

MINUTES

Board of Directors Meeting # 17

April 3, 2023 – 6:00 pm

Microsoft Teams



Attendance – April 3, 2023

| Board of Directors | | | |
|---|---|----------------------|------------------------|
| At-Large Representatives (Elected) | | Present / Regrets | Arrived / Departed |
| Vacant | College of Arts | | |
| Vacant | College of Arts | | |
| Sanya Sareen | College of Biological Science | Present | d: 8:01pm |
| Simran Kalra | College of Biological Science | Present | d: 7:17pm |
| Jake Levy | College of Engineering and Physical Sciences | Present | |
| Jesse Varkul | College of Engineering and Physical Sciences | Present | |
| Ella Odeh | College of Social and Applied Human Sciences | Present | a: 7:23pm |
| Jacob Miller | College of Social and Applied Human Sciences | Regrets | |
| Mauricio Fernandez | Gordon S. Lang School of Business and Economics | Present | |
| Daniel Neiterman | Gordon S. Lang School of Business and Economics | Present | a: 6:47pm |
| Isha Maharaj | Ontario Agricultural College | Present | |
| Jenna Scharnowski | Ontario Agricultural College | Present | |
| Vacant | Ontario Veterinary College | | |
| Vacant | Ontario Veterinary College | | |
| Member College Government Representatives (Appointed) | | Present / Regrets | Arrived / Departed |
| Vacant | College of Arts Student Union | | |
| Ana Maria Mercu | College of Biological Science Student Council | Present | a: 6:09pm d: 6:21pm |
| Michaela Hishon | College of Engineering and Physical Sciences Student Council | Present | a: 7:18pm |
| Samantha Ogbeiwi | College of Social and Applied Human Sciences - Student Alliance | Regrets | |
| Alec Moyle | Lang Students' Association | Regrets | |
| Kelly Ruigrok | Student Federation of the Ontario Agricultural College | Present | |
| Vacant | Central Veterinary Student Association (Ontario Veterinary College) | | |

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| Student Organization Representatives (Appointed) | | Present / Regrets | Arrived / Departed |
|--|--|----------------------|-----------------------|
| Duncan McGuire | Indigenous Student Society (ISS) | Regrets | |
| Martha Yiridoe | Guelph Black Students Association (GBSA) | Present | |
| Olivia Smith | Guelph Queer Equality (GQE) | Present | |
| Vacant | Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED) | | |
| Varnika Karavadi | International Student Organization (ISO) | Regrets | |
| Anthony Pereira | Interhall Council (IHC) | Regrets | |
| Naomi Amayaevbo | Guelph Campus Co-op | Present | |
| Vacant | Ontario Public Interest Research Group (OPIRG) | | |
| Michelle Wilk | Student Senate Caucus | Regrets | |
| Vacant | Board of Governors | | |
| Executive (Ex-officio, Non-voting) | | Present / Regrets | Arrived / Departed |
| Nicole Walker | President | Present | |
| Vacant | Vice President Student Experience | | |
| Mason Friebe | Vice President Academic | Present | |
| Jena-Lee Ashley | Vice President External | Present | |

| Staff | Position |
|----------------|---------------------------------|
| Cameron Olesen | Chair |
| Colleen Bovay | Policy & Transition Coordinator |
| Sean Lloyd | Scribe |

| Guest | Affiliation |
|-----------------|----------------------|
| Lee Anne Clarke | CSA Business Manager |
| | |

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
If they leave before Adjournment, their departure time (d) is shown.
If no time is shown in the column, they were present for the entire meeting.*

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Summary of Resolutions

17.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2023, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: that **Item 17.12.1: Annual General Meeting Safety Plan** is added as a new business item;

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **Item 17.11.1: Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2023, be approved as amended with:

- Adding **Item 17.12.1: Annual General Meeting Safety Plan** as a new business item; and
- The reordering of the agenda so that **Item 17.11.1: Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Motion Carried

17.5 Approval of Past Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors Meetings:

| | | |
|--------|------------------------|-------------------|
| 17.5.1 | CSA Board Meeting # 13 | February 1, 2023 |
| 17.5.2 | CSA Board Meeting # 14 | February 15, 2023 |
| 17.5.3 | CSA Board Meeting # 15 | March 1, 2023 |

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|--------|-------------------------|---------------|
| 17.5.4 | CSA Board Meeting # 15A | March 8, 2023 |
|--------|-------------------------|---------------|

Motion Carried

17.7 Executive Updates

MOTION: That the following Executive Updates be received as information:

| | | |
|--------|--------------------------------|---------------|
| 17.7.1 | President | April 3, 2023 |
| 17.7.2 | VP Student Experience (vacant) | |
| 17.7.3 | VP Academic | April 3, 2023 |
| 17.7.4 | VP External | April 3, 2023 |

Motion Carried

17.10.1 Hiring Committee Report: Clubs Event Coordinator

MOTION: That the hiring of Anna-Maria Mercu for the position of Clubs Event Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

17.10.2 Finance Committee Meeting # 5 Minutes

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

| Agenda Item # | Meeting # | Meeting Date |
|---------------|-------------|---------------|
| 17.10.2 | Meeting # 5 | March 6, 2023 |

Motion Carried

17.10.3 Hiring Committee Report: Clubs Coordinator

MOTION: That the hiring of Roodiya Awosanmi for the position of Clubs Coordinator be approved, as recommended by the Hiring Committee.

