



**Local Leadership Council Meeting  
Thursday, August 13<sup>th</sup>, 2020  
Via Videoconference**

**MINUTES**

**Present:** G. Phillips (*Chair*), J. George, A. Nemec, N. Giannakoulis, K. McCurly, Peter, D. Meyers, K. Holmes, Fred, K. Clark, L. Ladouceur, K. Mansfield, R. Cherry, S. Rehman, Jean, A. Coles, John, J. Lafontaine, J. Squires, A. Butler, O. Kahriz, A. Picotte

**Regrets:** J. Shaw, D. Barty, L. Desjardins, M. Collins

*\* At this time, CAPE's Statement on Harassment was read aloud. Jennifer Gorge was identified as the Anti-Harassment resource person for the meeting and concerns should be directed to her attention via email.*

**1. Call to Order / Roll Call**

The Local Leadership Council meeting was officially called to order at 5:30 pm. A roll call was performed.

**2. LLC Consultation on proposed Draft Budget**

The current version of the budget was approved by the NEC on July 31, 2020. Acknowledgement to the Finance Committee and the support staff was imparted for efforts in its preparation. Council members were briefed that delays in presenting the draft budget occurred due to disruptions attributable to necessary Covid-19 operational adjustments. For the benefit of new members, N. Giannakoulis provided a high-level synopsis of the annual budget approval process and described the roles of the committees, followed by a sectional review of budget line items of the proposed draft budget for fiscal years 2020/2021, and 2021/2022.

Following the presentation, members were afforded the opportunity to raise questions and provide comments as followed:

- Clarification on the various investment vehicles was requested and provided. O. Kahriz further expanded on the association's diversified investment portfolio and described what led to the development of CAPE's Investment Policy.
- Clarification was sought regarding the nature of the miscellaneous expense line item and validation for its increase of \$54K for the fiscal year. It was clarified that the increase arises from a write-off for a previous account, as well as conversion fees associated with the migration to QuickBooks, necessitating a settlement of the remaining expense accounts, and is therefore caused by accounting procedures rather than actual expenses.
- A concern pertaining to the \$2.4M surplus emerged as it may give rise to optics issues for the membership. It was explained that this amount is attributed to assumptions built into the budget by using overly conservative projections for activities not anticipated to reoccur next year, the recovery of unsupported expenses, as well as dues income which is the main revenue stream. In addition, there has been an increase in membership taken into consideration, although this is expected to plateau at some point. Lastly, supplementary funds have been recovered from Phoenix dues received this year. Over-budgeting is based on a cautious and reserved approach.
- In response to steps taken by the Association to factor in the current COVID environment, it was stated that budget adjustments were made; however, while certain savings will arise in some areas (*e.g.: reduction in travel costs and training*), expenses will likely increase when conducting meetings in order to accommodate interpretation, technicians to mend the lines, NCR virtual meetings, etc.
- A recommendation was put forth to consider re-proportioning some of the savings towards professional development programs to address the skills gaps and increase member capacity. The incoming NEC can provide input on this matter moving forward.
- A suggestion was put forth to consider developing an info-graphic that will outline key indicators to demonstrate to the members the value for their dues. The Chair welcomed the idea stating that while the current IT infrastructure is antiquated, the Association is in the midst of transitioning to Microsoft suite of products, which should facilitate this, assist in gathering more data, and ultimately progress towards the modernization of IT platforms. As it stands, maximal results are being derived to the extent possible given limits on staff resources.
- The need for conducting virtual Steward training in order to manage news members coming on board was reiterated. Consequently, members were encouraged to reach out to their respective LRO to inquire.

**Next Step:** The final budget will be presented to the membership in November for ratification. LLC members were requested to promptly forward any additional comments to N. Giannakoulis' attention via email.

**The Local Leadership Council meeting adjourned at 7:28 p.m. EDT.**