

## Agenda #9

Board of Directors Meeting  
November 16, 2016 @ 6:30pm – 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. Approval of Board Meeting Minutes #7 – October 26, 2016

#### 5.5. Executive Committee Minutes

#### 5.6. Executive Reports

- 5.6.1. Academic & University Affairs Commissioner
- 5.6.2. Communications & Corporate Affairs Commissioner (As supplement)
- 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) Board of director's applications and election
- 5.8.2. (Action) Bike Centre Volunteer Coordinator hiring committee
- 5.8.3. (Action) Structural hiring proposal (as supplement)
- 5.8.4. GM (In-camera)
- 5.8.5. CEO (In-camera)
- 5.8.6. (Info) Club Space Renovation 2016-2017
- 5.8.7. (Info) Management letter from the auditor
- 5.8.8. (Info) Independent auditors report

#### 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 COA Dec. 2
- 5.10.3. Referendum questions due Dec. 2

#### 5.11. Adjournment

---

**ATTENDANCE**

**Chair: Joshua Ofori-Darko**  
**General Manager: Dave Eaton**  
**Scribe: Arthi Manivannan**

Meghan Wing           **Academic & University Affairs**  
Zoey Ross               **Communications & Corporate Affairs**  
Ryan Shoot              **Finances & Operations**

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

**Board of Governors** Michael Cameron  
**CBSSC** Claudia Idzik  
**CBSSC at-large** Nicholas Kowaleski  
**GQE** Alexandra Bogoslawski  
**CBESA** Stefan Karpowicz  
**IHC** Chirag Patney  
**CASU** Aidan Paskinov  
**CVSA** Courtney Tait  
**SSC** Lindsey Fletcher  
**CPES at-large** Michaela Spencer  
**CPES at-large** Mohamed Ahmed  
**CPES** Paula Boubel  
**SFOAC** Karly Rumpel  
**OAC** Spencer McGregor  
**COA** Peter Miller  
**GRCGED** Olivia Boonstra  
**CSAHS** Ryan Bowes  
**CSAHS** Beth Whan  
**CSAHS-SA** Kate Schievink  
**GBSA** Jamal Demeke  
**OPIRG** Elizabeth Cyr

**Guests**

Melissa  
Peter

**8.0 Call to Order at 6:01pm**

**8.1 Land Acknowledgement**

- C&CA gives land acknowledgement

**8.2 Adoption of the Agenda**

**8.2.1 Motion** to Approve the Agenda.

**Moved:** CASU **Seconded:** BofG

**Discussion**

**Amendment** to renumber 8.7.1 to Elections Report and 8.7.2 Committee Appointments.

**Moved:** C&CA **Seconded:** BofG

**Amendment carried.**

**Motion** to add 8.8.1 CSA Board of Directors Vacancy Application

**Moved:** C&CA **Seconded:** A&UA

**Amendment carried.**

**8.2.1 Motion carried as amendment.**

**8.3 Comments from the Chair**

**8.3.1 Introductions**

- Everyone introduced.

**8.3.2 Ratifications and De-ratifications**

**8.4 Approval of Past Minutes**

**8.4.1 Approval of Board Meeting Minutes #7 – October 12<sup>th</sup>, 2016**

**Motion** to Approve Board Meeting Minutes #7.

**Moved:** SSC **Seconded:** SFOAC

**Motion carried.**

## **8.5 Executive Reports**

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

- Day of Action – A letter will be provided upon request that explains the student is participating in the Day of Action.
- Late Appeals Committee – meeting with them soon
- Rising Cost of Textbooks – we received over 4000 responses from our survey. Now that it's due, we're going to collect the results and hopefully get some support for more open education – it's more work for professors, which is why there was resistance before.
- Art in the Bullring – a great project where the CSA collaborates with the Fine Arts Network (FAN). Artwork from 5 students will be collected and the committee determines which artwork wins. The winning artwork gets hung up in the bullring for the entire year.
- Library Renovation – the library received major funding to renovate. Unfortunately, this means decreased study space for students since the renovation will take about a year. Looking to add more space across campus for students to study, and also to let them know that this alternate space exists.
- JT Powell extension – going well, still in the beginning stages of undergoing huge renovation and construction.
- Assisting with Meal Exchange for Trick-or-Eat this year – working on the promotional aspect of recruiting volunteers this year. Doing my best to be available to them in any way possible.

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

- Welcome Paisley, our new Bike Centre Repair Coordinator
- Re-opened a committee scribe position for Get Involved.
- SafeWalk & Bike Centre were huge stories. Have already been on the front cover of the Ontarion twice this year.
- Harry Potter Ugly Sweater Holiday Tea Party (\*working title) coming up in November
- Town Hall Meeting – November 2<sup>nd</sup> in Brass Taps

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

- Health and Dental meeting yesterday
- Usage for FeelingBetterNow has gone up, even without any advertisement
- In the UC, we asked students what stresses them out. We are going to look over the statistics of that.

- SafeWalk needs new volunteers.
- Trick-or-Eat is coming up!

### **8.6 Director Reports**

#### **BofG:**

- Board of Governors meeting was from 8:00am-5:30pm today
- GTI (Guelph Turfgrass Institute): going to take away some of the land in the arboretum. Going to use that land to develop the suburbs.
- Funding formula for the University is going to change next year.
- We have to stay within the corridor, but our number of students is rising.
- Allotting enrollment per program based on popularity or value of each major/college

#### **Discussion**

- Finance: This is not in cement... it's still under government review, right? That's something to keep in mind. Giving worth to each program can already be said by how much we pay for tuition to each program.
- CSAHS: Can we do anything to stop this, like create a group against this?
- BofG: This is all very preliminary until our next board meeting in January. We cannot give any specific details yet... just wanted to put it in your heads for now.