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Motion Carried

17.10.4 Hiring Committee Report: FoodBank Coordinator

MOTION: That the hiring of Jude Akrey for the position of FoodBank Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

17.11.1 Overview of the 2023-2024 Draft CSA Budget – Lee Anne Clarke, Business Manager

(a) Speaking Rights: Business Manager

WHEREAS CSA Rules of Order section 3.3 states that visitors may be extended speaking rights following a motion to the Board;

MOTION: to extend speaking rights to Lee Anne Clarke, Business Manager, for the duration of item 17.11.1 to present an overview of the contents of the CSA 2023-2024 Draft Budget and to respond to questions that arise from members during discussion of this item.

Motion Carried

(b) Extend Speaking Time: Business Manager

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes;

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

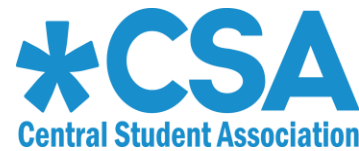
MOTION: to extend speaking time from 10 minutes to 30 minutes for this presentation.

Motion Carried

(c) Presentation: Business Manager

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MOTION: that the presentation from Lee Anne Clarke, Business Manager, regarding the overview of the CSA 2023-2024 Draft Budget, be received as information by the CSA Board of Directors.

Motion Carried

NOTICE OF MOTION

The following motion will be considered at the Board Meeting on April 19, 2023.

Approve the 2023-2024 CSA Budget

MOTION: that the 2023-2024 CSA Budget be approved as included in the Board Package and as presented by the Business Manager at the April 3, 2023 board meeting.

17.11.2 Policy Amendment re Absentee Voting for Online Elections Contingency Plan

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.3 be deleted and replaced with the following wording:

Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

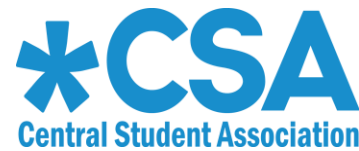
- a) Study abroad students;
- b) Co-op term students;
- c) Students requiring accessibility accommodation.

Motion Carried

17.11.3 Policy Amendment re Online Elections Contingency Plan Quorum

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Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.0 be amended to add the following subsection:

26.7 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum. This requires a two-thirds majority vote.

Motion Carried

17.11.4 Policy Amendment re Clubs Office Job Titles

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That the CSA Policy Manual be amended as follows:

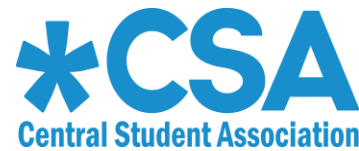
- That all occurrences of the job title 'Clubs Administrative Coordinator' throughout the Policy Manual be deleted and replaced with the job title 'Clubs Coordinator';
- That all occurrences of the job title 'Clubs Programming Coordinator' throughout the Policy Manual be deleted and replaced with the job title 'Clubs Event Coordinator'.

Motion Carried

17.11.5 Updated Online Elections Contingency Plan

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MOTION: that the Board of Directors receive the updated Online Elections Contingency Plan, as provided in the Board Agenda Package, as information.

Motion Carried

17.11.6 Teaching Excellence Award Selection Committee Recommendation

WHEREAS the CSA formed a selection committee to review the submissions for the Teaching Excellence Award in the Winter 2023 semester; and

WHEREAS the Terms of Reference for the Teaching Excellence Award Selection Committee states that the committee will forward their recommended recipient(s) to the CSA Board of Directors for approval;

BE IT RESOLVED that the Board of Directors approve Dr. Ritu Chaturvedi as the 2023 recipient of the Teaching Excellence Award, as recommended forward by the selection committee.

Motion Carried

17.11.7 An Open Letter on the Student Housing Crisis in Guelph

WHEREAS on Wednesday, March 29 CSA Executives were forwarded an Open Letter on the Student Housing Crisis in Guelph written by concerned students at the University;

WHEREAS the CSA Executives were asked to amplify and disseminate the Open Letter to support the initiative; and

WHEREAS this call to action aligns with the advocacy efforts of the CSA regarding affordable housing for students;

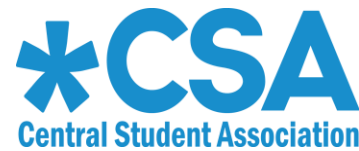
BE IT RESOLVED that the CSA Board of Directors receive the Open Letter on the Student Housing Crisis as information;

AND FURTHER that the CSA post the Open Letter on the Student Housing Crisis in Guelph on Instagram and the CSA website to show solidarity and create awareness to the student housing crisis in Guelph.

