

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Open Session Minutes  
Thursday, February 12, 2007 at 6:00 p.m.  
Room 213, McMaster University Student Centre**

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

**REGRETS** Noor Nizam, Gisela Oliveira, Ken Seville, Nathan Shaw, Eric Siu

**ABSENT** Min-Ju Evans, Rose O'Connor

**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 January 18, 2007
- President's Report, February 12, 2007
- Treasurer's Report, February 12, 2007
- Executive Director's Report, February 12, 2007
- Executive Director Performance Review (Closed Session)
- Performance Appraisal and Merit Allocation (Closed Session)

**1. APPROVAL OF THE AGENDA**

**Motion:** Moved by Armstrong, seconded by Spratt to approve the agenda as circulated. **Carried.**

**2. APPROVAL OF THE MINUTES**

**Motion:** Moved by Armstrong, seconded by Marinelli to approve the minutes of the meetings of January 18, 2007, as circulated. **Carried.**

**3. EXECUTIVE DIRECTOR'S REPORT**

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

Moore congratulated Minniti on his induction as a "Friend of Distinction" by Athletics and Recreation at Marauder Weekend (February 3).

Minniti was excused for the balance of the meeting.

**CLOSED SESSION**

RETURN TO REGULAR SESSION

Marinelli and Zrinscak left the meeting at this time.

## **5. TREASURER'S REPORT**

The Board referred to the written report by Spratt (copy annexed to the master copy of the minutes).

A consensus emerged that:

1. No change to the number of signing authorities at this time. Future boards may wish to consider adding an additional person if the President, VPs, and Treasurer are not on campus regularly. Armstrong noted that many organizations our size process payments bi-weekly or monthly.
2. The board agreed that in keeping with principles of effective controllership, a signing officer should not sign a cheque payable to himself or herself.
3. An expense form will be developed by the executive director and circulated to the board, for information, with his next written report.
4. Board members on campus for MAPS business on days other than when they have a class will be reimbursed for parking expenses. Other expenses may be reimbursed with advance approval of the executive committee.
5. The executive director is to report back to the board on hospitality expenses over the last year and make a recommendation for a budget amount, recognizing that the level of expenses may vary from month to month.
6. MAPS will sponsor up to the equivalent of one foursome participating in the annual MSU Golf Tournament. If more than four board members and staff members are participating, the amount will be averaged among the participants.

## **7. PRESIDENT'S REPORT**

Moore presented his written report (copy annexed to the master copy of the minutes). He drew attention to the summary of the Association's achievements in 2006-07 which are listed on pages 2 and 3 of the report.

## **8. OTHER BUSINESS**

None.

## **9. FUTURE MEETINGS / ADJOURNMENT**

Future meetings:

Annual General Meeting – Tuesday, March 6, 2007 at 5:30 p.m.

There being no further business, the meeting adjourned at 8:40 p.m.