

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Wednesday, January 14, 2015 at 6:30 p.m.
Room 234, MUSC, McMaster University**

PRESENT Jackie Arlen, Emily Cerantola, Kristin Belovari, Caroline Hill-Smith, Cassandra Lo, David Moore (corporate secretary)

REGRETS Marijana Govorcin, Erick Merlos

STAFF Kyle Johansen (executive director)

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 meeting was called to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE OPEN SESSION MINUTES

- Agenda
- Draft Open Session Minutes, 10 December 2014
- Policy Report, 8 January 2015
- Executive & Management Report, 8 January 2015
 - Operational Plan Update
- Course Access Report, January 2015
- Annual report on endowment funds supporting MAPS bursaries, 7 January 2015
- The Annual Report on McMaster's Endowment 2013-2014
- MAPS and university community committees, 7 January 2015
- Call for nominations for elections of undergraduate representatives to the Board of Governors, Senate, and University Planning Committee, January 2015

1. ADOPTION OF THE AGENDA

Amendments:

- Under Closed Session, add: Legal Update, Office/Lounge Incident, Campus Partners, and Risk Assessment

The agenda was adopted, as amended, by general consent.

2. ADOPTION OF MINUTES

The open session minutes of December 10, 2014, were approved by general consent.

3. POLICY REPORT

Johansen presented the Policy Report (copy appended to the master copy of the minutes).

4. EXECUTIVE & MANAGEMENT REPORT

Johansen presented the Executive and Management Report (copy appended to the master copy of the minutes).

Further comments included:

- A copy of the Course Access Report was available for perusal and is appended to the master copy of the minutes.
- The MSU has finalized the logistics for January opt-in for health/dental insurance. The on-line portal will be available on January 19, the cost is \$274 (for 9 months coverage retroactive to January 1, 2015), and the deadline to opt-in is January 30, 2015. For MAPS members who wish to opt-in before the on-line portal is available, there is a manual process.
- Johansen will be meeting with the newsletter coordinator next week to discuss content of the February edition. A "MAPS Update" will be sent in the next few days to ensure time-sensitive information (e.g. January deadline for insurance opt-in and the nomination period for student seats in University governance) is received by the membership.
- MAPS' internet presence now includes LinkedIn and members who are registered on LinkedIn may "follow" MAPS by clicking on "Follow" at:
https://www.linkedin.com/company/9182224?trk=vsrp_companies_cluster_name&trkInfo=VSRPsearchId%3A63482831421342579388%2CVSRPtargetId%3A9182224%2CVSRPcmpt%3Acompanies_cluster

Audited Financial Statements for Fiscal 2014

- The auditor commenced on-site work for the 2014 audited financial statements last week. Draft statements to November 30 have been provided and MAPS awaits further information from the University in order to complete statements to December 31, 2013.
- This year's audit process is expected to be much easier with full-time management staff in place, assistance from Justin Gunter in expediting reporting from the University, and having moved to Scotiabank (which is more timely/customer-friendly).
- The auditor will be back on site on February 23.
- The auditor is aware of the timeline and is committed to meeting it.

Operating Plan Update

Johansen presented the update (copy appended to the master copy of the minutes). The inaugural Operating Plan was approved by the Board in July 2014 and, given the timing of the operating policy approval, will be an 18-month plan. An annual plan development and report back cycle as envisioned in the policy will come into effect with the 2016 Operating Plan.

The Board was pleased with the progress made at the six-month mark, noting that emphasis on advocacy elements will increase in the winter 2015 academic term.

Report on endowments supporting MAPS bursaries

Moore presented the report (copy appended to the master copy of the minutes). Given the high rate of return earned by the University's long-term investment pool, Johansen will contact Justin Gunter (Manager, University Affiliates and Associations) to see if MAPS could invest in the pool and report back to the Board.

5. GOVERNANCE

MAPS and university community committees

MAPS has representation on, or normally nominates a part-time student to serve on, a number of committees at McMaster. Assignments for 2014-15 were confirmed as follows:

Student Government-Administration Consultation Committee (Admin-Con)	Caroline Hill-Smith & Kyle Johansen
Board of Governors (observer)	Erick Merlos
Senate (observer)	Erick Merlos
Student Representative Assembly (observer)	Jackie Arlen
Senate Committee on Student Affairs	Malanie Dani
MUSC Board of Management	David Moore
University Student Fees Committee	Johansen will contact the AVP-IRA (Dr. Jacy Lee) to ascertain the outcome of the fall 2014 call for applications.
Committee to Review the Student Code of Conduct	Kyle Johansen (only one meeting remaining before the proposed changes go into approvals)
Rudy Heinzl Award of Excellence Selection Committee	David Moore
Valedictorian Selection Committees - Business, Engineering, Health Sciences, Humanities / Arts & Science, Nursing, Science, Social Sciences	Board members to contact Johansen by January 30 if interested. Call for volunteers (as well as promoting the nomination process for valedictorians) will be issued by MAPS to part-time students who are flagged as potential grads in spring 2015.