Motion Carried

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17.11.8 Appoint Representative to Student Space Initiative Committee

WHEREAS University of Guelph undergraduate students paid into a Student Space Initiative fee prior to the COVID-19 pandemic;

WHEREAS progress regarding the use of the Student Space Initiative funds was halted due to the COVID-19 pandemic;

WHEREAS a Student Space Initiative Committee has been formed to allocate the remaining funds collected through the Student Space Initiative fee to ensure the greatest impact of undergraduate student space on the University of Guelph main campus;

WHEREAS the committee will be meeting in the month of April 2023 to approve Student Space Initiative projects for the Summer 2023 semester; and

WHEREAS this committee is required to have the following undergraduate student membership:

- CSA Appointed Representative
- SEC Appointed Representative
- Special Status Group Appointed Representative
- College Government Appointed Representative

BE IT RESOLVED that the following CSA representative be appointed to the Student Space Initiative Committee for the remainder of the 2022-2023 academic year:

| |
|--------------|
| Jesse Varkul |
|--------------|

Motion Carried

17.12.1 Annual General Meeting Safety Plan

WHEREAS the CSA will be hosting an Annual General Meeting on Friday, April 14, 2023 on Microsoft Teams;

WHEREAS the Executives and staff of the CSA have been subjected to harassment and personal attacks from anonymous online entities throughout the course of the Winter 2023 General Elections;

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WHEREAS the safety and wellbeing of all staff, Executives, and members of the Board is paramount to the CSA; and

WHEREAS as approved at the March 29 Board meeting, the CSA staff developed a safety plan for the AGM in collaboration with an external HR Consultant;

BE IT RESOLVED that the Board of Directors approve the Annual General Meeting Safety Plan, as provided to the Board on April 3, 2023.

Motion Carried

17.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 17 on April 3, 2023, be adjourned at 8:22 pm

Motion Carried

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Agenda – April 3, 2023

| | | |
|--------------|--|--|
| 17.0 | Call to Order | |
| 17.1 | Land Acknowledgement Member Mason Friebe | |
| 17.2 | Adoption of the Agenda 17.2.1 Approve the Agenda 17.2.2 Declarations of Conflicts | |
| 17.3 | Ratifications and De-Ratifications | |
| 17.4 | Comments from the Chair 17.4.1 Introductions and Pronouns | |
| 17.5 | Approval of Past Minutes 17.5.1 Meeting # 13 – February 1, 2023 17.5.2 Meeting #14 – February 15, 2023 17.5.3 Meeting # 15 – March 1, 2023 17.5.4 Meeting # 15A – March 8, 2023 | |
| 17.6 | Executive Committee Minutes | |
| 17.7 | Executive Updates 17.7.1 President – April 3, 2023 17.7.2 VP Student Experience (vacant) 17.7.3 VP Academic – April 3, 2023 17.7.4 VP External – April 3, 2023 | |
| 17.8 | Director Reports | |
| 17.9 | CSA Service Update and Report | |
| 17.10 | Committee Updates and Reports 17.10.1 Hiring Committee Report: Clubs Event Coordinator 17.10.2 Finance Committee Meeting # 5 Minutes – March 6, 2023 17.10.3 Hiring Committee Report: Clubs Coordinator 17.10.4 Hiring Committee Report: FoodBank Coordinator | |
| 17.11 | Business 17.11.1 Presentation: Overview of the 2023-2024 CSA Draft Budget – Lee Anne Clarke, Business Manager 17.11.2 Policy amendment re Absentee Voting for Elections Contingency Plan 17.11.3 Policy amendment re Quorum for Elections Contingency Plan 17.11.4 Policy amendment re Clubs Office Job Titles 17.11.5 Updated Online Elections Contingency Plan 17.11.6 Teaching Excellence Award Selection Committee Recommendation | |

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|--------------|--|--|
| | 17.11.7 An Open Letter on the Student Housing Crisis in Guelph 17.11.8 Appoint Representative to Student Space Initiative Committee | |
| 17.12 | New Business 17.12.1 Annual General Meeting Safety Plan | |
| 17.13 | Announcements | |
| 17.14 | In Camera Session | |
| 17.15 | Adjournment | |

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Minutes – April 3, 2023

17.0 Call to Order

The meeting was called to order at 6:07 pm.

