

AGENDA
Board of Directors Meeting # 9
January 29, 2020 – 6:00 pm – UC 442



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9.15. Adjournment	

Motion

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**Item 9.2.1.
Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Meeting on **January 29, 2020**, be approved as printed and distributed.

Moved:

Seconded:

POSSIBLE AMENDMENT:

MOTION TO AMEND: To reorder the agenda so that **Item 9.9.1: CSA Service Update – Clubs** follows **Item 9.4.1: Introductions and Pronouns**.

Moved:

Seconded:

POSSIBLE AMENDMENT:

MOTION TO AMEND: To add the following item(s):

MOTION AS AMENDED:

That the agenda for the CSA Board of Directors Meeting on **January 29, 2020**, be approved as amended:

- To reorder the agenda so that:
Item 9.9.1: CSA Service Update – Clubs
follows **Item 9.4.1: Introductions and Pronouns**
- To add the following item(s):

Motion

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**Item 9.3.1.
GRCGED Representative**

WHEREAS Emily Bruce has submitted her resignation from the CSA Board, effective immediately;

MOTION: That **Emily Bruce** be de-ratified as GRCGED representative on the CSA Board of Directors, effective immediately;

RESOLVED: That **Jaskiran Sethi** be ratified as the Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED) representative on the CSA Board of Directors, effective immediately.

Moved:

Seconded:

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Members Present: Daniah Al-Naseri (left at 6:45 pm), Victoria Bali, Molly Brenzel, Anna Canella, Simonne Clout, Briana Green-Ince, Sumana Gupta, Jessica Krawitz, Anthony Lenarduzzi, Emmy Luo (arrived at 6:29 pm), Josh Moran, Alan Negrin, Kathleen Nolan, Daniel Ofori-Darko, Ariel Oleynikov, Michael Pacheco (Item 8.3.1), Zachary Rucchin, Lolia Shallouf (left at 6:45 pm), Blakeney Smith, Cameron Stotts

Regrets: Emily Bruce

Absent: Jena Lee Ashley, Matteo Raso

Executive Present: Dena Van de Coevering, Claudia Idzik, Lindsey Fletcher, Horeen Hassan

Chair: Cameron Olesen

Policy & Transition Manager: Earl Evans

Scribe: Sarah Dias

Guests: Bailey Cripps, Patrick MacCarthy

Overview of Motions

8.2.1. Approve the Agenda

MOTION AS AMENDED: That the agenda for the CSA Board of Directors Meeting on January 15, 2020, be approved as amended:

- To reorder the agenda so that:

Item 8.9.1: CSA Service Update – SafeWalk

Item 8.10.4: Hiring Committee Report – CRO, and

Item 8.11.1: CSA General Election

follow Item 8.4.1: Introductions and Pronouns.

Motion as amended carried

8.3.1. Student Senate Caucus Representative

MOTION: That Michael Pacheco be ratified as the Student Senate Caucus representative on the CSA Board of Directors, effective immediately.

Motion carried

8.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following meeting:

8.5.1. Board Meeting # 7 – November 27, 2019

Motion carried

8.6. Executive Committee Minutes

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

- 8.6.1. Meeting # 23 – December 2, 2019
- 8.6.2. Meeting # 24 – December 9, 2019
- 8.6.3. Meeting # 25 – January 7, 2020

Motion carried

8.7. Executive Updates

MOTION: To receive the following Executive Updates as information:

- 8.7.1. President
- 8.7.2. VP Student Experience
- 8.7.3. VP Academic
- 8.7.4. VP External

Motion carried

8.9.1. Student Help & Advocacy Centre – Bailey Cripps, SafeWalk Coordinator

MOTION: To receive the CSA Services Update on the Student Help & Advocacy Centre from Bailey Cripps, SafeWalk Coordinator, at the CSA Board Meeting on January 15, 2020.

Motion carried

8.10.1. Appoint Hiring Committees (various)

MOTION: To appoint a Hiring Committee for the following positions and to name a Board Member to each Hiring Committee, as follows:

Position	Board Member
Clubs Administrative Coordinator	Molly Brenzel
Clubs Programming Coordinator	Emmy Luo
SafeWalk Coordinator	Victoria Bali
Student Event & Risk Management Coordinator (SE&RM)	Daniel Ofori-Darko
Student Help and Advocacy Centre Coordinator (SHAC)	Kathleen Nolan

Motion carried

8.10.2. Appoint Hiring Committee – PTM

MOTION: To appoint a Hiring Committee for the position of Policy & Transition Manager;
RESOLVED that Alan Negrin be appointed to this Hiring Committee.

Motion carried

8.10.3. Hiring Committee Report – Bike Centre Coordinator

MOTION: That the hiring of Owen Marshall Young as Bike Centre Coordinator be ratified for Winter 2020, as recommended by the Hiring Committee.

Motion carried

8.10.4. Hiring Committee Report – Chief Returning Officer

MOTION: That the hiring of Patrick MacCarthy as Chief Returning Officer for the remainder of the 2019-2020 term, be ratified as recommended by the Hiring Committee.

