

FINANCE COMMITTEE

Minutes of June 2, 2015

CAPE National Office

PRESENT: E. Tremblay (President) I. Borre (Acting Manager of Administrative Services)
N. Giannakoulis (Chair) C. Vezina (Acting Executive Director of Operations)
K. Chao S. Wensink (Finance Officer)
A. Picotte M. Courty (Payroll & Accounting Assistant)
L. Griffin (Procurement Coordinator)

Apologies: A. Butler, C. DesRochers, S. Maguire.

The meeting commenced at 4:05 PM

1a. Approval of Agenda

Added 4d – Telephone System

Moved by E. Tremblay and seconded by A. Picotte:

“That the agenda be approved, as amended”

In favour = 4; Against = 0; Abstention = 0 **Carried unanimously**

1b. Minutes of May 5, 2015

It was noted that L. Griffin needed to be included in the attendance.

Moved by A. Picotte and seconded by E. Tremblay:

“That the Minutes of May 5, 2015 be approved, as amended”

In favour = 3; Against = 0; Abstention = 1 **Carried unanimously**

1c. Financial Statements for April 2015

Moved by A. Picotte and seconded by E. Tremblay:

“That the Financial Statements for April 2015 be approved.”

In favour = 4; Against = 0; Abstention = 0 **Carried unanimously**

2a. Non-Membership Dues Revenues

E. Tremblay indicated that a discussion was had with regards to clerks doing more outreach and duties. Once the staffing of positions is more complete, an in depth discussion will be held.

3a. Follow up of Finance Committee recommendations

Prior to approving the budget, the NEC had made some changes.

3b. NEC – Financial decisions

Prior to approving the budget, the NEC had made some changes.

3c. Taxation Issue

N. Giannakoulis indicated that there were no updates.

3d. Tracking Expenditures vs Expected Results

Key goals and achievements would need to be captured in order to present this to the NEC.

4a. Statement of Financial Position

The statement of Financial Position was reviewed.

4b. Monthly Cheques – April 2015

The monthly cheques for April 2015 were reviewed.

4c. Business Luncheons

A lunch meeting was held on March 30, 2015 with CAPE Management.

A lunch meeting was held on April 17, 2015 with a member from DFATD.

A lunch meeting was held on April 20, 2015 with the President of Local 516.

A lunch meeting was held on April 27, 2015 with the Service Agreement Committee.

A lunch meeting was held on May 7, 2015 for the purpose of preparing for the DFATD LMCC.

4d. Telephone System

The Finance Committee reviewed the 4 quotes that were provided by different companies with regards to a new telephone system.

5. Confirmation of next meeting and adjournment

The next Finance Committee meeting is scheduled for September 15, 2015.

The meeting adjourned at 5:20 PM

Date

N. Giannakoulis
Chair