, 2022, at 4:00 PM
- **ACO Board of Directors:**
February 23, 2022, at 6:00 PM

Brigitte MOVED to adjourn at 7:05 PM.