

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, February 26, 2013 at 4:00 p.m.
MAPS Board Room, McMaster University**

PRESENT Andrew Smith (chair), Jeannie An, Jackie Arlen (by phone), Alamin Berhanu, Emily Cerantola, John Liauba (recording secretary)

REGRETS Michelle Macfarlane

CONSTITUTION OF THE MEETING

A quorum of directors being present, the chair called the meeting to order at 4:05pm.

1. ADOPTION OF THE MINUTES

The minutes of February 6 and February 13 were approved.

2. ELECTION OF THE EXECUTIVE COMMITTEE

The Board discussed various roles board governance can take. The president was elected by a secret ballot election. Other officers were elected by acclamation. The executive committee for 2013-2014 is:

- President – Andrew Smith
- Vice-President (Internal) – Jeannie An
- Vice-President (External) – Emily Cerantola
- Treasurer – Jackie Arlen

No Secretary was elected since MAPS by-law (28-a) states that *the Secretary shall be the Executive Director of the MAPS*. The Board agreed that the roles of Executive Director and Secretary be separated to avoid conflicts of interest. This will be addressed in a by-law review.

3. REPORT / DISCUSSION ITEMS

Members of the Board reported on and discussed a number of items:

- a) Smith has been the primary contact for MAPS legal issues. He has forwarded all correspondence between parties to the board.

Action: A. Smith to continue as main contact for MAPS regarding legal issues and to follow up on any matters that need attended to.

- b) Cerantola continues to go through the files in the Executive Director's office and to organize archived minutes, by-laws and other relevant documents that can be found.

- c) An email from a previous board member was sent to the current board highlighting some concerns they faced in the past. The board acknowledges past concerns, but has agreed to make present decisions based on the current board's experience.

- d) Liauba indicated that he spoke to former MAPS president Jeanette Hunter earlier in February about the MAPS vehicle and indicated that Hunter was in the process of terminating the lease. Since Arlen is the current treasurer, she will be following up on the MAPS vehicle and MAPS expenses.

Action: Arlen to follow up on expenses and MAPS vehicle, expenses, and audit.

- e) McMaster University has offered board governance training to the MAPS board.

Action: The Board accepts the offer. An to follow-up.

- f) An will draft an update to Phil Wood (Dean of Students) on board progress.

- g) An will also draft a response to Phil Wood in response to the University's proposal to appoint a member of the MAPS board. The board views this proposal as being in conflict with MAPS' self-governance, although the Board realizes the circumstances of why McMaster University would make the request. The Board hopes to invite University participation in some form, to be determined, to proactively engage the administration.

- h) Liauba has volunteered to help with website duties and communication with stakeholders via the website (posted messages). Currently, to post a message on the website requires asking MAPS office lead to contact a third party which in turn updates the website. The Board feels that simple postings can be maintained by the Board while more intensive website work can be maintained by the third party.

Action: Liauba to acquire information necessary to update the MAPS website.

- i) Currently the MAPS office is not available during its normal operating hours due to only one staff member (Kim Pastrak). A second staff member Sarah Sirkett is away from MAPS to complete academic studies.

Action: Arlen to contact Sarah Sirkett for return date and availability.

- j) During late 2012 and early 2013 the media (newspapers and local news stations) have reported on the events transpiring at MAPS. Cerantola has volunteered to be a contact for the media and public on MAPS behalf.

- k) Cerantola has volunteered to represent MAPS on the Rudy Heinzl Award of Excellence Committee Selection Committee.

- l) Smith and Berhanu have volunteered to attend the MSU Student Recognition Night.

- m) The MSU has invited MAPS to a meeting. An will respond and follow-up.

5. NEXT MEETING / ADJOURNMENT

Next Meeting: Tuesday, March 5, 2013 at 4:00pm in MUSC Room 302
There being no further business, the meeting adjourned at 6:45pm.

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



Andrew Smith, President



David Moore, Secretary