

## **FINANCE COMMITTEE**

**Minutes of September 15, 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)  
C. DesRochers M. Courty (Payroll & Accounting Assistant)  
A. Picotte L. Griffin (Procurement Coordinator)  
S. Maguire

Apologies: A. Butler

The meeting commenced at 4:10 PM

**1a. Approval of Agenda**

Added 2b – Telephone/Video Conferencing  
Added 4e – Audited Statements

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

“That the agenda be approved, as amended”

In favour = 6; Against = 0; Abstention = 0 **Carried unanimously**

**1b. Minutes of June 2, 2015**

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

“That the Minutes of June 2, 2015 be approved”

In favour = 5; Against = 0; Abstention = 1 **Carried unanimously**

**1c. Financial Statements for May 2015**

After approval, it was noted to move the costs associated with UnionWare and Staff Member to the contingency fund.

Moved by A. Picotte and seconded by S. Maguire:

“That the Financial Statements for May 2015 be approved, as amended.”

In favour = 6; Against = 0; Abstention = 0 **Carried unanimously**

**1d. Financial Statements for June 2015**

Moved by A. Picotte and seconded by S. Maguire:

“That the Financial Statements for June 2015 be approved, as amended.”

In favour = 6; Against = 0; Abstention = 0 **Carried unanimously**

**2a. Non-Membership Dues Revenues**

Remove.

**2b. Telephone / Video Conferencing**

The IP telephone system from bluArc was approximately \$17,500 and will be implemented on September 25, 2015 with minimal down time.

Video conferencing with CBCI would cost approximately \$56,000 with a licensing fee of approximately \$10,000 - \$12,000 per year. L. Griffin will obtain 3 quotes from other companies and report back to the Finance Committee at the November 3, 2015 meeting.

**3a. Follow up of Finance Committee recommendations**

Remove.

**3b. NEC – Financial decisions**

Remove.

**3c. Taxation Issue**

It was a major topic at the bargaining table between ESU and CAPE. An agreement was reached and included CAPE agreeing to pay all taxable benefits for its employees and former employees.

**3d. Proposed Resolution**

A resolution for a progressive dues structure was proposed by YMAC and brought to the Finance Committee for review. A few changes were made and relayed back to YMAC.

**4a. Statement of Financial Position**

The statement of Financial Position was reviewed and it was noted to put the monies that are allocated to the strike/defense fund in the statement of financial position.

**4b. Monthly Cheques – May 2015**

The monthly cheques for May 2015 were reviewed.

**4c. Monthly Cheques – June 2015**

The monthly cheques for June 2015 were reviewed.

**4d. Business Luncheons**

There were none.

**4e. Audited Statements**

S. Wensink sent the auditors an email asking if anything was needed for the statements and did not receive a reply. They are aware that the NEC is meeting on September 30, 2015.

**5. Confirmation of next meeting and adjournment**

The next Finance Committee meeting is scheduled for October 6, 2015.

**The meeting adjourned at 6:00 PM**

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Date

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N. Giannakoulis  
Chair