



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: July 15, 2020

Time: 12:00 PM to 1:35 PM

Location: Teleconference

Present: **Members:** Greg Phillips (President), Nick Giannakoulis (Chair), André Picotte, Andreas Trau, Anthony Coles, Camille Awada, Howard Delnick, Kelly Mansfield

Staff: Claude Vézina (Executive Director), Omid Kahriz (Director of Finance), Mark Courty (Payroll and Accounting Assistant)

Regrets: Jamie Lafontaine

Topic	Follow-up items
12:00 PM Meeting quorum reached	
<p>1. <u>Approval of Agenda</u></p> <p>G. Phillips recommended moving item 5. Review of Draft Budget to be the first item of discussion.</p> <p>N. Giannakoulis indicated that it would not take long to discuss the items ahead of 5. Review of Draft Budget.</p> <p>A. Trau requested to add Review of the Chairman of the Finance Committee.</p> <p>N. Giannakoulis added A. Trau's request under agenda item 7 a).</p> <p>A. Trau moves to approve the agenda as amended, seconded by H. Delnick. Motion carried.</p>	
<p>2. <u>Approval of Minutes from June 15, 2020 Meeting</u></p> <p>A. Trau mentioned that line items were agreed to be removed from the budget under Presidents Travel and that a long discussion should not have been held on this topic. A. Trau mentioned that the Chair of the Finance Committee should have done his due diligence.</p>	



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N. Giannakoulis disagrees with A. Trau as he mentioned that there is nothing in the minutes from past Finance Committee meetings.

K. Mansfield respectfully disagrees with A. Trau as she mentioned that the Finance Committee may have agreed to remove those line items but that there is nothing wrong with adding them back in. She also mentioned that there was a vote at the June 15, 2020 Finance Committee meeting to add them back in.

H. Delnick advised the Finance Committee that the issue is not what K. Mansfield is eluting to, but the past minutes of the Finance Committee does reaffirm what D. Therien had done.

N. Giannakoulis asked H. Delnick which minutes include those discussions.

H. Delnick advised N. Giannakoulis that they were in the 2018 minutes that M. Courty sent out to all Finance Committee members.

A discussion was held between K. Mansfield and H. Delnick.

N. Giannakoulis advised the Finance Committee that he did not read the harassment policy at the beginning of the meeting and that the meeting is getting out of order.

K. Mansfield requested that N. Giannakoulis read the harassment policy because she would like to contact the person now.

G. Phillips reads the harassment policy to the Finance Committee.



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<p>N. Giannakoulis thanks G. Phillips for reading the policy and assigns C. Vezina as the policy officer.</p> <p>G. Phillips requests to table the June 15, 2020 Finance Committee Minutes.</p> <p>N. Giannakoulis asked if the Finance Committee agrees with G. Phillips request.</p> <p>Consensus was reached and the minutes from the June 15, 2020 Finance Committee Meeting will be reviewed at a later date. Tabled.</p>	<p>To be discussed at the next Finance Committee Meeting.</p>
<p>3. <u>Approval of Financial Transfer</u></p> <p>O. Kahriz advised the Finance Committee that the auditors are currently finalizing the numbers, but CAPE has a surplus of approximately 2.6 million from fiscal year 2019-2020. He would like to ask for approval from the Finance Committee to transfer 2 million now and transfer the remaining amount when the auditors finalize the numbers.</p> <p>A. Trau asked once the transfer is complete, how much funds would be remaining for all projected expenses.</p> <p>O. Kahriz indicated that the transfer must respect the Constitution and that CAPE normally keeps \$500,000 as a rolling balance.</p> <p>Moved by N. Giannakoulis and seconded by A. Picotte:</p> <p>“That the Finance Committee transfer two million dollars of the budget surplus contained in the Association’s TD chequing account, to Cumberland, for investment.</p> <p>In favour = 8 Against = 0 Abstention = 0 Carried</p>	