#### **COA:**

- Day of Action is on Nov 2<sup>nd</sup>. We have pledge sheets here if anyone wants to sign up and go on the bus to Toronto.

#### **CSAHS:**

- We got 2/3 of the bus filled. And, we have hundreds and hundreds of signatures, so we are getting lots of support.

#### **CPES at-large:**

- Students will see tuition as a net tuition. This is just to see if university is actually affordable for them.

## 8.7 Business

### 8.7.1 Elections Report (Ratification)

- Unofficial 2016 by-law election results have been released to membership
- According to by-law, board must ratify the results in order for it to be official

**Motion** to Ratify the 2016 Fall By-Election Results and Referendum Results.

**Moved:** A&UA **Seconded:** Finance

\*Motion on the floor

**Motion carried.**

**Motion** to ratify Emily Vance as the External Affairs Commissioner, Jay Rojas Local Affairs Commissioner, and Nicholas Kowaleski as the CBS At-Large Representative for the 2016-2017 term.

**Motion duly moved and seconded.**

**Motion carried.**

**Motion** to Adopt Recommendation 2c of the Elections Report.

**Moved:** CASU **Seconded:** SFOAC

### Discussion

CASU: Allows for more campaigning and better results. We can reach more students if voting wasn't confined to such a small amount of time.

C&CA: I don't think it's comprehensive enough.

GM: It's going to be the role of PBRC. Instead of making any changes this evening, you are welcome to address it to PBRC.

**Motion** to Postpone Indefinitely.

**Moved:** CBSSC at-large **Seconded:** GRCGED

CPES at-large: Can we bring this discussion back in the future?

Chair: We would have to vote to bring it back in.

**Motion carried.**

\*back to Elections Report

**Motion** to Commit the Fall By-Elections Recommendation to PBRC and to Report back to the Board on November 30<sup>th</sup>, 2016.

**Moved:** CBSSC at-large **Seconded:** OAC

CBSSC at-large: I think that's enough time to do so.

**Motion** to Amend to January 25, 2017.

**Moved:** COA **Seconded:** GRCGED

### Discussion

- Finance: This shows how prominent these changes are needed. It is highly likely that it won't be ready by the Winter election if moved to January.
- CSAHS-SA: In favour of the November date. Might not be ready in time if it's done in January.
- CBSSC at-large: Opposed to changing the date to January.
- Finance: Nominations are due February 6<sup>th</sup>, 2017, which is before the next Board meeting.

**Motion** to Call to Question.

**Moved:** A&UA **Seconded:** CVSA

\*2/3 votes reached

**Motion carried.**

- End of Discussion

**Motion** to Amend to January 25, 2017.

**Amendment failed.**

\*Back to the original motion

### Discussion

**Motion** to Call to Question.

**Moved:** A&UA **Seconded:** BofG

**Motion carried.**

**Motion** to Commit the Fall By-Elections Recommendation to PBRC and to Report back to the Board on November 30<sup>th</sup>, 2016.

**Motion carried.**

**Motion** to Recess for 5 minutes.

**Motion duly moved and seconded.**

**Motion carried.**

---

\*Returned at 7:05pm.

### **8.7.2 Committee Appointments (Action)**

**Motion** to appoint the following board members to committee:

**SafeWalk Hiring Committee:** Beth Whan

**PBRC:** Nicholas Kowaleski and Kate Schievink

**EEC:** College Rep - Nicholas Kowaleski

**Clubs Tribunal:** Michael Cameron and Chirag Patney

**Service Oversight Committee:** Claudia Idzik, Lindsey Fletcher and Kate Schievink

**CAPCOM:** Claudia Idzik

**Moved:** A&UA **Seconded:** CVSA

**Motion carried.**



## **8.8 New Business**

### **8.8.1 CSA Board of Directors Vacancy Application**

- C&CA: Hoping to motivate someone to accept this package due for November 10<sup>th</sup> at 4pm sharp.

**Motion** to Open Board of Directors Vacancy Application and Set the Due Date for November 10<sup>th</sup> at 4pm.

**Moved:** Finance **Seconded:** CPES at-large

**Motion Carried.**

## **8.9 Announcements**

Finance: Sign up for Trick-or-Eat! We have 250 volunteers but we'd like at least 400.

A&UA: Focus Groups (board-directed project) – Looking to have people come in and start the board meeting earlier at 5pm.

C&CA: UofG ProducerFest being supported by the CSA – going to be electronic music by student DJs. Come out and support! Also, on November 4<sup>th</sup>, we are participating in Random Act of Kindness Day – come out, wear your CSA gear and do nice thing for people! If you have any ideas about how to make CSA better, e-mail me.

CBSSC: We're having a Haunted House in the Science Complex, and we're bringing in a fortune teller!

IHC: Interhall Council is having its Fall Conference coming up.

GQE: Queer-Identity Week is this week – we're having queer dance party this Saturday.

Local: The CSA is partnering with the Santa Clause Parade.

CSAHS: Day of Action is on November 2<sup>nd</sup>, so sign up online for the bus to Toronto.

**8.10 Adjournment**

- Meeting adjourned at 7:35pm.

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: \_\_\_\_\_

## Executive Updates #8 - November 16th 2016

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



---

Hello Directors!

I hope your week is going swimmingly! I'm sorry I couldn't be there for the meeting this evening. Here is what I've been up to for the past little while. Additionally, please feel free to drop by my office hours on Thursdays from 1-3pm with any questions you may have.

