

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

February 4, 2020  
1:05 pm – 3:27 pm  
Toronto

Chair: Ena Chadha (TC)

Attendees:

Gilles LeVasseur (TC)	Sharmaine Hall (TC)
Karen Drake (TC)	Bessie Mavroutsikos (TC)
Kowthar Omar (TC)	Raúl Cano Arana (TC -minutes)
Patrick Nadjiwan (TC)	
Tamar Witelson (TC)	

Tamar Witelson left at 1:56 pm

Item	Discussion	Follow up
<b>1.</b>	<p><b>Standing Items</b></p> <p><b>a) Approval of the Agenda</b>  <b>Motion:</b> To approve the Agenda of the February 4, 2020 with the amendment to merge item number 3 <i>Complaint to the Board</i> and item number 5 <i>Complaints' Policy Review</i>.  <b>M/S:</b> Patrick Nadjiwan, Kowthar Omar  <b>Motion carried.</b></p> <p><b>b) Approval of Minutes</b>  <b>Motion:</b> To approve the Minutes of the December 16, 2019 Board Meeting.  <b>M/S:</b> Gilles LeVasseur/Kowthar Omar.  <b>Motion carried.</b></p> <p><b>c) Conflict of Interest</b>            No conflicts were declared.</p>	
<b>2.</b>	<p><b>Report from the Chair</b></p> <p>Ena Chadha reported on the interview she had with the Auditor and the preliminary report.            She asked the Board members to form the By-Law Committee, Tamar Witelson, Gilles LeVasseur, Kowthar Omar and Ena Chadha formed the committee, with Patrick Nadjiwan as extra support.            She also reported on the communication she has had with the Public Appointments Secretariat and the upcoming appointments to the Board.</p>	

<p><b>3. Complaint to the Board and Complaints Policy Review.</b></p>	<p>Sharmaine Hall reviewed the first draft of the Complaints Policy with the Board members. The HRLSC staff would do a second draft and present it to the Board. Tamar Witelson offered to review the second draft.</p> <p>The Board struck a Complaint Committee to handle the current complaint to the Board.</p>	
<p><b>4. Ratification of HRLSC – OPSEU Collective Agreement</b></p>	<p>Bessie Mavroutsikos and Jo-Ann Seamon discussed current and the new collective agreement with the Board members. The Board members were asked to ratify the new Collective Agreement.</p> <p><b>Motion:</b> To ratify the January 1, 2019 to December 31, 2021 Collective Agreement between the HRLSC and OPSUE Local 5118.  <b>M/S:</b> Gilles LeVasseur/Karen Drake  <b>Motion carried.</b></p>	
<p><b>5. Financial Report</b></p>	<p>Bessie Mavroutsikos presented the April to December Actuals and Projections to March 2020.</p> <p><b>Motion:</b> To approve Financial Report, including the April to December actuals and March 2020 Projections.  <b>M/S:</b> Karen Drake/Kowthar Omar  <b>Motion carried.</b></p> <p>She also presented the 2020 Financial Delegation of Authority package (DoA), which included the 2020 HRLSC’s DoA Policy, the Financial Charts of Approval and Thresholds and the Banking resolution. The Board reviewed and approved the Delegation of Authority package.</p>	
<p><b>6. Management Report</b></p>	<p>Sharmaine Hall reported on the following:</p> <ul style="list-style-type: none"> <li>• HRLSC Update</li> <li>• Internal Audit</li> <li>• Workplace Sexual Harassment Initiative</li> <li>• Report on Legal Services</li> <li>• Judicial Review Report</li> <li>• Case Outcomes</li> <li>• Financial and Administrative Attestations</li> </ul>	

<p><b>7. Scheduling 2020-2021 Meetings</b></p>	<p>Proposed dates:</p> <ul style="list-style-type: none"> <li>• <b>Tuesday May 5<sup>th</sup> 2020 11:00- 2:00 (In person- Review of By-Law and 2021 Budget)</b></li> <li>• <b>Tuesday July 28<sup>th</sup> 2020 11:00 – 2:00 (in-person or teleconference to approve Audited Financial Statements, Annual Report and AMM)</b></li> <li>• <b>Tuesday October 20<sup>th</sup> 2020 (in person-Regional? KIPs, Strat Plan review, Mid-Year Review)</b></li> <li>• <b>Tuesday December 15, 2020 (Conference call – OPB)</b></li> <li>• <b>Tuesday March 2, 2021 (Conference call)</b></li> </ul>	
<p><b>8. Adjournment</b></p>	<p><b>Motion:</b> To adjourn the meeting.  <b>M/S:</b> Patrick Nadjiwan/Kowthar Omar  <b>Motion carried.</b>  Meeting adjourned at 3:27 pm</p> <p><b>Next meeting:</b>  May 5, 2020 – In-person, review of By-Law</p>	

**TC** = Teleconference, **M/S** = Moved/Seconded, **HRLSC**= Human Rights Legal Support Centre, **OPSEU**= Ontario Public Service Employees Union, **AMM** = Annual Members Meeting