

# MINUTES

Board of Directors Meeting # 3

July 5, 2023 – 6:00 pm

Microsoft Teams



## Attendance – July 5, 2023

<b>Board of Directors</b>			
<b>At-Large Representatives (Elected)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Jonah Greenhut	College of Arts	Regrets	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	
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	a: 6:23pm
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Absent	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Present	
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
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)		

# MINUTES

Board of Directors Meeting # 3

July 5, 2023 – 6:00 pm

Microsoft Teams



<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Absent	
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	
Naomi Amayaevbo	Guelph Campus Co-op	Present	a: 6:31pm
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
<b>Executive (Ex-officio, Non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Shaima Alam	President	Present	
Vacant	Vice President Student Experience		
Junpyo Lee	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Kandace Blaker	Scribe

<b>Guest</b>	<b>Affiliation</b>

*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.*

# MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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## Summary of Resolutions

### 3.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 3 on July 5, 2023, be approved as printed and distributed.

**Motion Carried**

**MOTION:** to reconsider the agenda to include an in-camera session.

**Motion Carried**

**MOTION TO AMEND:** that the agenda be amended to include an in-camera session for an HR matter.

**Motion passed by unanimous consent.**

**AMENDED MOTION:** to approve the agenda as amended with:

- The addition of an in-camera session for an HR matter.

**Motion Carried**

### 3.5 Approval of Past Board Minutes

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

3.5.1	CSA Board Meeting # 16	March 29, 2023
3.5.2	CSA Board Meeting # 17	April 3, 2023

**Motion Carried**

### 3.6 Executive Committee Minutes

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

# MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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Agenda Item #	Meeting #	Meeting Date
3.6.1	Meeting # 5	June 12, 2023

## Motion Carried

### 3.7 Executive Updates

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

3.7.1	President	July 5, 2023
3.7.2	VP Student Experience (vacant)	
3.7.3	VP Academic	July 5, 2023
3.7.4	VP External	July 5, 2023

## Motion Carried

### 3.10.1 Summary of Committee Appointments

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

## Motion Carried

### 3.11.1 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:

Samar Tariq
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# MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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## Motion Carried

### 3.11.2 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 was provided at the Board meeting on June 21, 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;

## MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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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.

**Motion Carried**

### 3.11.3 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 was provided at the Board meeting on June 21, 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.

**Motion Carried**

### 3.14 In Camera

**MOTION:** to move in-camera.

**Motion Carried**

**MOTION:** to close the in-camera session.

**Motion Carried**

### 3.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 3 on July 5, 2023, be adjourned at 7:04 pm

**Motion Carried**

# MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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## Agenda – July 5, 2023

<b>3.0</b>	<b>Call to Order</b>	
<b>3.1</b>	<b>Land Acknowledgement</b>	
<b>3.2</b>	<b>Adoption of the Agenda</b> 3.2.1 Approve the Agenda 3.2.2 Declarations of Conflicts	
<b>3.3</b>	<b>Ratifications and De-Ratifications</b>	
<b>3.4</b>	<b>Comments from the Chair</b> 3.4.1 Introductions and Pronouns	
<b>3.5</b>	<b>Approval of Past Minutes</b> 3.5.1 Meeting # 16 – March 29, 2023 3.5.2 Meeting # 17 – April 3, 2023	
<b>3.6</b>	<b>Executive Committee Minutes</b> 3.6.1 Meeting # 5 – June 12, 2023	
<b>3.7</b>	<b>Executive Updates</b> 3.7.1 President – July 5, 2023 3.7.2 VP Student Experience (vacant) 3.7.3 VP Academic – July 5, 2023 3.7.4 VP External – July 5, 2023	
<b>3.8</b>	<b>Director Reports</b>	
<b>3.9</b>	<b>CSA Service Update and Report</b>	
<b>3.10</b>	<b>Committee Updates and Reports</b> 3.10.1 Summary of Committee Appointments	
<b>3.11</b>	<b>Business</b> 3.11.1 Appoint Member to Co-curricular Experiential Learning Integrity Committee 3.11.2 Motion: Suspension of Electoral Policy Sections 3.11.3 Motion: Internal Policy Amendment re. PBRC	
<b>3.12</b>	<b>New Business</b> 3.12.1	
<b>3.13</b>	<b>Announcements</b>	
<b>3.14</b>	<b>In Camera Session</b> 3.14 re. HR Matter	
<b>3.15</b>	<b>Adjournment</b>	

# MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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## Minutes – July 5, 2023

### 3.0 Call to Order

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

### 3.1 Land Acknowledgement

Shaima Alam, President, presented the following Land Acknowledgement:

While we are all currently located on different ancestral lands across Turtle Island, as we gather before our CSA board meeting, we acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people and more recently the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land, and offer our respect to our Anishinaabe, Haudenosaunee, and Métis neighbours as we strive to strengthen our relationships with them. Today, this gathering place is home to many First Nations, Métis, and Inuit peoples and acknowledging them reminds us of our important connection to this land where we learn and work. Our efforts to move towards meaningful reconciliation and relationship building require that each of us reflect on our history, acknowledge contemporary experiences, and to engage in thoughtful action, learning, and work to develop an intentional future.

### 3.2 Adoption of the Agenda

#### 3.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 3 on July 5, 2023, be approved as printed and distributed.

**Moved:** Jake Levy

**Seconded:** Shaima Alam, President

**Motion Carried**

**MOTION:** to reconsider the agenda to include an in-camera session.

**Moved:** Shaima Alam, President



## MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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**Seconded:** Jake Levy

**Motion Carried**

**MOTION TO AMEND:** that the agenda be amended to include an in-camera session for an HR matter.

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

**Motion passed by unanimous consent.**

**AMENDED MOTION:** to approve the agenda as amended with:

- The addition of an in-camera session for an HR matter.

**Motion Carried**

### 3.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

### 3.3 Ratifications and De-Ratifications

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

### 3.4 Comments from the Chair

The Chair thanked everyone for attending the meeting and reminded members that a minimum of at least 50% of members must be present to debate the two motions related to policy (items 3.11.2 and 3.11.3). Since these items either amend or suspend policy, they require a 2/3 majority vote.

The Chair reminded members of various points of meeting etiquette in relation to virtual meetings.

#### 3.4.1 Introductions and Pronouns

# MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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

## 3.5 Approval of Past Board Minutes

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

3.5.1	CSA Board Meeting # 16	March 29, 2023
3.5.2	CSA Board Meeting # 17	April 3, 2023

**Moved:** Jake Levy

**Seconded:** Natalie Wilkinson

Member Levy raised a point of information to request an update regarding when the board can expect to receive the minutes from the March 15 meeting.

The Policy and Transition Coordinator deferred to the President, who suggested discussing it at an in-camera session at the next scheduled meeting.

**Motion Carried**

## 3.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
3.6.1	Meeting # 5	June 12, 2023

**Moved:** Abdul Khan

**Seconded:** Jake Levy

**Motion Carried**

## 3.7 Executive Updates

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

3.7.1	President	July 5, 2023
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## MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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3.7.2	VP Student Experience (vacant)	
3.7.3	VP Academic	July 5, 2023
3.7.4	VP External	July 5, 2023

**Moved:** Jake Levy

**Seconded:** Mauricio Fernandez

### Motion Carried

#### 3.7.1 President

Shaima Alam, President, shared that the CSA Community BBQ will be held next week, with ticket sales currently ongoing.

The executive team will be participating in leadership training, hosted by Student Experience. If you are interested in joining, reach out to Shaima and she will forward you the links.

Promotional branding for the year has been finalized, with new materials expected to be posted around campus as early as next week. This includes social media templates for our various services and initiatives, as well as the coupon book that will be in the residence Room Stuffers.

Executive office hours will be changing. The new times will be posted on our website and on Instagram.

Currently, Shaima is working with the CSA Business Manager on lease negotiations for the Bullring.

Shaima attended the Gallivan conference two weeks ago and learned a lot about our health and dental plan.