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

- Student Senate Caucus and Senate met on October 24th
- Assisting a student with an appeal on a late drop
- Calendar Review Committee (CRC) met on October 26th
- Experiential Education Committee met on November 10th

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

- Met with Emily on behalf of the UofG chapter with the Mosaic Institute to answer some questions on the accessibility of education. My blurb and picture will be featured in Humans of Guelph as part of promotion for an event they are putting on with proceeds going to the Malala Foundation
- Compulsory Fees Committee met November 4th - I will be reviewing a portion of SLEF applications on November 29th with Laurie Schnarr from Student Life

### 3. University Issues and Representation

- Re: Mental Health - Attended a meeting to look at the preliminary results of the National College Health Assessment
- Outline Advisory Committee met on October 26th (External Affairs Commissioner will be the CSA representative on this committee moving forward)

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

- Judging took place for Art in the Bullring and submissions are selected. All artwork submitted will be displayed at the exhibit on November 17th at 7pm in The Bullring - please come out and show support to these awesome artistic Gryphons!

## Executive Updates #8 - November 16th 2016

Meghan Wing - Academic and University Affairs Commissioner

Central Student Association

Office: UC 249

519-824-4120 ext. 56742

csaacad@uoguelph.ca



- 
- Student Leaders and Administration Meeting (SLAM) on November 9th

### 5. Accessibility for Students with Disabilities Issues

- Continuing to advocate while taking part in the J.T.Powell extension working group

### 6. Other Initiatives

- Met with Brass Taps to discuss putting on a monthly Sexy Bingo in the winter semester due to the overwhelming success during Orientation Week. Will be looking to collaborate with the Stag Shop as well
- Attended a Health and Dental plan Committee meeting to discuss the progress of FeelingBetterNow (FBN) to date (up 2000% from this time last year!!!)
- Staff Meeting on October 27th
- **Re: MVV**
  - Full Executive focus group w/ Rebecca
  - Input survey into Qualtrics, formatted and distributed on CSA listserv
- Starting to plan AGM with exec and staff. I will be responsible for providing food and prizes
- Drafted my initial report for the Executive Evaluation Committee (EEC)
- Met w/ executive and staff to develop a structure for Fall 2016 staff evaluations. All evaluations are booked with the SHAC staff and are to be performed next week. Evaluations are due on November 18th.

Emily Vance – External Affairs Commissioner  
Central Student Association  
Office: 248A  
519-824-4120 ext. 58328  
[csaext@uoguelph.ca](mailto:csaext@uoguelph.ca)

---



Hey folks!

I hope everyone has been doing well since our last Board meeting. This update may be a bit shorter since I have only been in the position for a couple of weeks and have been finding my footing and what not. You can always feel free to email, call, or visit me at my office if you have any questions, or you just want to say hello!

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**

- Reading up on the CSA's past experiences and relationships with the Canadian Federation of Students (CFS)

### **Campaigns**

- I will be looking into doing more with the United for Equity and No Means No campaigns this year
- Hoping to collaborate with Diversity and Human Rights (DHR), Special Status Groups (SSGs), and other student organizations

### **Services Update**

- Volunteer and Public Relations Coordinator hiring is underway
- Touched base with Meal Exchange about goals for the year and what kind of support they would like from me

### **Committees**

- Will be sitting on the OUTline Advisory Committee, the Student Life Advisory Committee, Human Rights Advisory Committee (HRAG) and Student Wellness Advisory Group (SWAG)

### **Other Initiatives**

- CSA invited by GRCGED to be a part of the planning of the International Day of the Elimination of Violence Against Women (November 25<sup>th</sup>) and the 16 Days to End Violence Against Women

## Executive Updates #9

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

---



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 11- 1pm 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

- Mental Well Being Awareness Week was last week. A lot of great programming going on including SHAC tabling for Feeling Better Now!
- We will receive Octobers numbers for use some time in November.

### Student Space

- UC Board
  - o The renovation of UC 103 to student lounge space will begin on March 1<sup>st</sup>, this will give ample time for all groups involved to be prepared for the renovation as well as give time for students to be made aware.
  - o The CSA has put forward a request for more space within the UC.
  - o As the CUPE space on the second floor will become vacant we have asked that the Finance committee look at the possibility of removing this from leasable space and giving it to the CSA.
  - 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 Employment

- We are currently going through the evaluation process for all of our staff. We are going to be moving from this immediately into improving the currently job descriptions.

### Finances

- The Audit is attach I will speak to it following.

### Services and Operations

- Clubs: We held out Town Hall and have had an article published in The Ontarion about the upcoming renovation. We will speak more about this later in the meeting.

### Committee Work

- Student Budget Committee

## **Executive Updates #9**

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

---



- We had Charlotte Yates (VP Academic/ Provost) and present about Academic Priorities and Plans for 2016-18. The Committee is looking into create an accessible video or presentation for students to further understand how the Universities budget is creates.
- Students Rights and Responsibilities Committee
  - Have not met.
- Student Space Initiative
  - First meeting will becoming mid November.

## Executive Updates #7

Jay Rojas – Local Affairs Commissioner  
Central Student Association  
Office: UC 451  
519-824-4120 ext. 54407  
csalocal@uoguelph.ca

---



Hello Directors,

It was great to have started meeting some of you. I'm looking forward to working with you this academic year! If you'd like to get together for coffee to get to know each other more, please don't hesitate to reach out.

Please note that this is my first report and may therefore may not include additional commitments I have yet to take action on.

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 Issues

- Began reviewing the Residential Tenancy Act (RTA).
- Began planning the condensation of the RTA in a more accessible and legible format.
- Met with the Old University Neighbourhood Group to ensure student representation.
  - Exploring ways to conduct research on how many part-time and full-time rental housing are available in the area. This is to ensure that the city can allocate their resources effectively.

### 2. Transportation Issues

- Transit Advisory Committee is postponed until there is a new Guelph Transit Manger is hired.
- Maintained communication with the city to ensure that if issues arise regarding Guelph Transit are mitigated.

