

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, December 4, 2012 @ 5:30 p.m.  
MAPS Boardroom, McMaster University**

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

**STAFF** Sam Minniti (executive director)

**CONSTITUTION OF THE MEETING**

All directors being present, Hunter called the meeting to order.

**1. APPROVAL OF THE AGENDA**

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

**2. CLOSED SESSION**

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

RETURN TO OPEN SESSION

**3. MAPS INSURANCE**

**Motion:** Moved by Waterkamp, seconded by Hunter to sign-off on the three insurance policy renewals.  
**Carried Unanimously.**

**4. BY-LAW REVIEW**

Deferred to the next meeting.

**5. BOARD NOMINATION PROCESS**

Deferred to the next meeting.

**6. MAPS AGM**

The AGM will be in February and fourteen (14) days notice must be given to the membership. Further discussion was deferred to the next meeting.

**7. BOARD OF GOVERNORS OBSERVER**

Hunter will contact the University Secretariat and advise who the President's Designate will be for the December 13, 2012, meeting of the University's Board of Governors.

**8. MAPS ANNUAL AWARDS DINNER – Friday, March 22, 2013**

**Motion:** Moved by Hunter, seconded by Finch to book the Michelangelo Event and Conference Centre for the Awards Dinner.  
**Carried Unanimously.**

**9. UNFINISHED / OTHER BUSINESS**

None.

**10. 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 Waterkamp to adjourn.  
**Carried.**

8:30 p.m.

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.