



## INTERIM FINANCE COMMITTEE MEETING

### Meeting Minutes

Date: May 23, 2023

Time: 4:00 PM to 4:30PM

Location: Microsoft Teams

Present: **Members:** Camille Awada (President), Granda Kopytko, André Picotte (Vice-President TR)

**Staff:** Jean Ouellette (Executive Director), Sharon Salter (Director of Finance), Stéphanie Cousineau (Admin), Elisabeth Woods (Senior Advisor to the President)

**Regrets:** Andriy Okladov, Mark Courty (Payroll and Accounting Officer)

Topic
4:05PM Meeting quorum reached.  S. Cousineau reads the CAPE Statement on Harassment.  J. Ouellette accepts the role for Anti-harassment Resource Person for the meeting.
<b>1. <u>Approval of Agenda</u></b>  <i>Item deferred to the May 31<sup>st</sup>, 2023, meeting.</i>
<b>2. <u>Approval of Minutes from April 19, 2023</u></b>  <i>Item deferred to the May 31<sup>st</sup>, 2023, meeting.</i>
<b>3. <u>Review Cheques over \$500 for March and April 2023</u></b>  <i>Item deferred to the May 31<sup>st</sup>, 2023, meeting.</i>
<b>4. <u>Review and approval of the March and April 2023 Financial Statements</u></b>  <i>Item deferred to the May 31<sup>st</sup>, 2023, meeting.</i>
<b>5. Review Terms of Reference for Finance Committee</b>  <i>Item deferred to the May 31<sup>st</sup>, 2023, meeting.</i>
<b>6. Discussion of revised 2023 Budget</b> <ul style="list-style-type: none"><li>• Running on a revised budget from last year that does not need to be revisited</li><li>• Pursuing a revised budget is not necessary</li></ul>



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- The previous budget is sufficient at the moment
- Go back to the NEC to reconsider the Budget that they passed in March with the dues increase

Further to the recent membership consultation, and in light of the current financial situation of the Association, the Finance Committee recommends that the 2023 budget approved in 2022 by the membership be applied for the current fiscal year and that the Finance Committee prepare a 2024 budget to be submitted to the membership for its adoption in the Fall with a revised methodology as recommended by the Director of Finance

- a. C. Awada moves the motion, seconded by A. Picotte.

In favour = 3    Against = 0    Abstention = 0    **Carried**

### **7. Discuss plan for budget 2024-2025**

*Item deferred to the May 31<sup>st</sup>, 2023, meeting.*

### **8. Update on Audit for the 8 months ended December 31, 2022**

*Item deferred to the May 31<sup>st</sup>, 2023, meeting.*

### **9. CAPE Cash Flow Forecast**

*Item deferred to the May 31<sup>st</sup>, 2023, meeting.*

### **10. Review of Action Items**

- Cash position
- Terms of Reference

*Item deferred to the May 31<sup>st</sup>, 2023, meeting.*

### **11. Roundtable**

### **12. Confirmation of next meeting and adjournment**

- a. Motion to adjourn meeting at 4:30pm.
- b. Next meeting scheduled for May 31<sup>st</sup>, 2023, at 1:00pm.