



INTERIM FINANCE COMMITTEE MEETING

Meeting Minutes

Date: April 19, 2023

Time: 2:00 PM to 4:30PM

Location: Microsoft Teams

Present: **Members:** Greg Phillips (President), Camille Awada (Vice-President EC/LoP/OPBO), Granda Kopytko, Andriy Okladov, André Picotte (Vice-President TR)

Staff: Jean Ouellette (Executive Director), Mark Courty (Payroll and Accounting Officer), Stéphanie Cousineau (Admin)

Regrets: Sharon Salter (Director of Finance)

Topic
2PM Meeting quorum reached.
S. Cousineau reads the CAPE Statement on Harassment.
J. Ouellette accepts the role for Anti-harassment Resource Person for the meeting.
1. <u>Approval of Agenda</u>
G. Phillips proposes to include Election of Chair in the Agenda.
a. C. Awada moves to approve the agenda, seconded by A. Picotte.
In favour = 5 Against = 0 Abstention = 0 Carried
2. <u>Approval of Minutes from February 15, 2023</u>
a. C. Awada moves to approve the minutes of February 15, 2023, seconded by A. Picotte.
In favour = 3 Against = 0 Abstention = 2 Carried
3. <u>Approval of In-Camera Minutes from February 15, 2023</u>
No approval required.
4. <u>Election of Chair</u>
A. Okladov and C. Awada both propose themselves to be Chair.
C. Awada moves to elect A. Okladov to be Chair, seconded by A. Picotte.



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<p>A. Okladov was appointed Chair of the Finance Committee unanimously.</p>
<p>5. <u>Review Cheques over \$500 for January and February 2023</u></p> <p><i>Meeting moves 'In-Camera' to review January and February 2023 Cheques over \$500.</i></p> <p>6. <u>Review and approval of the January and February 2023 Financial Statements</u></p> <p><i>Meeting stays 'In-Camera' to review January and February 2023 Financial Statements.</i></p> <p>a) C. Awada moves to approve the January and February 2023 Financial Statements, seconded by A. Picotte, pending amendments by S. Salter.</p> <p>In favour = 5 Against = 0 Abstention = 0 Carried</p>
<p>7. Review of Action Items</p> <ul style="list-style-type: none"> • Cash position <i>Postponed to May's FC meeting.</i> • Terms of Reference J. Ouellette proposes to draft some ToR for the Committee.
<p>8. Dues increase</p> <p>Further to the membership consultation and further to the consultation to come on the issue of a dues increase and the Defence Fund resolutions, the Finance Committee recommends that the 2023 budget be submitted to the membership for its adoption without a dues increase.</p> <p>Motion carried unanimously.</p> <p>One-time special levy of \$9.10 for each 2022 membership</p>
<p>9. <u>Roundtable</u></p> <p>The Finance Committee recommends that the level 3 position, Finance Section previously approved, be staffed with a junior accountant, that an additional level 3 position be created to assist the Payroll and Accounting Officer and that the budget be amended accordingly.</p> <p>Motion carried unanimously.</p>
<p>10. <u>Confirmation of next meeting and adjournment</u></p> <p>a. Motion to adjourn meeting at 4:15pm.</p>



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b. Next meeting scheduled for May 23 rd , 2023, at 1:00pm.
