

**McMaster Association of Part-Time Students
Board of Directors Meeting - Minutes
Tuesday, February 10, 2004 at 5:30 p.m.
McMaster University Student Centre, Room 203**

PRESENT Carole Armstrong, Cassandra Lo Pohl, Anna Marinelli, Elaine Marion, David Moore, Noor Nizam, Rose O'Connor, Reneé O'Reilly, Walter Pohl
STAFF Jackie Osterman (executive director, chair)
REGRETS Susan Bray, Glyn Wide, Carol Stonehouse
ABSENT Bonnie Freeman, Heather Geddes,

CONSTITUTION OF THE MEETING

A quorum of directors being present, the chair called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Minutes of January 20, 2004
- Vice-President (External) Report, 10 February 2004
- Financial Statements, for the month ended 31 December 2003
- SRA Update, 10 February 2004
- Draft Bylaw Changes, 10 January 2004
- Draft Standing Resolution Changes, 10 January 2004

1. APPROVAL OF THE AGENDA

Motion: Moved by Moore, seconded by Lo-Pohl to accept the agenda as amended.

Motion Carried.

2. APPROVAL OF THE MINUTES

Moore noted that the dates on the minutes should be Tuesday, January 20.

Motion: Moved by O'Reilly, seconded by O'Connor that the minutes of the meeting of January 20, 2004 be accepted as amended. **Motion Carried.**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. PRESIDENT'S REPORT

None.

5. VICE-PRESIDENT (INTERNAL) REPORT

None.

6. VICE-PRESIDENT (EXTERNAL) REPORT

Lo Pohl presented her written report (copy annexed to the official minutes).

7. TREASURER'S REPORT

Osterman reported:

- The financial statement for December 2003 was circulated.
- The auditor is working on the financial statements; they will be ready for the AGM but a draft was not available for circulation at this board meeting.
- A draft budget for 2004 will be presented at the next meeting.

8. EXECUTIVE DIRECTOR'S REPORT

Osterman presented a verbal report:

- The lounge space and computers in the office continue to be heavily used.
- The balance of February will be very busy preparing for the AGM and leading [with Dale Schenk] a *Refining Directions* follow-up group on lifelong learning. Osterman is seeking to provide concrete evidence of part-time students' seriousness about their studies to debunk the perception of some faculty members that truly serious students would find a way to do their studies full-time.
- The amended *Student Code of Conduct* will be presented for approval at Senate in March.

9. SRA UPDATE

Moore presented his written report (copy annexed to the official minutes).

10. KIRSTEN ERICKSON – UNDERGRAD REP ON BOARD OF GOVERNORS

Erickson, the student elected as the undergraduate representative (part-time and full-time) on the McMaster University Board of Governors, introduced herself and briefly explained the role of the Board. She encouraged members to contact her if they have questions or concerns.

11. BYLAW REVIEW

Osterman referred the board to the draft bylaws and standing resolutions circulated at the last board meeting. Following discussion, minor amendments to the drafts were made:

- Bylaw #1, Section 25 (a,iv): "shall be at least ~~six~~ four meetings per year"
- Standing Resolution #7, Section 3: "with the ~~enjoyment~~ use of the facilities of"

Motion: Moved by Moore, seconded by O'Connor that the board approve the Standing Resolutions as amended. **Motion Carried.**

Motion: Moved by Moore, seconded by O'Connor that the board approve the proposed revisions to Bylaw #1, as amended, and recommend their ratification to the membership. **Motion Carried.**

12. ANNUAL GENERAL MEETING

Osterman reminded the board that the AGM is scheduled for Tuesday, February 24. If for any reason the University is closed that evening, the AGM will be deferred to Thursday, March 5.

The full board retires at the AGM. Several students have indicated interest in seeking election to the board. If there are more than 16 nominees, an election will be conducted at the meeting. Nominations (including resume to be accepted) must be received by the Executive Director by 8:30 p.m. on Monday, February 23.

Resumes will be available for perusal at the meeting. Osterman suggested that members have a brief [one paragraph] statement ready to offer at the AGM should elections be required.

13. TIME OF NEXT MEETING / ADJOURNMENT

AGM: Tuesday, February 24, 2004 at 5:30 p.m.

Motion: Moved by Moore, seconded by Pohl to adjourn. **Motion Carried.**
6:40 pm.