

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, March 25, 2014 at 6:00 p.m.
Room 234, MUSC, McMaster University**

PRESENT Jackie Arlen (chair), Caroline Hill-Smith, David Moore (corporate secretary)

REGRETS Emily Cerantola, Jeff Huber, Cassandra Lo

OTHERS Jeannie An

STAFF Glenn Harkness (acting general manager)

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 – February 11, 2014
- Email votes
 - Appointment to the Board
 - Designation of Signing Officer
 - Returning Officers
- Draft Audited Financial Statements for the year ended December 31, 2013
- Draft 2014 Budget
- Email correspondence with AVP-Students & Learning re CCE Survey – March 2014
- Letter from MAPS president to AVP-Students & Learning re MAPS fees collected from CCE students during 2013-2014 – March 12, 2014
- MAPS-University gift agreement re *The MAPS 30th Anniversary Part-Time Certificate Student Bursaries Award* – 2008
- Email correspondence (and attached letter) with AVP-Students & Learning re collection of MAPS fees from CCE students in 2013-2014 fall-winter academic session – March 2014

1. ADOPTION OF THE AGENDA

Motion: Moved by Moore, seconded by Hill-Smith to approve the agenda as presented.
Carried.

2. ADOPTION OF MINUTES

Motion: Moved by Arlen, seconded by Hill-Smith to the open session minutes of the meeting of February 11, 2014, as presented.
Carried.

3. REPORT OF THE PRESIDENT

The March 11 Board meeting was cancelled when it was thought Arlen would be out of the country. Time-sensitive motions were put to an email vote (copies appended to the master copy of the minutes). The motions and the result were formally entered into the record:

Appointment to the Board

Motion: Moved by Arlen, seconded by Huber that David Moore be appointed to fill a vacancy on the board of directors for a term to end at the conclusion of the 2014 annual general meeting of MAPS.
Carried 5-0-0.

Designation of additional signing officer

Motion: Moved by Arlen, seconded by An to designate Jeff Huber as a signing authority on the MAPS account at the credit union.
Carried 4-0-0.

Appointment of Returning Officers

Motion: Moved by Arlen, seconded by Moore to approve the appointment of Jackie Osterman as chief returning officer and Kim Pastrak as deputy returning officer for 2014.
Carried 7-0-0.

2013 Audited Financial Statements

Drafts of the audit were received on March 18 and 21, and refined by the auditor based on comments from Arlen and Moore. A copy of the revised final draft (March 24) is appended to the master copy of the minutes. A number of points were noted:

- A number of the auditors notes required refinement to more fairly reflect the status of the Association at the end of the last fiscal year. Some adjustments to the numbers were made to correct errors posting of expenses among various lines.
- A management letter has not yet been received from the auditor.
- Wages and benefits include info assistants, while the acting executive director's compensation is included in Consulting Fees.
- Professional fees include audit and legal. The much larger amount paid in 2012 reflects the legal fees the former Board incurred in relation to the University's internal audit review and then HR advice later in the year.
- Staff travel in both 2012 and 2013 includes the cost of the Toyota Sienna leased for the former executive director. MAPS got out of the balance of the four-year lease in mid-2013.
- Awards and Awards Dinner is higher in 2013 because no dinner was held in 2012.
- University administrative fees will be substantially lower after 2013 now that McMaster is no longer processing MAPS' payroll. Ceridian does for about \$60 per month what the University was charging \$435 per month to do.
- Public Relations includes a \$3,000 for four full-page advertisements in *The Silhouette* in September 2013. This degree of space will not be needed in subsequent years, but given the lack of transparency by the former Board in recent years, it was felt the audited financial statements, an explanatory letter, and SGM notice should be printed in full.
- Poll and Referenda refers to the license fee paid to SimplyVoting.com
- OUSA is lower because MAPS attended fewer meetings in 2013. There is about \$600 in costs which have been paid in early 2014 and a decision about MAPS' future involvement in OUSA is scheduled to be considered at the April 29 Board meeting.
- Telephone was much higher in 2012 was due in part to replacement, more than once, of the former executive director's smart phone.

- Handbook costs incurred in relation to the 2013-2014 edition will be accounted for in the 2014 financial statements.
- Gift commitments (CCE bursaries and MUSC capital renewal) have been accrued for 2013 payments, but will be subject to review by the Board once outstanding fee revenue issues have been resolved.

Motion: Moved by Moore, seconded by Arlen approve the audited financial statements for the fiscal year ended December 31, 2013.

Carried.

2014 Budget

A draft 2014 Budget was presented (copy appended to the master copy of the minutes). Projected fee revenue had been adjusted to reflect (1) the University's decision to support the MSU's unilateral abrogation of the membership jurisdiction contract between MAPS and the MSU, and (2) resumption of membership fee collection by the University on May 1, 2014.

Motion: Moved by Moore, seconded by Arlen to approve the 2014 Budget as presented.

Carried.

CCE Survey

On March 7, Arlen received an email from the AVP-Students & Learning, Sean Van Koughnett, about a survey to be administered to CCE students by the Office of the AVP-Faculty (Dr. Susan Searls-Giroux). Arlen responded on behalf of the Board (copy of the exchange and the survey are appended to the master copy of the minutes).