#### 3.7.3 VP Academic

Junpyo Lee, VP Academic, shared that he, along with Student Help and Advocacy Centre staff, have completed Active Listening training through Student Experience.

He has also been researching the current housing crisis in Guelph and plan to bring their findings to the Student Affordable Housing Task Force.

## MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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Jun attended a Teaching and Learning at Work meeting to discuss how to enhance students' learning experience.

They finalized the terms of reference for the Late Fee Appeals committee.

Jun has also completed the onboarding process for the Co-curricular Experiential Learning Integrity committee.

### 3.7.4 VP External

Samar Tariq, VP External, shared that she is currently working with the Promotional Services Coordinator to develop signage for the Tap-In campaign, with the intention to release materials in time for move-in weekend.

The agenda package for the Affordable Student Housing Task Force has been circulated, with the first meeting slated for next week.

The FoodBank is currently closed due to a shortage of staff. This has been communicated with visitors, and the time will instead be used to thoroughly clean the space.

Samar is working with Bike Centre staff to plan events for the fall semester. The plans for a launch party for the Sustainability Action Fund have been finalized and the focus is now on preparing the terms of reference.

Samar plans to attend the Canadian Federation of Students annual general meeting next month.

### 3.8 Director Reports

Member Khan shared that he sat on the Late Fee Appeals committee last week and that it went well. He noted that the committee will be meeting again this semester to discuss the remaining appeals.

Member Levy shared that he is part of a PBRC working group that will be examining and updating the election policy. The first meeting last week went well, and they will be meeting again tomorrow.

### 3.10 Committee Updates and Reports

# MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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## 3.10.1 Summary of Committee Appointments

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

**Moved:** Abdul Khan

**Seconded:** Junpyo Lee, VP Academic

**Motion Carried**

## 3.11 Business

### 3.11.1 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:

Samar Tariq, VP External
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**Moved:** Junpyo Lee, VP Academic

**Seconded:** Shaima Alam, President

**Motion Carried**

### 3.11.2 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.*

## MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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*Notice of this motion was provided at the Board meeting on June 21, 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;

**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.

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

The President motivated that as discussed at the prior board meeting, this suspension will allow the Arboretum referendum team to skip certain requirements that have already been completed and allow them to re-run the

## MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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same referendum question given all the issues that occurred during the previous election.

### **Motion Carried**

### **3.11.3 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 was provided at the Board meeting on June 21, 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.

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

The President explained that this item is related to a motion from last year that ended the requirement for board members to sit on hiring committees.

Member Levy inquired how strict this rule would be in terms of a board member missing one meeting when sitting on a committee that was only required to meet twice during their membership, and therefore not meeting the 70% threshold.

The Policy and Transition Coordinator clarified that the rule isn't too strict as its purpose is specifically to ensure that students who request co-curricular transcripts only do so after sufficiently participating in any given committee or as a CSA Board member.

### **Motion Carried**

### **3.12. New Business**

No New Business was presented at this meeting.

## MINUTES

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



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### 3.13 Announcements

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

Member Levy encouraged other members to participate by sharing their personal updates to make the meetings livelier.

Member Legge shared that SFOAC met recently, and she will share upcoming details regarding summer events as they come.

### 3.14 In Camera

**MOTION:** to move in-camera.

**Moved:** Jake Levy

**Seconded:** Mauricio Fernandez

Before moving in-camera, the Board Chair provided an overview of expectations regarding in-camera sessions, in relation to confidentiality.

**Motion Carried**

**MOTION:** to close the in-camera session.

**Moved:** Jake Levy

**Seconded:** Abdul Khan

**Motion Carried**

### 3.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 3 on July 5, 2023 be adjourned At 7:04 pm.

**Moved:** Abdul Khan

**Seconded:** Mason Friebe

**Motion Carried**



**MINUTES**

Board of Directors Meeting # 3  
July 5, 2023 – 6:00 pm  
Microsoft Teams



**Approved by the Board of Directors**

**Date: July 19, 2023**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Cameron Olesen  
Board Chair

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Colleen Bovay  
Policy & Transition Coordinator