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<p>G. Phillips mentioned that he is not opposed to the transfer but would have liked to receive documents beforehand to have a better understanding of the details.</p> <p>O. Kahriz mentioned that the Finance Committee that will receive the finalized details once the Auditors are done.</p>	
<p>4. <u>Reinvestment of Pension Surpluses</u></p> <p>O. Kahriz mentioned to the Finance Committee that he would like to table this discussion as it is not urgent and can wait until a later date. Tabled.</p>	<p>To be discussed at a future Finance Committee Meeting.</p>
<p>5. <u>Review of Draft Budget</u></p> <p>O. Kahriz advised the Finance Committee that the main change to the budget is line item 1.1 Revenue. He explained the reason for this was because he used the actuals of last fiscal year and did not include the one-off payments as they are inconsistent.</p> <p>O. Kahriz indicated that line items 6.6 - President Development, 12.3 - President Travel, 13.13 - President Regional Council Travel and 16.3 - Local Travel: President have been added to the budget. He advised the Finance Committee that he needs to allocate those line items accordingly.</p> <p>O. Kahriz also mentioned that he believes line item 1.3 Interest (Investments) will be higher than \$160,000 for FY 20-21.</p> <p>N. Giannakoulis asked the Finance Committee for their input regarding adding money back into line items 6.6 - President Development, 12.3 - President Travel, 13.13 - President Regional Council Travel and 16.3 - Local Travel: President.</p>	



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<p>H. Delnick would like to request a name change for line item 16.3 for it to reflect that it is for travel to CAPE Locals.</p> <p>G. Phillips indicated that the bulk of 6.6 – President Development is for Language Training and would recommend splitting 6.5 – Mgt. Development and 6.7 – Language Training making line item 6.5 – Mgt. Development \$25,000, 6.6 - President Development \$10,000 and 6.7 – Language Training \$35,000.</p> <p>G. Phillips recommends the following:</p> <ul style="list-style-type: none"> • Transfer \$7,000 from line item 12.2 – Conferences over to line item 12.3 – Presidents Travel • Add \$5,000 to 13.13 - President Regional Council Travel • Keep 13.12 – Regional Council at \$40,000 • Transfer \$25,000 from 16.2 – Nationally Managed Local Expenses to 16.3 - Local Travel: President and rename 16.3 to reflect that it is for travel to CAPE Locals. <p>A. Trau indicated to the Finance Committee that he recommends reverting back to the January 15, 2020 draft budget and have those line items removed.</p> <p>A. Trau asked what was included under line item 12.3 - President Travel.</p> <p>O. Kahriz indicated that it includes meetings with members, Presidents and expenses that are not related to the other line items.</p> <p>A. Trau would like to see 13.13 – President Regional Council Travel rolled back into 13.12 – Regional Councils. He also mentioned that NEC Members travel should be included under these line items as they travel as well for the Regional Councils.</p> <p>G. Phillips asked N. Giannakoulis to advise him when the draft budget will be ready for discussion at the</p>	<p>N. Giannakoulis to provide G. Phillips with an update.</p>
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<p>NEC and how much time would be needed to present it.</p> <p>G. Phillips also mentioned that a Local Leadership Council meeting will be held in August and that it would work well if the budget got passed at the July 31, 2020 NEC Meeting.</p> <p>Moved by N. Giannakoulis and seconded by H. Delnick:</p> <p>“That the Finance Committee recommends the following changes be made to the draft budget:</p> <p>1.3 – Interest (Investments) becomes \$200,000 for FY 20-21.</p> <p>6.5 – Mgt. Development becomes \$25,000 for FY 20-21 & 21-22.</p> <p>6.6 – President Development becomes \$10,000 for FY 20-21 & 21-22.</p> <p>6.7 – Language Training becomes \$35,000 for FY 20-21 & 21-22.</p> <p>12.2 – Conferences become \$73,000 for FY 20-21 & 21-22.</p> <p>12.3 – President Travel becomes \$12,000 for FY 20-21 & 21-22.</p> <p>13.12 – Regional Councils becomes \$35,000 for FY 20-21 & 21-22</p> <p>13.13 – President Regional Council Travel becomes \$5,000 for FY 20-21 & 21-22.</p> <p>16.2 – Nationally Managed Local Expenses becomes \$100,000 for FY 20-21 & 21-22.</p> <p>16.3 Local Travel: President be renamed and become \$25,000 for FY 20-21 & 21-22.</p> <p>In favour = 6 Against = 1 Abstention = 1</p> <p>Carried</p>	<p>N. Giannakoulis and O. Kahriz to update the Draft Budget.</p>
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<p>Moved by K. Mansfield and seconded by N. Giannakoulis that the Finance Committee Meeting be adjourned.</p> <p>In favour = 2 Against = 6 Abstention = 0</p> <p>Rejected</p>	
<p>6. <u>NEC/LLC/MBM/Budgetary Process and Next Steps</u> Tabled.</p>	<p>To be discussed at the next Finance Committee Meeting.</p>
<p>7. <u>Round Table</u></p> <p>a) <u>Review of the Chairman of the Finance Committee</u></p> <p>A. Trau indicated that he is very disappointed with the leadership of the Finance Committee Chair. He mentioned that the Committee was on track to approve the draft budget but got off track. He advised the Committee that he feels he was mislead and manipulated and that he lost confidence in the Finance Committee Chair. A. Trau indicated that he does not feel comfortable with the Chair presenting the budget at the AGM and would like to vote for a new Chair.</p> <p>K. Mansfield respectfully disagrees with A. Trau. She mentioned that blaming one person is not right and that N. Giannakoulis has done a fantastic job. She also mentioned that there is no wrongdoing with looking into expenses and doing due diligence and that this is terrible to suggest.</p> <p>G. Phillips indicated that historically 12.3 – President Travel was in the budget but 16.3 – Local Travel: President was not, and he feels that some line items were created and added to the budget. He also indicated that the Finance Committee had a draft budget prepared in February 2020 and is disappointed that it only got approved in July 2020.</p>	



