



Constitution and By-Laws Committee
Tuesday, April 12th, 2022
2:30pm-4pm
Via Teams Meeting

MINUTES

In Attendance: C. Lonmo (Chair), H. Delnick, K. Mansfield, A. Trau, J. Lafontaine, C. Awada, G. Phillips (President), A. Picotte

Staff: A. Lizotte, J. George, M. Courty, S. Salter, K. Khouri, S. Cousineau

1. Call to Order / Roundtable introductions

Meeting was called to order at 2:35pm by Chair C. Lonmo.

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

2. Approval of Agenda

Approval of agenda for the following:

- Anti-harassment statement
- Approval of the agenda
- Approval of the minutes from the previous meeting March 8th, 2022
- President's salary
- Fiscal year
- Roundtable

Motion to approve Agenda by C. Lonmo, seconded by C. Awada. Agenda approved.

Action item: *Agenda amended- Fiscal year will be presented prior to the President's salary.*

3. Review and approval of the minutes from March 8, 2022

No changes.

Motion to approve minutes by C. Awada seconded by A. Trau Minutes approved.

In favour = 5 Against = 0 Abstention = 3 **Carried**

Action item: No action item.



4. Fiscal year

The issue was brought by the Finance committee. A suggestion was brought up to move the year end from April 30th to December 30th. The change aligns with the AGM and makes the most sense overall.

A conversation regarding amending the date for the AGM and other events in order to coordinate with the possible new year end was brought up.

A proper timeline, current timeline and proposed timeline with the changes, is to be established prior to going to the NEC.

Action item: No action item required.

5. President's salary

President's Compensation Structure Options document was circulated to the committee.

The President's salary works in Steps (salary scale consists of 4 levels). The Standard form contract and salary scale are to be posted online.

Questions regarding the President's salary itself were brought up. Subject was compared to the standard labour salary.

Bring the matter to the board and get their directions for final approval.

Motion to approve the Step approach and bring it to the NEC for its approval moved by C. Awada seconded by A. Trau Minutes approved.

In favour = 4 Against = 0 Abstention = 3 **Carried**

Action item: To bring the matter to the Board.

6. Roundtable

No items were brought up.

Motion to adjourn meeting by C. Lonmo.

Action item: No action item required.



The Constitution and By-Law Committee meeting adjourned at around 4:40pm. EDT.

The above minutes are accepted as a true representation of the Constitution and By-Law Committee meeting held on April 12th, 2022.

Chairperson:

Date: