

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Thursday November 24, 2011 @ 5:30 pm
MAPS Boardroom**

PRESENT Jeanette Hunter (Chair), Elaine Marion, Kate Pratas, Violet Wakeman-Ajandi, Candace Waterkamp

ABSENT Nathan Shaw

STAFF Sam Minniti (Executive Director)

CONSTITUTION OF THE MEETING

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

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Executive Director's Report

1. ADOPTION OF THE AGENDA

Motion: Moved by Wakeman-Ajandi, seconded by Waterkamp to adopt the agenda.
Carried Unanimously.

2. EXECUTIVE DIRECTOR'S REPORT

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

3. INSURANCE PRODUCTS

Minniti indicated that there are three areas for which MAPS requires insurance, one for which MAPS is already insured, namely, the physical assets of the MAPS office. The others are Directors and Officers (D&O) insurance and insurance for the MAPS Vehicle. Minniti presented the MAPS Board with a quote from HUB International given that they are one of the few insurance providers for student unions in Canada and currently have other clients at McMaster University, indicating that they are familiar with both the student union culture as well as the environment of McMaster University. More specifically, Minniti highlighted the insurance products available to MAPS from HUB international hub in the property category: \$2,000,000 (at \$3,000/year), \$3,000,000 (at \$3,166/year), \$4,000,000 (at \$3,303/year), and \$5,000,000 (at \$3,440/year). In the D&O category, Minniti highlighted two options: \$1,000,000 (at \$1,400/year), and \$2,000,000 (at \$1,820/year). With respect to the MAPS Vehicle, Minniti noted that the quote of \$3,181 was based on three principal drivers: the Executive Director, the Office Administrator, and the President of the Board. (Minniti explained that anyone else from MAPS could drive the MAPS vehicle, however, their own insurance would cover the vehicle).

Motion: Moved by Pratas, seconded by Waterkamp that the MAPS Board of Directors purchase the following insurance products: property insurance (\$5,000,000

coverage for \$3,440/year), Directors & Officers insurance (\$2,000,000 coverage at \$1,820/year), and vehicle insurance (\$3,181/year).
Carried Unanimously.

4. MAPS DUES

Minniti reminded the MAPS Board of their nuanced discussion surrounding MAPS dues at the previous two meetings, and that CCE was looking forward to a decision as soon as possible. Minniti reminded the MAPS Board that at the previous meeting they were looking at three scenarios for a potential fee increase: \$1.00/unit, \$2.00/unit, and \$3.00/unit. Minniti reminded the Board that CCE's preference is to have a large increase now instead of smaller increases more frequently. Minniti also noted that when asked where MAPS could increase funding to CCE if there was a higher MAPS fee, CCE's preference would be to establish a tuition set-aside so that CCE could reduce their tuition in light of the higher MAPS fee such that the reduced tuition plus the new MAPS fee would equal the existing tuition cost (currently advertised inclusive of the MAPS fee). Minniti reviewed what the tuition set-aside would be via the following table:

Term	Projected Registrations	\$1 Per Unit Increase	\$2 Per Unit Increase	\$3 Per Unit Increase
Fall 2012	1900	\$5,700	\$11,400	\$17,100
Winter 2013	2000	\$6,000	\$12,000	\$18,000
Spring 2013	900	\$2,700	\$5,400	\$8,100
Fall 2013	2000	\$6,000	\$12,000	\$18,000

Minniti reminded the Board at the previous two meetings that the MAPS fee should only be increased if MAPS was in a position to be funding initiatives that would directly increase access to part-time students. Minniti indicated that since the last Board meetings, he had a chance to meet with Dr. Patrick Deane, Dr. Charlotte Yates, Dr. Suzanne Crosta, and Tracey Taylor-O'Reilly from CCE about this very issue of increased access for part-time students, with on-line learning opportunities chief amongst them. Minniti indicated that based on these meetings, in addition to other endeavours that increase access to part-time students such as the possibility of partnering with the Arts & Science program for the McMaster Discovery Program, partnering with both the Social Sciences and Humanities for experiential learning opportunities, and proactive local media campaigns, there would be no shortage of new initiatives that should increase access to part-time students.

Pratas indicated that the MAPS Board should first agree on whether or not to raise fees, independent of the amount.

Hunter inquired as to when the MAPS fee was last increased, to which Minniti indicated that it was last increased in 2010 by \$2.00/unit (from \$5.00/unit to \$10.00/unit).

Pratas indicated that a fee increase makes sense given the climate that Minniti articulated.

Wakeman-Ajandi indicated that the MAPS Board should raise its membership fee by \$3.00/unit now and therefore not be in a position to revisit this issue for quite some time. She also inquired what the projected revenue from membership fees would be at \$10.00/unit.

