

# Human Rights Legal Support Centre Board of Directors Meeting - Minutes

July 17, 2018  
11:00 am – 12:45  
Toronto

Chair: Ena Chadha (TC)

Attendees:

Gilles LeVasseur (TC)	Nancy Gignac (TC)	Sharmaine Hall
Karen Drake (TC)	Patrick Nadjiwan (TC)	Nancy Chisholm
Kowthar Omar (TC)	Tamar Witelson (TC)	Raúl Cano Arana (minutes)
Mary Gusella (TC)		

Item	Discussion	Follow up
1	<p><b>Standing Items</b></p> <p><b>a) Approval of Agenda</b> <b>Motion:</b> To approve agenda. <b>M/S:</b> Patrick Nadjiwan/Gilles LeVasseur <b>Motion carried.</b></p> <p><b>b) Approval of Minutes</b> <b>Motion:</b> To approve the Minutes of the June 27, 2018 board meeting. <b>M/S:</b> Gilles LeVasseur/Patrick Nadjiwan <b>Motion carried.</b></p> <p><b>c) Conflict of Interest</b> No conflicts were declared.</p>	
2	<p><b>Management Report</b></p> <p>Sharmaine Hall informed the Board members of two HRTO applications filed against the HRLSC. Sharmaine explained the applications to the members and stated that none of them have prospect of success.</p>	
3	<p><b>Audited Financial Statements</b></p> <p>Belinda Mark and Doug Holt from Hilborn presented the audited financial statements and the Post Audit Findings Communication for the 2017-18 fiscal year. The Communication confirmed that the statements present fairly the HRLSC’s financial position and that no significant errors, evidence of fraud or significant weaknesses in internal controls were found. The audit confirmed the segregation of accounting and approval functions and did not note any accounting policies, accounting estimates, management</p>	

	<p>judgement, unusual transactions or any other similar matters that required communication to the Board of Directors.</p> <p><b>Motion:</b> To approve the 2017-18 Audited Financial Statements</p> <p><b>M/S:</b> Gilles LeVasseur/Mary Gusella</p> <p><b>Motion carried.</b></p>	
4	<p><b>Annual Report</b></p> <p>Sharmaine Hall and Nancy Chisholm presented the 2017-18 Annual Report.</p> <p><b>Motion:</b> To approve the 2017-18 Annual Report</p> <p><b>M/S:</b> Nancy Gignac/Patrick Nadjiwan</p> <p><b>Motion carried.</b></p>	
5	<p><b>Scheduling 2018-19 Meetings</b></p> <p><b>Proposed dates:</b></p> <ul style="list-style-type: none"> <li>• August 17, 2018 (Teleconference)</li> <li>• November 14, 2018 (Annual General Meeting)</li> <li>• December 12, 2018 (Operational Business Plan)</li> </ul>	
6	<p><b>In-Camera</b></p> <p>Board members went in-Camera session</p>	
7	<p><b>Adjournment</b></p> <p>The meeting adjourned at 12:45 pm.</p> <p>Next meeting: August 17, 2018</p>	

**TC** = Teleconference, **M/S** = Moved/Seconded, **HRTO**= Human Rights Tribunal, **HRLSC**= Human Rights Legal Support Centre