

Human Rights Legal Support Centre Board of Directors Meeting - Minutes

July 19, 2017
11:00 am – 12:30 pm
Conference call

Chair: Patrick Nadjiwan (TC)

Attendees:

Nancy Gignac (TC)	Sharmaine Hall (TC)
Mary Gusella (TC)	Nancy Chisholm
	Raúl Cano Arana (minutes)

Finance Team joined the meeting from 11:05 to 12:30

Guests: Bessie Mavroutsikos, Almara Chuldjian and Belinda Mark, Hilborn LLP (TC)

Item	Discussion	Follow up
1.	<p>Standing Items</p> <p>a) Approval of Agenda – The Agenda was amended. Item 3 Legal Opinion was moved to item 2 and item 2 Financial Report became item 3</p> <p>Motion: To approve the amended agenda of the July 20, 2017 conference call board meeting. M/S: Mary Gusella/Nancy Gignac Motion carried.</p> <p>b) Conflict of Interest – No conflict of interest was declared.</p>	
2.	<p>Legal Opinion - Board Membership</p> <p>Nancy Chisholm reported that Dave Chondon is reviewing the governance material related to board membership and will provide an opinion or a referral on issues related to the number of members and resignations. Review of the resignation section of the By-laws was referred to the governance committee.</p> <p>Patrick Nadjiwan and Nancy Chisholm provided updates on the Ministry’s plans to recruit new members and a Chair. The ads for the positions will be circulated and posted on the HRLSC web site once they are available on the public appointments site.</p>	
3.	<p>Financial Report</p> <p>Belinda Mark from Hilborn presented the audited financial statements, the audit findings, the representation letter and the adjustments for the 2016-17 fiscal year. Belinda also provided an update on the issue of income tax filing. The CRA is unable to provide the HRLSC with a corporation number.</p>	

	<p>Motion: To approve the 2016-17 Audited Financial Statements.</p> <p>M/S: Nancy Gignac/Mary Gusella</p> <p>Motion carried</p>	
4.	<p>Scheduling 2016 Meetings</p> <p>Proposed dates:</p> <ul style="list-style-type: none"> • Wednesday, August 16, 2017 – Conference Call • Wednesday October 16,17 or 18, 19 2017 – Strategic Planning meeting (2 days) 	
5.	<p>Adjournment</p> <p>Motion: To adjourn the meeting.</p> <p>M/S: Mary Gusella/Nancy Gignac</p> <p>Motion carried.</p> <p>The meeting adjourned at 12:30 pm.</p> <p>Next meeting:</p> <ul style="list-style-type: none"> • Wednesday August 16, 2017 – Conference Call 	

TC = Teleconference, **M/S** = Moved/Seconded, **HRLSC** = Human Rights Legal Support Centre, **CRA** = Canada Revenue Agency