

Agenda #5

Board of Directors Meeting
September 14, 2016 @ 6:00pm – UC 442



5.0 Call to Order

5.1. Land Acknowledgement

5.2. Adoption of the Agenda

- 5.2.1. Motion to Approve the Agenda

5.3. Comments from the Chair

- 5.3.1. Introductions
- 5.3.2. Ratifications and De-ratifications

5.4. Approval of Past Board Minutes

- 5.4.1. Approval of Board Meeting Minutes #4 – August 17, 2016

5.5. Executive Committee Minutes

- 5.5.1. Executive Committee Minutes #10 - 15 - July 6, 2016 – August 6, 2016

5.6. Executive Reports

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

5.7. Director Reports

5.8. Business

- 5.8.1. (Action) Bylaw Change – Referenda
- 5.8.2. (Action) Food Bank Referendum Question
- 5.8.3. (Action) Committee Scribe Hiring Committee
- 5.8.4. (Action) Bike Centre Repair Coordinator Hiring Committee
- 5.8.5. (Action) Elections Committee

5.9. New Business

5.10. Announcements

5.11. Adjournment

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(Action) CSA Board Ratifications

WHEREAS new directors are coming in to replace previous directors on the CSA board for the summer.

WHEREAS College government appointed directors are available to begin their term.

BIRT the Central Student Association board shall ratify:

SFOAC - Karly Rumble

CPESSC - Nebjosa Hrnjez

CBESA - Stefan Karpowicz

IHC – Chirag Patney

Board of Governors – Michael Cameron

To the CSA Board of Directors.

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ATTENDANCE

Chair: Joshua Ofori-Darko

Scribe: Jack Fisher

General Manager: Dave Eaton

Commissioners

Zoey Ross Communications & Corporate Affairs

Miriam Kearney External Affairs

Meghan Wing Academic & University Affairs

College Government (Appointed):

CPESSC Charlotte Chau

CVSA Courtney Tait

CASU Aidan Paskinov

At-Large (Elected):

CSAHS Ryan Bowes

CPES Mohamed Ahmed

COA Peter Miller

Student Organizations (Appointed):

GQE Kaitlin Russell

IHC Wolfgang Kaufman

GBSA Jamal Demeke

Regrets:

Ryan Shoot Finance & Operations

CBSSC Claudia Idzik

CSAHS Beth Whan

OPIRG Elizabeth Cyr

GRCGED Olivia Boonstra

SSC Lindsey Fletcher

CPES Michaela Spencer

OAC Spencer McGregor

CSAHS-SA Keely Kavcic

Guests:

Mohammed (CEO)

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4.0 Call to Order at 6:24pm

4.1. Land Acknowledgement

4.2. Adoption of the Agenda

4.2.1. Motion to Approve the Agenda

Moved: A&UA **Seconded:** CASU

Discussion

Motion: Addition of 4.9.1

Moved: C&CA **Seconded:** CSAHS-At Large

Motion carried.

Motion to strike 4.8.2

Moved: A&UA **Seconded:** GQE

Discussion

- A&AU: We don't have a specific name eligible to replace with.
- **P.O.I.** CASU: will a new notice of motion need to be put forward if the name is to change again?
- Chair: yes

Motion carried.

- **P.O.I.** C&CA: When we get to the bylaw change can we talk about it?
- Chair: yes
- CSAHS At-Large: I have an update about something we talked about last time.
the board tries to clarify the question
- Chair: Does it pertain to the audit or exec responsibilities?
- CSAHS At-Large: Executive and Board responsibilities.

Motion: Addition of 4.9.2

Moved: CSAHS At-Large **Seconded:** COA At-Large

Motion carried.

Motion carried

4.3. Comments from the Chair

- Nice to see you all again.

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4.3.1. Introductions

Skipped.

4.3.2. Ratifications and De-ratifications

None.

4.4. Approval of Past Board Minutes

Motion to move in camera at 7:15pm

Moved: A&UA **Seconded:** CPES At-Large

Motion carried.

4.4.1. Approval of Board Meeting Minutes #3 – July 20, 2016

Motion to approve the board meeting minutes from July 20, 2016

Moved: GBSA **Seconded:** CSAHS At-Large

Motion carried.

4.4.2. Approval of In-Camera Board Minutes #3– July 20, 2016

Motion to approve the in-camera board minutes from July 20, 2016

Moved: CASU **Seconded:** A&UA

Motion carried.

Motion to move out of camera at 7:28pm

Moved: CASU **Seconded:** External

Motion carried.

4.5. Executive Reports

4.5.1. Academic & University Affairs Commissioner – Meghan Wing

- Assisted SAS last Thursday and Friday to hire a new advisor for students with visual and auditory disabilities. SAS has two new positions.

4.5.2. Communications & Corporate Affairs Commissioner – Zoey Ross

- It has been a wonderful experience planning orientation.
- Alesia Cara is coming to Guelph.
- Spent a lot of time looking at emails and complying with AODA applications.
- Dealing a lot with elections. Making sure the all candidates package is up to date.
- We have an events schedule for CSA events available to anyone.
- Lots of collaboration; the Mayors office is collaborating, although the mayor will probably not come to the event.
- The mayor wants to show the CSA the cities budget at a future board meeting. I will hold him accountable.

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- We are now on the Guelph communications list. Any big stuff that happens in the city will now be informed to us. Eventually the Local Affairs position will take this over.
- Any information about my part of the package feel free to ask. Email: csatalk@uoguelph.ca

4.5.3. Finance & Operations Commissioner - Ryan Shoot

4.5.4. External Affairs Commissioner – Miriam Kearney

- Out of the sexual violence awareness committee is a new campaign called Stop. Ask. Lots of cool swag coming from it.
- CASU: What's it about?
- Miriam: consent. It targets many areas of consent from sex activity
- CSAHS At-Large: Is it replacing the consent is mandatory campaign?
- Miriam: No.

4.6. Committee Reports

4.6.1. Finance Committee Report

- A&UA defers to CPES At-Large
- CPES At-Large: We granted CSA O-week \$1000 because they are over budget. Approved meal exchange money for cross campus events.

4.7. Director Reports

Jamal Demeke – GBSA

- Health and Dental met and talked about Feeling Better Now aimed at mental health.

Wolfgang Kaufman – Interhall Council

- Met with Miriam

Mohammed Ahmed – CPES At-Large

- Finance committee met. Also met with CPES.

