



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: March 16, 2022

Time: 2:00 PM to 4:30PM

Location: Microsoft Teams

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

Staff: Jean Ouellette (Executive Director), Sharon Salter (Director of Finance), Stéphanie Cousineau (Admin)

Regrets: Kelly Mansfield, Andreas Trau, Mark Courty (Payroll and Accounting Assistant)

Topic	Follow-up items
2:05PM Meeting quorum reached. S. Cousineau reads the CAPE Statement on Harassment. Jean Ouellette accepts the role for Anti-harassment Resource Person for the meeting.	
1. <u>Approval of Agenda</u> a. C. Awada moves to approve the agenda, seconded by C. Lonmo. b. In favour = 6 Against = 0 Abstention = 0 Carried	
2. <u>Approval of Minutes from February 16, 2022</u> a. A. Picotte moves to approve the minutes of February 16, 2022, seconded by C. Awada. b. In favour = 5 Against = 0 Abstention = 1 Carried	
3. <u>Review Cheques over \$500</u> <i>Action Item: Carried forward to April meeting.</i>	



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<p>4. <u>Review and approval of the January 2022 Financial Statements</u></p> <p>a. C. Awada moves to approve the January 2022 Financial Statements of January 2022, seconded by A. Picotte.</p> <p>b. In favour = 6 Against = 0 Abstention = 0 Carried</p> <p>5. <u>Review and approval of the February 2022 Financial Statements</u></p> <p><i>Action Item: Carried forward to April meeting.</i></p>	
<p>6. <u>Review of Investments</u></p> <p>S. Salter announces that it is to be reviewed by Christie.</p>	
<p>7. <u>Review of 2022-23 Budget status</u></p> <p>The budget was reviewed by the committee. A couple lines in the budget were raised.</p>	
<p>8. <u>Review of Action Items</u></p> <ul style="list-style-type: none"> • Credit card process • Purchase order process <p><i>Action Item: Carried forward to April meeting.</i></p>	
<p>9. <u>Establish strategy for review of Defense Fund</u></p> <p>G. Phillips suggested to create a sub-committee to review the Defence Fund prior to be brought up to the NEC.</p> <p><i>Action Item: Stephanie to set up a meeting for the volunteering members.</i></p>	



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<p>10. <u>Discussion Items:</u></p> <ul style="list-style-type: none"> • Amending Fiscal Year <p><i>Action Item: Carried forward to April meeting.</i></p>	
<p>11. <u>Roundtable</u></p> <ul style="list-style-type: none"> • Dues increase <p>First step, to get the Budget approved by the members. Secondly, showing justification behind the increase. We need a solid strategy to get it to pass this time around.</p> <p>J. Ouellette suggests getting the committee to meet again and draft a motion for the Finance committee to approve before sending to the NEC.</p> <p><i>Meeting moves to 'In Camera' meeting</i></p> <p><i>Stephanie steps out from the meeting.</i></p>	
<p>12. <u>Confirmation of next meeting and adjournment</u></p> <ol style="list-style-type: none"> a. Motion to adjourn meeting at 3:23pm. b. Next meeting scheduled for April 19th, 2022 at 1:00pm. 	