

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, October 22, 2013 at 7:30 p.m.
Room 224, MUSC, McMaster University**

PRESENT Andrew Smith (chair), Jeannie An, Alamin Berhanu, Emily Cerantola, Jeff Huber, David Moore (corporate secretary)

OTHERS Jasprit Virk, Mike Talon

REGRETS Jackie Arlen, Caroline Hill, John Liauba

STAFF Kyle Johansen (acting executive director)

CONSTITUTION OF THE MEETING

The corporate secretary certified that notice had been issued in accordance with the by-law. A quorum being present, the chair called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Agenda
- Draft Open Session Minutes, 3 October 2013
- Proposed Board Policies
- Email-approved motion: Nominating Committee Recommendation
- Nominations of recommended candidates
- Policy for Student Organizations on Financial Administration v12
- RFP for Audit Services
- Year-to-date – Q3 Report (to September 30, 2013)
- Secretary's Report
- Email Exchange re 2013 CCE Graduation Ceremony, including CCE funding request

1. ADOPTION OF THE AGENDA

Motion: Moved by Berhanu, seconded by Huber to approve the agenda as presented.
Carried.

2. ADOPTION OF MINUTES

Motion: Moved by An, seconded by Cerantola to adopt the open session minutes of the meeting of October 3, 2013, as presented.
Carried.

3. EXECUTIVE DIRECTOR'S REPORT

Special General Meeting Debrief

The proposed by-laws and all other business items on the SGM agenda were approved. There were 13 members present in person and 9 by proxy, which is the highest turnout at a GM since 2008. Anqi Shen, a reporter from The Silhouette, was also in attendance.

Board Policies

The Board referred to the latest draft of the operational policies prepared by the executive director (copy appended to the master copy of the minutes). It was agreed to approve them *in principle* and direct that they be used as the basis for Association operations effective immediately, but to defer final approval to the next Board meeting to give the new members of the Board an opportunity to review the documents.

Motion: Moved by Smith, seconded by Berhanu to approve the operating policies *in principle*, and direct that staff use them as the basis for MAPS operations effective immediately.
Carried.

Staffing Update

Johansen advised that he was pursuing hiring of a third information assistant and development of enhanced responsibilities for the position held by Kim Pastrak. She will, among other things, be spending part of her time at the downtown campus, subject to suitable space being made available by CCE.

Technology Capital Renewal – Lounge PCs / Kyocera Colour Photocopier

Four computers have been purchased and installed. Users have responded favourably to the considerably enhanced speed of the new equipment. The new copier has been installed.

Filing Cabinet / Secure Storage

Motion: Moved by Smith, seconded by Cerantola, to approve the expenditure of up to \$1,900 plus applicable taxes, for the acquisition of secure storage for the office, final purchase to be approved by the president and treasurer.
Carried.

Disposition of surplus assets / AODA Compliance

Motion: Moved by Smith, seconded by Cerantola, to approve the expenditure of up to \$350 plus applicable taxes, for the acquisition of an AODA-compliant workstation for the office, final purchase to be approved by the president and treasurer.
Carried.

The Board further approved disposition of surplus equipment and furnishings. Small items (flatware, plates, glassware, tissue boxes, etc.) may be donated to a worthy charity. Johansen was directed to explore putting larger furnishings on consignment.

The original artwork purchased as part of the 2009 renovation will be retained. It has the potential to appreciate in value over time.

4. PRESIDENT'S REPORT

Smith presented a verbal report.

Meeting with the Provost and AVP-Student Affairs/Dean of Students

Smith advised that he, Arlen, and Johansen met with Dr. Wilkinson and Sean Van Koughnett on Friday, October 4. The provost and dean were positive in response to the draft governance materials. The Dean of Students requested a written overview of progress made in relation to each of the requirements stipulated in the provost's letter of October 2, 2012. A copy of this document, sent on October 9, is appended to the master copy of these minutes.

The Provost and Dean indicated that barring anything unexpected, they foresaw the temporary suspension of fee collection being lifted.

Nominating Committee Report

The Nominating Committee met on October 17, and reviewed the nominations to fill vacancies on the Board. The Committee recommended the appointment of Caroline Hill and Jeff Huber. An email-vote was conducted over the weekend and the results read into the minutes:

Motion: Moved by Smith, seconded by An that, pursuant to the Section 22 of By-law 1, Caroline Hill and Jeff Huber are hereby appointed directors to fill the vacancies in the board of directors created by the resignations of Michelle Macfarlane and Victoria Rozman, to serve for about a four month term or until the Membership elects their successors.
Carried.

5. TREASURER'S REPORT

Draft Policy for Student Organizations on Financial Administration

Concern about transparency and accountability by student groups that receive revenue through compulsory ancillary fees has prompted the University to review its six year old policy on financial reporting by student societies. Currently 18 student groups (MAPS, MSU, Graduate Students Association, and a number of academic societies in the various Faculties) receive the proceeds of compulsory ancillary fees.

When Smith, Johansen, and Arlen met with the Provost and Dean of Students on October 4, the University officials had indicated there were elements of the MAPS-drafted Memorandum of Understanding that they felt should be included in the new broader University policy. These elements were not reflected in the draft received last week.

Johansen advised that he has been in touch with the Director of Financial Services and offered to draft suggestions for revisions to the policy. A copy of those suggestions will be circulated to the Board prior to being shared with the University.

RFP for Audit Services

Per direction from the Board, an RFP has been posted on MERX for audit services (copy appended to the master copy of the minutes).

Year-to-date – Q3 Report

A Board motion (supporting documentation appended to the master copy of the minutes) administered by email was read into the minutes:

6. AWARDS COMMITTEE REPORT

The Awards Committee, chaired by Cerantola, will be meeting tomorrow night to finalize selection of recipients for the 2013 awards. Smith advised that he would not be available to attend the meeting. The Board appointed Jasprit Virk to the Awards Committee to serve in his place.

7. SECRETARY'S REPORT

Moore presented his written report (copy appended to the master copy of the minutes). The Board approved the Secretary's recommendations to:

- Proceed with an awards dinner as recommended.
- Resume funding for Awards of Excellence for the four Social Service Awards which had been temporarily funded from a CCE-managed trust fund.

Johansen will canvas the Board for availability to schedule monthly meetings.

8. CLOSED SESSION

Motion: Moved by Smith, seconded by An to move in to closed session.
Carried.

RETURN TO OPEN SESSION

9. OTHER BUSINESS

None.

10. SUMMARY OF FOLLOW-UP ACTION

Action: The Awards Committee will to review the nominations and select recipients.

Johansen to:

- Canvas the Board for availability to meet monthly.
- Set up MAPS gmail accounts for both Hill and Huber, and send them the sign-in and password information.

11. NEXT MEETING / ADJOURNMENT

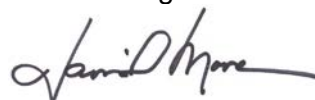
Motion: Moved by Smith, seconded by An to adjourn.
Carried.

10:00 p.m.

These minutes were duly approved by the Board at its meeting on November 12, 2013.



Andrew Smith, President



David Moore, Secretary