

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Saturday June 20, 2009 at 4:00 p.m.
The Oban Inn, Niagara-on-the-Lake, Ontario**

PRESENT Grace Bisutti, Jeanette Button, Elaine Marion (Chair), Eric Siu, Violet Wakeman-Ajandi, Candace Waterkamp

BY PROXY Min-Ju Evans, Rose O'Connor, Kate Pratas

ABSENT Ian Walker, Allan Wong

STAFF Sam Minniti (Executive Director), Terri Jones (Office Administrator)

GUESTS None

CONSTITUTION OF THE MEETING

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

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Executive Director's Report
- President's Report
- Updated 2009 Budget

1. ADOPTION OF THE AGENDA

Motion: Moved by O'Connor, seconded by Button to adopt the agenda.
Carried Unanimously.

2. PRESIDENT'S REPORT

Marion presented her written report (a copy annexed to the master copy of the minutes).

3. EXECUTIVE DIRECTOR'S REPORT

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

4. TREASURER'S REPORT

Minniti and Button explained each budget line and in particular highlighted the budget lines that were being changed including: Fee Income (\$320,000 to \$335,000), Total Revenue (\$328,000 to \$343,000), Awards Dinner & Reception (\$15,000 to \$8,500), Board Development (\$2,000 to \$3,500), Education Services/Seminars (\$3,000 to \$6,000), Public Relations (\$3,000 to \$4,000), Staff – Development & Travel \$5,000 to \$6,500), Software & Computer Supplies (\$700 to \$2,500), Total Expenditures (\$250,918.98 to \$262,219), Contingency/Operating Surplus (\$77,081 to \$80,781), and the addition of a new budget line for expenses associated with the Canadian Alliance of Student Associations (CASA) at \$9,000.

Waterkamp suggested that increases in the Software & Computer Supplies line could also go towards MAPS purchasing a new laptop as well as a smart phone. She also suggested that the old laptop could be used by Board members representing MAPS at conferences.

Motion: Moved by Wakeman-Ajandi, seconded by Waterkamp to approve the revised budget.
Carried Unanimously.

5. MAPS OFFICE RENOVATION

Minniti indicated that he and Marion had a discussion shortly after Marion's election as MAPS President about his desire to brighten the MAPS Office with some paint. He indicated that Marion was supportive, and even more, had a vision for the total renovation of the MAPS Office in order to make it a more mature, smart, stylish, and homier office for part-time students.

Marion explained that an update of the office furniture and decor was part of her goals as President that she shared with the Executive Committee earlier in June.

Minniti indicated that the timing of the office upgrade would be a fitting way to celebrate the organization's 30th anniversary in 2009 and that MAPS had more than enough retained earnings to pay for it.

Minniti indicated that he and Terri Jones, MAPS Office Administrator, had identified three companies for a quote: Buy The Yard, Booth Furniture, and Lordly Jones. After reviewing all three with the assistance of Marion, Minniti and Jones suggested that Booth Furniture be responsible for the office renovation.

Minniti also added that as part of the renovation, the office door would be changed to a wheelchair accessible door.

Bisutti inquired if MAPS' retained earnings would be sufficient.

Minniti confirmed that MAPS had \$52,000 in retained earnings with investments in Scotia McLeod alone, not counting the retained earnings in the McMaster Savings & Credit Union chequing and savings accounts. Minniti added that \$52,000 should be a good start, but that when extensively renovating any space, costs can easily and quickly add up. He noted that there would be a possibility of not requiring all of said funds from Scotia McLeod, but that additional retained earnings from the McMaster Savings & Credit Union may be required in order to fully renovate the space. He also indicated that funds should be allocated to make the doors to the MAPS Office wheelchair accessible, and that \$5,000 would be more than sufficient.

Marion indicated that the Board should give Minniti discretion to access the retained earnings from the McMaster Savings & Credit Union should the \$52,000 in retained earnings from Scotia McLeod not be sufficient for the entire office renovation. Marion a

Motion: Moved by Wakeman-Ajandi, seconded by Waterkamp to allocate retained earnings of approximately \$52,000 from Scotia McLeod for renovations to the MAPS office, approximately \$5,000 from McMaster Savings & Credit Union to make the front door wheelchair accessible, and authorize Minniti to access additional retained earnings from the McMaster Savings & Credit Union should they be required to complete the office renovation.
Carried Unanimously.

6. UNFINISHED / OTHER BUSINESS

There was no unfinished or other business.

7. TIME OF NEXT MEETING / ADJOURNMENT

Minniti indicated that he would be soliciting Board members via e-mail in the month of September in order to ascertain which weeknight would be best for Board meetings. There being no further business, the meeting was adjourned at 5:30 p.m.

Motion: Waterkamp moved and O'Connor seconded to adjourn the meeting
Carried Unanimously.