

**McMaster Association of Part-Time Students
Board of Directors Meeting - Minutes
Tuesday, January 25, 2005
MUSC, Room 230**

PRESENT Carole Armstrong (chair), Jesse Jeffrey, Cassandra Lo Pohl, Anna Marinelli, Elaine Marion, Sam Minniti, Dave Moore, Noor Nizam, Rose O'Connor, Sean Spratt
REGRETS Susan Black, Denise Ellis, Reneé O'Reilly, Walter Pohl
ABSENT Aaron Smith
STAFF Jackie Osterman (executive director)
BY INVITATION Therese Quigley, Director, Athletics and Recreation

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 November 16, 2004
Presentation Folder, Athletics and Recreation
Vice-President (Internal) Report, January 25, 2005
Financial Statements, for December 2004
Executive Director's Report, January 25, 2005
SRA Update, January 25, 2005
MAPS donation application from Peace Film Festival

1. APPROVAL OF THE AGENDA

Motion: Moved by C. Lo-Pohl, seconded by A. Marinelli to accept the agenda as circulated.
Motion Carried.

2. APPROVAL OF THE MINUTES

Motion: Moved by D. Moore, seconded by S. Spratt that the minutes of the meeting of November 16, 2004 be accepted. **Motion Carried.**

3. Board Development

Therese Quigley, Director, Athletics & Recreation made a presentation to the board with respect to the new Athletics facilities. Athletics and Recreation has set up a user committee to provide advice during the planning and construction. Their intention is to consult widely to ensure the best delivery of programs.

4. BUSINESS ARISING FROM THE MINUTES

MAPS Naming Opportunity – Armstrong read the approved wording of the recognition plaque

“We gratefully acknowledge the generous support of McMaster's Part-Time Students, whose role in planning, financing and governance helped to make the MUSC a reality.”

Osterman was responsible for placing the plaque in a suitable position of prominence.

5. PRESIDENT'S REPORT

Armstrong's report is attached. Armstrong informed the board that she has been working with Osterman on the executive director's performance evaluation. She asked that Osterman be excused just prior to the end of the meeting to discuss this issue.

6. VICE-PRESIDENT (INTERNAL) REPORT

Marinelli presented the summary of the bursary decisions for Winter 2005. The report is annexed to the official minutes.

7. VICE-PRESIDENT (EXTERNAL) REPORT

Marion presented a verbal report. 25th anniversary celebrations – Marion reported to the board that one of the art pieces hanging in the office was for sale. The artist has, over the years, frequented the office and used our services. She would be very proud to have her art hung in the office.

Marion had received many compliments on this particular piece and she asked the board if they would be interested in purchasing the art and having it permanently hung in the office. It was decided to increase the Office account in the 2005 budget to cover the expense.

Motion: Moved by D. Moore, seconded by S. Spratt that the art be purchased for \$450.00.
Motion Carried.

8. TREASURER'S REPORT

The financial statements for December were circulated. O'Connor reported that only 2 accounts were over budget – the Office account was over budget because of prepayments and the cost for the reception move; the Public Relations account was over-budget because of the increase of attendance at our regularly scheduled events, such as the barbeque.

Osterman explained that the December figures did not include the amounts yet invoiced. Osterman reported that she is ahead of schedule and will be meeting with the auditor to commence this year's audit.

9. EXECUTIVE DIRECTOR'S REPORT

A written report by Osterman is annexed to the official minutes. Osterman reminded the board that the university was moving to a new Human Resources system where different employers could be tracked. The university has requested that MAPS obtain its own employer number, EHT and WSIB account. Osterman said she has initiated the process and will inform the board if there are changes to our rates. Osterman said that the university is still going to provide payroll services and the staff will still participate in the university benefits and pension plan.

10. BOARD MEMBER REPORTS

SRA Report

Moore presented his report. The copy is annexed to the official minutes.

Library Committee

There was no meeting since the one previously reported on. Minniti did report that he has been asked to serve on a library review ad-hoc committee where he will be representing the interests of both full and part-time students.

11. OTHER BUSINESS

AGM – It was decided that the annual general meeting will remain on Tuesday, Feb 22.

Donation – An application for donation was submitted on behalf of the McMaster Peace and Conflict Film Festival.

Motion: Moved by S. Minniti, seconded by E. Marion that a \$100.00 donation be made to McMaster Peace and Conflict Film Festival.

Motion Carried.

Executive Director performance and salary review - Osterman was excused for the discussion of the executive director's performance appraisal and compensation review.

12. TIME OF NEXT MEETING / ADJOURNMENT

Next Meeting: AGM - Tuesday, February 22 at 5:30 pm.