



Annual Meeting Minutes

Thursday September 27, 2018 (1:00 pm – 1:50 pm)

Present: Jim Lister, Terry Pigeon, Andrew Brett (CATIE), Kevin Pendergrast (CTN), Gary Lacasse (CAS), Tammy Yates (Realize), Rick Kennedy, Jose Sousa, Michael Liddel, Roger Tam. By Proxy: Christian Hui, Ken Monteith, Patience Magagula, Jean-Marc Prince

Regrets: Jasmine Cotnam, David Corby

Staff: Divya Chakshu, Shelina Karmali

1. Welcome (CTAC Board Chair Terry Pigeon)

2. Call to Order (CTAC Board Chair Terry Pigeon)

3. Approval of Agenda (CTAC Board Chair Terry Pigeon)

Motion to approve the agenda was moved by Jim Lister and seconded by Gary Lacasse. No abstentions. The motion carried.

4. Approval of Minutes of November 1, 2017 Annual Meeting (CTAC Board Chair Terry Pigeon)

A motion to approve minutes of November 16, 2016 AM was moved by Gary Lacasse and seconded by Roger Tam. No abstentions. The motion carried.

5. Chair's Remarks (CTAC Board Chair Terry Pigeon)

As shown in our Annual Report the year ending in March 2018 was a very busy one for CTAC. Shelina will be speaking to this later in this meeting. The ending of PHAC funding was a major preoccupation as there were projects that needed completing and others that were and are ongoing.

A major focus has been on securing other funding that would enable us to continue the good and important work for which CTAC is known. That is definitely a great challenge. To some extent we have been successful. Engaging funders - those that have been with us for a while as well as newer ones has been rewarding. Their faith in CTAC speaks volumes for the need for the work that we do.

Ensuring that we will be able to meet our challenges has required some difficult decisions to be made and I would like to acknowledge Shelina who has taken on the bulk of that responsibility. Some decisions have not been easy and Shelina has faced these challenges head on. Being the Executive Director of a national organization where the Board is dispersed across the country brings challenges of their own, but doing so in a time of difficult challenges and stress is even more so. The Board acknowledges Shelina for this. She has been working

very hard ensuring that we spend our money wisely, and this has meant the cutting of expenses that have affected staff. Other areas are constantly being reviewed and adjusted. The Board has supported her in this and that has resulted in not incurring needless expenses when possible. Not having an in-person Annual Meeting, having Board Meetings via video conferencing and not having an unnecessary vote for Board Elections, to name a few are proof of our commitment to being fiscally responsible.

One of our announcements last year was the establishing of the “Leadership Council”. This has been challenging and not the success that we had hoped for, but it will be one of the things the Board will be focusing on in the coming year.

One of the things that will help as we move forward is your support and the support of all our membership. We have been working on ways to do this and will continue to do so.

The Board and staff are committed to our success and we will continue to work towards this end.

6. Presentation of Audited Financial Statements (CTAC Board Chair Terry Pigeon)

There were decreased revenues and expenses over the previous fiscal year with a small surplus of \$105. Our auditors continue to give CTAC an unqualified, clean opinion.

A motion to approve the audited financial statements was moved by Jim Lister and seconded by Roger Tam. No abstentions. The motion carried.

7. Motion to Appoint Auditor for 2018-2019 Fiscal Year (CTAC Board Chair Terry Pigeon)

A motion to appoint Pennylegion Chung LLP to conduct the 2018-2019 financial audit was moved by Jim Lister and seconded by Roger Tam. No abstentions. The motion carried.

8. Executive Director’s Report (CTAC ED Shelina Karmali)

Shelina updated the members on the challenging year we had just faced and noted that we made excellent use of the transition funding by working with Rick Kennedy to clarify CTAC’s mission and seek community input to validate CTAC’s continued existence. Rick’s environmental scan of access issues in both HIV and hepatitis C are on the website.

Shelina also informed the members that as we wound down towards March 31, 2018, we made very difficult business decisions to reduce the number of staff and reduce overhead costs by moving into home based offices.

Shelina noted that despite such a turbulent year, the staff remained focused on and did impactful work on researching and uncovering treatment access barriers. She thanked all the staff who had been with the organization and wished them all well in their future endeavors. Shelina noted that the following three staff are currently with CTAC: Rounak Khan (Interim

Program Manager, Amanda Fletcher (Policy Researcher), and Divya Chakshu (Finance & Office Administrator).

Shelina opened the floor to questions about CTAC's programs and projects, as described in the annual report. There were no questions.

9. Official Business (CTAC Board Chair Terry Pigeon)

Terry explained that there are a total of nine seats on CTAC's board and there were seven seats up for election. Four candidates submitted their nomination papers, where three are current board members seeking re-election. Terry proposed that all candidates be acclaimed at the Annual Meeting.

A motion to acclaim candidates for the Board (Patience Magagula – Pacific and Yukon; David Corby – Western/NWT; Roger Tam – At-large; James Lister – At-large) was moved by Roger Tam and seconded by Gary Lacasse. No abstentions. Motion carried.

Board members with one year left on their term are Jasmine Cotnam (Ontario and Nunavut) and Terry Pigeon (Quebec). There remain three additional vacancies and the Board will be seeking to fill them as soon as suitable candidates are recruited.

On the Board going forward are: Terry Pigeon, Roger Tam, Patience Magagula, Jasmine Cotnam, James Lister and David Corby.

Jose Sousa asked why the Board was having trouble in recruiting board members. Terry responded that it was not for lack of trying. Terry postulated that people are not interested in joining boards, there is apathy amongst members, and good candidates are already on other boards.

10. Varia

None

11. Adjournment (CTAC Board Chair Terry Pigeon)

Motion to adjourn the meeting at 1:50 pm was moved by Roger Tam.