

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Wednesday, November 16, 2005 at 5:30 p.m.**

PRESENT: Carole Armstrong (chair), Susan Black, Denise Ellis, Anna Marinelli, Elaine Marion, David Moore, Rose O'Connor, Sean Spratt, Kori Garrett

ABSENT: Reneé O'Reilly, Min-Ju Evans, Jesse Jeffrey

GUEST: Sam Minniti

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 September 20, 2005
- Report of the Hiring Committee, November 10, 2005
- Executive Counsellor's Report, November 14, 2005
- Awards Banquet Status Report, November 17, 2005

1. APPROVAL OF THE AGENDA

Motion: Moved by O'Connor, seconded by Black that the agenda be adopted as circulated. **Carried.**

2. APPROVAL OF THE MINUTES

Motion: Moved by Ellis, seconded by Marinelli that the minutes of May 14, 2005, be adopted. **Carried.**

Motion: Moved by Ellis, seconded by O'Connor that the minutes of September 20, 2005 be adopted with the following changes:

Page 3, first bullet point: "at" is to be deleted

Page 4, last paragraph: "payables" changed to "bookkeeping"

Carried.

3. BUSINESS ARISING

Retreat Committee: Black suggested that should this committee continue, the following items need to be considered:

- Budget should be determined
- Clear definition of mandate and scope

It was agreed to defer any decision regarding this committee.

Nominating Committee: Black suggested that some kind of advertising should be sent out in the January mailing. The board agreed that the mailing piece Black developed was a good start to providing a higher profile for the recruitment of potential board members. Black will contact committee members to provide a more complete plan.

4. PRESIDENT'S REPORT

Armstrong gave a verbal report. Activities outlined were:

- Liaison with MAPS' office on daily basis, by email and telephone
- Preparing interview guides for hiring committee
- Creating an employment agreement for the Executive Director
- Chairing hiring committee.

5. VP INTERNAL REPORT

No report due to vacation. Ellis gave a report on the Awards Committee activities normally chaired by Marinelli. All agreed there should be more promotion of our award offerings.

6. TREASURER'S REPORT

No report.

7. HIRING COMMITTEE REPORT

A written report by the Hiring Committee is annexed to the official copy of the minutes. A vote of the board of directors confirming the recommendation of the Hiring Committee was conducted by phone by the president on November 12 and 13. The result of that vote was formally entered in to the record:

Motion: Moved by Armstrong, seconded by Moore that the board ratify the Hiring Committee's recommendation that Sam Minniti be hired as executive director.
Carried Unanimously.

Minniti will start on Monday, November 28, 2005.

8. AWARDS DINNER UPDATE

Puchalski to email a report on the Awards Banquet and Awards (attached as addendum to the minutes).

9. EXECUTIVE COUNSELLOR REPORT

Attached.

10. OTHER BUSINESS

Sam Minniti tendered his verbal resignation as vice-president (external) and as a member of the board of directors. Unanimously accepted. Minniti spoke as Executive Director-Designate saying that he was thrilled to be here. Congratulations were offered by board members.

Armstrong tabled the resignation of Tina Puchalski, effective close of business on Friday, November 25. The board was saddened by this resignation but unanimously accepted it.

Armstrong suggested that to respect the wishes of Puchalski, we keep this resignation quiet and Minniti was advised to start looking around for potential candidates.

Marion offered the resources of the board in order not to overload Minniti. Minniti indicated he would definitely ask for help if required.

Armstrong proposed a change to the title of the Administrative Assistant to reflect a new division of duties between administration and management. Under the direction of the Executive Director, the Office Administrator would be responsible for running the office and administrative support to the Board, freeing the Executive Director to concentrate on advocacy and representation.

Motion: Moved by Moore, seconded by Ellis to change the title of Administrative Assistant to Office Administrator, to reflect a new division of duties between administration and management. **Carried.**

Minniti asked what the salary range would be for the position of Office Administrator. After some discussion the consensus was that a person be recruited for a six-month contract at the current level (\$35,000 per annum) in order to assess the suitability of the candidate.

Motion: Moved by Moore, seconded by Ellis that any Office Administrator replacement be offered a six-month contract. **Carried.**

Armstrong provided an update on the outstanding overtime and vacation request of the previous executive director. The board had requested a legal opinion; the lawyer has not responded to our email and telephone requests. Puchalski will be asked to call again, as Armstrong is difficult to reach at her place of work at times.

11. TIME OF NEXT MEETING/ADJOURNMENT

Next Meeting: Tuesday, January 17, 2006 at 5:30 p.m.

Motion: Moved by Moore, seconded by Ellis to adjourn. **Carried.**

6:45 p.m.