

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, September 25, 2007 at 5:30 p.m.
MUSC Room 220, McMaster University**

PRESENT Carole Armstrong (acting chair), Lynn Beyer, Min-Ju Evans, Vicki Hartley, Darlene Hayward, Rabia Khan, Joseph McGuire, Dave Moore (by proxy), Eric Siu, Sean Spratt, Michael Westcott (by proxy), Allan Wong

REGRETS Anna Marinelli

ABSENT Alex Alvarez, Simon DeAbreu, Kyra Machèn, 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 July 27, 2007 (open and closed session)
- President's Report, September 25
- Executive Director's Report, September 25
- Executive Director's Goals, Revised September 25

1. APPROVAL OF THE AGENDA

Motion: Moved by Hartley, seconded by Wong that the agenda be adopted, with the addition of MAPS Part-Time Assistant Wages under Other Business.
Carried.

2. APPROVAL OF THE MINUTES

Motion: Moved by Hayward, seconded by Spratt that the minutes of July 27, 2007 (open and closed session), be adopted as circulated. **Carried.**

3. PRESIDENT'S REPORT

Given Marinelli's absence due to illness, this item was removed from the agenda.

4. EXECUTIVE DIRECTOR'S REPORT

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

5. MAPS COMMITTEES

Awards: Joe McGuire (joining Allan Wong (chair), Darlene Hayward, Simon DeAbreu)

Internal: Allan Wong (chair), Rabia Khan, Joe McGuire

External: Kyra Machèn (chair), Min-Ju Evans, Joe McGuire, Eric Siu

Finance: Westcott (chair), Rabia Khan, David Moore, Allan Wong

Motion: Moved by McGuire, seconded by Wong to ratify members to board committees in addition to those previously appointed to the awards Committee.
Carried.

6. EXECUTIVE DIRECTOR'S GOALS

Minniti presented his goals once more, this time with revisions that incorporated feedback from Marinelli on behalf of the board. This is the third time executive director goals have been discussed by the board (in addition to June 23 and July 27).

Armstrong noted that it is time that the board approve Minniti's goals as per the most recent draft.

Khan expressed some concern over the goals being approved with Marinelli being absent.

Minniti indicated that Marinelli had seen the revised goals to ensure congruency with the feedback he had received from her, on behalf of the board.

Hayward indicated that it would be beneficial to approve the goals, and have Minniti prepare goals for the 2008 year to be presented at the next board meeting so as to have the approval cycle align with Minniti's anniversary.

Wong agreed stating that it would give Minniti more time in regards to implementation.

Armstrong agreed that Minniti should start looking at goals for next year so that he actually does have a year to work on them as opposed to mere weeks or months given the board's delay in approving the goals.

Minniti agreed that he would be able to prepare a document detailing his goals for 2008 that would be presented at the November board meeting.

Armstrong noted that the goals presented were valid, but encouraged board members to provide feedback.

Khan indicated her preference for the goals to be approved by the executive committee on recommendation from the board.

Armstrong expressed concern over further delaying this process and that the board should not penalize Minniti by deferring approval once again, even if it is to the executive committee.

Khan suggested that the board may wish to review each goal, and approve them independently with the percentage Minniti assigned them.

Wong added that the percentage allocated to MAPS-MSU Transferability be increased above 35% to reflect the amount of work done with other campus stakeholders.

McGuire indicated that he did not think this was necessary and was not part of the original feedback given to Minniti via Marinelli.

Armstrong encouraged the board to approve the goals document, as revised, and that the board would be able to discuss whether or not certain goals deserve greater prominence or recognition when the board conducts Minniti's performance review.

Motion: Moved McGuire, seconded by Khan that the board approve Minniti's goal document, as revised, and refer it to the Executive Committee.
Carried.

7. OTHER BUSINESS

Minniti indicated that the MAPS executive committee approved a wage increase for the current part-time assistants in the office from \$8.00 per hour to \$10.00 per hour, in order to recognize experience and merit, with the understanding that the hourly wage would return to \$8.00 once new employees were hired to fill these positions. Minniti added that the motion at the executive committee was to endorse the pay increase, and have the board approve the increase.

Armstrong noted the executive committee and the board do not need to approve wage increase, and that this is within the purview of the executive director.

McGuire agreed and indicated that this was within Minniti's scope, that no motion is required, and that an update to the board is sufficient.

8. TIME OF NEXT MEETING / ADJOURNMENT

The executive director will touch base with Marinelli to determine a suitable date for the next board meeting in November.

Motion: Moved by Wong, seconded by Hayward to adjourn.
Carried.

The meeting was adjourned at 6:20 p.m.