

Minutes #3

Board of Directors Meeting
July 12, 2017 @ 6:30pm – UC 441



In Attendance: Natalie Clarke, Katie McLaren, Sean Mitchell, Chelsea Mulvale, Becca Cheskes, Kayla Weiler

In Regrets: Benjamin Solomon, Breanna Piccolotto, Joe Sarraino, Nick Kowaleski, Raymond Hu, Tony Stortz, Jensen Williams, Chirag Patney, Natalie Chow, Lindsey Fletcher, Ariel Barrientos, Olivia Boonstra, Emily Vance

Absent: Emily Kaldis, Bella Harris, Ryan Bowes

Chair: Cameron Olesen

Policy & Transition Manager: Lauren Kelly

Scribe: Tanya Vohra

Overview of Motions

3.1 Land Acknowledgement

MOTION: To extend speaking rights to all present.

Moved: Katie McLaren **Seconded:** Natalie Clarke

Motion carried.

3.2. Adoption of the Agenda

MOTION: To approve the agenda

Moved: Kayla Weiler **Seconded:** Natalie Clarke

MOTION: To amend 3.4.1. Introductions to 3.4.1. Introductions and Pronouns

Moved: Chelsea Mulvale **Seconded:** Kayla Weiler

Amendment carried.

MOTION: To table 3.9.1. (Info) (*in camera*) CFS Legal History and 3.9.2. (Action) (*in camera*) Motion, until Board Meeting #4 – August 16, 2017

Moved: Chelsea Mulvale **Seconded:** Natalie Clarke

Motion to table carried.

Motion carried as amended.

3.3.1 Motion to ratify 2017-2018 CSA appointed Board Member

MOTION: to ratify the following appointed individual to sit on the 2017-2018 Central Student Association's (CSA's) Board of Directors;

Guelph Black Students Association, **Ariel Barrientos.**

Moved: Kayla Weiler **Seconded:** Becca Cheskes

Motion carried.

Minutes #3

Board of Directors Meeting
July 12, 2017 @ 6:30pm – UC 441



3.3.2. Board Member Attendance and Regrets

MOTION: To deratify College of Business and Economics Students Association Representative, Emily Kaldis

Moved: Katie McLaren **Seconded:** Sean Mitchell

Motion carried.

3.5 Approval of Past Board Minutes

MOTION: To approve the minutes from Board Meeting #2 – June 14, 2017

Moved: Natalie Clarke **Seconded:** Kayla Weiler

Motion carried.

MOTION: To approve the *in camera* minutes from Board Meeting #2 – June 14, 2017

Moved: Becca Cheskes **Seconded:** Kayla Weiler

Motion carried.

3.9.1. Motion 2017-2018 CSA Committee Appointments

MOTION: To divide the question to separate the appointment of EEC from the rest.

Moved: Kayla Weiler **Seconded:** Chelsea Mulvale

Motion carried.

MOTION: To table the following divided Motion to the next board meeting (August 16th, 2017), which reads:

MOTION: To appoint Board Members to the following Standing Committees and Standing Subcommittees of the CSA for 2017-2018:

2 Board Members to the Finance Committee;

Board Members to the Policy and Bylaw Review Committee (PBRC);

2 Board Members to the Petitions, Delegations and Representations (PDR) Committee; and

1 Board Members to the Capacity, Analysis, and Planning Committee (CAPCOM).

BIRT ___ is/are appointed to the Finance Committee.

BIFRT ___ is/are appointed to the Policy and Bylaw Review Committee.

BIFRT ___ is/are appointed to the Petitions, Delegations and Representations (PDR) Committee.

BIFRT ___ is appointed to the Capacity, Analysis, and Planning Committee.

Moved: Kayla Weiler **Seconded:** Natalie Clarke

Motion carried.

MOTION: To appoint Board Members to the following Standing Committee of the CSA for 2017-2018:

2 Board Members (1 College / At Large Representative, 1 Non-Executive Board Member) to the Executive Evaluation Committee (EEC)

BIFRT Natalie Clarke is appointed to the Executive Evaluation Committee

Minutes #3

Board of Directors Meeting
July 12, 2017 @ 6:30pm – UC 441



Moved: Kayla Weiler **Seconded:** Natalie Clarke

Motion carried.

3.9.2. Motion Strike 2017-2018 Joint Committees

MOTION: To strike the following Joint Committees of the CSA and GSA for 2017-2018;
Student Health and Dental Plan Committee, and
The CSA/GSA Transit Committee.

Moved: Kayla Weiler **Seconded:** Chelsea Mulvale

Motion carried.

3.9.3. Motion 2017-2018 Joint Committees Appointments

MOTION: To table the following motion to the next board meeting (August 16th, 2017), which reads:

MOTION: To appoint Board Members to the following Joint Committees of the CSA and GSA for 2017-2018;

- 1 CSA Board Member to the Student Health and Dental Plan Committee, and
- 2 CSA Board Members to the CSA/GSA Transit Committee.

BIRT ___ is appointed to the Student Health and Dental Plan Committee.

BIFRT ___ is/are appointed to the CSA/GSA Transit Committee.

Moved: Kayla Weiler **Seconded:** Sean Mitchell

Motion carried.

3.9.4. Motion EEC Timeline

MOTION: To accept the proposed timeline (see Supplementary Material A) submitted by the Executive Evaluation Committee for the 2017-2018 Executive Evaluation process.

BIRT the following timeline be applied for the current 2017-2018 EEC until such time as a complete review of the timeline, in the CSA Policy Manual, Appendix B, Section 2.6., point 2.6.3.4. has been performed by the EEC as per their responsibilities in the CSA Policy Manual, Appendix B, Section 2.6., point 2.6.1.4.

BIFRT the EEC and PBRC complete a joint review of the policy and bring any recommendations and/or proposed changes no later than the second last Board Meeting of the 2017-2018 term.

BIFRT the EEC and PBRC provide the amendments to the policy as track changes for the Board to review and consider.

Moved: Katie McLaren **Seconded:** Kayla Weiler

Motion carried.

3.9.5. Motion Assistant Electoral Officer (AEO) Job Description

MOTION: To approve the Assistant Electoral Officer (AEO) job description.

Moved: Chelsea Mulvale **Seconded:** Sean Mitchell

Motion carried.

3.9.6. Motion AEO Hiring Committee

Minutes #3

Board of Directors Meeting
July 12, 2017 @ 6:30pm – UC 441



MOTION: To strike a Hiring Committee for the Assistant Electoral Officer (AEO) position.

Moved: Chelsea Mulvale **Seconded:** Katie McLaren

Motion carried.

3.9.7. Motion AEO Hiring Committee Appointment

MOTION: To table the following motion until the next board meeting (August 16th, 2017), which reads:

MOTION: To appoint a Board Member to the Assistant Electoral Officer (AEO) Hiring Committee.

Moved: Katie McLaren **Seconded:** Natalie Clarke

Motion carried.

3.9.8. Motion Part Time Bookkeeper Job Description

MOTION: To approve the Part Time Bookkeeper job description.

Moved: Chelsea Mulvale **Seconded:** Natalie Clarke

Motion carried.

3.9.9. Motion Part Time Bookkeeper Hiring Committee.

MOTION: To strike a Hiring Committee for the Part Time Bookkeeper position.

Moved: Chelsea Mulvale **Seconded:** Becca Cheskes

Motion carried.

3.9.10. Motion Part Time Bookkeeper Hiring Committee Appointment

MOTION: To appoint a Board Member to the Part Time Bookkeeper Hiring Committee.

BIRT Sean Mitchell will sit on the Part Time Bookkeeper Hiring Committee.

Moved: Chelsea Mulvale **Seconded:** Kayla Weiler

3.9.13. Motion Exception for Job Description Approval

MOTION: for the CSA Board of Directors to approve two Board Members to be granted authority on behalf of the Board to approve the job description for the Promotional Services and Graphic Designer 2017 hiring process.

BIRT the two Board Members that are appointed to the hiring committee will be the Board Members authorized to approve the job description.

BIFRT once the job description is approved by the appointed Board Members, the Chair of the hiring committee will email the approved job description to the Board for their information.

Moved: Chelsea Mulvale **Seconded:** Natalie Clarke

Motion carried.

3.9.14. Motion Hiring Committee

MOTION: To strike a Hiring Committee for the Promotional Services and Graphic Designer position.

Moved: Chelsea Mulvale **Seconded:** Kayla Weiler

Motion carried.

Minutes #3

Board of Directors Meeting
July 12, 2017 @ 6:30pm – UC 441



3.9.15. Motion Hiring Committee Appointment

MOTION: To appoint two Board Members to the Promotional Services and Graphic Designer Hiring Committee.

BIRT Natalie Clarke and Sean Mitchell will sit on the Promotional Services and Graphic Designer Hiring Committee.

