



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: September 14, 2021

Time: 1:00 PM to 2:20PM

Location: Microsoft Teams

Present: **Members:** Greg Phillips (President), Howard Delnick (Chair) André Picotte, Andreas Trau, Charlene Lonmo, Jamie Lafontaine, Camille Awada

Staff: Jean Ouellette (Executive Director), Mark Courty (Payroll and Accounting Assistant), Stefanie Pantalone (Admin), Stéphanie Cousineau (Admin)

Regrets: Kelly Mansfield

Topic	Follow-up items
<p>1:00 PM Meeting quorum reached; S. Pantalone reads the harassment policy to the Finance Committee.</p> <p>J. Ouellette accepts the role for harassment officer for the meeting.</p> <p><i>J. Lafontaine will be late.</i></p>	
<p>1. <u>Approval of Agenda</u></p> <p>C. Lonmo moves to approve the agenda, seconded by A. Picotte.</p> <p>In favour = 5 Against = 0 Abstention = 0 Carried</p>	
<p>2. <u>Approval of Minutes from May 18, 2021</u></p> <p>A. Picotte moves to approve the minutes of May 18, 2021, seconded by C. Lonmo.</p> <p>In favour = 5 Against = 0 Abstention = 0 Carried</p>	
<p>3. <u>Budget Review post MBM</u></p> <p>H. Delnick sent out a revised draft budget. Provided a recap of what was changed.</p> <ul style="list-style-type: none"> Revenue has been adjusted to remove the \$2.00 dues increase. Issue raised at MBM regarding double count of CLC \$80,500 expenditures has been verified. It has been determined that no double count occurred. 	



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- Budget for NEC retreat has been increased by \$20,000 as per correspondence from J. Courty.
- Line item 18 Defence Fund has been removed as not relevant. This is a
- Balance Sheet or Income Statement item, not budget.

Budget needs to be finalized as it will be presented to the NEC for final approval.

MBM submitted recommendation that budget line for President's salary be placed back in budget.

H. Delnick confirms that FC previously passed a motion that line item for President salary will not be put back into the budget. Item was also approved at the NEC level.

H. Delnick asking if we want to put forward an issue on the NEC agenda regarding training (as brought up by a member).

J. Ouellette advises that this is an education issue and would be most appropriate to send to our consultation committee on education. J. Ouellette will consult with the committee and come back to the Finance committee with their review.

G. Phillips asks that we reply to the member and advised the member that was are looking into.

A. Trau follows up with a question regarding the post MBM. Do we want to put up any provisions for another set of layoffs? A possible response that the Defence Fund is there if we need to defend our members because of layoffs.

The Finance Committee has discussed this matter. The Terms of Reference of the Defence Fund to be verified to see if it could be used for layoffs. The situation will be monitored as needed.

A. Trau proposes a dues of \$6 to keep up with inflation.



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<p>H. Delnick moves to submit a motion to the NEC for a dues increase, based on the chair of the Finance Committee having a discussion with the Executive Director based on a needs analysis for the organization.</p> <p>C. Lonmo motion to approve, seconded by A. Picotte.</p> <p>In favour = 5 Against = 0 Abstention = 0 Carried</p> <p>Finance Committee agrees to forward the motion of the amended budget to the NEC on September 24th.</p> <p>A. Picotte motion to approve, seconded by J. Lafontaine.</p> <p>In favour = 5 Against = 0 Abstention = 0 Carried</p>	
<p>4. <u>Review of Action Items</u></p> <ul style="list-style-type: none"> • Credit card process & Purchase order process J. Ouellette says these two items are legacies left from the last management letter we got from the auditors last year. J. Ouellette will work with the new Director of Finance to address these processes. • Cheques over \$500 J. Ouellette advises that we aren't able to provide these until the new Director of Finance is onboarded. This data will be provided retroactive to the beginning of fiscal year. • Special audit of expenditures Draft report for auditor has been provided to H. Delnick and G. Phillips. Discussions will be held to see what we're going to do with the special audit of 	



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expenditures. Final decision to shared accordingly.	
<p>5. <u>Roundtable</u></p> <p>C. Awada asks what the timeline is for the next round of budget preparation.</p> <p>H. Delnick advises that he would like to start working on budget items for 2022-2023 in October.</p> <p>J. Lafontaine asks if this will allow us to realign the budget to calendar fiscal year.</p> <p>H. Delnick advises that once the new Director of Finance is on board, that discussions on the subject will be held.</p>	
<p>6. <u>Confirmation of next meeting and adjournment</u></p> <p>Motion to adjourn meeting at 2:20pm.</p> <p>A. Picotte moves to approve, A. Trau seconds.</p>	