

## Agenda #10

Board of Directors Meeting  
November 30, 2016 @ 6:00pm – UC 442



### 5.0 Call to Order

#### 5.1. Land Acknowledgement

#### 5.2. Adoption of the Agenda

- 5.2.1. Motion to Approve the Agenda

#### 5.3. Comments from the Chair

- 5.3.1. Introductions

#### 5.4. Approval of Past Board Minutes

- 5.4.1. (Action) Approval of Board Meeting Minutes #8 – November 16, 2016 (As supplement)
- 5.4.2. (Action) (In-Camera) Approval of In-camera board meeting minutes #8 – November 16, 2016

#### 5.5. Executive Committee Minutes

- 5.5.1. (Info) Executive Committee Minutes #18 – 23 – Sept. 12 – Nov. 8
- 5.5.2. (Info) (In-Camera) Executive Committee In-Camera Minutes #20, 22, 23

#### 5.6. Executive Reports

- 5.6.1. Academic & University Affairs Commissioner
- 5.6.2. Communications & Corporate Affairs Commissioner
- 5.6.3. Finance & Operations Commissioner
- 5.6.4. External Affairs Commissioner
- 5.6.5. Local Affairs Commissioner

#### 5.7. Director Reports

#### 5.8. Business

- 5.8.1. (Action) Club Space (Director)
- 5.8.2. (Info) Club Space (F&O)
- 5.8.3. (Notice) Structure/ Bylaw Change – Bylaw 1
- 5.8.4. (Action) PBRC report on elections
- 5.8.5. (Info) Semi-Annual budget report
- 5.8.6. (Info) PDR report
- 5.8.7. (Info) Hiring chair report – SafeWalk Volunteer and PR coordinator
- 5.8.8. (Info) CSA general election promotion plan (as supplement)
- 5.8.9. (Info) CSA general election dates (as supplement)

#### 5.9. New Business

#### 5.10. Announcements

- 5.10.1. Harry Potter Ugly Sweater Holiday Tea Party Dec. 1 PCH (volunteers needed)
- 5.10.2. Build-A-Band contest with CASU Dec. 2
- 5.10.3. National Day of Remembrance and Action on Violence Against Women Dec. 6
- 5.10.4. Referendum questions due Dec. 2
- 5.10.5. AGM submissions due Jan. 6

#### 5.11. Adjournment

## Agenda #18

Executive Committee Meeting  
September 12, 2016 @ 2:00pm – CSA Local Office



### 18.0 Call to Order

#### 18.1. Adoption of the Agenda

18.1.1. Motion to Approve the Agenda

Ryan Mir

Approved

Add judicial committee as 18.6.1

Strike 18.5

Strike 18.6.1

Approved

#### 18.2. Comments from the Chair

18.2.1. Welcome

#### 18.3. Approval of previous executive committee minutes

#### 18.4. Executive Update

18.4.1. Academic & University Affairs Commissioner

Ran orientation week.

18.4.2. Communications & Corporate Affairs Commissioner.

Ran orientation Week

18.4.3. External Affairs Commissioner

Ran orientation week

18.4.4. Finance & Operations Commissioner

Club Days and staff training are coming please email your staff. Also ran orientation week.

#### 18.5. Business

18.5.1. Service Update

Meghan: Meeting with SHAC tomorrow.

Ryan: Clubs Days, Food bank Coordinator hiring, seeking more applicants.

Zoey: Meeting with Board scribe Tuesday night for onboarding. Hiring a new committee scribe and bike centre repair coordinator. Striking a hiring committee shortly.

18.5.2. Fair Vote Guelph

Zoey: Fair vote Guelph is interested in working with the CSA to spur conversation about electoral reform.

Asked for more details and sent a PDR form.

18.5.3. Concert Accessibility

Student with epilepsy was unable to attend concert due to strobe lights. In future the CSA will investigate the possibility of restricting the use of strobe lights by including a clause in future contracts. This will be brought to the next staff debrief.

#### 18.6. New Business

18.6.1. Judicial Committee – For non-academic student instances.

Judicial Committee – For non-academic student instances.

Miriam signed up as primary.

Will bring to this to the board to find an alternate.

## **Agenda #18**

Executive Committee Meeting

September 12, 2016 @ 2:00pm – CSA Local Office

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### **18.7. Announcements**

Ryan is going to be meeting with organizers and college government reps regarding CFS national day of action.

### **18.8. Adjournment**

## Agenda #19

Executive Committee Meeting

October 3, 2016 @ 2:00pm – CSA Board Room



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**Chair: Ryan**

**Minutes: Dave**

**Present: Dave, Zoey, Meghan, Ryan**

### 20.0 Call to Order

#### 20.1. Adoption of the Agenda

- 20.1.1. Motion to Approve the Agenda

#### 20.2. Comments from the Chair

- 20.2.1. Welcome

#### 20.3. Approval of previous executive committee minutes

#### 20.4. Executive Update

- 20.4.1. Academic & University Affairs Commissioner
- 20.4.2. Communications & Corporate Affairs Commissioner
- 20.4.3. Finance & Operations Commissioner

#### 20.5. GM Update

#### 20.6. Business

##### 20.6.1. Service Update

- Clubs will be accredited by Friday, due on Wednesday
- SRM is very busy approving all events throughout the year
- New Food Bank coordinator has been transitioned, doing a lot of work to prepare for referendum
- SHAC helping with referendum question
- SHAC one on ones completed with Meghan
- SHAC preparedness for Aboriginal Awareness Week
- Media relations documents with service staff, developing an internal document for staff on how to address media

##### 20.6.2. Chair Reimbursement

- Motion to reimburse Josh for costs associated with work on
- Motion Zoey, seconded by Meghan

##### 20.6.3. Town Hall

- Mission, Vision, Values
- Allow for members to bring up concerns

##### 20.6.4. Board training

- DHR will be coming
- Elder and political activist to come in to discuss indigenous issues

##### 20.6.5. Random Act of Kindness Day

- Scott Roberts approached Zoey about doing something for a RAKD

## Agenda #19

Executive Committee Meeting

October 3, 2016 @ 2:00pm – CSA Board Room



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- Friday, November 4<sup>th</sup>, 2016. Executive does want to participate

### 20.6.6. Movember

- Explore teaming up with BT or Bullring to host an event to raise money for Movember

### 20.6.7. Harry Potter Event(s)

- Sunday Night Cinema (Deathly Hallows Part 1 +2)
- Explore teaming up with community members to do some events to capitalize on current buzz and rollout of new movie

### 20.6.8. Bingo Night Brass Taps

- Exploring starting up a Bingo Night with BT, possibly pair up as a tie-in with Movember
- Finding sponsors to support the event

### 20.6.9. Ugly Sweater Party Bullring

- Event to whoever wears an ugly sweater, participants get something free
- Advertise as a meet and greet or “stress buster”

## 20.7. New Business

### 20.7.1. CFS Executive Committee

- Zoey proposing to be the representative instead of External commissioner until someone is elected
- Dave to email National – CFS concerning the NGM and who will be going

### 20.7.2. SWAC

- Student Wellness Advisory Committee
- Meghan unable to attend the next meeting, Thursday 5:30 to 7:30
- Ryan to attend

### 20.7.3. ITSAC

- Information and Technology Student Advisory Committee
- Friday afternoons, Zoey to attend as a tentative representative

## 20.8. Announcements

- Sexpose putting on by Wellness Education Centre this Thursday in the UC
- Meghan to send out survey on textbooks today via listserv
- Staff do not work on the Tuesday after Thanksgiving!

## 20.9. Adjournment

## Agenda #21

Executive Committee Meeting  
October 17, 2016 @ 2:00pm – CSA Board Room



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**Present: Meghan, Ryan, Zoey, Dave**

**Chair: Ryan**

**Minutes: Dave**

### **20.0 Call to Order**

#### **20.1. Adoption of the Agenda**

- 20.1.1. Motion to Approve the Agenda
  - 20.1.1.1. Meghan to approve, Zoey seconded.

#### **20.2. Comments from the Chair**

- 20.2.1. Welcome

#### **20.3. Approval of previous executive committee minutes**

#### **20.4. Executive Update**

- 20.4.1. Academic & University Affairs Commissioner
  - 20.4.1.1. Text book survey went out. Using data to advocate within access to education campaign.
  - 20.4.1.2. I am a Gryphon working group, working towards 'Mission' being put forth by Student Life.
  - 20.4.1.3. Library Renovations will last a year, will start in April 2017, losing 800 study spots.  
Working with the Provost Office to come up with more study space on campus. Will be able to make 400 spots available elsewhere in the library. Meghan will set up a future meeting for us to meet and strategize how to provide more study space.
  - 20.4.1.4. Powell group met last week to finalize décor request for the Powell extension
  - 20.4.1.5. Initial meetings with Rebecca concerning the MVV project, researching other institutions
  - 20.4.1.6. Met with B. Whiteside concerning Academic Amnesty, there will be a letter sent out for students.
  - 20.4.1.7. Call out for Art in the Bullring (Nov. 17<sup>th</sup>, 7-10pm). Meghan will share via social media, submission to the FAN office.
  
- 20.4.2. Communications & Corporate Affairs Commissioner
  - 20.4.2.1. Elections were completed
  - 20.4.2.2. CFS Executive committee meeting this past weekend
  - 20.4.2.3. MVV project
  - 20.4.2.4. UC Board Administration and discussions
  
- 20.4.3. Finance & Operations Commissioner
  - 20.4.3.1. SLEF Applications for potential renovations
  - 20.4.3.2. Appointed to the M and O Committee of UC Board
  - 20.4.3.3. Currently within the clubs accreditation process
  - 20.4.3.4. Job Evaluation deadlines are coming up mid-November

#### **20.5. GM Update**

- 20.5.1. **Board Training**
- 20.5.2. **Executive Transition and Training**
- 20.5.3. **Board Committees**
- 20.5.4. **Staff Training**

## Agenda #21

Executive Committee Meeting

October 17, 2016 @ 2:00pm – CSA Board Room



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### 20.6.Business

#### 20.6.1. Service Update

- Clubs accreditation has closed and waiting to get all information back from Student Life
- Clubs will be sending out an email for MX Trick or Eat, will win a prize for most people signed up
- SHAC doing well
- FoodBank, new coordinator is doing well. Meghan doing check ins with new staff. Congratulations on the referendum passing!
- Bike Centre was in the news recently for their lock program
- SafeWalk stats are up
- Meeting with Sofia to start evaluation
- Hiring for the Repair Coordinator has started

#### 20.6.2. Elections

- Motion to move in camera, motion Zoey seconded Ryan.

Motion to move ex camera Ryan, seconded by Meghan

#### 20.6.3. Data Request (Safe Walk stats)

- Request from Daniel Draper at Univ. (Faculty and Academic Staff relations) for user numbers
- Zoey to contact to see what the information can be used for

#### 20.6.4. CFS Exec Debrief

- Zoey provided an update, INSERT report here
- Motion to allow Dave Eaton, GM, and Emily Vance, incoming External Affairs Commissioner, be reimbursed to attend the CFS NGM in November 2016.
  - o Motion Meghan, Seconded Zoey

#### 20.6.5. Board training

#### 20.6.6. Exec Retreat

- October 27<sup>th</sup>, full executive will be here!
- Zoey to give Meghan budget numbers and his exam schedule for her to start planning in December

#### 20.6.7. Random Act of Kindness Day

#### 20.6.8. Movember

- Tie- in Feeling Better Now, as Movember is focusing more on Mental Health
- Seeking out more information on other genders who Movember might effect and being more inclusive during Movember

#### 20.6.9. Bingo Night Brass Taps

## Agenda #21

Executive Committee Meeting

October 17, 2016 @ 2:00pm – CSA Board Room



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- Tabled until we meet with Mike

### 20.6.10. HP Ugly Sweater Tea Party

- Reaching out to Chapters, tea stores, other sponsors
- Zoey to spearhead, potentially doing it upstairs as opposed to Bullring
- Meghan to check with LA concerning the budget for staff holiday party

## 20.7. New Business

### 20.7.1. Town Hall

- **Promotion plan to advertise that the meeting has been changed to November 1<sup>st</sup>**
- **Dave to send a staff email for a call out for services to participate**
- **Send Zoey any additions for agenda, executive committee to do introductions and presentation of their roles.**

### 20.7.2. Remembrance Day

- **Zoey and Jay (incoming Local Affairs) following up with campus ceremony and local ceremony with the city and legion.**
- **Executives to split between both ceremonies to ensure presence at both**

## 20.8. Announcements

## 20.9. Adjournment



## Agenda #21

Executive Committee Meeting

October 24, 2016 @ 2:00pm – CSA Board Room



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**Chair: Meghan**

**Present: Meghan, Ryan, Zoey, Dave**

**Minutes: Dave**

### 22.0 Call to Order

#### 22.1. Adoption of the Agenda

22.1.1. Motion to Approve the Agenda

- Motioned Zoey, Seconded Ryan

#### 22.2. Comments from the Chair

22.2.1. Welcome

#### 22.3. Approval of previous executive committee minutes

#### 22.4. Executive Update

22.4.1. Academic & University Affairs Commissioner

- Working on revisions for the survey for MVV
- Student Rights and Responsibilities meetings
- Work with library folks on next steps around access survey
- SLAM Meeting last week
- 1 in 5 Committee Meeting, 1 in 5 week is first week in November
- Met with Sustainability staff at Physical Resources, planning a campaign around the Green Gryphon initiative
- Met with Mike Calvert to discuss space, booking with the new online booking system
- Individual academic cases with four different students
- Working with SHAC staff
- Appeals meeting on Friday surrounding students who paid their fees late
- National College Health Assessment survey meeting
- Student Senate caucus and Senate Meeting

22.4.2. Communications & Corporate Affairs Commissioner

- PDR and funding questions from members
- Coordinating Remembrance Day activities on campus and in the city
- Working with the Bike Centre
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22.4.3. Finance & Operations Commissioner

- SLEF Application, two letters of support
- Waiting to hear back from admin on funding for renovations
- Clubs Accreditation, collected by Student Life office
- Student Budget Committee

## Agenda #21

Executive Committee Meeting

October 24, 2016 @ 2:00pm – CSA Board Room



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### 22.5.GM Update

22.5.1. **Board Training**

22.5.2. **Executive Training and Transition**

22.5.3. **Meal Exchange**

### 22.6.Business

22.6.1. Service Update

- Zoey; talking to Bike Centre around awareness and space considerations. Proposing the Bike Centre Promotion Committee at the next Board Meeting
- Hired a Bike Centre Repair Coordinator, figuring out a training schedule
- Will be putting forth ratifications for the election results
- Ryan; Meal Exchange big push before Trick or Eat. Zoey to attend IHC Meeting with information for MX Trick or Eat and information about the Town Hall.

