

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

May 27, 2020  
10:05 – 12:27  
Conference call  
Toronto

Chair: Ena Chadha (TC)

Attendees: Mary Joe Freire (TC) Martial Moreau (TC) Sharmaine Hall (TC)  
Karen Drake (TC) Michell Huh (TC) Bessie Mavroutsikos (TC)  
Patrick Nadjiwan (TC) Tamar Witelson (TC) Raúl Cano Arana (TC-Minutes)

Michelle Tan joined at 10:16 am.  
Tamar Witelson left at: 11:10

Item	Discussion	
1	<p><b>Standing Items</b></p> <p><b>a) Approval of Agenda</b> <b>Motion:</b> To approve the Agenda of the with the amendment of changing TB Audit to MAG Audit and correcting the typo on Mary-Joe's name. <b>M/S:</b> Patrick Nadjiwan/ Karen Drake <b>Motion carried.</b></p> <p><b>b) Approval of Minutes</b> <b>Motion:</b> To approve the Minutes of the February 4, 2020 Board Meeting with the amendment to adding Karan Drake to the attendee names.  <b>M/S:</b> Karen Drake /Patrick Nadjiwan <b>Motion carried.</b></p> <p><b>c) Conflict of Interest</b> No conflicts were declared.</p>	
2	<p><b>Chair Report</b></p> <p>Ena Chadha updated the Board members on the following items:</p> <ul style="list-style-type: none"> <li>• <b>Board Appointments</b> She welcomed the new 2 Board members and sated that one more appointment would be announced in the upcoming months. The HRLSC would conduct an orientation session for the new members in June.</li> <li>• <b>By Law Committee.</b> As the result of two Board members not being reappointed, the By-Law Committee needed to be reconstituted. The new Committee Members are</li> </ul>	

	<p>Ena Chadha, Martial Monreu, Mary Joe Freire, Patrick Nadjiwan and Sharmaine Hall.</p> <ul style="list-style-type: none"> <li>• <b>MAG Internal Audit &amp; Post Audit Committee</b></li> </ul> <p>The MAG internal audit findings were presented to the Board Members. The Chair asked the Board members to create a Post-Audit Committee. The Committee Members are Karen Drake, Martial Moreau and Tamar Witelson.</p>	
3	<p><b>Draft Complaint policy and Operation Guide</b></p> <p>Sharmaine Hall reviewed another draft of the Complaints Policy and the Operational Guide with the Board member. One more draft would be circulated to the Board member prior the next Board meeting.</p> <p>The Board formed a Complaints Committee to deal with complaints addressed to the Board.</p>	
4	<p><b>Financial Report:</b></p> <p>Bessie Mavroutsikos presented the:</p> <ul style="list-style-type: none"> <li>• 2019-20 Department of Justice's (DoJ) Financial Summary and the Proposed Budget for 2020-21.</li> <li>• 2019-20 Ministry of the Attorney General's (MAG) Financial Summary and the Proposed Budget for 2020-21.</li> </ul> <p><b>Motion:</b> To approve both Financial Summaries for 2019-20 and the Proposed Budes for 2020-21.</p> <p><b>M/S:</b> Mary Joe Freire/Karen Drake Motion carried</p>	
5	<p><b>Management report.</b></p> <p>Sharmaine Hall reported on the following:</p> <ul style="list-style-type: none"> <li>• HRLSC Update</li> <li>• Agencies and Appointments Directive</li> <li>• Workplace Sexual Harassment Initiative</li> <li>• 2019-20 Performance Measures</li> <li>• Report on Legal Services</li> <li>• Judicial Review Report</li> <li>• Case Outcomes</li> <li>• Financial and Administrative Attestations</li> </ul>	
6	<p><b>Adjournment</b></p> <p><b>Motion:</b> To adjourn the meeting <b>M/S:</b> Mary Joe Freire/ Martial Moreau <b>Motion carried.</b></p> <p>The meeting adjourned at 12:27 Next meeting: Regular and AMM videoconference on July 28<sup>th</sup> at 10:00 PM</p>	