

**ACEP / CAPE**  
**Executives and Directors MEETING**  
**HRSDC – LOCAL 514**  
**Tuesday, January 13, 2009**  
**Boardroom 7A010, Phase II, Gatineau, Quebec**

**MEETING MINUTES**

**Attendees:**

Richard Duranceau –Phase II – Labour Program  
Victoria Hanga – Phase II – Labour Program  
Gilles Leger – Phase II – Labour Program  
Bianca Ligondé – Phase II – Labour Program  
Damian Londynski – Phase II – Labour Program  
Barry Maloney – Phase II – Labour Program  
Christian Strano – Phase II – Labour Program  
Tracy Wilcox – Phase II – Labour Program  
Cynthia Donahue – Phase II – Labour Program  
Normand Faulkner – Workplace Skills Branch  
Brian McDougall –Phase IV – Strategic Policy and Research Branch

**Absentees:**

Jeanne To Thanh Hien – Phase II – Labour Program  
Andaleeb Qayyum – Phase II – Labour Program  
Todd Johnson – Montcalm – Learning Branch  
Jean-Francois Plamondon

**1. Call to Order**

Barry Maloney, our president was chairing the meeting.

**2. Revision from last meeting's minutes**

- Correct that Richard`s branch should be Labour Program

**1. 3. Annual General Meeting**

- Chair – Damian
- Hope to have the new elected President, Claude an Lionel
- We need time to send out the info
- Need space for 100 people
- Dates: Feb, 17, 18, 19, 24, 25, or 26

Suggestions: (Cynthia) –people should come a little early so we can have a full hour  
(Richard) – we should keep a modest agenda to fit the schedule  
Damian – ask the new President to talk about his view on CAPE.

The following would be agenda for the elections:

- 1) Speech from current Executive
- 2) Adoption of the agenda
- 3) Elections procedures
- 4) President elections
- 5) National President reports
- 6) VP election
- 7) Report from Executive committee
- 8) Secretary Treasurer
- 9) Varia
- 10)

Brian - suggested having more than one General meeting during the year, if there are issues to be discussed

- in the letter we send out we should include the reference to the new President

The election process letter –the bylaws of CAPE should be used to insert brief roles and responsibilities for the Executives

The document that we have for the local bylaws has not been approved

Check and see how the Directors are chosen with the National Office bylaws. We think they should be people that volunteer for the Directors position.

For the candidacy; can be sent by email, the candidate and the nominator names have to be included.

Bianca will make changes to the Agenda and send us a copy.

Meeting ended at 1:00 PM