22.6.2. GM Position

### 22.7.New Business

### 22.8. Announcements

### 22.9. Adjournment

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**Present (Zoey, Ryan, Meghan, Emily, Jay)**

**Chair: Zoey**

**Scribe: Zoey**

**15.0 Call to Order**

**15.1. Adoption of the Agenda**

**15.2. Comments from the Chair**

15.2.1. Welcome

**15.3. Approval of previous executive committee minutes**

**15.4. Executive Update**

**15.5. Business**

15.5.1. CEO

Zoey: Motion to move in camera

Seconded by Meghan

Carried

Zoey: Motion to move out of camera

Seconded by Meghan

Carried

**15.6. Adjournment – Carried unanimously**

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**Present (Zoey, Ryan, Meghan, Emily, Jay, Lee Anne)**

**Chair: Meghan**

**Scribe: Zoey**

**15.0 Call to Order**

**15.1. Adoption of the Agenda**

**15.2. Comments from the Chair**

15.2.1. Welcome

**15.3. Approval of previous executive committee minutes**

**15.4. Executive Update**

**15.5. Business**

15.5.1. Service Update

Meghan: Evaluations are booked for next week

Jay: Not doing evaluations. Done one-on-one's with staff. Bike centre volunteer coordinator is resigning. May be here until end of Nov. 8

Emily: Began setting up meetings with Meal Exchange. Meeting with SafeWalk soon to talk about their goals for the year.

15.5.2. GM position

Tabled until end of meeting

15.5.3. Elections

Meghan: Motion to move In-camera

Second Zoey

Meghan: Motion to allow Lee Anne Clarke to stay in the room

Seconded Zoey

Carried

Zoey: Motion to move out of Camera

Seconded by Ryan

Carried

15.5.4. AGM budget

Lee Anne distributed a previous AGM budget for reference. Meghan will be handling food and prizes, cumulative list of bylaws to be ratified at AGM to be collected by Zoey by Nov. 15

15.5.5. Executive training

Zoey: With Dave gone I realize there are holes in training please let me know what you are missing.

Ryan: We can send HR downloads

**15.6. Adjournment – Carried unanimously**

## Executive Updates #9 - November 30th 2016

Meghan Wing - Academic and University Affairs Commissioner  
Central Student Association  
Office: UC 249  
519-824-4120 ext. 56742  
csaacad@uoguelph.ca



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Hello Directors!

I hope you are all doing well. Please feel free to drop by my office hours on Thursdays from 1-3pm with any questions you may have about my updates or otherwise.

As always, if you, at any time, require any accessibility need, please do not hesitate to contact me. This includes board meetings, but also could be regarding one of our events, campaigns or services!

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.10 - Academic and University Affairs Commissioner.**

### 1. Academic and Curricular Issues

- Board of Undergraduate Studies (BUGS) met on November 17th
- Experiential Education Committee met on November 30th

### 2. Student Finance and Post-Secondary Funding Issues

- Student Budget Committee met on November 29th
- Compulsory Fees Committee reviewed SLEF application on November 25th and 29th. I presented some alongside Laurie Schnarr

### 3. University Issues and Representation

- Taking part in the Student Space Initiative for the time being. I am working very closely with the library to assist in providing alternate space during the scheduled renovation due to start sometime in April. Student Space Initiative met on November 29th. \*To directors: if there are any areas on campus that you identify as under utilized space due to lack of furniture available PLEASE let me know. We are looking to put seats in those spaces to increase study opportunities for students
- Student Rights and Responsibilities met on November 30th

### 4. Collaboration and Support to Academic Student Leaders

- Art in the Bullring took place in The Bullring on November 17th. This was an extremely successful event and I must thank Janaya and Ahmri from the Fine Arts Network for all of their hard work. It was great to see the work of 26 of our students showcased at this event, and to meet the five winners of a \$100 Honorarium. We also raised donations for the Guelph Student FoodBank - they will be getting picked up this week.

### 5. Accessibility for Students with Disabilities Issues

## Executive Updates #9 - November 30th 2016

Meghan Wing - Academic and University Affairs Commissioner

Central Student Association

Office: UC 249

519-824-4120 ext. 56742

csaacad@uoguelph.ca



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- Campus Accessibility Committee met on November 22nd
  - Striking Accessibility Working Group - will be putting a call out for folks interested from the general membership over the coming weeks. Participants in this committee remain anonymous. Should any of you be interested, please email me!

### 6. Other Initiatives

- Attended the Santa Clause Parade on November 22 - was great to collaborate with so many different areas on campus. It was also freezing cold - but worth it to hand out candy canes to all of the smiling kids.
- Staff Meeting on November 24/25
- **Re: MVV**
  - Booked focus groups for students that identified as wanting to take part (270 students identified that they were interested on the survey!!). This will take place in one hour sessions on December 1st in the boardroom. Email has gone out to those students that provided their email for this. We are hoping to have them sign up for different time slots as space is limited
  - Booking meetings with CAPCOM to be held after the focus groups with students. This will be two meetings with Rebecca to assess all of the data that has been collected thus far
  - Draft of report should be coming to the first board meeting of the Winter 2017 semester
- Staff evaluations were due on November 18th. I performed an evaluation with all of the SHAC folks. We also have begun to look at Job Descriptions for each of the positions and are looking at how to improve them prior to re-hiring in the Winter 2017 semester
- Travelled with the entire executive and our Promotions and Graphic Designer to visit the folks at Conestoga Students Incorporated (CSI) to talk structure, funding, and assess similarities and differences within our organizations
- Met with an Integrated Marketing and Communications team to discuss initial plans for their assessment of our branding, marketing, communications. This is with hopes of improving our outreach with the general membership

## Executive Update #9

Zoey Ross – Communications & Corporate Affairs Commissioner

November, 30 2016

Office: UC 274

519-824-4120 ext. 56376

csatalk@uoguelph.ca

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Hello directors,

With the semester beginning to wind down I have been working on projects that will be launching in the new semester. Some highlights are: a possible new elections policy, a functional and useful CSA app, an integrated marketing communications proposal (created by a team of Conestoga postgrads) and a structural document in collaboration with the CSA team. In addition to the project-oriented pieces, I have been able to hire a new temp-help person, and together we have been making great strides in delayed administrative tasks that fall under the policy and transition manager's domain.

Re: Structure

In regards to the Nov. 30<sup>th</sup> meeting - I will be supporting the idea of structural governance change at the CSA and feel this is in alignment with previous comments I've made on the topic. The CSA is far due for a series of changes that will allow the organization to better serve its membership.

Re: Club space

At this time, I will be pulling my support from the upcoming CSA club space initiative. I am presenting this in my report so that I can be thorough in explanation and so this can reach all directors and executives at the same time. I don't feel like enough collaboration and consultation has happened. I feel like this is a problem that requires a truly innovate approach and that the mass utilitarian solution presented lacks depth and finesse. The approach at hand does not address the intricacies of long-term planning, community building, campus culture, or the loss of accountable space. As a leader on campus looking for innovation I have been told regularly that Guelph has a unique culture and should be respectful of that while serving in leadership. I think the same sentiment can be passed on to the board now. However, I do not deny that our clubs space is unruly, and needs both structural and supervisory work.

Lastly, I have grown a new appreciation for what our clubs can accomplish after recently attending a student run magazine launch. This served as a sign that our clubs and the students that volunteer can do great things for our campus and community. I feel that the CSA should strive to foster the spirit of ingenuity within our clubs so that they can flourish. In addition, we should continue to look for more space to expand our active and growing club base, so that all clubs may have more of an opportunity to show the community their true



## Executive Update #9

Zoey Ross – Communications & Corporate Affairs Commissioner

November, 30 2016

Office: UC 274

519-824-4120 ext. 56376

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potential. This is not an easy task, but with a new structure, ideas from everyone, and a clear process we can address the lasting problems that relate to club space and club participation.

In all, I am looking forward to wrapping up this semester with a bow, leaving for California on the 17<sup>th</sup> and coming back to work fresh on Jan. 2<sup>nd</sup>.

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.11– Communications and Corporate Affairs Commissioner.**

### 1. Promotions and Communication of the CSA

- Managed all social media and communications platforms
- Began working on back-end of CSA App and have been given the beta.
- Went to Conestoga College with commissioners and CSA graphic designer Maureen to meet with the CSA IMC team and tour Conestoga Students Inc.
- Participated in the Guelph parade
- Participated in tractor tug for tots with the CSA team

### 2. Administrative Duties

- Participated in the creation of a new structural proposal
- Attended staff meetings as require
- Continued to push for a meeting with Mayor Guthrie and board to discuss city budget (tentatively Feb. 8<sup>th</sup>)

### 3. Committee Involvement

- Struck PDR committee (quorum not met)
- Attended all executive committee meetings
- Attended OWAC, SLAM, PBRC, SEC and SEC social

## Additional Responsibilities

### 4. Event Planning

- Working on the Harry Potter event, including sponsorship, decorating and the coordination of clubs/ organizations

### 5. Policy and Transition

- Began crafting/ documents for the AGM with much assistance from a newly hired temp-help staff member.
- Began reorganization minutes to get ready for mass upload to website. Aiming to have all minutes, and packages, and applicable info online by the end of the semester.

## Agenda #10

Board of Directors Meeting  
November 30, 2016 @ 6:30pm – UC 442

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Hey folks!

I hope everyone has been doing well since our last Board meeting. I hope that everyone is doing some good self-care activities to try and stay stress free, even though final exams are just around the corner.

If you ever have any questions about some of the things I am working on, feel free to stop by my office, email me or give me a call!

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.12. – External Affairs Commissioner.**

### Lobbying

- CUPE 3913 rally at Branion Plaza

### Campaigns

- Met with Dave from DHR to discuss some future collaboration projects that we could initiate next semester

### Services Update

- Volunteer and Public Relations Coordinator has been hired (SafeWalk)
- Performance evaluations have been taking up a fair amount of my time the past couple of weeks (done!)
- Have been getting some great feedback from my staff regarding how I – and CSA as a whole – can better support them

### Committees

- OUTline Advisory Committee
  - Updates regarding creating more spaces on campus for LGBTQ+ students
- Met with Brenda Whiteside regarding the work being done on the policies and procedures surrounding sexual violence on campus
  - More survivor focused
- Met with HRAG (Human Rights Advisory Group) to go over the edits being made on the formal and informal procedures people can go through when they feel that their human rights have been violated

### Other Initiatives

- GRCGED collaboration around violence against women has been postponed to next semester

## **Agenda #10**

Board of Directors Meeting

November 30, 2016 @ 6:30pm – UC 442

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- Santa Claus Parade
  - Although very cold, it was great having people out there showing their Gryphon pride!
- Canadian Conference on Student Leadership (CCSL) at Niagara Falls

## Executive Updates #10

Ryan Shoot Finances and Operations Commissioner  
Central Student Association  
Office: UC 248  
519-824-4120 ext. 54408  
[csaadmin@uoguelph.ca](mailto:csaadmin@uoguelph.ca)

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Hello Folks,

If you have any questions or concerns please reach out to me via email, phone, or by stopping by my office hours Thursdays 12- 2pm UC 248.

For your reference, my job duties and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.13 –Finance & Operations Commissioner.**

### Health and Dental

- Health and Dental Meeting will occur between the due date of my board package and the board meeting, updates to be provided.
- Feeling Better Now door hangers will hopefully be distributed and hung on all residence doors for students as the exam period begins. We hope this will bring students to the online tool and give them a space to maintain and improve their mental health through this stressful time.

### Student Space

- UC Board
  - o We are currently looking for 3 more alternates who would be able to sit in a student member was unable to attend. If you are interested send your Cover letter explaining why you would be a good addition to the board and your resume to [csatalk@uoguelph.ca](mailto:csatalk@uoguelph.ca)
- Student Space Initiative
  - o Meeting for the first time this year to discuss the multiple renovations around the University and potential upcoming projects.

### Student Employment

- Staff evaluations have been completed and job descriptions for next semester are due to the Finances and Operations Commissioner for December 2<sup>nd</sup> to be put into the board package for approval.
- A new Bike Centre Volunteer coordinator is being interviewed for now. Safe Walk has hired a new Volunteer and Public Relations Coordinator.

### Finances

- The Semi Annual Budget has been completed. The Finance committee will meet to go over these numbers. As of now we are aware we have \$11,000 more in student fees due to the high number of first years students.
- All services will be meeting with Lee Anne to discuss where their budgets are and how to move forward with spending. We are in a very good place!

## **Executive Updates #10**

Ryan Shoot Finances and Operations Commissioner  
Central Student Association  
Office: UC 248  
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### **Services and Operations**

- Clubs: Two new surveys have been sent to clubs to gauge their interest in the renovation the possibilities it holds.
- The second survey used the results of the first to attempt to find a more in depth understanding of what we can improve.
- Jay and Meghan will be meeting with the marginalized clubs to gain further feedback upon the renovation. This feedback will be used when moving forward with plans to make the space more inclusive.

### **Committee Work**

- Student Budget Committee
  - o Meeting the Tuesday before the Board Meeting.
- Students Rights and Responsibilities Committee
  - o Have not met.
- Student Space Initiative
  - o First meeting will becoming mid November.

## Executive Updates #10

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

[csalocal@uoguelph.ca](mailto:csalocal@uoguelph.ca)

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Hello Directors,

As we're nearing the end of the fall semester, I wanted to express my appreciation for your support and time that you have shared with the CSA thus far. As I approach my one-month mark as your Local Affairs Commissioner, I am proud to let you know that we are making progress with connecting campus and community.

If you have any questions, comments, concerns, or would like to have a life chat, please don't hesitate to visit me during my office hours on Tuesdays at 11:30AM to 1PM in UC 251. Alternatively, if you would like me come meet you anywhere on campus, we can do that as well.

For your reference, my job, duties, and responsibilities can be found in our Bylaws and Policies in **Bylaw 1, Section 5.7.14 – Local Affairs Commissioner.**

### 1. Tenancy

- Reviewing the Residential Tenancy Act (RTA)
- Create sample leases and agreements to be made available for students at [csaonline.ca](http://csaonline.ca)

### 2. Transportation

- Mike Spicer hired as new General Manager for Guelph Transit
- Transit Priority Measures & Bus Rapid Transit
  - Exploring and investigating opportunities for improvement on key intersections and corridors within the city

### 3. Municipal

- What attracts police attention
  - Loud music, crowds of people, disruptive behaviour, illegal parking, open drinking containers on property
- Bylaws and Guelph Police
  - Actively seeking out houses that are selling alcohol at their party
    - Illegal under the Liquor License Act
- Door-to-door Energy Scams
  - 1055 Gordon and Chancellor's Way
  - Fake hydro worker claiming to be from Guelph Hydro asks to enter home and then sell residents on alternative financing and contract
  - What to do: Deny entry, ask for identification, call Guelph Hydro 519-822-3010

### 4. Committees

## Executive Updates #10

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- Sexual Violence Committee (SVC)
  - On draft 20 of the Sexual Violence Procedures
  - On draft 9 of the Sexual Violence Policy
- Males Against Violence Against Women (MAVAW)
  - November 28, 2016 Panel Discussion at Bullring
- Town & Gown Committee (T&G)
  - Next meeting scheduled January 2017
- Athletics Advisory Committee (AAC)
  - Next meeting scheduled Nov 30
- Landscape Advisory Committee
  - Exploring options to make campus accessible to the visually impaired
- Student Leaders and Administration (SLAM)

### 5. Services

- CSA Bike Centre, 620 Gordon Street, Guelph
  - No update
- CSA Foodbank, 620 Gordon Street, Guelph
  - 5 Days of Foodbank:  
A week full of fundraising in support of the Guelph Student Foodbank
    - November 28 to December 2, 2016
    - Nov 28, 30, and Dec 2: Holiday Card Sale, UC Courtyard
    - Nov 29: Foodbank Trivia Night, Brass Taps
    - Dec 2: Selling Pizza, Aggie Pub

### 6. Events

- Guelph Community Santa Claus Parade, Downtown Guelph
  - November 20, 2016
  - 95 students attended
- Sexual Violence Subcommittee Panel Discussion
  - November 28, 2016 at 7PM, Bullring
  - Panel Discussion about Engaging Topics of Masculinity
  - Panelists include: Dr. Karyn Freedman, Department of Philosophy; Scott McRoberts, Director of Athletics; Trevor Mayoh, White Ribbon Rep.; Curtis Holmes, MSc Candidate

### 7. Extracurricular Involvement

- Volunteer, Wellness Education Centre, On going

## **Executive Updates #10**

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- Fundraiser, Tractor Tug for Tots, Nov 16, 2016
- Session Facilitator, IHC Fall Leadership Conference, Nov 12, 2016
- Delegate, Canadian Conference on Student Leadership, Nov 24-27, 2016

### **8. Other**

- CSA recognized as Ward 5 City of Guelph Hero of the Day, Nov 21, 2016



## Agenda #10

Board of Directors Meeting

November 30, 2016 @ 6:00pm – UC 442

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### (Motion): Student Space

BIRT the CSA cease pursuing the conversion and renovation of existing club office space into bookable meeting space, social space, study space, and/or storage space;

BIFRT the CSA Clubs Tribunal open up applications for club office space for offices that can hold a third club; and

BIFRT the CSA collaborate with all CSA Clubs, Special Status Groups, and other equity seeking groups on campus about creating student group office space in the old CUPE 3913 office, the unused UC admin offices, and the new meeting room space opening up across from GRCGED.