4.8. Business

4.8.1. (Info) (Oral) Orientation Update

- C&CA: Interesting event: Soulful Expressions – allows marginalized folks to come out and enjoy art and spoken word at the bullring. We are also trying to get more funding for a concert. We are also teaming up with CFRU and DHR for a corn roast and concert. All of which is aimed at destigmatizing mental health. Ryan put in a huge amount of work with the concert, Meg with dog days, me with other stuff, and Miriam with soulful expressions. We have been so amazing as a team. We work really beautifully together. If you want to see the schedule of our events I can

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email it to you. Our events will also be in the o-guide and we have a lot of them. Dunk tank is the only water based event ever.

- Our relationship with athletics is really improving. We felt like we weren't engaging enough with the schools spots culture. We will be helping to advertise games ad help school spirit on campus.
- GM: soulful expressions is currently looking for artists/students of colour who can perform poetry or music. Anyone e can reach would be awesome. Email GM, Zoey, or Miriam so we can showcase students of colour in the community

4.8.2. (Info) Schedule of election and AGM dates

- C&CA: This is simple. We have a schedule of proposed dates and when they will happen. Dates are in the package.
- GQE: Since there will probably be a bylaw change about referendums, will there be a time crunch for the elections?
- C&CA: I don't know how to answer that. I want to table this.

Motion to table

Moved: C&CA **Seconded:** CASU

Motion carried.

4.8.3. (Info) Candidate Package – Fall By-election

- Mohammed (CEO) – Does a presentation about the package and introduces himself/describes the package. Re outlines the rules.

Discussion

- IHC: IHC has the power to put posters up in res. Can we give candidates permission to poster in residence?
- CEO: Candidates should be allowed to poster in residence without your explicit permission, other wise it is unfair and could be biased.
- IHC: Our board needs to approve postering so they would need to petition our board.
- Chair: in the past IHC provided boards that elections could use
- Chair: *reads bylaw 2 because the package needs to be approved before elections* When do elections start?
- A&UA: the 14th
- Chair: good

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- A&UA: as part of our elections, I will have a list of all classes as part of our promotion strategy
- C&CA: said nothing

4.8.4. (Action) Appointment – Transit Committee

Discussion

- CASU: what is it:
- A&UA: all of our negotiations with transit. The CSA and GSA are part of this. We meet with senior staff from transit. About two meetings a semester. Possibly less than that. Our recent meeting spoke about late night bus service.
- *CASU volunteers*

Motion to appoint members to the Transit Committee

BIRT Aidan Paskinov be a member of the Transit committee

Moved: IHC Secoded: A&UA

Motion carried.

4.8.5. (Action) Appointment – Standing Referendum Committee

Discussion

- GM: if you have your policies in front of you, look at Blyaw 2 section 8. At least 2 directors and ceo. They deal with all things referendum

Motion to table

Moved: C&CA Secoded: CASU

Motion carried.

4.8.6. (Action) Appointment – Elections Appeals Board

Discussion

- GM: Policy manual appendix J. Resides over minor campaign refractions. This board needs to sit during campaign times. 3 directors who are not commissioners, and 2 members of the CSA. No less than 40% female on the committee At least 2 people need to be female.
- GQE: I wont be a board member, so can I be one of the csa general members?
- GM: there is another process for that, you can apply that way
- CPES At-Large: What's the time commitment?
- GM: It could be busy or not.

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- Chair: You are handling appeals, so if there are no appeals, you'll have no problem
 - CVSA/CSAHS At-Large/COA At-Large: I volunteer
 - CVSA: How will we get 40% female?
 - Chair: It will be a board decision
 - A&UA: Who is the chair?
 - Humble Scribe: It is determined by the committee.

Motion to appoint members to the Elections Appeals Board.

BIRT Courtney Tait, Ryan Bowes, and Peter Miller be members of the Elections Appeals Board.

Moved: Ext **Seconded:** GQE

Motion carried.

4.8.7. (Action) Approval – Finance Committee

- A&UA: the committee met last week to talk about four different proposals. Our bylaws state that if the request is more than 2000 it goes to the board for approval. There was one request over 2000. It was put forward by me on behalf of CAPCOM.

The Pitch

- Whole proposal is in the package. Aims to create a Mission Vision and Values document that can be used by the corporation to set future goals and determine if their goals have been achieved. The CSA is a highly transitional environment, so it is difficult to have long term goals. This process will hopefully help for the next three to five years. Set specific and measurable items. Recommends that this process is performed every three years if it can be done this year. It is the mandate of Capcom to help with this. The document will include what is the mission vision and values of the organization. The end goal of this process to have the final document. Because the CSA has so many members, the process will be lengthy to determine what we stand for and what we are about. Every student's opinion matter and will cont. Many consultations will need to happen. CAPCOM is recommending hiring an unbiased official to lead this project and the consultations. We want to hire an external facilitator. It will rely on student and staff consultant. The facilitator will work with Capcom to bring the document to the BoD by the first board meeting of the winter semester. There are three options for this facilitation. Rebecca Sutherns, Pearl Streets, DISC Model or the University of Guelph Org and Management solutions. CAPCOM recommends that Sutherns is hired. CV included. She has worked for SL and comes highly recommended. She has also done a whole bunch of different stuff and over 15 year experience.
- We've done some tours of other associations. Some with only 500 students ask us what our mission statement is and they have mission statements. For the health and dental meeting, we are the largest school. Since we don't have a mission statement, we could

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say that our mission statement is to get drake and run nothing else.

We talked to each company and got them to price Mod what the cost could be. We don't know how much it will cost. asking for support in requesting a maximum of \$10,000 in funding.

