



## ACEP-CAPE FINANCE COMMITTEE MEETING

### Meeting Minutes

Date: February 16, 2022

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

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

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

**Regrets:** Jamie Lafontaine

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.	
<b>1. <u>Approval of Agenda</u></b>  a. A. Picotte moves to approve the agenda, seconded by A. Trau.  b. In favour = 6    Against = 0    Abstention = 0 <b>Carried</b>	A new agenda item was added. ( <b>Review questions that were proposed by the NEC</b> )  Motion to approve the new agenda item. New item approved unanimously.
<b>2. <u>Approval of Minutes from January 19, 2022</u></b>  a. C. Awada moves to approve the minutes of January 19, 2022, seconded by A. Picotte.  b. In favour = 4    Against = 0    Abstention = 2 <b>Carried</b>	
<b>3. <u>Approval of In-Camera Minutes from January 19, 2022, Meeting</u></b>  a. C. Lonmo moves to approve the In-Camera minutes of January 19, 2022, seconded by A. Trau.	



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<p>In favour = 4    Against = 0    Abstention = 2    <b>Carried</b></p>	
<p><b>4. <u>Review approval of the December 2021 Financial Statements</u></b></p> <p>a. C. Lonmo moves to approve the minutes of December 2021, seconded by A. Picotte.</p> <p>b. In favour = 6    Against = 0    Abstention = 1 <b>Carried</b></p> <p><i>Meeting moves to 'In-Camera' meeting in order to review Financial Statements. (Cheques over \$500)</i></p>	
<p><b>5. <u>Review of Action Items</u></b></p> <ul style="list-style-type: none"> <li>• <b>Credit card process</b></li> </ul> <p>S. Salter announced that the finance optimization project with Deloitte has been completed. The Finance team will be looking to implement the suggestions that relate to credit cards. The DoF is reviewing all credit cards statements and supporting receipts and signing off every month.</p> <ul style="list-style-type: none"> <li>• <b>Cheques over \$500</b></li> <li>• <b>Purchase order process</b></li> </ul>	
<p><b>6. <u>Discussion Items:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Amending Fiscal Year</b></li> </ul> <p>S. Salter went to Audrey to get legal opinion. It must go to Constitution and Bylaws. We must go through that process – there is no need to report to the CRA as we are a non-profit and do not file taxes. C. Lonmo adds that Audrey and the CBLC will go through a logical process and sequence of events. A. Trau also proposed to create different timelines, look at the implications of for example, the AGMS.</p> <p><i>Committee members take a small break. To return to the meeting at 2:30pm.</i></p>	



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<ul style="list-style-type: none"> <li>• <b>Review questions that were proposed by the NEC* (New item)</b></li> </ul> <p>J. Ouellette reads the questions out loud. The subjects in question are Salaries and Benefits, Severance Pay, Communications, Professional fees, Computer expense, Meetings, Collective Bargaining, CLC, Local rebates and Amortization.</p> <p>J. Ouellette responds to each question in detail with support of other members.</p>	
<p><b>7. <u>Roundtable</u></b></p> <p>No topic or concern was presented.</p>	
<p><b>8. <u>Confirmation of next meeting and adjournment</u></b></p> <ul style="list-style-type: none"> <li>a. Motion to adjourn meeting at 3:20pm.</li> <li>b. Next meeting tentatively scheduled for March 16,2022 at 2:00-4:30pm.</li> </ul>	