## Agenda #1

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



### (Notice of Motion) Bylaw and Policy Change

**WHEREAS** The Central Student Association has numerous organizational gaps within its current structure

**WHEREAS** these gaps result in a number of different problems for the organization

**WHEREAS** many other student unions and associations across Canada use a hierarchal structure within their executive leadership

**BIRT** the Board of Directors Accept the changes presented as notice to change move the job responsibilities of the Executive Committee to the policies

**BIFRT** they also accept the changes to the executive structure of the Central Student Association

#### Bylaw 1 – Organizational

5. Executive Officers, herein also referred to collectively as the Executive Committee

##### 5.1 Composition

5.1.1 the President,

5.1.2 the Vice President (Student Experience),

5.1.3 the Vice President (Academic Affairs), and

5.1.4 the Vice President (External Affairs)

##### 5.2 Term of Office

5.2.1 Each Executive Officer shall be elected by the general members to serve a term of office, which shall begin no earlier than the first day of May and end no later than the thirtieth day of April

5.2.2 No person shall hold an Executive office for more than two terms

5.2.3 At all times there shall be a minimum of three Executive Officers

- a. If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, this shall include ensuring that one individual is the corporate president and one individual the corporate secretary

##### 5.3 Mandate

5.3.1 The Executive Committee shall

a. Represent the CSA to all internal and external parties

b. Always take into consideration the CSA's welfare and mandate.

c. Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies

d. Actively participate in Executive Committee meetings

e. Actively seek opportunities to collaborate and involved other student organizations

f. Actively strive for student involvement to inform and educate students around issue concerning them and to solicit student input and opinion on issues and initiatives

g. All times ensure the financial viability and continuation of the CSA as a non-for-profit organization

h. All times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Business Manager

## Agenda #1

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



i. Attend and assist with any service's programming, as requested by CSA Coordinators

**5.3.2** The Executive Committee must commit to

- a. Working a minimum of thirty-seven hours per week from the the first of May until the thirtieth of April
- b. Submitting an activity log as requested by the Executive Evaluation Committee
- c. Submitting a final report to the Board of Directors
- d. Adhering to the request and direction of the Board of Directors

### 5.4 Conduct of Meetings

**5.4.1** The President shall be the chair of the Executive Committee

**5.4.2** Quorum of the Executive Committee is three voting members

- a. This shall comprise of no less than the President, Vice President (Student Experience), Vice President (Academic Affairs), and Vice President (External Affairs)

### 5.5 Relationship with Board of Directors

**5.5.1** To attend and participate in all CSA Board of Directors meetings except where prior leave of absence is obtained

**5.5.2** To present regular and informative reports to the Board of Directors

**5.5.3** To receive initiatives from the Board of Directors and the general student body and implement them as the Executive Committee finds it most relevant

**5.5.4** To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA

**5.5.5** To be responsible for further tasks as assigned by the Board of Directors and be responsible to the Board of Directors for the performance of duties

**5.5.6** Executive Officers shall not be voting members of the Board of Directors

**5.5.7.** All Executive Officers are expected to participate in ongoing leadership training

- a. Receive inclusivity training from Diversity and Human Rights

**5.5.8** Provide Executive Committee meeting minutes to the Board of Directors

**5.5.9** To assist and work with other Executive Officers and any staff member upon request

### 5.6 The President of the CSA shall:

**5.6.1** Act as the corporate president of the CSA

**5.6.2** Report and be accountable to the Board of Directors

### 5.7 Vice President, Student Experience of the CSA shall:

**5.7.1** Act as the corporate secretary of the CSA

**5.7.2** Assume the duties of the President in the event of the absence or incapacity of the President

### 5.8 The Vice President, Academic Affairs of the CSA shall:

**5.8.1** Assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President (Student Experience)

### 5.9 The Vice President, External Affairs or the CSA shall:

**5.9.1** Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President (University Affairs), and the the Vice President (Student Affairs)

**5.9.1** Develop and maintain awareness of external issues that may affect

## Agenda #1

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



University of Guelph undergraduate students

**5.9.2** Advocate for the CSA to the municipal, provincial, and federal governments

**5.9.3** Defend and protect the rights and interests of University of Guelph undergraduate students within the context of Guelph, Ontario, and Canada

**5.9.4** Be the CSA resource on alternative municipal, provincial, and federal policies and budgets

**5.9.5** Be the CSA resource on and liaison with other Student Unions and Associations at other post-secondary institutions and the University of Guelph Graduate Student Association

### CSA Policy Manual

Appendix B - CSA Internal Policy

13. Executive Officers

13.1 President

13.1.1 Finances

- a. To be familiar with all aspects of the budget, day to day finances and to at all time take into consideration the long term financial sustainability of the CSA as a non- for profit organization
- b. To present regular financial reports to the Board of Directors and the CSA membership.
- c. To be the executive liaison with the business office, especially on matters relating to the budget.
- d. To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President, Academic and Business Manager.
- e. To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies
- f. To meet with the business manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council.
- g. It is strictly recognized that the President can only overrule a particular expenditure, if that particular portfolio, and or anytime the President feels strongly that a particular expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented in writing and presented to the executive for discussion. Within 24 hours of an overruling by the President, the executive must meet to rule on their decision.

#### 13.1.2 Operation

- a. To be the signing authority of the CSA
- b. To be aware of the general operations of all the CSA services by conducting monthly meetings with the Service Manager and the General Manager
- c. To ensure that all aspect of the CSA are adequately promoted to student, specifically focusing on promoting Job Opportunities, as well as CSA campaigns, services, and activities
  - i. To prepare and present a report to the Board of Directors explaining their plans for communication and engagement with the student body
- d. To act as a representative of the CSA in legal matters, and shall be made aware of all legally binding contracts signed on behalf of the CSA
- e. To ensure that the Student Organization Policy (SOP) Form is completed by the set date in

## Agenda #1

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph

f. To be the executive contact for all matters related to CSA ancillary student fees

g. Uphold the CSA's general objectives according to the Board of Directors annually

### 13.1.3 Communications

a. To be the spokesperson of the CSA

b. To contribute to the CSA's strategic plan review every five years

c. To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph

d. To make every effort to inform and educate the student body on all CSA initiatives, campaigns, programs, and events

i. through classroom speaking, attending appropriate student events, as well as liaison with as many student organizations as possible

ii. including but not limited to, the support of other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs)

e. To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students

f. To promote the CSA through advertising efforts by use of campus Media in collaboration with VP of Student Experience

g. To be the primary contact between the CSA executive, Board of Directors, and the University Senior Administration on non-academic related matters

### 13.1.5 Committees

a. To chair the Executive Committee

b. To chair the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in the CSA Policy Manual.

c. To co-chair the Student Health Plan Committee, with the representative of the Graduate Students' Association, in order to ensure that the Student Health and Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body

d. To be a member of the Student Executive Council

e. To be a member of the Policy and Bylaw Review Committee

f. To be a member of Student Leaders and Administration Meeting

### 13.2 the Vice President (Student Experience)

**13.2.1** The primary purpose of the Vice President of Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities

**13.2.2** To follow the leadership and direction of the President

**13.2.3** To be involved in event planning pertaining to University of Guelph undergraduate students

a. This includes acquiring feedback, as well as recruiting volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students

b. To create exciting and safe events, working collaboratively with other PSO, ASO, SSG, etc.

c. This includes coordinating and planning orientation events

**13.2.5** To increase and advocate for increasing student representation and

participation on committees and newly created standing and ad hoc committees

**13.2.6** To be involved in facilitating face to face direct marketing activities throughout the campus while representing CSA

## Agenda #1

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



**13.2.7** To manage the social media and online presence of the CSA

**13.2.8** Collaboration

- a. To act as a resource for Special Status Groups, Underrepresented Groups, and Diversity and Human Rights
- b. To collaborate with VP External Affairs on advocating for underrepresented and marginalized undergraduate students of the University of Guelph
- c. To collaborate with VP External Affairs on information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety
- d. To be informed of the various avenues that are available to students in need of advice, assistance, or support in non-academic university related areas
- e. To ensure that students needs are being met through appropriate channels
- f. To provide referrals, resources, and act as an advocate as needed
- g. To be aware and up-to-date on University resources that provide non-academic support to undergraduate students
- h. To collaborate with CSA Programmer and Promotional Services to ensure effective and engaging marketing

**13.2.8** Committees

- a. To ensure proper representation on any University committees
- b. To increase and advocate for increasing student representation and participation on these committees and newly created standing and adhoc committees
- c. To be a member of University Centre Board
- d. To be a member of Student Leaders and Administration Meeting
- e. To be a member of Athletics Advisory Committee
- f. To be a member of Finance Committee
- g. To be a member of Orientation Week Advisory Committee
- h. To be a member of Student Life Advisory Committee
- i. To be a member of Sexual Violence Committee, as well additional Sub-committees
- j. To be a member of Student Wellness Advisory Group
- k. To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager
- l. To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental plan Committee

### **13.3 Vice President of Academic Affairs**

**13.3.1** The primary purpose of the Vice President of Academic Affairs (VPAA) is to defend the University of Guelph undergraduate students' academic rights and interests

**13.3.2** To follow the leadership and direction of the President

**13.3.3** To represent undergraduate students with all matters pertaining to accessibility and funding of academic programming

**13.3.4** To oversee issues of accessibility for undergraduate students that identify with having a disability

**13.3.5** Financial Support

- a. To be well-versed in various areas of financial support
- i. Ontario Student Grant
- ii. OSAP
- iii. Bursaries
- iv. Work study
- v. Scholarships (Internal and External)
- b. To oversee the planning of the annual CSA budget with the President
- c. To oversee the planning of the annual University budget

## Agenda #1

Board of Directors Meeting

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d. To promote the use of financial-aid available to students

### 13.3.6 Academics

a. To collaborate and act as a resource with other academic student leaders

b. To communicate with students around various academic initiatives that are occurring around campus

c. To be completely knowledgeable of the Undergraduate Degree Regulations and Procedures

d. To represent undergraduate students on all academic, accessibility, and sustainability-related committees

e. To actively engage with students to determine what academic issues are currently relevant to the undergraduate student body

f. To be responsible for creating a well-researched lobby document to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term

### 13.3.7 Advocacy

a. To advocate on behalf of undergraduate students for an affordable post-secondary education

b. To be the primary advocate for undergraduate students who self-identify as having a disability

c. To work with Student Senate Caucus and College Government Executives to increase access to support services in order to increase academic advocacy

### 13.3.8 Senate

a. To act as an ex-officio member of Senate, Student Senate Caucus, and Senate Committees as per the Bylaws of Senate

### 13.3.9 Committees

a. To be a member of Student Leaders and Administration Meeting

b. To be a member of Academic Policy and Procedures Committee

c. To be a member of Board of Undergraduate Studies

d. To be a member of Campus Accessibility Committee

e. To be a member of Compulsory Fees Committee

f. To be a member of Calendar Review Committee

g. To be a member of Committee of Undergraduate Academic Advising

h. To be a member of Energy Conservation Working Group

i. To be a member of Judicial Committee

j. To be a member of Any Special Service Fee Committee

k. To be a member of Student Budget Caucus

l. To be a member of Senate

m. To be a member of Student Senate Caucus

n. To be a member of Student Leaders and Administration Meeting

o. To be a member of Student Rights and Responsibilities

p. To be a member of Accessibility Working Group

q. To be a member of Capacity, Analysis and Planning Committee

r. To coordinate the process for the Teaching Excellence Award

## Agenda #1

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



### 13.4 the Vice President (External Affairs)

**13.4.1** The primary purpose of the Vice President of External (VPE) is to represent the University of Guelph undergraduate students within municipal, provincial, and federal

**13.4.2** Coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community.

a. This involves informing, educating, and involving as many students as possible in these campaigns

**13.4.3** Initiate awareness and lobbying campaigns around municipal, provincial, federal, and global issues, especially legislation and policy affecting students

**13.4.4** Ensure that all municipal, provincial, or federal election, as well as general election information, is disseminated to students

a. Responsible for making public forums accessible and inclusive to all undergraduate students

**13.4.5** Collaborate with other civic engagement groups wherever possible

**13.4.6** Monitor municipal, provincial, federal, and global initiatives, programs, policies, and legislation that impacts students

a. Where issues could include but are not limited to: post- secondary funding and support, early outreach, and support services for international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs

**13.4.7** Build campaign coalitions with campus groups, clubs, and organizations committed to social/environmental justice

a. Groups may include the Student Help & Advocacy Centre (SHAC), Diversity and Human Rights Office (DHR), Guelph Queer Equality (GQE), Guelph Resource Centre for Gender Empowerment and Diversity, CFRU PM, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), Guelph Black Student Association (GBSA), and International Student Organization(ISO)

**13.4.8** Coordinate with the President for a responses to hate activity on campus

**13.4.9** Act as a liaison to Guelph, Ontario, and Canadian governments

**13.4.10** Being aware of city by-laws, programs, and initiatives that impact students

a. Representing the CSA at municipal events, activities, and initiatives where appropriate

b. To communicate with as many community members as possible

#### 13.4.11 Advocacy

a. To establish and maintain positive working relationships with student lobby groups that the CSA is currently a member of (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)

b. To establish and maintain working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph

c. To oversee issues of sustainability on and off campus

d. To oversee additional matters as directed by the Board of Directors

#### 13.4.12 Support in Tenancy Rights

a. Be familiar in specifics of the Residential Tenancies Act, and related City of Guelph bylaws in order to provide tenancy advocacy to students

b. When advocacy requires a legal opinion, the VP External Affairs will refer students to the appropriate community organization

c. Act as a resource for SHAC on issues related to the Residential Tenancies Act



## Agenda #1

Board of Directors Meeting

June 29, 2016 @ 6:00pm – UC 442



- d. Be aware of university residence issues and concerns and to work with Interhall Council to address them
- e. Oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative.

