Governance Sub-Committee Meeting.

Friday February 20th, 2026.

12pm Eastern Time.

Via TEAMS

Record of Decisions.

Via Zoom: Annie Yeo (Chair), Lise Thibodeau (EC Director), Felix-Antoine Roux (TR Director), Alexander Petras (EC Director).

Regrets: Jennifer George (Legal Counsel), Natalina Conner (Paralegal), Francis Raposo (IM and IT Advisor), Julie Courty (Local Liaison Officer and Events Coordinator).

CAPE Staff: Mathew Ashworth (Chief of staff), Khristian Khouri (Legal Counsel), Clarisse Habarugira (Executive Assistant to the President), Joelle Franche (Administrative Assistant).

1. Opening of the meeting.

The meeting was called to order at 12:06pm, quorum was reached.

2. Approval of Agenda

The agenda was approved as presented. Khristian Khouri assumes the role of the anti harassment officer.

3. Approval of the record of decision from February.

The record of decisions from February were approved as presented.

4. Policy progress.

There was a brief explanation on how the subcommittee works for the new members,

a. Local Bylaws:

no updates. It has been in progress for a while and there is a framework for local bylaws that has received a lot of work on by the sc. A default local bylaw is the direction the group is gearing towards. An initial first draft is on the horizon for legal and will be brought to the sb but it will be in quite a while. Hoping for June. It is underway but the draft is very rough. It will also be presented to locals for review prior to putting into effect.

b. EDI Policy

A new version of the, is near completion and should be ready at their next meeting

c. Travel Policy

Updates to these policies were made last year regarding travel costs. Going forward, the plan is to collect comments from members, which Legal will incorporate into the policies. A timeline for this process has not yet been determined.

d. Family Care Policy

Updates to these policies were made last year concerning costs. Moving forward, the approach will be to gather comments from members, which Legal will then incorporate into the policies. A timeline for this process has not yet been established.

e. Harassment prevention

f. In progress and there is a lot to do its not near completion and underway. Timeline proposed new policy hoping for June.

g. Privacy Policy

Very near completion, in finalizing stages, initial draft is finished and ready to move forward following member feedback. Mathiew Ashworth will be assuming the Privacy officer role. No timeline has been discussed. Hoping to present it the April NEC, this sc might not have the chance to review it, the possibility of viewing it via email was also discussed.

h. Electronic signature policy

Should be done in a week and the chair will receive it very soon for review. The deadline was stated as June.

i. Code of ethics

This matter is high on the priority list. Legal intends to appoint SC members to multiple codes and facilitate discussions via email. Although nothing has been initiated yet, it is a very important task. Felix Antoine and Annie have volunteered to assist with reviewing and suggesting amendments. Annie will provide Felix Antoine with a few policies to get started.

j. LoC policy

This is a very new policy and is currently considered a low priority.

k. Representation services policy

No action is required at this time. This matter will require a more in-depth discussion with André Poliquin, and Legal has not yet had the opportunity to review it.

It was also clarified the policy regarding the executive director would be changed by legal, operationally to Chief of staff throughout the CAPE organization.

7. Assigning a subcommittee representative for the March 27th NEC.

Annie sent her regrets for the next meeting in April, Felix-Antoine will assume the chairs responsibility for this meeting.

9. Closing of the meeting.

The meeting was adjourned at 12:46pm.

The above record of decisions is accepted as a true representation of the Governance Sub-Committee meeting held on March 20th, 2026.