Moved: Chelsea Mulvale **Seconded:** Kayla Weiler

Minutes #3

Board of Directors Meeting
July 12, 2017 @ 6:30pm – UC 441



Agenda #3

3.0 Call to Order

3.1. Land Acknowledgement (pg. 7)

3.2. Adoption of the Agenda

3.2.1. Motion to Approve the Agenda (pg. 7)

3.3. Ratifications and De-ratifications

3.3.1. Motion to ratify 2017-2018 CSA appointed Board Member (pg. 8)

3.3.2. (Info) Board Member Attendance and Regrets (pg. 9)

3.4. Comments from the Chair (pg. 13)

3.4.1. Introductions

3.5. Approval of Past Board Minutes

3.5.1. (Action) Approval of minutes from Board Meeting #2 – June 14, 2017 (pg. 13)

3.5.2. (Action) Approval of *in camera* minutes from Board Meeting #2 – June 14, 2017 (pg. 13)

3.6. Executive Committee Minutes

3.6.1. (Info) Executive Committee Minutes #2 – May 19, 2017 (pg. 14)

3.6.2. (Info) Executive Committee Minutes #3 - May 25, 2017 (pg. 14)

3.6.3. (Info) Executive Committee Minutes #4 - May 30, 2017 (pg. 14)

3.6.4. (Info) Executive Committee Minutes #5 - June 13, 2017 (pg. 14)

3.7. Executive Reports

3.7.1. President (pg. 14)

3.7.2. VP Student Experience (pg. 17)

3.7.3. VP Academic (pg. 17)

3.7.4. VP External (pg. 18)

3.8. Director Reports (pg. 19)

3.9. Business

3.9.1. (Action) Motion 2017-2018 CSA Committee Appointments (pg. 19)

3.9.2. (Action) Motion Strike 2017-2018 Joint Committees (with Supplementary Materials A and B) (pg. 23)

3.9.3. (Action) Motion 2017-2018 Joint Committees Appointments (pg. 23)

3.9.4. (Action) Motion EEC Timeline (with Supplementary Materials A and B) (pg. 25)

3.9.5. (Action) Motion Assistant Electoral Officer (AEO) Job Description (with Supplementary Material A) (pg. 26)

3.9.6. (Action) Motion AEO Hiring Committee (pg. 26)

3.9.7. (Action) Motion AEO Hiring Committee Appointment (pg. 26)

3.9.8. (Action) Motion Part Time Bookkeeper Job Description (with Supplementary Material A) (pg. 31)

3.9.9. (Action) Motion Part Time Bookkeeper Hiring Committee (pg. 32)

3.9.10. (Action) Motion Part Time Bookkeeper Hiring Committee Appointment (pg. 32)

3.9.11. (Info) (*in camera*) University Centre Request for Proposals (pg. 33)

3.9.12. (Info) (*in camera*) HR Matter (pg. 33)

3.9.13. (Action) Motion Exception for Job Description Approval (with Supplementary Materials A and B) (pg. 33)

3.9.14. (Action) Motion Hiring Committee (pg. 34)

3.9.15. (Action) Motion Hiring Committee Appointment (pg. 35)

3.10. New Business

3.11. Announcements (pg. 35)

3.12. Adjournment

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



3.0 Call to Order

Called to order at 6:49pm

3.1. Land Acknowledgement

Land Acknowledgment given by Chelsea Mulvale.

Chelsea: I'd like to acknowledge the Attawandaron territory which land we reside. As well as the (...) of New Credit neighbours. Additionally I'd like to acknowledge the Metis, Anishinaabe communities that reside in this area. I think it's important for us to do these acknowledgements and recognize not only the land but the people affected by the treaty laws, to acknowledge the impact that colonization in the past and present and future have on these communities and the fact that our current operations and actions are apart of this structure that perpetuates these consequences. Hopefully we can take those things into considerations as we move forward in considering our values and understanding and move forward through with reconciliation and active action to repair these damages that that we have and continue to perpetuate.

MOTION: To extend speaking rights to all present.

Moved: Katie McLaren **Seconded:** Natalie Clarke

(No discussion on Motion)

Vote on Motion.

Motion carried.

3.2. Adoption of the Agenda

3.2.1. Motion to Approve the Agenda

MOTION: To approve the agenda

Moved: Kayla Weiler **Seconded:** Natalie Clarke

Discussion on motion

MOTION: To amend 3.4.1. Introductions to 3.4.1. Introductions and Pronouns

Moved: Chelsea Mulvale **Seconded:** Kayla Weiler

(No discussion on motion)

Vote on Motion.

Motion carried.

MOTION: To table 3.9.1. (Info) (*in camera*) CFS Legal History and 3.9.2. (Action) (*in camera*) Motion, until Board Meeting #3 – August 16, 2017

Moved: Chelsea Mulvale **Seconded:** Natalie Clarke

Discussion on Motion to table

Chelsea: The reason why I followed through with making the motion is so that people can actually have a discussion if they wanted to on the pros and cons of what the solutions are, or what the options are.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



PTM: I feel this is really important information, that we should have more board members hearing and a part of. Our guest speaker on this has made themselves available numerous times. I feel we should really honour and value their time and have them come in once and just make that effort that we all be here to show respect to the information and the individual coming in to speak to it. So I feel it really would be good to ensure that we table it and just emphasize to our fellow board members the need to attend and to hear this information.

Sean: I would like to echo that as well.

Chelsea: Can we stress – when we know when Josh is coming back – that a guest is coming and don't waste people's time?

PTM: Yes, I will make sure that I stress to the board the need to respect the individual attending and making time to speak to us on this matter and that attendance is integral, to steal a word from our President. So yes, I can do that.

Sean: I would just like to echo that as well, especially after the discussion last meeting about the question of quorum and how we need to clarify that. This issue would be solved if people showed up.

Vote on Motion to table.

Motion to table carried.

(No further discussion on Motion)

Vote on Motion.

Motion carried.

3.3. Ratifications and De-ratifications

3.3.1. Motion to ratify 2017-2018 CSA appointed Board Member

WHEREAS, appointed members will be joining our Board throughout the summer.

MOTION: to ratify the following appointed individual to sit on the 2017-2018 Central Student Association's (CSA's) Board of Directors;

Guelph Black Students Association, **Ariel Barrientos.**

Moved: Kayla Weiler

Seconded: Becca Cheskes

(No discussion on Motion)

Vote on Motion.

Motion carried.

3.3.2. (Info) Board Member Attendance and Regrets

PTM: I am just going to speak to this because I have to do this, but I'm not comfortable doing a motion on this because I'm just suppose to provide the information, and then it is up to the Board whether they de-ratify their members. I just wanted to speak to the situation to what I've done and then what's been provided to me or not provided to me, and then also in regards to attendance at

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



training, because again as we've been speaking to, attendance is really important and so I know in past, motions have been presented to deratify people, but it hadn't necessarily been the PTM and so I just know my responsibility is to track these things along with the Scribe, so I just want to make sure it's there and then it's up to the Board once they receive this information whether they would like to Motion to de-ratify or decide something else.

Becca: Just for clarity, when it says that "as of July 10, no response was received" – do you know when you emailed them? Do you know how much time passed?

PTM: I did right after the 2nd board meeting.

Becca: OK, so there was a significant amount of time.

Kayla: So I just want to confirm – there's no response at all? Neither phone call nor email?

PTM: Ever since that first one to say they wouldn't show up to training, haven't heard anything.

Sean: As much as our bylaws say this, if we were to de-ratify them, would their organization that they represent be eligible to appoint someone new or elect someone new?

PTM: From what I got from their organization, they've been appointed by their organization/college to do this. I've contacted their college and I haven't heard from them at all. So what could happen is, if this is something, you de-ratify them, I then have to contact their college and let them know. They could then just send that same person back, or they could choose to send someone else but that's where, as PTM, I feel I need to get a better relationship with the colleges and organizations so that they know I'm doing this, because they could just not know.

Sean: Ok, because that was my only concern. This is almost a warning at this point, right? I just want, that this be as fair as possible because they haven't even gotten their information package yet.

Chelsea: Also acknowledging that summer is a tricky time of the year and while, throughout this year, we are acknowledging and hoping to improve some of the functionings in terms of Board. And within the summer moving forward, we can't do anything about that within our current structure of Board meetings in the summer. As much as I want to respect some sort of rigidity around these sort of things, I also recognize that in the summer we want to be fairly flexible. I appreciate this being presented as an information item. Having provided this as an information item now will provide more light should this continue to be an issue in the future or especially in the school year. I would feel comfortable not acting on it now based on the fact that it is the summer and that those expectations were not laid out clearly during the elections process, other than that if that individual sought out that information themselves. That information was not freely provided to all of the people who ran in the elections upfront. So other than that initial e-mail interaction with Lauren [PTM], they wouldn't have had any other conversation about expectations. So just knowing that they haven't received that information, to take that into consideration. I would hopefully provide the opportunity to have those conversations and then evaluate again moving forward from there.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



Sean: Because the bylaws recommend that we should de-ratify them, I would be more in support of de-ratifying them with the expectation that they could be re-entered to the Board at a later date when they could come, but because of our attendance issues right now, it would be easier to make quorum without them... is that correct?

PTM: Because that's something PBRC has to deal with and because it's not very clear right now, it would be something that we would add to that in discussion with PBRC, based on the number you have during the summer, that should then restructure the number you have for quorum based on that. So right now, not necessarily, but it's definitely something that can be a factor when PBRC reviews quorum.

Sean: Just to clarify, if we were to de-ratify them now, based on different definitions or whatever of quorum, would it make it easier for us to make quorum here if they were not part of the group?

Chair: As it currently stands, no. It may change after policies have changed, but as it currently stands, no.

