

FINANCE COMMITTEE

Minutes of March 3, 2015

CAPE National Office

PRESENT: N. Giannakoulis (Chair) C. Vezina (Acting Executive Director of Operations)
 K. Chao S. Wensink (Finance Officer)
 A. Picotte M. Courty (Payroll & Accounting Assistant)
 S. Maguire

Apologies: A. Butler, C. Danik (Executive Director of Policy), C. DesRochers, E. Tremblay (President), I. Borre (Acting Manager of Administrative Services)

The meeting commenced at 4:30 PM

1a. Approval of Agenda

Moved by A. Picotte and seconded by K. Chao:

“That the agenda be approved”

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

1b. Minutes of February 3, 2015

Tabled.

1c. Financial Statements for January 2015

Moved by A. Picotte and seconded by K. Chao:

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

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

2a. Non-Membership Dues Revenues

A. Picotte insisted that CAPE have a strategy to reach out to the retired members.

3a. Follow up of Finance Committee recommendations

There were none.

3b. NEC – Financial decisions

There were none.

3c. Taxation Issue

N. Giannakoulis indicated that the process is moving along well and that letters have been prepared to be sent out to the staff with regards to information about their individual cases.

3d. Budget Meeting Dates for the Committee

It was agreed upon to send an invite to the Finance Committee members for a potential all-day budget meeting on March 27, 2015.

3e. Telephone System

N. Giannakoulis indicated that he is going to look into this more and will get back to the Finance Committee.

3f. Service Agreements

N. Giannakoulis indicated that there are other service agreements in which CAPE has but are not limited to: Insite, Envision, TUC.

3g. MBM

Moved by N. Giannakoulis and seconded by A. Picotte:

“That the Membership Budget Meeting be held at CAPE headquarters during the week of June 8, 2015”

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

4a. Statement of Financial Position

The statement of Financial Position was reviewed.

4b. Monthly Cheques – November 2014

The monthly cheques for November 2014 were reviewed.

4c. Monthly Cheques – December 2014

The monthly cheques for December 2014 were reviewed.

4d. Business luncheons

There were none.

5. Confirmation of next meeting and adjournment

The next Finance Committee meeting is scheduled for March 27, 2015.

The meeting adjourned at 5:35 PM

Date

N. Giannakoulis
Chair