The University has yet to respond to inquiries about the status of several committees (Johansen following up):

- Campus Store Advisory Board
- President's Advisory Committee on Athletics & Recreation
- President's Advisory Committee on Transportation & Parking
- University Library Advisory Council

MAPS Committees

The Board confirmed committee compositions as follows:

Executive Committee (composition set in by-law)	President Vice-Presidents Ex-officio: Executive Director, Corporate Secretary
Awards Committee	3 Board Members – Emily Cerantola, Marijana Govorcin, Cassandra Lo Ex-officio: President, Executive Director, Corporate Secretary
Finance Committee (chair set in by-law)	The Board will continue to function as the Finance Committee for the balance of the 2014-15 term.

Monitoring Committee (first meeting on Jan. 23)	4 McMaster community members – Paul Bates, Gina Robinson, Jeff Wyngaarden, Kim Pastrak Ex-officio: President, Executive Director, Corporate Secretary
Nominating Committee	Chief Returning Officer (Dave Moore) 2 Board Members (Emily Cerantola, Caroline Hill-Smith) Ex-officio: President, Executive Director, Corporate Secretary
Dispute Resolution Tribunal – Candidate Pool	A pool of 3-5 or more members of the McMaster community from which a panel of three could be drawn to hear a dispute. Johansen is seeking advice from the Ombuds, OPIRG, Peace Studies, and other campus partners as to prospective pool members.

The by-law section governing the Monitoring Committee provides for three years of review. Given the approval of by-laws and operating policies in October and November 2013, respectively, there was no point convening the committee in January 2014 when there had not been a reasonable period to evaluate the Association’s operations under the new governance framework. As a result, this inaugural report by the Monitoring Committee will address progress made in 2013 and 2014.

2015 Board of Directors Elections

Arlen, Belovari, Cerantola, and Merlos complete their current terms in 2015. Govorcin, Hill-Smith, Lo, and Moore will complete the first year of their current two-year terms. Cerantola plans to retire, while the other directors have indicated an intention to seek a second term. The call for nominations will be for 4 directors for two-year terms, and 1 director for a one-year term (the balance of Jeff Huber’s two-year term). A call for nominations will be sent to all members.

6. REPORTS ON EXTERNAL COMMITTEES

Election of undergraduate reps in University governance (Jan-Feb)

The nomination period (January 15-February 5) opens tomorrow for election of undergraduate representatives (both full-time and part-time students are eligible) to the following positions:

- Board of Governors, for a **two-year** term beginning July 1, 2015
- Senate, for a **two-year** term beginning July 1, 2015
 - Faculty of Business
 - Faculty of Health Sciences
 - Faculty of Humanities
 - Faculty of Social Sciences
- University Planning Committee, for a **one-year** term beginning July 1, 2015

Candidates for the Board of Governors must be Canadian citizens. Part-time student candidates for Senate must be registered in at least 6 units. Further information is available on the University Secretariat web site (<http://www.mcmaster.ca/univsec/elections/index.cfm>).

Senate (Jan. 14)

There were two items of interest to MAPS at today's meeting of Senate. The proposal for a Fall Break (the week of Thanksgiving) was approved and CCE advised that it will wind down and discontinue its Web Design & Development program.

Student Representative Assembly (Jan. 11)

The agenda of the most recent SRA meeting was devoted to internal MSU matters.

7. CLOSED SESSION

The Board moved into closed session by general consent.

RETURN TO OPEN SESSION

8. OTHER BUSINESS

Scheduled Board Meetings

- Wednesday, February 11, 2015 at 6:30 p.m.
- Wednesday, March 11, 2015 at 6:30 p.m.

9. ADJOURNMENT

There being no further business, the meeting adjourned by general consent.

8:50 p.m.

These minutes were duly approved by the Board at its meeting on February 11, 2015.



Jacqueline Arlen, President



David Moore, Secretary