

Human Rights Legal Support Centre Board of Directors Annual Membership Meeting - Minutes

July 28, 2020
12:15 pm – 1:53 pm
Videoconference
Toronto

Vice Chair: Mary Joe Freire (VC)

Attendees: Ena Chadha (VC) Michelle Tan (VC) Sharmaine Hall (VC)
 Evelyn Ball (VC) Patrick Nadjiwan (VC) Bessie Mavroutsikos (VC)
 Karen Drake (VC) Tamar Witelson (VC) Raul Cano Arana (Minutes VC)
 Li Black (VC) Almara Chuldjian (VC) Martial Moreau (VC)
 Liana Bell, Hilborn LLP Auditor (VC)

Item	Discussion	Follow up
1	<p>Standing Items</p> <p>a) Approval of Agenda Motion: To approve the Agenda with the amendment to include the Phone System Update report. M/S: Evelyn Ball /Martial Moreau Motion carried.</p> <p>b) Approval of the November 6, 2019 Annual Membership Meeting Minutes. Motion: To approve the Minutes M/S: Patrick Nadjiwan/Tamar Witelson Motion carried.</p>	
2	<p>Audited Financial Statements</p> <p>Sharmaine Hall introduce Liana Bell from Hilborn LLP who presented to the Board the Audited Financial Statements and the Post Audit Findings Communication for the 2019-20 fiscal year. The Communication confirmed that the statements present fairly the HRLSC's financial position and that not significant errors, evidence of fraud or significant weakness in the internal controls were found. Therefore, reliance is placed on supervision and review by the Executive Director and the Chief Administrator Officer. The auditor confirmed the segregation of accounting and approval functions and did not note any accounting policies, accounting estimates, management judgments, unusual transactions or any other similar matters that required communication to the Board of Directors.</p>	

	<p>Motion: To approve the 2019-2020 Audited Financial Statements. M/S: Martial Moreau/Patrick Nadjiwan Motion carried.</p>	
3	<p>Appointment of the Auditor</p> <p>Bessie Mavroutsikos presented to the Board the recommendation to appoint Hilborn LPP for the HRLSC's 2020-21 fiscal year. The Board requested that the HRLSC starts the procurement process for a new external audit service for the 2021-22 fiscal year.</p> <p>Motion: To approve the recommendation to appoint Hilborn LLP for the 2020-21 fiscal year. M/S: Martial Moreau/Tamar Witelson Motion carried.</p>	
4	<p>Phone System Update</p> <p>Bessie Mavroutsikos updated the Board on the progress of the procurement process initiated in February 2019 as per the Board's approval for the propose Cisco 6000 version. Since then, the vendor proposed the TCB/ODCC Cloud Base version to be considered by the HRLSC. Staff attended the first presentation and will arrange for a second one to include Board members and the Executive Director.</p>	
5	<p>By-Law No3.</p> <p>The By-Law Committee presented to the Board the proposed changes to the By-Law. The Members discussed the changes and instructed the Committee to incorporate the suggested changes and to call for a special Board meeting to discuss and approve the proposed By-Law.</p>	
7	<p>Adjournment</p> <p>Motion: To adjourn the meeting M/S: Tamar Witelson/ Michelle Tan Motion carried. The meeting adjourned at 1:53 pm</p>	

VC = Teleconference, **M/S** = Moved/Seconded