Discussion

- CPES At-Large [representing the finance committee]: Based on what Meghan said and based on our budget. It can be done. And looking forward it is very good for the long run of the organization. Although \$10,000 isn't a cheap thing, if we can get it done and get it done right, then that would help mitigate costs in the future. With that being said, [the finance committee] suggests that you approve it. There is a surplus of money to draw from.
- A&UA: The role of the financial committee is to find out if we have the money to fund something, they cannot lend support to a cause, but they can say whether or not we have money.
- GQE: It says there were three organizations included. Which org is Sutherns from?
- A&UA: the cost isn't actually for that specific facilitator; it is just to guarantee the budget for **a** facilitator. We were simply given an estimate.
- CPES At-Large: I think this is a fantastic idea. I want to put this out there for everyone. We are a large organization and we should have a mission vision and values statement for everyone. We need to put it in peoples faces. It helps us stay on course.
- COA At-Large: As of right now, I'm against this motion. I think we should look at other student organizations first. If we look at our policy, we could find a mission statement there that... A vision is a big thing. That sounds like a strategic plan. I think it should be someone who has been involved with student unions before who helps us write it. I think we should vote against this, because there are areas of the CSA that an external facilitator would not understand. This money could be going towards an area of the CSA where money is lacking, like the foodbank.
- C&CA: I want to speak in support of this. Last year CAPCOM didn't have much time to speak to these issues. Having this professionally done is a good investment and a step forward. Investing in this is not taking away from the foodbank, it is helping the organization. An influx of cash is not a sustainable solution for the foodbank. New tactics need to be introduced to deal with foodbank issues. The surplus that this request would be drawing from is for new, innovative projects
- CSAHS At-Large: I want to speak against this. A lot of this is implied in our policies. \$10,000 is an exorbitant amount of money to spend on a statement. A motive behind a document like this is to legitimize the organization and actions that we take. I believe that this organization has functioned for a very long time. That money would be better put towards things like Peter said. I don't know how this will fundamentally change the actions of the CSA
- A&UA: in favour. I want to address some of the concerns that have been raised. Surplus is a one-time thing that can be used only once. We are working on the foodbank issues. What is not involved in our bylaws and policies is what our members actually think. Many of the people who wrote those policies who are no longer here, and the situations they were written to deal with were for people who are also no longer here. We want to talk to the students who exist on

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campus - the people who we are actually responsible to. Furthermore, we need this internally; it will let our permanent staff, our directors, our executives see what our directive is as determined by our members [the students of Guelph]. One of the purposes of CAPCOM is to find the structural deficits of the organization. This project has been seen to be an integral piece of the CSA that is missing. This missing piece has caused negative effects in the past. I am up for the challenge, are you?

- Chair: Found the bylaw that people keep mentioning about the surplus: bylaw 2 section 2.2 and 2.3
- Scribe: *clarifies surplus details using the minutes from the Finance Committee. There is a \$25,000 surplus that is carry-over from the year before and is meant to be aimed at innovation*
- CASU: It's \$25000? Wow. Since everyone is thinking about the students, why don't we put forward a referendum to the students. Plenty of students don't know what the CSA is or what they do. This could be a chance to let students know that they could have a say here.
- CEO: I do a lot of planning stuff. Bylaws 2 does have a rough mission/vision/values. I did some planning for Opirg Peterborough and what they found is that for OPIRGs in a variety of places there is a designated staff that does the visioning, the average cost for an external person is about \$5000.
- GQE: I want to speak to what it would mean for the CSA. A few meetings ago we were talking about the difficulty getting people engaged. At face value it seems ridiculous because it's just one document, but the real work is really getting people to engage with the students. The real work and money is going towards talking to students which I think could really help students get involved in what they want. With regard to our current bylaws and policies: I was on the CSA elections appeals board when that one policy got passed about having 40% women. Our bylaws are very patchwork. We fix problems when we think they arise. Using these documents is not a sustainable solution. Instead of working from the bottom up. Working from the top down could solve a lot of problems. Our lack of direction put us in this situation in the first place. I support the motion.
- CPES At-Large: I brought up a point earlier. I would have been the same way before if I hadn't worked in my coop placement before at Johnson and Johnson. It was nice and easy to understand and really provided direction for the company and drove it forward and made the company successful. Since the surplus is there I think this is a really great way to bind the CSA to what it should be.
- A&UA: wave
- Peter Miller: I'm not against the Mission/Vision/Values. But we should look at other schools and what they've done. It would be beneficial if we didn't spend such a lofty amount on something like this
- A&UA: Part of why I'm coming to you now is because I really want to get this process going. It was brought to CAPCOM in June and we've been waiting for it to get going. The goal is to get this document done by the end of the Fall semester. We have a huge list of things we want to look at this semester. We want to get this done as fast and accurately as possible because of its importance. I put a lot of hours researching various companies and due process and bylaws and

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I am coming to you on behalf of the committee to say that the time has been put in to ensure that the process will be done the right way. While I do respect what other schools have done, I'm stressing a time component and I'm telling you that the process is already researched and started.

- CSAHS At-Large: I need some clarification about what this person would be doing? They reach out to students? I believe in the mission statement, but I need to know what the process is that they are going to take. I am supposedly supposed to be going and talking to my peers and finding what they need. What will the person be doing differently? why do we need to do it now when we haven't needed it in the past few years that we need to do it now?
- A&UA: They will be collecting information in a variety of ways based on their personal opinion. They will be conducting research. They will go through the responses that are returned from focus groups and consultations. They also have a lot of experience accurately forming a document from all of the input. It is extremely hard to take qualitative research and portray it as an end product. Not only are they taking the student input and working with us, but forming the document and creating measurable items within the document that will help us do what the students actually want us to do. That is something that needs a lot of expertise. It is important to do now because although we have been functioning, [the CSA] has not been functioning efficiently, accurately, or as an active reflection of students on campus. CAPCOM highlighted this as the most important area to improve the functioning of our organization
- IHC: I want to speak in favour. In our organization we talk a lot about governing documents, but for the broader student population there is a lack of accessibility of what we stand for. Most students won't read through the bylaws and policies. This brings an accountability piece. They can look at the values and measure them against our actions. Although the bylaws help us as a whole, they don't sum it up well
- Aidan: Call to question

Vote: For: 8 Against: 3 Abstain: 1

Motion carried

Zoey noted abstention

4.9. New Business

4.9.1 (Previously tabled) (Notice) bylaw change: bylaw 2 section 5.4

A&UA: This is being put forth as a notice of motion to notify you that a motion will be put forward to change the following in bylaw 2. The first is under 2.2. We want to add "the executive committee" position to the by-election. We could fill it in the summer, but this doesn't say anything about filling it in the fall.

Section 5: referendum. Couple changes. 5.4 go from general elections to general elections or by-

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election. This will be sent to PBRC, but the by-election is coming up fast and we need to change this to fix it for people who may want to ask a question this time 'round.