Minniti indicated that if the MAPS Board were to increase the MAPS fee to \$10.00/unit, that this would not be implemented until September 2012. As such, the projected membership fee would be \$572,941 for 2012 and \$ 724,336 for 2013.

Hunter concurred with Wakeman-Ajandi in that it would be better to raise the MAPS fee by a higher amount, as preferred by CCE, so that MAPS would not need to worry about raising fees for quite some time. Hunter then inquired as to when Minniti thought the MAPS Board would need to revisit the membership fee issue in the future if the Board raised the fee by \$3.00/unit effective September 2012.

Minniti indicated that he did not have a predetermined amount of time as to when the MAPS Board should revisit the MAPS membership fee issue, but that reasonably speaking, it would be at least five years before the MAPS Board would need to revisit the issue, provided there were no surprises, such as negative enrolment growth. Minniti indicated that it would be too difficult to determine future changes that may have an impact on MAPS' membership fees. Minniti also noted that CCE would prefer a decision tonight regarding the MAPS membership fee, however, Minniti explained that the MAPS Board could wait as late as early February before making a final decision so as to ensure that MAPS meets the various deadlines for approval, namely the University Student Fees Committee (USFC) in February and the Board of Governors in the spring. Minniti also noted that CCE had already presented their budget to the USFC, and at the same meeting, the USFC has already (proactively) approved three different increases in the MAPS fee based on feedback from Tracey Taylor-O'Reilly, namely a \$1.00 increase, a \$2.00 increase, and a \$3.00 increase. Ultimately, Minniti explained that once the MAPS Board made an official decision (provided it was an increase of \$1.00, \$2.00, or \$3.00), no further action would be required by the USFC before the proposed fee increase goes to the Board of Governors.

Wakeman-Ajandi indicated that the climate is right on campus for MAPS to take a proactive role in moving forward the on-line education agenda given that the organization is coming off of multiple years of large, reactive advocacy agenda items, and that advancing on-line learning at this time requires funding.

Waterkamp agreed that there are new cost pressures on the organization, but is concerned about the optics of increasing the MAPS membership fee again only after two years since the last increase.

Wakeman-Ajandi understood Waterkamp's point, but indicated that, at the same time, over the past two years, MAPS' financial commitments have grown as a result of developments on campus pertinent to MAPS' members such as the Liberal Arts building, the capital renewal for the McMaster University Student Centre (MUSC), and now, a desire to advance on-line learning.

Marion indicated that fee increases in MAPS have historically been consistent with advancing the organization's mission and vision for its constituents, and that this proposed increase would be no different. Marion indicated that at the heart of this increase is the desire to provide MAPS members with the ultimate in access, namely on-line learning access. Marion added that MAPS currently has an Executive Director in Minniti that is very talented, very well known, and that can strategically implement MAPS' goals given his solid 15-year track record on campus and that MAPS needs to continue to provide him and the organizations with the means, in this case, the finances, to bring to fruition substantial, multi-year objectives such as on-line learning. Marion did agree with Waterkamp in that MAPS will need to be prepared to answer questions from

MAPS members in regards to a fee increase, and that based on Minniti and the Board's assessment of the campus climate, there is no shortage of initiatives and endeavours for which MAPS can support in order to enhance the part-time student experience. Marion concluded by indicating that MAPS has grown tremendously during her nine years on the Board, and that said growth has been especially pronounced since Minniti was hired as Executive Director in 2005, and that MAPS is poised to grow again in the realm of on-line learning with Minniti's leadership.

Hunter noted that it would be strategic for MAPS to have the ability to fund initiatives at "the ground floor" at a time when others may not be able to do so, or are hesitant to do so during a period of spending restraint in different departments within McMaster University and that bodes well for continuing to raise the profile of MAPS.

Minniti added that increasing the MAPS membership fee would allow he and MAPS to signal to strategic campus stakeholders that we're growing, that we have goals, and if there are areas of alignment, MAPS is in a position to be a financial partner, all in the name of advocating for greater access for part-time students.

Motion: Moved by Wakeman-Ajandi, seconded by Pratas to increase MAPS' dues from \$7.00/unit to \$10.00/unit, effective September 2012.
Carried Unanimously

5. UNFINISHED / OTHER BUSINESS

There was no unfinished or other business.

6. TIME OF NEXT MEETING / ADJOURNMENT

Minniti indicated that he would canvass the MAPS Board of Directors via e-mail in order to determine appropriate meeting dates and times for term two. There being no other business, the Board adjourned at 7:05 pm.

Motion: Moved by Waterkamp, seconded by Wakeman-Ajandi to adjourn.
Carried Unanimously.

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.