

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday January 27, 2009 at 5:30 p.m.
Room 236, Centre for Continuing Education (CCE), McMaster University**

PRESENT Carole Armstrong, Jeanette Button, Min-Ju Evans, Darlene Hayward, Tina Horton, Jim Huff, Elaine Marion, Cassandra Pohl, Kate Pratas, Eric Siu, Geraldine Voros, Violet Wakeman-Ajandi, Allan Wong (chair)

BY PROXY None

ABSENT Hasnat Ahsan, Rose O'Connor, Candace Waterkamp

STAFF Sam Minniti (Executive Director)

GUESTS Lisa Boniface, Assistant Director, Centre for Continuing Education (CCE)

CONSTITUTION OF THE MEETING

A quorum of directors being present, Wong called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- President's Report
- Executive Director's Report
- Draft 2009 MAPS Budget

1. ADOPTION OF THE AGENDA

Motion: Moved by Armstrong, seconded by Marion to adopt the agenda.
Carried Unanimously.

2. CENTRE FOR CONTINUING EDUCATION (CCE) PRESENTATION

Lisa Boniface, Assistant Director from CCE provided an overview of CCE, including the types of certificates and diplomas offered, as well as some recent trends and enrolment growth projections. Boniface thanked the MAPS Board for their vision and leadership in regards to the \$505,000 bursary endowment for CCE students, and indicated that the timing could not have been better since she is expecting enrolment to increase by 15 per cent.

3. PRESIDENT'S REPORT

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

4. EXECUTIVE DIRECTOR'S REPORT

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

5. DRAFT 2009 BUDGET

Minniti highlighted the Draft 2009 MAPS Budget which he authored and indicated that he sought and received endorsement from MAPS' Treasurer, Elaine Marion, followed by the Finance Committee. Minniti explained each budget line, first within revenue and then within expenditures. Minniti indicated that his budgetary projections were based on continued modest enrolment growth, and in his opinion, were actually conservative given the expected enrolment growth that is typically associated with economic downturns. Minniti highlighted the major differences between the proposed 2009 budget from the 2008 budget, including:

- maintaining the budget line for the annual awards dinner and reception at approximately twice the normal amount (\$15,000 instead of \$9,000) for one more year given that 2009 marks the 25th anniversary of the awards dinner (whereas 2008 commemorated the 30th anniversary of the MAPS Board),
- maintaining the budget line for MAPS' newsletter, *The Link*, at \$15,000 to reflect two editions (fall and winter) and not a third edition in the spring/summer,
- substantially reducing the budget line for professional fees from \$18,000 to \$5,000 given that professional fees in 2008 predominantly dealt with legal fees associated with the 2008 Annual General Meeting and human resource issues regarding the previous Office Administrator,
- increasing the Staff – Salary & Benefits line from \$156,188.50 to \$163,217 to incorporate the across the board (ATB) increase in TMG salary and benefits of 4.5%, independent of merit as determined by performance reviews

Minniti concluded by noting that he expects MAPS to yet again have a healthy surplus of between \$60,000 and \$80,000 (aside from retained earnings and investments), which would facilitate the annual allocation of \$60,000 each year until 2014 for the \$505,000 MAPS Bursary endowment.

Armstrong inquired when the MAPS Board would be approving the scope of the 2009 Annual Awards Dinner, and as such, the corresponding cost increases.

Minniti indicated that it would be via the approval of this budget.

Hayward inquired why the Public Relations budget line had gone from \$1,117 in 2007 to \$4,606.12 in 2008.

Minniti indicated that this reflected increased programming, such as the resurrection of the summer barbecue ("Fun-in-the Sun"), and the revamped Getting Ready for University workshop as "University 101".

Armstrong noted that Minniti was rather frugal with respect to the increase in the Staff – Salaries and Benefits line.

Minniti indicated that the increased budgeted for 2009 in this line only reflects the ATB increase in TMG salaries and benefits, and reiterated that it is independent of merit increases via annual performance reviews and bonuses as stipulated in the Executive Director Employment Contract. Minniti maintained that it would be a conflict of interest for him to make any other changes to this budget line above and beyond the automatic ATB increase for TMG positions.

Voros commented that this budget line increased substantially between 2006 and 2007 as well as between 2007 and 2008.

Minniti indicated that these increases were as a result of merit increases via performance reviews for both the Executive Director and Office Administrator, as well as the re-banding of the Office Administrator position from CAW Local 555, to a TMG position, the latter having a substantially higher remuneration scale.

Wong maintained that the focus of discussion should be on approving the draft 2009 budget as opposed to commenting on previous budget actuals.

Marion agreed that comments regarding previous budgetary actuals should be in the context of comparing them to the draft 2009 budget.

Motion: Moved by Marion, seconded by Huff that the Draft 2009 budget be approved.
Carried Unanimously.

6. UNFINISHED/OTHER BUSINESS

There was no unfinished or other business.

7. TIME OF NEXT MEETING / ADJOURNMENT

Minniti indicated that the time of the next Board meeting would be on Tuesday February 24 at 5:30 p.m. in Room 203 of the McMaster University Student Centre. Minniti also noted that Wong would be in touch with Board members in advance of the next meeting since the next meeting would deal with the Executive Director's performance review. There being no further business, the board adjourned at 8:45 p.m.

Motion: Moved by Marion, seconded by Armstrong to adjourn.
Carried Unanimously.