Discussion

- Chair: for consideration look at bylaw 1 because it does speak to executive vacancies, and for the sake of consistency bylaw 2 section 5 speaks to how far in advance referendum questions can be submitted. So you might want to speak to that in this amendment.
- C&CA: there's a caveat to this plan. As per the schedule the question needs to start to tomorrow, but in reference to bylaw 5.3 and bylaw 5 in general, it speaks to only the general election for referendums, but I can't read your mind and know how you'll vote on September 14th.
- Chair: my recommendation is if there's something you want to stick to its elections and referendum. Since this a notice of motion, no action can be taken until we pass the bylaw.
- A&UA: Do we need to bring forward the specific wording?
- Chair: Yes. You submit the change in the board package, or you could do it verbally
- GQE: Question - probably for PBRC - with the changes about language, If the by-election doesn't happen, would referendums not be accepted?
- Chair: that's for the board to decide if this happens.
- A&UA: This is a rushed solution, but it needs to be ready by the coming semester.
- Chair: I want to stress election planning the semester before the election. Please use this time to communicate with each other and come prepared next time.
- C&CA: on this matter I will be taking direction from the CEO. I'm not comfortable undertaking this on my own. If the amendment doesn't pass at the next board meeting, but I'm struggling with the ethics of this. I will only be doing what I am allowed to be doing for any referendum I try to run.

4.9.2. (Previously Tabled) Executive and Board responsibilities

CSAHS At-Large: Last meeting we ended our in-camera session in private. Can I talk about it? This is a response.

Motion to move in camera 8:06pm

Moved: Csahs At-Large **Seconded:** A&UA

Motion carried.

Motion to allow GM to stay

Moved: Ext **Seconded:** IHC

Motion Carried

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Motion to move out of camera at 8:49pm

Moved: CPES At-Large **Seconded:** CVSA

Motion carried.

Motion to recess for 1:00

Moved: C&CA **Seconded:** CASU

Motion carried.

4.9.3. (Previously Tabled) (Info) Schedule of election and AGM dates

Discussion

- C&CA: Dates. We need to get stuff done by tomorrow.
- GQE: I think it's a good idea, but it might not make sense to shoehorn it in to this coming election.
- C&CA: Any student can put forward a question.
- COA At-Large: What are we voting on
- Chair: Nothing. The All candidates package needs to be approve by the board by September 14th.
- C&CA: They were presented as notice last time. This was in advance.
- Chair: You could approve the dates today, or both the dates and package on the 14th
- GQE: Are there any dates in the list of dates that are before the 14th?
- Chair: I recommend approving the dates today so that info about the nomination period can go out now. And it fits in with Zoseph's timeline

Motion to pass the election dates as presented

Moved: CPES At-Large **Seconded:** C&CA Mohamed, Zoey

- **P.O.I.** C&CA: just so we're clear, that means tomorrow isn't on of them, or would the referendum dates have to be in that package as well?
- Chair: No. because referendums at a by-election are impossible.

Motion carried.

- Chair: next meeting we'll approve the rules of the election and talk about the bylaw 2 amendment

4.9.4. (Action) Standing Referendum Committee

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- Chair: At least two board directors
This is wordsmithing the referendum questions for students.
Probably only one or two meetings
This will be brought back in the Fall

 - *no one volunteers for the committee*

 - A&UA: Could commissioners be members?
 - Chair: No.
 - A&UA: but it specifies in other areas of the bylaws and not here?
 - Chair: Kaitlin said it is a patchwork of various bylaws
 - A&UA: but it says nothing. Technically we do count as a director.
 - Chair: yeah, no.
 - A&UA: We are literally directors in the bylaws.
 - Chair: *reads the bylaw proving megs point*
 - A&UA: so we are...?
 - Chair: I will stand by my ruling.
 - A&UA: On what grounds?
 - Chair: There is a clear distinction in my mind.
 - A&UA: I challenge the chair.
 - Chair: You need a temporary chair.
 - CASU: I appoint Mohammed [CPES At-Large] as temporary chair.
 - IHC: If I volunteer, and then I leave this board, would my successor take the spot?
 - Chair: no. It would be vacant.
 - CASU: I'll take one of the spots.
 - Tempchair: There is a challenge.
 - A&UA: I think the language in our bylaws is pretty clear, in some areas they're really patchy. In some cases, it says "must be filled by ___ of directors" or specify that it's not an executive. In this case it does not mention if the member cannot be an executive. I think that this ruling is slightly out of order.
 - GQE: I want to question some of the other language of other committees. *gives a good example*
 - GM: The language is inconsistent. We need to frame points in context of the challenge.
 - GQE: This is in the context of this. Executive hold a lot of power, so this could result in setting a precedent
 - CASU: What's the discussion?
 - GM: The chair's decision. However, this does not set precedent.
 - COA At-Large: I want to uphold the decision. This referendum committee speaks to directors. I have never seen directors on this committee.

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- A&UA: It says that we are directors, so technically this leaves room for directors on any committee
- CASU: I know we've discussed this as patchwork, do we need to look at each patch as a separate instance. It doesn't specify exec being different from directors. I vote not to uphold the chair's decision.
- GQE: I feel like exec should stay out of most things pertaining to the elections. It would be more kosher. To keep the people who would benefit from election, out of election entirely makes sense

Vote to uphold the Chair's decision: For:4 Against: 6 Abstain:1

Motion to challenge the chair carried.

Vote for Josh to remain as Chair

Motion carried.

BIRT Wolfgang Kaufman, Aidan Paskinov, and Meghan Wing are the new members of the Standing Referendum Committee

4.10. Announcements

Skipped.

4.11. Adjournment at 9:30pm

Moved: CVSA Seconded: CASU

Motion carried.

