

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, April 29, 2014 at 5:30 p.m.
Room 234, MUSC, McMaster University**

- PRESENT** Marijana Govorcin, Caroline Hill-Smith, Jeff Huber, David Moore (corporate secretary)
- REGRETS** Jackie Arlen, Emily Cerantola, Erick Merlos
- ABSENT** Cassandra Lo
- GUESTS** Amir Eftekarpour (OUSA president, Western VP-External), Stephen Franchetto (OUSA vice-president finance, Laurier VP-University Affairs)

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.

Arlen and Merlos sent regrets as they are writing final examinations.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES

- Agenda
- Draft Open Session Minutes, 25 March 2014
- Letter to OUSA, 16 January 2014
- Information Note on OUSA
- President's Report (with appendices – Teleconference Notes for April 4, 10, and 18)
- Vote by Email: Appointment to the MUSC Board of Management, 2 April 2014
- RFP for Legal Services
- "Global and Community Engagement at McMaster: Where FWI has brought us, and where we are going," April 2014
- Secretary's Report
- Financial Accountability Policy for Student Organizations that receive Fee Remittances from the University, November 2013
- Audited Financial Statements for the year ended December 31, 2013
- MAPS Budget for the year ended December 31, 2014
- Discussion Paper

1. ADOPTION OF THE AGENDA

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

2. ADOPTION OF MINUTES

Motion: Moved by Hill-Smith, seconded by Huber to approve the open session minutes of the meeting of March 25, 2014, as circulated.
Carried.

3. OUSA

In January 2014, in accordance with the by-laws of the Ontario Undergraduate Student Alliance (OUSA), MAPS served formal notice that a motion would be considered at this meeting to withdraw MAPS from membership in OUSA at the end of the 2013-2014 OUSA fiscal year. A copy of the letter to OUSA and an information note were circulated to the Board in the meeting package and are appended to the master copy of the minutes.

Amir Eftekarpour and Stephen Franchetto attended the meeting as representatives of the OUSA Steering Committee. They acknowledged the challenges to participating actively in OUSA when executive officers are not full-time, salaried, student government officials. MAPS (part-time) and Trent (satellite campus) have demonstrated some of the challenges that differentiate them from other member student associations.

OUSA has an established relationship with both political and public service dimensions of the provincial government and has been a voice contributing to policy decisions that have benefited all undergraduate students (e.g. mitigating tuition increases).

Undergraduate student associations in Ontario are one of member of OUSA, member of CFS-Ontario, or unaligned. Of the four other part-time student associations in Ontario, APUS (Toronto) and OPUS (Windsor) are former OUSA members, while CESAR (Ryerson) and AMPS (Laurentian) have not been members of OUSA. Being involved with a provincial advocacy body does not obviate the importance of having a relationship with the local MPP. A local student government may choose to partner with other student governments and/or provincial organizations on a case-by-case basis to contribute to advocacy activities with government.

Eftekarpour assured the Board that OUSA will respect whatever decision is made and he asked that some rationale accompany the decision so that he may share it with the steering committee. At this point, he and Franchetto left the meeting.

The decision came down to human resources capacity and the degree to which a part-time student Board member, with limited time for studies and MAPS, could reasonably be expected to be devoted 3-4 days per month to OUSA.

Motion: Moved by Hill-Smith, seconded by Huber that MAPS terminate its membership in the Ontario Undergraduate Student Alliance (OUSA) at the end of the 2013-2014 OUSA fiscal year (April 30, 2014).
Carried.

4. REPORT OF THE PRESIDENT

A copy of Arlen's written report is appended to the master copy of the minutes.

Given the retirement of Andrew Smith and Jeannie An, and the longer than expected period that Emily Cerantola will be out-of-town, MAPS currently has only one available signing authority. The Board has previously authorized the addition of Jeff Huber as a signing authority but a third person is needed so that two may sign an expense reimbursement to the third.

Motion: Moved by Huber, seconded by Moore to approve the addition of Caroline Hill-Smith as a financial institution signing authority.
Carried.

5. REPORT OF THE SECRETARY

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

Late this afternoon Moore had a telephone conversation with Justin Gunter (Manager, University Affiliates and Associations, Financial Services). MAPS, the Dean of Students and the Acting Director of CCE have agreed that MAPS fees collected from CCE students in 2013-2014 will be applied to the gift commitment to the MAPS 30th Anniversary Bursaries.