### 3. Municipal Issues

- Met with Cathy Downer and Leanne Piper, Ward 5 City Councillors.
  - Spoke about the relationship between the CSA and the City and where we hope to go.
- Met with Doug Godfrey, Manager of Bylaw Compliance and Security about student housing that is known for nuisance, noise, and messy property.
  - Doug Godfrey was recently promoted and will need to find out who his successor is.
- Met with Marty Williams, Executive Director of Downtown Guelph Business Association about potential collaboration with downtown businesses.
  - Submitted the CSA application for taking part in DGBA's Santa Claus Parade.

### 4. Committees

- Sexual Violence Committee (SVC)



## Executive Updates #7

Jay Rojas – Local Affairs Commissioner

Central Student Association

Office: UC 451

519-824-4120 ext. 54407

csalocal@uoguelph.ca

---



- Males Against Violence Against Women (MAVAW)
- Town & Gown Committee (T&G)
- Athletics Advisory Committee (AAC)
- Student Leaders and Administration (SLAM)

### 5. Services

- Began research project on how Bike Centres and FoodBanks are utilized and operated at other campuses.
- CSA Bike Centre
  - No update.
- CSA FoodBank
  - No update.

### 6. Events

- Planned involvement with Guelph Community Santa Claus Parade.
  - November 20, 2016 at 12PM in Downtown Guelph.
  - Float will be a replica of the cannon.
  - Collaborating with College Royal, Rotaract Club of Guelph, and Interhall Council.
  - Flatbed is donated by Rona.
- MAVAW Panel Discussion
  - November 28, 2016 at 7PM in the 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 Representative; Curtis Holmes, MSc Candidate FRAN.
- Remembrance Day
  - November 11, 2016 at John McCrae House.
  - Laid a wreath on behalf of the CSA.

**Agenda #9**

Board of Directors Meeting

November 16, 2016 @ 6:30pm – UC 442

---



(Action)  
Committee Appointment

WHEREAS a need exists to fill these committee spots

BIRT the Central Student Association board appoint \_\_\_\_ (board member) to the Bike Centre Volunteer Coordinator

## Agenda #9

Board of Directors Meeting

November 16, 2016 @ 6:30pm – UC 442

---



### CSA Club Space Renovation 2016- 2017

Currently the CSA accredits upward of 130 clubs on campus. Of those there are only 14 offices which are shared by 27 clubs. This leaves over 100 clubs without a location on campus to meet and for their members to find them. The renovation that has been proposed improves upon this problem by taking the current space and making it into medium and large meeting room spaces which are able to be booked out by clubs for office hours, meetings, and events. Additionally this proposal includes a new “Clubs Commons” space in which there will be a lounge like area for clubs to spend time together as they do now in the busy corridor. The plan also holds space for clubs to use as storage as this is one of the major needs clubs have expressed. Finally the proposal hopes to include study room space against the windows overlooking the University Centre Courtyard.

Thus far there have been requests made to Student Life Enhancement Fund, Student Space Initiative, the University Centre Administration and the University Administration for funding for towards the project. With this we are hoping that the CSA will be supported by several groups in completing this renovation. Attached is an estimated cost of the renovation. This was created by Shane Danis at Physical Resources and reflects the very high spectrum on the renovation. This will not be the actual price, as these prices are inflated to make sure we have secured enough funding. To move forward what is necessary is the \$25,000 for Architect and Engineer Fees. These fees will be put together creating the floor plans and finding a contractor to complete the renovation.

I am bringing this forward now while securing funding so that we do not spend this money and then not complete the renovation. This has happened in the past and we would like to avoid that. The hope is to secure enough funding that the CSA will have to take a minimal loan out and the board can see how important this renovation will be in revitalizing not only the clubs space but the CSA as a whole.

Following is the survey that was sent to all the clubs emails and the primary contacts emails. The survey was completed 31 times. This information has been extremely helpful in creating the idea for the new space as well as understanding all of the clubs needs.

Following that is the budget created by Shane Danis for the renovation and the break down that we are hoping for between the CSA, University of Guelph, and the University Centre Administration. Of his funding the University Centre Administration has guaranteed what is outline here thus far and will hopefully be able to assist even more!

I hope you will positively receive this proposal and we can all work together to create an even more welcoming and safe space for our clubs and students to come together.

## Agenda #9

Board of Directors Meeting

November 16, 2016 @ 6:30pm – UC 442



### CSA Clubs Space Survey 2016

As a club under the CSA rank the following Service you would use most. (Answered: 30 Skipped: 1)

	1	2	3	4	5	Score
Constant Office Location	46.43%	17.86%	10.71%	10.71%	14.29%	3.71
Bookable Meeting Room Space	33.33%	22.22%	22.22%	7.41%	14.81%	3.52
Storage Space	18.52%	25.93%	29.63%	11.11%	14.81%	3.22
Media and Electronic Rentals	3.57%	28.57%	14.26%	21.43%	32.14%	2.50
Campaign Material Rentals/ Advertising Services	3.57%	10.71%	21.43%	46.43%	17.86%	2.36

**Does your club currently have office space?**

Yes 48.39% (15)

No 51.61% (16)

**If yes, how many office hours do you hold per week? (Answered: 29 Skipped 2)**

0-3 0.00%

4-7 20.69% (6)

7-10 17.24 (5)

10+ 17.24% (5)

N/A 44.83% (13)

## Agenda #9

Board of Directors Meeting  
November 16, 2016 @ 6:30pm – UC 442



**If no, would you be interested in having the opportunity of office space? (Answered: 18 Skipped: 13)**

Yes 72.22% (13)

No 27.78% (5)

**If storage space was made available to your club would you utilize it? (Answered: 29 Skipped 2)**

Yes 89.66% (26)

No 10.34% (3)

**Would your club find a fully up to date Board Room (Wireless projector, large screen, ect) useful or something you would enjoy to have access to? (Answered: 30 Skipped: 1)**

