

**AIDS Committee of Ottawa**  
**Board of Directors Meeting Minutes: Wednesday, May 27, 2020**

**Present:** Khaled Salam, Jason Brophy, Vaughn Bauman, Bello Mansour, Brigitte Charbonneau, Agness Nalwamba, Zara Fadoul, Edward Barbezat, Jeff Potts, Ray Hall (for finances)

**Regrets (r) / Absent (a):** Patrick Newton Bondo (r), Dare Abdullahi (r), Ali Sougou (r), Solange Kasongo (r).

**1. Welcome and Call to Order**

Khaled facilitated this meeting and called it to order at 6:12 PM; **Quorum was met.**

**2. Approval of agenda**

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

**Motion CARRIED.**

**3. Approval of Minutes**

One amendment to the minutes of the Board's April 29<sup>th</sup> meeting was noted: the deadline for policy submissions to the Ministry of Health is April 30<sup>th</sup> rather than May 11<sup>th</sup>.

MOVED by Agness and SECONDED by Vaughn that the minutes of April 29, 2020 be approved as amended.

**Motion CARRIED.**

**4. Financial report (Fiscal Year ended March 31, 2020)**

Ray attended to provide the Board with a year-end financial report, highlighting the following key points:

- This year's audit was conducted virtually due to the COVID-19 crisis and all went well in the past two weeks. With only a couple of simple follow-up questions to answer, the Auditors are preparing to close this year's process and plan to be ready to present their report to the Board at its June meeting.
- The ACO will realize a reduced deficit thank to a \$6,000 contribution from ViiV for the Health Zone (January to March).
- The year-end deficit is \$12,827 with depreciation accounted for. Ray noted that without accounting for depreciation, the ACO actually realizes a "healthy" surplus for the year ending March 31<sup>st</sup>.

**5. Financial report (April 2020)**

A copy of the April financial report was circulated, and Ray attended to present its highlights. Specifically:

- The ACO budget for Fiscal Year 2020-2021 will be presented for the Board's review and approval at its June meeting.
- Programs and Services spending suggests a pre-depreciation surplus of \$28,000, but it is important to note that this is due to reduced programming during the COVID-19 crisis.
- Given the COVID-19 situation, ACO's governance business (and some of its program delivery) is conducted virtually. This does mean a "new" expenditure obligation under the Administration budget-line for the ACO's Zoom account.
- As noted earlier, the Auditors will be prepared to present the draft audited financial statements for Fiscal Year ended March 31, 2020 at the Board's June meeting.

**6. Board of Directors' Annual Work Plan**

Jason presented a draft annual work plan. A number of adjustments were discussed (e.g., moving strategic planning until after the AGM, conducting the ED performance appraisal in December, etc.). It was agreed that Jason would make the necessary amendments and will present the final work plan for Board approval at its June meeting. It was also agreed that the Board "Matrix" (demographic and skills inventory) will be repeated after the AGM: survey will be active in October 2020; analysis and reporting will occur in November 2020; and, the Board will review and approve the final report in December 2020.

While amendments are pending, Jeff MOVED (provisionally) and Brigitte SECONDED that the Board approve its work plan with the amendments discussed. **MOTION CARRIED.**

## 7. Committee Reports

- a) **Executive Committee:** nothing to report
- b) **Nominations Committee:** Vaughn reported that the Nominations Committee's last meeting was quite productive. Work is underway, in earnest, to 'nail down' the vetting questions for prospective Board members/candidates, and a recruitment poster is complete. There are some outstanding questions with respect to term extensions (given the COVID-19 crisis), and there remains a need to discuss policy formulation with respect to nominations from the floor. Vaughn will work with Jeff to coordinate a collaborative effort to address this issue in the near future. The committee's next meeting is schedule for July 7, 2020 at 1:00 PM.
- c) **Policy Committee:** once again, Jeff offered sincere apologies for having neglected to convene a meeting of the Policy Committee. A meeting will be schedule IN THE NEAR FUTURE and the agenda will likely focus on a broad review of the ACO's policy "binder" as a first step (with focus on form and function consistency) AND on collaboration with the Nominations Committee.

## 8. ED's Report

- a) Khaled highlighted the following key points:
  - All documents required by the Ministry of Health, post-audit, were completed and submitted on deadline (if not ahead-of-time).
  - Khaled and Jason continue to collaborate with the Ontario AIDS Network, particularly (during the COVID-19 crisis) on Emergency Community Response Programming (i.e. checking in with all Ontario ASOs to inventory and strategize around a common approach to programming).
  - The Programs and Services Team continues to do stellar work in terms of client support despite the challenges associated with COVID-19.
  - Jason delivered an excellent COVID-19 and HIV (virtual) 'workshop' which was well-attended and well-received. Jason has agreed to provide additional/similar virtual workshops on a 'regular' basis going forward.
  - The ACO's foodbank program continues and is much appreciated by ACO clients. And, again, the ACO staff are going above-and-beyond to maintain this essential service despite COVID-related challenges.
  - The ACO Management Team continue to work together to strategize around virtual programs and services options. Their deliberations are going well and showing promise.
  - Khaled is a member of the OAN's Advocacy Committee and reported that personal protective equipment (e.g., gloves, masks, etc.) is a key area of focus as 're-opening' plans unfold across the province.
  - With respect to Human Resources issues:
    1. The Ethnocultural MSM Coordinator position is open; the incumbent resigned in March. Posting for a replacement is deferred due to COVID-19.
    2. Posting for the (vacant) ACB Health Zone Coordinator position is on hold due to the COVID-19 situation.
  - The International AIDS Conference will be held virtually this year due to COVID-19. It was agreed that the ACO should/will promote active engagement and enrollment.

## 9. Annual General Meeting

It was agreed that active AGM planning will commence in June. This year's annual meeting will be held virtually on August 26, 2020 at 6:00 PM (via Zoom).

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

- **Executive Committee**  
Monday, June 22, 2020 at 4:00 PM.
- **ACO Board of Directors:**  
Wednesday, June 24, 2020 at 6:00 PM.

**MOVED to adjourn (Jeff) at 7:40 PM.**