



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: April 19, 2022

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

Present: **Members:** Howard Delnick (Chair), Camille Awada (Vice-President) Charlene Lonmo, Jamie Lafontaine, Kelly Mansfield, Andreas Trau, André Picotte

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

Regrets: Greg Phillips (President)

Topic	Follow-up items
1:00PM Meeting quorum reached. S. Cousineau reads the CAPE Statement on Harassment. Jean Ouellette accepts the role for Anti-harassment Resource Person for the meeting. J. Lafontaine and A. Picotte will join later.	
1. <u>Approval of Agenda</u> <i>Action Item: To remove 7. Review and approval of the March 2022 Financial Statements and 3. Approval of In-Camera Meeting from March 16, 2022, Meeting from the Agenda.</i> a. C. Awada moves to approve the agenda, seconded by C. Lonmo. b. In favour = 5 Against = 0 Abstention = 0 Carried	
2. <u>Approval of Minutes from March 16, 2022</u> <i>Action Item: To amend minutes by adding 'Christie Matwee, our Portfolio Manager from Cumberland Private Wealth Management'.</i>	



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<p>a. C. Lonmo moves to approve the minutes of March 16, 2022, seconded by C. Awada.</p> <p>b. In favour = 5 Against = 0 Abstention = 0 Carried</p>	
<p>3. <u>Approval of In-Camera Minutes from March 16, 2022, Meeting</u></p> <p><i>Action Item: To be carried over to next meeting.</i></p> <p>4. <u>Review Cheques over \$500</u></p> <p><i>Meeting moves to 'In-Camera' meeting in order to review Financial Statements. (Cheques over \$500)</i></p> <p><i>J. Lafontaine and A. Picotte join the meeting.</i></p>	
<p>5. <u>Review and approval of the January 2022 Financial Statements</u></p> <p><i>Agenda Item was removed.</i></p> <p>6. <u>Review and approval of the February 2022 Financial Statements</u></p> <p>a. A. Picotte moves to approve the February 2022 Financial Statements, seconded by C. Awada.</p> <p>b. In favour = 5 Against = 0 Abstention = 2 Carried</p> <p>7. <u>Review and approval of the March 2022 Financial Statements</u></p> <p><i>Action Item: To be carried over to next meeting.</i></p>	
<p>8. <u>Review of Investments</u></p> <p>Investments were presented and reviewed by the</p>	



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committee.	
<p>9. <u>Review of 2022-23 Budget status</u></p> <p>Subject of budgeting for Stewards Training was brought up.</p>	
<p>10. <u>Review of Action Items</u></p> <ul style="list-style-type: none"> • Credit card process • Purchase order process <p>S. Salter will share the draft Procurement Policy drafted by Deloitte.</p>	
<p>11. <u>Review of Defense Fund strategies submitted by review committee</u></p> <p>The Defense Fund Scenario Analysis presentation was presented. All options were explained regarding the Defense Fund/Operating Fund.</p>	
<p>12. <u>Discussion Items:</u></p> <ul style="list-style-type: none"> • Amending Fiscal Year <p>Some members from Finance committee met and are moving forward to recommend the fiscal year to be a calendar year to the NEC.</p>	
<p>13. <u>Roundtable</u></p> <p>A brief explanation of the LLC meeting was discussed.</p>	
<p>14. <u>Confirmation of next meeting and adjournment</u></p> <ul style="list-style-type: none"> a. Motion to adjourn meeting at 2:50pm. b. Next meeting scheduled for May 19,2022 at 1:00pm. 	