Yes 70.00% (21)

No 13.33% (4)

Possibly as our club grows 16.67% (5)

**If you had office space (or already have office space) what would you it for the most? (Answered 31 Skipped: 0)**

	1	2	3	4	5	6	Score
<b>Office Hours</b>	37.93%	27.59%	13.79%	10.34%	3.45%	6.90%	4.66
<b>Storage</b>	16.67%	23.33%	20.00%	23.33%	16.67%	0.00%	4.00
<b>Drop in's</b>	10.34%	31.03%	17.24%	20.69%	10.34%	10.34%	3.79
<b>Meetings</b>	23.33%	10.00%	23.33%	20.00%	10.00%	13.33%	3.77
<b>Social Space for member's</b>	13.79%	6.90%	17.24%	17.24%	34.48%	10.34%	3.17
<b>Study Space for members</b>	0.00%	0.00%	7.14%	10.71%	25.00%	57.14%	1.68

## Agenda #9

Board of Directors Meeting

November 16, 2016 @ 6:30pm – UC 442



### Budget for CSA Second Floor Renovation 2016- 2017

		Partnership		
		U of G	CSA	UC
<b>Construction Contract</b>				
	\$	\$	\$	\$
Construction/Demolition	54,150	-	40,000	14,150
	\$	\$	\$	\$
Architectural	268,525	198,525	70,000	-
	\$	\$	\$	\$
Electrical	169,740	169,740	-	-
	\$	\$	\$	\$
Mechanical	165,200	165,200	-	-
	\$	\$	\$	\$
General Requirements (10%)	65,762	53,347	11,000	1,415
	\$	\$	\$	\$
Fees (3%)	19,728	16,004	3,300	425
	\$	\$	\$	\$
Construction Contingency (5%)	32,881	26,673	5,500	708
	\$	\$	\$	\$
<b>Subtotal</b>	<b>775,986</b>	<b>629,489</b>	<b>129,800</b>	<b>16,697</b>
<b>Building Fit-Out Costs</b>				
	\$	\$	\$	\$
Furniture & Furnishings	75,000	-	37,500	37,500
	\$	\$	\$	\$
Presentation Technology	10,000	-	5,000	5,000
	\$	\$	\$	\$
Moving and Storage	15,000	-	7,500	7,500
	\$	\$	\$	\$
<b>Subtotal</b>	<b>100,000</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
<b>Professional Fees</b>				
	\$	\$	\$	\$
Architects & Engineers Fees	58,199	25,000	16,600	16,599
	\$	\$	\$	\$
Contingency (10%)	5,820	2,500	1,660	1,660
	\$	\$	\$	\$
<b>Subtotal</b>	<b>64,019</b>	<b>27,500</b>	<b>18,260</b>	<b>18,259</b>
<b>U of G Internal Costs</b>				
	\$	\$	\$	\$
Computing & Communication Services	1,000	-	1,000	-
	\$	\$	\$	\$
U of G Own Forces	2,500	-	2,500	-
	\$	\$	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Agenda #9**

Board of Directors Meeting

November 16, 2016 @ 6:30pm – UC 442



	<b>3,500</b>	-	<b>3,500</b>	-
<b>Related Development Costs</b>				
	\$	\$	\$	\$
Building Permits	2,500	-	2,500	-
	\$	\$	\$	\$
<b>Subtotal</b>	<b>2,500</b>	-	<b>2,500</b>	-
<b>OVERALL SUBTOTAL (PRE TAXES &amp; FEES)</b>	<b>\$ 943,505</b>	<b>\$ 656,989</b>	<b>\$ 201,560</b>	<b>\$ 84,956</b>
<b>HS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>T</b>	<b>32,259</b>	<b>22,403</b>	<b>6,959</b>	<b>2,897</b>
	\$	\$	\$	\$
<b>Internal Project Management Fees</b>	<b>19,565</b>	-	<b>19,565</b>	-
<b>PROJECT AUTHORIZATION TOTAL</b>	<b>\$ 997,829</b>	<b>\$ 679,392</b>	<b>\$ 230,584</b>	<b>\$ 87,853</b>



Tel: 519 824 5410  
Fax: 519 824 5497  
Toll-Free: 877 236 4835  
www.bdo.ca

BDO Canada LLP  
512 Woolwich Street  
Guelph ON N1H 3X7 Canada

October 3, 2016

Ms. Lee Anne Clarke, Business Manager  
The University Of Guelph Central Student Association  
University of Guelph  
University Centre, Room 274  
Guelph Ontario N1G 2W1

Dear Ms. Clarke:

Re: Management Letter  
The University Of Guelph Central Student Association

During the course of our audit of the financial statements of The University Of Guelph Central Student Association for the year ended April 30, 2016, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Board of Directors through management and is a part of management's overall responsibility for the ongoing activities of the Association. Policies and procedures developed by the Association to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the Association's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriate low level.

The comments and concerns expressed herein did not have a material effect on the Association's financial statements and, as such, our opinion thereon was without reservation. However, in order for the Association to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the Association's employees.

The matters we have identified are discussed below.

#### **Accounting Systems and Staff**

As in prior years, AccPac DOS is still the accounting program that is being used by the Association. As this is no longer a supported program, there is a risk that something could happen to the program causing loss of information with no means to restore. We recommend that the Association consider moving to a newer program that is currently supported to reduce this risk.





We also noted that some of the tasks and responsibilities of the business manager are not covered by a back-up staff person. To mitigate the risk of lost information or error in the event of a staff person's absence, we recommend hiring and training a new member of the business office. This person could champion the transition to a new accounting system or support the business manager with related bookkeeping or financial responsibilities. Having another trained staff member would also significantly ease the burden of succession planning for either of the administrative staff.