17.1 Land Acknowledgement

Member **Mason Friebe** presented the following Land Acknowledgement:

Hi, everyone. I'm acknowledging as we virtually gather here today as the CSA Board representing students at the University of Guelph that the university being the place we work and learn is situated on the traditional lands of the Attawandaron people and the Treaty lands and territory of the Mississaugas of the Credit. As we are all online today, it should be noted that it is important to recognize the lands with which you are currently situated. Acknowledging this, our responsibility, and voicing our respect with these acknowledgements is an important act of reconciliation and effort in the collective strengthening of relationships with indigenous peoples. Thank you.

Mason Friebe, VP Academic

17.2 Adoption of the Agenda

17.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Sanya Sareen

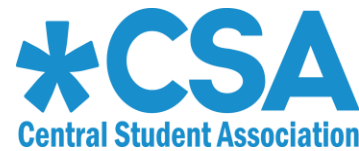
MOTION TO AMEND: that **Item 17.12.1: Annual General Meeting Safety Plan** is added as a new business item.

Moved: Nicole Walker, President

Seconded: Sanya Sareen

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The Board Chair noted concerns with the content of the new business item as well as the short amount of time that the Board has had to review the item prior to the meeting. The Chair suggested that it would be more suitable to book an additional Board meeting prior to the AGM to bring this item forward, since there will need to be an additional meeting to approve the CSA 2023-2024 budget as well.

The PTC noted that given the short time frame between now and the AGM, it won't be feasible to have the additional board meeting prior to the AGM. The PTC added that the final board meeting to approve the budget will likely be scheduled for the week following the AGM.

The Chair read aloud the proposed new business item and reviewed his concerns with the content of the AGM Safety Plan, particularly that some of the points may violate the CSA Organizational Bylaw (Bylaw 1), regarding the rights of members to speak at Annual General Meetings at the discretion of the Chair. The Safety Plan notes that questions will be asked and filtered through a moderator, to be selected prior to the AGM. The Chair noted that his role is to moderate the meeting, and several of the points in the safety plan are simply restating the rules of order and the responsibilities of the Chair. The Chair also noted that the safety plan states that members will not have the ability to unmute themselves, which would be altering the speaking rights for members as listed in the bylaw.

The President noted that the hope is to have this item added to the agenda so it can be discussed further and make amendments as needed. The President also noted that many of the points from the safety plan were taken from how the AGM was run virtually last year, with some suggested additions from the external HR Consultant and advisement from the university.

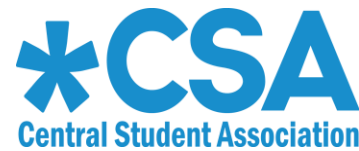
The Chair requested clarification on whether participants could be unmuted during the meeting as granted by a staff member.

The President clarified that if we go forward with the AGM as a Microsoft Teams Live Event as proposed in the safety plan, then members won't have the ability to unmute themselves or speak, as it would be live streaming. If we need participants to have the ability to be unmuted, then the motion can be amended to remove that it will be a Live Event.

The President motivated that at this stage of the semester it is challenging to get quorum for Board meetings, especially with multiple religious holidays upcoming as well as exams. The current motion and safety plan is a recommendation, and we're open to having a conversation and making changes.

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Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **Item 17.11.1: Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Moved: Nicole Walker, President

Seconded: Jake Levy

The President motivated that we're mindful of the time of CSA staff who take time to present to the Board.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2023, be approved as amended with:

- Adding **Item 17.12.1: Annual General Meeting Safety Plan** as a new business item; and
- The reordering of the agenda so that **Item 17.11.1 Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Motion Carried

17.2.2 Declarations of Conflicts

The VP Academic, Member Levy, Member Fernandez, and Member Neiterman declared conflicts of interest with items 17.11.2 and 17.11.3 due to being candidates in the current CSA General Elections.

17.4 Comments from the Chair

The Chair reviewed the online meeting etiquette rules regarding requesting the speakers list, points of order, and moving and seconding motions. The Chair also reminded members to use the hand raise function if any technical issues arise when using the voting links.

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17.4.1 Introductions and Pronouns

Each member provided their name, pronouns, and role on the Board.

17.5 Approval of Past Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors Meetings:

| | | |
|--------|------------------------|-------------------|
| 17.5.1 | CSA Board Meeting # 13 | February 1, 2023 |
| 17.5.2 | CSA Board Meeting # 14 | February 15, 2023 |
| 17.5.3 | CSA Board Meeting # 15 | March 1, 2023 |
| 17.5.4 | CSA Board Meeting #15A | March 8, 2023 |

Moved: Sanya Sareen

Seconded: Jenna Scharnowski

Motion Carried

17.7 Executive Updates

MOTION: That the following Executive Updates be received as information:

| | | |
|--------|--------------------------------|---------------|
| 17.7.1 | President | April 3, 2023 |
| 17.7.2 | VP Student Experience (vacant) | |
| 17.7.3 | VP Academic | April 3, 2023 |
| 17.7.4 | VP External | April 3, 2023 |

Moved: Jake Levy

Seconded: Sanya Sareen

Motion Carried

17.7.1 President

The President directed members to her written update for the meeting and expressed her disappointment in the individuals who have been making personal attacks online with defamatory comments that aren't related to the CSA or her position as the President. She noted that police reports have been filed and the

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university has been made aware of the inappropriate online conduct and are investigating avenues of action as well.

