



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: September 15, 2022

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

Present: **Members:** Howard Delnick (Chair), Charlene Lonmo, Camille Awada (Vice-President), Kelly Mansfield, Andreas Trau, Matthew English, Caroline Pageau, 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), Jamie Lafontaine

Topic	Follow-up items
<p>1:00PM Meeting quorum reached.</p> <p>S. Cousineau reads the CAPE Statement on Harassment.</p> <p>Jean Ouellette accepts the role for Anti-harassment Resource Person for the meeting.</p>	
<p>1. <u>Approval of Agenda</u></p> <p>S. Salter requests to remove the August 2022 cheques over \$500 and August Financial Statements from the Agenda as they are not ready.</p> <p>a. C. Awada moves to approve the agenda as amended, seconded by C. Lonmo.</p> <p>In favour = 6 Against = 1 Abstention = 0 Carried</p>	
<p>2. <u>Approval of Minutes from June 20, 2022</u></p> <p>K. Mansfield moves to amend Minutes. Motion not approved.</p> <p>a. C. Awada moves to approve the minutes of June 20, 2022, seconded by A. Picotte.</p> <p>In favour = 5 Against = 1 Abstention = 2 Carried</p>	



ACEP-CAPE FINANCE COMMITTEE MEETING

3. Review of expenditure inquiries arising from Cheques over \$500 for May, June & July 2022

Meeting moves 'In-Camera' to review expenditure inquiries from Cheques over \$500 from May, June & July 2022.

- Presentation of some unspent Local Rebate cheques over the last 3 years due to no activity from Covid 19
- A. Trau requests there to be a cap for Local Rebates

- a) A Trau moves to send the Local Rebate document to review by the CBLC committee, seconded by C. Pageau.

In favour = 6 Against = 0 Abstention = 1 **Carried**

- Review of the Fully Managed Monthly Fees, Labour Relations expenses and Engagement Tour transaction report
- Questions regarding the over budget Quebec City Engagement Tour were brought up
- A drafted Travel Policy will be presented soon

4. Review cheques over \$500 for August 2022

Deferred to October 2022 FC meeting.

5. Review and approval of the May, June, July and August 2022 Financial Statements

August 2022 Financial Statement review deferred to October 2022 FC meeting.

A review of the May, June and July Financial Statements was done.

- a. C. Awada moves to approve the May Financial Statement, seconded by A. Picotte.



ACEP-CAPE FINANCE COMMITTEE MEETING

<p>In favour = 7 Against = 0 Abstention = 1 Carried</p> <p>b. A. Picotte moves to approve the June Financial Statement, seconded by C. Lonmo.</p> <p>In favour = 6 Against = 0 Abstention = 1 Carried</p> <p>c. A. Picotte moves to approve the July Financial Statement, seconded by A. Trau.</p> <p>In favour = 7 Against = 0 Abstention = 1 Carried</p>	
<p>6. <u>Budget plan due to change to fiscal year</u></p> <ul style="list-style-type: none"> To prepare/plan for budget consultation process in advance of January 2023 Starting point will be to pro-rate current budgets for FY 22-23 and FY 23-24 <p><i>Action Item: S. Cousineau to send out Doodle Poll of dates for a 2023 Budget meeting.</i></p> <p><i>Committee takes a 10-minute wellness break.</i></p>	
<p>7. <u>Discuss draft procurement policy</u></p> <p><i>Deferred to October 2022 FC meeting.</i></p> <p>Draft will be discussed once reviewed by J. Ouellette and the President, by next month.</p>	
<p>8. <u>Review of resolutions submitted by members</u></p> <p>Review of resolutions regarding Return-to-office policies and equity. CAPE requests that CLC initiate a vigorous campaign.</p>	
<p>9. <u>Workplan for preparation and ratification of 2023 & 2024 budgets</u></p> <p><i>Covered during point number 6. Budget plan for</i></p>	



ACEP-CAPE FINANCE COMMITTEE MEETING

change to calendar year.	
<p>10. <u>Tentative date for a dues increase vote (for planning purposes only at this time)</u></p> <p><i>Deferred to October 2022 FC meeting.</i></p> <p><i>C. Awada and M. English left the meeting.</i></p>	
<p>11. <u>Follow-up Re: Human Resources Sub-Committee meeting of September 6, 2022</u></p> <p>Presentation of the creation of new positions and cost analyst.</p> <p>a. A. Trau moves for J. Ouellette to go forward with the hiring of the new positions, seconded by A. Picotte.</p> <p>In favour = 6 Against = 0 Abstention = 0 Carried</p>	
<p>12. <u>Non-disclosure provisions in settlement agreements</u></p> <p><i>Deferred to October 2022 FC meeting.</i></p>	
<p>13. <u>Follow-up on cell phones</u></p> <p>Met with Liana, going forward, to look at the best options when it comes to employee cell phones and computers.</p>	
<p>14. <u>Review of Action Items</u></p> <ul style="list-style-type: none"> Credit card process <p><i>Item skipped.</i></p>	
<p>15. <u>Action Item:</u></p> <ul style="list-style-type: none"> Pension Plan Audit 	



ACEP-CAPE FINANCE COMMITTEE MEETING

<i>Item skipped. Set as a quarterly update.</i>	
16. <u>Review and discussion of NEC recommendation</u> <i>Lost quorum at 4:40pm, therefore, meeting is adjourned. Remaining of items to be deferred to next meeting.</i>	
17. <u>Calculation of the Membership (Information only)</u> <i>Deferred to October 2022 FC meeting.</i>	
18. <u>Roundtable</u> No topic was brought up.	
19. <u>Confirmation of next meeting and adjournment</u> a. Motion to adjourn meeting at 4:40pm. b. Next meeting scheduled for October 18 th , 2022 at 1:00pm.	