

# FINANCE COMMITTEE

Minutes of November 3, 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 3d – Legal Fees

Added 3e – Postage Meter

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 October 6, 2015**

Moved by E. Tremblay and seconded by S. Maguire:

“That the Minutes of October 6, 2015 be approved”

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

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

It was agreed upon to move Renaud Paquet costs to consultants, the swag costs to promotional materials, the staff settlement costs to salaries & benefits and the database presentation costs under programming.

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

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

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

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

All three recommendations were voted on and passed by the National Executive Committee on October 28, 2015.

**3b. NEC – Financial decisions**

None.

**3c. Video Conferencing Follow Up**

L. Griffin explained and gave her recommendations on the table that was provided at the meeting. All quotes are for video and tele-conferencing.

She would not recommend CBCI because we would need to reuse our current equipment and CBCI does not have a lot of equipment to purchase. L. Griffin indicated that Davidson Violette would be the best value for our money. L. Griffin mentioned that LMB contracts out to Baldwin because they do not deal with video equipment.

The Finance Committee asked L. Griffin to get a more in depth summary which includes the number of cameras and mics, flexibility of the services, bridging, how many licenses we need and what equipment the other sides need.

**3d. Legal Fees**

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

“The Finance Committee recommends to the National Executive Committee that \$50,000 be transferred from the Executive Contingency Fund to Professional Fees for anticipated costs.”

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

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

“The Finance Committee recommends to the National Executive Committee that all expenses related to the C-59 Charter Challenge be allocated under bargaining in the budget.”

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

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

“The Finance Committee recommends to the National Executive Committee that all expenses related to Opinion re: Political Activity is allocated under mobilization in the budget.”

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

**3e. Postage Meter**

M. Courty indicated that the postage machine was out dated and is not capable of connecting to a LAN line. A new postage machine would have to be leased or purchased or stamps would have to be purchased in bulk.

The Finance Committee recommended looking into the cost of buying stamps in bulk.

**4a. Statement of Financial Position**

The statement of Financial Position was reviewed.

**4b. Monthly Cheques – September 2015**

The monthly cheques for September 2015 were reviewed.

**4c. Business Luncheons**

None.

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

The next Finance Committee meeting is scheduled for December 1, 2015.

**The meeting adjourned at 5:55 PM**

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Date

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N. Giannakoulis (Chair)