

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, January 14, 2013 at 5:30 p.m.  
Room 234, MUSC, McMaster University**

**PRESENT** Andrew Smith (chair), Jackie Arlen, Emily Cerantola, Caroline Hill, Jeff Huber

**REGRETS** Jeannie An, 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, 19 December 2013
- Board of Governors package extract – proposed 2014-2015 CCE fees, 12 December 2013
- Senate package extract - proposed changes to definitions of academic term and academic session, 8 January 2014
- Corporate Secretary's Report, 14 January 2014
- Memo from the Corporate Secretary re Standing Resolutions, 10 January 2014
- MAPS Standing Resolutions, January 2010
- MAPS-MSU Membership Transferability Report, 14 January 2014
- CFMU New Program Application, 24 December 2013
- CFMU Radio Show – Summary of Report submitted by Jeff Huber, 14 January 2014
- Draft Update from MAPS, 8 January 2014
- MAPS response to questions from *The Silhouette*, 8 January 2014
- Media clippings
  - "Battered MAPS making gradual recovery," *The Hamilton Spectator*, 4 January 2014 (A4)
  - "MAPS and MSU at odds over summer fees," *The Silhouette*, 9 January 2014 (A3)
  - "MAPS has work to do," *The Silhouette* (editorial), 9 January 2014 (A4)

**1. ADOPTION OF THE AGENDA**

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

**2. ADOPTION OF MINUTES**

**Motion:** Moved by Arlen, seconded by Huber to adopt the open session minutes of the meeting of December 10, 2013, as circulated.  
**Carried.**

### **3. PRESIDENT'S REPORT**

At its meeting on December 12, the Board of Governors approved the 2014-2015 CCE Fee Schedule (copy appended to the master copy of the minutes). The written report to the Board made reference to uncertainty about MAPS continuing to represent CCE students.

At its meeting on January 8, Senate approved proposed re-definition of academic terms/sessions to take effect in May 2015 (copy appended to the master copy of the minutes). These changes will drive a timely re-thinking of the way supplementary fees are collected and administered, including fees collected on behalf of student governments.

Given the continuing delays in getting the "MOSAIC number" required to make purchases on account at the Campus Store, Smith will purchase iPad and submit a reimbursement claim in order to expedite delivery of the contest prize arising from the membership survey process in December. The name of the winner will be posted on the MAPS web site, published in *The Link*, and included in the Board of Directors report to the AGM.

Smith has asked, or is in the process of asking, the relevant University departments for:

- A "MOSAIC number" for MAPS
- "@mcmaster.ca" email addresses for the president, three vice-presidents, executive director, and corporate secretary. These addresses would be transferred with changes in officers and provide an opportunity for "permissions" (e.g. web site and Facebook page access) to be tied to the permanent email addresses.
- Web site and ListServ access for the corporate secretary and information assistant

### **4. VICE-PRESIDENT (FINANCE) REPORT**

#### ***Bookkeeper***

When the current Board of Directors took office in February 2013, no bookkeeping had been done since the Office Manager was terminated in May 2012. As a result, the auditor had to do the bookkeeping and this contributed to the significant delay in production of the 2012 audited financial statements. A bookkeeping temp was hired in September 2013 to bring the books up-to-date (i.e. January to September 2013).

Felice Gilpin, MAPS' new bookkeeper (hired in December), is settling in well. She is quick to provide answers, a trouble shooter, and has brought MAPS' books up-to-date.

#### ***2013 Audited Financial Statements / 2014 Budget***

A conference call involving the new audit firm (Grant Thornton), Arlen, Smith, Moore, and Gilpin will take place on Monday morning to set out document, process, and timing expectations for production of the audited financial statements for the fiscal year ending December 31, 2013.

The 2014 budget has been in development for a couple of months and a draft will be circulated to the board later this month.

#### ***Routine Payments***

The University has agreed to process a \$37,000 transfer to MAPS from the trust to fund payroll expenses. There is also a need for additional funds to pay for other basic operating expenses that have not been charged directly to the trust. Arlen has asked Financial Services for a detailed report on 2013 disbursements from the fees held in trust.

## **5. SECRETARY'S REPORT**

Moore presented his written report (copy appended to the master copy of the minutes).

### ***Annual General Meeting***

Board members elected at the February 2013 AGM were asked to confirm with Smith and Moore whether: (1) they are prepared to serve the second year of their term of office, or (2) that they intend to stand down at the AGM. This information is required so that the number of seats up for election may be published in the call for nominations (which will be issued in early February). The notice will be posted on the MAPS web site, included in an email sent to the membership, and included in *The Link*.

### ***Board Member Availability on Campus***

An has suggested developing a consolidated schedule of when Board members are regularly on campus (class and otherwise). Moore will ask Board members to send their on-campus availability to him and he will produce a roll-up for the Board.

### ***University Student Fees Committee (USFC)***

The USFC is the first step in the University's approval process for changes to tuition and non-tuition fees. USFC recommendations then go to [in order] the University Budget Committee, Board of Governors Finance Committee, and the Board of Governors.

The composition of the USFC includes provision for three student reps: one full-time undergrad, one part-time undergrad, and one grad student. The FT undergrad and grad seats have been filled, but for reasons unknown the PT undergrad seat has not. Moore will follow-up on this with the USFC chair, Dr. Jacy Lee (Associate Vice-President, Institutional Analysis & Research).

