

AIDS Committee of Ottawa

Board of Directors Meeting Minutes: Wednesday, April 21, 2021

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

Regrets (r) / Absent (a): Dare Abdullahi (a), Solange Kasongo (a)

1. Welcome and Call to Order

Jason called this meeting to order at 6:11 PM; **Quorum was met.**

2. Approval of agenda

With the removal of item 7) c) i) Food Policy, it was **MOVED** by Bello and **SECONDED** by Jeff that the agenda be approved, as presented. **Motion CARRIED.**

3. Meeting ice-breaker – Bello, a guessing game survey

4. Approval of minutes

Approval of the minutes of the Board of Directors' meeting held on March 24, 2021 is deferred to the May meeting of the Board.

5. Introductions

Having accepted the Nominations Committee's recommendation to appoint Andrea Prajerová to the Board of Directors and to welcome Saina Beitari to committees and to the Board's 'reserve pool', everyone present took time to introduce themselves and to share their backgrounds. Andrea and Saina were warmly welcomed.

6. Financial report

Ray presented the financial report (for fiscal year-ended March 31, 2020), circulated) highlighting that:

- Revenues from the City of Ottawa were slightly higher than expected; Ministry of Health revenues were exactly what was expected; and, MAC AIDS revenues (for the lunch program) were received but not expended due to COVID-19... these funds are available for this fiscal year.
- As was reported at the last meeting, the ACO's fundraising goal of \$12,000 was exceeded thanks in large part to the generous donation of the landlord.
- With respect to expenses:
 - Salary and benefits were slightly higher than what the budget indicated, but this was due to a calculation error that will be corrected.
 - For various reasons, occupancy costs were higher than the budget indicated; adjustments to the budget for the current fiscal year will correct this.
 - The budget for the education and prevention program is over-spent, but this will be offset by the fundraising dollars.
- Ray reported that the deficit (after depreciation) will be \$12,333 but confirmed that none of these dollars are public funds that will need to be returned to funders.
- Finally, it was noted that the formal annual audit will commence the week of May 10th.

7. Committee Reports:

- Fundraising workshop (as aside)

Following brief discussion, it was agreed that the Board would benefit from a dedicated fundraising workshop during the course of this fiscal year (earlier rather than later). Further to discussions some time ago, Jeff knows a fundraising expert who has signalled an interest in supporting the ACO by way of facilitating. Jeff will reach out to this individual and will report back at the next meeting of the Board.

- **Executive Committee**

Jason reported that the Executive Committee's last meeting was primarily focused on the ACO's strategic planning update approach – a one- or two-year "refresh". He and Khaled reached out to a well-known and highly regarded external consultant (San Patten) to ascertain her interest and availability to lead this process for the Board. San indicated a keen interest and agreed to prepare an engagement proposal for the Board's consideration at its next meeting. Khaled specified that this work would be funded by the Ministry of Health, so there would be no unanticipated burden on the ACO's budget.

It was **MOVED** by Jeff and **SECONDED** by Edward that, pending favourable review of the forthcoming proposal from San Patten, the Board of Directors approve the budget for an engagement contract with San Patten. Motion **CARRIED**.

- **Policy Committee**

Jeff reported that the Policy Committee will meet by mid-May and its focus will be on succession planning (for the Executive Director primarily, and for the Board of Directors more generally). He will send Committee members a Doodle poll to establish the date/time, and he fully anticipates that the Committee will be prepared to report their deliberation at the next Board meeting.

- **Executive Director's Report**

Khaled provided the following updates:

- Further to previous reports, the ACO was invited to submit a full proposal for the City of Ottawa's Sustainable Funding. Through this proposal process, the ACO will be seeking \$150,000 for core funding and \$9,500 for program funding (\$4,500 for the Food Program; \$5,000 for the ACB Health Zone).
- In terms of human resources, everything remains stable, and all staff continue to adhere to COVID related restrictions: only essential employees are working 'in-house'.

8. Annual General Meeting

Following some discussion, Board members agreed to set the date for the ACO's Annual General Meeting: **September 15, 2021, starting at 6:00 PM** (once again this year via Zoom).

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

- **Executive Committee**
May 10, 2021 at 4:30 PM
- **ACO Board of Directors:**
May 19, 2021 at 6:00 PM

MOVED to adjourn (Ali) at 7:34 PM.