

**CAPE Executive Committee
Minutes of February 25, 2009
CAPE National Office
Boardroom
5:45 p.m.**

Present: C. Poirier (Chair), J. Horvath, M. Mascaro, L. Perrin, A. Picotte, S. Spak, J. Ouellette, D. Martin.

Apologies: C. Danik, B. Gauvin, C. Lakaski.

1 a) Approval of agenda

It was agreed to move the In Camera discussion on L. Perrin's Complaint up on the agenda as Item 1 g and to move item 1 b) In Camera Minutes of January 28, 2009 to the end of the agenda.

Motion: It was moved by M. Mascaro, seconded by A. Picotte, that the agenda be approved as amended. **Motion carried unanimously.**

1 b) In Camera Minutes of January 28, 2009

This item was moved to the end of the agenda.

1c) Minutes of January 28, 2009

Motion: It was moved by A. Picotte, seconded by J. Horvath, that the minutes be approved. **Motion carried unanimously.**

1d) Minutes of February 18, 2009

Motion: It was moved by A. Picotte, seconded by L. Perrin, that the minutes be approved. **Motion carried unanimously.**

1e) Finance Committee Recommendations – February 3, 2009

Recommendation #1

Motion: It was moved by A. Picotte, seconded by L. Perrin, that the NEC approve \$28,147.26 to be transferred from the Executive Contingency Fund to cover the shortfalls. **Motion carried unanimously.**

Recommendation #2

Motion: It was moved by A. Picotte, seconded by L. Perrin, that NEC grant a mandate to the Finance Committee to draft a policy for payment approval in order to allow the NEC to approve it. **Motion carried unanimously.**

Recommendation #3

Motion: It was moved by A. Picotte, seconded by L. Perrin, that the NEC clarify the status of all sub-committees, the renewal dates and the budgets for each, if any. **Motion carried unanimously.**

Recommendation #4

Motion: It was moved by A. Picotte, seconded by L. Perrin, that the NEC give the Finance Committee a mandate to look at the dues issue and to come up with a recommendation on this issue. **Motion carried unanimously.**

1 f) Signing Authority

Motion #1: It was moved by A. Picotte, seconded by L. Perrin, that the following combination of 2 persons comprised of the President, the two (2) Vice-Presidents, the Chairperson of the Finance Committee or the Finance Officer have authorized signing authority for the Association. **Motion carried unanimously.**

Motion #2: It was moved by M. Mascaro, seconded by J. Horvath, that for amounts of \$500 or less for petty cash, delegated financial authority shall be as above, as well as the Assistant to the Finance Officer. **Motion carried unanimously.**

1 g) L. Perrin Complaint

This was an In Camera discussion.

2 a) Complaint by C. Therrien against past President

C. Poirier advised the NEC that a complaint by C. Therrien was received and that a sub-committee needed to be struck in order to investigate the complaint.

C. Poirier volunteered to be the Chair and asked for two volunteers to assist him on the sub-committee. M. Mascaro and A. Picotte volunteered.

C. Poirier will write to the complainant in order to advise him of the sub-committee members and to advise him of what the next steps are.

2 b) Sub-Committee Report on filling vacant NEC and sub-committee positions

M. Mascaro provided a verbal update on the status of the sub-committee's work to date. She advised the NEC that the draft report was completed but there was not enough time to have the document translated. It will be sent to be translated and circulated via e-mail to the NEC as soon as possible.

2 c) Vacant NEC positions

This item was tabled in light of item 2 b).

2 d) Volunteers for sub-committees

This item was tabled in light of item 2 b).

2 e) Volunteers for CAPE – ESU LMCC

C. Poirier asked for volunteers to participate on the CAPE –ESU Labour Management Consultation Committee. L. Perrin was the only volunteer to participate on the Committee.

2 f) ESU Collective Agreement: Mandate and composition of Bargaining Committee charged with suspended issues (Matters Arising from LMCC)

L. Perrin advised that there needed to be a follow up with the Chair of the Bargaining Committee who negotiated that last contract with staff as there is an unresolved issue on pre-retirement. There was also the matter of the Employee Assistance Program (EAP) but this matter has been completed.

2 g) Update on 4 Specific Outstanding Issues of the Past President

This was an In Camera discussion.

2 h) Delegated Financial Authority for New Term

This item was discussed under item 1 f) – Signing Authority.

2 i) Follow-up to NEC Meeting of Dec. 19, 2008: NEC Action Related to Investigation of Harassment (M. Mascaro)

This was an In Camera discussion.

Adjournment

It was moved by A. Picotte, seconded by J. Horvath, that the meeting adjourn at 9:15 p.m. **Motion carried unanimously**