### 13.4.13 Committees

- a. To be a member of Code of Ethical Conduct Advisory Committee
- b. To be a member of Hate Activity Sub-committee
- c. To be a member of Human Rights Advisory Group
- e. To be a member of Town & Gown Committee
- f. To be a member of Transit Advisory Committee
- g. To be a member of Student Leaders and Administration Meeting
- i. To be a member of neighbourhood committees when possible

**13.5** Executive Committee; comprised of the President, VP Student Experience, VP Academic Affairs, and VP External Affairs

13.5.1 To guide the marketing and brand oversight of the CSA, as advised by the Board of Directors

The PBRC has met twice to discuss the CEO's By Election Report.

Essentially, the PBRC has agreed that there is a need for greater structure to the elections process. The PCRC is suggesting creating an entirely new elections policy document; implementing existing by-laws, policies, and traditional conventions currently in place. Potential additions in this encompassing policy would include a prescriptive elections timeline, ideas for promotions but without limitations, and clear endorsement policies. As this process will take significant efforts from the executive and directors sitting on the PBRC, they are proposing three immediate amendments to existing by-laws. These amendments are as follows:

**Amendment 1:**

1.5. Membership

1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph

1.5 Membership

1.5.1. Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph *or are presently enrolled in a co-op program or are on a semester break.*

**Amendment 2:**

3.2 Nomination of Directors.

3.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:

d) The nominee must receive a total of 50 verified signatures in support of their candidacy and must be from individuals within your constituency.

3.2 Nomination of Directors.

3.2.1. The nomination for any non-executive Board of Directors position must abide by the following rules of procedure:

d) The nominee must receive a total of 25 verified signatures in support of their candidacy and must be from individuals within your constituency.

**Amendment 3:**

1.1. Electoral Officers

1.1.3. CSA Elections Office staff shall report to and be supervised by the *Communications & Corporate Affairs Commissioner*.

1.1.3.a In the event that the Communications & Corporate Affairs Commissioner is a candidate for election, CSA Elections Office will report to another executive member who is not a candidate, as determined by the Board. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

1.1. Electoral Officers

1.1.3. CSA Elections Office staff shall report to and be supervised by the *Policy and Transitions Manager*.

1.1.3.a In the event that the Policy and Transitions Manager is a candidate for election or the position is vacant, CSA Elections Office will report to the General Manager. If the General Manager position is vacant, CSA Elections Office will report to an executive who is not a candidate, as determined by the Board of Directors. If all executive members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board.

# Central Student Association

## SEMI – ANNUAL BUDGET REPORT

TO OCTOBER 31, 2016

Academic & University Affairs	1
Administration (HR & O) - Actual	2
Administration (HR & O) – Adjusted	3
Bullring	4
Communications	5
Council	6
External Affairs	7
Films	8
Live Entertainment	9
Local Affairs	10
Programmer	11
Promotional Services	12
<b>SERVICE PROGRAMMES</b>	
Bike Centre	13
Meal Exchange	14
SafeWalk	15
Student Help & Advocacy Centre	16
FoodBank <i>(Information Only)</i>	17

*Presented to CSA Board of Directors on November 30, 2016*

## ACADEMIC & UNIVERSITY AFFAIRS: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
24100	CSA Student Fees	36,650	36,650	35,800
24120	Student Health Plan Reserve Support - Memorial	800	696	2,842
24140	Bullring Promotional Support - Artwork	500	-	-
	<b>TOTAL REVENUE</b>	<b>37,950</b>	<b>37,346</b>	<b>38,642</b>
<b>Expenditure</b>				
24200	Salaries (Includes 3% RSP/Educ)	30,848	14,383	14,355
24220	Employee Benefits	3,616	2,454	2,236
24450	Academic Campaigns	400	-	(584)
24451	Student Artwork @ Bullring	1,000	-	-
24452	Student Memorial Tree Service	800	696	2,842
24453	Teaching Excellence Award	286	-	-
24454	Academic Advocacy Work	200	-	-
24600	Advertising & Promotion	300	13	131
24700	University Services (TSS, Room Rentals)	-	-	82
24800	Supplies	-	-	-
24870	Photocopying	500	125	593
	<b>TOTAL EXPENSES</b>	<b>37,950</b>	<b>17,671</b>	<b>19,655</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>19,675</b>	<b>18,987</b>

*Budget Projection (less fixed costs)*

Current Revenue	\$	37,346.00	\$	38,642.00
Current Expenses	\$	(17,671.00)	\$	(19,655.00)
Wage Commitments	\$	(17,627.00)	\$	(17,873.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>2,048.00</b>	<b>\$</b>	<b>1,114.00</b>

## ADMINISTRATION (F&O): Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
82100	Student Fees	241,185	(42,860)	(47,539)
82101	Entertainment Student Fee (General Coordination)	22,000	(45,934)	(43,460)
82200	Dental Plan - Admin Fee	11,000	1,546,824	1,449,764
82300	Health Plan - Admin Fee	14,000	2,386,470	2,244,320
82600	Other Income - WStudy Rebate/Bullring Admin, Vending Comm	52,000	22,559	20,770
82620	Pro Ink - Net	750	724	762
82870	B & W Photocopy Income	11,000	3,978	3,774
82875	Colour Photocopy Income	14,000	3,890	4,402
82910	Bus Pass - Net	4,000	1,139,493	977,677
82911	Late Night - Net	-	186,185	175,714
82920	Interest Earned	14,200	4,078	3,809
	<b>TOTAL REVENUE</b>	<b>384,135</b>	<b>5,205,407</b>	<b>4,789,993</b>
<b>Expenditure</b>				
83200	Salaries/Wages	240,100	85,474	104,420
83210	Student Risk Management	590	1,198	992
83220	Employee Benefits	28,788	9,265	14,678
83240	Employer Health Tax Premium	5,900	2,954	3,563
83380	Professional Fees (Auditor/Lawyer, HR Consultant)	24,000	18,472	15,378
83381	Professional Fees (Recoverable from CFS and CFS/O)	-	29,499	21,407
83382	Misc Expenses related to SFS CFS/O Litigation	500	245	-
83383	HR Litigation	-	13,000	-
83390	Travel & Conferences	400	-	-
83440	Temporary Wages	6,000	18,216	1,266
83500	Staff Appreciation (incls coffee/water, mtg food)	1,200	310	411
83501	Staff Training & Transition	6,000	2,086	2,400
83520	Club Expenses	10,850	2,410	1,621
83550	Purchase of Equipment	4,000	1,631	-
83600	Advertising & Promotion	1,500	732	84
83660	Software Licensing/Hosting for CSAONLINE.CA	2,600	1,230	1,224
83700	University Services	390	80	(2)
83800	Office Supplies	6,000	3,569	3,507
83820	Telephone (all lines)	14,000	5,945	6,328
83850	Maintenance & Repair	2,000	319	98
83870	Photocopier Expense	22,200	9,045	12,185
83900	Bank Charges	417	235	215
83930	Insurance	6,700	-	14,634
	<b>TOTAL EXPENSES</b>	<b>384,135</b>	<b>205,915</b>	<b>204,409</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>4,999,492</b>	<b>4,585,584</b>

## ADMINISTRATION (HR&O): Period Ending October 31, 2016 *ADJUSTED*

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
82100	Student Fees	241,185	131,927	119,500
82101	Entertainment Student Fee (General Coordination)	22,000	12,664	12,675
82200	Dental Plan - Admin Fee	11,000	5,500	10,000
82300	Health Plan - Admin Fee	14,000	7,000	10,000
82600	Other Income - WStudy Rebate/Bullring Admin, Vending Comm	52,000	22,559	20,770
82620	Pro Ink - Net	750	176	214
82870	B & W Photocopy Income	11,000	3,979	3,774
82875	Colour Photocopy Income	14,000	3,890	4,402
82910	Bus Pass - Net	4,000	2,442	3,900
82911	Late Night - Net	-	-	-
82920	Interest Earned	14,200	4,078	3,809
	<b>TOTAL REVENUE</b>	<b>384,135</b>	<b>194,215</b>	<b>189,044</b>
<b>Expenditure</b>				
83200	Salaries/Wages	240,100	101,912	104,420
83210	Student Risk Management	590	1,198	300
83220	Employee Benefits	28,788	9,265	14,678
83240	Employer Health Tax Premium	5,900	2,954	3,563
83380	Professional Fees (Auditor/Lawyer, HR Consultant)	24,000	18,472	15,378
83382	Misc Expenses related to SFS CFS/O Litigation	500	245	-
83383	HR Litigation	-	13,000	
83390	Travel & Conferences	400	-	-
83440	Temporary Wages	6,000	1,778	1,266
83500	Staff Appreciation (incl's coffee/water, mtg food)	1,200	310	411
83501	Staff Training & Transition	6,000	2,086	2,400
83520	Club Expenses	10,850	2,410	1,621
83550	Purchase of Equipment	4,000	1,631	-
83600	Advertising & Promotion	1,500	732	84
83660	Software Licensing/Hosting for CSAONLINE.CA	2,600	1,230	1,224
83700	University Services	390	80	(2)
83800	Office Supplies	6,000	3,569	3,507
83820	Telephone (all lines)	14,000	5,945	6,328
83850	Maintenance & Repair	2,000	318	98
83870	Photocopier Expense	22,200	9,045	12,185
83900	Bank Charges	417	235	215
83930	Insurance	6,700	14,634	14,634
	<b>TOTAL EXPENSES</b>	<b>384,135</b>	<b>191,049</b>	<b>182,310</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>3,166</b>	<b>6,734</b>

## BULLRING: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
92101	Entertainment Student Fees <i>(equal to expense*)</i>	10,500	1,301	2,148
92425	Beverage Sales - NET	88,000	36,542	40,731
92465	Food Sales - NET	570,000	203,129	180,472
92490	Miscellaneous Income	13,000	6,004	9,010
	<b>TOTAL REVENUE</b>	681,500	246,976	232,361
<b>Expenditure</b>				
93200	Managerial Salaries	81,332	23,677	28,826
93210	Hourly Wages	295,770	90,396	103,377
93220	Managerial Benefits	10,050	3,298	3,706
93225	Hourly Staff Benefits	27,653	9,861	10,505
93240	Employer Health Tax	4,200	-	-
93250	Staff Safety Training	2,000	214	470
93280	Staff Appreciation	5,500	981	1,626
93290	Staff Meals	16,340	6,080	5,320
93380	Administrative Fee	40,500	20,250	20,250
93390	Travel/Mileage	700	32	120
93400	Entertainment Costs <i>(funded by ENT Fees)*</i>	10,500	1,301	2,148
93550	Purchase of Equipment/Furniture	5,000	-	4,643
93560	Lease of Equipment	1,300	694	594
93580	Maintenance of Equipment	7,500	2,764	2,199
93590	Maintenance of Front House	3,000	843	2,032
93600	Advertising & Promotion	7,200	3,462	2,863
93660	Memberships & Licenses	800	-	-
93700	University Services	10,000	1,026	32,617
93720	University Space Costs	23,000	10,355	10,585
93730	Express Card Commission/Rental	62,000	12,223	9,430
93750	University Loan Repayment	0	-	15,185
93800	Supplies (incls replacement flatware)	23,000	7,075	8,992
93810	Janitorial Supplies	5,600	2,082	1,792
93815	Janitorial Services	8,300	3,227	2,510
93820	Telephone extension & Internet Charges	750	750	750
93870	Photocopying	105	8	24
93930	Insurance	4,400	-	-
93950	Contingency	25,000	-	-
	<b>TOTAL EXPENSES</b>	681,500	200,599	270,564
	<b>Net Revenue (Loss)</b>	-	46,377	(38,203)



**COMMUNICATIONS & CORPORATE AFFAIRS: Period Ending October 31, 2016**

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
27100	CSA Student Fees	42,035	42,035	41,700
27101	Entertainment Fee: Cross Campus (for Orientation) *	4,500	4,500	3,500
	<b>TOTAL REVENUE</b>	<b>46,535</b>	<b>46,535</b>	<b>45,200</b>
<b>Expenditure</b>				
27200	Salaries (Includes 3% Education/RSP)	30,848	14,323	14,355
27220	Employee Benefits	3,616	2,364	1,233
27450	Orientation Programming *	4,500	3,997	3,503
27600	Advertising & Promotion for CSA	3,465	618	1,106
27610	Promotional Swag Material	3,500	-	2,110
27800	Supplies	-	39	-
27870	Photocopying	606	351	170
	<b>TOTAL EXPENSES</b>	<b>46,535</b>	<b>21,692</b>	<b>22,477</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>24,843</b>	<b>22,723</b>

*Budget Projection (less fixed costs)*

Student/Ent Fees	\$	46,535.00	\$	45,200.00
Current Expenses	\$	(21,692.00)	\$	(22,477.00)
Wage Commitments	\$	(17,777.00)	\$	(18,876.00)
Unspent Orientation	\$	(503.00)	\$	-
<b>Balance Remaining</b>	<b>\$</b>	<b>6,563.00</b>	<b>\$</b>	<b>3,847.00</b>

## COUNCIL: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
22100	CSA Student Fees	57,530	57,530	63,700
22101	Entertainment Fee (see below)	8,369	8,369	7,793
22560	Survival Guide	60,000	55,872	47,478
	<b>TOTAL REVENUE</b>	<b>125,899</b>	<b>121,771</b>	<b>118,971</b>
<b>Expenditure</b>				
CSA Board Motion Required				
23120	Grants - Summer	700	670	100
23200	Grants - Fall	4,500	2,160	2,800
23220	Grants - Winter	8,500	-	500
23221	Grants - Cultural/Cross Campus (Entertainment Fee)	2,000	-	-
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	500	-	200
23391	Travel & Conferences: CFS & CFS-O	2,500	861	3,212
23392	Travel & Conferences: Student Leadership	1,000	125	-
23510	Executive Visioning/Training /Transition	2,500	802	1,229
23515	Executive Discretionary Fund	2,300	-	424
23516	Equity	1,500	-	463
Communications Commissioner				
23225	Grants - CSA FoodBank Support	3,330	3,330	3,000
23226	Grants - Move Out Madness	500	-	-
23228	Grants - College Royal Society	6,369	6,369	6,293
23300	Elections	13,000	3,631	1,732
23440	Honoraria (Chair/Scribe)	3,500	1,083	948
23500	Board Training/Appreciation	6,000	2,134	1,952
23560	Survival Guide Expense	60,000	40,267	38,890
23750	GMM/AGM	4,000	-	-
23870	Photocopying	1,000	771	363
23900	Director's Insurance	2,200	-	-
	<b>TOTAL EXPENSES</b>	<b>125,899</b>	<b>62,203</b>	<b>62,106</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>59,568</b>	<b>56,865</b>