Katie: I agree with Member Mitchell. I think you need to honour the bylaws for now. Also if this member has not communicated nor shown up, de-ratifying them for the next meeting, which is still the last summer meeting, wouldn't really impact them because like you said their college could always send them back in September and then re-evaluate them.

Chelsea: Considering that the college could reappoint them at a time that they would actually be able to attend, then I see no concern either way, frankly.

Sean: Sorry, so there's one member that is appointed... Are they both appointed? Or is one elected?

PTM: This is about one person. I didn't want to put names or anything.

Kayla: Due to the fact that we are currently struggling with attendance of board meetings, the de-ratification might stress the importance of attendance, not just to them but to other Board members that the lack of attendance could mean de-ratification. It's not just a message to them, but to all Board members.

Becca: But without actually having to de-ratify a person, would it be more appropriate given the other things we've talked about, to just send out a reminder e-mail, which we have to do anyways, to say "Hey, a guest is coming to talk about a very important matter that you all need to know about." In that same e-mail, might we not say "P.S. If you can't attend and you don't send regrets, you will get de-ratified, just a reminder," without having to de-ratify and send a message, can't we just send a message in e-mail

Katie: I think if you go down that route, you need to act on it, because this individual hasn't come to the last two, so if you're going to state that as a rule, that you would like to follow in the future, we need to act on it now.

PTM: I don't want us to feel like we're using this specific individual as an example of the rest of the Board, because I don't know if a health thing has happened, or if a family thing has happened. Just because I haven't heard anything. So I get what everyone is saying but as the

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



neutral individual here, I just really don't want us to be making an example because of everyone else on this specific individual. But again, I respect what the Board decides, I just want to make sure I stress that as the person who has been reminding and sending the e-mails, I just want us to also consider that there could be extenuating circumstances that we just don't know about. So I just want us to also keep that in mind.

Becca: I fully agree with what Lauren [PTM] said, just in that because we've discussed how this could be a unique circumstance, and that there are some things to consider about this individual that we don't have information on, without having to use them as a precedence setting example. I think that maybe it might be more appropriate to use this as a warning.

Chelsea: I also want to stress that this person does not know the expectations of the summer board meetings, or it's very likely that they do not. Equally as much, they might not have known those expectations as thoroughly for the training, which is where they would have got more detailed information about those expectations and because they did just drop off with no communication at a certain point, it does raise concerns.

Sean: I think regardless of circumstances, the bylaws don't really ask us to read into that at all. They are what they are. I think it would be prudent to act on it.

Katie: I think another factor could be, obviously circumstances are important but I agree with your expectations but also, if there was an e-mail that said "I'm not coming to training," they must have read into something to know that you had to send, "Hey I'm not coming to board meetings" or just to send regrets. I feel as if there should have been something else they could have done.

PTM: Just for myself – I kind of need an outcome to this. What's my follow up? Because I did let this individual know and their college/organization that I would then be responsible to bring this to the Board to find out an outcome. So I would just like to know for me now, what are my steps after this Board Meeting? What do I need to do now? Am I e-mailing them that they've been de-ratified or am I e-mailing them that its been brought to the Board and the Board decided just a warning. If you could give me some context as to what the Board would like me to do going forward now.

Sean: When was the time you contacted their college?

PTM: It would have been right after that second board meeting.

Chelsea: Also, I'm not comfortable bringing forward a motion, but this would be the time if you wanted to bring forward a motion to do it.

MOTION: To deratify College of Business and Economic Students Association, Emily Kaldis.

Moved: Katie McLaren

Seconded: Sean Mitchell

Discussion on Motion

Sean: With this Lauren [PTM], you'll be following up to inform both the college and the individual about the outcome?

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



PTM: Yes, I will do that. I have been contacting the college in general but someone recommended that I contact the president directly because that may be a better method of contact through the summer that they may not be checking the general. Because I had sent it to the general before I will still keep the general, but I will also now add the president of the college within that exact same e-mail that is going to go to this member, and then cc: the college and the president and I will reference the motion.

Becca: Just a thought, we really need to prioritize ensuring that during the elections process, summer expectations are clearly stated early on because this speaks to larger issues about attendance, and it's just becoming clear that people are not fully aware.

Sean: To add to that saying that when people put forward their nomination to be in the election or to be appointed, that everything's made clear beyond not just this issue but everything. Because I do agree I did not have a whole lot of information as to what I was getting into and that's not blaming anybody but.

PTM: In my role I also work with the elections office. Because it needs to be an independent office, there is only a certain extent to which I can be involved. But I will definitely communicate with the CEO that perhaps in this Candidates Package there is a bit more of an emphasis on day in the life of a board member, which has been suggested to me. Perhaps I could then work with the CEO in my capacity of Bylaws and Policies to provide the board member expectations to them so that they can then create a section within the Candidates Package just to let people know, and then on my end, I feel my role as PTM may then be the only one to give that information to the colleges and student organizations to let them know what the expectations are. So that could be something, we don't have to decide it here, that may be the Board then asks that I present that information to the student organizations and colleges so that they're aware when they're appointing someone that these are the expectations, these are the time requirements. It's something I brought up in training with everybody because I wasn't sure if people knew this information before they were appointed.

Chelsea: The PTM sort of alluded to this but the executive and myself have flagged the level of information during the entire elections process around expectations and roles prior to being elected and holding either a seat on the Board or a seat in Office. We've raised this concern and we've shared that with the PTM who is sharing that with the CEO and I am also meeting with the CEO to discuss some of these items as well.

Vote on Motion.

Motion carried.

3.4. Comments from the Chair

Chair: Hello everyone, thank you very much for joining us. Some things that I wanted to mention tonight. Going forward, I would like to start off the meetings with the motion to extend speaking rights, so hopefully we will have that added to the agenda for meetings going forward, especially as we move towards the beginning of the school year, we will have times where we have either more guests or

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



things that need individuals who do not usually have speaking rights to speak to them. As well, something else I wanted to mention is that at any time, if there is somebody that is a better resource in some sense that is not a board member that you would like to defer to for information, for example if someone wanted to defer to the PTM to speak on a particular matter, you are allowed to use your place on the speaker's list to defer to an information source. So that's something to keep in mind in case there's something in particular that an individual other than yourself would be able to speak to and you would like them to speak to.

3.4.1. Introductions and Pronouns

Introductions of all members present made with names, organizations and pronouns.

3.5. Approval of Past Board Minutes

3.5.1. (Action) Approval of minutes from Board Meeting #2 – June 14, 2017

MOTION: To approve the minutes from Board Meeting #2 – June 14, 2017

Moved: Natalie Clarke **Seconded:** Kayla Weiler

Motion carried.

3.5.2. (Action) Approval of *in camera* minutes from Board Meeting #2 – June 14, 2017

MOTION: To move *in camera* at 7:25pm

Moved: Kayla Weiler **Seconded:** Natalie Clarke

Motion carried.

MOTION: To approve the *in camera* minutes from Board Meeting #2 – June 14, 2017

Moved: Becca Cheskes **Seconded:** Kayla Weiler

Motion carried.

MOTION: To move out of *in camera* at 7:35pm.

Moved: Becca Cheskes **Seconded:** Kayla Weiler

Motion carried.

3.6. Executive Committee Minutes

3.6.1. (Info) Executive Committee Minutes #2 – May 19, 2017

Chelsea: These are provided as an information item. I stated this in the last meeting, but just to reiterate, included in the agenda you'll notice, of all of the executive committee meetings moving forward, we have info items, motions and discussion items, the discussion items are things that require a larger discussion, that we know immediately needs a larger discussion and with some sort of action items, which is also why we include a table of action items. This executive committee meeting occurred on May 19th and primarily was to continue the items that we did not get to in our first executive committee meeting.

3.6.2. (Info) Executive Committee Minutes #3 - May 25, 2017

Chelsea: You will notice that a lot of the items that were on the agenda in meeting #1 and #2 are also on meeting #3 because we had a bajillion items and we overestimated how much we would

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



be able to accomplish in our executive committee meetings, especially with so many of them being discussion items that included decisions or transition pieces as we got into our roles, as this is still in May.

3.6.3. (Info) Executive Committee Minutes #4 - May 30, 2017

Cheslea: This meeting was significantly shorter – well, not shorter, but fewer agenda items because there weren't any from the first three that we needed to allocate our time to. You'll be able to – if you look at our executive committee meetings and some of our past board updates – you'll be able to see some connections with the work that we've reported in our board updates and some of the discussion or information items that are included in this meeting.

3.6.4. (Info) Executive Committee Minutes #5 - June 13, 2017

Chelsea: The main thing to note with this meeting is that we had a few motions to approve some budget allocations. This is because the budgets – one of the budgets that I oversee is the Council budget, and within that budget, there's a number of budget lines that require a executive committee meeting motion and vote in order to allocate funds within those budget lines. Those often relate to travel and conference and training as well as the Executive Discretionary Fund which is where all of these budget allocations were, in relation to the conferences that we went to in June as well as CFS Skills.

