

AIDS Committee of Ottawa

Board of Directors Meeting Minutes: Wednesday, May 31, 2023

Present: Khaled Salam, Jason Brophy, Brigitte Charbonneau, Ali Sougou, Andrea Prajerova, Sahazia Ouédraogo, Saina Beitari, Zara Fadoul, Agness Nalwamba, Dare Abdullahi, Edward Barbezat, Evelyn Marquis (guest), James Okeny (guest), Mark Brazeau (finances), Ray Hall (finances), Cory (technical administration)

Regrets (r) / Absent (a): Jasmine Cunningham (a), Bello Mansour (a)

1. Welcome and Call to Order

*Jason called this meeting to order at 6:14 PM; **Quorum was met (10/13).***

2. Approval of agenda

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

3. Presentation of Draft Financial Statements

Marc Brazeau presented the draft financial statements to the ACO Board, a report summarising the results of the annual 2022/2023 audit, which was conducted between May 8 to May 12, 2023. He informed Board members that ACO was given a qualified opinion. He also provided several recommendations to further improve the financial management and control related to the revenue coming from individual donations and other fundraising efforts. Board members reviewed the financial statements, commended the balanced budget and agreed to move forward with the proposed recommendations.

Recommendation 1: Any consultants and/or facilitators should be issued a contract, defining the conditions of their work and the remuneration they receive.

Recommendation 2: T4 must be issued to anybody who is paid more than \$500 for their work. This also means collecting not only the name and address of the hired person, but also their social insurance number.

*It was moved by Brigitte and seconded by Zara that these financial statements be approved. **Motion carried.***

4. Fundraising Committee

ACO Board members discussed their interest in organising a fundraising committee meeting in the near future. They agreed that having a committee dedicated to fundraising would be beneficial for the ACO and shared some of their ideas about possible fundraising activities

the Board could engage in. James Okeny concurred to take the lead and organise the first meeting.

5. Nominations Committee

There were minor updates from the Nominations committee. Peter and Khaled met over the past few weeks to discuss the recruitment of one additional Board Member for the upcoming AGM in September. With two reserve members, the ACO is looking to fill one more spot to maintain the full composition of the Board (12 members).

6. Board Minutes Approval

*The March and April Board minutes were reviewed with no corrections suggested by any Board members. It was moved by Birigitte and seconded by Jason that they both be approved. **The motion was carried.***

7. Committee Reports

a. Finance Committee

Zara concurred that there were no additional updates from the Finance Committee beyond Marc Brazeau's report.

b. Executive Committee

Jason updated the Board on the main matters discussed at the last Executive meeting held on May 24th. The core subjects of concern were fundraising, the audit as well as the content for the annual Board retreat. ACO Board members expressed their interest in inviting Ryan Peck, the Executive Director of the HIV Legal Clinic of Ottawa, to give a presentation on the current state of legislature and the efforts to decriminalise HIV disclosure in Canada. Jason also invited Board Members to submit their ideas for retreat.

c. Policy Committee

Sahazia updated the Board about the current work of the Policy Committee. She reported the Committee was in the process of prioritising ACO policies for a review. PC members have until June 5th to provide their TOP 3.

8. Executive Director's Report

Khaled updated the Board on the following matters. Regarding the reporting to ACO core funders, all stats and reports have been submitted on time. Khaled also spent the past three weeks supporting the work of auditors and ensuring they have all the information they needed. Regarding HR, the vacant outreach worker position is expected to be filled soon. In terms of programming and services, the ACO is in the process of preparing for the summer,

focussing on hiring volunteers and conducting necessary outreach for those purposes. In May, the ACO celebrated IDAHOBIT (International Day Against Homophobia, Biphobia and Transphobia) as well as Asian Heritage Month. Socials for ACO community members were organised as usual as well. Khaled also mentioned the upcoming IT refresh and the kitchen updates planned to start in September 2023. These capital enhancements will be paid through the additional funds received from the United Way and MOH.

9. Other Business

- Next meetings

- Executive Committee - June 19, 2023 at 5 PM
- Board Meeting – June 28, 2023 at 6 PM (in person)

1. Adjournment

Brigitte moved to adjourn at 8:01 PM.