

MINUTES

Board of Directors Meeting # 2

June 21, 2023 – 6:00 pm

Microsoft Teams



Attendance – June 21, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Regrets	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Absent	
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	
Vacant	College of Engineering and Physical Sciences		
Mason Friebe	College of Social and Applied Human Sciences	Present	
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	d: 6:45pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	d: 6:56pm
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Regrets	
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Natalie Wilkinson	College of Biological Science Student Council	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Vacant	College of Social and Applied Human Sciences - Student Alliance		
Ethan Gouveia	Lang Students' Association	Regrets	
Taylor Legge	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
Samantha Scott	Indigenous Student Society (ISS)	Regrets	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Present	
Vacant	Guelph Queer Equality (GQE)		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Vacant	International Student Organization (ISO)		
Emma LeBrun	Interhall Council (IHC)	Present	a:
Naomi Amayaevbo	Guelph Campus Co-op	Regrets	
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Shaima Alam	President	Present	
Vacant	Vice President Student Experience		
Junpyo Lee	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Kandace Blaker	Scribe

Guest	Affiliation

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

2.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 2 on June 21, 2023, be approved as printed and distributed.

Motion Carried

2.6 Executive Committee Minutes

MOTION: That the Minutes be received as information for the following Executive Committee Meetings:

Agenda Item #	Meeting #	Meeting Date
2.6.1	Meeting # 2	May 23, 2023
2.6.2	Meeting # 3	May 29, 2023
2.6.3	Meeting # 4	May 31, 2023

Motion Carried

2.7 Executive Updates

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

2.7.1	President	June 21, 2023
2.7.2	VP Student Experience (vacant)	
2.7.3	VP Academic	June 21, 2023
2.7.4	VP External	June 21, 2023

Motion Carried

2.10.1 PBRC Meeting Minutes – February 8, 2023

MOTION: that the minutes for the following Policy & Bylaw Review Committee meeting be received as information by the CSA Board of Directors:

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Agenda Item #	Meeting #	Meeting Date
2.10.1	Meeting # 3	February 8, 2023

Motion Carried

2.10.2 Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Motion Carried

2.11.1 Appoint Finance Committee

WHEREAS CSA Policy Appendix D, Section 6.3.1 requires the following membership for the Finance Committee:

- CSA President
- Second member of the Executive Committee
- Three Directors
- Business Manager

MOTION:

- a) That the following Directors be appointed to the Finance Committee for a term ending April 30, 2024:

Taylor Legge
Mauricio Fernandez
Mason Friebe

- b) That the following second member of the Executive Committee be appointed to the Finance Committee for the term ending April 30, 2024:

Junpyo Lee, VP Academic

Motion Carried

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2.11.2 Notice: Suspension of Electoral Policy Sections

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

WHEREAS the Arboretum Student Engagement Fee referendum was submitted for inclusion on the ballot of the CSA Winter 2023 General Elections;

WHEREAS the CSA Winter 2023 General Elections had to utilize the Online Elections Contingency Plan as set out in the CSA Electoral Policy due to a compromised online ballot;

WHEREAS the Arboretum Student Engagement Fee referendum team was disproportionately impacted by the move to in-person paper ballots due to the higher required quorum for referendum questions and subsequently did not reach quorum to pass the referendum;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.7 states that there shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.3 states that referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties;

WHEREAS due to the circumstances of the Winter 2023 General Elections it would be unfair to impose the standard moratorium period for a failed referendum; and

WHEREAS the Arboretum Student Engagement Fee referendum team already fulfilled all requirements to be put on the ballot including petition signature collection which demonstrated the support of undergraduate students for the referendum;

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BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot.

2.11.3 Notice: Internal Policy Amendment re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

MOTION: That CSA Policy Appendix J – Internal Policy be amended as follows:

- That Section 10.3.3 be deleted and replaced with the following wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

2.11.4 Appoint Member to Co-curricular Experiential Learning Integrity Committee

MOTION: for the Vice President Academic to engage with the undergraduate populace to find a volunteer for the Co-curricular Experiential Learning Integrity Committee, and that the deadline to recruit volunteers be July 19.

