

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, April 9, 2013 at 4:00 p.m.
MAPS Office, McMaster University**

PRESENT Andrew Smith (chair), Jeannie An (recording secretary), Jackie Arlen, Alamin Berhanu

REGRETS Emily Cerantola, John Liauba, Michelle Macfarlane

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 19, 2013

1. APPROVAL OF THE AGENDA

Motion: Moved by Smith, seconded by Arlen to adopt the agenda with items 2a to 2f moved to closed session, and “Awards & Bursaries” added.
Carried.

2. APPROVAL OF THE MINUTES

Motion: Moved by Smith, seconded by Arlen to adopt the minutes of the meeting of March 19, 2013, as circulated.
Carried.

3. CLOSED SESSION

Motion: Moved by Smith, seconded by Arlen to move into closed session.
Carried.

RETURN TO OPEN SESSION

4. AWARDS & BURSARIES

The cost of the MAPS Gold Medal and plaque (\$133.31) is paid by MAPS. Kim Pastrak joined the meeting and briefly reviewed the award and financial opportunities for MAPS members:

- MAPS Gold Medal (undergrad degree only)
- Gwen George Medal Award (undergrad degree only)
- Centennial Award
- MAPS Bursaries

Action: Smith and Kim Pastrak to meet with representatives of the Student Financial Aid & Scholarships Office to go over the bursary process.

A meeting with SFAS was scheduled for Wednesday, April 17, at 2:30pm. Members are encouraged to attend if available.

5. OFFICE FURNITURE AND EXPENSES

Staff have identified a need for an office chair. They will investigate options and submit a request to Arlen.

Motion: Moved by Arlen, seconded by An to approve expenditure of up to \$150 for purchase of an office chair.
Carried.

6. UPDATE ON MAPS VEHICLE

No update available.

7. PAYROLL SYSTEM

The board discussed the need to implement a regular system/method to record and pay MAPS staff. Arlen is taking care of expenses including payroll. There was a request for further training and also to add An as a back-up for payroll administration.

Action: An to coordinate payroll and transactional training between McMaster and MAPS.

8. WEB SITE

Changes to the web site are now in MAPS' control and some changes have already been made. By-laws and a new president's message remain to be posted.

9. FAX LINE

The fax line costs \$80 per month to maintain and is not being used.

Motion: Moved by Smith, seconded by An to cancel the fax line.
Carried.

10. STAFFING REQUIREMENTS

Arlen is in charge of supervision of the two part-time staff (Kim Pastrak and Sarah Sirkett). Reduced office hours during the summer have been discussed, including closing in August and closing on Fridays. Summer projects could include preparing MAPS activities for Welcome Week, Welcome Day, and ClubsFest.

Action: Arlen to lead discussion at next meeting of summer schedule and office staffing.

11. MAPS HANDBOOK

The board agreed to post a PDF copy of the handbook on MAPS' web site and to have a limited number of copies (e.g. initial print run of 200) available for pick-up. This will result in savings in both printing and postage costs. Central distribution will also draw members into the office and raise awareness of the lounge and the information services offered in the MAPS Office.

12. MUSC BOARD OF MANAGEMENT

An will be attending the last meeting of the MUSC Board of Management for the 2012-2013 academic year on Wednesday, April 10 (1:30-3:00pm). She will note that MAPS will honor its \$30,000 gift pledge, subject to funds being released from the trust by the University.

13. CONNECTION TO CCE

Smith noted the importance of maintaining a connection with the Centre for Continuing Education, including having CCE students on the board.

Action: Smith to seek a meeting with CCE assistant director Lisa Boniface.

14. AUDIT UPDATE

The auditor is close to completing the 2012 audited financial statements. There are still a few outstanding items required for which we await information from the University, including transactions or journal entries between MAPS and McMaster.

The board will consider tendering for an auditor for 2013.

15. THE LINK

Kim Pastrak has received an inquiry from Mills Memorial Library about whether *The Link* will continue to be published or if it should be noted as a discontinued publication. The last edition received by the library was published in 2008.

Action: To be discussed at the next meeting.

16. BOARD ATTENDANCE

Smith noted that only four of the board's seven members were available to attend this meeting. Recognizing that everyone is very busy, it was agreed that it is important to ensure quorum and ideally have all members present and meetings that are meaningful to everyone.

Action: Discussion to continue at the next meeting.

17. NEXT MEETING / ADJOURNMENT

Next meeting: Tuesday, April 23, 2013 at 4:00 pm.

There being no further business, the meeting was adjourned.

6:15 p.m.

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



Andrew Smith, President



David Moore, Secretary