

FINANCE COMMITTEE

Minutes of November 1, 2016

CAPE National Office

PRESENT: N. Giannakoulis (Chair) M. Courty (Payroll & Accounting Assistant)
 C. DesRochers C. Vezina (Director of Professional Services)
 W. Fan S. Wensink (Finance Officer)
 S. Maguire
 A. Picotte

Apologies: A. Butler, E. Tremblay (President), I. Borré (Director of Operations), L. Griffin (Procurement Coordinator), S. Joseph

The meeting commenced at 5:30 PM

N. Giannakoulis added 3d – Terms of Reference for CAPE Defense Fund, 3e – CAPE Family Care Policy.

1a. Approval of Agenda

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

“That the agenda be approved”

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

1b. Minutes of October 4, 2016

Tabled.

1c. Financial Statements for August 2016 including Statement of Financial Position

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

“That the Financial Statements for August 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. Resolutions (B 3.37)

Remove from agenda.

3d. Terms of Reference for CAPE Defense Fund

S. Maguire indicated that he made the changes that were requested from the Finance Committee meeting on October 4, 2016. He also asked that the Finance Committee review the changes in order to verify all requests are included. It was agreed upon to discuss this over email and provide him feedback no later than November 10, 2016. After November 10, 2016, he will send it to J. Squires for her review.

3e. CAPE Family Care Policy

The CAPE Family Care Policy was approved by the NEC on October 26, 2016.

3f. Investment Policy

Remove from agenda.

3g. PIPSC Dues

N. Giannakoulis flagged to the Finance Committee that PIPSC is requesting a \$10 per month dues increase.

3h. CAPE Policy on Alcohol at Sponsored Events

A. Picotte advised the Finance Committee that he was unaware of the fact that alcohol was being served at CAPE sponsored events. He raised concern that CAPE would be responsible if anything were to happen in relation to the consumption of alcohol from these events.

A. Picotte asked if CAPE has any type of insurance with regards to this. S. Wensink indicated that CAPE has D&O and Commercial Insurance but is uncertain. She will look into it. It was agreed upon that A. Picotte would look into drafting a policy relating to this matter and get back to the Finance Committee.

3i. Mobilization Budget

The Finance Committee reviewed the summary of Mobilization spending's and concluded that this budget line has adequate funds remaining.

4a. Monthly Cheques – August 2016

The monthly cheques for August 2016 were reviewed.

4b. Business Luncheons

There were none.

5. Confirmation of next meeting.

December 6, 2016.

Date

N. Giannakoulis (Chair)