Motion Carried

2.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 2 on June 21, 2023, be adjourned at 7:03 pm

Motion Carried

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Agenda – June 21, 2023

2.0	Call to Order	
2.1	Land Acknowledgement Junpyo Lee, VP Academic	
2.2	Adoption of the Agenda 2.2.1 Approve the Agenda 2.2.2 Declarations of Conflicts	
2.3	Ratifications and De-Ratifications	
2.4	Comments from the Chair 2.4.1 Introductions and Pronouns	
2.5	Approval of Past Minutes	
2.6	Executive Committee Minutes 2.6.1 Meeting # 2 – May 23, 2023 2.6.2 Meeting # 3 – May 29, 2023 2.6.3 Meeting # 4 – May 31, 2023	
2.7	Executive Updates 2.7.1 President – June 21, 2023 2.7.2 VP Student Experience (vacant) 2.7.3 VP Academic – June 21, 2023 2.7.4 VP External – June 21, 2023	
2.8	Director Reports	
2.9	CSA Service Update and Report	
2.10	Committee Updates and Reports 2.10.1 PBRC Meeting Minutes – February 8, 2023 2.10.2 Summary of Committee Appointments	
2.11	Business 2.11.1 Appoint Finance Committee Members 2.11.2 Notice: Suspension of Electoral Policy Sections 2.11.3 Notice: Internal Policy Amendment re. PBRC 2.11.4 Appoint Member to Co-curricular Experiential Learning Integrity Committee	
2.12	New Business 2.12.1	
2.13	Announcements	
2.14	In Camera Session	
2.15	Adjournment	

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Minutes – June 21, 2023

2.0 Call to Order

The meeting was called to order at 6:05 pm.

2.1 Land Acknowledgement

Junpyo Lee, VP Academic, presented the following Land Acknowledgement:

The University of Guelph resides on the treaty lands and territory of the Mississaugas of the Credit. We recognize this gathering place where we work and learn is home to many past, present, and future First Nations, Inuit, and Métis peoples. Our acknowledgement of the land is our declaration of our collective responsibility to this place and its peoples' histories, rights, and presence. I would like to remind everyone that our work does not end at this acknowledgement. We must continue educating ourselves, remember the history, and strengthen our relationship with indigenous people.

2.2 Adoption of the Agenda

2.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 2 on June 21, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Emma Lebrun

Motion Carried

2.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

2.3 Ratifications and De-Ratifications

No ratifications or de-ratifications were considered at this meeting.

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2.4 Comments from the Chair

The Chair referenced to the two notice items in the business item section of the agenda which address a motion to amend CSA policy and/or bylaw. The Chair explained that the process for such items is to present the item as notice to the Board, to be considered as information and voted on at a subsequent Board meeting. The Chair welcomed discussion regarding the proposed amendments and any suggestions regarding potential changes to be made ahead of the next meeting. The Chair reiterated that these items will require a 2/3 majority vote to be successful, as they are amendments to existing policy.

2.4.1 Introductions and Pronouns

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

2.6 Executive Committee Minutes

MOTION: That the Minutes be received as information for the following Executive Committee Meetings:

Agenda Item #	Meeting #	Meeting Date
2.6.1	Meeting # 2	May 23, 2023
2.6.2	Meeting # 3	May 29, 2023
2.6.3	Meeting # 4	May 31, 2023

Moved: Jake Levy

Seconded: Natalie Wilkinson

Members inquired about the minutes from previous Board of Directors meetings that haven't yet been submitted to the Board for approval. The Policy and Transition Coordinator recognized that there has been a delay in submitting the minutes from previous meetings and that they are prioritizing sharing them ahead of the next board package being sent out, once completed.