By stating that a survey at this time could provide a useful baseline against which any future survey results could be compared, the AVP seems to be signaling that the University will look at changes in "value for money perception" over time rather than going to the Board of Governors this spring (as Lisa Boniface wants) to get approval of discontinuing CCE students' representation by MAPS.

The AVP sent a supplemental response in which he wrote:

...if CCE students were ever to stop paying MAPS membership fees, the equivalent of these fees would be redirected to appropriate services for students. Another option is that tuition fee increases would not need to increase as much in future years. Most likely the equivalent of fees would be used for a combination of these two things. So it's my understanding that there would be no financial gain to CCE if students **if** they were ever no longer members of MAPS.

The AVP has thus acknowledged that CCE would, in fact, benefit from additional resources and/or not having to put pressure on the competitiveness of their per course price point, if/when it received more than \$100,000 per year currently paid by students and remitted to MAPS.

CCE's interest in taking over the MAPS revenue stream for its own purposes is being heightened as CCE is already facing budget pressures that will be further exacerbated by the higher long-term accommodation costs associated with the move to Jackson Square next year.

MAPS fees paid by CCE students

On March 12, Arlen wrote to the AVP-Students & Learning about collection of MAPS membership fees from CCE students during the 2013-2014 fall-winter academic session (a copy of the email, letter, and a supporting attachment are appended to the master copy of the minutes).

In June 2013, the University's Board of Governors confirmed the decision of the senior administration to suspended MAPS fee collection from part-time students effective September 2013. While this was done for part-time undergraduate degree students, fees continued to be collected from CCE students in contravention of the BoG resolution. On March 10, MAPS learned that Financial Services had informed MAPS' auditor that "per direction of the Board, these fees will be re-directed to CCE." This was not what the Board of Governors approved.

In her letter to Sean Van Koughnett, Arlen proposed that the funds (\$73,724 and counting) be allocated to a MAPS-directed purpose that is of direct benefit to CCE students and in keeping with a previous agreement between MAPS and the University. Specifically, she proposed that the funds be directed to honour MAPS 2013 and 2014 commitments, under *The MAPS 30th Anniversary Part-Time Certificate Student Bursaries Award* gift agreement (copy appended to the master copy of the minutes). In this way the funds will provide direct bursaries and build the endowment for future bursaries to support CCE students.

Van Koughnett has since responded by email that CCE will keep \$36,000 to offset CCE operational costs and the balance will be directed to the bursary fund as suggested by MAPS. Further discussion was undertaken in closed session.

Meetings and events attended

Arlen and An attended Student Recognition Night (the MSU's awards banquet) on March 18.

Arlen reported on two other meetings she has attended since the last MAPS Board meeting:

- Board of Governors (March 6) – as the BoG was meeting, Premier Wynne was announcing legislation that, if approved, would expand the jurisdiction of the Ombudsman of Ontario to include universities. President Deane did not see this additional oversight as necessary given that universities such as McMaster already have an Ombuds.
- Senate Committee on Student Affairs (March 21) – proposed changes to the Residence Contract and the Residence Code of Conduct were recommended to Senate.

The March 12 meeting of Senate was cancelled when inclement weather precipitated the closure of the University.

4. REPORT OF THE SECRETARY

At the last general meeting, quorum was 10 members (including proxies, at least members being present in person). As part of the governance reforms in the new by-laws approved in October 2013, quorum was increased to 3% of the membership. This aligns with the quorum requirement for General Assemblies in the McMaster Students Union.

In the absence of quorum at today's AGM, the appointment of an auditor will be referred to an on-line referendum vote of the membership. Formal notice of a general referendum will be served in the coming days, an information session will be held, and the vote will take place in mid-May. Nominations will be re-opened for the three remaining seats and elections, if required, will be conducted as part of the referendum.

5. REPORT OF THE ACTING GENERAL MANAGER

Harkness circulated a preliminary job posting for a General Manager and invited comment from members of the Board (a copy, as well as the TMG salary band ranges, is appended to the master copy of the minutes).

A full job specification needs to be written and then evaluated by McMaster University's Human Resources department in relation to the TMG salary band system. While MAPS is not obliged to follow that advice, having the position's salary band placement evaluated by HR was among the Provost's requirements.

6. CLOSED SESSION

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

RETURN TO OPEN SESSION

7. OTHER BUSINESS

None.

8. SUMMARY OF FOLLOW-UP ACTION

Action: Arlen to:

- See to updating signing authorities at the credit union.

Moore to:

- Have notice issued for a general referendum and call for nominations.
- See to having a copy of the approved audited financial statements to the director of Financial Services.

9. NEXT SCHEDULED MEETINGS

Board of Directors: April 29

10. ADJOURNMENT

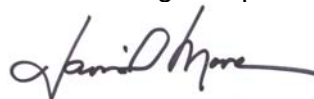
Motion: Moved by Moore, seconded by Arlen to adjourn.
Carried.

7:55 p.m.

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



Jacqueline Arlen, President



David Moore, Secretary