

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, November 20, 2012 @ 5:30 p.m.  
MAPS Boardroom, McMaster University**

**PRESENT** Jeanette Hunter (chair), Elaine Marion, Kate Pratas, Johanna Finch, Candace Waterkamp

**BY PROXY** None

**STAFF** Sam Minniti (executive director)

**GUESTS** None

**CONSTITUTION OF THE MEETING**

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

**1. APPROVAL OF THE AGENDA**

**Motion:** Moved by Pratas, seconded by Finch to adopt the agenda.  
**Carried Unanimously.**

**2. CLOSED SESSION**

**Motion:** Moved by Finch, seconded by Pratas to move into closed session.  
**Carried Unanimously.**

RETURN TO OPEN SESSION

**3. MAPS INSURANCE**

It was decided to send the insurance renewal documents to legal counsel (Kathleen Robichaud) and our accountant/auditor (Rick Mastroluisi) for their expertise before signing off on renewal.

**Motion:** Moved by Waterkamp, seconded by Hunter to forward insurance documents to legal counsel and the auditor for review.  
**Carried Unanimously.**

**4. UNFINISHED / OTHER BUSINESS**

None.

**5. TIME OF NEXT MEETING / ADJOURNMENT**

Hunter indicated that she would email the MAPS Board of Directors in order to determine the date and time of the next meeting.

**Motion:** Moved by Hunter, seconded by Pratas to adjourn.  
**Carried.**

8:00 p.m.

### 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.