



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: October 18, 2022

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

Present: **Members:** Howard Delnick (Chair), Greg Phillips (President), Charlene Lonmo, Jamie Lafontaine, Andreas Trau, Matthew English, André Picotte

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

Regrets: Mark Courty (Payroll and Accounting Assistant), Camille Awada (Vice-President), Caroline Pageau

Absent without Notification: Kelly Mansfield

| 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> S. Salter moves to amend Agenda by adding September 2022 Financial Statement to #5. a. A. Picotte moves to approve the agenda, seconded by C. Lonmo. In favour = 6 Against = 0 Abstention = 0 Carried | |
| 2. <u>Approval of Minutes from September 15, 2022</u> a. A. Picotte moves to approve the minutes of September 15, 2022, seconded by A. Trau. | |



ACEP-CAPE FINANCE COMMITTEE MEETING

| | |
|---|--|
| <p>In favour = 4 Against = 0 Abstention = 2 Carried</p> | |
| <p>3. <u>Review and approval of the August 2022 Financial Statements</u></p> <p><i>Meeting moves 'In-Camera' to review August and September 2022 Cheques over \$500.</i></p> <p><i>G. Phillips joins the meeting.</i></p> <p>A review of the August Financial Statements was done.</p> <p>a. A. Picotte moves to approve the August Financial Statement, seconded by G. Phillips.</p> <p>In favour = 6 Against = 0 Abstention = 1 Carried</p> <p>Action Item: <i>S. Salter to make amendments to the August 2022 Financial Statement.</i></p> <p>4. <u>Review and approval of the September 2022 Financial Statements</u></p> <p>A review of the September Financial Statements was done.</p> <p>a. A. Picotte moves to approve the September Financial Statement, seconded by J. Lafontaine.</p> <p>In favour = 6 Against = 0 Abstention = 1 Carried</p> <p>A. Trau proposes a motion to move 125K from line to line 7.</p> <p>In favour = 6 Against = 0 Abstention = 1 Carried</p> | |



ACEP-CAPE FINANCE COMMITTEE MEETING

| | |
|---|--|
| <p>5. <u>Discuss draft procurement policy</u></p> <p><i>Deferred to November 2022 FC meeting.</i></p> | |
| <p>6. <u>Review and cost evaluation of Membership Resolution(s)</u></p> <p>A review of the Membership Resolutions was presented to the committee.</p> <p><i>M. English leaves the call.</i></p> <p>A. Trau proposes a motion for the resolution's estimated cost to be \$200K, seconded by C. Lonmo.</p> <p>In favour = 5 Against = 0 Abstention = 1 Carried</p> | |
| <p>7. <u>Tentative date for a dues increase vote (for planning purposes only at this time)</u></p> <p><i>Item carried forward from last month's meeting.</i></p> <p>A discussion regarding the matter was held.</p> <p>The FC will not be recommending a dues increase until 2024.</p> <p><i>G. Phillips leaves the call.</i></p> | |
| <p>8. <u>Non-disclosure provisions in settlement agreements</u></p> <p><i>Item removed from the agenda.</i></p> | |
| <p>9. <u>Review of Action Items</u></p> <ul style="list-style-type: none"> • Credit card process | |
| <p>10. <u>Review and discussion of NEC recommendation</u></p> <p><i>Deferred to November 2022 FC meeting</i></p> | |



ACEP-CAPE FINANCE COMMITTEE MEETING

| | |
|--|--|
| 11. <u>Calculation of the Membership (Information only)</u> <i>Action Item: J. Ouellette to come back with more information.</i> | |
| 12. <u>Roundtable</u> No topic was brought up. | |
| 13. <u>Confirmation of next meeting and adjournment</u> a. Motion to adjourn meeting at 3:20pm. b. Next meeting scheduled for November 16, 2022, at 1:00pm. | |