Approved by the Board of Directors on

Date:

Signed

Date:

Joshua Ofori-Darko

Board Chair, 2015-2017

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Signed

Date:

Zoey Ross

Communications & Corporate
Affairs, 2016-2017

Agenda #8

Executive Committee Meeting

July 6, 2016 @ 3:00pm – CSA Board Room



8.0 Call to Order

8.1 Comments from the Chair

8.1.1 Welcome

8.2 Executive Update

8.2.1 Academic & University Affairs Commissioner

- Convocation week, will be attending many ceremonies throughout the week
- General office work

8.2.2 Communications & Corporate Affairs Commissioner

- Board training was a success, Brass Taps and resource binder are highlights
- Finished archiving of the minutes from last year
- Working on the board packages archiving from last year
- Developing needs and asks for mobile app
- Innovation fund work

8.2.3 External Affairs Commissioner

- Email and office work upkeep
- Worked with beehive collective on a disorientation week event
- Worked on the Sexy bingo event with Jean from wellness
- Planning Take Back the Night

8.2.4 Human Resources & Operations Commissioner

- Day to day operations
- Working on orientation

8.3 Business

8.3.1 Orientation Update

- DHR is doing a corn roast during O-Week, looking to collaborate to reduce redundant events
- We are on track in terms of keeping events up to date with revisions
- Sexy Bingo, Ryan has reached out for prizes. Miriam to accumulate information and statistics to be used during the show

8.3.2 Mobile App Update

- We will be seeking out more information from LB Canada to be able to move forward

8.3.3 Board training/ submittal process

Agenda #8

Executive Committee Meeting

July 6, 2016 @ 3:00pm – CSA Board Room



-
- To be able to submit, information must be submitted to Zoey, following a template to be sent out. Deadline will be the Thursday prior to a board meeting at 6 pm.
 - Board Package will then be sent out by Sunday night for the Wednesday meeting

8.3.4 Ontario Aboriginal Students' Gathering

- Email to be sent out by Miriam
- Zoey is planning to attend, its important that we have some representation there to gain more info.
- Motion to approve \$100.00 for Zoey to attend, Motion from Meghan, Miriam seconds. Motion carries

8.3.5 CSA Squad

- Exploring the creation of a hype team to be able to promote CSA events, campaigns, etc.
- Getting people beyond our bubble to get students involved in our activities to better promote the CSA

8.3.6 UC Board

- We are in receipt of two applications, and have settled on a successful candidate through executive committee
- Applicant will be contacted to confirm their application.

8.3.7 Orlando

- CSA to put out via social media and email to promote resources to support queer/POC on campus
- Discussion to support and be present at a community vigil

8.4 New Business

Tap in!

- Complications surrounding a bottled-water free campus, mostly around finances on the universitys side
- Idea to put water bottles in all residence rooms corresponding to residence colours to promote use
- Contract ends with NAYA and Coca-Cola in 2021, tied to volume of bottles sold
- To seek out more research on benefits of going BW free

Gift

- Flowers to be sent to the office, exec+GM to chip in for purchase

Position Name Change

Agenda #8

Executive Committee Meeting

July 6, 2016 @ 3:00pm – CSA Board Room



-
- HR+O to Operations and Student Affairs Commissioner being explored and presented to the board
 - A more holistic view of executive positions needs to happen at some point

Guelph- Humber Meeting

- Meghan and Miriam met with executives from GHSA
- Looking to strengthen the communication between or organizations
- Exploring a Fall reading week at their campus
- Extended an invitation for us to visit them at the next opportunity
- Explained their governance structure, looking into updating our own

8.5 Announcements

8.6 Adjournment

Call to order (Present: Meghan, Zoey, Miriam, Dave)

Motion to approved the agenda

Meghan, Miriam

Comments from the chair

Executive Updates

Academic

- Research for CAPCOM
- Meeting scheduled to pursue projects with the library
- Coordinating with John to have all updates for the Survival Guide
- Finalizing the campus map for the survival guide
- Dog Days planning for O-Week
- Letter to go out to students' families to be commemorated for the memorial service

Comms

- Finalizing OWeek plans
- Coordinating the board package for the last meeting
- AODA compatibility and compliance with our website, compliance with the university guidelines

External

- Sexual Assault Sub Committees
- Bystander Education committee and a campaign to be launched during OWeek
- Training plans and modules for OWeek

Orientation Update

- Folks to follow up on finishing module trainings
- Zoey still seeking out an alternative band

CFS-O

- Miriam and Zoey to discuss who between them will be attending
- Decision tabled to the next executive meeting

CSA Website

- Joined by Maureen (Promo and Graphic Design) for this conversation
- Yesterday, Maureen and Zoey had gone over with the Uni. Admin a template for U of G AODA compliance
- The header of the template stays the same, but the sub header can be altered and changed with the admin template
- In terms of accessibility, security and timelines, the University admin template seems to be a better option
- Whereas, we aim to be completely compliant with AODA guidelines and accessible to our membership in all facets of our promotion and communications,
- Motion to implement university template and guidelines to structure the CSA website
- Meghan, Zoey motion carried

Adjourn Meghan, Miriam

Agenda #12

Executive Committee Meeting

July 25, 2016 @ 10:00am – CSA Board Room



Present (Zoey, Miriam, Meghan, Ryan, Dave)

12.0 Call to Order

12.1. Adoption of the Agenda

- 12.1.1. Motion to Approve the Agenda (Meghan, Ryan)

12.2. Comments from the Chair

- 12.2.1. Welcome

12.3. Executive Update

- 12.3.1. Approval of previous committee minutes

- Tabled until the next executive meeting

12.4. Executive Update

- 12.4.1. Academic & University Affairs Commissioner

- Meetings this week
- Arboretum has confirmed meeting room and space for the Memorial
- Letters to be sent out to families to attend shortly

- 12.4.2. Communications & Corporate Affairs Commissioner

- Meeting with Brenda to confirm website changes
- Maureen working diligently to confirm the website to be finished by September

- 12.4.3. External Affairs Commissioner

- Sexual Violence education meeting
- Timeline plan for StopAsk

- 12.4.4. Finance & Operations Commissioner

- Second floor plan is moving along, hopefully have some plans ready to submit to the board
- Sending out a clubs survey/questionnaire with clubs staff to gather more information about clubs needs and wants
- Applications for 3 jobs close today at noon, option to reopen if needed
- Considering doing some paid advertising for promotion of the jobs we need to fill

12.5. Business

- 12.5.1. Orientation Update

- Get your budgets into Ryan before the next staff meeting with all relevant information
- Ryan will start drafting buying lists, let him know if you need anything purchased
- Talk to Zoey if you need to complete training
- If you have events that you would like to see the municipal water truck attend, let Zoey know
- Lights, banners for decorations for Block Party

Agenda #12

Executive Committee Meeting

July 25, 2016 @ 10:00am – CSA Board Room



-
- Looking into entertainment for the Block Party, Ryan to talk to John about solidifying entertainment
 - Action: Zoey to talk to Jessica Westlake re:email
 - Action: develop the rollout promo plan for concert