17.7.3 VP Academic

The VP Academic noted that the past month has been spent wrapping up CSA and committee projects such as the Teaching Excellence Award, Textbook Survey, and hiring for SHAC.

The VP Academic spoke about meeting with the library administration and discussing the library's usage and hours of operation, as well as the questions surrounding the side doors of why they're not open. The VP Academic noted the safety and accessibility concerns in relation to the location of the doors and shared that there are plans to remodel the space.

The VP Academic spoke about meeting with the Teaching and Learning Network for a brainstorming session to narrow the focus of the group moving forward. He noted that it's interesting to see how much the trend of AI, for example, has influenced department goals in exploring its use and research opportunities, designing courses and workshops.

The VP Academic concluded by discussing the Student Senate Caucus meeting which focused on the potential university partnership with Navitas. He explained that Navitas specializes in recruitment for international students, which aligns with the university's strategic plan for internationalization. The VP Academic encouraged Board members to reach out if they would like more information on the potential partnership. He discussed a brief overview and noted the fiscal considerations for the university given the current deficit.

17.7.4 VP External

The VP External noted that the Bike Centre had a preview day last week for the Bike Auction, which gave students the opportunity to view the bikes before the bidding period from March 30 to April 1. Following the auction, 32 of the 35 bikes received bids, and students are picking up the bikes this week.

The VP External discussed that on March 22 she collaborated with the Wellington Water Watchers, Guelph Students for Environmental Change, and the Ontario Public Interest Research Group with an event to encourage students to drink tap water and call on the

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university to stop selling bottled water. Over 300 students signed the petition, and 225 emails were sent by students to the VP of Finance and Operations. They gave away products donated by Lush and held a draw for reusable water bottles as well.

The meeting briefly lost quorum at 7:17pm and was adjourned. Quorum was restored at 7:18pm and the meeting was called back to order.

17.8 Director Reports

Isha Maharaj participated in a Teaching Excellence Award committee meeting, as well as an UC Operations and Programming meeting, and Finance Committee meeting.

Jake Levy attended the Finance Committee to review the draft budget.

Jenna Scharnowski attended the UC Operations and Programming meeting.

Jesse Varkul will be attending the UC Board meeting tomorrow.

Sanya Sareen sat on the Teaching Excellence Award committee meeting.

17.10 Committee Updates and Reports

17.10.1 Hiring Committee Report: Clubs Event Coordinator

MOTION: That the hiring of Anna-Maria Mercu for the position of Clubs Event Coordinator be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded: Jake Levy

Motion Carried

17.10.2 Finance Committee Meeting # 5 Minutes

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MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

| Agenda Item # | Meeting # | Meeting Date |
|---------------|-------------|---------------|
| 17.10.2 | Meeting # 5 | March 6, 2023 |

Moved: Jenna Scharnowski
Seconded: Jesse Varkul

Motion Carried

17.10.3 Hiring Committee Report: Clubs Coordinator

MOTION: That the hiring of Roodiya Awosanmi for the position of Clubs Coordinator be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President
Seconded: Isha Maharaj

Motion Carried

17.10.4 Hiring Committee Report: FoodBank Coordinator

MOTION: That the hiring of Jude Akrey for the position of FoodBank Coordinator be approved, as recommended by the Hiring Committee.

Moved: Jena-Lee Ashley, VP External
Seconded: Jake Levy

Motion Carried

17.11 Business

17.11.1 Overview of the 2023-2024 Draft CSA Budget – Lee Anne Clarke, Business Manager

(a) Speaking Rights: Business Manager

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WHEREAS CSA Rules of Order section 3.3 states that visitors may be extended speaking rights following a motion to the Board;

MOTION: to extend speaking rights to Lee Anne Clarke, Business Manager, for the duration of item 17.11.1 to present an overview of the contents of the CSA 2023-2024 Draft Budget and to respond to questions that arise from members during discussion of this item.

Moved: Nicole Walker, President

Seconded: Jake Levy

Motion Carried

(b) Extend Speaking Time: Business Manager

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes;

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: to extend speaking time from 10 minutes to 30 minutes for this presentation.

