

AIDS Committee of Ottawa

Board of Directors Meeting Minutes: Wednesday, June 22, 2022

Present: Khaled Salam, Jason Brophy, Brigitte Charbonneau, Ray Hall (for financial reporting), Sahazia Ouédraogo, Saina Beitari, Ali Sougou, Peter Szanto (Nominations Committee), Andrea Prajerová, Edward Barbezat

Regrets (r) / Absent (a): Jasmine Mwanga (r), Bello Mansour (a), Dare Abdullahi (a), Agness Nalwamba (a), Zara Fadoul (a).

1. Welcome and Call to Order

*Jason called this meeting to order at 6:18 PM; **Quorum was met (7/12).***

2. Approval of agenda

*It was **MOVED** by Brigitte and **SECONDED** by Saina that the agenda be approved. **Motion Carried***

1. Nominations Committee Report

Peter informed the Board about the committee's next meeting, which was scheduled for last month, but was pushed into the next couple of weeks to accommodate all members' availability. Regarding Peter's lead with the community partner, they were able to find a suitable trans-identifying candidate for an interview with the NC. This person is already working as a volunteer, they are from Iran, and have a background in counselling. Working with the ACO Board will add to their Canadian experience. Peter also talked about the annual report, which is to be presented at the annual general meeting in fall. Discussing ACO Board members' profiles, he mentioned that each member should send him a selfie and instead of a nickname as last year, answer the question about their favourite food. This information will be included in the report along with the photos that will also be displayed on the board, located in the ACO office on Main Street. Peter will follow up with more detailed instructions after today's meeting.

2. Financial Report and Presentation of Draft Budget for 2022-23

Ray presented an updated financial report with a preliminary budget for the next fiscal year. The budget reflects all funds that have been established to come in this year. The budget is subject to change depending on additional grant opportunities identified by Khaled and his team. Regarding the revenue, funding from the City of Ottawa has been allocated in the worth of 60k. This year the amount has decreased. Usually the number was around 90k. It was a City of Ottawa decision from 1,5 years ago to cut off portions of funding that goes to organisations they support, and ACO was selected to be one of those. As every year, the major funder of ACO, the Ministry of Health (MOH), granted to transfer almost a million of dollars to support the programs, services and operations of the organisation. More funds are also expected to come from WAGE (111k). Funding from Weave (14,6k) has been received

and it is to be spent fully this year. The financial support from Gilead is on its way in two grants installations. 38k has been already collected from the Opening doors initiative and another 12k came from the Ottawa Community Foundation, which is to be spent on the Volunteer Support program run by Peter. The projected revenue for this year is \$ 1,266,000. Regarding expenses, the ACO is expected to spend around 800k on salaries and benefits, a sum that is supported by funding coming from MOH, WAGE, and Gilead. In line with previous years, around 171k will be spent on occupancy costs. Program costs are calculated to be 98k this year. Overall, the expenses are projected to be \$ 1,274,000, which brings ACO to an operating surplus. After depreciation, which is going to be done in 3 years, it is expected that the ACO will end up with an 8k loss this year, which puts the ACO in line where the organisation has been in previous years.

Motion was made by Brigitte Charbonneau and seconded by Edward Barbezat to approve the 2022 budget as presented by accountant Ray Hall. The motion was carried. The budget is subject to change based on the additional sources of funding coming in.

3. Approval of May Minutes

The May Board minutes were reviewed, with corrections suggested by Khaled and other Board members. A motion was made to approve the amended minutes by Saina and seconded by Ali. The motion passed.

4. Committee Reports

a. Finance Committee

The financial report has been presented by Ray (see above). Khaled emphasised the importance of last month's audit and advised board members to review the presentation.

b. Executive Committee

The EC, as mentioned by Jason, did not manage to meet this month and instead communicated via email about the upcoming board retreat and also agenda for this Board meeting.

c. Policy Committee

The PC did not manage to meet last month, as reported by Sahazia. Sahazia also mentioned that she sent an email earlier today with a doodle poll to identify the dates when other policy committee members were available for the next policy committee meeting.

5. Executive Director's Report

Khaled provided the Board with the following updates:

- *HR Updates – Sonya Sole, Living Room Program Coordinator, is leaving ACO to go back to school. Her last day will be June 30 th. Micah LaFortune, Living Room Support Worker, will internally transition into Sonya's position on July 4 th . We have*

posted for Micah's current position and hope to have it filled in the next couple of weeks.

