

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Saturday, May 13, 2006 at 1:00 p.m.  
Room 224, McMaster University Student Centre**

**PRESENT** Dave Moore (chair), Alex Alvarez, Carole Armstrong, Denise Ellis (by proxy), Vicki Hartley, David Rennie, Nathan Shaw, Eric Siu, Sean Spratt, George Zrinscak

**REGRETS** Min-Ju Evans, Anna Marinelli, Noor Nizam, Rose O'Connor, Gisela Oliveira, Ken Seville

**STAFF** Sam Minniti (executive director)

**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 March 15, 2006
- Draft 2006 Budget & Budget Notes
- President's Report, May 7, 2006
- Executive Director Report, May 13, 2006
- Year Plan Considerations, May 7, 2006

**1. APPROVAL OF THE AGENDA**

**Motion:** Moved by Zrinscak, seconded by Alvarez that the agenda be adopted as circulated. **Carried.**

**2. APPROVAL OF THE MINUTES**

**Motion:** Moved by Hartley, seconded by Shaw that the minutes of March 15, 2006, be adopted as circulated. **Carried.**

**3. PRESIDENT'S REPORT**

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

Moore noted that Josie Taylor's 6-month contract as office administrator would be ending in late May. He advised that she has made a strong contribution to the MAPS office and that the executive committee is recommending that she be converted from contract to permanent staff.

It was further agreed that Taylor be moved ahead in the salary grid by one step immediately and that the standard review be undertaken effective her anniversary date (November 2006). Minniti was directed to update the job description to reflect current responsibilities and have the position graded by the McMaster Human Resources department. It was noted that MAPS is not obliged to follow the grading recommendation, but that it is a useful tool in assessing compensation.

**Motion:** Moved by Moore, seconded by Armstrong that Josephine Taylor's appointment as office administrator be converted from full-time contractual to full-time permanent staff effective Monday, May 15, 2006, at a pay rate of \$19.78 per hour. **Carried.**

#### **4. TREASURER'S REPORT**

##### 2006 Budget

The board referred to the draft budget previously circulated. Spratt commented on the recommendations made by the executive committee.

Donations – There have been no new requests since the last board meeting. Following some discussion, it was agreed that donations are best left to the personal priorities of individual members of MAPS and that the Association should focus its resources on quality and accessibility of higher education.

Seminars – The board agreed that the “Are You Ready For University” annual seminar in August has not been reaching the target audience (prospective students). Moreover, the University's staged withdrawal from funding this initiative was noted and it was agreed that recruitment is properly a University responsibility. A consensus was established to pursue the executive committee's recommendation to have skills-development modules. Minniti was directed to investigate and report back to the board.

Promotions – The board concurred with the executive's recommendation to discontinue the barbeque. MAPS will instead pursue profile-raising activity at the beginning of each academic session, both on the main campus and downtown (CCE). Minniti was directed to investigate and report back to the board.

**Motion:** Moved by Spratt, seconded by Siu that the 2006 Budget be adopted as circulated. **Carried.**

#### **5. EXECUTIVE DIRECTOR'S REPORT**

The Board referred to Minniti's written report (copy annexed to the master copy of the minutes).

Zrinscak commented that he has heard that student advisors in the Faculty offices aren't available at times convenient to part-time students. Armstrong agreed, noting that she had come to campus on her lunch only to find her Faculty office closed.

Rennie suggested replacing the mice at the [student] computer terminals, noting that they are dated and not always working properly.

Alvarez volunteered to join Minniti in his meetings with UTS on technology upgrades.

#### **6. MEMBERSHIP ON BOARD COMMITTEES**

Members were asked to send an email to Minniti to indicate their interest in serving on standing committees of the Board. A committee list will be circulated with the agenda for the next board meeting. Minniti noted that the Awards Committee will have to meet in August.

## **7. DONATION REQUESTS**

In view of the board's decision not to allocate funds within the MAPS budget for donations, this item was withdrawn from the agenda.

## **8. PRIORITIES FOR 2006-2007**

Members were asked to review the "Year Plan Considerations" material document (copy annexed to the master copy of the minutes) circulated with the agenda and to send comments to Moore and Minniti. An updated document, incorporating comments and discussion at today's meeting, will then be prepared.

## **9. OTHER BUSINESS**

Minniti will canvas board members for their availability for a board social in August

## **10. TIME OF NEXT MEETING / ADJOURNMENT**

Next Meeting: A meeting of the Board of Directors will be held concurrent to the Special General Meeting of the Membership on June 27, 2006 at 6:00 p.m.

**Motion:** Moved by Armstrong, seconded by Shaw to adjourn.  
**Carried.**

3:05 p.m.