

**McMaster Association of Part-Time Students  
Board of Directors Meeting – Minutes  
Tuesday, February 11, 2014 at 5:45 p.m.  
Room 234, MUSC, McMaster University**

**PRESENT** Jeannie An, Jackie Arlen, Alamin Berhanu (by phone), Jeff Huber

**REGRETS** Emily Cerantola, Caroline Hill, John Liauba

**STAFF** David Moore (corporate secretary)

**CONSTITUTION OF THE MEETING**

The corporate secretary had notice 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
- Open Session Minutes – January 29, 2014
- Resignation letter from Andrew Smith – February 5, 2014
- Email from Dean of Students – February 5, 2014
- Notice of AGM emailed to membership – February 8, 2014
- Email from Director of Finance – February 11, 2014

**1. ADOPTION OF THE AGENDA**

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

**2. ADOPTION OF MINUTES**

**Motion:** Moved by Arlen, seconded by An adopt the open session minutes of the meeting of January 14, 2014, as amended.  
**Carried.**

**3. RESIGNATION OF THE PRESIDENT**

Andrew Smith's written resignation, as both President and as a member of the Board of Directors, was submitted to the corporate secretary on February 5 and took effect immediately (copy appended to the master copy of the minutes).

**Motion:** Moved by An, seconded by Arlen that the Board formally note, with regret and thanks for his service, the resignation of Andrew Smith as MAPS' president and from the Board of Directors.  
**Carried.**

#### **4. ELECTION – PRESIDENT**

The Board discussed the range of current issues that will need to be addressed by the next president. While the post-AGM Board could choose different officers, ideally the president chosen today would be a member of the 2014-2015 Board of Directors and prepared to stand as a candidate for president for that term of office.

Arlen was nominated. She was elected to a two-year term on the Board at the 2013 AGM and indicated her willingness, if elected by the current and post-AGM Boards, to serve through the 2014-2015 term.

**Motion:** Moved by An, seconded by Berhanu that Jacqueline Arlen be elected president of MAPS for the balance of the 2013-2014 term of office.

**Carried.**

#### **5. REPORT OF THE 1<sup>st</sup> VICE-PRESIDENT**

##### ***Student Government-Administration Consultation Committee (Admin-Con)***

Smith and An represented MAPS at the Admin-Con meeting on February 5. Smith offered a degree of closure on the summer fee issue by restating MAPS' disagreement with the process, and concern about the precedent now set by the MSU's unilateral abrogation of a legal contract and the University's confirmation of that decision. At this point, it is important to move forward and focus on collaborative efforts that serve the interests of students.

In the interests of time (as Berhanu's availability by phone was limited) it was agreed to circulate a written summary of other items discussed at Admin-Con and append a copy of the summary to the master copy of the minutes.

##### ***Meeting with the Dean of Students***

Smith, An, Arlen, and Moore met with the Dean of Students on February 5, immediately following the Admin-Con meeting. The meeting was a follow-up to exchanges of email in the preceding days between Smith, President Deane, the Provost, and the Dean of Students. In those emails, Smith had noted the mixed messages received from the University over the last year with respect to MAPS and called for clarity.

During the meeting with the Dean of Students, Sean Van Koughnett advised:

- The University is focused on the best interests of part-time students, as is the current leadership of MAPS.
- The current MAPS leadership has had to deal with the consequences of the decisions made by the former Board/staff leadership and that has led to understandable frustration.
- CCE plans to survey CCE students with three questions addressing awareness of MAPS and the fees membership paid by students to MAPS.
  - In response to a question from MAPS, the Dean conceded a double standard in that a Faculty dean would not be permitted to send such a survey to full-time students in relation the MSU and whether students wanted to continue paying MSU fees. He noted that survey results would only be one factor in any decision and not a guarantee of any particular outcome.
  - Van Koughnett undertook to have CCE share a draft of the survey with MAPS.

MAPS representatives at the meeting made a number of additional points:

- The last year has been largely devoted to responding to the Provost's requirements for governance and financial administration. With these requirements now largely met, and acknowledged as so by the University, MAPS' focus is shifting to a greater emphasis on service, advocacy, and membership engagement.
- After a year in which a governance-dominated focus was required by the University, MAPS suggested that it would be fair to have a year to complete the relaunch of programming, advocacy, and engagement to demonstrate value to the membership. Van Koughnett was sympathetic to this reasoning and undertook to take the 12-month survey deferral suggestion forward to his colleagues.
- In early 2012, CCE asked MAPS to provide more than \$460,000 in financial support for program development costs as a "gift." On April 26, 2012, the University's Board of Governors rejected a request from the then-MAPS Board for a fee increase to fund this request. The current proposed "survey," together with CCE's position that MAPS should not represent CCE students and that MAPS membership fees should instead be reallocated to CCE operating costs, has the appearance of reprisal. The optics of stripping students of representation would surely be a problem for the University.

### **Office Hours**

Kim Pastrak is away February 6-17. Karen Wilkinson is covering all shifts, with some shortened hours to reflect her availability. During the Spring Recess (Feb. 18-21), hours will be:

Mon., Feb. 18	Closed (Family Day; statutory holiday)
Tues.-Thurs., Feb. 18-20	9:30-5:00
Fri., Feb. 21	9:30-2:30 (regular hours)

### **December Survey – iPad winner**

The iPad prize for a randomly selected respondent to the December survey will be sent by courier to the recipient this week. The winner was Lisa Stone.

## **6. REPORT OF THE VICE- PRESIDENT (FINANCE)**

With respect to the 2013 audited financial statements:

- MAPS' bookkeeper has prepared an initial income statement
- A detailed fee reconciliation is needed from Financial Services
- The general ledger is being reviewed by Arlen and Moore. Some corrections are required to posting to individual expense lines and accruals remain to be completed.
- Audit staff have been in the MAPS office this week doing field work as scheduled

The University's Director of Finance has committed to transferring half the fees held in trust now and the balance after MAPS' audited financial statements for 2013 are submitted. A copy of Nancy Gray's email is appended to the master copy of the minutes.

## **7. REPORT OF THE SECRETARY**

Moore advised that notice of the AGM was emailed to the membership on the weekend. A copy of the email is appended to the master copy of the minutes. A second notice with the final agenda will be emailed to the membership in late February.

As a result of the decision by each An, Berhanu, and Liauba to retire from the Board at the AGM, and the conclusion of Hill and Huber's terms at the AGM, there will be a total of five seats on the Board up for election (5 seats each for 2 years, 2 seats each for 1 year). This will establish the staggered terms required by MAPS' by-laws and provide for the election at the 2015 AGM of 4 seats each for a 2-year term.

## **8. CLOSED SESSION**

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

RETURN TO OPEN SESSION

## **9. OTHER BUSINESS**

None.

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

Karen Wilkinson to send the iPad to Lisa Stone.

## **11. NEXT SCHEDULED MEETINGS**

Board of Directors: March 25, April 29  
Annual General Meeting: March 25

## **12. ADJOURNMENT**

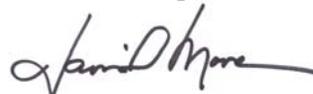
**Motion:** Moved by Berhanu, seconded by Arlen to adjourn.  
**Carried.**

6:30 p.m.

These minutes were duly approved by the Board at its meeting on March 25, 2014.



Jacqueline Arlen, President



David Moore, Secretary