

**AIDS Committee of Ottawa**  
**Board of Directors Meeting Minutes: Wednesday, January 20, 2021**

**Present:** Khaled Salam, Jason Brophy, Bello Mansour, Ali Sougou, Brigitte Charbonneau, Edward Barbezat, Agness Nalwamba, Zara Fadoul, Sahazia Ouédraogo, Jeff Potts, Ray Hall (for finances), Peter Szanto (on behalf of the Nominations Committee)

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

**1. Welcome and Call to Order**

Jason called this meeting to order at 6:08 PM; **Quorum was met.**

**2. Approval of agenda**

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

**Motion CARRIED.**

**3. Approval of minutes**

MOVED by Jeff and SECONDED by Zara that the minutes of the **November 25, 2020** meeting of the ACO Board of Directors be approved as amended. **Motion CARRIED.**

**4. Update from the Nominations Committee**

Peter attended to provide an update on behalf of the Nominations Committee and to introduce and welcome Sahazia. Sahazia confirmed that she will join the Policy Committee and the Nominations Committee. Peter indicated that recruitment/vetting is ongoing, and that the Committee has agreed that concerted effort focused on Indigenous representation is forthcoming. The Nominations Committee has scheduled its next meeting for January 25, 2021.

**5. Financial report**

Ray presented the financial report (to December 31, 2020) highlighting that:

- With just one quarter left in the current fiscal year, budget vs. actual expenditures is (largely) on track at approximately 75%.
- Budget associated with the “Lunch Program” will require reprofiling since it is unlikely that the program will resume this fiscal year.
- The ACO’s fundraising goal for this year is \$12,000; to date, \$7,000 has been raised.
- The budget for professional fees is nearly fully expended.
- Due the persistence of COVID-19, monies associated with travel will be reallocated to Programs and Services.
- The budget for all programs and services is underspent, but a “course correction” is anticipated by year-end.
- Any deficit realized at year-end will be a result of depreciation.
- February 15, 2021 is the Ministry of Health’s deadline for all budget reallocation requests. Roll-overs of unspent funds will not be permitted, but Ray indicated that remains confident that the ACO will NOT need to return money to the Ministry.
- The Finance Committee plans to meet every two months (though a forward calendar is not yet established), however, Ray will report to the Executive Committee and to the full Board monthly through to fiscal year end.

**6. Policy Committee**

Jeff indicated that he is planning to convene a Policy Committee meeting in the first few weeks of February. Khaled highlighted the need for focus on the ACO’s Food Programs Policy (a requirement of the Ministry of Health).

## **7. Executive Committee's Report**

Jason reported that the Executive Committee's most-recent meeting was held on January 6, 2021 with specific focus on finalizing plans and priorities (and "assignments") for the Board Governance Retreat (scheduled for January 30, 2021).

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

Khaled provided the following updates:

- a) The ACO's Holiday Hamper initiative was a "brilliant success" (despite COVID-19). More than 250 full and wholesome hampers were provided to individuals and families.
- b) The CBC's "Project Give" (in December) was dedicated to raising funds for food banks. Khaled offered "kudos" to Brigitte who was interviewed (on camera) and who was an amazing ambassador for the ACO.
- c) Since December, operational focus has been on funding proposals:
  - a. City of Ottawa (due at the end of January 2021)
  - b. Public Health Agency of Canada (due at the end of January 2021)
  - c. Ministry of Health (due on March 15, 2021)
- d) While COVID-19 persists, much focus continues on the health and wellness of the ACO's staff teams and volunteers, including offering psycho-educational programs to be sure that everyone is "OK".
- e) Upcoming activities for the ACO include:
  - a. Black History Month (February 2021)
    - i. Board members were encouraged to attend the virtual workshop/presentation entitled "Canadian National Black HIV Awareness" on February 7, 2021 from 2:00 to 4:00 PM.
  - b. Winter Pride (coming soon)
- f) The ACO's strategic plan will expire at the end of this fiscal year. Given ongoing COVID-19 considerations, it is likely that development of a renewed strategy will be deferred to later in the upcoming fiscal year. Khaled and Jason will explore options and report back later.

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

- **Executive Committee**  
February 10, 2021
- **ACO Board of Directors:**  
Wednesday, February 24, 2021 at 6:00 PM.

**MOVED to adjourn (Jeff) at 7:30 PM.**