## EXTERNAL AFFAIRS: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
25100	CSA Student Fees	37,865	37,865	38,000
25120	Solicitations	-	-	-
	<b>TOTAL REVENUE</b>	<b>37,865</b>	<b>37,865</b>	<b>38,000</b>
<b>Expenditure</b>				
25200	Salaries (Includes 3% Education/RSP)	30,848	12,452	12,986
25220	Employee Benefits	3,616	971	1,719
25450	Campaigns	1,600	787	539
25451	Campaigns: Equity	200	-	-
25500	Advocacy - Discretionary Fund	-	-	-
25600	Advertising & Promotion	500	13	423
25700	University Services (TSS/Room Rental)	-	-	-
25800	Supplies	101	-	77
25870	Photocopying	1,000	25	85
	<b>TOTAL EXPENSES</b>	<b>37,865</b>	<b>14,248</b>	<b>15,829</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>23,617</b>	<b>22,171</b>

*Budget Projection (less fixed costs)*

Revenue	\$	37,865.00	\$	38,000.00
Current Expenses	\$	(14,248.00)	\$	(15,829.00)
Wage Commitments	\$	(21,041.00)	\$	(19,759.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>2,576.00</b>	<b>\$</b>	<b>2,412.00</b>

## FILMS: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
42101	Entertainment Student Fees	19,350	19,350	18,800
42400	Door Receipts	3,500	691	890
	<b>TOTAL REVENUE</b>	<b>22,850</b>	<b>20,041</b>	<b>19,690</b>
<b>Expenditure</b>				
43210	Temporary Wages	300	-	-
43400	Film Rental	11,650	1,663	3,525
43550	Purchase of Equipment	4,000	3,554	-
43600	Advertising & Promotion	2,000	348	477
43660	Membership & Domain Renewals	30	-	-
43700	Facility Cost	1,000	-	-
43800	Supplies	1,000	78	11
43840	Freight & Shipping	670	70	67
43850	Maintenance/Instalation of Equipment	1,000	868	532
43870	Photocopying	1,200	376	473
	<b>TOTAL EXPENSES</b>	<b>22,850</b>	<b>6,957</b>	<b>5,085</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>13,084</b>	<b>14,605</b>

## LIVE ENTERTAINMENT: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
32101	Entertainment Student Fees	62,300	62,300	62,000
32400	Tickets / Sales	45,000	30,914	1,457
32500	Partnership Support	-	8,885	-
<b>TOTAL REVENUE</b>		<b>107,300</b>	<b>102,099</b>	<b>63,457</b>
<b>Expenditure</b>				
33210	Temporary Wages	2,800	-	200
33400	Performer Fees	42,000	35,500	9,891
33410	Performer Rider	2,500	702	317
33420	Setup & Sound	14,700	10,554	250
33550	Purchase of Equipment	6,000	-	-
33600	Advertising & Promotion	2,000	962	677
33700	Facility Costs	1,000	-	-
33720	Free Concert Programming	22,500	9,388	5,050
33730	Community Concert Programming (net loss)	1,000	-	.
33740	Speaker Series	12,000	-	11,400
33800	Supplies	300	400	4
33870	Photocopying	500	-	-
<b>TOTAL EXPENSES</b>		<b>107,300</b>	<b>57,506</b>	<b>27,789</b>
<b>Net Revenue (Loss)</b>		<b>-</b>	<b>44,593</b>	<b>35,668</b>

## LOCAL AFFAIRS: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
26100	CSA Student Fees	35,390	35,390	35,800
26120	Solicitations	-	-	-
	<b>TOTAL REVENUE</b>	<b>35,390</b>	<b>35,390</b>	<b>35,800</b>
<b>Expenditure</b>				
26200	Salary (Includes 3% Education/RSP)	30,282	-	14,355
26220	Employee Benefits	3,573	-	1,436
26450	Campaigns	400	-	-
26500	Advocacy - Discretionary Fund		-	-
26600	Advertising & Promotion	500	50	26
26660	Memberships/Subscriptions	100	-	49
26700	University Services	-	-	-
26800	Supplies	85	-	-
26870	Photocopying	450	-	128
	<b>TOTAL EXPENSES</b>	<b>35,390</b>	<b>50</b>	<b>15,994</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>35,340</b>	<b>19,806</b>

*Budget Projection (less fixed costs)*

Revenue	\$	35,390.00	\$	35,800.00
Current Expenses	\$	(50.00)	\$	(15,994.00)
Wage Commitments	\$	(33,855.00)	\$	(18,064.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>1,485.00</b>	<b>\$</b>	<b>1,742.00</b>

**PROGRAMMER: Period Ending October 31, 2016**

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
72100	Student Fees	48,545	48,545	44,220
72500	Courtyard Sales - Net	-	-	-
72600	Imaginus Sales - Net	23,000	11,310	11,300
	<b>TOTAL REVENUE</b>	<b>71,545</b>	<b>59,855</b>	<b>55,520</b>
<b>Expenditure</b>				
73200	Programmer Salary (Includes 10% RSP benefit)	64,730	29,422	29,073
73220	Programmer Benefits	6,315	3,272	4,043
73390	Travel & Mileage	500	-	-
73660	Memberships & Subscriptions	-	-	-
73800	Supplies	-	-	-
	<b>TOTAL EXPENSES</b>	<b>71,545</b>	<b>32,694</b>	<b>33,116</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>27,161</b>	<b>22,404</b>

*Budget Projection (less fixed costs)*

Current Revenue	\$	59,855.00	\$	55,520.00
Anticipated Revenue	\$	15,000.00	\$	15,000.00
Current Expenses	\$	(32,694.00)	\$	(33,116.00)
Wage Commitments	\$	(38,351.00)	\$	(37,040.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>3,810.00</b>	<b>\$</b>	<b>364.00</b>

## PROMOTIONAL SERVICES: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
52100	Student Fees	32,400	32,400	24,100
52300	Graphic Design Work	1,000	225	575
52400	Postering - Net	6,800	1,934	2,780
52500	Large Format Service - Net	3,000	1,806	(1,045)
52600	Button Maker - Net & Miscellaneous	500	(759)	422
52700	Space Rentals - Kiosk & UC Banner	2,800	640	755
<b>TOTAL REVENUE</b>		<b>46,500</b>	<b>36,246</b>	<b>27,587</b>
<b>Expenditure</b>				
53200	Wages - Graphic Designer	31,710	15,392	15,210
53210	Wages - Poster Runners/Campaign Support	9,350	2,026	683
53220	Employee Benefits - Graphic Designer	4,291	1,474	1,373
53225	Employee Benefits - Poster Runners	709	97	20
53600	Advertising & Promotion	100	-	26
53660	Memberships & Subscriptions	100	-	-
53800	Supplies	240	42	72
53870	Photocopying	-	-	-
<b>TOTAL EXPENSES</b>		<b>46,500</b>	<b>19,031</b>	<b>17,384</b>
<b>Net Revenue (Loss)</b>		<b>-</b>	<b>17,215</b>	<b>10,203</b>

**Budget Projection (less fixed costs)**

Current Revenue	\$	36,246.00	\$	27,587.00
Current Expenses	\$	(19,031.00)	\$	(17,384.00)
Wage Commitments	\$	(19,135.00)	\$	(19,003.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>(1,920.00)</b>	<b>\$</b>	<b>(8,800.00)</b>



## BIKE CENTRE: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
BIKE 62100	Student Fees	16,750	<b>16,750</b>	16,100
62120	Solicitations/Donations	800	<b>730</b>	1,566
62130	GSA Annual Support	-	-	-
62400	Sales - Accessories	400	<b>391</b>	833
	<b>TOTAL REVENUE</b>	<b>17,950</b>	<b>17,871</b>	<b>18,499</b>
<b>Expenditure</b>				
63210	Co-ordinators Wages	14,807	<b>7,576</b>	7,574
63220	Employee Benefits (CPP & EI)	1,083	<b>408</b>	395
63500	Volunteer Appreciation	860	<b>101</b>	242
63600	Advertising	600	<b>455</b>	522
63800	Supplies	600	<b>283</b>	354
63870	Photocopying	-	-	2
	<b>TOTAL EXPENSES</b>	<b>17,950</b>	<b>8,823</b>	<b>9,089</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>9,048</b>	<b>9,410</b>

*Budget Projection (less fixed costs)*

Revenue	\$	17,871.00	\$	18,499.00
Current Expenses	\$	(8,823.00)	\$	(9,089.00)
Wage Commitments	\$	(7,906.00)	\$	(7,490.00)
		<b>\$ 1,142.00</b>		<b>\$ 1,920.00</b>

## MEAL: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
MEAL 62100	CSA Student Fees	15,950	15,950	15,950
62101	Entertainment Fee: Cross Campus Event *	6,200	6,200	7,600
62120	Solicitations	1,500	1,500	0
	<b>TOTAL REVENUE</b>	<b>23,650</b>	<b>23,650</b>	<b>23,550</b>
<b>Expenditure</b>				
MEAL 63210	Co-ordinators Wages	13,917	3,014	3,090
63220	Employee Benefits (CPP & EI)	1,014	162	174
63390	Transportation Costs	2,500	220	160
63450	Events - Misc. Expenses	2,500	5	285
63500	Volunteer Training & Appreciation	1,500	506	39
63600	Advertising	1,000	933	191
63660	Meal National - Conference	600	408	296
63800	Supplies	100	0	0
63870	Photocopying	519	40	42
	<b>TOTAL EXPENSES</b>	<b>23,650</b>	<b>5,288</b>	<b>4,277</b>
	<b>Net Revenue (Loss)</b>	<b>0</b>	<b>18,362</b>	<b>19,273</b>

*Budget Projection (less fixed costs)*

Current Revenue	\$	23,650.00	\$	23,550.00
Current Expenses	\$	(5,288.00)	\$	(4,277.00)
Wage Commitments	\$	(11,755.00)	\$	(11,314.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>6,607.00</b>	<b>\$</b>	<b>7,959.00</b>

**\* Notes**

Finance Committee approved an extra \$2,000 in fees to support Trick or Eat (if required)  
Final figures for this event will be available mid-December

## SAFE WALK: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
Safe 62100	CSA Student Fees	6,500	6,500	8,000
62120	Soliciation -SSF/Student Affairs	8,000	-	-
62120	Solicitations - GSA/other	-	-	-
	<b>TOTAL REVENUE</b>	<b>14,500</b>	<b>6,500</b>	<b>8,000</b>
<b>Expenditure</b>				
Safe 63210	Co-ordinators Wages	9,286	2,007	2,143
63220	Employee Benefits (CPP, EI)	676	112	103
63390	Taxi Expenses	1,200	151	101
63500	Volunteer Appreciation & Training	1,400	726	311
63600	Advertising	1,000	355	55
63800	Supplies	300	80	-
63820	Annual Phone Charge x53200	500	500	500
63870	Photocopying	138	61	55
	<b>TOTAL EXPENSES</b>	<b>14,500</b>	<b>3,992</b>	<b>3,268</b>
	<b>Net Revenue (Loss)</b>	<b>-</b>	<b>2,508</b>	<b>4,732</b>

*Budget Projection (less fixed costs)*

Student Fees	\$	6,500.00	\$	8,000.00
SSF/GSA Funding	\$	8,000.00	\$	8,000.00
Current Expenses	\$	(3,992.00)	\$	(3,268.00)
Wage Commitments	\$	(7,843.00)	\$	(9,239.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>2,665.00</b>	<b>\$</b>	<b>3,493.00</b>

## STUDENT HELP & ADVOCACY CENTRE: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
SHAC 62100	CSA Student Fees	37,200	37,200	40,000
62101	Entertainment Fees: Speakers	4,000	4,000	4,000
62120	SSF Annual Funding for Traditional Events *	3,000	-	-
	<b>TOTAL REVENUE</b>	<b>44,200</b>	<b>41,200</b>	<b>44,000</b>
<b>Expenditure</b>				
SHAC 63210	Co-ordinators Wages	30,015	10,857	11,367
63220	Employee Benefits (CPP & EI)	2,028	583	582
63380	Professional Fees (Legal Aid Clinic)	5,000	2,500	2,500
63400	Speaker Expense	3,500	-	600
63450	Information/Awareness Events	1,700	-	170
63500	Volunteer Training & Appreciation	700	225	244
63501	Advocacy - Discretionary Fund	50	-	-
63600	Advertising	800	186	229
63800	Supplies	200	27	20
63870	Photocopying	207	34	39
	<b>TOTAL EXPENSES</b>	<b>44,200</b>	<b>14,412</b>	<b>15,751</b>
	<b>Under (Over) Budget</b>	<b>-</b>	<b>26,788</b>	<b>28,249</b>

*Budget Projection (less fixed costs)*

Current Revenue	\$	41,200.00	\$	44,000.00
SSF Funding	\$	3,000.00	\$	3,000.00
Current Expenses	\$	(14,412.00)	\$	(15,751.00)
Wage Commitments	\$	(20,603.00)	\$	(21,352.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>9,185.00</b>	<b>\$</b>	<b>9,897.00</b>

### Traditional Events

Queer Identities Week \*  
 Black History Month \*  
 HR in an International Context \*  
 December 6th Massacre  
 Student Budgeting Session  
 Housing & Tenancy Workshop

## FOODBANK: Period Ending October 31, 2016

Account No.	Account Name	BUDGET 16-17	YTD Actual	Last YTD
<b>Revenue</b>				
28100	Student Fees: Undergraduate	70,550	35,144	34,424
28120	Solicitations (CUPE/SVC/Donations)	17,670	5,050	45
28130	Student Fees: Graduate	13,800	9,145	8,814
28135	CSA Support	3,330	3,330	3,000
28140	BullRing Support (Cooking Classes)	500	-	-
	<b>TOTAL REVENUE</b>	<b>105,850</b>	<b>52,669</b>	<b>46,283</b>
<b>Expenditure</b>				
28210	Co-ordinators Wages	28,532	14,218	13,090
28220	Employee Benefits	3,176	1,393	1,517
28390	Transportation Costs	100	-	-
28450	Cooking Classes	500	188	-
28452	Breakfast Club (supported by UFWH)	-	(382)	-
28500	Volunteer Appreciation	600	17	-
28501	Staff or Volunteer Training	500	-	-
28510	Compassionate Fund	400	200	200
28540	Food Acquisition (incl vouchers)	65,000	29,319	30,981
28541	Special Diet (incl vouchers)	4,800	2,710	2,400
28452	Outdoor Garden Supplies	-	16	-
28600	Advertising	800	79	353
28700	University Services/Rentals	50	-	-
28800	Supplies	1,270	594	497
28870	Photocopying	122	71	30
	<b>TOTAL EXPENSES</b>	<b>105,850</b>	<b>48,423</b>	<b>49,068</b>
	<b>Net Revenue</b>	<b>-</b>	<b>4,246</b>	<b>(2,785)</b>

*Budget Projection (less fixed costs)*

Current Revenue	\$	52,669.00	\$	46,283.00
Anticipated Fees CSA	\$	46,500.00	\$	33,320.00
Anticipated Fees GSA	\$	5,000.00	\$	4,900.00
Current Expenses	\$	(48,423.00)	\$	(49,068.00)
Wage Commitments	\$	(16,097.00)	\$	(17,101.00)
<b>Balance Remaining</b>	<b>\$</b>	<b>39,649.00</b>	<b>\$</b>	<b>18,334.00</b>

TO: CSA Board of Directors  
FROM: Zoey Ross – Communications and Corporate Affairs Commissioner  
DATE: Wednesday, November 30, 2016  
RE: PDR Committee Fall Semester Report

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***Below is a summary of all of the approved grants from the Fall 2016 semester as of Nov. 27th.***

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- **Exercise is Medicine**

**Event:** Exercise is Medicine Symposium

— The Guelph Exercise is Medicine (EIM) campaign is hosting their 4th annual Symposium Speaker series open to the community and University of Guelph students. We are inviting three speakers (a faculty member from the University, a local psychologist, and a local exercise physiologist) to provide attendees with information regarding the importance of exercise from a disease prevention and treatment perspective. This will provide information on the established benefits of exercise and physical activity in three different fields including mental health, aging, and active lifestyle and dietary interventions

— **Asked for: \$460**

— **Received: \$460**

- **Pakistani Students Association**

**Event:** Breaking Fast Ramadan Dinner

— This is an event targeted towards Muslims students and staff on campus. The event will have ice breaker games, followed by a guest speaker who will speak about Ramadan, and then dinner. This is an event specifically for the Islamic month of Ramadan during which Muslims fast from sunrise to sunset. The dinner will be for breaking the fast at sunset. After breaking the fast we will pray and have group discussions.