### ***CCE***

With the departure of Tracey Taylor-O-Reilly in late November 2013, Lisa Boniface was named acting director pending a search for a new CCE Director. Moore will follow-up with the Dr. Susan Searls Giroux (Associate Vice-President, Faculty) to request that MAPS-nominated CCE student is included as a member of the search committee.

### ***Membership Transferability***

MAPS' executive director is normally the main point of contact for review and approvals of applications for MAPS-MSU membership transferability. This function is now being undertaken by the corporate secretary. The annual report to the Board of Directors on transferability was circulated in the meeting package and is appended to the master copy of the minutes.

### ***Standing Resolutions***

The MAPS Board of Directors adopted Standing Resolutions on a variety of topics between 2001 and 2010. 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. A memo from the corporate secretary providing detailed background, and a copy of the current Standing Resolutions, are appended to the master copy of the minutes.

**Motion:** Moved by Smith, seconded by Huber to repeal all Standing Resolutions approved by former Boards.  
**Carried.**

## **6. GOVERNANCE**

### ***Appointment of Chief Returning Officer***

By-law #4, Section 20, requires the Board to appoint a Chief Returning Officer (CRO) to administer MAPS' elections/referenda. The person appointed need not be a member of MAPS, but should have a detailed understanding of MAPS' by-laws and experience in election administration. The CRO cannot be a person with a conflict of interest (e.g. a candidate in elections or a side proponent in a referendum in an electoral process he/she is administering).

MAPS' corporate secretary is a former CRO for each the MSU and GSA, and has extensive experience with student government administration at McMaster, provincial, and national levels.

**Motion:** Moved by Smith, seconded by Huber to appoint David Moore as Chief Returning Officer.  
**Carried.**

### ***Dispute Resolution Tribunals – Membership Pools***

Bylaw 3, Section 2, requires that the Board of Directors develop a pool of pre-selected candidates who are prepared to serve on MAPS Dispute Resolution Panels. The Board must first develop and approve a Dispute Resolution Policy, but in the meantime it was agreed that the corporate secretary would "informally sound out" potential candidates for the pool (from within the McMaster community).

### ***Outstanding By-law and Policy Issues***

Last term, University Secretary Helen Ayre provided further advice re governance reform and ask a number of questions about the proposed by-laws. Several of her suggestions were included in amendments approved to the proposed by-laws at the SGM.

Moore is preparing a memo to respond Ayre's remaining suggestions and inquiries. He noted there are two significant pieces of policy work arising from Ayre's inquiries – formulation of detailed operational policies in relation to: (1) elections to the board of directors, and (2) dispute resolution. Moore will seek a meeting with Ayre to further discuss these matters and will report back to the Board.

## **7. CLOSED SESSION**

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

RETURN TO OPEN SESSION

## **8. OTHER BUSINESS**

### ***CFMU Radio Show***

Huber provided an update on the potential for a regular MAPS-led program on 93.3 CFMU-FM. A copy of the program application submitted to the radio station and a current status summary are appended to the master copy of the minutes.

Comments made in discussion included:

- The time slot might be better in evening or weekend (rather than during the business day) for participation of part-time students who work.
- The project would benefit from a working group that includes the co-hosts, technical operator, a board lead, board members, and possibly others.
- Generating relevant content to fill 26 hours of air time over the course of a year is a formidable undertaking (i.e. supporting a 30-minute weekly time-slot). It may be possible to do a pilot over the summer (e.g. May-August). CFMU implements a new program schedule each September.
- Once approval in principal is received from CFMU, the project can be promoted on the MAPS web site, Facebook page, and in *The Link*.
- Board members will send program content ideas and co-host suggestions to Huber.

### ***Rudy Heinzl Award of Excellence Selection Committee***

The Rudy Heinzl Award of Excellence is presented annually by the MSU to a member of the University community that has made a significant contribution to the quality of student life during the previous 12-month period.

Cerantola had previously been approved by the Board as the MAPS appointee to the selection committee, but the meeting has been called for February 27 when she will be in Quebec. The Board approved Jackie Arlen as MAPS' new appointee to the selection committee.

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

### ***Action:***

Smith to:

- Follow-up with UTS as needed for email, web site, and ListServe requests.
- Meet with the Dean of Students on January 15.

Arlen to:

- Follow-up with Financial Services director Nancy Gray about a report on disbursements in 2013 from fees held in trust by the University.
- Lead MAPS' participation in a conference call with the auditor on January 20.

Moore to:

- Follow-up with AVP-Institutional Analysis & Research Dr. Jacy Lee about the part-time student seat on the University Student Fees Committee.
- Follow-up with the AVP-Faculty Dr. Susan Searls Giroux about having a CCE student nominated by MAPS on the search committee for a new CCE Director.
- Follow-up with University Secretary Helen Ayre about outstanding comments/ advice offered by Ayre in relation to MAPS' by-laws.

All Board Members to:

- Send radio show content suggestions to Jeff Huber.

**10. NEXT SCHEDULED MEETINGS**

Tuesday, February 11, 2014 at 5:30 pm.

Tuesday, March, 11, 2014 at 5:30 pm.

Tuesday, April 29, 2014 at 5:30 pm. **(REPLACES meeting previously scheduled for April 15)**

**11. ADJOURNMENT**

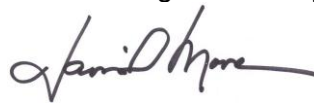
**Motion:** Moved by Cerantola, seconded by Arlen to adjourn.  
**Carried.**

7:55 p.m.

These minutes were duly approved by the Board at its meeting on January 29, 2014.



Andrew Smith, President



David Moore, Secretary