3.7. Executive Reports

3.7.1. President

Chelsea: I will mostly highlight key pieces that I need to follow up from action items that I've mentioned prior or new things that are going on. As well as I have a few updates that aren't necessarily included in writing in here. I hope folks are having a great summer. It's already July and that's terrifying. The VP Academic and I met with the Registrar Ray Darling to discuss our goals for the year, so the Registrar oversees a whole bunch of stuff within the University surrounding – I can't even concisely say it – student financial services, registration for classes, administration, exam scheduling, the list goes on. He's new to the role as of earlier this year, so we discussed his goals and priorities coming in to the role as well as our goals and priorities and things that we can do to help each other in terms of raising levels and information and communicatin with students and increasing the student voice surrounding those kind of concerns that are related to him. Becca will likely speak to this also, but Becca will be continuing and being the main contact with Ray and I will just be getting information through Becca mostly, and joining in meetings where necessary. In terms of planning with Operations, we conducted a final goal setting meeting with the executives to provide some guidance and clear communication which was really helpful because we have to create some goals for EEC. So that's good and has provided us with some focus. We have been attending some O-Week planning meetings led by VP Student Experience Emily. We've had some meetings to discuss Service Committees that were tabled at the last board meeting and those are ongoing. As well, we had a CSA planning meeting to discuss our overall Operations business timeline that needs to be created, as well as

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



some large scale discussions and improvements that need to be made to our operational practices and help us with prioritization and timelines of that. Additionally, we had some CFS legal training for the Executives. We are reviewing the policies and procedures for how to raise concerns and establish a respectful and healthy workplace. This is ongoing. We are looking into some solutions for HR short term and long term. Some of the results for that is that we are looking into the options of a workplace Health & Safety Consultant which is supposed to help us not only with our health and safety needs hopefully, but also with identifying and providing training to all the executive and staff, full and part time. So we'll be looking into the option of that consultant. Additionally, we'll be looking into a consultant that might be able to assist us with the code of conduct in grievance procedures in the interim. So these are kind of the shorter term solutions. Also, it's important to note that this would be outsourcing two of those key roles that did once reside within the HR job description. So while the money would not come directly from that budget line where it previously existed, all of the money would come from somewhere within my budget, it would just come from a different line. That salary money lies within my budget as well so it wouldn't require any budget shifting or anything like that. We're also looking at longer term solutions and having some collected meetings around – depending on what short term solutions we have – what are some long term solutions we could be looking towards and then put in place within our policies & procedures for consistency and create some regular timelines that would be expected year to year. Additionally, last time I spoke to some changes around technology. I am still looking into that and that's ongoing. It has been slow-moving just because of the amount of conferences and meetings as well as prepping for the audit and some emergent business that just always seems to be popping up. I'm hoping to continue that communication for July because it would be ideal to have everything set up by mid-August... hopefully. In terms of CSA Spaces, we have collected some signatures regarding the UC proposal process, which we will be speaking to later. I've been communicating with Photo Arts Club around space changes and renovations which is an ongoing conversation and is still ongoing so I will hopefully be able to provide some more detail on that at the next board meeting. Club Space is moving along really well. I don't have exact details, but it looks great so far. Renovations regarding space that we are gaining at the back of our office, which used to be occupied by the UC Admin is becoming ours and renovations begin July 10th so we will be fully surrounded by construction. We are reviewing Health & Safety Protocols to make sure all our spaces are compliant. We are working on purchasing and ordering our swag for all of our staff and volunteers as well as stuff for O-Week and for the year. I don't have a list of the exact items that we are getting but some of them include sunglasses and beach balls for O-Week, which should be fun. We have done a lot of Survival Guide edits. That's something that's up and down depending on the year and what's happening during the time that edits are happening. We wanted to really focus on that and update everything so that was quite a process. Additionally, we have put forward 2 motions to the CFS Ontario AGM, one of which Kayla will probably speak to a little more; one of which is a suggestion for CFS to create a Sexual Violence Policy and the other is suggestions for student unions, federations or associations associated or that are member locals with CFS Ontario to

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



make internal Sexual Violence Policies, because depending on how a union or association might be structured, executive and staff may or may not be protected by the Sexual Violence Policy at the University. Because associations and unions are autonomous organizations. So because Kayla and I worked on that together, I will be going to the OGM with Kayla which is in August. Lastly, the Ontario government has presented the formula they will be using in terms of the Youth Drug Plan that they were updating, so that comes in to place January 2018. Everyone who is 24 and under, their drugs/medications will be included within OHIP, so as long as you present your Ontario Health Card, it will be covered. Although its important to note that the drugs are those that fall within the Ontario Formulary which is about 440 drugs. Mostly it's generic brand drugs with some exceptions. We don't know exactly how this will affect our health and dental plan as of yet but these would be conversations that we have ongoing and we will be bringing updates as we move forward.

Chair: Not to put you on the spot, but I do want to remind members to keep their information items beneath 5 minutes. I know you have a lot of important things to say so I let you go on a little bit longer.

Sean: The last 2 things you said, I couldn't find within your executive update and that may just be from me not looking enough.

Chelsea: At the beginning of my lengthy speech, I mentioned that there were a couple things that weren't in there. They've come up since submitting the board package, but I thought that they were important to include because there might be new information on those at the next meeting.

Sean: Speaking to the Drug Plans, will Liz Sandals be holding an information session on that in September?

Chelsea: Yes.

3.7.2. VP Student Experience

Emily Vance has sent regrets.

No discussion or questions.

3.7.3. VP Academic

Becca: Hi everyone. What I'm about to say to you is not the full scope of what I've been doing. I'm just going to highlight some things and if you do really want to read up on what I've been up to since the last meeting, feel free to read it in the package. I assume most of you probably already have. So just some highlights, as Chelsea mentioned, we did meet with the new Registrar, Ray Darling. We did talk to him about a number of different student issues that fit into my wheelhouse including student financial issues and also a lot of different academic issues. We actually met with Brenda Whiteside on a lot of those same issues as well. There's a lot of exciting things on the Registrar's radar that are going to make a really big impact on students so more to come on that as we move through the year. With that said, I have set up monthly meetings with Ray moving forward, so there will be updates all the time. I sat on a Late Appeals Committee for the first time. It's a financial committee where, once students have not paid their tuition on time, they can send

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



in an appeal to have their late fee waived, and this committee evaluates whether or not they get their money back. I am highlighting this because I am seeking an additional person to sit with me on the Late Appeals committee. They happen all semester. So if anyone is interested in being that second person and is at this meeting today, speak to me after the meeting and I ask that they send me an email as well so that I have that information saved the next time the committee meets. There really needs to be student representation on that committee, because I am the only student and it is a little bit cut-throat and it's a little bit not super friendly. So again, if you're interested in being that person, let me know after the meeting and we will set that up. In terms of Academic, I've been researching the Academic appeal process fairly heavily so that I'm able to support students throughout the summer and come September on issues pertaining to Academic Appeals because I'll be sitting on committees that have to do with re-evaluating that process this year. One interesting thing that has come up in terms of advocacy is that it has come to my attention that our school does not have a formal grievance process. This is a very serious issue and it's something that is requiring more research. It's something that is ongoing. I have after last meeting contacted Judicial and have not heard back from them, but we are in discussion and are researching what could be done about this. Sorry - this is a grievance process for students. While there is a grievance process for staff and staff, and faculty and faculty, there is not a grievance process for students to file an issue against a staff or faculty members. We are one of the only universities that doesn't have that. In terms of committees, I will mention that Kayla is now sitting on one of the committees that I sit on which is the Accessible Course Content and Open Education Resource Task Force. We are excited to have Kayla as a part of that committee because it also has to do with fighting for more affordable educutions for students. Been meeting regulary with SHAC. A lot of training and information meetings have to be set up with SHAC just to make sure they're prepared going into the year. Worked a lot on the Survival Guide. Created 2 sections for the survival guide that were not there before. That took up quite a bit of my time for a while and I'm very happy its over. And the student memorial service is going well in terms of it's planning. It's on track. I'm done.

3.7.4. VP External

Kayla: Hello everybody. Mine is pretty brief. There's a couple of highlights here. Some of my committees I've been meeting with. Human Rights Advisory Group met on July 6th and discussed the changes to the procedure on the Human Rights Policy based on recommendations made by the group from February 2017. Last night I met with the Transit Advisory Committee, but we did not reach quorum, so we did not meet. But I do have some updates about the September route, which is the 99. It's a 10 minute service bus that will go from Claire Rd to Guelph Central Station and then from Guelph Central Station to Woodlawn every 10 minutes, but it won't stop at the University. It's a great opportunity for students to get around the city better. So that's a good highlight. Services: At the FoodBank, today with the PTM, we went to help with the gardens and they are both coming along very well and we will be able to pick those and provide that food to the foodbank for their visitors. I met with the Taxi Review Bylaw Group at City Hall. We have

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



created a working group called Vehicle For Hire Working Group and currently the group consists of cab companies of Guelph, Uber, myself and city staff as well as one other student representation. Unfortunately, students only get two seats on the Working Group and those are already filled so we're not taking anymore students, but if you do know people in the committee, particularly senior citizens or people who use taxis and ubers regularly who are not students, let me know. Please contact me by e-mail and they will be invited to the working group. Another update, I met with the Guelph-Wellington Coalition for Social Justice. It's a group of different community groups in the city. We discussed a letter that they had sent to MP Lloyd Longfield about governmental impact of policies with the government and we went over his responses. We also sent a letter to MPP Liz Sandals about her comments about the Guelph-Wellington Coalition for Social Justice but she hasn't responded quite yet. We talked about the potential LCBO strike and what we could do to help, but as that did not occur because a tentative agreement was reached, we weren't able to help the LCBO workers. So that meeting was June 20th so before the strike. We are planning to meet again in September. My last update is for the Canadian Federation of Students for Ontario. Like Chelsea had mentioned prior, we had written 2 motions for the Ontario AGM, which is in August coming up, and it's to recommend member locals to develop an internal Sexual Violence policy because they're currently not covered under the university. But then also the second motion was to create a CFS-O Sexual Violence Policy to cover member locale representatives when they attend CFS events. So if this motion is passed at the August AGM, it will be discussed at the following board meeting, after the August AGM. So some action items will be brought here to discuss, such as a potential committee or working group.