— **Asked for: \$500**

— **Received: \$150**

- **Guelph Ismaili Student Association (GIMSA)**

**Event:** Orientation Week – Henna with GIMSA

— During this event, GIMSA will offer Henna designs to the Guelph student body for a small cost (\$2-5), and all of the proceeds will be donated to the World Partnership Walk. Dependent on CSA funding, GIMSA may possibly also give out free tumblers. We will provide information about our association and about the Aga Khan Development Network, through pamphlets and self-knowledge.

— **Asked for: \$170**

— **Received: \$60**

- **Department of Human Health and Nutritional Science**

**Event:** CBS HK5K Run

- **Asked for: \$100**
- **Received: \$100**
- **Guelph Film Festival**  
**Event:** Guelph Film Festival
  - The Guelph Film Festival is a four day festival of documentary films from around the world and around the corner. We show films that cannot be accessed through mainstream media and have connections to the community. Each film is followed by an in-depth post film discussion lead by the director, subject of the film or someone from the community that has knowledge of the subject be it through academic or lived experience. Our programming focuses on social justice, environmental concerns and community building. We show films in various locations throughout Guelph, including UofG and make our events accessible both physically and financially.
  - **Asked for: \$1000**
  - **Received: \$500**
- **Turf Club**  
**Event:** Golf Industry Show & GCSAA Collegiate Turf Bowl Competition
  - The GCSAA Collegiate Turf Bowl Competition is an academic competition hosted annually at the Golf Industry Show. It is attended by Turfgrass Programs across North America
  - **Asked for: \$1000**
  - **Received: \$200**
- **Guelph Young Communist League**  
**Event:** Yves Engler Launches New Book: A Propaganda System
  - This event will start in the first half with a discussion by Yves Engler about his new book, and end with an opportunity for students and community members to ask questions and raise points. CFRU will be recording the event to play on the radio at a later date.
  - **Asked for: \$200**
  - **Received: \$200**
- **Let's Talk Science**  
**Event:** School of Witchcraft and Wizardry
  - This is an outreach event aimed at engaging people of all ages in Science, Technology, Engineering and Math (STEM) and promoting STEM education at the University of Guelph. The event will be called "The School of Witchcraft and Wizardry" and will consist of many interactive and hands-on activities with a "Harry Potter" theme. The event will be run by Let's Talk Science and our volunteers, as well as volunteers from a variety of student organizations on November 5<sup>th</sup>
  - **Asked for: \$400 for supply purchases and room booking**
  - **Received: \$300**
- **AIESEC Guelph**  
**Event:** National Congress

- As one of our major learning environments and platforms for personal and professional development, AIESEC holds over 500 national and international conferences annually. During National Congress, over 300 of Canada's most motivated student leaders will get the chance to participate in leadership training sessions, global/strategy discussions and engage with other AIESEC leaders on a local, corporate and government level. This conference supports our core work: developing student leaders and facilitating global exchange.
- **Asked for: \$1000**
- **Received: \$200**
- **International Student Organization**  
**Event:** Halloween Haunt
  - This event is to provide an opportunity for international students and exchange students to experience Halloween in Canada with their fellow peers.
  - **Asked for: \$600**
  - **Received: \$600**
- **United Way Students' Association**  
**Event:** Tuition Waiver Raffle
  - A \$1500 credit towards tuition is to be raffled off. Any one can buy a ticket priced at \$5/ ticket and \$10/3 tickets. However the \$1500 can also be used towards tuition fees for the next sequential semester for an undergraduate or graduate student. All proceeds from the raffle will be donated to the University of Guelph's United Way campaign
  - **Asked for: \$60**
  - **Received: \$60**
- **Guelph CCSL Delegates**  
**Event:** Canadian Conference on Student Leadership
  - CCSL is a national conference that is being held in Niagara falls this year, at Brock University and Niagara College. The University of Guelph delegation consists of 10 undergraduate students that are all student leaders in various capacities. Together, we represent various groups such as StudentLife, CSAHS, CASU, CBSSC, Kaleidoscope, Muslim Students Association, Peer Helpers, CSA, West Indian Students Association, V-Day, and more. 5 of our delegates are also potential presenters at the conference, to share the initiatives and strategies that have been developed during their time at UofG.
  - **Asked for: \$1000**
  - **Received: \$200**
- **Kaleidoscope Undergraduate Journal of the Arts**  
**Event:** Kaleidoscope Issue 08 Launch Party
  - Kaleidoscope is a journal of the arts that gives undergrads a unique opportunity to publish their visual and literary artwork. To celebrate the release of the upcoming issue of Kaleidoscope, we would like to hold a



launch party at the Brass Taps. The event will provide a social space for the executive and editorial teams that have worked so hard all semester to put together Issue 08. The event will also attract students that are interested in getting more involved with Kaleidoscope. This year we are hoping to be able to provide enough food to feed the additional number of people we hope will attend.

— **Asked for: \$400**

— **Received: \$200**

- **Curtain Call Productions**

**Event:** Heathers the Musical

— Curtain Call is putting on their annual spring musical production for the enjoyment of the whole community. The 2016-2017 production is Heathers The Musical, which is a dark comedy. We have been operating in Guelph and on campus since 1957 and our initiative allows students of the University to have a creative outlet that can entertain fellow students and community members. The production takes place in War Memorial Hall each year and give our members the opportunity to explore and learn more about their passions. Any contribution from CSA will go towards our operating expenses such as the rental costs of War Memorial Hall as our venue for the show, or our tech equipment.

— **Asked for: \$500**

— **Received: \$500**

## Agenda #10

Board of Directors Meeting  
November 30, 2016 @ 6:30pm – UC 442

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TO: Board of Directors

FROM: External Affairs Commissioner

DATE: November 23, 2016

RE: Hiring Committee Report – SafeWalk Volunteer and Public Relationships Coordinator

The Hiring Committee for the SafeWalk Volunteer and Public Relations Coordinator position met on November 18, 2016 to prepare interview questions and candidate short-listing. Interviews were conducted on Monday, November 21, 2016. In the end, one candidate was selected. Below is a summary of our proceedings:

Job Application Period: October 21, 2016 – November 4, 2016

Application Deadline: November 4, 2016

Means of advertisement: csaonline.ca, thecannon.ca, email to student organizations and clubs representing marginalized students (The Aboriginal Students' Association, Guelph Black Student Association, International Student Association, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, Ontario Public Interest Research Group, CSA Accessibility Working Group, JSO, ISA, WISA, MSA, ISO)

Committee Membership: Emily Vance, Beth Whan, Simran Arora

Executive Member(s): Emily Vance, External Affairs Commissioner

Board Member(s): Beth Whan, CSAHS-SA At Large Representative

Staff Member(s): Simran Arora, current SafeWalk Volunteer and Public Relations Coordinator

Number of applications: 9

Number of candidates interviewed: 4

Successful Candidate: Laurel Deeley

Date Offer was accepted by candidate: Tuesday, November 23, 2016

## **Agenda #10**

Board of Directors Meeting

November 30, 2016 @ 6:30pm – UC 442

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BIRT, the CSA ratify the hiring of Laurel Deeley as the SafeWalk Volunteer and Public Relations Coordinator for the 2016-2017 term.

Moved and seconded by: Volunteer and Public Relations Hiring Committee

**Board Package #10**

Board of Directors Meeting

November 30, 2016 @ 6:30pm – UC 442

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# SUPPLEMENTS

Following This Page

## ATTENDANCE

**Chair: Joshua Ofori-Darko**

**Scribe: Arthi Manivannan**

Zoey Ross                      **Communications & Corporate Affairs**  
Ryan Shoot                    **Finances & Operations**

Emily Vance                  **External Affairs**  
Jay Rojas                      **Local Affairs**

<b>Board of Governors</b>	Michael Cameron
<b>CBSSC at-large</b>	Nicholas Kowaleski
<b>GQE</b>	Alexandra Bogoslowski
<b>IHC</b>	Chirag Patney
<b>CASU</b>	Aidan Paskinov
<b>CVSA</b>	Courtney Tait
<b>SSC</b>	Lindsey Fletcher
<b>CPES at-large</b>	Michaela Spencer
<b>CPES at-large</b>	Mohamed Ahmed
<b>SFOAC</b>	Karly Rumpel
<b>OAC</b>	Spencer McGregor
<b>COA at-large</b>	Peter Miller
<b>GRCGED</b>	Olivia Boonstra
<b>CSAHS at-large</b>	Ryan Bowes
<b>CSAHS</b>	Beth Whan
<b>CSAHS-SA</b>	Kate Schievink
<b>OPIRG</b>	Elizabeth Cyr

### Guest

Mohamed Akbar

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9.0 Call to Order at 6:49PM.

**9.1 Land Acknowledgement**

**9.2 Adoption of the Agenda**

**9.2.1 Motion to Approve the Agenda**

**Discussion**

**Motion** to renumber 9.8.2 to (Info) Club Space Renovation 2016-2017 and 9.8.6 to (Action) Bike Centre Volunteer Coordinator Hiring Committee.

**Moved:** COA **Seconded:** CASU

**Amendment carried.**

**Motion** to change 9.8.6 Bike Centre Volunteer Coordinator Hiring Committee to Committee Appointments.

**Amendment duly moved and seconded.**

**Amendment carried.**

**Motion** to Approve the Agenda as amended.

**Motion carried.**

**9.3 Comments from the Chair**

**Motion** to extend speaking rights to all guests.

**Moved:** COA **Seconded:** IHC

**Motion carried.**

**9.3.1 Introductions**

**9.4 Approval of Past Board Minutes**

**9.4.1 Approval of Board Meeting Minutes #8 – October 26, 2016**

**Moved:** CVSA **Seconded:** SSC

**Motion carried.**

### **9.5 Executive Committee Minutes**

None.

### **9.6 Executive Reports**

#### **9.6.1 Academic & University Affairs Commissioner – Meghan Wing**

- Not present

#### **9.6.2 Communications & Corporate Affairs Commissioner – Zoey Ross**

- The Harry Potter event is December 1<sup>st</sup>
- Getting everything ready for the annual general meeting board package
- Hired some temporary help

#### **9.6.3 Finance & Operations Commissioner – Ryan Shoot**

- There were issues with FeelingBetterNow, but hoping to get students back on it
- The UC renovation will start March 1<sup>st</sup>, 2017
- Still looking for people to sit in on the UC Board
- Student Space Initiative: looking into making more space for students to study

#### **9.6.4 External Affairs Commissioner – Emily Vance**

- Meal Exchange – Trick-or-Eat went well, though there's more to come in the Winter semester.
- November 25<sup>th</sup>: Elimination of violence against women
- Met with Aboriginal Student Association – offered them to join the Board but they're worried about the time commitment. A seat is still available for them in the future.

#### **9.6.5 Local Affairs Commissioner – Jay Rojos**

- Students looking for a place to live off-campus have access to a free inspection by the city – trying to inform them of their rights

- November 28<sup>th</sup>: Panel on what masculinity means
- Santa Clause Parade this Sunday

### **9.7 Director Reports**

- **CBSSC:** Been in communication with the Executive Evaluation Committee
- **COA:** Student Day of Action – our bus was full and there was a good turnout, around 2,000 students rallying.

### **9.8 Business**

#### **9.8.1 (Action) Board of Director's Applications and Election**

##### Candidate Submissions:

##### **OAC:**

- *Lacy Droste* \*not present

**Motion** to have a 2-minute recess.

**Moved:** SSC **Seconded:** CSAHS

**Motion carried.**

\*Returned at 7:38PM.

##### **CBESA:**

- *Megan Gooley*

##### **COA:**

- *Andrew Contant*

##### **OVC:**

- *Natalie Chow* \*not present

##### **CBS:**

- *Jessica Ruffolo* \*not present

- *Razan A.*



- *Matthew Fruhstuck*
- *Nicholas Nolan*
- *Marina Sertsis*

\*Ballots distributed.

\*10-minute recess to count ballots.

\*Returned at 8:04PM.

Results:

**BIFRT that the CSA board ratify:**

- Razan A. for the CBS at-large Board of Directors position for the remainder of the 2016-2017 term.
- Megan Gooley for the CBE at-large Board of Directors position for the remainder of the 2016-2017 term.
- Natalie Chow for the OVC at-large Board of Directors position for the remainder of the 2016-2017 term.
- Andrew Contant for the COA at-large Board of Directors position for the remainder of the 2016-2017 term.
- Lacy Droste for the OAC at-large Board of Directors position for the remainder of the 2016-2017 term.

**Moved: OAC Seconded: SSC**

**Motion carried.**

### **9.8.2 (Info) Club Space Renovation 2016-2017**

#### Finances & Operations:

- Many clubs on-campus don't have access to a space where they can all meet
- We want to bring back that club community and have a common area for all clubs to attend
- Looking for storage for clubs – reoccurring problem
- A budget was created for this project, close to a total of one million dollars
- UC is funding 10% of this project and we'd be able to get a loan at a very low interest rate
- There will be no vote tonight, just a discussion about this vision
  
- For a renovation like this, we'd like to start next summer and have it ready for the fall

#### SPEAKER LIST

- Guest: Clubs oppose the removal of their club space and storage space can't be accessed regularly.
  
- OAC: I sit on the UC board and it'd be better to have the UC review finished before this project comes in. Both renovations over the summer may block the UC off for students.
  
- Guest: Without club offices to interact with club members, it's a lot harder to have that club community.
  
- Finance: The UC does not control our space. Yes, they are going through their review, but the 103 renovation is not related to club space. The UC will be busy over the summer but if we can piggyback on another renovation over the summer to save some money, that's good.
  
- CPES: Do clubs on other floors still get to keep their space?
- Finance: The majority of clubs on the 5<sup>th</sup> floor generate a fee. I agree, it's not fair that clubs on a different floor get to keep their space.
  
- Local: I support this and I acknowledge the concerns. In renovating this space, it will allow clubs to collaborate and socialize with other clubs. Storage space would be accessible 24 hours. We're not taking away their space, we're improving it.

