



**National Executive Committee Meeting  
Friday, September 27<sup>th</sup>, 2019  
National Office (Boardroom 1967) 4<sup>th</sup> floor  
100 Queen St., Ottawa, Ontario**

**MINUTES**

**Present:** G. Phillips (*Chair*), J. Akins, O. Alarie, C. Awada, A. Coles, H. Delnick, N. Giannakoulis, G. Kopytko, C. Lonmo, K. Mansfield, A. Nemec, M. Stiermann, A. Picotte, S. Rehman, A. Trau

**Staff:** J. Courty, C. Danik, O. Kahriz, K. Thériault, C. Vézina

**Via Teleconference:** J. Lafontaine, F. Lord, E. Venditti (*pm*)

**Regrets:** N. Bois

**1. Call to Order**

The NEC meeting was officially called to order at 9:02am and Chair G. Phillips confirmed quorum was achieved.

**1.1 Review of Agenda**

The Agenda was briefly reviewed, and there were no additions.

Motion to accept the NEC Agenda as presented

**Moved by:** C. Awada

**Seconded by:** H. Delnick

**Abstentions (1)**

***By show of hands: Carried unanimously***

**1.2 Review of NEC public minutes (June 28, 2019)**

There were no comments raised. One minor amendment was noted and will be amended accordingly.

Motion to accept the NEC public minutes dated June 28, 2019 as amended

**Moved by:** A. Picotte

**Seconded by:** O. Alarie

**Abstentions (2)**

***By show of hands: Carried unanimously***

*\* At this time, CAPE's Statement on Harassment was read aloud*

## **2. Discussion Items**

- a) NEC member departure:** A NEC member tendered her resignation as a effective immediately due to accepting a position outside of the bargaining unit. The Chair extended appreciation for her contribution on the Board.
  
- b) Presentation: Employment transformation on digitization:** Senior Policy Analyst at ACOA Matthew English alongside Scott Crawford delivered a comprehensive presentation on the AI (Artificial Intelligence) program curriculum offered at the CSPS Digital Academy aimed to assist the Government of Canada in the transition to the future digitized state, particularly with respect to Advanced Data Analytics (BD) and opportunities to seize in adopting AI-driven technology as the automation of skillsets will greatly benefit and improve productivity and simplify streamlined processes.

*(S. Rehman left the conference call and joined the meeting in person at 9:39am)*

With the inevitable digital fluency training and AI strategies becoming pre-requisites in many Departments, the presentation emphasized how preparation from the onset is vital in keeping abreast with the evolving corporate landscape.

Following the presentation, the Chair recommended holding a day-long workshop primarily focussing on the future of ECs and TRs to assess how CAPE as a union can position itself towards this digital transformation, decipher the scope and boundaries of AI, identify work threats and opportunities coupled with mitigating strategies, and determine the impact on the membership. Separate sessions targeted at other audiences such as LROs, general membership, local leaders etc. will also be convened at a later time. The NEC was supportive of this initiative, reiterating the need to become early adopters of AI technology, and take proactive steps to embrace and advocate this to the membership.

***(Agenda Item #2c was reviewed in-camera)***

**HEALTH BREAK**

### 3. Action Items deriving from the last NEC meeting

- I. **CBC's TORs to be modified (copies provided in binders):** *In progress: awaiting translation*
- II. **Final version of the By-law 5 process proposal for review and approval:** *In progress: awaiting translation*

### 4. Decision Items

**4.1 Creation of a local at CSC:** Twenty signatures from members at CSC (*Correctional Services Canada*) were received, thereby meeting the criteria for the establishment of a local.

