

## **AIDS Committee of Ottawa**

### **Board of Directors Meeting Minutes: Wednesday, April 27, 2022**

**Present:** Khaled Salam, Jason Brophy, Brigitte Charbonneau, Ray Hall (for financial reporting), Jasmine Mwanga, Andrea Prajerová, Dare Abdullahi, Sahazia Ouédraogo, Agness Nalwamba, Peter Szanto (Nominations Committee)

**Regrets (r) / Absent (a):** Saina Beitari ( r ), Bello Mansour ( r ), Edward Barbezat (a), Ali Sougou (a)

#### **1. Welcome and Call to Order**

*Jason called this meeting to order at 6:10 PM; **Quorum was met (8/12).***

#### **2. Approval of agenda**

*It was **MOVED** by Brigitte and **SECONDED** by Agness that the agenda be approved. **Motion Carried***

#### **3. Nominations Committee**

*Peter informed the Board about the latest progress in regard to the recruitment of new ACO Board members. The focus to fill in the identified gap in the Board representation has been narrowed down to the selection of candidates with trans, non-binary, gender queer or Two-spirit identities. Peter reached out to MAX Ottawa to seek advice on how to approach the strategic recruitment the ACO would be undertaking. A wide call out for new Board members is still in place at Volunteer Ottawa. The nominations committee scheduled a meeting for April 28, 2022. Peter will also join the newly established ad-hoc committee to support the development of the Board Matrix.*

#### **4. Board Governance and Fundraising Training**

*As agreed, the Board governance and fundraising training, as a part of this year's Board retreat, will take place on Saturday June 18 between 10 AM and 3 PM. The training will be divided into two parts: a 2 hour session on board governance and 2 hours of fundraising for Board members with an hour break between 1-2 PM for lunch. The fundraising session will take a donor-oriented approach and focus on legacy building and stewarding donor and community relations. Volunteer Ottawa also offered additional follow up 1:1 training sessions for 3 Board members as a part of the package. Meals will be provided to all participating Board members in the form of an Uber Eats coupon.*

#### **5. Ray's Financial Report**

*Ray presented a preliminary end-of-year report in preparations for the upcoming audit, taking place the first week of May. He mentioned that there was a fair amount of funding that had been granted to ACO in the past year, which has been used to support the development of several new programs and initiatives. The funds from MOH (\$1M), PHAC (\$22k), Food Banks Canada Grant (\$44k), and the City of Ottawa have been in place. Funding (\$46k) was also received from WAGE. There was an initial delay allocating the funds, which meant that ACO still has a pending \$12k to be spent. WAGE officers acknowledged the situation and allowed a roll out of this money into the next fiscal year. Money received from ESDC (\$48k) was used as capital expenses to update kitchen appliances, including fridges and stoves. This year only a tiny portion of \$750 was spent from the Gilead fund - the rest will be rolled over to the next year (\$4,250). Regarding the ACO fundraising efforts, \$10k was raised from individual donations and \$16k for Opening Doors. Per patient remuneration was also received from Medaxis for injectable ARV administration on site. Salary and benefits are where they should be at this time of the year. Over \$783,000 was spent on salaries and over \$180,000 on the occupancy cost (\$8k more than expected), a number which will be brought down by the donations coming from the landlord. The ACO has also marked some overspending on marketing and advertising. There are enough funds to be allocated towards staff and Board training in the future. There were no legal fees this year. Professional fees went down as well as administrative costs. With the ACO getting back into to the community, travel spending went up slightly as well (\$7k). At the end of the year, ACO is having a surplus of \$16k before depreciation, which brings the total revenue to -\$11k.*

## **6. Approval of Minutes:**

### **a. March minutes**

*March minutes were MOVED by Brigitte and SECONDED by Dare. **Motion carried.***

## **7. Committee Reports**

### **a. Finance Committee**

*Khaled and Ray met with Zara and went over the financials in detail. Zara was provided with all the necessary documents to review as Treasurer. Zara also reviewed Khaled's credit card expenses and she signed off on those. They also discussed this current year and all the new programming that the ACO can offer to its community members. For more detailed information on the ACO finances please see Ray's report.*

