



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: November 16, 2022

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

Present: **Members:** Howard Delnick (Chair), Greg Phillips (President), Charlene Lonmo, Kelly Mansfield, Andreas Trau, Matthew English

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

Regrets: Jean Ouellette (Executive Director), André Picotte, Camille Awada (Vice-President), 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.	
1. <u>Approval of Agenda</u> a. C. Lonmo moves to approve the agenda, seconded by A. Trau. In favour = 6 Against = 0 Abstention = 0 Carried	
2. <u>Approval of Minutes from October 18, 2022</u> a. C. Lonmo moves to approve the minutes of October 18, 2022, seconded by A. Trau. In favour = 4 Against = 2 Abstention = 0 Carried	
3. <u>Review Cheques over \$500 for August and September 2022</u> <i>Meeting moves 'In-Camera' to review certain line items for August and September 2022 Cheques over \$500.</i>	



ACEP-CAPE FINANCE COMMITTEE MEETING

<p>4. <u>Review Cheques over \$500 for October 2022</u></p> <p><i>Meeting stays 'In-Camera' to review Cheques over \$500 for October 2022.</i></p> <p>a. C. Lonmo moves to approve the October Financial Statement, seconded by G. Phillips.</p> <p>In favour = 4 Against = 0 Abstention = 2 Carried</p> <p>5. <u>Review and approval of the October 2022 Financial Statements</u></p> <p><i>Meeting stays 'In-Camera' to review October 2022 Financial Statements.</i></p> <p><i>Interest investment line (to not budget an amount for it). Amendment of certain lines in the October 2022 Financial Statements deferred to the January 2022 FC meeting.</i></p> <p>November 2nd Emergency FC meeting minutes to be reviewed and approved at the January 2022 FC meeting.</p> <p>A review of the October Financial Statements was done.</p> <p>a. A. Trau moves to approve the October Financial Statement, seconded by G. Phillips.</p> <p>In favour = 4 Against = 0 Abstention = 2 Carried</p>	
<p>6. <u>Discuss draft procurement policy</u></p> <p>S. Salter to finalize draft and S. Cousineau to distribute to the committee.</p>	
<p>7. <u>Review of policy related to the disposal of Fixed Assets</u></p> <p><i>S. Salter to prepare document for next FC meeting in</i></p>	



ACEP-CAPE FINANCE COMMITTEE MEETING

January 2022.	
8. <u>Review of Action Items</u> <ul style="list-style-type: none"> Credit card process 	
9. <u>Review and discussion of NEC recommendation</u> <i>Deferred from October's 2022 FC meeting.</i> An extensive discussion was held regarding each recommendation. H. Delnick to get back with more information prior to the NEC meeting.	
10. <u>Roundtable</u> A. Trau brought up comments regarding the finances from the 2022 AGM.	
11. <u>Confirmation of next meeting and adjournment</u> <ol style="list-style-type: none"> Motion to adjourn meeting at 3:32pm. Next meeting scheduled for January 18th, 2023, at 1:00pm. 	