Sean: What was the LCBO thing? I kind of missed it.

Kayla: The meeting was on June 20th, before the LCBO strike, and in the meeting we discussed how to help LCBO workers as in not crossing the picket line, and also helping them with the strike but because the LCBO workers reached a tentative agreement with the Government of Ontario, they didn't go on strike.

Sean: Sorry – who was we?

Kayla: The Guelph-Wellington Coalition for Social Justice.

3.8. Director Reports

Katie: I worked since the past board meeting on some EEC updates, which will be presented later. We had our first EEC meeting. I met with Lauren [PTM] a couple of times to hopefully develop a timeline that hopefully everyone will like.

Sean: Honestly, I have not yet met with the SSC. I'm happy to report that I signed a letter regarding the UC Proposal process.

Natalie: Nothing from the College of Arts, just O-Week stuff.

3.9. Business

3.9.1. (Action) Motion 2017-2018 CSA Committee Appointments

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



WHEREAS, the CSA Board of Directors is required to maintain Standing Committees and Standing Subcommittees.

WHEREAS, CSA Board Members are required to participate in committees of the CSA.

MOTION: To appoint Board Members to the following Standing Committees and Standing Subcommittees of the CSA for 2017-2018:

2 Board Members to the Finance Committee;

2 Board Members (1 College / At-Large Representative, 1 Non-Executive Board Member) to the Executive Evaluation Committee (EEC);

Board Members to the Policy and Bylaw Review Committee (PBRC);

2 Board Members to the Petitions, Delegations and Representations (PDR) Committee; and

1 Board Members to the Capacity, Analysis, and Planning Committee (CAPCOM).

BIRT ___ is/are appointed to the Finance Committee.

BIFRT ___ is/are appointed to the Executive Evaluation Committee.

BIFRT ___ is/are appointed to the Policy and Bylaw Review Committee.

BIFRT ___ is/are appointed to the Petitions, Delegations and Representations (PDR) Committee.

BIFRT ___ is appointed to the Capacity, Analysis, and Planning Committee.

Moved: Kayla Weiler

Seconded: Natalie Clarke

Discussion on Motion

PTM: I just want to speak to this to provide a suggestion to table this to the next meeting as I believe all of the directors present have already participated in these. So this was more put in here to express to other board members that have not signed up for committees. Just a suggestion.

Natalie: So this is for people additional to the people who have already appointed?

PTM: Yes, the numbers that are on here have changed since the last meeting. Certain numbers have already been filled, these ones are outstanding. So it was more not to – it wasn't just to be presented to such a small group of board members. I was supposed to have new Board members and recurring Board members come in to then fill these positions so it was planned on having the people who said they would attend to be here to then further add to the number of our committees.

MOTION: To table this motion to the board meeting #4 – August 16th, 2017

Moved: Kayla Weiler

Seconded: Becca Cheskes

Discussion on Motion to table

Chelsea: Currently we have one board member on the PDR Committee, yes?

PTM: Yes.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



Chelsea: What is quorum for that meeting?

PTM: I have taken this out of Policies, “A simple majority of members.”

Sean: In reference to putting that to the next meeting – there was talk of a emergency board meeting – could this be tabled to that meeting?

Becca: That’s not for this. There are things that are more pressing than these, so if we were to include an emergency board meeting, it wouldn’t be for this.

Natalie: In referring back to the minutes from the last meeting, I have signed up for PDR as well, so there should be two of us. Member McLaren and myself. If I’m correct. It’s on page 7.

Chelsea: So to confirm, that would count as one organization and one college?

PTM: Yes.

Chelsea: Ok, great then I have no concerns tabling this motion because we would be able to begin business and because we would be able to meet quorum. If we weren’t able to then I would suggest appointing now because we have been receiving PDR’s.

PTM: Just for PBRC, it’s in there just to keep it on everyone’s radar that you just have to e-mail me. We don’t have to do it this way; it’s just so people know it’s in there.

Natalie: If I want to sign up for a committee now, can I do that or should I wait until next meeting.

PTM: Because we are discussing a motion to table this, that could be a reason to not pass the motion on the table and instead choose to continue in the meeting.

Natalie: It doesn’t have to be done, whatever is easier for you guys.

Chelsea: Point of Information (P.O.I.) – what committee would you be wanting to add yourself to?

Natalie: The EEC.

Chelsea: EEC is meeting on-going, as far as I know, so that would be one to be added to. I would suggest when this motion to table goes to vote, potentially no voting, then we would appoint you, and then another motion could come forward to table the rest.

Sean: It doesn’t matter since the committee won’t be meeting for a while, correct?

PTM: Another piece of business on here speaks to this. We have actually already met. And we’re actually, as we will discuss later on, we are actually already behind. Based on our policy. It probably would be best, because we are going to be having a meeting to go through the first evaluation process before our next board meeting. So as an EEC member, I would really be in favour of having another person appointed because they then could miss a crucial part of our evaluation process if we then table everything.

Natalie: That’s the reason I brought it up because I know some of these are time sensitive. So, I have no problem being on this committee so I thought I’d just raise it as a question.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



PTM: The reason I mentioned tabling is because I didn't want to pressure the individuals who are here because I know they are on a few of these already so I didn't want you to feel pressured that you then had to be on more because it's on here. So if you're willing.

Vote on Motion to table.

Motion fails.

Discussion on Motion continues

MOTION: To divide the question to separate the appointment of EEC from the rest.

Moved: Kayla Weiler

Seconded: Chelsea Mulvale

Discussion on Motion to divide

MOTION: To recess for 5 minutes (to return at 8:27pm)

Moved: Kayla Weiler

Duly seconded.

(No discussion on Motion to recess)

Vote on Motion to recess.

Motion to recess carried.

(No further discussion on Motion to divide)

Vote on Motion to divide.

Motion to divide carried.

Discussion on now divided Motion continues:

MOTION: to table the following divided Motion to the next board meeting (August 16th, 2017), which reads:

MOTION: To appoint Board Members to the following Standing Committees and Standing Subcommittees of the CSA for 2017-2018:

2 Board Members to the Finance Committee;

Board Members to the Policy and Bylaw Review Committee (PBRC);

2 Board Members to the Petitions, Delegations and Representations (PDR) Committee; and

1 Board Members to the Capacity, Analysis, and Planning Committee (CAPCOM).

BIRT ___ is/are appointed to the Finance Committee.

BIFRT ___ is/are appointed to the Policy and Bylaw Review Committee.

BIFRT ___ is/are appointed to the Petitions, Delegations and Representations (PDR) Committee.

BIFRT ___ is appointed to the Capacity, Analysis, and Planning Committee."

Moved: Katie McLaren

Seconded: Becca Cheskes

(No discussion on Motion to table)

Vote on Motion to table.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



Motion to table carried.

MOTION: To appoint Board Members to the following Standing Committee of the CSA for 2017-2018:

2 Board Members (1 College / At Large Representative, 1 Non-Executive Board Member)
to the Executive Evaluation Committee (EEC)

BIFRT _____ is/are appointed to the Executive Evaluation Committee.

Moved: Kayla Weiler

Seconded: Natalie Clarke

Discussion on Motion

Natalie: I would like to be appointed to the EEC.

No further discussion on motion, which now reads:

“**MOTION:** To appoint Board Members to the following Standing Committee of the CSA for 2017-2018:

2 Board Members (1 College / At Large Representative, 1 Non-Executive Board Member) to
the Executive Evaluation Committee (EEC)

BIFRT Natalie Clarke is appointed to the Executive Evaluation Committee.”

Vote on Motion.

Motion carried.

3.9.2. (Action) Motion Strike 2017-2018 Joint Committees (with Supplementary Materials A and B)

WHEREAS, the CSA and GSA duly appoint Joint Committees to oversee and monitor services provided to students (see Supplementary Materials A and B for the terms of reference).

WHEREAS, the formal striking of Joint Committees will be documented in the CSA Board Meeting minutes for archiving and record purposes.

MOTION: To strike the following Joint Committees of the CSA and GSA for 2017-2018;

Student Health and Dental Plan Committee, and

The CSA/GSA Transit Committee.

Moved: Kayla Weiler

Seconded: Chelsea Mulvale

Motivate: It is important to strike these 2 committees so that the work of these committees can be started immediately. For instance, the CSA/GSA Transit Committee needs to confirm our Terms of Reference for the school year because of Transit changes. We want to be prepared for September. So today is the best time to strike these committees.

Discussion on Motion

Chelsea: I can also speak to the Student Health & Dental Plan Committee as I am co-chair with the GSA rep. At CSE conference with Gallivan, we discussed Health and Dental Plan items that are fairly immediate for functioning throughout the year, especially with some of the changes with

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



OHIP coverage. We are already hoping on and have tentatively scheduled a meeting, so it's integral to strike a committee so that our meeting counts.

