

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

March 25<sup>th</sup> 2020  
12:30 pm – 1:15 pm  
Teleconference  
Toronto

Chair: Ena Chadha (TC)

Attendees: Mary Joe Freire (TC)                      Sharmaine Hall (TC)  
                 Patrick Nadjiwan (TC)                      Raúl Cano Arana (TC minutes)  
                 Tamar Witelson (TC)

Regrets: Karen Drake, Bessie Mavroutsikos

Item	Discussion	
1	<p><b>Standing Item</b></p> <p>a) Conflict of Interest No conflicts were declared.</p> <p><b>Introduction and welcome Mary Joe Freire</b> Ena Chadha introduced the new Board Member, Mary Joe Freire and gave her a short introduction to the HRLSC. Mary Joe Freire introduced herself and gave a brief update on her work life history.</p>	
2	<p><b>HRLSC update on COVID 19</b></p> <p>Sharmaine Hall updated the Board on the HRLSC's contingency plan and what measures and procedures the HRLSC took after receiving instructions from the MAG that everyone should be working from home.</p> <ul style="list-style-type: none"> <li>• All staff were given access to VPN prior shutting down the office.</li> <li>• Intake and reception were given firewall kits to work from home to avoid service interruptions.</li> <li>• Put security measures to lockdown public entrance door.</li> <li>• Closure messages on website and voicemails but still open for business.</li> <li>• Management team daily meetings to assess MAG communication.</li> <li>• Weekly updates from the ED to staff regarding MAG communication related to COVID19</li> </ul>	
3	<p><b>Adjournment</b></p> <p>Meeting ended at 1:15 pm.</p>	