12.5.2. CFS-O General Meeting

- Send an email to the board, Zoey + Dave

12.5.3. SUDS

- We will not be sending any delegates

12.5.4. Position Audit

- In camera Zoey, Miriam
- Ex camera Zoey, Miriam

12.5.5. 45 Minutes of Bylaw 1 Review

12.6. New Business

12.6.1. Survival Guide

- **All outstanding information needs to be confirmed today!**

12.7. Announcements

12.8. Adjournment

Exec Minutes #13

Executive Committee Meeting
August 2, 2016 @ 11:00am – CSA Board Room



13.0 Call to Order – 1:00pm

13.1. Adoption of the Agenda

- 13.1.1. Motion to Approve the Agenda
 - Moved – Miriam
 - Seconded – Zoey

Amendments (additions to New Business):

- 13.7.1 Student Day
- 13.7.1 Concert Promo
- 13.7.3 Referendum
- 13.7.4 Window Decorations
- 13.7.5 Feeling Better Now
- 13.7.6 Feedback

13.2. Comments from the Chair

- 13.2.1. Welcome

13.3. Executive Update

- 13.3.1. Approval of previous committee minutes
 - Minutes have not yet been formatted. Will be brought to meeting next week.

13.4. Executive Update

- 13.4.1. Academic & University Affairs Commissioner
- 13.4.2. Communications & Corporate Affairs Commissioner
 - Talked to Meg about doing the review of the bylaws for referendum
 - Met with DHR today and last week to discuss collaborations for the year
 - On phone with LB Canada, will have app on phone by next week and then we can put forward our edits
 - Meeting with CEO Mohammed re: elections and an election promo schedule which will be submitted to the board by the next board meeting
- 13.4.3. External Affairs Commissioner
 - Meeting with GRCED and SSGs re: Space
 - Determined plan for tackling Oweek events
 - Foodbank interviews happening this week
 - Meeting with Brenda directly after this meeting
 - Working on Stop Ask campaign with Sexual Violence Education Committee
- 13.4.4. Finance & Operations Commissioner
 - Transit met and will be signing late night bus contract. Will be pushing the Downtown Late Night Committee to pay for it during Oweek

Exec Minutes #13

Executive Committee Meeting

August 2, 2016 @ 11:00am – CSA Board Room



-
- Bus Pass Distribution hiring will be opening next week
 - Health and Dental: Feeling better now and the expectations were discussed. Will be creating a strategic marketing plan for Fall semester. Going to need to assess data to find usage
 - Position Audit: have been working on it
 - Student Space Initiative: received an email about a renovation happening in MACN putting in more couches and seating similar to Airport Lounge. Have been collecting funds for years and has not been touched.
 - HR: Have been familiarizing with grievances and knowing the policy cold. From that, will reach out across campus to see what kind of training is offered for free
 - Started board report: will not be at board meeting. Will submit package
 - Website is currently down, waiting for Maureen to return
 - Sent out template for evaluations this morning. If exec need assistance going through job descriptions to tailor the evaluation let F&O know. Evaluations are due on August 19th

13.5. General Manager Update

13.6. Business

13.6.1. Orientation Update

- Going to be going through document from last year with respect to the breakdown of each event for Orientation Week

13.6.2. Service update

- Suggest by Lee Anne at the last meeting to have a standing agenda item with respect to how each of our services are doing
- Comm: Working with CEO. Will be doing a three-month review with the External Chair
- External: Hiring Foodbank Volunteer coordinator and Namrata is staying on as Foodbank Coordinator until the end of September. Will be sending F&O email about bike lock money
- Finance: Clubs Coordinator has sent out a UC Space survey. Tech Support: Calvin is still hired here. There were no applications received. Current Tech is buying new laptops for the organization
- Academic: Staff three-month evaluation will be occurring next week for SHAC Coordinator

13.6.3. Election promotions

- Any ideas regarding a promotion schedule please email Comm to let him know
- Working with Emil Smolders with respect to a promotional video for the organization. Will be nice welcome video for the fall

13.7. New Business

13.7.1 Student Day

Exec Minutes #13

Executive Committee Meeting

August 2, 2016 @ 11:00am – CSA Board Room



- After talking with Sam, Dis-O-week might overlap with SD this year. Looking to reschedule it at a later time

13.7.2 Concert Promo

- Waiting for the ticket link to be looked over
- Should send something else out this week to hype up the concert (doesn't need to be an announcement)

13.7.3 Referendum

- Meg will be heading policy review and overhaul and this will be presented to the board. External has told Namrata to keep planning for the referendum question in the Fall

13.7.4 Window Decorations

- Had an email and nobody showed. The hope is to get the decals up by September

13.7.5 Feeling Better Now

- Finance: Want to develop a year long plan to market. Campaigns will be started within the first three weeks of school. Students will be receiving bookmark as part of their Welcome pack. Going to talk to Anne downstairs. Finance to bring the year-at-a-glance promo plan for FBN to executive meeting on September 6th and submit to board for September 14th

13.7.6 Feedback

13.8. Announcements

13.9. Adjournment – 1:57pm

Moved – Zoey

Seconded - Miriam

Agenda #14

Executive Committee Meeting

August 9, 2016 @ 12:00pm – CSA Board Room



14.0 Call to Order (12:26 pm)

Present (Meghan, Zoey, Ryan and Dave) Absent (Miriam)

14.1. Adoption of the Agenda

14.1.1. Motion to Approve the Agenda motioned by Ryan, seconded by Zoey

14.2. Comments from the Chair

14.2.1. Welcome

14.3. Executive Update

14.3.1. Academic & University Affairs Commissioner

- Staff evaluations completed with SHAC coordinator
- Bylaw revisions
- Finance Committee meeting on Thursday
- Finalizing OWeek preparations

14.3.2. Communications & Corporate Affairs Commissioner

- Finance Committee approval for OWeek
- Initiating pro-bono agreement with U of G OMS as an option for structural review
- OWeek promotions and finalizing details

14.3.3. External Affairs Commissioner

14.3.4. Finance & Operations Commissioner

- Staff evaluations
- OWeek finalize details for large events

14.4. GM Update

- Staff training
- Board package and meeting preparation for the 17th
- Streamline hiring process documents for executives
- Preparations for fall staff and board trainings

14.5. Business

14.5.1. Orientation Update

- Use of golf cart is available for Sunday, Thursday and Friday of Oweek
- Zoey updating executive task lists and resource lists for events
- Ryan to send Meghan donation list for Sexy Bingo
- Seeking local artist for Friday with Corn Roast

