

AIDS Committee of Ottawa Board of Directors Meeting Minutes: Wednesday, September 18, 2019

Present:

Bello Mansour, Khaled Salam, Jason Brophy, Brigitte Charbonneau, Vaughn Bauman, Ali Sougou, Agness Nalwamba, Dare Abdullahi, Zara Fadoul

Regrets (r) / Absent (a): Jeff Potts (r), Solange Kasongo (a), Edward Barbezat (a), Patrick Newton Bondo (a)

Bello called the meeting to order at 6:30 PM; **Quorum was met (8/12 board directors).**

1. Welcome and Call to Order

- By Bello

2. Approval of agenda

MOVED by Brigitte and SECONDED by Ali that the agenda be approved.

Motion CARRIED.

3. Approval of July Board Meeting Minutes & August AGM draft minutes.

- Small changes made to July 2019 minutes. Agnes moved to approve minutes, 2nd by Vaughn. All approved.
- AGM draft minutes were reviewed by Board, some small changes made. Draft minutes cannot be approved until next year's AGM but these draft minutes will be available to share with funders.

4. Committee Reporting

- **Executive Committee**

MOH Draft Audit report was sent to us by MOH audit team. Remaining items to be shared in ED report.

- **Finance Committee**

Jason circulated the year-to-date financial report as of 31 August 2019 and reviewed where we were at with our projected budget versus actual. Things are on track, except over budget on Professional fees related to ongoing arbitration costs.

- **Nominations Committee**

Brigitte indicated that there is nothing new to report at this time.

- **Policy Committee**

Jeff was not present. No updates to report from other committee members.

5. Executive Director's Report

Khaled's report highlighted the following:

- City of Ottawa Community Funding Contribution Agreement renewal was completed and will be signed soon. A "special condition" was added to the agreement stipulating that "by August 31, 2020 the Unrestricted Net Assets will be a positive balance". This means that we need to raise \$14K by that time. We also need to show efforts towards additional fundraising as per our previous agreement with City of Ottawa. We will need to strike a fundraising committee to start this process. Christmas and World AIDS Day are our best opportunities for fundraising. Agness, Jason, Bello, Brigitte, Dare, Ali all stepped forward; ACO membership will be invited to participate in the fundraising committee as well, and a meeting will be arranged in the next 1-2 months.
- Khaled provided an update on the ongoing arbitration process with 2 former employees; it is yet to be resolved.

- \$25,000 grant was submitted to ViiV for ACB Health Zone activities; as well, a \$5,000 grant was submitted to MAC AIDS for the nutrition program.
- Pride week was very successful, ACO's float was well received and highly visible with good feedback from the community. Superhero theme was also popular.
- ACO-Bruce House staff&board get-together happened last weekend (15 Sept 2019). Presentations from both agencies were made summarizing activities for the benefit of familiarizing each other with current activities. This went well, good feedback from the event.
- Draft MOH audit report was shared from MOH; ED (Khaled), Accountant (Ray), Chair (Bello) & Treasurer (Jason) will have a meeting with audit team tomorrow to review details. We will need to await the AIDS Bureau's review of this audit to decide on required actions for ACO.

6. Other Business

- Bello discussed his plan to step down from the Board Chair position due to feeling stretched with a lack of time and multiple family and work commitments. We will await hearing back from Jeff to see if he plans to remain as Secretary before making decisions about the Executive. Bello recommended that Jason move into the Chair role, and Zara become the Treasurer. Brigitte would remain as Vice Chair. Will plan to make this official at the next meeting provided all Board members are in agreement.
- Bello suggested trying to organize a candidates' debate at ACO focused on HIV as part of the federal election campaign. To try to organize with Khaled.
- Thanksgiving dinner planned for Wed Oct 9th (5-8PM); Board are invited to come and serve dinner to ACO members.
- Opening Doors conference to be held in Kingston Oct 23-25 ACO partnering with HARS in Kingston to organize.
- Board discussed the need to remind Board of Directors of their responsibility to attend all meetings or provide regrets, and that adequate attendance was needed to ensure the Board can function.

Next meeting(s):

- **Executive Committee**
Wednesday, October 16, 2019 at 4:00-6:00 PM.
- **ACO Board of Directors:**
Wednesday, Oct 16, 2019 (5:00 to 6:00 PM – dinner; 6:00 to 8:00 PM – Board meeting).

MOVED to adjourn (Brigitte) at 7:40 PM.