

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, February 13, 2013 at 4:00 p.m.  
MAPS Board Room, McMaster University**

**PRESENT** Andrew Smith, Jeannie An (recording secretary), Jackie Arlen, Alamin Berhanu, Emily Cerantola, John Liauba, Michelle Macfarlane

**GUEST** Dr. David Wilkinson, Provost & Vice-President (Academic), McMaster University

**CONSTITUTION OF THE MEETING**

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

**1. RESIGNATION**

The Board noted, with regret, the resignation of Victoria Rozman effective February 11, 2013.

**2. MEETING WITH THE PROVOST & VICE-PRESIDENT (ACADEMC)**

The Board met with the Provost, Dr. David Wilkinson, who came to introduce himself and to review MAPS' progress in relation to his letter of October 2, 2012, to the former board. The meeting was very collegial as the Provost reviewed some of the history of MAPS and how important it is for the board to get up to speed and move forward. The board was encouraged by the Provost's remarks that the University would like to work collegially as much as possible and have an arm's length relationship with the MAPS board.

Discussion

The Provost indicated it was important for MAPS to have a clear and strong mandate similar to other student organizations on campus – the MSU and GSA.

Issues related to staffing, including the former executive director, need to be resolved.

**Action:** Smith to consult with current lawyers and auditors and get all relevant information as soon as possible.

The Provost suggested concern about having a University appointee on the MAPS board could be addressed through discussion. Dr. Wilkinson was receptive to other alternatives that might be suggested by the board.

- The Provost advised that the point of contact in the future would be Dr. Phil Wood, AVP (Students & Learning), and Mr. Roger Couldrey, Vice-President (Administration), as they have been working with the Board in the past.
- The Provost suggested that the Board compiled their questions and email them to him.
- The priority of discussion with Provost was the letter of October 2 and also creating an MOU (memorandum of understanding) between the University and MAPS

**Action:** Board members will submit their questions to a Google document (use new [maps@gmail.com](mailto:maps@gmail.com) account).

**Action:** An to send a letter of introduction to the Provost with Board contact information.

After Dr. Wilkinson left the meeting, the board discussed a number of additional topics and the following action items were determined:

- Liauba will contact Jeanette Hunter (former MAPS President) to find out more about the Toyota Sienna and leasing arrangement.
- All members will provide bios to post on MAPS website.
- Smith will create generic template MAPS gmail account.
- Cerantola will go through all the files in the executive director's office and organize documentation for next board meeting including archived minutes, by-laws and other relevant documents that can be found.
- Arlen to contact Elaine Marion to locate the "ethics and confidentiality folder."
- Smith to continue lead discussions with the lawyers and auditor for MAPS.

Smith had informed the board group by email that the keys to the MAPS Office had been changed. There are now:

- 5 main door keys – Smith has one
- 3 Old Board room keys – Smith has one
- 3 Old ED office keys – Smith has one

## **5. NEXT MEETING / ADJOURNMENT**

To prepare for the next meeting, it was agreed that members would:

- Read over the by-laws and executive position summaries for discussion and also be ready to nominate/volunteer for executive positions
- Read over both the minutes of February 6 and February 13 to review action items
- Submit agenda items for the meeting to An who will follow-up with an agenda for the next meeting.

Next Meeting: Tuesday, February 26, 2013 at 4:00pm.

There being no further business, the meeting adjourned at 7:00pm.

These minutes were duly approved by the Board at its meeting on August 10, 2013.



Andrew Smith, President



David Moore, Secretary