Vote on Motion.

Motion carried.

3.9.3. (Action) Motion 2017-2018 Joint Committees Appointments

WHEREAS, the CSA and GSA duly appoint Joint Committees to oversee and monitor services provided to students.

WHEREAS, CSA Board Members are required members to sit on the CSA and GSA Joint Committees.

WHEREAS, CSA Board Members are required to participate in committees of the CSA.

MOTION: To appoint Board Members to the following Joint Committees of the CSA and GSA for 2017-2018;

1 CSA Board Member to the Student Health and Dental Plan Committee, and

2 CSA Board Members to the CSA/GSA Transit Committee.

BIRT ___ is appointed to the Student Health and Dental Plan Committee.

BIFRT ___ is/are appointed to the CSA/GSA Transit Committee.

Moved: Kayla Weiler

Seconded: Sean Mitchell

Motivate: Originally, the striking of these committees was planned to occur at this meeting if we had a significant amount of board members because CSA board members are required to participate in committees at the CSA and the current board members attending this meeting are already appointed to committees, I would recommend a motion to table the appointment to these committees simply due to the fact that the members here have already joined committees.

Discussion on Motion

Becca: P.O.I. Is that going to halt the business of these meetings?

Chelsea: Not for the Health & Dental Committee because the quorum is 4 voting members, and 4 have planned to be at the tentative meeting.

Kayla: My quorum is 5. We can hold meetings without 2 CSA board members being appointed because we have 5.

MOTION: To table the following motion to the next board meeting (August 16th, 2017), which reads:

MOTION: To appoint Board Members to the following Joint Committees of the CSA and GSA for 2017-2018;

1 CSA Board Member to the Student Health and Dental Plan Committee,
and

2 CSA Board Members to the CSA/GSA Transit Committee.

Minutes #3

Board of Directors Meeting
JULY 12, 2017 @ 6:30pm – UC 441



BIRT ___ is appointed to the Student Health and Dental Plan Committee.

BIFRT ___ is/are appointed to the CSA/GSA Transit Committee.

Moved: Becca Cheskes

Seconded: Katie McLaren

Discussion on Motion to Table

Chelsea: The board members in attendance have all been consistently attending and signing up for a variety of committees so to put additional burden on them and take potential committee spots away from Board members that will be required to sit on committees.

Vote on Motion to table

Motion to table carried.

Motion tabled.

3.9.4. (Action) Motion EEC Timeline (with Supplementary Materials A and B)

WHEREAS, in reviewing the Timeline of Executive Evaluation reporting outlined in the CSA Policy Manual, Appendix B, Section 2.6., point 2.6.3.4., the EEC noted that the first round of reporting dates for the Executive Officers and the EEC had already passed prior to the EEC being struck and members appointed.

WHEREAS, consideration has been made by the EEC to ensure the Executive Officers are aware of this proposed timeline for the year in advance of this meeting of the Board of Directors.

WHEREAS, the EEC members are very aware of the importance of the EEC and the evaluation process and want to ensure that we are in an effective position this year to ensure the EEC is successful and effective.

MOTION: To accept the proposed timeline (see Supplementary Material A) submitted by the Executive Evaluation Committee for the 2017-2018 Executive Evaluation process.

BIRT the following timeline be applied for the current 2017-2018 EEC until such time as a complete review of the timeline, in the CSA Policy Manual, Appendix B, Section 2.6., point 2.6.3.4. has been performed by the EEC as per their responsibilities in the CSA Policy Manual, Appendix B, Section 2.6., point 2.6.1.4.

BIFRT the EEC and PBRC complete a joint review of the policy and bring any recommendations and/or proposed changes no later than the second last Board Meeting of the 2017-2018 term.

BIFRT the EEC and PBRC provide the amendments to the policy as track changes for the Board to review and consider.

Moved: Katie McLaren

Seconded: Kayla Weiler

Motivate: We gave this timeline to the executive officers so they know what's up. This just helps us stay accountable and get rockin' and rollin' with evaluating. Please approve.

Discussion on Motion

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



PTM: As a member of EEC I just want to say too that a Board member was also on EEC last year also expressed at our EEC meeting – they're not here so I thought I'd express for them – that they did express that the way it was done last year, because stuff wasn't started in the summer, and they didn't review the timeline, they ended up having to scramble and do everything in the Fall, and ended up rushing and the evaluations were not done to the best of their ability because of this time crunch so that's why we then – when we met – tried to avoid what happened last year so we could be in a good frame to go forward this year which is why the EEC found that this was a good alternative to make sure we could actually do our jobs effectively in evaluating the executive.

Vote on Motion.

Motion carried.

- 3.9.5. (Action) Motion Assistant Electoral Officer (AEO) Job Description (with Supplementary Material A)

WHEREAS, the AEO position needs to be filled for the 2017-2018 year.

WHEREAS, a job description (see Supplementary Material A) must be completed and then reviewed by the Board of Directors.

MOTION: To approve the Assistant Electoral Officer (AEO) job description.

Moved: Chelsea Mulvale **Seconded:** Sean Mitchell

Motivate: The AEO is a support position to the Chief Electoral Officer (CEO). Maureen and Lee Anne reviewed this job description after the election and suggestions given by the previous CEO and AEO. That review process was completed prior to April 30th and we recently reviewed those to make sure there were no final edits.

(No discussion on Motion)

Vote on Motion.

Motion carried.

- 3.9.6. (Action) Motion AEO Hiring Committee

WHEREAS, the Assistant Electoral Officer (AEO) position needs to be filled for the 2017-2018 year.

WHEREAS, a Hiring Committee, containing one CSA Board Member, one CSA Executive Member and one CSA Staff Member must be struck.

MOTION: To strike a Hiring Committee for the Assistant Electoral Officer (AEO) position.

Moved: Chelsea Mulvale **Seconded:** Kathie McLaren

Motivate: This is simply to strike a hiring committee for the job description and position that we just approved.

(No Discussion on Motion)

Vote on Motion.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



Motion carried.

3.9.7. (Action) Motion AEO Hiring Committee Appointment

WHEREAS, the Assistant Electoral Officer (AEO) position needs to be filled for the 2017-2018 year.

WHEREAS, one CSA Board Member is needed to sit on the Hiring Committee.

MOTION: To appoint a Board Member to the Assistant Electoral Officer (AEO) Hiring Committee.

Moved: Chelsea Mulvale **Seconded:** Natalie Clarke

Motivate: So this is the point where I will say that due to the timeline that we had originally looked at, the CEO was hoping to have this position hired prior to the Fall. As this role is key to supporting the CEO position and we do have by-elections in mid-September. Due to a number of items we have spoken to already this meeting i.e. the lack of attendance from board members and the fact that the current board members that are here are already signed up for a number of committees. As well as the point that we have two other hiring committee appointments to follow in this board package that are professional positions that affect larger scale operations, I would suggest bringing forward a motion to table this until the August board meeting.

Discussion on Motion

Natalie: P.O.I. What would be the time commitment? Would it be just once off or would it be multiple times.

Kayla: Based off my experience with the Foodbank hiring committee, we had to meet, go over the job description, and then from the job description go over the kind of questions we wanna ask in the interview and then once we have the questions compiled and written that's when we start going through resumes. So it depends on what kind of changes you want to make to the questions and how long that takes. For us it took one meeting, but sometimes it takes more. And then depending on how many people apply, because it takes time to go through the resumes, but I can say it shouldn't last longer than a month. It actually should last about two weeks and a half, probably, at the maximum. But that's the kind of time commitment, with 2-3 other people. It depends on who applies and how much time you want to put into it. It can be done quickly but it can also take some time.

Becca: P.O.I. If this were to be pushed back and if the hiring process did take a considerable amount of time, including the training this person would have to receive before the start of September in order to have everything lined up, is it detrimental for us to table this?

Chelsea: In addition, to the first question, time will also be spent by attending interviews as well as time spent then making that final decision. So a number of meetings, but it is within a short period of time. To answer Becca's question, since we have already approved the job description and struck the hiring committee and because this serves as notice, the position could be posted prior to the August board meeting. The posting could close around the same time as August board meeting and the hiring committee could begin its initial meeting quickly after the August board

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



meeting which would move that process up but the AEO would not be hired – realistically, until the last week of August.

PTM: Nominations for the by-elections will begin the week after orientation week. I'll speak to it just briefly because it will be in the next board package but this took in a number of factors. It's our responsibility to make sure these dates are done, but also we want these new board members to actually be able to serve a certain time on the Board. In the past they started in November, and then only served for a month. So I'm then also trying to ensure that they are elected and in the position to attend the all day training on October 21st so then they can all meet everyone else on the Board and then start serving. I'm disappointed, to be very honest, that we are not going to be able to get a board member today. It's not a reflection of any of the board members present. I am just very disappointed that myself and the CEO have been working very hard to get this election stuff ready to go and I'm just very disappointed that I feel like the Board is not taking some of these Operations matters as seriously as they should because it's really hindering the CSA staff's ability to do their jobs effectively for students and for us to be able to do our jobs properly. That being said, the AEO needs to have been starting for September because they're a really big support role for the CEO and, as I said, I help the Elections Office but I'm at a distance. I can only do so much based on how they're structured. So it just means that I will try to help even more for the CEO so that they do not get overwhelmed. So they get the support sooner rather than later. If we can get someone for August, we can get this person in the position and started helping the CEO for the by-elections.