Moved: Nicole Walker, President

Seconded: Olivia Smith

Motion Carried

Lee Anne Clarke, Business Manager, explained that she's presenting on behalf of the Finance Committee to provide sufficient background to the Board and a general overview of the budget structure so that an informed decision can be made at the next Board meeting regarding approval of the budget.

The Business Manager gave an overview of the process laid out in the CSA Financial Bylaw regarding the key steps followed and how the budget is estimated and then adjusted to create a balanced budget. She noted that the 2023-24 budget provides the financial opportunity to reset our presence on campus and be central to the needs of students. She noted that the key variance to our budget when comparing to previous years is the unanticipated increase in revenue from student fees and wage savings from vacancies.

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The Business Manager displayed the draft budget and noted key figures regarding CSA revenue streams, including the CSA student fee and fees collected as result of referendums.

The Business Manager touched on key items from each of the budget portfolios, focusing on the administration budget as it's the primary operating budget of the CSA President and includes salaries as well as lease-hold improvement budget lines from ongoing office renovations. The Business Manager highlighted the Bullring budget and noted that the Bullring is still recovering following the pandemic, but projected sales are getting closer to pre-covid sales.

The Business Manager highlighted that the Finance Committee is recommending a significant increase in the Council budget, which is primarily to provide additional funding in relation to the elections and elections office review, as well as other items such as the Fall 2023 AGM and residence room stuffers.

The Business Manager encouraged members to review the proposed budget prior to the vote at the next board meeting, and to reach out to herself or any member of the Finance Committee with any questions they may have.

(c) Presentation: Business Manager

MOTION: that the presentation from Lee Anne Clarke, Business Manager, regarding the overview of the CSA 2023-2024 Draft Budget, be received as information by the CSA Board of Directors.

Moved: Jake Levy

Seconded: Sanya Sareen

Motion Carried

NOTICE OF MOTION

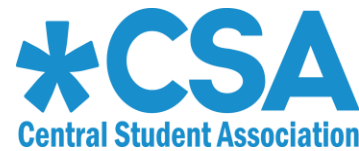
The following motion will be considered at the Board Meeting on April 19, 2023.

Approve the 2023-2024 CSA Budget

MOTION: that the 2023-2024 CSA Budget be approved as included in the Board Package and as presented by the Business Manager at the April 3, 2023 board meeting.

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17.11.2 Policy Amendment re Absentee Voting for Online Elections Contingency Plan

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.3 be deleted and replaced with the following wording:

Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- d) Study abroad students;
- e) Co-op term students;
- f) Students requiring accessibility accommodation.

Moved: Nicole Walker, President

Seconded: Sanya Sareen

The President raised a point of parliamentary procedure to ask if this item and item 17.11.3 would be a conflict of interest for any current members who are candidates in the general elections, which is still ongoing.

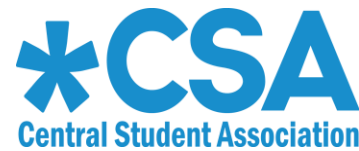
The Chair confirmed that it would be a conflict of interest and asked any members running in the elections to notify the Board at this time.

The Vice President Academic, Member Levy, and Member Fernandez, and Member Neiterman declared conflicts of interest. The members were instructed by the Chair to not speak to these items.

The President motivated for the policy change and reminded members that this is the solution to ensuring all members can participate in the current election, including those on co-op, studying abroad, or those with accessibility concerns who can't access the in-person polling stations. The President noted that votes cast using the absentee voting method so far have been kept in separate ballot boxes to ensure that they will only be counted if this policy amendment is passed.

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Member Levy, Member Fernandez, and Member Neiterman abstained from the vote due to conflict of interest.

Motion Carried

17.11.3 Policy Amendment re Online Elections Contingency Plan Quorum

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.0 be amended to add the following subsection:

26.7 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum.

Moved: Nicole Walker, President

Seconded: Naomi Amayaevbo

The Chair requested clarification on what the voting threshold would be and noted that it would be presumed to be a simple majority based on the current writing. The Chair noted that there are other options, and recommended the Board consider amending the motion to require a 2/3 majority vote, similarly to a motion to suspend policy.

The President agreed and proposed the motion with the amendment of requiring a 2/3 majority vote of the Board. The President motivated that we recognize the importance of ensuring democracy and making sure that as many members as possible within the undergraduate community participate in the elections, while also recognizing the operational need of having elected Executives and Board of Directors prior to April 30, 2023. The President noted that we have reached Executive quorum but are still working towards hitting quorum for some of the colleges at this point of the voting period and would like this contingency to be in place.

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Member Levy, Member Fernandez, and Member Neiterman abstained from the vote due to conflict of interest.

Motion Carried

17.11.4 Policy Amendment re Clubs Office Job Titles

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the job title 'Clubs Administrative Coordinator' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Clubs Coordinator';
- That all occurrences of the job title 'Clubs Programming Coordinator' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Clubs Event Coordinator'.