- SSC: Will there be a booking system for clubs? Do you foresee any of the library furniture coming into this space so you don't have to draw \$37,000 on furniture?
- Finance: \$37,000 is not a lot of spending for furniture. If they're interested in giving us some furniture, I'm for it. You can book the space online... there will be tablets outside of each room rather than papers pinned up. It would be continuous as to what clubs' hours are, on the tablet and on the website. There is a plan for succession and for improvement to come forward.
- Guest: Most clubs have office hours beyond official meeting times. This could pose a health and safety concern since people are in the same room at irregular times. Also, clubs make a lot of noise. We don't have a lot of representation here for those who don't have club space, so more clubs should weigh in on this.
- GRCGED: We can have the intention that this will be a safe space, but I don't think it'll guarantee it. If it's like library bookings, I don't like that because then big clubs will book space for a lengthier period of time.
- Mohamed Akbar: The idea of public space for clubs is a bad idea. You should all shift this conversation because we should be doing long-term planning like creating more offices for clubs. I question whether you can enforce a 'safe space' policy. Work with your 100+ clubs and figure out how we can create office space for them. Focus on equity: how can we give all clubs what they need.
- GQE: How are we going to ensure that storage space is not going to be cluttered or stolen?
- Finance: Clubs will have their own keys. It's up to the club to lock it.
- Razan: The club space would be disruptive with all the meetings taking place.

BIRT the CSA cease pursuing the conversion and renovation of club office space into bookable meeting space, social space and/or storage.

**Motion duly moved and seconded.**

Objection to the consideration of the motion raised.

**Two thirds opposed considering the motion.**

\*Back to SPEAKER LIST

- CSAHS: I am against this project... I think there is enough bookable spaces on campus that clubs can utilize.
- Guest: Was this proposal done yourself? How come you're only considering the second floor?
- Finance: Yes, it was created by me. I want this whole building to be student space, but I don't want to bite off more than I can chew.
- CASU: I am in favour of this proposal because it is more inclusive to different clubs. Step back and consider the clubs who don't have space – they don't have any of those benefits to lose in the first place. It is worth the sacrifice if it means more equality for all clubs.
- C&CA: I don't think this is the most perfect solution but I really want something instead of nothing. I think this is something we need to move swiftly with as a Board.
- Guest: In this big open space, I don't know if it's practical for small groups to find space among all these large clubs. The smaller clubs will be drowned out.
- Finance: We are looking to make actual rooms that people can book, so noise shouldn't be an issue if the door is closed. It's not fair to pick and choose which clubs get offices and which don't.

**Motion** to close Debate.

**Moved:** SSC **Seconded:** CASU

\*2/3 votes needed.

SPEAKER LIST \*on ending debate

- SSC: This is dragging on. We can discuss this later.
- GRCGED: Let's get through the speaker list for those who haven't spoken yet.

**Motion** to amend to close debate in 15 minutes. Where speaking shall be limited to 1 minute per person, with priority for club members.

**Amendment duly moved and seconded.**

**amendment Carried.**

**Motion** to Call to Question.  
**Motion duly moved and seconded.**  
**Motion Carried.**

**Motion as amended carries.**

SPEAKER LIST

- CPES: Even if the space is loud, people will still use it regardless.
- COA: Our priority should be on building more office space.

**Motion to** strike a closed ad-hoc committee to meet as soon as possible and look into the issue of CSA clubs space, taking into account the proposal from the Finance and Operations commissioner and consulting with all CSA clubs to the best of the committee's abilities. This committee is to draft a proposal to the BOD and present it on or before the second board meeting of the winter semester. This committee is to be chaired by the Finance and Operations commissioner and consist of at least 1 other executive, at least 3 board members, the clubs admin, and the business manager.

**Moved:** CBSSC      **Duly Seconded.**

SPEAKER LIST

- Finance: This is a good idea but I don't want to waste people's time... I am looking into more club input.
- CASU: Based on the timeline, this will limit our capacity. If you're including this many people we need to discuss meeting times and a lot of schedules will conflict for something that MAY not move forward.

**Motion fails.**

SPEAKER LIST

- Finance: Yes, that failed, but it doesn't mean I won't seek out input from clubs and the Board.
  - C&CA: I hope the Board can come to a conclusion with this renovation, and I hope there is a resolution.
-

**9.8.3 (Action) Structural Hiring Proposal (as supplement)**

**Motion** to Postpone 9.8.3 (Action) Structural Hiring Proposal (as supplement) to the Next Board Meeting.

**Motion duly moved and seconded.**

**Motion Carried.**

**9.8.4 GM (In-camera)**

**Motion** to Move into Camera.

**Motion duly moved and seconded.**

**Motion carried.**

**9.8.5 CEO (In-camera)**

**Motion** to Allow Mohamed Akbar to Speak to the Board during the in-camera session.

**Moved: OAC Seconded: Local**

**Motion** to Call to Question.

**Motion duly moved and seconded.**

**Motion carried.**

**Motion** to Move Out of Camera.

**Motion duly moved and seconded.**

**Motion carried.**

**Motion** to Recess for 10 minutes.

**Motion duly moved and seconded.**

**Motion carried.**

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**Motion** to Appoint Local Affairs Commissioner, Jay Rojas, to Supervise Elections Office for the Remainder of the 2016-2017 Term.

**Motion duly moved and seconded.**

**Motion** to Call to Question.

**Moved: CPES Seconded: Lindsey**

**Motion Carried.**

**Motion Carried.**

#### **9.8.6 (Action) Committee Appointments**

##### Committee Appointments:

**Motion** to Appoint the Following Board Members to Committee:

- **Bike Centre Volunteer Coordinator Hiring Committee:** Karly Rumpel
- **CEO Hiring Committee:** Lindsey Fletcher
- **Service Oversight Committee:** Aidan Paskinov
- **Executive Evaluation Committee:** Karly Rumpel

**Motion duly moved and seconded.**

**Motion carried.**

#### **9.8.7 (Info) Management Letter from the Auditor**

- If there are any questions, reach out to Finance and Operations.

#### **9.8.8 (Info) Independent Auditors Report**

- Don't have quorum.

**9.9 New Business**

-None

**9.10 Announcements**

-None

**9.11 Adjournment** at 10:53PM.

Approved by the Board of Directors on

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Joshua Ofori-Darko  
Board Chair, 2015-2017

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Zoey Ross  
Communications & Corporate  
Affairs, 2016-2017

Date: \_\_\_\_\_



## **Bylaw 1 – Organizational**

### **5. Executive Officers, herein also referred to collectively as the Executive Committee**

#### **5.1 Composition**

- 5.1.1** the President,
- 5.1.2** the Vice President (Student Experience),
- 5.1.3** the Vice President (Academic Affairs), and
- 5.1.4** the Vice President (External Affairs)

#### **5.2 Term of Office**

- 5.2.1** Each Executive Officer shall be elected by the general members to serve a term of office, which shall begin no earlier than the first day of May and end no later than the thirtieth day of April
- 5.2.2** No person shall hold an Executive office for more than two terms
- 5.2.3** At all times there shall be a minimum of three Executive Officers
  - a.** If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, this shall include ensuring that one individual is the corporate president and one individual the corporate secretary

#### **5.3 Mandate**

- 5.3.1** The Executive Committee shall
  - a.** Represent the CSA to all internal and external parties
  - b.** Always take into consideration the CSA's welfare and mandate.
  - c.** Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies
  - d.** Actively participate in Executive Committee meetings
  - e.** Actively seek opportunities to collaborate and involved other student organizations
  - f.** Actively strive for student involvement to inform and educate students around issue concerning them and to solicit student input and opinion on issues and initiatives
  - g.** All times ensure the financial viability and continuation of the CSA as a non-for-profit organization
  - h.** All times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Business Manager
  - i.** Attend and assist with any service's programming, as requested by CSA Coordinators
- 5.3.2** The Executive Committee must commit to
  - a.** Working a minimum of thirty-seven hours per week from the the first of May until the thirtieth of April
  - b.** Enrolled in no more than 1.00 credits

- c. Submitting an activity log as requested by the Executive Evaluation Committee
- d. Submitting a final report to the Board of Directors
- e. Adhering to the request and direction of the Board of Directors
- f. All Executive Officers are expected to participate in ongoing leadership training
- g. Receive inclusivity training from Diversity and Human Rights
- h. Provide Executive Committee meeting minutes to the Board of Directors

#### **5.4 Conduct of Meetings**

**5.4.1** The President shall be the chair of the Executive Committee

**5.4.2** Quorum of the Executive Committee is three voting members

- a. This shall comprise of no less than the President, and two of Vice Presidents

#### **5.5 Relationship with Board of Directors**

**5.5.1** To attend and participate in all CSA Board of Directors meetings except where prior leave of absence is obtained

**5.5.2** To present regular and informative reports to the Board of Directors

**5.5.3** To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA

**5.5.4** To be responsible for further tasks as assigned by the Board of Directors and be responsible to the Board of Directors for the performance of duties

**5.5.5** Executive Officers shall not be voting members of the Board of Directors

#### **5.6 The President of the CSA shall:**

**5.6.1** Act as the corporate president of the CSA

**5.6.2** Report and be accountable to the Board of Directors

**5.6.3** Will receive initiatives from the Board of Directors and the general student body and implement them within the Executive Committee

#### **5.7 Vice President, Student Experience of the CSA shall:**

**5.7.1** Act as the corporate secretary of the CSA

**5.7.2** Assume the duties of the President in the event of the absence or incapacity of the President

#### **5.8 The Vice President, Academic Affairs of the CSA shall:**

**5.8.1** Assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President (Student Experience)

#### **5.9 The Vice President, External Affairs of the CSA shall:**

**5.9.1** Assume the duties of the President in the event of the absence or

incapacity of the President, the Vice President (University Affairs), and the the Vice President (Student Affairs)

**5.9.2** Advocate for the CSA to the municipal, provincial, and federal governments

**5.9.3** Defend and protect the rights and interests of University of Guelph undergraduate students within the context of Guelph, Ontario, and Canada

**5.9.4** Be the CSA resource on alternative municipal, provincial, and federal policies and budgets

**5.9.5** Be the CSA resource on and liaison with other Student Unions and Associations at other post-secondary institutions and the University of Guelph Graduate Student Association

## **CSA Policy Manual**

### **Appendix B - CSA Internal Policy**

#### **13.0 Executive Officers**

##### **13.1 President**

- a. The primary purpose of the President is to uphold the values and goals of the Central Student Association. This includes acting as the main communicator of the organization, and leading the Executive Committee upon receiving direction from the Board of Directors. This also includes assuring that the mission, programs and services are consistently presented to the various stakeholders of the organization

##### **13.1.1 Public Relations**

- a. To be the spokesperson of the CSA
- b. To contribute to the CSA's strategic plan review every five years
- c. To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph
- d. To make every effort to inform and educate the student body on all CSA initiatives, campaigns, programs, and events in collaboration with the Promotions and Graphic Designer
  - i. through classroom speaking, attending appropriate student events, as well as liaison with as many student organizations as possible
  - ii. including but not limited to, the support of other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs)
- e. To ensure that all aspects of the CSA are adequately promoted to students, specifically focusing on promoting job opportunities, services, and activities
  - i. To prepare and present a report to the Board of Directors explaining their plans for communication and engagement with the student body
- f. To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students
- g. To promote the CSA through advertising efforts by use of campus Media in collaboration with VP of Student Experience
- h. To be the primary contact between the CSA executive, Board of Directors, and the University Senior Administration on non-academic related matters
- i. To coordinate all meet, greet and appreciation events with the CSA membership, staff, volunteers and executive

##### **13.1.2 Finances**

- a.** To be familiar with all aspects of the budget, day to day finances and to at all time take into consideration the long term financial sustainability of the CSA as a non- for profit organization
- b.** To present regular financial reports to the Board of Directors and the CSA membership.
- c.** To be the executive liaison with the business office, especially on matters relating to the budget.
- d.** To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President, Academic and Business Manager.
- e.** To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies
- f.** To meet with the business manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council.
- g.** Responsible to seek new revenue generating opportunities consistent with the organization's mandate
- h.** It is strictly recognized that the President can only overrule a particular expenditure, if that particular portfolio, and or anytime the President feels strongly that a particular expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented in writing and presented to the executive for discussion. Within 24 hours of an overruling by the President, the executive must meet to rule on their decision.

### **13.1.3 Operations**

- a.** To be the signing authority of the CSA
- b.** To be aware of the general operations of all the CSA services by conducting monthly meetings with the General Manager and the Business Manager
  - i.** This includes planning the “Year at a Glance” calendar of events and responsibilities for the year, in collaboration with the General Manager, permanent staff and executive committee sometime in the first two months of their term
- c.** To oversee all training and transitioning of directors, executive, staff and volunteers together with the General Manager and Policy and Transition Manager
- c.** To act as a representative of the CSA in legal matters, and shall be made aware of all legally binding contracts signed on behalf of the CSA
- d.** To ensure that the Student Organization Policy (SOP) Form is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph

- e. To be the executive contact for all matters related to CSA ancillary student fees
- f. Uphold the CSA's general objectives according to the Board of Directors annually
- g. To be responsible for the oversight of CSA designated spaces

#### **13.1.4 Committees**

- a. To chair the Executive Committee
- b. To chair the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in the CSA Policy Manual.
- c. To co-chair the Student Health Plan Committee, with the representative of the Graduate Students' Association, in order to ensure that the Student Health and Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body
- d. To be a member of the Student Executive Council
- e. To be a member of the Policy and Bylaw Review Committee
- f. To be a member of Student Leaders and Administration Meetings
- g. To chair the Capacity, Analysis and Planning Committee
- h. To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and the Health and Dental Plan Committee
- i. To be a member on Student Budget Caucus
- j. To be a member on the PDR Committee

### **13.2 the Vice President (Student Experience)**

**13.2.1** The primary purpose of the Vice President of Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities

**13.2.2** To follow the leadership and direction of the President

**13.2.3** To be involved in event planning pertaining to University of Guelph undergraduate students

- a. This includes acquiring feedback, as well as recruiting volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students
- b. To create exciting and safe events, working collaboratively with other PSO, ASO, SSG, etc.
- c. This includes coordinating and planning orientation events

**13.2.4** To advocate for increasing student representation and participation on committees and newly created standing and ad hoc committees

**13.2.5** To manage the social media and online presence of the CSA

**13.2.6** To create events targeted at reducing student stress in collaboration with the Vice President Academic

**13.2.7** To oversee and support the CSA Bike Centre, Clubs Coordinators and Safewalk in collaboration with the General Manager

#### **13.2.6 Collaboration**

- a. To act as a support person for Special Status Groups, Underrepresented Groups, and Diversity and Human Rights
- b. To collaborate with VP External Affairs on advocating for underrepresented and marginalized undergraduate students of the University of Guelph
- c. To collaborate with VP External Affairs on information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety
- d. To be informed of the various avenues that are available to students in need of advice, assistance, or support in non-academic university related areas
- e. To ensure that students needs are being met through appropriate channels
- f. To provide referrals, resources, and act as an advocate as needed
- g. To be aware and up-to-date on University resources that provide non-academic support to undergraduate students
- h. To collaborate with CSA Programmer and Promotional Services to ensure effective and engaging marketing of events

#### **13.2.7 Committees**

- a. To ensure proper representation on any University committees
- b. To increase and advocate for increasing student representation and participation on these committees and newly created standing and adhoc committees
- c. To be a member of University Centre Board
- d. To be a member of Student Leaders and Administration Meeting
- e. To be a member of Athletics Advisory Committee
- f. To be a member of Finance Committee
- g. To be a member of Orientation Week Advisory Committee
- h. To be a member of Student Life Advisory Committee
- i. To be a member of Sexual Violence Committee, as well additional Sub-committees
- j. To be a member of Student Wellness Advisory Group
- k. To be a member of the 1 in 5 Planning Committee
- l. To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager
- m. To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental plan Committee