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<p>A. Coles respectfully disagrees with earlier comments. He indicated that the Finance Committee all must work together and that he has full confidence in N. Giannakoulis.</p> <p>C. Awada mentioned to N. Giannakoulis that if he feels overwhelmed, he should step down. He also mentioned that he is disappointed that it took this long to approve a draft budget and lost respect for N. Giannakoulis.</p> <p>H. Delnick indicated that he is also disappointed and lost respect for N. Giannakoulis. He mentioned that the Finance Committee was moving along nicely, and things got derailed. He also mentioned that he would run again for Chair of the Finance Committee.</p> <p>K. Mansfield mentioned that a lot of unprofessional comment have been made towards N. Giannakoulis.</p> <p>A. Trau indicated that he would like to vote to remove N. Giannakoulis as chair of the Finance Committee.</p> <p>N. Giannakoulis indicated that he would have to look further into this request as he is uncertain what the process is.</p> <p>A. Trau indicated that he would like to have a Special NEC meeting to discuss this topic.</p> <p>N. Giannakoulis mentioned that he would discuss this with CAPE Management and Legal Council and get back to the Committee next meeting.</p> <p>A. Trau recommended that G. Phillips ask P. Engelmann if the Finance Committee can vote on this.</p> <p>K. Mansfield indicated that if the NEC can vote on this, she would like to propose a vote to change the</p>	<p>N. Giannakoulis to discuss with Management and Legal Council.</p>
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<p>Finance Committee members, as she is the only woman.</p> <p>G. Phillips indicated that he would like to get a formal legal opinion.</p> <p>N. Giannakoulis recommended to table this item for discussion at the next Finance Committee Meeting. Tabled.</p>	<p>G. Phillips to request a formal legal opinion.</p> <p>Add to Agenda for next Finance Committee Meeting.</p>
<p>8. <u>Adjournment</u> The meeting adjourned at 1:35 PM.</p>	