



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: November 16, 2021

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

Present: **Members:** Greg Phillips (President), Howard Delnick (Chair), Charlene Lonmo, Jamie Lafontaine, Camille Awada (Vice-President)

Staff: Jean Ouellette (Executive Director), Mark Courty (Payroll and Accounting Assistant), Sharon Salter (Director of Finance), Stéphanie Cousineau (Admin)

Regrets: Kelly Mansfield, André Picotte, Andreas Trau

Topic	Follow-up items
1:07PM Meeting quorum reached. S. Cousineau reads the CAPE Statement on Harassment. J. Ouellette accepts the role for Anti-harassment Resource Person for the meeting.	
1. <u>Approval of Agenda</u> H. Delnick moves to approve the agenda, approved unanimously. In favour = 5 Against = 0 Abstention = 0 Carried	
2. <u>Approval of Minutes from October 12, 2021</u> C. Awada moves to approve the minutes of October 12, 2021, seconded by G. Phillips. In favour = 5 Against = 0 Abstention = 1 Carried	
3. <u>Review and approval of the Financial Statements</u> H. Delnick opens the floor for discussion regarding access to information of the cheques over 500\$. J. Ouellette notes it being an issue for privacy and confidentiality reasons. Statements should be handed out during an in-person meeting, and then be picked up once done.	



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<p>S. Salter suggests we use a password protected document or private email as a solution.</p> <p>G. Phillips suggests that some people could come into the office and go through the sheets as usual and have the finance team answer questions.</p>	
<p>4. <u>Review of carry forward Action Items</u></p> <ul style="list-style-type: none"> • Credit card process To be revised. To draft a policy for missing receipts and reconciliation. It was announced that only Greg, Liana and Mark are to have a credit card. • Purchase order process S. Salter, will meet with Liana to touch base and formalise that. 	
<p>5. <u>Planning for Budget 2022-2023</u> Topic to be covered during the Budget Meeting on Thursday November 25th, 2021, at 1pm.</p>	
<p>6. <u>New Action Items</u></p> <ul style="list-style-type: none"> • NEC member travel expenditures H. Delnick begins by questioning if CAPE has a travel expenditure policy that focuses more on LROs travel. LRO and NEC members expenses should be separate. <p>C. Lonmo suggests there being different rules/factors for both NEC members and Labour Relations Officers. There should also be a guideline prior to LROs meeting members in person.</p> <p>J. Ouellette shares a recent situation where a NEC members' travel was more cost efficient than the recommended travel arrangement made by CAPE.</p>	



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G. Phillips, look at a new travel policy for NEC members that applies to everyone.	
7. <u>Roundtable</u> No topic or concern was presented.	
8. <u>Confirmation of next meeting and adjournment</u> Motion to adjourn meeting at 1:50pm. Next meeting tentatively scheduled for Tuesday December 14 th , 2021 at 1pm.	