

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, March 5, 2013 at 5:00 p.m.  
MAPS Office, McMaster University**

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

**CONSTITUTION OF THE MEETING**

A quorum of directors being present, the chair called the meeting to order at 5:18pm.

**1. ADOPTION OF THE MINUTES**

**Motion:** Moved by Cerantola, seconded by Smith to adopt the minutes of February 26.  
**Carried.**

**2. ACTION ITEMS ARISING FROM THE MINUTES**

- Smith provided an update on legal issues. A lawyer has been appointed by MAPS' insurer. There is an invoice to be paid (\$11.5K) to one of MAPS' lawyers (Kathleen Robichaud).
- Signing authorities were discussed.
- Liauba advised that he has emailed Alex Alvarez at UTS about how to upload changes to the MAPS web site.
- MAPS email signatures were discussed.
- The leased vehicle is in the parking lot. Macfarlane to investigate options.
- Executive Director's office – Cerantola to report at the next meeting.
- Arlen reported on MAPS Office operation hours. Wednesdays may be an issue. Kim and Sarah have worked out March. The board will revisit summer hours.
- The board will respond to the letter from Dr. Wood and may invite him to attend a future board meeting.
- Letter to MSU president Siobhan Stewart.

**3. REPORT / DISCUSSION ITEMS**

Members of the board met with acting University Secretary Helen Ayre prior to start of meeting. Ms. Ayre provided advice in terms of effective practices in governance. The board agreed to undertake a thorough review and revision of the by-laws.

The MAPS Gold Medal (est. 1998) is an award funded by MAPS that is presented to the part-time student with the best graduation average.

Kim Pastrak joined the meeting to provide an update on the MAPS awards and bursary process. The board appointed Berhanu, Cerantola, and Smith to constitute the MAPS Awards Committee. Kim Pastrak and Sarah Sirkett will support the committee. Cerantola will lead the Awards Committee and determine what needs to be done.

Liauba volunteered to be the part-time student representative on the Senate Committee on Students Affairs.

The laser printer and copier are available for free when used for MAPS business. Other use will be charged on a per copy basis.

#### **4. REPORT / DISCUSSION ITEMS**

Smith and Arlen advised that they had met with Geraldine Voros (faculty) and Jackie Osterman (MAPS executive director 2000-2005) to discuss a wide range of MAPS issues, advocacy and historical practices.

The board briefly discussed a number of issues:

- Email distribution issues
- Bookkeeping issues, including T4s, etc
- Information requested by the auditor
- A ledger is missing
- Work schedules for Kim and Sarah (information assistants)
- Money owed to MAPS
- Need copies of invoices
- Insurance policies
- Handbook printing costs

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

Date and time of the next meeting will be determined by Doodle Poll.

There being no further business, the meeting was adjourned.

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



Andrew Smith, President



David Moore, Secretary