Moved: Nicole Walker, President

Seconded: Jake Levy

The PTC noted that upon review, the job titles do not appear in any of the bylaws, only in the policy appendices.

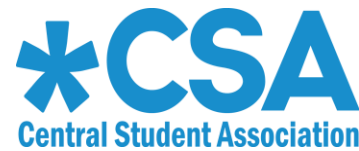
The Chair recommended that the Board motion for this item omitting the bylaw portion, since it has been confirmed to not affect bylaw, and bylaw amendments have the additional step of a roll call vote.

The President motioned for the policy amendment with the exclusion of the bylaw section. The President motivated that consultation regarding the job title changes occurred with the current clubs office staff, who felt that the new titles are more encompassing of the positions.

Motion Carried

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17.11.5 Updated Online Elections Contingency Plan

MOTION: that the Board of Directors receive the updated Online Elections Contingency Plan, as provided in the Board Agenda Package, as information.

Moved: Nicole Walker, President

Seconded: Sanya Sareen

The President motivated that the contingency plan was updated following the March 15 Board meeting and then brought forward to the Executive Committee Meeting on March 22. The President noted that we had a productive ECM with Board Directors in attendance and made sure all the concerns were addressed at the meeting. The finalized changes are being brought forward for all the Board of Directors to be made aware of the changes.

Motion Carried

17.11.6 Teaching Excellence Award Selection Committee Recommendation

WHEREAS the CSA formed a selection committee to review the submissions for the Teaching Excellence Award in the Winter 2023 semester; and

WHEREAS the Terms of Reference for the Teaching Excellence Award Selection Committee states that the committee will forward their recommended recipient(s) to the CSA Board of Directors for approval;

BE IT RESOLVED that the Board of Directors approve Dr. Ritu Chaturvedi and Dr. Kimberly Levere as the 2023 recipients of the Teaching Excellence Award, as recommended forward by the selection committee.

Moved: Mason Friebe, VP Academic

Seconded: Isha Maharaj

The VP Academic requested to motion this item with the amendment of Dr. Ritu Chaturvedi being the sole recipient and removing Dr. Kimberly Levere.

The VP Academic explained that two letters of support from undergraduate students are required for a nomination to be complete, and the committee was unable to verify the second letter received, which was discovered after the approval of the recipients. The VP Academic highlighted that this decision is not related to the qualifications of the nominee, and that the committee has expressed their approval for this.

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Motion Carried

17.11.7 An Open Letter on the Student Housing Crisis in Guelph

WHEREAS on Wednesday, March 29 CSA Executives were forwarded an Open Letter on the Student Housing Crisis in Guelph written by concerned students at the University;

WHEREAS the CSA Executives were asked to amplify and disseminate the Open Letter to support the initiative; and

WHEREAS this call to action aligns with the advocacy efforts of the CSA regarding affordable housing for students;

BE IT RESOLVED that the CSA post the Open Letter on the Student Housing Crisis in Guelph on Instagram and the CSA website to show solidarity and create awareness to the student housing crisis in Guelph.

The Chair recommended that it would be proper to first receive the letter as information, and then move to the motion resulting from it.

MOTION: that the CSA Board of Directors receive the Open Letter on the Student Housing Crisis as information.

Moved: Isha Maharaj
Seconded: Jake Levy

Motion Carried

MOTION: that the CSA post the Open Letter on the Student Housing Crisis in Guelph on Instagram and the CSA website to show solidarity and create awareness to the student housing crisis in Guelph.

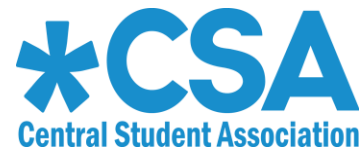
Moved: Jake Levy
Seconded: Mauricio Fernandez

Motion Carried

17.11.8 Appoint CSA Representative to Student Space Initiative Committee

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WHEREAS University of Guelph undergraduate students paid into a Student Space Initiative fee prior to the COVID-19 pandemic;

WHEREAS progress regarding the use of the Student Space Initiative funds was halted due to the COVID-19 pandemic;

WHEREAS a Student Space Initiative Committee has been formed to allocate the remaining funds collected through the Student Space Initiative fee to ensure the greatest impact of undergraduate student space on the University of Guelph main campus;

WHEREAS the committee will be meeting in the month of April 2023 to approve Student Space Initiative projects for the Summer 2023 semester; and

WHEREAS this committee is required to have the following undergraduate student membership:

- CSA Appointed Representative
- SEC Appointed Representative
- Special Status Group Appointed Representative
- College Government Appointed Representative

BE IT RESOLVED that the following CSA representative be appointed to the Student Space Initiative Committee for the remainder of the 2022-2023 academic year:

| |
|--------------|
| Jesse Varkul |
|--------------|

Moved: Nicole Walker, President

Seconded: Isha Maharaj

The President motivated that it would be a time commitment of 2 or 3 meetings in the month of April, and it's about having input on student spaces on campus using the remaining funds from the Student Space Initiative.

