



## ACEP-CAPE FINANCE COMMITTEE MEETING

### Meeting Minutes

Date: January 18, 2023

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

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

**Staff:** Jean Ouellette (Executive Director), Mark Courty (Payroll and Accounting Assistant), Sharon Salter (Director of Finance) 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.	
<b>1. <u>Approval of Agenda</u></b>  a. C. Awada moves to approve the agenda, seconded by C. Lonmo.  In favour = 6   Against = 0   Abstention = 0 <b>Carried</b>  <i>A. Picotte joins the call.</i>	
<b>2. <u>Approval of Minutes from November 16, 2022</u></b>  a. C. Awada moves to approve the minutes of November 16, 2022, seconded by A. Picotte.  In favour = 4   Against = 0   Abstention = 3 <b>Carried</b>	
<b>3. <u>Approval of In-Camera Minutes from November 16, 2022</u></b>  No members move to approve. Therefore, minutes are unapproved.	



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<p><b>4. <u>Review Cheques over \$500 for November 2022</u></b></p> <p><i>Meeting moves 'In-Camera' to review November 2022 Cheques over \$500.</i></p> <p><i>M. English has left the call without notice.</i></p> <p><b>5. <u>Review and approval of the November 2022 Financial Statements</u></b></p> <p><i>Meeting stays 'In-Camera' to review November 2022 Financial Statements.</i></p> <p>A review of the November Financial Statements was done.</p> <p>a. C. Awada moves to approve the November Financial Statement, seconded by A. Picotte.</p> <p>In favour = 5    Against = 0    Abstention = 1    <b>Carried</b></p>	
<p><b>6. <u>SAP Concur- Implementation update</u></b></p> <ul style="list-style-type: none"> <li>• Implementing a new system</li> <li>• Going to do training beginning of February 2023</li> <li>• More user friendly, streamline process, faster payments</li> <li>• Desktop/phone app system</li> </ul>	
<p><b>7. <u>2023 Revised Budget update</u></b></p> <ul style="list-style-type: none"> <li>• Still carrying a high deficit</li> <li>• A review of the new 2023 Positions was presented</li> </ul> <p>A committee member suggests we present the 2023 Revised Budget update document to the NEC.</p>	



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<p>a. C. Awada moves to approve the Budget, seconded by A. Picotte.</p> <p>In favour = 5    Against = 1    Abstention = 1    <b>Carried</b></p> <p><i>J. Ouellette leaves the call.</i></p>	
<p><b>8. <u>Proactive disclosure of CAPE's Investment Fund details</u></b></p> <p><i>Item was removed from Agenda.</i></p> <p><i>A. Trau joins the call.</i></p>	
<p><b>9. <u>Cumberland Fund Transfer</u></b></p> <ul style="list-style-type: none"> <li>A review of the Operating Fund and Defense Fund was presented.</li> </ul> <p>Motion to explore the potential for investing the surplus (cash) from 2021-2022 in a GIC.</p> <p>a. C. Awada moves to approve the motion, seconded by A. Trau.</p> <p>In favour = 6    Against = 0    Abstention = 1    <b>Carried</b></p>	
<p><b>10. <u>Rebates</u></b></p> <ul style="list-style-type: none"> <li>New rebate cycle for the new fiscal year (Jan-Dec 2023)</li> </ul> <p><i>J. Ouellette rejoins the call.</i></p> <p>J. Lafontaine suggests a motion to present the Rebate document to the next NEC meeting.</p> <p>a. J. Lafontaine moves to approve the motion, seconded by C. Awada.</p> <p>In favour = 5    Against = 0    Abstention = 0    <b>Carried</b></p>	



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<b>11. <u>Review of Action Items</u></b> <ul style="list-style-type: none"><li>• Credit card process</li></ul>	
<b>12. <u>Roundtable</u></b>  No item to discuss.	
<b>13. <u>Confirmation of next meeting and adjournment</u></b> <ul style="list-style-type: none"><li>a. Motion to adjourn meeting at 3:20pm.</li><li>b. Next meeting scheduled for February 15, 2023, at 1:00pm.</li></ul>	