

**McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Wednesday, June 10, 2015 at 6:00 p.m.
Room 224, MUSC, McMaster University**

PRESENT Jackie Arlen, Andy Griggs, Caroline Hill-Smith, Susan Marsh-Rollo, David Moore, Karen Richmond

REGRETS Kristin Belovari, Jim Watson, 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 MASTER COPY OF THE OPEN SESSION MINUTES

- Agenda
- Draft Open Session Minutes for the meeting of 4 May 2015
- Resignation of Cassandra Lo, 19 May 2015
- Capital Budget, 5 June 2015
- Letter from Senate Committee on Ceremonials & Insignia, 13 May 2015
- External Committees Report, 5 June 2015

1. ADOPTION OF THE AGENDA

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

2. RESIGNATION FROM THE BOARD

The Board noted, with regret, the resignation of Cassandra Lo effective 19 May 2015. A copy of her resignation is appended to the master copy of the minutes.

3. ADOPTION OF MINUTES

The open session minutes of May 4, 2015, were approved by general consent.

4. POLICY REPORT

Draft operating policies are in development relating to elector lists and records retention. The balance of the policy report was addressed in closed session.

5. EXECUTIVE & MANAGEMENT REPORT

The Board was advised of the following:

- Moore represented MAPS at the memorial service held on June 7 in memory of University President Emeritus Arthur Newcombe Bourns (1919-2015, president 1972-80).
- Arlen, Johansen, and Moore will be representing MAPS at several of this week's convocation ceremonies. Arlen will also attend the Convocation Dinner on June 11.
- The Senate Committee on Ceremonials and Insignia responded to MAPS' concerns about academic regalia at convocation (copy appended to the master copy of the minutes).

Capital Expenditure Budget

The Board referred to a memo from Johansen (copy appended to the master copy of the minutes). Arlen, Richmond, Hill-Smith and Johansen had met previously to review the budget and recommended it to the Board. Since that time, Johansen has added provision for HST and a contingency amount.

- Motion:** Moved by Hill-Smith, seconded by Marsh-Rollo that the Board of Directors approve:
1. The 2015-2016 Capital Expenditures Budget (CEB);
 2. Liquidation of assets, by the Executive Director, as set out in List A of the CEB; and
 3. Striking of ad hoc Capital Expenditure Approval Committee (CEAC) of the Board, composed of the President, First Vice President, Vice President Finance and Executive Director.
 4. Delegation to the CEAC to authorize purchase of the items in List B of the CEB, subject to Board Policy.

Carried.

6. REPORTS ON EXTERNAL COMMITTEES

The Board received a report on a number of campus decision-making bodies (copy appended to the master copy of the minutes).

7. CLOSED SESSION

The Board moved into closed session by general consent.

RETURN TO OPEN SESSION

8. OTHER BUSINESS

None.

9. ADJOURNMENT

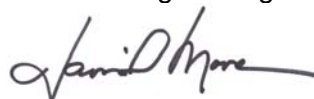
- Motion:** Moved by Moore, seconded by Arlen to adjourn.
Carried.

7:55 p.m.

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



Jacqueline Arlen, President



David Moore, Secretary