### **13.3 Vice President of Academic Affairs**

**13.3.1** The primary purpose of the Vice President of Academic Affairs (VPAA) is to defend the University of Guelph undergraduate students' academic rights and interests

**13.3.2** To follow the leadership and direction of the President

**13.3.3** To represent undergraduate students with all matters pertaining to accessibility and funding of academic programming

**13.3.4** To oversee issues of accessibility for undergraduate students that identify with having a disability

**13.3.5** Financial Support

**a.** To be well-versed in various areas of financial support

i. Ontario Student Grant

ii. OSAP

iii. Bursaries

iv. Work study

v. Scholarships (Internal and External)

**b.** To oversee the planning of the annual University budget in collaboration with the President

**c.** To promote the use of financial-aid available to students

**13.3.6** To create events targeted at reducing student stress in collaboration with the Vice President Student Experience

**13.2.7** To oversee and support the Student Help and Advocacy Centre in collaboration with the General Manager and the VP External

**13.3.6** Academics

**a.** To collaborate and act as a resource with other academic student leaders

**b.** To communicate with students around various academic initiatives that are occurring around campus

**c.** To be completely knowledgeable of the Undergraduate Degree Regulations and Procedures

**d.** To represent undergraduate students on all academic, accessibility, and sustainability-related committees

**e.** To actively engage with students to determine what academic issues are currently relevant to the undergraduate student body

**f.** To be responsible for creating a well-researched lobby document to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term

**13.3.7** Advocacy

**a.** To advocate on behalf of undergraduate students for an affordable post-secondary education

**b.** To be the primary advocate for undergraduate students who self-identify as having a disability



c. To work with Student Senate Caucus and College Government Executives to increase access to support services in order to increase academic advocacy

**13.3.8 Senate**

a. To act as an ex-officio member of Senate, Student Senate Caucus, and Senate Committees as per the Bylaws of Senate

**13.3.9 Committees**

- a. To be a member of Student Leaders and Administration Meeting
- b. To be a member of Academic Policy and Procedures Committee
- c. To be a member of Board of Undergraduate Studies
- d. To be a member of Campus Accessibility Committee
- e. To be a member of Compulsory Fees Committee
- f. To be a member of Calendar Review Committee
- g. To be a member of Committee of Undergraduate Academic Advising
- h. To be a member of Energy Conservation Working Group
- i. To be a member of Judicial Committee
- j. To be a member of Any Special Service Fee Committee
- k. To be a member of Student Budget Caucus
- l. To be a member of Senate
- m. To be a member of Student Senate Caucus
- n. To be a member of Student Leaders and Administration Meeting
- o. To be a member of Student Rights and Responsibilities
- p. To be a member of Accessibility Working Group
- q. To be a member of Capacity, Analysis and Planning Committee
- r. To coordinate the process for the Teaching Excellence Award

**13.4 the Vice President (External Affairs)**

**13.4.1** The primary purpose of the Vice President of External (VPE) is to represent the University of Guelph undergraduate students within municipal, provincial, and federal levels of politics

**13.4.2** To follow the leadership and direction of the President

**13.4.3** Coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community.

a. This involves informing, educating, and involving as many students as possible in these campaigns

**13.4.4** Initiate awareness and lobbying campaigns around municipal, provincial, federal, and global issues, especially legislation and policy affecting students

**13.4.5** Ensure that all municipal, provincial, or federal election, as well as general election information, is disseminated to students

a. Responsible for making public forums accessible and inclusive to all undergraduate students

- 13.4.6** Collaborate with other civic engagement groups wherever possible
- 13.4.7** Monitor municipal, provincial, federal, and global initiatives, programs, policies, and legislation that impacts students
  - a.** Where issues could include but are not limited to: post- secondary funding and support, early outreach, and support services for international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs
- 13.4.8** Build campaign coalitions with campus groups, clubs, and organizations committed to social/environmental justice
  - a.** Groups may include the Student Help & Advocacy Centre (SHAC), Diversity and Human Rights Office (DHR), Guelph Queer Equality (GQE), Guelph Resource Centre for Gender Empowerment and Diversity, CFRU PM, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), Guelph Black Student Association (GBSA), and International Student Organization(ISO)
- 13.4.9** Coordinate with the President for a responses to hate activity on campus
- 13.4.10** Act as a liaison to Guelph, Ontario, and Canadian governments
- 13.4.11** Being aware of city by-laws, programs, and initiatives that impact students
  - a.** Representing the CSA at municipal events, activities, and initiatives where appropriate
  - b.** To communicate with as many community members as possible
- 13.4.12** To oversee and support MealExchange and the Guelph Student FoodBank in collaboration with the General Manager
- 13.4.13** To oversee and support the Student Help and Advocacy Centre in collaboration with the VP Academic Affairs and the General Manager
- 13.4.14** Universal Bus Pass and Late Night Service Agreement
  - a.** To act as the administrator of the Universal Bus Pass Program (UPass) and the Late Night Bus Service
    - i.** This involved responding to any student questions about the Bus Pass and Late Night Bus Service providing promotional materials, engineering campaigns about the UPass and the LNBS and organizing distribution of the bus pass during summer, fall and winter semesters
- 13.4.15** Advocacy
  - a.** To establish and maintain positive working relationships with student lobby groups that the CSA is currently a member of (such as Canadian Federation of Students, Ontario Undergraduate Student Alliance, Canadian Alliance of Student Associations)
  - b.** To establish and maintain working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph
  - c.** To oversee issues of sustainability on and off campus

d. To oversee additional matters as directed by the Board of Directors

**13.4.16 Support in Tenancy Rights**

a. Be familiar in specifics of the Residential Tenancies Act, and related City of Guelph bylaws in order to provide tenancy advocacy to students

b. When advocacy requires a legal opinion, the VP External Affairs will refer students to the appropriate community organization

c. Act as a resource for SHAC on issues related to the Residential Tenancies Act

d. Be aware of university residence issues and concerns and to work with Interhall Council to address them

e. Oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative.

**13.4.17 Committees**

a. To be a member of Code of Ethical Conduct Advisory Committee

b. To be a member of Hate Activity Sub-committee

c. To be a member of Human Rights Advisory Group

e. To be a member of Town & Gown Committee

f. To be a member of Guelph Transit Advisory Committee

g. To be a member of Student Leaders and Administration Meeting

h. To be a member of neighbourhood committees

i. To co-chair of the CSA/GSA Transit Committee

j. To chair the Student Affordable Housing Initiative Committee

## **Board Chair Analysis of Bylaw Amendments**

Due to the lack of institutional memory, and staff support for bylaws and policy amendments, I will be providing the Board of Directors with analysis of all amendments moving forward. Please note I will not be endorsing or challenging any amendments, rather highlight procedural or efficiency concerns for the board of Directors to consider and act as they see fit.

### **Bylaw 1 – Organizational (Hierarchal Structure Amendments)**

#### **Concerns:**

Due to the significant changes to the structure, this amendment can be carried at the Board of Directors and fail confirmation at the following AGM. Worst case scenario, the CSA elects 4 students into presidential hierarchal positions but will have to return 5 commissioner non-hierarchal positions they were not elected into. In addition the job description will revert back.

#### **Recommendation:**

Add an effective date to the amendments for 2018-2019 term once confirmed by the membership at an AGM in the 2017-2018 term.

#### **Rationale:**

If approved as is, the presidential structure will be effective January 2017, meaning elections will be conducted with this new structure. However confirmation by the membership of the new bylaws and structure will not be to September 2017 at the earliest. In order to safeguard the CSA against major bylaw and policy conflict, this amendment should only be effective after confirmation at the AGM.

**Concern regarding proposed 5.4.2:**

This language requires quorum to be all 4 members of the executive committee and conflicts with 5.4.1 which states 3.

**Recommendation:**

Strike 5.4.1.

**Concern with Moving Executive Responsibility to Policy:**

The new job descriptions are proposed as policy amendments to the CSA internal policy. The executive positions should be bylaws, and should be confirmed by the membership at the AGM.

**Recommendation:**

Ensure the new job descriptions are captured in bylaws rather than policy.

**Election Bylaws**

**Concern regarding Amendment 1:**

Co-op students on a co-op semester do not pay a CSA membership fee during that semester and technically not considered members.

In addition, the University of Guelph does not define “semester breaks”. This bylaw will be extremely difficult to act on, since there will be no mechanism for the university to gather a list of students who are on a “semester break”. This will just be a list of students currently not enrolled in classes for any reason.

**Recommendation:**

If the board wishes to allow co-op students an opportunity to vote, pass a special amendment in the election policy to allow co-op students' ballots as long as they were members (who paid the CSA fee) in the semester preceding the elections, and are currently on a co-op semester (paying the co-op semester fee).

## PBRC Elections Review Status

This document outlines the proposed changes that the PBRC was directed to review by the Board of Directors on October 26th. It contains a brief summary of our status on each recommendation. The three main status are: proposed changed, to be in policy, and to not change. Proposed changes are being given as notice in the November 30th board meeting, the items to be in policy will be included in the planned elections policy, and the items to not be changed are either due to disagreement with the recommendation, or the fact that it does not require a change since the recommendation is already the way things are done.

Since bylaw changes require notice, we will not have action this meeting on the changes, but will give notice of motion for next meeting.

### 1. Clarification on CSA Membership:

*a. Per the CSA Board's decision to allow a candidate to participate due to an appeal filed, the conditions for which someone is considered in good standing with the CSA have changed. The impact of the CSA Board's decision is that students who are enrolled in a degree program are members of the CSA by virtue of being enrolled in a degree program. This includes co-op students who may or may not pay a CSA membership fee. As such, our voter list was a bit higher for this election. The Board should clarify within the by-laws the exact requirements for membership within the CSA, and who is applicable for elections.*

**Status:** This is being given as notice to be changed in our bylaws.

### 2. Nomination Period, campaign period, and Voting days

*a. It is recommended the Nomination Period last at least two weeks*

**Status:** This was discussed and a recommendation will be brought forward with the proposed elections policy. There was debate about having a ten day nomination period versus a ten business day nomination period (Mon. to next Wed. or Mon. to next Fri.)

*b. Further, since there is a reading week in the Winter Semester, the proposed dates will aim to have a prep week during Reading Week to ensure candidates have a week free from classes to prepare their campaign.*

**Status:** PBRC was opposed to this, as it sets the election timeline to too restrictive of a timeframe.

*c. At least 3 days or more of voting should occur.*

**Status:** This is already the case and will be outlined in the proposed elections policy.

### **3. Voter Lists and Qualtrics System:**

*a. It is recommended that the Elections Office directly liaise with Student Affairs to receive voter information for the voting system.*

**Status:** This is already the case and will be outlined in the proposed elections policy.

### **4. Elections Office Oversight**

*a. As the Elections Office is subject to a great deal of scrutiny and perceived biases can develop in the eyes of the electorate, the Board should follow the standard procedure of having oversight of the Elections Office under a neutral third party within the CSA's structure. In the past, this could have been the Policies and Transitions Manager, but as that position no longer exists, the board should endeavor to find who would play such a role. Ideally, this would be either a member of the full time staff, or the Board as a whole.*

**Status:** This is being given as notice to be changed in our bylaws.

### **5. Elections Office Hours**

*a. If the goal is for the Elections Office to simply run elections with little additional work, the hours for this position are fine. However, if the goal is for the CEO to actually be able to engage students in new and effective ways, there needs to be an increase in hours. It is recommended that for the next election cycle (as in, May 2017 and beyond) that the Board look into increasing the hours of the role of CEO. Ideally, a return of the Policy & Transition Manager would solve many of these issues, but it is an understandable reality if this cannot be done. The CEO is more than willing to look into this issue.*

**Status:** This was discussed and a recommendation will be brought forward with the proposed elections policy. There was little discussion on this point.

### **6. Polling Stations**

*a. Polling stations were ineffective. Street teams and direct engagement however, were incredibly effective. CEO alone over the course of two days was able to ensure over 500 students were aware of how they could vote and were informed on the issue. The General Election should focus on street teams rather than polling stations.*

**Status:** This was discussed and no change will be recommended by PBRC. Polling stations were present for accessibility, not for major voting. They also served as

promotion. A single polling station does not have a major deficit on the ability to have street teams.

## **7. Endorsement Policies:**

*a. It was suggested that the endorsement policies be changed. After having seen the endorsement system in action, it is clear this system needs updating. It is recommended that a committee consisting of Commissioners, Directors and students at large who have no intention of running in the General Election, as well as the Elections Office develop policies around Endorsements by asking for proposals from College Govs, IHC, CSA Clubs, Special Status Groups CSA staff and elected representatives, and other groups as necessary. At no point however, should endorsements from the University Administration be allowed.*

**Status:** This was discussed and a recommendation will be brought forward with the proposed elections policy. PBRC agreed with most of the proposal. However PBRC disagreed that CSA staff should be allowed to endorse. PBRC agreed University Administration should not be allowed to endorse. Being endorsed by such these groups is an advantage, but is an earned advantage, not an unfair one. We also want to talk with IHC to have them change their policy elections postering in residence to make it accessible to all candidates and referendum teams, and until then keep the ban on postering in residence.

## **8. Nomination Procedures:**

*a. The most direct way to increase voter turnout is to increase candidates. While both Board and Executive roles are very important, Board positions are often how students get involved. Making it easier for students to become part of the Board could be an essential way to not only increase candidacies, but also encourage students – in particular new and first year students – to get involved directly with the CSA. The Board should consider reducing the amount of signatures Board positions require.*

**Status:** This is being given as notice to be changed in our bylaws.

## **9. Social Media**

*a. Social Media is a dangerous territory, one that should be approached with caution. For the General Election, using Instagram and Youtube should be acceptable. The CSA should research Snapchat as a tool for voter engagement but not for campaigning until a clear policy can be created to maintain oversight.*



**Status:** This was discussed and a recommendation will be brought forward with the proposed elections policy. PBRC agreed that YouTube and Instagram should be allowed, though believe Snapchat will be too difficult for the CEO/AEO to regulate.

The following motion directs PBRC to proceed as outlined in this document:

**WHEREAS** PBRC has met three times to discuss the Elections Office recommendations.

**WHEREAS** PBRC wishes to draft an elections policy, as none exists, and take several policy-like elements out of Bylaw 2.

**WHEREAS** PBRC has given notice of three changes to the CSA bylaws derived from the recommendations of the Elections Office on recommendations 1a, 4a, and 8a.

**WHEREAS** recommendations 2c and 3a are already the way things are done, and will be included in the proposed elections policy regardless.

**BIRT** no further action is taken on recommendations 2b and 6a from the 2016 Elections Office report.

**BIFRT** PBRC is directed to draft an elections policy to include, by discretion of PBRC, changes based on recommended in 2a, 5a, 7a, and 9a from the 2016 Elections Office report, elements of Bylaw 2 determined to be more appropriate for policy, and rules and regulations outlined in the Winter 2016 and Fall 2016 All Candidates Packages, in descending order of precedence.

**BIFRT** PBRC present the aforementioned elections policy, as well as amendments to Bylaw 2 to reflect the items moved to the policy, by the January 25th Board of Directors meeting.