14.5.2. CSA App

Agenda #14

Executive Committee Meeting

August 9, 2016 @ 12:00pm – CSA Board Room



-
- Following up with LB Canada for initial version of the app

14.5.3. Service Update

- Dave following up with services to see if they would like to do outreach during Oweek events

14.5.4. Referendum Bylaw

- Changes to Bylaw 2 to be submitted to upcoming board meeting for approval concerning Fall byelections

14.5.5. MVV

- Mission, Vision and Values development for the organization
- Options on the table, CAPCOM has given Meghan authority to seek out the best option for the CSA
- Waiting on confirmation from Finance committee to be able to make a presentation to CAPCOM

14.6. New Business

14.7. Announcements

14.8. Adjournment

Motion to adjourn from Ryan, seconded by Meghan

Agenda #15

Executive Committee Meeting

August 16, 2016 @ 11 am – CSA Board Room



Present (Zoey, Miriam, Meghan, Ryan, Dave)

Chair: Meghan

Scribe: Dave

15.0 Call to Order

15.1. Adoption of the Agenda

- 15.1.1. Motion to Approve the Agenda – Motioned by Ryan, Seconded Miriam

15.2. Comments from the Chair

- 15.2.1. Welcome

15.3. Approval of previous executive committee minutes

- 15.3.1. Approval of meeting minutes #9 – 13

- **Moved to next weeks agenda for approval**

15.4. Executive Update

15.4.1. Academic & University Affairs Commissioner

- Donations and food logistics worked out with BT for Sexy Bingo
- Student Memorial musicians, logistics being confirmed
- Outreach to families of students for Memorial
- Working with Admin and the GSA to finalize speeches for Memorial to avoid repetition and redundancy
- Trainings booked with DHR for board training and staff training
- DHR will be coming in on August 24th for Executive Committee Training
- Will be speaking about the CSA for incoming students in residence
- Will be speaking at the International Student Welcome Dinner on behalf of the CSA
- Formal presentation to the Finance Committee on the Missions, Visions, Values project
- Hiring committee for part-time position of Student Advisor for Students with Accessibility Services Office

15.4.2. Communications & Corporate Affairs Commissioner

- Training modules completed
- Board Package
- All Candidates package submitted to the board
- All elections requirements submitted to the board
- Promotions schedule
- Jack Fisher will serve as an intern scribe for the rest of the summer

15.4.3. External Affairs Commissioner

- Food Bank interviews, finalizing the hiring process
- Was away most of last week on vacation
- Sexual Violence Education committee work and roll out for the fall semester

Agenda #15

Executive Committee Meeting

August 16, 2016 @ 11 am – CSA Board Room



15.4.4. Finance & Operations Commissioner

- First Finance Committee meeting of the year, did a review of the budget and updated the committee on the status of our surplus
- Motion will come to the board for approval
- Working with GRCGED to be able to get a meeting with building/admin reps to be able to provide information on space for them
- Looking into laptops for minute-taking in the office and for rentals for students
- Finishing evaluations, deadline is August 18th for internal evaluations to be completed
- If Aggies aren't using the board first week, it is the CSA's to write a welcome message to students

15.5.GM Update

- Board package and meeting preparation for Wednesday
- Completing Executive Meeting Minutes
- Staff Training
- Streamline hiring procedure materials
- Elections promotion schedules and preparation for fall semester

15.6.Business

15.6.1. Orientation Update

- Ryan has decorations and lights for Block Party
- Investigate SnapChat options for OWeek, Alessia Cara (All)
- StopAsk materials and volunteers will be at SexyBingo
- StopAsk banners and materials will be present in residence
- Contacting groups and clubs for artists for Soulful Expressions event (Miriam)
- Confirmation needed for Bullring events and bookings for OWeek (Zoey)

15.6.2. CSA App – request for functions

- Request for list of companies and businesses to be included
- Zoey to ensure with provider that full AODA Compliance is possible
- If you have suggestions for features for the app, **email Zoey by noon on Friday, August 19th.**

15.6.3. Service Update

- Front Office will be closed next week, Dave will send it out a schedule request to execs and full time staff to cover the office each day between 12-2 next week
- Staff Evaluations to be completed by August 18th and submitted to Ryan

15.6.4. Athletics cross promotion – generate ideas

Agenda #15

Executive Committee Meeting

August 16, 2016 @ 11 am – CSA Board Room



-
- Idea generating session
 - Building up attendance for away games (a separate conversation on promotion, incentives etc.) Set up a meeting with Scott at athletics (Meg will send out a Zimbira meeting request for this)

15.7.New Business

- **MVV Project**
 - **Multiple options with varying prices and timelines**
 - **One option is internal to the University, while others are external**
 - **Varying degrees of experience in doing analysis in MVV and student association work**
- **Water Bottles**

15.8. Announcements

15.9. Adjournment – Motion Meghan, Seconded Miriam

Executive Updates #4

Zoey Ross – Communications & Corporate Affairs Commissioner
Central Student Association

Office: UC 429

519-824-4120 ext. 56376

csatalk@uoguelph.ca



Hello directors,

Orientation week has come and gone, but the hype lives on! We have some of the strongest engagement metrics across social media in recent CSA history if not ever. The sheer will and dedication that came from the staff and exec to make this event happen is mountainous. We've been able to work together, help each other when we stumble, coordinate when we can and improvise when we could not; all of this lead to an O-week that will not soon be forgotten in the campus community. I'd like to thank everyone at the CSA for pulling together and making this a grand success.

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

1. Promotions and Communication of the CSA

- Managed all social media and communications platforms
- Continue to develop CSA App with LB Canada, particularly how it is accessible
- Launched AODA compliant website
- Sourced potential researchers for CAPCOM
- Promoted Alessia Cara and Orientation through intense social media, ad buying, impromptu signage and traditional mediums

2. Administrative Duties

- Facilitated all executive meetings
- Completed Lupal training
- Participated in meetings about bus pass distribution and was present for part of the distribution for live social media coverage and promotion of the CSA
- Completed all required online training, including all orientation training

3. Committee Involvement

- PDR Committee met and gave \$160 funding to two groups.
- Attended all executive committee meetings

Additional Responsibilities

4. Event Planning

- Continued working on particulars of O-week events (primarily the corn roast with DHR)
- Executed the orientation event plan and Alessia Cara event plan

5. Policy and Transition

Executive Updates #4

Zoey Ross – Communications & Corporate Affairs Commissioner
Central Student Association

Office: UC 429

519-824-4120 ext. 56376

csatalk@uoguelph.ca



6. Local Responsibilities

- Wrote a press release regarding Nestles continued use of water taking amidst a drought. This was reprinted in full and published in the *Montreal Gazette* and lead to an interview with the CBC. We decided to respond with an email. The CBC took our email directly published it in their article.

a. Bylaws, City, etc:

- Met with Mayor Guthrie and President Vaccarino at the University of Guelph Flag Raising. Raised the flag, with President Vaccarino.

b. Night Life Task Force

c. Student Life Advisory Committee

d. Athletics Advisory Committee

e. Student Volunteer Connections Advisory Committee

7. External Responsibilities

- Accepted responsibilities regarding the supervision of the Bike Centre, campaigns, federal and provincial advocacy.
- Met with MP Lloyd Longfield and other student leaders to discuss electoral reform.

