

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, November 12, 2013 at 5:30 p.m.
Room 234, MUSC, McMaster University**

PRESENT Andrew Smith (chair), Jeannie An, Jackie Arlen, Caroline Hill, Jeff Huber

REGRETS Alamin Berhanu, Emily Cerantola, John Liauba

STAFF Kyle Johansen (acting executive director), David Moore (corporate secretary)

CONSTITUTION OF THE MEETING

The corporate secretary certified that notice had been issued in accordance with By-law 2, Section 2 (g & h). A quorum being present, the chair called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Agenda
- Draft Open Session Minutes, 22 October 2013
- Draft Open Session SGM Minutes, 22 October 2013
- Board Policies (approved in principle on October 22)
- Draft job description for Membership Liaison Officer
- Submission to Financial Services on the *Draft Policy for Student Organizations on Financial Administration* – e-vote and MAPS submission
- Auditor's Management Letter for 2012 and MAPS' Response
- RFP for Audit Services
- Year-to-date & Projected Year End for Fiscal 2013

Smith welcomed Caroline Hill and Jeff Huber, the two newly appointed members of the Board.

1. ADOPTION OF THE AGENDA

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

2. ADOPTION OF MINUTES

Amendment: "Berlanu" should be "Berhanu" in the first motion on each page 1 and 2.

Motion: Moved by Arlen, seconded by Huber to adopt the open session minutes of the meeting of October 22, 2013, as amended.
Carried.

3. DRAFT SGM OPEN SESSION MINUTES

Motion: Moved by Smith, seconded by An to recommend to the membership that the open session minutes of the Special General Meeting of October 22, 2013, be adopted as presented.
Carried.

4. EXECUTIVE DIRECTOR'S REPORT

Board Policies

At the last Board meeting, operational policies were approved *in principle* pending final approval after new members of the Board an opportunity to review the documents.

The Board discussed two options for expense claims relating to attendance at Board meetings:

- (1) A per diem that would be a partial offset to transportation and parking --- \$10/meeting from September to April; \$30 per meeting from May to August. The advantage would be streamlined administration.
- (2) Actual incurred incremental costs when making trips to the campus exclusively for MAPS business. This would include public transit or mileage/parking.

A consensus was established to:

- Proceed with option 2, and require a declaration on the claim form that the claimant would not otherwise have been travelling to McMaster.
- Make the expense reimbursement policy retroactive to February 5, 2013 (the AGM).
- Claims will be required to be submitted quarterly (the initial claim for February 5 to November 12 will be due before the end of November).
- Establish a new benchmark for disclosure by student governments at McMaster and post claim totals on the website quarterly.

Motion: Moved by Smith, seconded by Arlen to approve the operating policies as amended
Carried.

Staffing & Payroll Update

Sarah Sirkett resigned as an information assistant effective November 1. Karen Wilkinson was hired as an information assistant effective October 28. A third information assistant will be hired to provide additional coverage.

The University has been informed that MAPS will no longer be having McMaster process payroll (a saving to MAPS of \$425 per month; \$5,100 per year). Board members agreed that paying \$425 per month to process payroll for 2-3 employees was an example of the former MAPS administration's indifference to efficient use of Association funds that needed to be stopped. The change will take effect either with the November 29 payroll or the end of the fiscal year, to be determined by Johansen in consultation with Arlen.

A draft job description was circulated for a Membership Liaison Officer was circulated for information (copy appended to the master copy of the minutes), designed to provide leadership among information assistants and have a leading role in membership services. Johansen will be proceeding with creation of this augmented role, which will be assumed by Kim Pastrak.

Executive Director Job Description

A working group composed of Smith, An, Arlen, Johansen, and Moore will be reviewing the executive director job description and bringing recommendations to the full board. Johansen has provided a template to capture current state, interim state, and steady state characteristics that will help inform that conversation about the qualities and qualifications for the role.

One of the University's reform requirements was to reassess the job description and have the salary level re-assessed against McMaster's TMG (The Management Group) salary band system. When this was done in 2011, the assessment seemed inconsistent with those of more senior managers across the University. MAPS will need to better understand what happened last time so as to have confidence in the outcome of any new TMG re-assessment.