### **b. Executive Committee**

*The Executive Committee met a couple of weeks ago on April 13, 2022. The agenda for the next Board meeting and also changes in the signing authority have been discussed. As Khaled mentioned, it is important to bring Zara and Andrea as additional signing authorities. It is Jason and Brigitte who are currently responsible for signing off all documents.*

### **c. Policy Committee**

*The Policy Committee met last week, on April 20, 2022. The initial technical troubles with accessing the Zoom account were overcome and there was a brief meeting between Sahazia, Saina and Andrea. The members of the committee engaged in a high level discussion regarding the policy committee terms of reference (TOR) and the alterations of language and procedures that the committee would undertake. Andrea created a document where other Board members can share their suggestions and comments to the existing TOR document. The committee would also work on selecting their TOP 3 policies to be reviewed to focus their work in the upcoming months and create a work plan to be followed. Once all members include their input in the document created by Andrea, Sahazia will schedule another policy committee meeting to go over the proposed changes.*

## **8. Executive Director's Report**

*Khaled updated the Board on the following matters:*

- *Board retreat part 1: Anti-racism and anti-oppression workshop by CCMW. Khaled shared the pamphlet about the Digital Anti-Racism Education workshop (DARE2) with other Board members, an overview of what one can expect. The workshop will take place on Saturday May 28 between 10 AM to 2:30 PM. Khaled may also invite some new students who are starting in spring/summer to be given this training as well.*
- *HR updates: The ACO completed the process of hiring someone new for the Men's Outreach Coordinator position. Joshua Cecil started last Monday, in the same position as previously Max. There will also be a new addition to the ACO team. Cynthia Kaneza left (last week was her last day) and her role will be assumed by Micah, starting May 2nd.*
- *Annual financial audit: It will be carried on the first week of May and take the whole week. At the end, financial statements will be provided from auditors - a strategy and engagement letter will be shared with the Board, including the result, scope and nature of the audit.*
- *Services and programs: April was a very busy month. Ramadan was celebrated in the Muslim communities and the ACO took part in these celebrations. For the duration of the whole month, every Wednesday Iftar pick up dinners were provided to community members. The day of the Board meeting was when the last dinner was happening. The in-person Iftar celebration took place last Friday. It was well attended and ACO received positive feedback.*
- *Projects updates: Regarding the migrant and HIV Care project, Gilead consultations have been underway and geared towards migrant community members. The next consultation would be targeting service providers. Regarding the Kitchen Table project - Senghazi - ACO hosted a discussion with Black women and girls living with HIV in Ottawa.*

- *MOH reporting: The ACO is working on putting together stats and numbers achieved in the past six months, fulfilling a requirement to regularly report to the Ministry of Health on the progress that has been made.*
- *Injectable site: The ACO started an HIV injectable ARV site in Ottawa in October 2021. The shots are administered by a nurse. It must be approved by a doctor that the client would be getting the injections at ACO, and thus may discontinue the use of pills. ACO gets \$40 for each injection provided to a client. As Khaled noted, more and more people have been using this service. The injectable site project helps support ACO finances.*
- *Changes in service provisions: Moving forward the ACO will restructure its services. It will not operate as an exclusive drop-in centre anymore, open 5 days a week. The focus will be more on developing evidence-based educational initiatives, skills-building, info sessions, and complementary therapies, while continuing to provide traditional in-house sessions such as therapy sessions, socials and support groups.*

## **9. Other Business**

- a. International AIDS Conference (Jason)

*The ACO abstract got accepted for a poster presentation at the International AIDS Conference. It was decided that the Women's Community Developer will be presenting on behalf of the ACO. Jason presented at the CAHR conference. People were very interested in the topic and had questions around the injectable HIV site, diabetes and hypertension screening as well as the STI clinic. Overall, the vaccine clinic reflected very well on the ACO.*

## **10. Next meetings to be conveyed by Zoom**

- a) **AGM** - September 21, 2022
- b) **Executive Committee Meeting** - May 11, 2022
- c) **Board Meeting** - May 25, 2022

## **11. Adjournment**

*Brigitte moved to adjourn at 7:24 PM.*