



ACEP-CAPE FINANCE COMMITTEE MEETING

Meeting Minutes

Date: February 15, 2023

Time: 1:00 PM to 4:30PM

Location: Microsoft Teams

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

Staff: Sharon Salter (Director of Finance)

Regrets: Jamie Lafontaine, Jean Ouellette (Executive Director), Mark Courty (Payroll and Accounting Assistant), Stéphanie Cousineau (Admin)

Topic	Follow-up items
1PM Meeting quorum reached. C. Lonmo reads the CAPE Statement on Harassment. G. Phillips accepts the role for Anti-harassment Resource Person for the meeting.	
1. <u>Approval of Agenda</u> a. C. Awada moves to approve the agenda, seconded by A. Picotte. In favour = 6 Against = 0 Abstention = 0 Carried	
2. <u>Approval of Minutes from January 18, 2023</u> a. C. Awada moves to approve the minutes of January 18, 2023, seconded by A. Picotte. In favour = 6 Against = 0 Abstention = 2 Carried	
3. <u>Approval of In-Camera Minutes from January 18, 2023</u> No approval required.	



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<p>4. <u>Review Cheques over \$500 for December 2022</u></p> <p><i>Meeting moves 'In-Camera' to review December 2022 Cheques over \$500.</i></p> <p>5. <u>Review and approval of the December 2022 Financial Statements</u></p> <p><i>Meeting stays 'In-Camera' to review December 2022 Financial Statements.</i></p>	
<p>6. <u>SAP Concur- Implementation update</u></p>	
<p>7. <u>2023 Revised Budget update</u></p> <p><i>Meeting stays 'In-Camera' to review the Revised Budget.</i></p> <p>A Trau moves to recommend to the NEC a dues increase of \$10, seconded by A. Picotte.</p> <p>In favour = 5 Against = 2 Abstention = 1 Carried</p> <p>A discussion amongst members regarding dues increase was held.</p> <p>A Trau moves to recommend to the NEC the budget presented today, seconded by A. Picotte.</p> <p>In favour = 6 Against = 2 Abstention = 0 Carried</p>	
<p>8. <u>Cumberland Fund Transfer Status update</u></p> <p>S. Salter announces that the transfer will be done monthly, whether it is from the Unrestricted to the Defence or Defence to the Unrestricted.</p> <p>A. Trau requests that the FC gets access to documentation of the cash position every meeting.</p>	
<p>9. <u>Discussion Dues Increase</u></p> <p>Discussion was held during Item number #7. 2023 Revised Budget update.</p>	



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10. <u>Roundtable</u> No item to discuss.	
11. <u>Confirmation of next meeting and adjournment</u> a. Motion to adjourn meeting at 3pm. b. Next meeting scheduled for March 21 st , 2023, at 1:00pm.	