

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, March 19, 2013 at 4:00 p.m.
Room 234, MUSC, McMaster University**

PRESENT Andrew Smith (chair), Jeannie An, Emily Cerantola, Michelle Macfarlane, Alamin Berhanu (recording secretary)

REGRETS Jackie Arlen, John Liauba

CONSTITUTION OF THE MEETING

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

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Minutes of March 5, 2013

1. APPROVAL OF THE MINUTES

The minutes of the meeting of March 5, 2013, were approved.

2. REPORT/DISCUSSION ITEMS

- a. No business arising
- b. Previous MAPS Documents (Cerantola)
 - The items in the files include:
 - Nomination Form
 - Standing resolutions of membership
 - By-Laws (period of Jackie Osterman)
 - Previous MAPS publications
 - **Action:** By-laws working group (Smith, Cerantola, Berhanu)
 - Will compare the current vs old by-laws vs MSU by-laws
 - Establish a framework
 - The working group will discuss (annotate, remark & suggest)
 - Jackie Osterman will be invited to join
 - Contact and hire a lawyer to help draft the by-laws (Andrew)
- c. Position of MAPS Executive Director
 - What should be done?
 - Applicants calling and inquiring about the position
 - CVs & resumes are being sent (possibly because The Hamilton Spectator reports the position pays \$125K)
 - Remains vacant. For how long?
 - **Action:** An will research about the MAPS ED

- d. MAPS staff commitment
 - Issue of staff commitment and attendance at MAPS
 - **Action:** To reinforce commitment among staff
- e. Media
 - Dealing with the media
 - A reporter from *The Hamilton Spectator* has emailed MAPS board members seeking information, Berhanu has been contacted via Linked-In, and Cerantola has been contacted at her residence
 - A report in *The Hamilton Spectator* had factual errors
 - **Action:**
 - The MAPS Executive Committee will engage the media through a chosen contact person (Cerantola)
 - She has already communicated with the reporter and corrected the factual errors
 - The media should not be contacting board members at their residences
- f. MAPS Information Session
 - Purpose
 - To address the needs and concerns of part-time degree and CCE students
 - To inform and clarify the position of the new MAPS Executive Committee
 - To set a transparent MAPS agenda
 - To re-establish MAPS newsletter
 - **Action:** MAPS Info Session Working Group (An, Liauba (website), Cerantola)
 - Email and inform all MAPS members
 - Kim Pastrak will contact UTS to get all the email addresses
 - Draft the agenda
 - Set the date
- g. Update on the Car (Macfarlane)
 - Burlington Toyota contacted. Facts:
 - 2012 Toyota Sienna
 - Monthly payment - \$525.52
 - Remaining payment - \$26,499.86
 - Parking arrangements and costs to be determined
 - Three options suggested by the car dealer (Lee):
 1. Lease Transfer - an additional cost of \$400
 2. Sell the vehicle – which is very difficult
 3. Voluntary repossession – sell the vehicle at auction
 - **Action:**
 - Michelle will advise us on the best course of action
 - The car issue to be a priority agenda item in future meetings

- h. MAPS Handbook
 - o Published annually
 - o Students mainly use the planner in the handbook
 - o The issue discussed was whether to have it published or post as a PDF on the web
 - o Cost (printing & postage):
 - Giant mail out would cost about \$20,000
 - Picking it up at the MAPS office would cost \$5,000
 - o Due date
 - May 2013 – beginning of processing
 - August 2013 – Finalized
- i. iPads
 - o Two iPADS in the Executive Director's office
 - o **Action:**
 - iPADS will be made available for use by MAPS students and staff
- j. Burn Out
 - o Smith addressed issue of exhaustion given the amount of work since we all have families and other obligations
 - o Past legal and financial issues are taking much of the effort and time
 - o When anyone feels overwhelmed, just relax
- k. Legal and Audit Update
 - o Smith reported on legal issues and the audit

3. TIME OF NEXT MEETING / ADJOURNMENT

Next Board Meeting – Tuesday, April 2, 2013 at 4:00 pm (MAPS Board Room)

There being no further business, the meeting was adjourned.

6:00 p.m.

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



Andrew Smith, President



David Moore, Secretary