

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, December 10, 2013 at 5:30 p.m.  
Room 234, MUSC, McMaster University**

**PRESENT** Andrew Smith (chair), Jeannie An (until 6pm), Jackie Arlen, Emily Cerantola, Caroline Hill, Jeff Huber

**REGRETS** Alamin Berhanu, John Liauba

**STAFF** David Moore (corporate secretary)

**CONSTITUTION OF THE MEETING**

The corporate secretary had issued notice 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, 12 November 2013
- 2007 MAPS-MSU Membership Transferability Agreement
- Email from MAPS executive director Kyle Johansen to the MSU president David Campbell re a new membership agreement, November 11, 2013

**1. ADOPTION OF THE AGENDA**

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

**2. ADOPTION OF MINUTES**

**Motion:** Moved by Huber, seconded by Cerantola to adopt the open session minutes of the meeting of November 12, 2013, as circulated.  
**Carried.**

**3. EXECUTIVE DIRECTOR'S REPORT**

Johansen was ill and sent regrets. Information was shared on his behalf.

Fall Convocation Dinner (Nov. 21) – Smith and Johansen attended the dinner held at the Art Gallery of Hamilton. The invitation sent to MAPS for the spring (June) and fall (November) convocation dinners had evidently been lost in the mail, but this has now been sorted this out with the President's Office.

Convocation (Nov. 22) – Moore attended the two convocation ceremonies on as the MAPS President's designate. The morning ceremony featured the installation of Dr. Suzanne Labarge as the 18<sup>th</sup> chancellor of the University. Dr. Labarge commented that she had not received the invitation to MAPS Awards Dinner (which had been sent to her c/o the President's Office). She indicated that she would be happy to attend and speak next year, subject to the date being set with sufficient notice so as to plan her calendar accordingly.

Student Government- Administration Consultation Committee (Nov. 27) – MSU representatives commented on two items:

- Referenda will be held concurrent with the MSU presidential election in January to seek direction from the MSU membership on options for enhancement of the health plan and options for a new agreement with the HSR for a bus pass. The Student Union's current three-year contract with the HSR expires on April 30, 2014.
- The MSU inquired more than once if MAPS had anything to advise in response to an email sent by the MSU President about a new MAPS-MSU membership agreement. Johansen's reply at the Admin-Con meeting was that MAPS had no comments beyond what had been stated in the email he sent to the MSU President [copying the Provost and Dean of Students] on November 11 (copy appended to the master copy of the minutes).

MAPS Awards Dinner (Nov. 29) – MAPS successfully re-launched its award dinner (the event was cancelled in 2012-2013). Pastrak and Moore will be putting together documentation to support event planning for future years, including recommendations for process improvement both in terms of the event itself and awards nomination/selection.

### ***Policy for Student Organizations on Financial Administration***

The bulk of MAPS recommendations have been included in recent drafts. We await the penultimate draft from the University, which is to be circulated to all affected student groups for one more round of comment before the proposed policy is sent forward for approval.

### ***OUSA Steering Committee***

MAPS has not been a recent participant at the OUSA Steering Committee or the Fall General Assembly. In the past, a MAPS staff person has been the lead for these activities, but OUSA will no longer accept this and it is a significant time commitment. Student governments representing full-time students typically have full-time student executive officers who can devote the time (3 or more business days a month) to OUSA meetings.

The MAPS president is currently the MAPS appointee on the steering committee. Options for a different appointee will be discussed at the next MAPS Board meeting.

### ***Standing Resolutions***

At various points between 2001 and 2010, the MAPS Board of Directors adopted Standing Resolutions on a variety of topics. These documents have now been superseded by the new by-laws approved by the membership on October 22, 2013, the Operational Policies approved by the Board on November 12, 2013.

#### Standing Resolutions

1. Membership Year (September 19, 2001)
2. Membership Dues (revised 2010)
3. Board of Directors Code of Conduct (March 9, 2004)
4. Duties of Officers (September 19, 2001) – now in By-law 2
5. Standing Committees (February 10, 2004) – now in By-law 3
6. Proxies (September 19, 2001)
7. Use of Faculties (February 10, 2004)

It would be appropriate to repeal the Standing Resolutions. Moore will circulate a copy of the existing standing resolutions in the package for the next Board meeting, together with a cover page that MAPS how the content is currently addressed.

### ***2007 MAPS-MSU Membership Transferability Agreement***

MAPS and the MSU entered into a membership jurisdiction agreement in February 1986. An amendment was approved in July 2007 that provided for membership transferability under very narrowly prescribed circumstances.

In September, the Student Representative Assembly voted to approve a motion that “that MSU Inc consider the 1986 MSU-MAPS Agreement null and void, and therefore will no longer recognize the agreement effective September 29, 2013.” Paradoxically, the MSU says it will still honour membership transferability between jurisdictions defined in a document the MSU says it no longer recognizes.

MAPS’ position is that contractual agreements are to be honoured unless amended by mutual consent. Accordingly, MAPS will continue to agree to process eligible transfer requests under the 1986 and 2007 agreements. An annual report on the number of transfers is to be provided to the MAPS board of directors and will be submitted to the Board in February 2014.

### ***MAPS Radio Show on 93.3 CFMU-FM***

Huber has been in touch with CFMU Administrative Director James Tennant and is now working on a formal application document to have MAPS considered for allocation of time on CFMU’s programming schedule. A regular radio show will be a major undertaking to develop appropriate content and recruit/retain program co-hosts (one from each degree and CCE students) and a technical operator. Huber will circulate a copy of the completed application to the Board and report back at future meetings.

## **4. PRESIDENT’S REPORT**

Smith’s report was addressed in the context of closed session agenda items.

## **6. TREASURER’S REPORT**

### ***Bookkeeping***

Felice Gilpin, the 2013 MAPS-CCE Award of Excellence recipient in the Accounting programme, has been hired as MAPS’ bookkeeper. She starts on Friday, December 13, 2013.

### ***2013 Audit***

Johansen has had an initial meeting with representatives of Grant Thornton, the new audit firm, to begin charting out the work plan and document requirements for the 2013 audit.

## **6. CLOSED SESSION**

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

RETURN TO OPEN SESSION

## **7. OTHER BUSINESS**

None.

## **8. SUMMARY OF FOLLOW-UP ACTION**

- Action:** Moore to:
- Circulate the existing Standing Resolutions with the next Board meeting package.
  - To have lead for preparation of the annual report on membership transferability.
- Huber to:
- Circulate the completed CFMU program application to the Board.

## **9. NEXT MEETING**

Next meeting: Tuesday, January 14, 2014 at 5:30 pm.

## **10. ADJOURNMENT**

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

8:55 p.m.

These minutes were duly approved by the Board at its meeting on January 14, 2014.



Andrew Smith, President



David Moore, Secretary