Motion Carried

2.7 Executive Updates

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

2.7.1	President	June 21, 2023
2.7.2	VP Student Experience (vacant)	
2.7.3	VP Academic	June 21, 2023
2.7.4	VP External	June 21, 2023

Moved: Natalie Wilkinson

Seconded: Mason Friebe

Motion Carried

2.7.1 President

The President shared that the focus this month is to learn more about CSA daily operations and get to know the staff and their roles, as well as attend conferences, complete further training, and learn about the CSA's HR procedures.

The CSA welcomed a new Promotional Services Coordinator, Emma Bradley, and the transition has been going well. Her work will be seen later this month as the CSA rolls out its new branding in kiosk and banner spaces, as well as on social media.

The President noted that she is currently continuing to develop the job descriptions for the administrative assistant and social media coordinator positions, with the hopes of completing the hiring process by the end of the summer.

She is also working on an internal newsletter to be shared with staff and will host a community barbecue for students in July.

The President encouraged board members to participate in the "Frank Friday" livestream, where they'll be playing Minecraft and answering questions to provide transparency regarding the CSA.

The CSA is partnering with the Wellness Group to produce a mocktail resource guide.

The President and the Policy and Transition Coordinator are reviewing the Elections policy and PDR Committee policy with the Policy & Bylaw Review Committee (PBRC). The PBRC is open for new members. If anyone is interested in helping to update the elections policy, feel free to reach out to Shaima or Colleen to get involved.

The Bullring is closed for July and August for renovations.

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2.7.3 VP Academic

The VP Academic shared that he has been sitting on multiple committees and has been posting individual updates on Instagram and on the CSA website, as well as holding regular office hours in the University Centre.

They are wrapping up their training for SHAC events and are in the planning stages for fall and winter semester stressbusters.

CSA and GSA executives were invited to attend a meeting with the University's Vice Provost Irene Thompson and staff from the University's budgeting office to discuss their strategic plan and budget, which is available to the public. The VP Academic attached the link to the document in the meeting chat. Any questions can be forwarded to him directly.

They are currently preparing the nomination package for the Teaching Excellence Award, as well as the structure of the award ceremony. They are hoping to award one professor in the fall and winter semesters. The committee for this will be formed by September.

2.7.4 VP External

The VP External shared that the Physical Resources staff were able to fix the FoodBank air conditioner, which broke the week prior.

The VP External has been analyzing the level of undergraduate student participation on committees they sit on, such as the Ethical Code of Conduct Advisory Committee, with the aim to encourage more students to participate.

She attended the CFS Skills conference along with the other executive staff.

Collaborating with the Sustainability Office on the Sustainability Action Fund and hope to host a launch party in Branion Plaza in September. The main theme of the promo for this event will be artwork submitted by the student body that encompasses what sustainability means to them. Samar has been working with the CSA President on a Terms of Reference for the release of funding.

The VP External will be touring campus with a representative from the Blue Triton committee to revise information regarding the Tap In campaign to end the sale of bottled water on campus. The letter to Sharmilla is being extended to six different organizations outside the CSA.

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Regarding committees, she will attend a summit being hosted by the Ontario Health Coalition on the privatization of healthcare. Looking forward to learning the perspectives of public interest groups and how this will affect young people.

For the Affordable Housing Committee, she is in the process of setting an agenda package and is eager to hold the first meeting by the end of July. If anyone is interested in joining this committee, please reach out to Samar directly.

Samar is excited to announce the revival of the CSA Birthday committee, to celebrate staff around the office and services.

2.8 Director Reports

Member Levy attended the first PBRC meeting and began the discussion about the CSA electoral policy. He's attending the electoral policy working group meeting tomorrow.