#### **Review and Signing of Meeting Minutes**

Upon our review of the Board of Directors minutes it was noted that the minutes are not being signed on the date that they have been approved by those with appropriate authority. Since the minutes are a formal means of documenting key decisions that have been approved, we suggest that the minutes always be signed and dated by appropriate officials on the date that the minutes have actually been approved to indicate the accuracy and authenticity of minutes. Upon signing the minutes it is expected that the minutes have been reviewed by the individual signer to ensure the accuracy of the minutes.

This communication is prepared solely for the information of the Board of Directors and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the cooperation and assistance which we received during the course of our audit from yourself.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

A handwritten signature in black ink that reads 'D. Cremasco'.

Daniel J. Cremasco, FCPA, FCA  
Partner through a corporation  
BDO Canada LLP  
Chartered Professional Accountants, Licensed Public Accountants



Tel: 519 824 5410  
Fax: 519 824 5497  
Toll-free: 877 236 4835  
www.bdo.ca

BDO Canada LLP  
512 Woolwich Street  
Guelph ON N1H 3X7 Canada

---

## Independent Auditor's Report

---

**To the Members of  
The University Of Guelph Central Student Association**

We have audited the accompanying financial statements of The University Of Guelph Central Student Association which comprise the statement of financial position as at April 30, 2016, and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.



### **Basis for Qualified Opinion**

In common with many not-for-profit organizations, The University Of Guelph Central Student Association reports sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of The University Of Guelph Central Student Association. We were unable to determine whether any adjustments might be necessary to sales, sundry and fundraising revenues, excess of revenues over expenditures, current assets and net assets.

### **Qualified Opinion**

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of The University Of Guelph Central Student Association as at April 30, 2016, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*BDO Chartered LLP.*

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario  
October 3, 2016

## The University Of Guelph Central Student Association Statement of Financial Position

April 30	2016	2015
<b>Assets</b>		
<b>Current</b>		
Cash and short-term investments (Note 2)	\$ 865,957	\$ 818,614
Accounts receivable		
- University of Guelph	30,960	4,681
- Other	16,835	5,868
- Bullring	1,704	175
Prepaid expenses	861	-
	916,317	829,338
Capital (Note 3)	163,304	175,274
<b>Restricted deposits</b>		
Health plan reserve fund (Note 4)	331,816	351,103
Dental plan reserve fund (Note 5)	351,010	401,864
Affordable housing reserve fund (Note 6)	98,599	54,357
Late night service reserve fund (Note 8)	42,987	47,575
Bullring capital reserve fund (Note 9)	121,355	120,087
Food bank reserve fund (Note 10)	28,206	-
Due from operations - Food bank (Note 10)	-	32,646
Due from operations - Cannon.ca (Note 12)	6,585	6,585
Due from Guelph Campus Co-operative (Note 12)	12,299	29,114
	\$ 2,072,478	\$ 2,047,943
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accrued liabilities		
- Other	\$ 83,620	\$ 68,586
Current portion of long-term debt (Note 14)	-	15,046
	83,620	83,632
Long-term debt (Note 14)	-	-
	83,620	83,632
<b>Net Assets</b>		
<b>Net Assets Externally Restricted</b>		
Health plan reserve (Page 5)	331,816	351,103
Dental plan reserve (Page 5)	351,010	401,864
Affordable housing reserve (Page 5)	98,599	54,357
Late night service reserve (Page 5)	42,987	47,575
Food bank reserve (Note 10)	28,206	32,646
Cannon.ca reserve (Note 12)	18,884	35,699
Bullring capital reserve (Page 5)	121,355	120,087
Net assets invested in capital assets (Page 5)	163,304	175,274
Unrestricted net assets (Page 5)	832,697	745,706
	1,988,858	1,964,311
	\$ 2,072,478	\$ 2,047,943

Approved on behalf of the Association:

**The University Of Guelph Central Student Association**  
**Statement of Changes in Net Assets**

April 30	Externally Restricted Dental Plan Reserve	Externally Restricted Health Plan Reserve	Externally Restricted Affordable Housing Reserve	Externally Restricted Late Night Service Reserve	Internally Restricted Bullring Capital Reserve	Invested In Capital Asset	2016		2015 Total
							Unrestricted	Total	
Balance, beginning of the year	\$ 401,864	\$ 351,103	\$ 54,357	\$ 47,575	\$ 120,087	\$ 175,274	\$ 745,706	\$ 1,895,966	\$ 1,969,189
Premiums collected in the year	1,634,727	2,954,290	-	-	-	-	-	4,589,017	4,440,845
Student fees collected	-	-	44,032	382,586	-	-	-	426,618	406,531
Bursaries and support payments	(15,000)	(47,000)	-	-	-	-	-	(62,000)	(60,000)
Interest earned	13,296	20,335	210	152	1,268	-	-	35,261	41,447
Premiums for the year	(1,671,627)	(2,926,124)	-	-	-	-	-	(4,597,751)	(4,557,591)
Administration fees	(12,250)	(20,788)	-	-	-	-	-	(33,038)	(45,397)
Excess (deficiency) of revenues over expenditures	-	-	-	-	-	(33,828)	108,849	75,021	75,940
Purchase of capital assets	-	-	-	-	-	21,858	(21,858)	-	-
Expenditures	-	-	-	(387,326)	-	-	-	(387,326)	(374,998)
<b>Balance, end of the year</b>	<b>\$ 351,010</b>	<b>\$ 331,816</b>	<b>\$ 98,599</b>	<b>\$ 42,987</b>	<b>\$ 121,355</b>	<b>\$ 163,304</b>	<b>\$ 832,697</b>	<b>\$ 1,941,768</b>	<b>\$ 1,895,966</b>

## The University Of Guelph Central Student Association Statement of Operations

For the year ended April 30	2016	2015
Council - general	\$ (26,182)	\$ (52,160)
Academic commissioner	(198)	(87)
External commissioner	8,137	18
Local affairs commissioner	1,070	(51)
Communications commissioner	2,974	3,810
Live entertainment	24,454	(13,980)
Films	6,797	7,433
Programmes	6,489	1,623
General programming (entertainment)	(3,663)	1,050
Administration	40,518	19,681
The Bullring	14,585	102,478
Promotional services	40	6,125
<b>Excess of revenues over expenditures</b>	<b>\$ 75,021</b>	<b>\$ 75,940</b>

The accompanying notes are an integral part of these financial statements.

