

AIDS Committee of Ottawa

Board of Directors Meeting Minutes: Wednesday, March 30, 2022

Present: Khaled Salam, Jason Brophy, Saina Beitari, Ali Sougou, Edward Barbezat, Jasmine Mwanga, Andrea Prajerová, Zara Fadoul, Sahazia Ouédraogo, Brigitte Charbonneau, Edward Barbezat, Dare Abdullahi

Regrets (r) / Absent (a): Bello Mansour (r), Agness Nalwamba (r)

1. Welcome and Call to Order

*Jason called this meeting to order at 6:05 PM; **Quorum was met (12/14).***

2. Approval of agenda

*It was **MOVED** by Saina and **SECONDED** by Jasmine that the agenda be approved.
Motion Passed.*

3. Board Retreat - Board governance and Board governance fundraising training

As discussed during the last Board meeting, we wanted to have some Board training sessions as a part of the annual Board retreat. Peter followed up with Volunteer Ottawa around customised training sessions on board governance and fundraising. The ACO was offered a package with a one-day training, taking place via Zoom and including two 2-hour sessions divided along the two aforementioned topics. The first session would talk about board governance (responsibilities and duties of board members, accountability, avoiding conflict of interest...etc) and the other one would be Fundraising 101 (how to write a grant proposal, how to achieve diversified funds, pros and cons of board fundraising, how to set up a successful fundraising event). The Board discussed the different price options and agreed on option number 2 (\$2400) where the Board would also receive a training manual and it was agreed that the presentation is what the ACO Board needs. Board members also decided the training would take place on June 18 if other members not present were available too. Regarding the content of the session, Jason, Andrea and Saina mentioned that it may be more beneficial for the Board to focus on how to organise a successful fundraising event and less on grant-writing itself. Sahazia noted that adding a session on policy overview and/or policy-making would benefit the Board as well.

4. Nominations Committee update

There were minor updates from the Nominations Committee. Peter explained there had not been another Nominations Committee meeting since the last Board meeting in February. The committee is currently looking for a new member to join and support its work. He also requested once again that the Board repeat its Board matrix assessment to allow for targeted recruitment of new members to fill the gaps in our current representation.

5. Financial report by Ray

There have been no major changes in the financial report from last time. Revenue is coming as expected. Grant funds for the Food Bank have been deposited and the grant from Gilead has been used to hire staff. ACO will also be receiving the remaining funds (\$10k) from CHABAC. Salaries and costs are where they need to be at this point of the year. Occupancy costs are a little bit over the expected budget, a sum that will be mitigated by funding coming from the City of Ottawa to help the ACO set off with the taxes. The ACO also spent money on updating the kitchen equipment and for that reason the spendings on office supplies are a bit over this month. As noted, the ACO projects a deficit of \$11k this year. Right now, the deficit is \$17k. This number will be reduced by donations coming in at the end of March from the ACO landlord (a donation in the amount of \$3k, similar to his donation over the past few years). ACO and the Finance team are also in the process of preparing documentation for the upcoming audit.

6. Approval of February minutes

*The approval of the February minutes was **MOVED** by Jasmine and **SECONDED** by Saina. **Motion passed.** There are still no draft minutes from the meeting in November, 2021. Jason will try to have them ready for next months' meeting.*

7. Committee reports

a. Finance Committee (Ray/Zara)

Given Ray's detailed report, there was no additional report from the Finance Committee. Khaled noted that Zara met with Ray and himself this week to go over the report, which she approved, and also to sign some other documents. The Finance Committee will set up an official meeting in the upcoming months.

b. Executive Committee (Jason/Khaled)

The Executive Committee met last Monday. The meeting was short and mainly covered the agenda for the next board meeting. The committee also talked about the progress that has been made in record-keeping. Khaled updated the ACO website, which now includes the names and titles of current Board members and other important documents such as the strategic plan, Board and Annual General Meeting minutes.

c. Policy Committee (Sahazia)

The Policy Committee met at the beginning of March and engaged in initial discussions about the priorities of the committee and ways to work together. As discussed, members will first individually review the existing terms of reference and current ACO policies to identify those policies that need to be updated and to clarify the objectives of the committee. Anti-racism and anti-oppression will be used as a lens. The group also agreed that Jason and Khaled will be in charge of drafting the emergency succession plan policy. Next meeting of the committee will be held in April.

8. ED report

Khaled updated the Board on the following matters:

- *HR – ACO posted for the position of Men’s Outreach Worker, and we are currently conducting interviews for the position. If we find a suitable candidate from the interviews, we hope to fill the position in the next couple of weeks, if not, we will repost the position. Samantha Muhoza was hired this month as a consultant for a 1 year project, funded by Gilead, focusing on ACB PHAs and U=U.*
- *AIDS Bureau 2021-22 in-year reallocation request which was submitted by the deadline of Feb. 15th was officially approved last week. Also, the AIDS Bureau 2022-23 program plan (Schedule A) and 2022-23 proposed budget (Schedule B) was submitted by the deadline of Feb. 28th.*
- *Khaled’s public appointment to the Ontario Advisory Committee on HIV/AIDS (OACHA) was officially approved on Feb. 28th. Since that time, he attended an OACHA orientation session, a full OACHA meeting and completed the Ontario public appointment on-line training module. He was also invited by the AIDS Bureau to a follow-up consultation meeting on HIV Sector Accountability in Anti-Racism and Anti-Oppression work.*
- *Month of March was busy with various events, services and programs. 2 highlights include our International Women’s Day event on March 8th and our event to commemorate International Day for Elimination of Racial Discrimination on March 21st.*
- *ACO staff team completed the final 2 psychoeducational sessions this month facilitated by Sheila Norquay. The topics were Communication/What makes a healthy workplace and Mental Health Resources in the greater Ottawa area. Lots of positive feedback from the staff team and we are looking forward to working with Sheila Norquay again this upcoming fiscal year on skills and team building.*

- *ACO was approved for sponsorship funds in the amount of \$5000 by Gilead to carry out a Migrant and HIV care in Ottawa project. ACO will organize a community consultation on April 9th followed by a consultation with key service providers in Ottawa in May. Following the consultations, ACO will disseminate a final report on barriers/challenges faced by migrant communities in HIV care and best practices for service providers.*
- *ACO has been officially approved for \$250,000 by PHAC's Community Action Fund for a 5-year community alliance project to locally implement an Integrated National HIV Prevention Strategy for ACB people in Canada. This is in partnership with WHIWH CHC, CAAT, APPA, Black CAP, HIV Edmonton and HIV Community Link Society. We expect PHAC to finalize the contribution agreement with us in the upcoming weeks.*

9. Other Business

I. Board Retreat (Khaled)

Khaled reached out to the Canadian Council of Muslim Women to discuss the opportunity to provide a customized training on anti-racism, particularly on islamophobia and cyberhate. As agreed, the workshop will take place on Saturday, May 28. The workshop will be divided into two parts, from 10 AM to noon, and then from 12:30 to 2:30 PM.

II. CAHR Conference (Jason)

In January 2022, ACO submitted an abstract on the experiences of the organisation collaborating with Ottawa Public Health and Bruyere Clinic to provide a low-barrier COVID vaccine clinic. The abstract was accepted for an oral presentation at the CAHR conference. Jason mentioned the ACO was going to wait to see if another abstract also got accepted for the AIDS conference in Montreal this July. The representatives of the ACO will be able to attend only one of those and the preference is given to the international conference in Montreal.

10. Adjournment

Brigitte MOVED to adjourn at 7:45 PM.

Next Board meeting - April 27, 6 PM, Wed

Next EC meeting - April 13, 5 PM, Wed