

FINANCE COMMITTEE

Minutes of March 24, 2016

CAPE National Office

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

Apologies: A. Butler, I. Borre (Director of Operations), W. Fan

The meeting commenced at 9:00 AM

1a. Approval of Agenda

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

“That the agenda be approved”

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

1b. Minutes of February 2, 2016

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

“That the Minutes of February 2, 2016 be approved, as amended.”

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

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

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

The Finance Committee recommends to the National Executive Committee that the following be transferred from the Executive Contingency Fund to cover the shortfalls:

Professional fees - \$52,000

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

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

“That the Financial Statements for January 2016 be approved.

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

3a. Follow up of F.C. recommendations

There were none.

3b. NEC – Financial decisions

There were none.

3c. Budget

A. Picotte mentioned that the budget process takes approximately 1 – 2 full days. This gives the Finance Committee time to review and prepare the documents for the NEC.

E. Tremblay indicated that the Membership Budget Meeting will take place on June 8, 2016.

3d. TUC Contract

L. Griffin explained what the monthly contract with TUC includes.

E. Tremblay mentioned when the business analysis was done, it was recommended to look into other service providers in order to compare quotes and services.

L. Griffin indicated that she will look further into this.

4a. Business Analysis Review

E. Tremblay indicated that one clear suggestion was that CAPE is spending too much on toners and that shared printers should be implemented with password protection for confidential documents. CAPE would only need to purchase one printer as the Xerox could be utilized.

E. Tremblay also mentioned that CAPE would need to look into teleconference through Blue Arc. L. Griffin indicated that blocks of minutes are available to purchase and she will look further into this.

4b. Monthly Cheques – January 2016

The cheques for January 2016 were reviewed.

4c. Business Luncheons

There were none.

5. Confirmation of next meeting.

May 3, 2016

Date

N. Giannakoulis (Chair)