

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, April 23, 2013 at 4:00 p.m.
MAPS Board Room, 234 MUSC, McMaster University**

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

REGRETS Emily Cerantola, 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 AGENDA

The agenda was adopted as circulated.

2. APPROVAL OF THE MINUTES

The minutes of the meeting of March 5, 2013, were adopted as circulated.

3. REPORT/DISCUSSION ITEMS

Members reported on and discussed a number of items:

- MAPS Vehicle** – Sub-leasing or working with the dealership to terminate the lease early are being considered as options.
- Office Furniture and Expenses** – The Board authorized the purchase of iPad locks (\$50-\$100) to make the equipment available for member use but still be secured to the premises. A proposal for chair(s) for administrative staff will be brought forward for approval.
- Award Plaque** – A Centennial Award recipient has requested that the engraving on her plaque be changed. Smith will contact the recipient and explain that the engraving is consistent with previous practice for the award.
- Bulletin Board** – An will lead redevelopment of the MAPS bulletin board (located on the MUSC wall facing the MAPS Office).
- DropBox** – A DropBox will be established to provide ready access for Board members to MAPS-related documents.
- OUSA** – Rylan Kinnon, the executive director of OUSA, will be invited to make a presentation at a future meeting of the Board.

4. NEXT MEETING / ADJOURNMENT

Next meeting: Tuesday, April 30, 2013 at 4:00 pm.

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