- *Following the completion of our annual audit, the following documents were successfully submitted to our funders at the Ministry of Health : Annual Reconciliation Report, Auditor's Statement, Financial Audited Statements.*
- *2 successful board skills/capacity building – May 28 th was the Canadian Council of Muslim Women's*
- *Digital Anti-Racism Education training. All board members who completed the training received certificates. June 18 th was Volunteer Ottawa's training on Board Governance and Fundraising.*
- *AbbVie provided staff skills building with a HCV workshop and introduced their new Hep C educational tools and resources to our team. We will continue to build on this partnership with a HCV screening/testing day and Liver Health day in the Fall, as well as a HCV conference with Dr. Curtis Cooper. Gilead provided a workshop for our staff team on HIV meds and Weight Change in People Living with HIV.*
- *Our staff team is in the process of planning our events and participation in Pride 2022 in Ottawa, which will take place the week of Aug. 21 st to 28 th . Stay tuned for more info in the coming weeks. It would be nice for Board members to participate.*
- *ACO participated in Doors Open Ottawa 2022 on June 4 th . We had over 40 visitors, and everyone who dropped by ACO that day got a guided tour of our organisation and learned about the work that ACO does in the community, a very successful community event.*
- *ACO recognized National Indigenous Peoples Day yesterday by participating in the Ottawa Summer Solstice Indigenous Festival, and we also hosted an Arts/Crafts event at ACO with Elaine who is an Indigenous Community Member. We also made Social Media Posts to raise awareness through our networks.*
- *ACO is hosting a Monkeypox community info session with Dr. Paul Mcpherson, Dr. Jason Brophy and representatives from Ottawa Public Health, tomorrow evening from 6-8pm via Zoom.*
- *Khaled mentioned that the dates for the Ottawa pride falls onto the Aug 21- Aug 28 week with the parade being scheduled for the last Sunday of August 28, 2022.*
- *Khaled also responded to Andrea's question about the possibility of organising a staff retreat to appreciate all the good work that has been done by the ACO staff and also to support their health and well-being. Khaled will follow up with staff to see their preference and interest in organising a few day retreat outside of Ottawa.*

6. Other Business

- 2022 AGM

Jason proposed the annual general meeting be moved from September 21 to September 15, 2022, since he will be away during the time the AGM had been originally planned. A decision other Board members, who were present, agreed with. Jason will also follow up with other Board members, who were absent, to inform them about it and to see their availability. In addition, Jason talked about the format of the event and mentioned that this year the AGM was planned as a hybrid - it will be held in person with an option to join the meeting virtually. The AGM's agenda will include the highlights from the AIDS conference that some ACO staff will attend at the end of July 2022 in Montreal. Regarding the upcoming election, a few members are to be (re-)elected. Namely, it is Agness, Edward and Jasmin that are up for election this year as well as Saina who has served on the Board as a reserve member.

Folks who are not up for re-election this year should let Jason or Khaled know so that the Nomination Committee can put other candidates forward.

- Debrief of Recent Board Trainings

Most Board members found the training sessions enjoyable and also inspiring. Jason spoke positively about the two training sessions the ACO went through in the last few months. He emphasised that both sessions were invaluable for ACO Board members and that he learnt a lot. He particularly appreciated the governance training and its practicality. Regarding the fundraising session, he commended the suggestions that came out of it on how to move forward as a Board. One of those was to establish a Fundraising Committee to deal with fundraising matters. Jason asked Board members interested in joining the Fundraising Committee to join 30 min before the next Board meeting. He also mentioned that Bello had stepped up as a head of this committee in the past. As suggested by Saina, Bello might be present at the next meeting to pass on the lessons learnt from previous years.

Brigitte shared that she also enjoyed both training sessions. She found the governance training interesting and especially learning about how governance Boards work in more detail. As an experienced fundraiser, Brigitte talked about her past experiences and a possibility of organising small events for the community where funds can be raised, and potentially inviting drag queens to support that. Saina commended the fundraising session and suggested that the ACO Board should come up with a plan to materialise this strategy into action. Sahazia also spoke about the training sessions that she had enjoyed. In terms of the fundraising training, she appreciated the part that talked about the actions that we can take.

Khaled concluded by encouraging members who might not be directly interested in joining the Fundraising Committee, that there is something everyone can do (asking your friends to make a gift, making a post about ACO...etc.). As agreed, the following 5 calls of actions will be revisited at the next Board meeting.

- a) Make a personally significant gift to aco today*
- b) Join the fundraising committee*
- c) Make a list of three of people to talk about the work of ACO*
- d) Ask one person for a gift to ACO*
- e) Make two social media posts about ACO*

9. Next meetings

Executive Committee - 13 July, 2022

Board Meeting - 20 July, 2022

10. Adjournment

Brigitte moved to adjourn at 7:21 PM.

