



## **Minutes of March 09, 2016 Meeting**

**National Office, 100 Queen St, Ottawa, ON K1P, 4th Floor**

**Present:** Sami Rehman (Chair), Eric Robard

**Staff:** Sarra Ndayishimiye (Secretary)

**Apologies:** Patrick Warner

### **1. Call to Order**

The meeting was called to order at 5:54 pm

### **2. Approval of Agenda**

- Motion approved

### **3. Approval of CAPE Audit 2015**

- S. Rehman did a quick run-through of the CAPE Audit of 2015.
- There was no major issue raised and the Auditors made the requested changes.
- The Audit Report was later approved by the NEC.

### **4. Audit Committee Terms of Reference (ToR)**

- S. Rehman drafted the *Terms of Reference* and presented it to the NEC for information at the same time when Audit Report was presented. It is expected to go through couple of iterations before bringing the final version for to the NEC for approval.
- The Committee discussed the draft ToR line by line.

#### **Financial Reporting ii-a**

- E. Robard would like to add all Financial Risk to this phrase.

#### **FINANCIAL REPORT IV-C**

- S. Rehman proposed that anything more than \$100,000 should be discussed by the Audit Committee for potential review.
- E. Robard recommended we use a percentage of the budget instead of a specific amount.
- It was decided that the percentage would be discussed later. The actual percent will be decided later.

#### **V.ALLEGED WRONG-DOING**

- Audit Committee would like to know if there's a mechanism within CAPE in case there is any wrongdoings or complaints on the budget. Do we a mechanism to process any complain? Will be discussed further to get the details?

#### **VI.MEMBERSHIP AND OPERATION OF THE AUDIT COMMITTEE**

- E. Robard asked if it was possible to have an external member that's not part of the union to sit on the union to have a broader prospective and for exchange of ideas.
- S. Rehman is not sure if that would work with our Constitutions and By-Laws, but suggested to consult with the CAPE President and the NEC for further direction.
- It was decided that E. Robard would write a clause on how to change the Terms of References, if and when needed.

#### **5. Next Meeting**

The next meeting has not been scheduled

#### **6. Adjournment**

The meeting was adjourned at 6:46 p.m.