2.10 Committee Updates and Reports

2.10.1 PBRC Meeting Minutes – February 8, 2023

MOTION: that the minutes for the following Policy & Bylaw Review Committee meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
2.10.1	Meeting # 3	February 8, 2023

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

2.10.2 Summary of Committee Appointments

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Moved: Natalie Wilkinson

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Seconded: Mason Friebe

Motion Carried

2.11 Business

2.11.1 Appoint Finance Committee

WHEREAS CSA Policy Appendix D, Section 6.3.1 requires the following membership for the Finance Committee:

- CSA President
- Second member of the Executive Committee
- Three Directors
- Business Manager

MOTION:

- a) That the following Directors be appointed to the Finance Committee for a term ending April 30, 2024:

Taylor Legge
Mauricio Fernandez
Mason Friebe

- b) That the following second member of the Executive Committee be appointed to the Finance Committee for the term ending April 30, 2024:

Junpyo Lee, VP Academic

Moved: Shaima Alam, President

Seconded: Jake Levy

The President motivated that the Finance Committee is responsible for monitoring our finances and providing input on the budgeting process. The VP Academic will be the second executive on the committee as he's the second financial signing officer. The President noted that the membership for the committee is limited to three Directors, and there's a requirement as Directors to sit on at least one CSA committee. She motivated for members to volunteer if they aren't yet sitting on a committee.

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Motion Carried

2.11.2 Notice: Suspension of Electoral Policy Sections

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Notice of this motion is hereby provided at the Board meeting on June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

WHEREAS the Arboretum Student Engagement Fee referendum was submitted for inclusion on the ballot of the CSA Winter 2023 General Elections;

WHEREAS the CSA Winter 2023 General Elections had to utilize the Online Elections Contingency Plan as set out in the CSA Electoral Policy due to a compromised online ballot;

WHEREAS the Arboretum Student Engagement Fee referendum team was disproportionately impacted by the move to in-person paper ballots due to the higher required quorum for referendum questions and subsequently did not reach quorum to pass the referendum;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.7 states that there shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.3 states that referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties;

WHEREAS due to the circumstances of the Winter 2023 General Elections it would be unfair to impose the standard moratorium period for a failed referendum; and

WHEREAS the Arboretum Student Engagement Fee referendum team already fulfilled all requirements to be put on the ballot including petition signature collection which demonstrated the support of undergraduate students for the referendum;

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BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot.

2.11.3 Notice: Internal Policy Amendment re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

MOTION: That CSA Policy Appendix J – Internal Policy be amended as follows:

- That Section 10.3.3 be deleted and replaced with the following wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

The PTC provided context for this amendment by explaining that this section currently references a requirement for CSA Directors to sit on at least one hiring committee. The PTC explained that the Human Resources Policy was amended in the previous academic year to remove the hiring committee requirement for Directors, so this amendment is reflective of that change.

2.11.4 Appoint Member to Co-curricular Experiential Learning Integrity Committee

WHEREAS the purpose of the Co-curricular Experiential Learning Integrity Committee is to provide oversight to the quality of co-curricular experiential learning across campus in support of the new institutional [Professional and Career Development Record](#); and

WHEREAS the Terms of Reference for Co-curricular Experiential Learning Integrity Committee requires one undergraduate student representative;

BE IT RESOLVED that the following undergraduate student be appointed to the Co-curricular Experiential Learning Integrity Committee:

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Moved: Junpyo Lee, VP Academic
Seconded: Jake Levy

The VP Academic provided an overview of the committee, explaining that the primary duty is oversight of the quality of co-curricular experiential learning on campus. This involves processing proposal reviews and discussing feedback. He noted that committee members will receive five hours of on-boarding training, and will attend five meetings throughout the academic year.

There were no volunteers for the committee, so the motion was ruled out of order.

MOTION: for the Vice President Academic to engage with the undergraduate populace to find a volunteer for the Co-curricular Experiential Learning Integrity Committee, and that the deadline to recruit volunteers be July 19, 2023.

Moved: Junpyo Lee, VP Academic
Seconded: Jake Levy

Motion Carried

2.12. New Business

No New Business was presented at this meeting.

2.13 Announcements

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

The President noted that by attending conferences this month she's been learning a lot about student unions and advocacy and is very excited and hopeful to do a lot of new things this year.

2.14 In Camera

No In Camera session was held at this meeting.

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2.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 2 on June 21, 2023 be adjourned at 7:03 pm.

Moved: Junpyo Lee, VP Academic

Seconded: Jake Levy

Motion Carried

Approved by the Board of Directors

Date: July 19, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator