

Governance Sub-Committee Meeting.

Friday April 17th, 2026.

12pm Eastern Time.

Via TEAMS

Record of Decisions.

Via Zoom: Annie Yeo (Chair), Lise Thibodeau (EC Director), Felix-Antoine Roux (TR 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), Anastasia Trofimoff (Legal counsel) Joelle Franche (Administrative Assistant).

1. Opening of the meeting.

The meeting was called to order at 12:05pm, 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 March.

The record of decisions from March were approved as presented.

4. Policy review updates.

a. Family policy

Annie shared the document almost complete with reviewing the draft, the new template is in the process of being transferred. A word version will be created for edits and online submission. Legal also agreed to share their knowledge on using cross-reference with Word for automatic updates on documents.

b. Travel policy

Lise communicated that she plans to start revising this policy and will bring her questions if any, via email to the subcommittee or directly to members of the NEC.

c. Code of ethics

Felix-Antoine confirmed that he will work on this actively during this month and welcomes any suggestions from the group.

d. New membership list policy

The group reviewed and discussed the completed draft policy with Legal; it was communicated that this item was scheduled for presentation at the April NEC meeting.

e. Privacy policy.

Legal presented the amended privacy policy for the group to view and discuss. This policy will also be presented at the April NEC.

f. EDI policy.

This draft was sent out and legal would like amendments from the subcommittee.

g. Electronic signature policy.

This was differed to the next meeting.

h. Harassment prevention policy.

This was differed to the next meeting.

i. Local bylaws

This was differed to the next meeting.

9. Closing of the meeting.

The meeting was adjourned at 1pm.

The above record of decisions is accepted as a true representation of the Governance Sub-Committee meeting held on April 17, 2026.