Guelph Student FoodBank Question: Fall 2016

Preamble:

Every semester full and part time undergraduate students pay \$1.73 per semester (increased annually by the consumer price index) to support the student foodbank on campus.

In 2015 alone, the student foodbank provided emergency food and resources to over 540 individuals. To keep up with demand and rising food cost, the foodbank needed to spend an additional \$13,300 on food acquisition last year.

The food bank is currently running a deficit despite intensive fundraising efforts and receiving one-time emergency financial assistance. A long term solution is needed which requires the support of the undergraduate population. Students have supported the foodbank since 2004, and we are once again calling on your support to make a difference.

Do you support an increase of \$0.52 (for a total of \$2.25) per semester (Fall, Winter, Spring/Summer) for full-time and part time undergraduate students, that is increased annually by the consumer price index for Ontario?

Agenda #5

Board of Directors Meeting

September 14, 2016 @ 6:00pm – UC 442



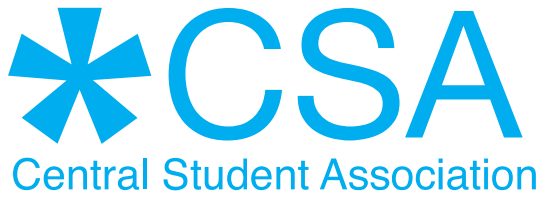
(Action)
Committee Scribe Hiring Committee

WHEREAS The position is open and needs to be filled.

WHEREAS one director is needed for the hiring committee.

BIRT

will sit on the Committee Scribe hiring committee.



The Central Student Association (CSA) is the undergraduate student union at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

BIKE CENTRE REPAIR COORDINATOR

The Bike Centre is a do-it-yourself bike repair shop. It seeks to empower student cyclists through teaching them how to repair their bikes (through volunteers, workshops, and Womyn and Trans Night) and through raising awareness of cycling and cycling initiatives. It is fully stocked with all the tools, fluids, equipment, and knowledge needed to keep your bike working safely on the road and trails. It's open to all members of the campus community regardless of skill level.

The Repairs Coordinator is primarily responsible for acting as a resource around bike repairs and maintenance. This includes not only through being present in the Centre for shifts and office hours, but running bicycle repair workshops each semester.

Term	September 26 to December 2, 2016, 10 weeks Winter Semester - 40 Flex Hours
Hours	Fall - 7 hrs/wk, Winter – 40 Flex, 110 hours total
Wages	\$1,400 (includes vacation pay)
Executive Supervisor	Communications Affairs Commissioner (Interim)
Team Leader	Bike Centre Coordinator

TRAINING AND TRANSITION:

- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Human Resources & Operations Commissioner and Policy & Transition Manager covering topics related to conflict resolution, anti-oppression, CSA policy and bylaws, etc.,
- Required to receive 5 hours of one-on-one training at minimum wage
- Required to provide 5 hours of one-on-one training to the incoming Bike Centre Repair Coordinator prior to the end of this contract
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager and Human Resources & Operations Commissioner prior to the end of your contract
- Required to sit on the Bike Centre Repair Coordinator hiring committee as the staff member, unless directed otherwise by the Human Resources & Operations Commissioner

JOB DESCRIPTION:

- Teach and Assist basic bicycle mechanics during shop hours
- Uphold the existing Bike Centre mandate
- Maintain approximately 5 office hours per week, to be held in the Bike Centre
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Executive Supervisor, as requested
- Meet with your Executive Supervisor at least once a month, and as requested
- Work with the Bike Centre Coordinator to organize restocking of the Bike Centre inventory, including but not limited to new tools, fluids and items for related sales
- Design and facilitate at least three (3) bicycle workshops a semester
- Teach cycling related skills such as basic mechanics; theft prevention and seasonal maintenance in workshops and on a drop in basis
- Clean and organize the shop before and after hours; at the guidance of the Coordinator

- Help support Bike Centre volunteers with the work they carry out and support the Bike Centre Volunteer Coordinator as needed
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract.
- Ensure all volunteers complete anti-oppression training, by either accessing such training through the CSA or other groups or organizing training sessions
- Assist Bike Centre Coordinator and other staff when needed

Winter Duties (40 Flex Hours)

- Facilitate bike auction, workshops, training and transition

QUALIFICATIONS:

- Good communication skills
- Basic knowledge of bicycle repair and maintenance is a must, further experience or enthusiasm to learn is preferable
- Experience teaching and delivering educational workshops
- Organizational abilities, multitasking and ability to prioritize are a must
- Friendly and approachable
- Dedicated and reliable
- Strong enthusiasm for cycling/ cycling related issues
- Proactive in regards to creative problem solving
- Ability to work independently
- Strong understanding of, and commitment to anti-oppression

Deadline for applications is Friday, September 23, 2016 at 4:00 PM

Resumes and Cover letters should be submitted online through the CSA application process found at

<http://www.csaonline.ca/positions-open/>

The CSA is committed to ensuring that every applicant's accessibility needs are accommodated to the best of our abilities. Should you have any specific accessibility needs in regards to the hiring and interview process please contact csacad@uoguelph.ca.

For a complete copy of the CSA Hiring Policy, visit <http://www.csaonline.ca/about/by-laws-policies-and-budgets/>The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is a committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

Applicants are encouraged to complete the Employment Equity forms, visit <http://www.csaonline.ca/jobs/how-to-applyfag/>. At the end of the hiring cycle, aggregate data drawn from the pool of successful applicants will be reviewed to examine the efficacy of the CSA's outreach strategy and efforts.