

ACEP-CAPE Finance Committee Meeting

Meeting Minutes

Date: September 13, 2018

Time: 5:30 PM to 7:15 PM

Location: ACEP-CAPE: 100 Queen St, 4th Floor Ottawa K1P 1J9

Present: Members: Greg Phillips (President), Nick Giannakoulis (Chair), Andre Picotte, Andreas Trau, Anthony Coles,

Howard Delnick and Kelly Mansfield

Staff: Claude Vezina (Executive Director), Deborah Therien (Finance Manager), Mark Courty (Payroll &

Accounting Assistant)

Topic	Follow-up Items
1. Items for Approval a) Approval of Agenda Motion: It was moved by A. Picotte and seconded by H. Delnick that the agenda be approved. Motion Carried. b) Approval of the minutes	Add item Investment Presentation and request for investors to provide a presentation to the Finance Committee.
Motion: It was moved by A. Picotte and seconded by A. Coles that the minutes from the meeting May 23, 2018 be approved. Motion carried. c) Review and Approval of Financial Statements for May 2018, June 2018 &	Add item Leave Management.
July 2018 including Statement of Financial Position H. Delnick indicated that the English version has Month and Year but the French version has Month, Day and Year.	DT to make corrections with dates.
D. Therien advised the committee that these number are under the old approved budget and not the unapproved budget that was presented at the MBM.	
H. Delnick recommended that we go with the numbers from the unapproved MBM in order to have a more accurate budget. The committee agreed.	DT to change the numbers to reflect this.
D. Therien advised the committee that line item 13 shows UNFAV due to timing and by the end of the year, I twill balance out.	
D. Therien believes that line item 8 (Prof. Fees) will go over budget.	
Motion: It was moved by H. Delnick and seconded by A. Picotte that the Financial Statements for May 2018, June 2018 & July 2018 including the Statement of Financial Position be approved. Motion Carried.	



2. NEC	
a) Financial Statements (FS) May 2018 to July 2018	
DT to provide cleaned up version based on notes in agenda item 1.	N. Giannakoulis to table Financial Statements at September 28 th NEC Meeting.
b) NEC to approve FS	
Chair to report back at next Finance Committee Meeting on any other matters from the NEC.	
3. Committee Resolutions	
a) Elections and Resolution Committee (ERC)	
On September 13, 2018, ERC Tabled 3 resolutions.	
 i. CAPE recognizing climate change ii. Availability of members listings by Local iii. Local representation at all GC meetings C. Vezina provided clarity on the resolutions; however it is still too early in resolution process to allow finance committee to cost. 	Must maintain on agenda and obtain updates before each committee meeting
4. Other Business	
a) Insurance	
K. Mansfield inquired about the cost of the annual premium, what the coverage includes and if anything was paid out to date. i. Annual cost ~ \$20,000 ii. Deductible is \$25,000 per incident iii. Coverage of \$3,000,000 iv. Legal expenses are covered as well b) Legal Expenses i. Covered in paragraph a above. c) Travel Expenses i. K. Mansfield questioned draft travel policy as it only allows travel to NEC every second meeting ii. K. Mansfield and A. Trau request breakdown of NEC travel by travel costs, salary reimbursements and operating costs.	C. Danik to table revised policy at September/October NEC meeting based on all comments received DT to provide breakdown along with updated financials
5. Expenses	
a) Cheques greater than \$500	
List of all cheques greater than \$500 by month (May 2018 to August 2018) tabled. One question related to a payment of \$1,078 is to be clarified.	DT to provide details of payment
Cheques were reviewed and accepted as tabled.	
b) Business Luncheons	
None to report	
	I



6. Round Table / New Business None	
7. Next Meeting Tentatively scheduled for October 18 th at 5:30 PM	MC to create doodle poll if October 18 th is not feasible
8. Meeting Adjourned 7:15 PM	