Motion Carried

17.12. New Business

17.12.1 Annual General Meeting Safety Plan

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WHEREAS the CSA will be hosting an Annual General Meeting on Friday, April 14, 2023 on Microsoft Teams;

WHEREAS the Executives and staff of the CSA have been subjected to harassment and personal attacks from anonymous online entities throughout the course of the Winter 2023 General Elections;

WHEREAS the safety and wellbeing of all staff, Executives, and members of the Board is paramount to the CSA; and

WHEREAS as approved at the March 29 Board meeting, the CSA staff developed a safety plan for the AGM in collaboration with an external HR Consultant;

BE IT RESOLVED that the Board of Directors approve the Annual General Meeting Safety Plan, as provided to the Board on April 3, 2023.

Moved: Nicole Walker, President

Seconded: Jesse Varkul

Annual General Meeting Safety Plan:

- The AGM will take place as a Microsoft Teams Live Event.
- A Moderator will be selected prior to the AGM and will be introduced prior to the start of the meeting.
- The Chair will communicate the expectations of how to participate respectfully and professionally, this will be explained prior to the start of the meeting.
- Only University of Guelph email accounts will be admitted to the meeting.
- Participants will not have access to the chat and will not have the ability to display their camera or unmute themselves.
- Questions will be asked and filtered through the Moderator. Only respectful questions related to the CSA will be responded to.
- Individuals who message or ask questions that are inappropriate or disrespectful in nature will be removed immediately from the meeting and follow-up actions will be taken with the appropriate campus partner.
- CSA-related questions and responses will be made public, unless the attendee proposing the question has asked for the question to remain private (such as Robert's Rules of Order clarification).
- Voting will be conducted using Microsoft Teams and will be verified after the meeting.

The Board Chair reviewed his concerns with the safety plan, which included a moderator being selected prior to the AGM and questions being asked and filtered through the moderator. The Chair explained that his role includes acting as

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moderator for any debates, as he specifically can reference the decorum section of Robert's Rules of Order to ensure the debate remains on topic, members motives are not attacked, and any commentary doesn't violate the rules of order. The Chair also noted that per the Organizational Bylaw, members are permitted to speak at the discretion of the Chair, and it's at the discretion of the Chair to determine if the rules of order have been violated. Based on this, the role of moderator would be redundant as they would not be empowered to choose who is permitted to speak or if comments violate the rules, as that authority resides with the Chair. The Chair also asked for clarification on what the process will be for allowing members to speak, as they have speaking rights and should be able to be unmuted by an organizer if they request the speakers list.

The President proposed a series of amendments to the AGM Safety Plan. She proposed to omit that the AGM will be a Microsoft Teams Live Event, and rather just take place on Microsoft Teams. She proposed to strike the points referencing a moderator. She proposed an amendment to add that event organizers will unmute a participant once they have requested the speakers list and the member is recognized by the Chair.

Following discussion and input from the Chair, the revised AGM Safety Plan reads as follows.

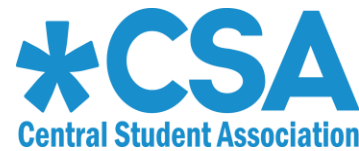
Annual General Meeting Safety Plan:

- The AGM will take place as a Microsoft Teams Event.
- The Chair will communicate the expectations of how to participate respectfully and professionally, this will be explained prior to the start of the meeting.
- Only University of Guelph email accounts will be admitted to the meeting.
- Participants will not have access to the chat and will not have the ability to display their camera or unmute themselves until the speakers list is requested and the member is recognized by the Chair, at which point an event organizer will unmute the member.
- Only respectful questions related to the CSA will be responded to as per the CSA Rules of Order.
- Individuals who message or ask questions that are inappropriate or disrespectful in nature will be removed immediately from the meeting and follow-up actions will be taken with the appropriate campus partner.
- Voting will be conducted using Microsoft Teams and will be verified after the meeting.

Motion Carried

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17.13 Announcements

Members provided personal updates and information regarding their involvement in groups on campus.

The PTC reminded members that an additional meeting will be scheduled for the Board to approve the 2023-2024 CSA Operating Budget.

Isha Maharaj shared that she will be speaking at the Last Toast event tomorrow if any other graduating members will be attending.

17.14 In Camera

No In Camera session was held at this meeting.

17.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 17 on April 3, 2023 be adjourned at 8:22 pm.

Moved: Jake Levy

Seconded: Olivia Smith

Motion Carried

Approved by the Board of Directors

Date: July 5, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator