

## **AIDS Committee of Ottawa**

### **Board of Directors Meeting Minutes: Wednesday, April 19, 2023**

**Present:** Khaled Salam, Jason Brophy, Brigitte Charbonneau, Jasmine Cunningham, Andrea Prajerova, Sahazia Ouédraogo, Evelyn Marquis (guest), James Okeny (guest), Ray Hall (finances)

**Regrets (r) / Absent (a):** Ali Sougou (r ), Agness Nalwamba (a), Saina Beitari (r ), Zara Fadoul (a), Edward Barbezat (a), Bello Mansour (a), Dare Abdullahi (a)

#### **Welcome and Call to Order**

*Jason called this meeting to order at 6:08 PM; **Quorum was not met (6/13).***

#### **1. Approval of agenda**

*It was **MOVED** by Brigitte and **SECONDED** by Jason that the agenda be approved. **Motion was not carried***

#### **2. Professional Development - Fundraising Training**

Khaled provided an update regarding the one-on-one fundraising training offered as a part of the annual ACO Board retreat. He mentioned the option was no longer available and had not been included in the initial contract signed with Volunteer Ottawa. If any Board members were interested in this type of professional development and enhancing their fundraising skills, a new process must be started in this fiscal year.

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

There were no updates from the Nominations committee. As reported by Khaled, the ACO is currently in the process to fill in the pool of reserve members. Currently there are 3 openings since Brigitte, Jason, and Bello are not expected to renew their candidacy at the upcoming AGM. Jason also suggested that with 2 candidates already having been recruited (Evelyn, James), the focus should be on those whose experiences and identities have not been represented on the Board yet, and who identify as Indigenous, Two-Spirit, trans, and non-binary.

#### **4. Financial Report**

Ray reported that as of the end of March 2023, which marks the end of the fiscal year, the ACO finances were in good standing. Ray is currently in the process of finalising the financial report so that it can be presented to the Board members at the June Board meeting. He also mentioned the ACO was currently in the preparation for an audit, which would start on May 8, 2023. Regarding the ACO revenue, he added a new line regarding PHAC funding. It was increased from the original 55k of additional 48k revenue for a distribution of HIV self-testing kits. This financial support has brought the ACO income to \$ 1,400,000. Regarding the revenue from fundraising, it has also increased since last year. Ray

commended the on-site injection program, which significantly contributes to the ACO budget and with funds that are unrestricted. With 15 injections a month, ACO makes \$2,000 revenue. He also noted that salaries and benefits were lower than expected given by some vacancies during the year. Right now the ACO is running a small surplus, which becomes a small deficit after depreciation.

## **5. Board Minutes Approval**

*The March Board minutes were reviewed, with no corrections suggested by any Board members. A motion was made to approve the amended minutes by Brigitte and seconded by Jason. **The motion was not carried.***

## **6. Survey**

Andrea informed the Board about the results of the mini-survey conducted by the ACO Executive Committee with the purpose to map ACO Board members' availability to attend Board meetings. As shown by the results, the majority (9 out of 13) of those who participated in the survey, continue to prefer to meet on Wednesday evening, between 6-8:30 PM. It was agreed the Board meeting will take place each third Wednesday during the aforementioned time.

## **7. Committee Reports**

### **a. Finance Committee**

Zara mentioned that there were no additional updates from the Finance Committee beyond Ray's report. Khaled mentioned the upcoming audit in May, 2023.

### **b. Executive Committee**

Jason informed the Board about the last Executive meeting, which was held on April 21st. He noted that all matters discussed the Board has already been introduced to, such as the fundraising training or survey. He also mentioned the IT update grant from United Ways.

### **c. Policy Committee**

Sahazia reported that there were no updates from the Policy Committee.

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

Khaled updated the Board on the following matters. Regarding the IT update grant, ACO has received \$41,000 from the Community Services Recover Fund provided by the United Ways Fund. This money will be used for IT refresh and kitchen renovations. The Convergence Networks is expected to do the IT update in June. He also mentioned the upcoming audit and that he may need to reach out to some Board members to get some personal information from them. Since it is the end of the fiscal year, Khaled has also been working to prepare statistical

reports for MOH as well as the annual financial report for PHAC. Regarding ACO programs and services, the ACO is slowly starting to prepare for the summer activities line-up and is looking to recruit some new volunteers to help with the organisation and facilitation of those events. There is still a vacancy for the Outreach Engagement Worker position. He also suggested that if the Board wants to have the most up-to-date information about the programs offered by ACO, they should follow ACO on social media.

#### **9. Other Business**

- Jason talked about the upcoming Board Training. He suggested that the ACO invite Ryan Peck, the Executive Director of the HIV Legal Clinic Ontario, to talk to the Board about HIV criminalization and possibly also other legal issues affecting people living with HIV and AIDS. Khaled suggested this presentation could be rather a part of a Board meeting, and not a stand-alone event. Jason volunteered to send an email to the rest of Board members, who were not present, to see their interest in this topic.
- The Board also discussed the possibility of some Board members joining other existing committees, and starting a Fundraising Committee.
- **Next meetings**
  - Executive Committee - May 24 at 5 PM
  - Board Meeting – May 31, 2023 at 6 PM (in person)

#### **10. Adjournment**

Brigitte moved to adjourn at 7:05 PM.