Moore advised Gunter that MAPS' 2013 audited financial statements include a note that fees were in dispute at the time of writing and that the 2013 and 2014 gift commitments (totalling \$120,000) remain in place. MAPS' concern is that the 2014 audited financial statements clearly indicate that MAPS fees collected from CCE students have been applied to the MAP-directed purpose that will directly benefit CCE students. How the transfer is made and the framing of the wording in the financial statements may benefit from a meeting involving Moore, Gunter, and the auditors for each MAPS (Grant Thornton) and the University (KPMG).

Gunter was advised of the elements in the motion to be considered by the MAPS Board at this meeting and he was in agreement with the approach. Moore undertook to follow-up with a letter to Nancy Gray and Justin Gunter setting out next steps.

- Motion:** Moved by Govorcin, seconded by Hill-Smith that the Board approve payments in respect to the 2013 and 2014 commitments (to fully honour the MAPS 30th Anniversary Bursary and MUSC capital renewal gifts) as follows:
- \$70,000 to be transferred from MAPS to the MUSC in full payment of the balance owing on the one-time 3-year capital gift
 - \$73,724 in MAPS fees collected from CCE students in the 2013-2014 fall-winter academic session be transferred to the MAPS 30th Anniversary Bursary fund administered by University Advancement
 - \$31,276 be transferred from MAPS to the MAPS 30th Anniversary Bursary fund administered by University Advancement
 - The final \$15,000 for the MAPS 30th Anniversary Bursary fund be held back pending reports from Financial Services, in June and October 2014, on the amount of additional CCE fees for the 2013-2014 fall-winter session (to be transferred in their entirety to the MAPS 30th Anniversary Bursary fund administered by University Advancement
 - The balance, if any, owing on the MAPS 30th Anniversary Bursaries commitment to be paid to the University by November 30 after reconciliation of the summer and fall fee reports from the University

Motion Carried.

6. FINANCIAL ACCOUNTABILITY POLICY

A copy of the Financial Accountability Policy for Student Organizations that receive Fee Remittances from the University is appended to the master copy of the minutes.

MAPS provided extensive comments during the consultative phase of the policy's development. While we are gratified that much of our advice was accepted by the University, it is unfortunate that the passages relating to what happens after a student organization is found to be in breach were not incorporated. It would be helpful to have a clear process path and broadly understood measures to determine when a student group has made reasonable corrective action.

7. MAPS 2014 BUDGET

As a result of receiving new information and resolving outstanding issues relating to fees and historical commitments, the Board reconsidered the motion to approve the 2014 Budget that was adopted at the last meeting.

Motion: Moved by Moore, seconded by Huber to reconsider the motion to approve the 2014 Budget.
Carried.

Where allocations reflect continuation of “steady state” activities (e.g. funding to support the CCE Graduation Ceremony) it will continue as planned. Where new activity is contemplated, the details would be brought to the Board for approval.

Motion: Moved by Hill-Smith, seconded by Moore to approve the 2014 Budget as amended.
Carried.

A copy of the approved budget is appended to the master copy of the minutes and will be posted on MAPS' web site.

8. DISCUSSION PAPER

Much of the last year has been devoted to developing and approving new framework for MAPS' governance and financial administration to respond to the University's review in 2012 and the requirements set out by the Provost in October 2012. MAPS now has completely re-written by-law and board-approved operational policies. The Association is now in a position to devote more attention to the continuing relaunch of service and advocacy-related activities.

A copy of a discussion paper on MAPS' future direction is appended to the master copy of the minutes. Members were asked to review it and advise the president and corporate secretary if there is other information that would be helpful to prepare for the next Board meeting.

7. CLOSED SESSION

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

RETURN TO OPEN SESSION

8. OTHER BUSINESS

None.

9. BOARD MEETING SCHEDULE FOR 2014-2015

A reminder will be sent to Board members to advise Moore of their availability for meetings in May and June. Arlen anticipates having two Board meetings during the summer session, then returning to a monthly meeting schedule in September.

10. ADJOURNMENT

Motion: Moved by Moore, seconded by Hill-Smith to adjourn.
Carried.

7:30 p.m.

These minutes were duly approved by the Board at its meeting on June 3, 2014.



Jacqueline Arlen, President



David Moore, Secretary