McMaster Association of Part-Time Students
Board of Directors Meeting – Minutes
Tuesday, March 19, 2013 at 4:00 p.m.
Room 234, MUSC, McMaster University

PRESENT
Andrew Smith (chair), Jeannie An, Emily Cerantola, Michelle Macfarlane, Alamin Berhanu (recording secretary)

REGRETS
Jackie Arlen, John Liauba

CONSTITUTION OF THE MEETING
A quorum of directors being present, the chair called the meeting to order.

ATTACHMENTS TO THE OFFICIAL COPY OF THE MINUTES
• Minutes of March 5, 2013

1. APPROVAL OF THE MINUTES
The minutes of the meeting of March 5, 2013, were approved.

2. REPORT/DISCUSSION ITEMS
a. No business arising
b. Previous MAPS Documents (Cerantola)
   o The items in the files include:
     • Nomination Form
     • Standing resolutions of membership
     • By-Laws (period of Jackie Osterman)
     • Previous MAPS publications
   o Action: By-laws working group (Smith, Cerantola, Berhanu)
     • Will compare the current vs old by-laws vs MSU by-laws
     • Establish a framework
     • The working group will discuss (annotate, remark & suggest)
     • Jackie Osterman will be invited to join
     • Contact and hire a lawyer to help draft the by-laws (Andrew)

c. Position of MAPS Executive Director
   o What should be done?
     • Applicants calling and inquiring about the position
     • CVs & resumes are being sent (possibly because The Hamilton Spectator reports the position pays $125K)
     • Remains vacant. For how long?
   o Action: An will research about the MAPS ED
d. MAPS staff commitment
   o Issue of staff commitment and attendance at MAPS
   o **Action:** To reinforce commitment among staff

e. Media
   o Dealing with the media
     • A reporter from *The Hamilton Spectator* has emailed MAPS board members seeking information, Berhanu has been contacted via Linked-In, and Cerantola has been contacted at her residence
     • A report in *The Hamilton Spectator* had factual errors
   o **Action:**
     • The MAPS Executive Committee will engage the media through a chosen contact person (Cerantola)
       ▪ She has already communicated with the reporter and corrected the factual errors
     • The media should not be contacting board members at their residences

f. MAPS Information Session
   o **Purpose**
     • To address the needs and concerns of part-time degree and CCE students
     • To inform and clarify the position of the new MAPS Executive Committee
     • To set a transparent MAPS agenda
     • To re-establish MAPS newsletter
   o **Action:** MAPS Info Session Working Group (An, Liauba (website), Cerantola)
     • Email and inform all MAPS members
     • Kim Pastrak will contact UTS to get all the email addresses
     • Draft the agenda
     • Set the date

g. Update on the Car (Macfarlane)
   o Burlington Toyota contacted. Facts:
     • 2012 Toyota Sienna
     • Monthly payment - $525.52
     • Remaining payment - $26,499.86
     • Parking arrangements and costs to be determined
   o Three options suggested by the car dealer (Lee):
     1. Lease Transfer - an additional cost of $400
     2. Sell the vehicle – which is very difficult
     3. Voluntary repossession – sell the vehicle at auction
   o **Action:**
     • Michelle will advise us on the best course of action
     • The car issue to be a priority agenda item in future meetings
h. MAPS Handbook
   - Published annually
   - Students mainly use the planner in the handbook
   - The issue discussed was whether to have it published or post as a PDF on the web
   - Cost (printing & postage):
     - Giant mail out would cost about $20,000
     - Picking it up at the MAPS office would cost $5,000
   - Due date
     - May 2013 – beginning of processing
     - August 2013 – Finalized

i. iPads
   - Two iPADS in the Executive Director’s office
   - **Action:**
     - iPADS will be made available for use by MAPS students and staff

j. Burn Out
   - Smith addressed issue of exhaustion given the amount of work since we all have families and other obligations
   - Past legal and financial issues are taking much of the effort and time
   - When anyone feels overwhelmed, just relax

k. Legal and Audit Update
   - Smith reported on legal issues and the audit

3. TIME OF NEXT MEETING / ADJOURNMENT

Next Board Meeting – Tuesday, April 2, 2013 at 4:00 pm (MAPS Board Room)

There being no further business, the meeting was adjourned.

6:00 p.m.

These minutes were duly approved by the Board at its meeting on August 10, 2013.

Andrew Smith, President

David Moore, Secretary