



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: May 19, 2022

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

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

Staff: Jean Ouellette (Executive Director), Sharon Salter (Director of Finance), Mark Courty (Payroll and Accounting Assistant), 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.	
1. <u>Approval of Agenda</u> Amendment of #5 Review and approval of the March 2022 Financial Statement. a. J. Lafontaine moves to approve the agenda, seconded by A. Picotte. In favour = 6 Against = 0 Abstention = 0 Carried	
2. <u>Approval of Minutes from April 19, 2022</u> a. A. Picotte moves to approve the minutes of April 19, 2022, seconded by J. Lafontaine. In favour = 6 Against = 0 Abstention = 0 Carried	



ACEP-CAPE FINANCE COMMITTEE MEETING

<p>3. <u>Approval of In-Camera Minutes from March 16, 2022, Meeting</u></p> <p>a. A. Picotte moves to approve the In-Camera minutes of March 16, 2022, seconded by J. Lafontaine.</p> <p>In favour = 6 Against = 0 Abstention = 0 Carried</p>	
<p>4. <u>Review Cheques over \$500</u></p> <p><i>Meeting moves 'In-Camera' to review Cheques over \$500.</i></p>	
<p>5. <u>Review and approval of the March 2022 Financial Statements</u></p> <p>A review of the Financial Statement was done.</p> <p>a. A. Picotte moves to approve the March 2022 Financial Statements, seconded by A. Trau.</p> <p>In favour = 6 Against = 0 Abstention = 0 Carried</p>	
<p>6. <u>Review and approval of the April 2022 Financial Statements</u></p> <p>A review of the Financial Statement was done.</p> <p>a. A. Picotte moves to approve the April 2022 Financial Statements, seconded by A. Trau.</p> <p>In favour = 5 Against = 0 Abstention = 1 Carried</p>	
<p>7. <u>Review of Investments</u></p> <p>S. Salter to contact Christie Matwee from Cumberland Private Wealth Management to invite</p>	<p>Christie Matwee from Cumberland Private Wealth Management</p>



ACEP-CAPE FINANCE COMMITTEE MEETING

her to the June 20, 2022 Finance Committee meeting to review investment portfolio.	
8. <u>Review of 2022-23 Budget status</u> Budget was reviewed at the MBM held on May 5, 2022. The final budget will now be sent to the NEC for final approval and scheduling of a membership vote.	
9. <u>Review of Action Items</u> <ul style="list-style-type: none"> • Credit card process • Purchase order process 	
10. <u>Review of Defense Fund strategies submitted by review committee</u> A draft discussion paper was presented to the FC. It was reviewed and recommendations were made for revisions. <i>Action Item: H. Delnick to prepare a revised draft document to be reviewed by the Defense Fund working group at the June 10, 2022 meeting. After review and finalization, the document will be sent to the Finance Committee for action at the June 20, 2022, Finance Committee meeting. The committee wants to present a final document at the June 2022 NEC meeting.</i>	
11. <u>Discussion Items:</u> <ul style="list-style-type: none"> • The NEC approved changing CAPE's Fiscal Year to a calendar year at a SNEC held on May 13, 2022. • The matter will be sent to the membership for a vote. 	
12. <u>Roundtable</u>	



ACEP-CAPE FINANCE COMMITTEE MEETING

No topic was brought up.	
13. <u>Confirmation of next meeting and adjournment</u> <ul style="list-style-type: none">a. Motion to adjourn meeting at 3:50pm.b. Next meeting scheduled for June 20, 2022 at 1:00pm.c. Defense fund meeting scheduled for June 10, 2022 at 1:00pm.	