

**COMMUNITY LEGAL SERVICES OF OTTAWA /  
SERVICES JURIDIQUES COMMUNAUTAIRES D'OTTAWA  
Minutes of the November 15, 2022, Annual General Meeting**

Zoom video meeting

The AGM began at 7:00 p.m. The business meeting started at 7:30 p.m.

**Present:** Clarisse Titus, Kaylie Chow, Michèle Biss, Helen Gottfried-Unruh, Gary Stein, Cavell Townley, Justin Nesbitt, Nadine Atkinson, Caroline Harris-McDonald, Ossama Matook, Daniel Bailey, Stu (Pitts) Atkins, Linda Martineau, Michael Bossin, Beverly Shalla, Vicky Watson, Jenny Gullen, Suzanne Larose, Gina Grosenick, Laurie Joe, Sylvia Chapman, Laila Demirdache, Éline Simon, Sylvie Okros, Angela Mooney, Laura MacLean, Nicholas Hersh, Christelle Azzi, Fran Cherry, Melissa Bramson, Mélina Lindor, Racquel Scott-Tolson, Leah Landry, Fatima Gimba, Lenny Abramowicz, Deea LeRoc, Zahra Ahmed, Kay Feenstra, Isabelle Martel, Vasu Naik, Elena Monterossa, Ada Nnaemzie, Dominique Conway, Martine Cetoute, Julia Capobianco, David Doherty, Kylie Stanners, Greg Newsham, Tasha Simon, Dawn Pennington, Jasna Drnda, Gaia Stephenson

The meeting was called to order by the Chairperson at 7:00 p.m. and was declared to be regularly constituted. Helen Gottfried UnRuh was Secretary for this meeting.

Before the business meeting:

#### **7:00 p.m. AGM Begins**

- **Introductions:** Michèle Biss, CLSO Board member, welcomed everyone including guests from our community partners. Michèle acknowledged that we are holding this event on unceded Indigenous land and did a heartfelt land acknowledgement. Michèle introduced the Ottawa Street Medics Collective attendees: Ossama Matook, Daniel Bailey, Stu (Pitts) Atkins and thanked them for coming.
- **Dorothy O'Connell Community Champion Award** was awarded to Ottawa Street Medics (collective seeking to advance social justice through mutual aid, direct action, advocacy and compassion) the recipient was Daniel Bailey.
- **Presentations to Staff Members for Anniversaries of Service** Sylvia Chapman received her 15 year acknowledgement for years dedicated to service, Laila Demirdache received her 20 years acknowledgement and Dawn Pennington her 30 year acknowledgement, Brava!
- Carolyn honoured Sylvia Chapman and the West office highlighted the gardening project students.
- Michael Bossin honoured Laila Demirdache for more than 20 years, first as a law student volunteer with refugee/immigration issues

- Gary Stein honoured Dawn Pennington, he did a tribute with photos highlighting her 30 years of service.
- An acknowledgement was made to Caroline (by Laurie) who is retiring in January from the clinic after 20 years. .
- Lenny Abramowicz honoured our wonderful former ED Gary Stein as he retires, He also spoke about Gary and his connection with Connecting Ottawa and its success.
- Jenny honoured Cavell who retired from the Board in August (they met while both sons had been in kindergarten together). Jenny highlighted that she was a great Chairperson of the Board
- Vasu honoured Fran who is ending her role on the Board and had 2 stints on the Board with a 10-year break in between. Vasu thanked Fran for her work on ACLCO on our behalf.

### 7:30 p.m. Business Meeting

The business meeting was called to order at 7:30 PM, it was a properly constituted meeting with two proxies. There were 52 attendees /no call ins.

1. **Approval of the Agenda:** Motion to approve the November 15<sup>th</sup>, 2022 agenda. Moved by Vasu, Seconded by Zahra, Motion carried. (opposed - none, abstentions - none, proxies - all in favour, opposed -none, abstentions none) .
2. **Approval of the 2020-2021 AGM Minutes:** Motion to accept the 2020-2021 AGM minutes with one amendment - three issues with attendees. Under list of attendees Tasha Simon versus Dymon, remove Kylie Stanners (there twice) add Linda Martineau. Motion to accept the amended 2020-2021 AGM minutes, Moved by Jenny, Seconded by Fran, Motion carried. (Opposed – none, abstentions – none, **proxies:** all in favour, yes. opposed – none, abstentions – none)
  - The Chairperson thanked the Board members and those up for re-election: Michèle, Michael, Fran, Jenny.
3. **President's Annual Report:** Michèle presented for Michael. She made a beautiful speech welcoming all guests to the meeting. She introduced the board members. She reviewed COVID concerns, Gary's retirement, Clarisse, board reviewed service proposal to LAO, health care for all, board member attended trainings, ACLCO, and the message - clinics are essential for the community, especially the most vulnerable - see Michael's report.
4. **Review of 2021 – 2022 Audited Financial Statements:** Nadine Atkinson. See audited statements and Auditors report. She started with the opinion (see page 2). There was a clean audit opinion, the rest of the report was very consistent with last few years. She explained each of the areas. COVID note was removed as agencies have adapted and it is not as significant a risk anymore. Motion to Approve the 2021-2022 Audited Financial Statements. Moved by Justin, Seconded by Vasu, Motion carried. (all in favor, opposed - none, abstentions - none, **proxies** all in favor, opposed - none, abstentions - none)

5. **Treasurer's report:** Justin reported he reviewed the second quarter and all the financial statements. He reported they are all in good shape. He reviewed all funds plus all non-LAO categories plus Connecting Ottawa and reported that they are all trending in budget. He thanked Clarisse, the Auditors and Lenny.
6. **Appointment of Auditors for 2022 – 2023 fiscal year:** Motion to appoint Auditors for 2022-2023 fiscal year, namely BDO. Moved by Justin, seconded by Vasu, Motion carried. (opposed - none, abstentions - none, **proxies:** opposed - none, abstentions - none)
7. **Executive Director's Report:** Clarisse did a lovely report on what she learned, how truly impressive people are with access to justice and following our mandate. Clarisse thanked the Board for helping with the return to office; balanced with safety and getting staff feedback (example's wearing of masks, HEPA filters, ventilation, etc.) Staff are in the office four days a week. The clinic is still facing challenges with virtual hearings. Increased number of clients in emergency situations. COVID has disproportionately affected our clients. She talked about the wins and successes, renovations at the West office and she announced that Sylvia Chapman will be replacing Caroline at the West office, see Clarisse's full report.
8. **Elections to Board of Directors:** Following by laws, we have 5 nominations for the community member positions - we will re-elect Michèle, Jenny, Dorothy, Vasu, Michael. Three-year terms/ five community volunteers to be acclaimed to the Board of Directors. Motion to acclaim the 5 candidates to the Board of Directors. Moved by Fran, Motion carried.  
The staff member nominated to the Board will be Christelle Azzi. This is a vote to be done by staff. Motion to approved Christelle to the Board for 1 year. Moved by Kylie, seconded by Laila, Motion carried. (In favor all, opposed - none, abstentions - none, **no proxies**)
9. **Other business:** None
10. **Adjournment:** Motion to Adjourn the November 15, 2022, AGM. Moved by Vicky, Motion carried.