Draft Policy for Student Organizations on Financial Administration

Johansen rewrote the University's draft policy and submitted it to the Board for consideration. An email vote was taken due to the time-sensitive need to expedite the submission. The motion was read into the record:

Motion: Moved by Smith, seconded by Arlen to approve the proposed submission to the University on the *Draft Policy for Student Organizations on Financial Administration*, as circulated
Carried.

Nancy Gray, the Director of Financial Services, has acknowledged receipt of MAPS' submission and advised that it was the only advice/commentary received from student groups.

Johansen noted that he had shared MAPS' submission with the student leaders originally provided with the draft policy by the University:

- McMaster Student Union
- Graduate Students Association
- Inter-Residence Council
- *Academic Societies:*
 - Society of Arts & Science Students, Commerce Society, Engineering Society, Bachelor of Health Sciences Society, Medical Student Council, Humanities Society, Science Society, Social Sciences Society
- *Other Student Groups:*
 - Engineers Without Borders, Incite, Marching Band, OPIRG, Solar Car Project

Financial Services has signaled that implementation of the new policy will be slower than originally anticipated in order to provide more time for student societies to be ready to comply with the new requirements:

- The financial reporting requirements will come into effect in 2015 (i.e. reporting on the 2014-2015 school year) for those student groups whose reporting practices are not already compliant with the terms of the new policy.
- There will be a manager in Financial Services who will be the point of contact for student groups in relation to the policy.
- Most of the student groups have highly transient executives, no full-time financial staff, and no tradition of multi-year records retention. The last point will be a particular challenge given the new long-term financial records retention requirements.

Draft 17 of the policy reflects most of the extensive revisions recommended by MAPS and constitutes significant positive influence on University policy directly affecting student organizations. MAPS' suggestion that the University pay interest to student groups in cases where it holds fees for more than a specified period was not included in the latest draft.

At this point, only minor modifications are anticipated before the policy is put through formal approvals and issued in its final form.

MAPS-MSU Membership Transferability

Johansen advised that he attended a staff-level meeting on membership transferability with John McGowan (MSU), Liz McDonough (Customer Service Coordinator, Financial Services), and Tim Nolan (Director, Student Accessibility Services). Transfer administration mechanics and the appeal process were discussed. There was agreement in principle on moving to an on-line application process and a more responsive appeal process. Johansen will have lead for developing a formal appeal process for transfer requests made after the posted deadline.

Johansen advised that he is developing a white paper on opportunities for benefits to students associated with the implementation of MOSAIC (the new financial administration software being phased-in by the University).

Insurance

Johansen and Smith recently met with MAPS' insurance provider to review the Association's coverage. The initial indication from the broker was that the premium cost could be significantly reduced by eliminating coverage not relevant to MAPS' operations (e.g. revenue loss through interruption of business operations). The final premium amount will be reported to the board once determined. MAPS will not be changing underwriter with a claim pending.

Board Meeting Schedule

It was agreed to set a regular schedule of Board meetings on the second Tuesday of every month from November 2013 through March 2014. After the election of directors at the AGM in late March, the frequency and date of meetings will be re-evaluated. At this time there is no intention to schedule a Board meeting in April 2014, due to final examinations. The first post-AGM meeting of the Board will be in May 2014.

93.3 CFMU-FM

The Board discussed the potential of a MAPS/part-time student issue radio show on the campus radio station. The 2013-2014 radio programming schedule is probably already set, but this would be worth exploring with the management of CFMU. Developing content and delivering a regular radio program would be a major and ongoing time commitment for those involved.

Johansen and Huber will explore the potential for such a program with CFMU management and report back to the Board on the feasibility of such an initiative.

5. PRESIDENT'S REPORT

CCE Graduation Ceremony (November 7)

Smith advised that he and Johansen were members of the platform party at the CCE Graduation Ceremony on November 7. Moore also attended, as did An (who was also a graduating student).

Documentation of MAPS operational processes

Smith asked about progress in documenting MAPS' operational process, in part to respond to need for material to support new staff. Johansen noted there is a binder ("MAPS 101"), the MAPS Handbook, and various internal operational practices which are under review. He added

that when he first joined MAPS and was providing information assistant coverage, he found the information in the MAPS Handbook was sufficient to respond to walk-in inquiries.

Smith asked if the frequency of walk-in traffic and the nature of the questions asked is tracked. Johansen advised that the volume of walk-in traffic is tracked by time of day, but that the nature and frequency of topic-specific questions is not.

