

## **AIDS Committee of Ottawa**

### **Board of Directors Meeting Minutes: Wednesday, January 18, 2023**

**Present:** Khaled Salam, Jason Brophy, Ali Sougou, Saina Beitari, Brigitte Charbonneau, Andrea Prajerova, Evelyn Marquis (guest), James Okeny (guest), Ray Hall (finances)

**Regrets (r) / Absent (a):** Jasmine Mwanga (r), Edward Barbezat (r), Sahazia Ouédraogo (r), Dare Abdullahi (a), Agness Nalwamba (a), Bello Mansour (a), Zara Fadoul (a)

#### **1. Welcome and Call to Order**

*Jason called this meeting to order at 6:08 PM; **Quorum was not met (6/13).***

#### **2. Approval of agenda**

*It was **MOVED** by Saina and **SECONDED** by Brigitte that the agenda be approved. **Motion was not carried***

#### **3. Nominations Committee Report**

Peter presented on behalf of the Nominations Committee that there were no big updates since last time. The Committee did not meet over the months of December and January. Peter also noted that the ACO website needed to be updated. He asked present Board members to send him their selfies, taken at arm's length - if they have not done it yet. He also gave a warm welcome to the reserve members, Evelyn and James.

#### **4. Financial Report**

Ray reported that as of January 18, 2023, ACO finances were in good standing. The revenue from the City of Ottawa ended on Dec 31st. No other grants are to be received from this funder. Funding from other programs has been recognized in the report, including WAGE, Viive, Gilead, Food Banks, and PHAC. The ACO also expects to receive a cheque worth 16k from the open doors event that took place last year. Regarding salaries and benefits, the remaining 25 percent of the budget is going to be spent by the end of March, which makes salaries and benefits where they are expected to be at this final quarter of the year. Regarding other expenses, the occupancy cost is right on target as well as office supplies and professional fees. Travel costs continue to be low. Ray noted that the ACO could spend more money on advertising and promotion. He also suggested that the rest of finances not spent on professional fees could be allocated towards supporting other ACO engagements. ACO expenses are right on track for education, prevention as well as other support services. The ACO is running a small deficit after depreciation. Jason asked about the possibility to renew the social services funding from the City of Ottawa in the future. It is something that is uncertain. However, Khaled mentioned that the ACO is planning to do more advocacy work since this area has been recognized by the City of Ottawa as one of their strategic priorities.

#### **5. Board Minutes Approval**

*The October Board minutes were reviewed, with corrections suggested by Khaled and other Board members. A motion was made to approve the amended minutes by Brigitte and seconded by Ali. **The motion did not pass.***

## **6. Fundraising Presentation**

The ACO Board Members received a presentation from Buena Grace Dejoode, a financial specialist with 19 years of experience in the insurance industry. In her job she is helping donors maximize the potential of their legacy and the impact they can have even after their death. The focus of her talk was to introduce ACO Directors to the basics of legacy planning and giving, a fundraising activity that can help support the financial stability of ACO and by that further its mission.

Planned giving is a new area of fundraising where revenue is solicited through different gift types. These gift types can be monetary, but can also come in the form of material goods, property or stocks. Planning one's legacy should start already before one dies. Buena mentioned that in Canada the population continues to age rapidly. It means that there are many old Canadians who are (soon) planning their legacy and searching for new ways to give meaning to their lives. Some of them have no children or become widowed, which makes them perfect candidates to be approached to leverage the impact they can make with their money and estates. This kind of support can come as regular monthly donations while they are alive, and continue even after one's death as a part of their estate plans.

Buena mentioned that the question of how one's wealth will be distributed after death is important. The redistribution does not have to include only family members or friends, but also a preferred charity. Besides, there are also tax benefits to legacy giving, which can reduce the taxes paid on final income tax return via your collected tax credit and by that increase the value of your residual estate for beneficiaries. Buena suggested that the ACO establish a special committee for this type of work and designate a person, passionate about pursuing this objective. She also reminded the Board that people usually give \$25-50 towards donations on average, and those who do not give, don't do so, because they were not asked. She also suggested the Board reviews its donor pool and considers which members are wealthy and could be approached to give more.

## **7. Committee Reports**

### **a. Finance Committee**

Khaled mentioned that there were no additional updates from the Finance Committee beyond Ray's report.

### **b. Executive Committee**

The Executive Committee met last week. The Committee was updated by Khaled on the ACO activities before the holidays and also current plans for the following months. An agenda was set for the upcoming Board meeting.

### **c. Policy Committee**

Saina and Andrea informed the Board about the progress that has been made. The committee met in December to finalize the Terms of Reference, a document to be reviewed and approved by other Board members at the upcoming February meeting. The next step is to prioritize subsequent work of the Policy Committee.

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

Khaled updated the Board on the following matters. Regarding major events, the Aids Week was a success. It peaked on Dec 1st at the Parliament Hill and was concluded by a reception at NAC. The event was attended by ministers, community members and AIDS activists from all across Canada. Holiday hampers were successful as well, more than 200 of those were distributed to the community. The ACO was closed down for two weeks over the holidays so that the staff could get the break they deserved and needed. In January ACO resumed its regular weekly activities while planning a series of events for February to commemorate the Black History Month. ACO will also be participating in the Winter Pride activities. Khaled will be submitting a major funding proposal to WAGE on Feb 15.

## **9. Other Business**

- Brigitte asked about the possibility of resuming in-person Board meetings in the future. Khaled explained the pros and cons of doing so. While in person meetings cannot be replaced, online meetings are efficient and save lots of time. Jason suggested that every second meeting be in person. Ali expressed his concerns regarding in-person meetings. Andrea mentioned the accessibility of online meetings - that people can connect from anywhere without spending time and money on commute. Saina proposed to make the sessions hybrid.

## **10. Next meetings**

- Executive Committee - Feb 16
- Board Meeting – Feb 22, 2023 at 6 PM

## **11. Adjournment**

Brigitte moved to adjourn at 7:30 PM.