Natalie: The only reason I raised the question about the time commitment is I have no problem being on a hiring committee because you guys are kind of screwed, to be frank, judging by attendance. The only thing is I work 9:30am-4:30pm, so it's kind of hard. I do have a week off in August, so if we can work around that I can help.

Chelsea: The number of board members that were also requested for the other positions is three.

Sean: I am on campus every day.

Becca: It's really unfair that the three members who showed up today are feeling obligated to take extra time out of their schedules to do this. I just need to reiterate this; this is a theme of the board meeting. It's just really inappropriate and you should not be in a position where you feel like you have to do this to make sure that we get things done because people are not present when they should be present. P.O.I. Is there any way that an appointment can happen online instead of waiting until they show up? Is there any possible way around this is what I'm asking?

PTM: I have one thing to say and then I'll answer that. I just wanted to emphasize that board members should know that they have the right to speak to other board members about not fulfilling their roles and responsibilities. I just want to make people aware who show up, do their duties, do their responsibilities that they can hold those accountable who don't. It's in our bylaws and policies. Another way of doing that... I know there's been talk of doing this... I feel like to do what you're suggesting, we would need a motion from the board to be able to go outside the

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



board meeting to go do that. Because that would then be going into unchartered territory for me, as far as I know with things. I would have to do research further to answer that.

Sean: I was actually thinking of something similar earlier. Are people genuinely not in Guelph? A bylaw that we should have is to telecommute – because we have the technology.

Chelsea: We have raised this as an executive within the first few weeks that one of the many things that we would like to discuss and introduce is some sort of electronic voting for board members for emergent cases and adding that to policies or bylaws, wherever that is deemed appropriate. Unfortunately, we don't have that as of now. So in kind of agreeing with the PTM, moving forward if that was something that was to be presented today for this appointment, I believe that it would have to be something where we would have to make an exception to the policy, where a formal request was put out to the board members and the board member could appoint themselves, on a first come first serve basis. And there would have to be some sort of BIRT clause within that motion to say that there is an automatic approval from the Board for that person sitting on the committee. That's the only way I can see getting around it, because the alternative options are tabling it altogether until August or, if the current board members present decide not to table it, then one of them would likely be appointed to a committee which would also put them in a position of potentially being a part of 2 hiring committees that would sit within the same time period.

Scribe: This did come up last year, you [Chelsea and Becca] may have been there and there was a lengthy discussion about it, because there was emergent stuff about changing timelines and doing it online was discussed, so I would suggest looking at those minutes. Robert's Rules came up as well.

PTM: I've heard about something along those lines and there's a lot of confusion as to how to go through with it. As my role as PTM, I'm very cautious to do something like that. As you can see on the projector, I have a calendar up. So we've approved the job description which has a closing date of Friday, July 28th. The next board meeting is the 16th, but based on what VP External was saying, and their experience on a recent one... We've just struck a committee, with a staff member and an executive, so really they could start discussing the questions and hammer things out, and then as soon as that board member's appointed at that August 16th board meeting, you literally have someone for the next day. So it is feasible, but I understand the electronic, I'm just hesitant based on how our structure is already and what I've heard about last year's confusion. I'm just very hesitant and worried to do it. If the Board wants me to do it, I'll do it.

Natalie: Even though I technically work all day, my work is absolutely amazing, and as long as I work 30 hours a week they don't really care. So if worst comes to worst and I need to be available in the mornings to attend interviews, I can do that. So I'm perfectly okay to do that if you guys are stuck.

Chelsea: My only concern with the timeline is, if we follow through with this timeline of closing on July 28th, that leaves a two week gap between when the job posting closes until when resumes

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



are even reviewed, which is a fair bit longer than what the normal review process would be of resumes within a job hiring process. Leaving applicants to wait or an extended period of time and potentially losing the applicant pool... Additionally, one point to Natalie's statement, is that since it is the summer and the applicant pool is likely to include students, and students are busy in the summer, as an executive and staff it is important to recognize our board members are students as well and we are flexible with hiring committee times and are willing to meet in the evenings, that is a reality for us.

Katie: A question to the executive officers – so there's 2 of these, which would you say is the higher priority?

Chelsea: There's actually 3: the AEO, the Bookkeeper and the Promotional Services and Graphic Designer positions. The AEO and Graphic Designer are professional positions, the Bookkeeper is a part time position that is to assist in operations in the Business Office. That position has been unfilled for a period of time and is being present because if it's pushed back, it actually eliminates the opportunity to hire and we would be playing catch up throughout the entire year. For the Graphic Designer position, that's because of a few *in camera* items that I can't disclose right now but that position definitely needs to be hired before the fall because, I would argue that it affects our operations moreso even than the Bookkeeper position. So in comparison, the Promotional Services and Graphic Designer is most important, than Bookkeeper than AEO. But they are all important.

Sean: I can be very flexible with my job as well.

Kayla: To clarify the hiring committee, just for all three of the committees: if you are considering time and flexibility in the day, the majority of interviews would potentially work better after hours, so you can keep your regular job times. And also the number of interviews depends on how much the committee decides to interview. So it could be 10 or it could be 2. It depends on you the committee, so you can cater it to the time constraint. Also I agree that the time gap between July 28th the August 16th is very long and the applicant pool may trickle away, but I would agree that it may be the least important hiring committee on the agenda.

PTM: I have a possible solution, based on what Member Clarke and Mitchell have been saying, correct me if I'm wrong in this, but I believe they are saying they are willing to sit on 2 hiring committees. If that is the case, I feel the onus is on those board members that, unfortunately because of their fellow board members they're being put in this position but they're stepping up and being willing to do this and I will let it be noted in the minutes and in my records that whoever does this is not doing anymore hiring committees for the rest of the year because they only have to do one, and if they are willing to go above and beyond and do more, it will be noted in my records that you are done and have fulfilled that responsibility for the year.

Sean: Could I make a motion to refer telecommuting to PBRC?

Chair: Afterwards, yes.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



Chelsea: Just to clarify on the PTM's note, anyone who has sat on a hiring committee would have automatically met that requirement for the year. If you sit on two that automatically shows that you're going above and beyond. If there is a hiring committee in the future that you would like to sit on you won't be restricted, but you are by no means required, moving forward, to sit on an additional hiring committee. P.O.I. are we still discussing the original motion?

Chair: Yes.

Chelsea: I recommend that someone either bring forward a motion to table or this gets called to question for the committee appointment.

MOTION: To table the following motion until the next board meeting (August 16th, 2017), which reads:

MOTION: To appoint a Board Member to the Assistant Electoral Officer (AEO) Hiring Committee.

Moved: Katie McLaren **Seconded:** Natalie Clarke

Discussion on Motion to Table

Chelsea: Just to clarify for everybody, agreeing to table it means that we would table it until August, a board member would not be appointed and we may need to include a BIRT clause that alters the posting period of the job description. If this does not pass, we will resume discussion on the appointment. Just to clarify.

Katie: The reason I decided to table this is because Members Clarke and Mitchell both expressed interest, and it was mentioned that the other two are more important. My timeline in August, I don't have any free time. So I feel it would be beneficial to put the two members who expressed interest on the important ones and table the least important one.

Vote on Motion to Table.

Motion to Table carried.

Motion tabled.

3.9.8. (Action) Motion Part Time Bookkeeper Job Description (with Supplementary Material A)

WHEREAS, the Part Time Bookkeeper position needs to be filled for the 2017-2018 year.

WHEREAS, a job description (see Supplementary Material A) must be completed and then reviewed by the Board of Directors.

MOTION: To approve the Part Time Bookkeeper job description.

Moved: Chelsea Mulvale **Seconded:** Natalie Clarke

Motivate: This job description was reviewed by Lee Anne, the Business Office Manager who would be the direct supervisor of this position. The position is currently vacant. It has previously been filled on and off. I don't remember the exact date that it was filled through a contract position. Although it has been filled on and off for the past year or so through temp. work. We've identified that doing it through temp work is not necessarily meeting our needs, it happens to be

Minutes #3

Board of Directors Meeting
JULY 12, 2017 @ 6:30pm – UC 441



more demanding to have to train multiple times and due to that it's not feasible operationally and financially and takes out of the Business Office Manager's time and ability to focus on regular work. I also just want to note that the application deadline is noted on the job description and is for Friday, July 28th, at 12pm.

(No discussion on Motion)

Vote on Motion.

Motion carried.

3.9.9. (Action) Motion Part Time Bookkeeper Hiring Committee

WHEREAS, the Part Time Bookkeeper position needs to be filled for the 2017-2018 year.

WHEREAS, a Hiring Committee, containing one CSA Board Member, one CSA Executive Member and one CSA Staff Member must be struck.

MOTION: To strike a Hiring Committee for the Part Time Bookkeeper position.

Moved: Chelsea Mulvale **Seconded:** Becca Cheskes

Motivate: This is to strike the hiring committee for the job description we just approved.

(No discussion on Motion)

Vote on Motion.

Motion carried.