**The University Of Guelph Central Student Association  
Statement of Cash Flows**

<u>For the year ended April 30</u>	<u>2016</u>	<u>2015</u>
<b>Cash flow from operating activities</b>		
Excess of revenues over expenditures	\$ 75,021	\$ 75,940
Adjustments for		
Amortization	33,828	60,833
Transfer to Bullring capital reserve	-	(120,000)
	<u>108,849</u>	<u>16,773</u>
<b>Changes in non-cash working capital balances</b>		
Accounts receivable	(38,775)	73
Prepaid expenses	(861)	596
Accounts payable and accrued liabilities	<u>15,034</u>	<u>(41,402)</u>
	<u>84,247</u>	<u>(23,960)</u>
<b>Cash flows from investing activities</b>		
Purchase of capital assets	<u>(21,858)</u>	<u>(30,522)</u>
<b>Cash flows from financing activities</b>		
Repayment of long-term debt	<u>(15,046)</u>	<u>(30,091)</u>
<b>Change in cash position during the year</b>	<u>47,343</u>	<u>(84,573)</u>
<b>Cash position, beginning of year</b>	<u>818,614</u>	<u>903,187</u>
<b>Cash position, end of year</b>	<u>\$ 865,957</u>	<u>\$ 818,614</u>

The accompanying notes are an integral part of these financial statements.

---

# The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2016

---

## 1. Summary of Significant Accounting Policies

<b>Nature of Business</b>	<p>The University of Guelph Central Student Association (the "Association") was incorporated without share capital, on May 31, 1979, under the laws of Ontario and provides services to the student body of the University of Guelph, on a not-for-profit basis.</p> <p>The Association is a non-profit organization and, as such, is exempt from income tax.</p>						
<b>Basis of Accounting</b>	<p>The Association has prepared its financial statements in accordance with Canadian accounting standards for not-for-profit organizations.</p> <p>These financial statements were prepared using the accrual basis of accounting. The accrual basis recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipts of goods and services and the creation of a legal obligation to pay.</p>						
<b>Capital Assets</b>	<p>Capital assets are recorded at cost. Amortization is based on the estimated useful life of the assets as follows:</p> <table><tr><td>Furniture and equipment</td><td>- 10 years straight-line basis</td></tr><tr><td>Computer equipment</td><td>- 5 years straight-line basis</td></tr><tr><td>Leasehold improvements</td><td>- 12 years straight-line basis</td></tr></table>	Furniture and equipment	- 10 years straight-line basis	Computer equipment	- 5 years straight-line basis	Leasehold improvements	- 12 years straight-line basis
Furniture and equipment	- 10 years straight-line basis						
Computer equipment	- 5 years straight-line basis						
Leasehold improvements	- 12 years straight-line basis						
<b>Revenue Recognition</b>	<p>The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.</p>						



## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2016

### 2. Cash and Short-term Investments

The Association's bank accounts are held at one credit union.

	2016	2015
Cash	\$ 763,520	\$ 747,276
Short-term investments	100,000	100,000
Due from health plan reserve fund	2,842	-
Due (to) from food bank reserve fund	1,440	(32,646)
Due from late night service reserve fund	4,740	10,569
Due to Canon.ca reserve fund	(6,585)	(6,585)
	\$ 865,957	\$ 818,614

The cash balance earns interest at the rate of 0% to 1% (2015 - 0% to 1.2%).

Short-term investment consists of a GIC that earns interest at the rate of 2.48% and matures in April 2019.

### 3. Capital Assets

	2016		2015	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and equipment	\$ 254,466	\$ 123,008	\$ 131,458	\$ 135,548
Computer equipment	18,158	11,475	6,683	9,813
Leasehold improvements	57,000	31,837	25,163	29,913
	\$ 329,624	\$ 166,320	\$ 163,304	\$ 175,274

During the year, amortization of \$33,828 (2015 - \$60,833) was recorded on capital assets.

## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2016

### 4. Health Plan and Health Plan Reserve Fund

The Association administers the student health plan. Use of health plan reserve funds is restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund.

	2016	2015
Savings (indebtedness)	\$ 34,658	\$ (48,897)
Short-term investment	300,000	400,000
Due to operations from health plan	(2,842)	-
	\$ 331,816	\$ 351,103

The short-term investment consists of a GIC that earns interest at a rate of 2.40% with a maturity date of April 2018.

The savings accounts earn interest at the rate of 0.20% to 1% (2015 - 0.50% to 1.2%).

### 5. Dental Plan and Dental Plan Reserve Fund

The Association administers the student dental plan. Use of dental plan reserve funds is restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund.

	2016	2015
Savings	\$ 51,010	\$ 101,864
Short-term investments	300,000	300,000
	\$ 351,010	\$ 401,864

The short-term investments consist of GIC's that earn interest at rates of 1.90% and 2.40% with maturity dates of May 2017 and April 2018.

The savings accounts earn interest at the rate of 0.20% to 1% (2015 - 0.50% to 1.2%).

### 6. Affordable Housing Reserve Fund

The Association administers an affordable housing plan. Use of the affordable housing reserve funds is restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees. The funds are deposited in a savings account that earns interest at 0.20% (2015 - 0.50%).

