



# Minutes

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## **Finance Committee** **May 14, 2015**

Minutes of a meeting of the Finance Committee (FIC) held in the offices of the association, 40 Sheppard Avenue West, North York, Ontario, on May 14, 2015 commencing at 3:00 pm.

### **In attendance:**

#### **Finance Committee Members:**

Roger Jones, P. Eng.  
Charles Kidd, P.Eng.  
Nick Colucci, P.Eng., B.A.Sc., MBA, FEC  
Dave Brown, P.Eng., BDS, C.E.T.  
George Comrie, P.Eng., CMC

#### **Staff:**

Gerard McDonald, P.Eng., MBA, Registrar  
Michael Price, MBA, P.Eng., FEC, Deputy Registrar,  
Licensing  
Maria Cellucci, CPA, CA, Controller  
Alan Zimmermann, Director, IT  
Lucy Capriotti, Administrative Assistant

**Regrets:** Thomas Chong, M.Sc., P.Eng., FEC, PMP

**Observer:** Dr. Ravi Gupta, P.Eng.

### **1. Election of Chair and Vice Chair**

R. Jones asked for nominations for Chair of the Finance Committee. There was a formal vote and R. Jones was elected as Chair of the Finance Committee. R. Jones accepted the nomination.

R. Jones asked for nominations for the Vice Chair. D. Brown nominated N. Colucci as Vice Chair and was seconded by C. Kidd. N. Colucci accepted the nomination. There was a formal vote and N. Colucci was elected as Vice Chair.

R. Jones requested to have appointed non councillor members. G. McDonald discussed that they need to decide on how many additional members they want and to a maximum of three. After discussing the item, N. Colucci moved that the committee have three non councillor members, seconded by D. Brown.

D. Brown moved and C. Kidd seconded that R. Gupta be elected as one of the three non-councillor members.

R. Gupta was asked to leave the room and a vote was made for those in favor of R. Gupta joining the FIC. R. Jones declared that R. Gupta was elected as a member of the FIC.

**2. Election of one member to the Investment Subcommittee**

M. Cellucci provided a copy of the Terms of Reference of the Investment Subcommittee to the FIC members. R. Jones asked for nominations for members to serve on the Investment Subcommittee adding that he was on the Investment Subcommittee last year and was interested in serving for another year. N. Colucci moved that R. Jones be appointed to the Investment Subcommittee.

**3. Approval of Agenda**

That the agenda as presented be approved.

**MOTION**

Moved by N. Colucci and seconded by C. Kidd.

**MOTION CARRIED**

**4. Approval of Minutes from March 11, 2015**

The Minutes as presented were reviewed and approved.

**MOTION**

That the Minutes of the March 11, 2015 meeting as presented be approved.

Moved by C. Kidd and seconded by R. Gupta.

**MOTION CARRIED**

**Matters Arising from the Minutes**

R. Gupta asked about the change in reporting structure at PEO. G. McDonald discussed that he now has three additional direct reports to him, Finance (M. Cellucci), Communications (C. Mucklestone), IT (A. Zimmermann).

**5. APTIFY Implementation Update**

M. Price discussed the Briefing Note which will be included in the Council package for the May 29<sup>th</sup> meeting. This is a follow-up to a Motion from the last Council meeting that a management strategy be put in place for communicating the status of the Aptify project to Council.

A. Zimmermann discussed Appendix C Aptify Project Plan Update, in detail and answered any questions the members had. D. Brown requested to add a Gantt chart that tracks resources, costs to date and cost to complete the project. A. Zimmermann advised that this could be provided to Council since IT is using Microsoft project and the April 23<sup>rd</sup> project plan approved by the Steering Committee was the Gantt chart. It was agreed that A. Zimmermann will provide FIC members and Council with a top level Gantt chart.

**6. Review and Approve 2016 Budget Assumptions**

**B. Capital Assumptions**

**IT Projects** - N. Colucci asked to change the wording to a “re-launch” of SharePoint to implement additional features and increase its functionality. G. McDonald discussed maximizing the capability of SharePoint and that we will be increasing its functionality.

G. Comrie discussed that we should have a plan related to high level functionality that has been identified and needs to be implemented correctly. G. Comrie asked if we should be using SharePoint for online licensing. G. McDonald said that the review and comparison of using SharePoint versus Aptify for on-line licensing is in progress and a decision has to be made once more details are available.

A discussion regarding whether there should be a budget for Aptify in 2016 occurred. There were concerns that since Aptify would not go-live till close to end of the year, we would not have enough information to support the details of the budget. After further discussion, it was agreed by members that the momentum for Aptify should carry on and that a budget should be made for 2016.

A. Zimmermann left the meeting at 5:42 pm.

**Building improvements – recoverable** – D. Brown asked what elevator upgrade meant. G. McDonald discussed that these elevators have been running since 1986 when the building was built and the mechanics are at a state that many parts are not replaceable. If we have to run into having to replace certain parts we will have to manufacture the parts ourselves because they can't be purchased. The idea is to redo/modernize the gears and the tractions and bring them up to date to make them fully modernized at a cost of \$1.1M, this is a recoverable cost as its CAM (Common Area Maintenance). R. Jones wants to see the breakdown of the \$1.1M. D. Brown would like a copy of the Brookfield Management report and would like to know a more about the procurement process.

## **C. Revenue Assumptions**

Advertisement income – G .Comrie noticed an error in the second sentence as it should read Revenue for the first three issues in 2015 and the last sentence should read Revenue for the year ended December 31, 2014.

D. Brown asked about the cost of WSIB, M. Cellucci will advise.

**MOTION**

That the Operating and Capital Budgets Assumptions be approved as adjusted.

Moved by N. Colucci and seconded by D. Brown.

**MOTION CARRIED**

**7. Terms of Reference and Work Plan**

A straw man Terms of Reference and Work Plan will be prepared by staff and emailed to Committee members for input and update. A draft version of both documents will be provided at the next meeting for committee approval.

**8. Financial Statements for the three months ended March 31, 2015**

The quarterly Financial Statements were discussed and M. Cellucci answered any questions the FIC members had.

**9. Other Business**

No other business was discussed.

**10. Date of Next Meeting**

Date of next meeting will be the last week in August or first week in September. Doodle will be sent out to poll members' preference.

**11. Adjournment**

Meeting adjourned at 6:40 p.m.