OUSA survey of membership

Members of MAPS and the MSU have received an email about an on-line survey being conducted by OUSA. Johansen will follow-up with the executive director of OUSA.

Annual General Meeting

Under the corporation's new by-laws, there are enhanced notice requirements. It was agreed that Smith would call the 2014 AGM for Tuesday, March 25, 2014. The corporate secretary undertook to issue notice as follows:

First Notice By Tuesday, January 28 (8 weeks in advance; 6 week required)
Second Notice By Tuesday, February 18 (5 weeks in advance; 4 weeks required)

6. TREASURER'S REPORT

Auditor's Management Letter for 2012 and MAPS Response

The corporation's auditor for 2012 submitted a management letter in October and a response to the recommendations was prepared by the acting executive director (a copy is appended to the master copy of the minutes). All recommendations had already been implemented by the acting executive director prior to receiving the management letter. The management response was sent to the auditor after it was approved by the Board.

RFP for Audit Services for 2013 and 2014

A committee composed of the President, Vice-President (Finance), Acting Executive Director, and Corporate Secretary reviewed the five RFP submissions. Two of the five firms were deemed to meet MAPS' needs. Grant Thornton, in Hamilton, had a superior score when the evaluation against the RFP criteria was complete.

Motion: Moved by Arlen, seconded by Huber to appoint Grant Thornton as the Corporation's auditor for 2013 and to recommend to the membership that the firm be appointed the Corporation's auditor for 2014.
Carried.

2013 Projected Year End

The Board would normally have approved a 2013 budget, but in this exceptional fiscal year:

- MAPS found itself effectively under trusteeship, with the Provost making case-by-case approvals for payments from fees held in trust by the University.
- A complete turnover in the Board of Directors, no full-time staff for the first half of the year, and a dearth of records relating to MAPS operations from the previous five years.
- Expenditures were kept to a minimum while governance, financial, legal, operational reviews were undertaken.

The by-laws approved by the membership at the special general meeting on October 22 provide a renewed and credible operational foundation for the Association. Although now in the fourth quarter of the fiscal year, it was agreed that it was still important that the Board formally approve spending authority for MAPS for 2013.

Motion: Moved by Arlen, seconded by Smith to approve the projected year-end expenditures as the board-approved 2013 MAPS Budget.
Carried.

7. AWARDS COMMITTEE REPORT

The Awards Committee has selected the following individuals to receive MAPS Awards in 2013:

<u>Recipient</u>	<u>Award</u>
Glyn S. Wide	Martin W. Johns Award
Shannon McKay	Centennial Award – CCE
Diana Lizeth Enriquez	Centennial Award – Degree
Jeff May & Glenys Causton	MAPS Instructor Award

The following individuals are the 2013 recipients of the MAPS-CCE Awards of Excellence, presented to the graduating students in each CCE program with the highest academic standing:

<u>Name</u>	<u>Programme</u>
Felice Gilpin	Certificate in Advanced Accounting
Megan O'Connor	Diploma in Accounting
Kerry-Anne Cameron	Addiction Careworker Diploma
Valerie Fitzpatrick	Addiction Studies Certificate
Caroline Knuckey	Certificate in Business Administration
Daniel Parsons	Diploma in Business Administration
Megan Arppe-Roberton	Certificate in Case Management
Donna Yin Yin Hou	Certified Clinical Research Associate Certificate
Agatha Joanna Weglewski	Diploma in Human Resources Management
Nicole Levie	Diploma in Management Studies
Diana Sarai Massimi	Diploma in Marketing
Caitlin Kennedy	Diploma in Police Studies
Holly Unruh	Certificate in Public Relations
Laura Lawson	Diploma in Public Relations Management
Matthew Crack	Certificate in Web Design and Development
Brian Lloyd	Diploma in Web Design and Development

8. CLOSED SESSION

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

RETURN TO OPEN SESSION

9. OTHER BUSINESS

None.

10. SUMMARY OF FOLLOW-UP ACTION

Action:

Johansen to:

- Post the draft open session SGM minutes on the web site.
- Follow-up with the executive director of OUSA regarding the survey by OUSA of part-time and full-time undergraduate degree students at McMaster.

Moore to:

- Issue of preliminary and secondary notice of the AGM.

11. NEXT MEETING / ADJOURNMENT

Next meeting: Tuesday, December 10, 2013 at 5:30 pm.

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

10:00 p.m.

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



Andrew Smith, President



David Moore, Secretary