

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Thursday March 3, 2011 at 5:30 pm
McMaster University Student Centre, Room 214**

PRESENT Jeanette Hunter, Elaine Marion (Chair), Rose O'Connor, Kate Pratas, Nathan Shaw, Violet Wakeman-Ajandi, Candace Waterkamp

BY PROXY Min-Ju Evans (via Elaine Marion)

STAFF Sam Minniti (Executive Director)

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
- MUSC Task Force Letter Response to MAPS Letter
- Draft MAPS 2011 Budget

1. ADOPTION OF THE AGENDA

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

2. DRAFT 2011 MAPS BUDGET

Minniti and Pratas presented the Draft 2011 MAPS Budget and explained their rationale for each budget line, noting why there were any changes from the MAPS 2010 Budget and 2011 actuals.

Motion: Moved by Waterkamp, seconded by Pratas to approve the Draft 2011 MAPS Budget.
Carried Unanimously.

3. BOARD NOMINATION REFORM

Minniti explained that the affairs of MAPS are governed by a volunteer Board of Directors and that MAPS members in good standing are eligible for election as Directors (students registered in less than 18 undergraduate degree units, students enrolled in certificate/diploma courses through the Centre for Continuing Education (CCE), students enrolled in the Clinical Behavioural Sciences (CBS) program, or current Directors of the MAPS Board). Minniti added that based on feedback from the MAPS Board, there was a desire for current Board members to meet prospective candidates for the MAPS Board prior to the Annual General Meeting (AGM) where Board members could answer questions of prospective candidates as well as ask prospective candidates questions. In addition, Minniti noted that the MAPS Board desired to formally sign-off on the nomination of prospective Board member so as to verify fit between prospective candidate and MAPS.

Marion asked if the proposed changes to the nomination process would be applicable to returning Board members, to which Minniti answered yes. Minniti added that is important for Board members to hold each other accountable and that a forum in which a Board member requires the nomination of three existing Board members prior to the nomination deadline would provide for valuable feedback and accountability, especially for Board members who have not been active.

Waterkamp indicated that she liked the idea and that it strikes a good balance between remaining accessible to MAPS' constituency, but at the same time, wise in screening potential Board members.

Shaw concurred with Waterkamp and asked when it would take into effect to which Minniti indicated that if the MAPS Board approved it tonight, it would take into effect immediately, and be reflected in the nomination process for the upcoming AGM.

Hunter inquired if a change in MAPS bylaw was required to which Minniti indicated that no change would be required since the proposed changes do not deal with notice of nomination nor the actual election process of the Board. Minniti clarified that the nomination process of meeting with the MAPS Board and collecting signatures from nominators was not a creature of the MAPS Bylaw.

Motion: Moved by Pratas, seconded by Hunter to amend the MAPS Board of Directors nomination process to include a mandatory meeting with the MAPS Board of Directors prior to the nomination deadline and to require a total of six nominators, three of which are MAPS members and three of which must be current members of the MAPS Board of Directors.
Carried Unanimously.

4. EXECUTIVE DIRECTOR'S REPORT

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

5. MUSC TASK FORCE LETTER

Motion: Moved by Hunter, seconded by Marion to move into closed session.
Carried Unanimously.

Motion: Moved by Wakeman-Ajandi, seconded by Waterkamp to return to open session.
Carried Unanimously.

6. WORKPLACE SAFETY & INSURANCE BOARD (WSIB) COVERAGE

Minniti indicated that as a result of changes in services provided by the department of Human Resources to affiliates such as MAPS, WSIB would no longer be a service paid for by Human Resources, and as such, MAPS would need to pay for its own WSIB needs. Minniti clarified that HR would still be involved in organizing and streamlining WSIB files on campus, but would no longer be paying for it. As such, Minniti indicated that the MAPS Board should pass a motion formally taking on WSIB responsibilities for MAPS.

Waterkamp inquired as to how much this would cost to which Minniti indicated that it would be \$0.67 for every \$100 of gross payroll.

Motion: Moved by Pratas, seconded by Waterkamp to have MAPS purchase WSIB coverage (via McMaster University Human Resources) at the rate of \$0.67 per \$100 of gross salary.
Carried Unanimously.

7. UNFINISHED / OTHER BUSINESS

There was no unfinished or other business.

8. TIME OF NEXT MEETING / ADJOURNMENT

Minniti indicated that the next meeting of the MAPS Board of Directors would take place on Thursday April 7, 2011. There being no further business, the meeting was adjourned at 9:12 pm.

Motion: Moved by Waterkamp, seconded by Shaw to adjourn.
Carried Unanimously.

UNAPPROVED / "AS IS" (see Important Notice at end)

IMPORTANT NOTICE

During the years 2008 through 2012, the taking of minutes, recording of decisions of the Board, and other normal meeting procedures do not appear to have been followed or in accordance with best practices. However, various documents that appear to be unapproved minutes were found.

In August 2013, the Board of Directors (which was elected in February 2013 as part of a complete Board changeover) instructed that these unapproved minutes be made publicly available in order to advance the current Board's commitment to transparency and improved governance. However, these minutes may not be fully representative of the deliberations or subsequent actions of prior Boards, and the current Board is unable to determine their accuracy as none of the current members were present during these past meetings.

These minutes should thus be read with the following caveats:

1. Unless otherwise indicated, no record exists of these minutes being appropriately reviewed or approved. The minutes' contents are thus provided "as is" for information purposes only.
2. These minutes may accordingly not provide a full or accurate record of prior board decisions. These minutes should thus not be relied upon as authoritative or conclusive.
3. As none of the 2013 members were present, these minutes have not and will not be approved by the 2013 Board. The 2013 Board does not automatically agree with or accept any decisions or discussions that may be in these minutes.
4. For reference, as of 2013, minutes are now reviewed and approved by the Board at a subsequent meeting, and signed by the presiding officer and corporate secretary.