Motion to accept the signatures and create a local at the CSC Department

**Moved by:** H. Delnick

**Seconded by:** G. Kopytko

**Abstentions (1)**

***By show of hands: Carried unanimously***

**4.2 Audited Financial Statements:** A member of the Audit Committee presented CAPE's Audited Financial Statements dated April 30, 2019, stating that the Audit Committee finds that the financial statements accurately reflect the Association's financial position. The letter by the auditing firm addressed to the NEC dated September 25<sup>th</sup>, 2019 was not translated in accordance with the official bilingualism policy, thereby precluding the immediate approval of the financial statements. Once translated, the letter will be submitted to the NEC on Monday to be reviewed by Friday and votes will be collected electronically thereafter. In the event a NEC member opposed this method of voting or expressed concerns with the Audited Financial Statements. A SNEC meeting will be scheduled in October, then re-addressed at the October NEC meeting and subsequently to be presented to the membership at the November AGM.

In response to an inquiry related to pension benefit assets, it was explained that the surplus value doubling in 12 months was attributed to a robust ROI from assets in the pension plan as well as the ratio of contributors to retirees drawing on the funds. As a relatively new plan, 1 year is not long enough to assess trends, however close monitoring over a 3 to 5-year period will reveal better data. The NEC was reminded that internal professional CPAs and CMAs oversee figures to ensure accuracy and impartiality of the Audit Committee.

**4.3 HRSC recommended motion to the NEC:** In recently discussing the matter raised at the July SNEC meeting, the HR subcommittee sought greater transparency in relation to the President's contract and put forward the following recommendations for the NEC's consideration and approval:

1. The HRSC recommends to the NEC to approve the expenditure to contract the services of an independent organization to construct CAPE's President's work description, benefits and remuneration employment contract
2. The HRSC recommends to the NEC to approve that the next CAPE President's contract does not require a non-disclosure agreement to be signed as the contract will be made public
3. The HRSC recommends to the NEC to approve that the CAPE President's salary be disclosed and reviewed the year prior to the commencement of the new 3-year term
4. The HRSC recommends to the NEC to remove legal counsel names from the amended motion at the Special National Executive Committee meeting held on July 11<sup>th</sup>, 2019.

Motion to vote on the approval of the proposed 4 recommendations as presented by the HR Subcommittee

**Moved by:** K. Mansfield

**Seconded by:** G. Kopytko

**Discussion:** The NEC debated the legalities of the matter as several members asserted that negotiations should remain confidential, particular as it relates to non-pecuniary contract clauses. Approval of the recommendations by the HRSC will result in a constitutional amendment.

**Opposed: (1)**

**Abstentions (3)**

***By show of hands: Motion Carried***

### ***LUNCH BREAK***

*(K. Mansfield departed the meeting at 12:15pm and rejoined via conference call at 1:00pm)*

*(E. Venditti joined the meeting via conference call at 1:00pm)*

**4.4 Reimbursement of expenses for NEC members:** CAPE is in the process of establishing a NEC Expense Policy intended to clearly clarify eligible expenditures. NEC members were reminded of the importance of promptly submitting their receipts for reimbursement in order to meet the fiscal year-end deadline. In addition, advancement of funds will be subject to a temporary hold due to the challenges associated with its administration.

## **5. In-Camera Issues**

***(Agenda Item #5 was reviewed in-camera)***

## **6. Committee Updates**

**6.1 Finance Committee:** Nothing to report.

**6.2 HR Subcommittee:** Nothing further to report.

**6.3 Constitution & Bylaws Committee:** As entitled in accordance with the Constitution, the CBC recommends that a PBO volunteer be offered a position on the NEC at the earliest convenience. A revision to the Constitution will be required to ensure consistent language throughout.

**6.4 Elections and Resolutions Committee:** Nothing to report.

## **7. Reports**

**7.1 President's Report:** The President will be on holidays for the next 3 weeks. N. Giannakoulis is designated acting President during this period.

**7.2 VP's Report:** Nothing to report.

**7.3 Executive Director Report:** Nothing to report.

**7.4 Director of Policy Report:** Discussed in-camera

**7.5 Director of Communications Report:** Tabled until the next NEC meeting.

**7.6 Finance Manager Report:** Nothing to report.

**The NEC meeting adjourned at 5:37 p.m. EDT**

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*The above minutes are accepted as a true representation of the National Executive Committee meeting held on September 27<sup>th</sup>, 2019*

**APPROVED by:**

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Chairperson

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Date