

Human Rights Legal Support Centre Board of Directors Meeting - Minutes

October 25, 2017
12:00 am – 3:15 pm
Toronto

Interim Chair: Patrick Nadjiwan

Attendees:

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

Item	Discussion	Follow up
1	<p>Standing Items</p> <p>a) Approval of Agenda Motion: To approve agenda of October 25, 2017 board meeting. M/S: Nancy Gignac. Mary Gusella Motion carried.</p> <p>b) Approval of Minutes Motion: To approve the Minutes of the September 19, 2017 Board meeting M/S: Mary Gusella, Karen Drake Motion carried.</p> <p>c) Conflict of Interest No conflicts were declared.</p>	
2	<p>Annual General Meeting</p> <p>The Interim Chair convened the Annual General Meeting. Motion: To ratify the 2016-17 Audited Financial Statements as approved on July 19, 2017 M/S: Nancy Gignac, Mary Gusella Motion carried.</p> <p>Motion: To appoint Hilborn LPP as Auditor for 2017-18 and review the auditor selection next year M/S: Nancy Gignac, Karen Drake</p> <p>Motion: To adjourn the Annual General Meeting M/S: Mary Gusella, Karen Drake</p>	
3	<p>Report from the Interim Chair</p> <p>Patrick Nadjiwan reported to the Board members that Treasury Board Secretariat (TBS) is requiring online and in-person governance training</p>	

	<p>for all for Public Appointees, including Chairs, Re-Appointees and new Appointees. Members will complete the e-training and Nancy Gignac and Mary Gusella will attend the in- person sessions scheduled for January 17, 2018. Patrick Nadjiwan and Karen Drake will attend the early spring session.</p> <p>Patrick Nadjiwan and Sharmaine Hall updated the Board members on the process of recruitment for Chair and Board Members. Diversity and regional representation have been highlighted as important recruitment considerations. Gina Papageorgio’s resignation was received and the number of members is now lower than the minimum required.</p>	
4	<p>Cross-Appointment Report</p> <p>Karen Drake reported on the Ontario Human Rights Commission’s current initiatives in their four strategic focus areas: criminal justice; Reconciliation with Indigenous communities; poverty; and education. The HRLSC will follow up with the OHRC’s to discuss opportunities for collaboration on these initiatives, including contributing material to the OHRC’s upcoming forum.</p>	
5	<p>Executive Compensation Update</p> <p>Nancy Chisholm reported that the Executive Compensation Plan has been sent to the Ministry of the Attorney General for review and comments. There are several steps before final approval, including posting the plan on the HRLSC’s website for 30 days.</p> <p>Chair and Board members went to an in camera session to discuss the plan.</p>	
6	<p>Financial Report</p> <p>Nancy Chisholm presented the financial summary for the period from April 1 to July 31, 2017. Funding for the mediation project and financial planning for the second half of the fiscal year were discussed.</p>	
7	<p>Management Report</p> <p>Sharmaine Hall reported on the following:</p> <ul style="list-style-type: none"> • MAG - HRLSC MoU Update Directives • Approval of 2017/2018 Business Plan • Mid –Year Achievements • Legal Aid Ontario • Board and Staff Disclosure of Wrongdoing Process • Report on Legal Services • Risk Management • Case Summaries • Financial & Administrative Attestations • HRLSC- OHRC MoU signing date 	

	<p>Scheduling 2017-18 Meetings</p> <p>Proposed dates:</p> <ul style="list-style-type: none"> • December 13, 2017 at 12:00 PM • March 8, 2018 at 12:00 	
7	<p>Adjournment</p> <p>Motion: To adjourn the meeting.</p> <p>M/S: Patrick Nadjiwan, Mary Gusella</p> <p>Motion carried.</p> <p>The meeting adjourned at 3:15 pm.</p> <p>Next meeting:</p> <ul style="list-style-type: none"> • December 13, 2017 	

TBS = Treasury Board Secretariat, **PAS** = Public Appointment Secretariat, **M/S** = Moved/Seconded, **HRLSC**= Human Rights Legal Support Centre, **HRTO**= Human Rights Tribunal, **OHRC** = Ontario Human Rights Commission, **MAG** = Ministry of Attorney General, **ISOC** = Indigenous Service Outreach Committee