3.9.10. (Action) Motion Part Time Bookkeeper Hiring Committee Appointment

WHEREAS, the Part Time Bookkeeper position needs to be filled for the 2017-2018 year.

WHEREAS, one CSA Board Member is needed to sit on the Hiring Committee.

MOTION: To appoint a Board Member to the Part Time Bookkeeper Hiring Committee.

BIRT ___ will sit on the Part Time Bookkeeper Hiring Committee.

Moved: Chelsea Mulvale **Seconded:** Kayla Weiler

Motivate: This committee – we are hoping to hire by around mid-August so that the position would be able to start before the beginning of classes.

Discussion on Motion

Sean: I volunteer.

No further discussion on Motion continues, which now reads:

MOTION: To appoint a Board Member to the Part Time Bookkeeper Hiring Committee.

BIRT Sean Mitchell will sit on the Part Time Bookkeeper Hiring Committee.

Vote on Motion.

Motion carried.

3.9.11. (Info) (*in camera*) University Centre Request for Proposals

MOTION: To move *in camera* at 9:24pm

Moved: Chelsea Mulvale **Seconded:** Becca Cheskes

Minutes #3

Board of Directors Meeting
JULY 12, 2017 @ 6:30pm – UC 441



Motion carried.

3.9.12. (Info) (*in camera*) HR Matter

MOTION: To move out of *in camera* at 9:45pm

Moved: Kayla Weiler **Seconded:** Natalie Clarke

Motion carried.

MOTION: To recess for two minutes (to return at 9:48pm).

Moved: Chelsea Mulvale **Seconded:** Sean Mitchell

(No discussion on Motion)

Vote on Motion

Motion carried.

3.9.13. (Action) Motion Exception for Job Description Approval (with Supplementary Materials A and B)

WHEREAS, the Promotional Services and Graphic Designer position has become vacant and needs to be filled before the Fall Semester.

WHEREAS, the Board of Directors is required to approve a job description, as per CSA Policy Manual, Appendix D CSA Human Resources Policy, Section 4.2., bullet 4 (see Supplementary Material A).

WHEREAS, a proposed timeline (see Supplementary Material B) has been created to ensure the start date is before the beginning of the Fall Semester.

WHEREAS, the job description cannot be created until the dates in the proposed timeline (see Supplementary Material B), as explained during the *in camera* information item.

WHEREAS, as discussed in the *in camera* information item, the job description is not completed for the Board to approve at this Board Meeting.

WHEREAS, the Chair of the hiring committee is very aware of the importance of and need for the Board to review and approve the job description prior to posting the job opening.

WHEREAS, in light of this unique situation, the Chair proposes having 2 Board Members approve the job description to ensure more than one Board Member is representing the Board.

MOTION: for the CSA Board of Directors to approve two Board Members to be granted authority on behalf of the Board to approve the job description for the Promotional Services and Graphic Designer 2017 hiring process.

BIRT the two Board Members that are appointed to the hiring committee will be the Board Members authorized to approve the job description.

BIFRT once the job description is approved by the appointed Board Members, the Chair of the hiring committee will email the approved job description to the Board for their information.

Moved: Chelsea Mulvale **Seconded:** Natalie Clarke

Motivate: Supplementary Material A simply touches on those policies mentioned in the motion. Supplementary Material B touches on the proposed timeline. Some of these dates may alter a

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



little bit just due by the natural course of the process. Sometimes you don't know what you'll run into in terms of interview time and calling references and different things like that, but we went with the latest start date and most realistic start date based on the time that we had and the hiring needs and then backtracked from there of what we would need. So, this year the proposed start date is the 28th in order to allow people to give 2 weeks notice if they have to. We plan to hire by August 11th. Which would mean that we would need at least 2 weeks to review resumes and conduct interviews which is why we propose that the job posting close on the 3rd, and then if you backtrack it would have to be posted on July 20th, because it has to be open for two weeks. We would have the board members approve by the 19th on the latest. This is also largely effected because of the restriction of having to approve the job description on the 17th and 18th.

Discussion on Motion

Natalie: This works out well because I have from August 5th to 8th off, so if we were able to schedule interviews within those 4 days or even any of the other days I would be able to work around it. I have no problem being on this committee. And then I'm done at 4:30, but I could probably leave at 4, so if we were able to schedule interviews at 5... I have no problem being on this committee.

Chelsea: Just to clarify, this motion would be approving the exception for the regular process for job descriptions. Ultimately it would approve that two board members would sit on the job committee and two board members would approve the job description and then there's a motion to strike the committee and appoint, following this motion.

Vote on Motion.

Motion carried.

3.9.14. (Action) Motion Hiring Committee

WHEREAS, the Promotional Services and Graphic Designer position needs to be filled.

WHEREAS, a Hiring Committee, containing two CSA Board Members, one CSA Executive Member and one CSA Staff Member must be struck.

MOTION: To strike a Hiring Committee for the Promotional Services and Graphic Designer position.

Moved: Chelsea Mulvale

Seconded: Kayla Weiler

(No discussion on Motion)

Vote on Motion.

Motion carried.

3.9.15. (Action) Motion Hiring Committee Appointment

WHEREAS, the Promotional Services and Graphic Designer position needs to be filled.

WHEREAS, two CSA Board Members are needed to sit on the Hiring Committee.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



MOTION: To appoint two Board Members to the Promotional Services and Graphic Designer Hiring Committee.

BIRT ___ will sit on the Promotional Services and Graphic Designer Hiring Committee.

Moved: Chelsea Mulvale **Seconded:** Kayla Weiler

Motivate: I already spoke to this item. There are two because the board members would also be approving the job description.

Discussion on Motion

Natalie and Sean volunteer.

No further discussion on Motion, which now reads:

MOTION: To appoint two Board Members to the Promotional Services and Graphic Designer Hiring Committee.

BIRT Natalie Clarke and Sean Mitchell will sit on the Promotional Services and Graphic Designer Hiring Committee.

Vote on Motion.

Motion carried.

3.10.New Business

3.11.Announcements

PTM: I am very aware I have not called the first PBRC meeting because I am still going through all of our policies and bylaws and trying to confirm all the changes from last year so that we have a concrete document for this year. I can with pride say that the elections stuff is done. I sat through and re-did Bylaw 2 and there is a Policy section called Appendix L, which I didn't know existed but does! So I went through and just did friendly amendments. I've done track changes on everything just so we know where I got my information, and it didn't have things that it should have as a policy section. So for PBRC for our quorum issue that we need a meeting for, I am hoping to send out an email tomorrow to give people 2 weeks notice to PBRC members that we will have a meeting. Hopefully I will have reviewed enough of the policies and bylaws by then to have something to present. As the Chair of PBRC, enough material that we can confidently come up with a solution to our quorum that we can present to the Board, September 13th. Again if anyone would like to join PBRC that hasn't already, I can't express the need enough to have some people help to make sure our policies & bylaws are in a structural form so that we can function this year. I would be happy to receive e-mails from people.

Sean: If you want help reviewing any of those, by any means.

PTM: I would love it but at the same time, it's not fun. Thank you, I appreciate it.

Chelsea: I will be e-mailing folks on the PDR committee, the Bookkeeping hiring committee and the Promotional Services & Graphics Designer likely by the end of this week to start discussion meeting times. I am engaging in conversations with the Business Office Manager to discuss Finance Committee meetings.

Minutes #3

Board of Directors Meeting

JULY 12, 2017 @ 6:30pm – UC 441



Becca: I don't have any real announcements but this is just a reminder if you haven't signed the UC Board Letter yet, you can do it before you leave. Otherwise an e-mail will go out.

Kayla: Thank you for your attendance today, for those of you who showed up. We could have been out of luck, so thanks again. Legit. It helps us out a lot.

Scribe: I don't know how many people here chair committees, but if you are looking for a Scribe, I am the Interim Committee Scribe because we did not hire one, so until we do, if you need someone to be there at a meeting, just shoot me an e-mail at csascrib@uoguelph.ca. I don't know why it's "scrib". Just let me know the date, time, and what meeting it is and maybe send a calendar invite, as well as the agenda and any other supplementary information that is sent out to the committee beforehand. So all you need to do is send me an e-mail and I will let you know if I can make it.

PTM: What if there are potential confliction dates where people are having a committee meeting? Has that happened before?

Scribe: It hasn't happened before, just because meetings tend to not be at the exact same time. But if it did happen, I would... because we all know each other, if one of you needed me more I would just ask you. Otherwise it would be whichever I committed to first.... But no, it's never happened before and I've been doing committee & board this entire year because we haven't had a second scribe and scribes have been falling out from beneath us.

Sean: CCS will fix your email to "scribe" and it won't take long.

Scribe: That's helpful because people have sent emails to csascribe and I haven't received them.

Chelsea: Keegan will have to send the email to CCS, so e-mail her and CC the PTM and myself.

Minutes #3

Board of Directors Meeting
JULY 12, 2017 @ 6:30pm – UC 441



3.12.Adjournment

MOTION: To adjourn at 10:07pm

Moved: Becca Cheskes **Seconded:** Natalie Clarke

(No discussion on Motion)

Vote on Motion.

Motion carried.

Approved by the Board of Directors on	Date:	_____
Signed _____	Date:	_____
Cameron Olesen Board Chair, 2017-2018		
Signed _____	Date:	_____
Lauren Kelly Policy and Transition Manager, 2017-2018		