---

## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2016

---

**7. Universal Bus Pass Revenue**

Net universal bus pass revenue is comprised of the following:

	2016	2015
Universal bus pass revenue	\$ 4,141,354	\$ 3,956,398
Universal bus pass expenses	(4,133,709)	(3,949,438)
Net	\$ 7,645	\$ 6,960

---

**8. Late Night Service and Late Night Service Reserve Fund**

The Association administers late night bus service for use by the students. Use of any funds resulting from the excess of revenues over expenditures is restricted for the purpose of providing future late night bus services to the students. Revenues earned in the fund are generated from student fees.

	2016	2015
Savings	\$ 47,727	\$ 58,144
Due to operations from late night service reserve	(4,740)	(10,569)
	\$ 42,987	\$ 47,575

The savings account earns interest at the rate of 0.20% (2015 - 0.50%).

---

**9. Bullring Capital Reserve Fund**

The Association administers a Bullring capital reserve fund. Use of the Bullring capital reserve fund is internally restricted for the purpose of funding capital expenditures. During the year, \$Nil (2015 - \$120,000) was transferred to the internally restricted reserve fund from unrestricted net assets. Interest earned on the reserve fund balance during the year becomes part of the fund. The funds are held in a savings account and earn interest at 1% (2015 - 1.20%).

---

---

## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2016

---

### 10. Food Bank Reserve

The Association administers a food bank plan. Use of the food bank reserve funds is restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees.

	2016	2015
Balance, beginning of the year	\$ 32,646	\$ 30,012
Add: Revenues	99,089	91,742
Less: Expenditures	(103,529)	(89,108)
Balance, end of the year	\$ 28,206	\$ 32,646

---

### 11. Contingencies

On April 30, 2013, the Association entered into a Litigation Cooperation Agreement ("Agreement") with the Canadian Federation of Students ("CFS") and Canadian Federation of Students-Ontario ("CFS-O") through which the Association, the CFS and the CFS-O will together be seeking damages from the University of Guelph equivalent to all unpaid, unremitted and/or uncollected 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016 CFS and CFS-O membership fees. There is at this date no potential claim by the CFS or the CFS-O against the Association for unpaid or uncollected fees as a result of this Agreement. The Agreement is accessible of review by any of the Association's members upon request.

---

---

## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2016

---

### 12. Cannon.ca Partnership

The Association has entered into a partnership agreement with the Guelph Campus Co-operative whereby the yearly income or loss of the Cannon.ca is to be divided equally amongst the two partners. Activity of the Cannon.ca is as follows:

	2016	2015
Revenues	\$ 1,189	\$ 50,086
Expenses	34,819	27,392
Net income for the year	\$ (33,630)	\$ 22,694
Opening reserve balance	\$ 35,699	\$ 24,352
Association's 50% portion of the net income for the year	(16,815)	11,347
Ending reserve balance	\$ 18,884	\$ 35,699
Due from operations	\$ 6,585	\$ 6,585
Due from Guelph Campus Co-operative	12,299	29,114
	\$ 18,884	\$ 35,699

The Association's portion of the net income of Cannon.ca from inception to April 30, 2016 is included in a reserve account as this money is restricted for the purpose of financing future deficits of the partnership.

---

### 13. Commitments

The association has entered into an operating lease for one photocopier. The photocopier is leased at \$2,670 per quarter under a lease expiring in July 2019.

The minimum annual lease payments for the next five years are as follows:

2017	10,680
2018	10,680
2019	10,680
2020	2,670
	\$ 34,710

---

## The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2016

---

### 14. Long-term Debt

	2016	2015
University of Guelph, loan payable, interest at 2.25%, repayable in blended monthly installments of \$2,566. Repaid in October 2015.	\$ -	\$ 15,046
Less: current portion	-	(15,046)
	\$ -	\$ -

---

### 15. Source of Funds

The Association receives all of its student fees from the University of Guelph. These fees are essential to the continuing operation of the Association.

---

### 16. Financial Instruments Risk

#### Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to this risk through interest earned on its savings accounts and its guaranteed investments certificates. This risk has not changed since the previous period.

#### Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The financial instruments that are exposed to credit risk relate primarily to accounts receivable. This risk has not changed since the previous period.

---

# SUPPLEMENTS

Following This Page

## **Executive Updates #8**

November 16, 2016

Zoey Ross – Communications & Corporate Affairs Commissioner

Central Student Association - Office: UC 429

519-824-4120 ext. 56376

csatalk@uoguelph.ca

---



Hello directors,

We are working on finishing off this semester in a strong way with a mixture of events, administrative catch-up and the close of the CSA & Conestoga Integrated Marketing Communications partnership.

### **Section 5.7.11– Communications and Corporate Affairs Commissioner.**

#### **1. Promotions and Communication of the CSA**

- Managed all social media and communications platforms
- Promoted board vacancies positions and other items as exec and staff needed

#### **2. Administrative Duties**

- Facilitated all executive meetings
- Picked up tasks allocated the GM/ PTM
- Participated in staff meetings about organizational gaps
- Participated in MMV meetings
- Began winter election plan
- Hired temp support in lieu of PTM
- Setup meeting with Conestoga Students Inc.

#### **3. Committee Involvement**

- Participated in OWAC and Innovation Fund committee
- Approved several PDR's and chaired PDR committee
- Attended all executive committee meetings
- Fulfilled EEC requests

### **Additional Responsibilities**

#### **4. Event Planning**

- Finished planning the CSA town hall
- Continued planning the HPUSHP
- Planned CSA's part in Act of Kindness Day

#### **5. Policy and Transition**

- Strike PBRC
- Finished bylaw preparation for AGM with help of assistant.