

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, March 22, 2004 at 6:30 p.m.
MUSC, Room 224**

PRESENT Carole Armstrong, Susan Black, Denise Ellis, Min-Ju Evans, Kori Garrett, Jesse Jeffrey, Elaine Marion, Sam Minniti, Dave Moore (by proxy), Erin Robinson, Sean Spratt

REGRETS Anna Marinelli, Rose O'Connor, Reneé O'Reilly

STAFF Jackie Osterman (executive director)

Recorder Mary Alison Dingle

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 25, 2005
- Budget 2005
- SRA Report, 22 March 2005
- Board Meeting Dates for 2005/06
- Board Member Binder updates

1. APPROVAL OF THE AGENDA

Motion: Moved by Sam Minniti, seconded by Susan Black to accept the agenda as circulated. **Motion Carried.**

2. APPROVAL OF THE MINUTES

Motion: Moved by Sam Minniti, seconded by Sean Spratt that the minutes of the meeting of January 25, 2005 be accepted as circulated. **Motion Carried.**

3. BUSINESS ARISING FROM THE MINUTES

None.

4. EXECUTIVE ELECTIONS FOR 2005-2006

Jackie Osterman reported that she had canvassed the board to determine those interested in standing for executive office. She administered the election process.

President Sam Minniti nominated Carole Armstrong. Nomination accepted.

Osterman read a script sent by Anna Marinelli who wished to be nominated for Vice-President (Internal). Discussion of qualifications of the position, including one year experience on the board, were discussed following Min-Ju Evan's expressed interest in the position.

Vice-President (Internal)	Carole Armstrong nominated Anna Marinelli. Nomination accepted.
Vice-President (External)	Susan Black nominated Elaine Marion. Nomination accepted. Erin Robinson nominated Sam Minniti. Nomination accepted. There was a brief presentation by each nominee, after which Minniti was elected.
Treasurer	Sam Minniti nominated Elaine Marion. Nomination accepted.
Executive Councilor	Sam Minniti nominated Susan Black. Nomination accepted.
*Executive Councilor	Sam Minniti nominated David Moore. Nomination accepted.

*The immediate Past President did not return to the Board. An additional position of executive councilor has been added to maintain an executive of six members. Explanations of role and duties can be found the MAPS binders. An individual may not hold the same executive position for longer than two years.

Motion: Moved by Kori Garrett, seconded by Carole Armstrong to destroy the ballots and ratify the candidates duly elected/acclaimed to office. **Motion Carried.**

5. Committee Selections

Ad-hoc committee for the board annual retreat

As a preamble, it was explained that all members can be involved in committee work. If the ad-hoc committee is successful, it will be added to standard procedure. The purpose of the committee would be to help set an agenda and objectives and allow board members learning opportunities, and to get to know one another.

Motion: Moved by Susan Black, seconded by Sean Spratt to create an ad hoc committee for the Annual Retreat. **Motion Carried.**

Osterman distributed the committee sign up sheets for board committees. These will continue to be available in the MAPS office.

6. EXECUTIVE DIRECTORS' REPORT

See other business.

7. BOARD MEMBERS REPORT

SRA – David Moore: This report was distributed to members in their meeting packages.

Library committee – Sam Minniti: One meeting has been held, since the last MAPS meeting, called “My Library Space”, reporting from two panels of campus feedback about library space and the need for more people space. Mills, Innis, Thode and the Health Sciences library will be renovated, and the book stacks will be reduced by 1/3 in the Health Sciences library. Other issues include guidance for new technology, and storage & security from professional thieves. Locker space has been proposed for the libraries, which could be cleared and unlocked automatically at night. Sam distributed information.

8. OTHER BUSINESS

2005 Budget - Osterman presented the final budget for 2005.

Osterman reported that the revenue has been underestimated since we can never be sure about the number of students that will be registering. The interest has also been lowered since that is the current trend for investments. With the changes in the Registrar's office, MAPS has also lost funding for "Getting Ready for University": This is an event for mature students that was co-hosted and co-sponsored with the Part-time Degree Coordinator. That position has been eliminated.

Carole Armstrong wondered about a leadership course that had been suggested to Jackie Osterman. Osterman reported that she is looking into a leadership course at McMaster offered through CCE.

Denis Ellis questioned whether or not the student handbook was on CD. Osterman responded no, since the handbook now contains a daily diary that students find useful. The board decided that the LINK should be kept, and the possibility of complementing it with emails was raised. An email distribution list is not presently possible, as it would require MAPS to have their own server.

Motion: Moved by Denise Ellis, seconded by Sam Minniti to adopt the budget for 2005.
Motion Carried.

Registrar's Office Decisions –

Osterman spoke about the Registrar's recent decisions regarding part-time degree studies budget and its implications for exclusive administrative support for part-time students. The Registrar's Office has decided to remove exclusive administrative support, preadmission counseling, the Registrar's Office handbook, and financial support. Osterman has been working with Tina Horton on Refining Directions and many of the recommendations had to be changed to now include the re-introduction of these services. They were not even alerted to these changes. Osterman has already spoken briefly with an Ombudsperson. Lancaster suggested that the ad-hoc committee should reconvene and the proper channels should be followed. Osterman and Armstrong are going to meet with Lou Ariano (the registrar) and then meet with Ken Norrie (provost) and finally speak to the University president.

Discussion followed as to the use of Faculties in regards to part-time students. Denise Ellis suggested that Faculties be contacted to alert them to the changes, and possibly solicit moneys from them. Discussion also arose as to the purpose of MAPS and should we be involved in recruiting.

Request for donation –

CLAY (Creating Leadership Among Youth) – MSU leadership conference in May. They are requesting sponsorship. Donations can be made in three levels: bronze (\$100 – \$250), silver (\$250 – \$750), and gold (\$750+). Discussion followed indicating that part-time students don't attend and attendees are not necessarily going to end up studying at McMaster

Motion: Moved by Sam Minniti, seconded by Sean Spratt, NOT to approve a donation to the MSU for CLAY. **Motion Carried. (Robinson abstained)**

Request for an automatic door opener

Osterman presented a request to install an automatic door opener in the reception office to accommodate our special needs students.

The McMaster community is supposed to be inclusive, therefore needs to be accessible to students with special needs. A push button for the MAPS office would cost approximately \$3100. Discussion ensued regarding why MAPS is expected to pay the cost, since MAPS is a leaseholder in the MUSC. Osterman will look for funds elsewhere but is not optimistic she will find any. The question was tabled to the next meeting. Erin Robinson noted that there has been a restructuring as to who can apply for funds.

Important dates for 2005/2006

Osterman presented the following dates for the board meetings/attendance for the 2005/06:

Saturday, May 7, 2005	retreat
Monday, June 20	MAPS BBQ (rain date, Wed., June 22)
Tuesday, June 21	MAPS BBQ (rain date, Thurs. June 23)
Tuesday, Sept. 20	board meeting
Friday, October 21	CCE graduation
Tuesday, November 15	board meeting
Friday, December 2	Awards Dinner
Tuesday, January 17	board meeting
Tuesday, February 14	board meeting
Tuesday, February 28	AGM

Meeting times are generally Tuesdays at 5:30 p.m., however this can be changed if necessary. Also, if need arises, new meetings can be scheduled.

Board member binder updates

Osterman distributed the updates for the board binders. An amendment can be that the nominating committee (recruiting) should begin May 1. Osterman may act as consultant, but not be part of the committee.

11. TIME OF NEXT MEETING / ADJOURNMENT

Next Meeting: Saturday, May 7 (annual retreat)
The meeting adjourned at 8:11 p.m.