

FINANCE COMMITTEE

Minutes of June 7, 2016

CAPE National Office

PRESENT: E. Tremblay (President) W. Fan
N. Giannakoulis (Chair) I. Borré (Director of Operations)
A. Picotte S. Wensink (Finance Officer)
S. Maguire M. Courty (Payroll & Accounting Assistant)
C. DesRochers L. Griffin (Procurement Coordinator)

Apologies: A. Butler, S. Joseph, C. Vezina

The meeting commenced at 4:30 PM

N. Giannakoulis added 3f – Photocopier Quotes.

1a. Approval of Agenda

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 May 11, 2016

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

“That the Minutes of May 11, 2016 be approved.”

In favour = 4; Against = 0; Abstention = 2 **Carried**

1c. Financial Statements for April 2016 including Statement of Financial Position and Forecast

Moved by A. Picotte and seconded by C. DesRochers:

“That the Financial Statements for April 2016 be approved.”

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

3a. Follow up of F.C. recommendations

There were none.

3b. NEC – Financial decisions

A donation to the Red Cross (Fort McMurray) in the amount of \$1,000 was approved. Also, it was agreed upon to open a separate bank account for the Defense Fund.

3c. Progressive Dues

S. Maguire asked what CAPE will answer if members ask if this is a dues increase vote.

E. Tremblay indicated that some members' dues will increase and others will decrease and is based on inflation.

3d. Confirming Attendance

M. Courty and S. Wensink asked the Finance Committee to be more attentive with regards to advising them about their presence at the meetings.

3e. MBM

Opening remarks will be done by S. Maguire and the package will consist of the rollup budget along with the detailed sheets which will be presented by N. Giannakoulis. Next items would be the Defense Fund which will be presented by J. Squires and lastly, the Progressive Dues Structure presented by E. Tremblay. The votes will be held from June 15 – 28, 2016.

3f. Photocopier Quotes

L. Griffin indicated that all quotes received will do the same as our current photocopier and that she will inquire about the capability of sending a job to any one of the photocopiers and printing from a select one.

L. Griffin recommends the Canon because it would be the best all-around photocopier for CAPE.

E. Tremblay asked L. Griffin to look into comparative reviews and reports for all photocopiers.

A. Picotte asked who would be making the final decision and I. Borre asked how many would be needed.

E. Tremblay indicated that the Finance Committee will have a say in the decision that is made because of the costs and that a consultant would come in and make a recommendation with regards to the number of photocopiers needed.

4a. Monthly Cheques – April 2016

Tabled.

4b. Business Luncheons

There were none.

5. Confirmation of next meeting.

September 6, 2016.

Date

N. Giannakoulis (Chair)