Motion carried

8.10.5. Vacant Positions on CSA Committees (Finance and PDR)

MOTION: To fill the vacancy in the membership of the Finance Committee and to fulfill the Terms of Reference;

RESOLVED that the following CSA Board Member be appointed to the Finance Committee for the 2019-2020 term:

- Zachary Rucchin

Motion carried

MOTION: To fill the vacancy in the membership of the Petitions, Delegations and Representations Committee and to fulfill the Terms of Reference;

RESOLVED that the following Student Organization representative on the CSA Board be appointed to the PDR Committee for the 2019-2020 term:

- Briana Green-Ince

Motion carried

8.10.6. Clubs Tribunal Meeting # 1 – December 4, 2019

MOTION: That the minutes for Clubs Tribunal Meeting #1 on December 4, 2019, including the 123 CSA clubs for the Fall 2019 semester, be approved.

Motion carried

8.10.7. Finance Committee Report – December 12, 2019

MOTION: To approve the Salary and Wage Recommendations for 2020-2021 as presented;

RESOLVED that the 2019-2020 salary of the CSA Executive Officers be increased to pre-SCI levels.

Motion carried

8.11.1. CSA General Election – Patrick MacCarthy, CRO

MOTION: To receive the presentation on the CSA General Election from Patrick MacCarthy, Chief Returning Officer, at the CSA Board Meeting on January 15, 2020.

Motion carried

8.11.3. Divestment Letter to Board of Governors

MOTION: That the letter to President Franco Vaccarino regarding divestment from fossil fuel companies, be approved for distribution, as presented at the CSA Board meeting on January 15, 2020.

Motion carried

8.15. Adjournment

MOTION: To adjourn the CSA Board of Directors Meeting of January 15, 2020 at 8:12 pm.

Motion carried

Agenda # 8 – January 15, 2020

- 8.0. Call to Order**
- 8.1. Land Acknowledgement**
- 8.2. Adoption of the Agenda**
 - 8.2.1. Approve the Agenda

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- 8.3. Ratifications and De-Ratifications**
 - 8.3.1. Student Senate Caucus Representative
 - 8.4. Comments from the Chair**
 - 8.4.1. Introductions and Pronouns
 - 8.5. Approval of Past Board Minutes**
 - 8.5.1. Meeting # 7 – November 27, 2019
 - 8.6. Executive Committee Minutes**
 - 8.6.1. Meeting # 23 – December 2, 2019
 - 8.6.2. Meeting # 24 – December 9, 2019
 - 8.6.3. Meeting # 25 – January 7, 2020
 - 8.7. Executive Updates**
 - 8.7.1. President
 - 8.7.2. VP Student Experience
 - 8.7.3. VP Academic
 - 8.7.4. VP External
 - 8.8. Director Reports**
 - 8.9. CSA Services Update and Report**
 - 8.9.1. SafeWalk – Bailey Cripps, SafeWalk Coordinator
 - 8.10. Committee Updates and Reports**
 - 8.10.1. Appoint Hiring Committees (various)
 - 8.10.2. Appoint Hiring Committee – PTM
 - 8.10.3. Hiring Committee Report – Bike Centre Coordinator
 - 8.10.4. Hiring Committee Report – Chief Returning Officer
 - 8.10.5. Vacant Positions on CSA Committees (Finance and PDR)
 - 8.10.6. Clubs Tribunal Meeting # 1 – December 4, 2019
 - 8.10.7. Finance Committee Report – December 12, 2019
 - 8.11. Business**
 - 8.11.1. CSA General Election – Patrick MacCarthy, CRO
 - 8.11.2. NOTICE: Amend Bylaw 2: Electoral (3.1) re Referendum Questions
 - 8.11.3. Divestment Letter to Board of Governors
 - 8.12. New Business**
 - 8.12.1.
 - 8.13. Announcements**
 - 8.14. *In Camera* Session**
 - 8.15. Adjournment**
-

Minutes # 8 – January 15, 2020

8.0. Call to Order

Chair Cameron Oleson called the meeting to order at 6:11 pm.

8.1. Land Acknowledgement

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Land Acknowledgement by Molly Brenzel

In keeping with Indigenous protocols across Turtle Island, it is appropriate to acknowledge and pay respect to ancestral and traditional territories and local Indigenous communities. Acknowledging the territory in which we learn and work honours the relationship between the land and the Indigenous ancestors or stewards of the land.

To be meaningful and respectful, a territorial acknowledgement needs to be intentional. This is a time to give thanks, consider our role in the stewardship of Mother Earth and in building relationships with Indigenous people and communities.

8.2. Adoption of the Agenda

8.2.1. Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting on January 15, 2020, be approved as printed and distributed

Moved: Blakeney Smith
Seconded: Kathleen Nolan

Dena Van de Coevering: Amending the agenda order for our staff members and soon-to-be. As shown on-screen, changing the order of 8.9.1, 8.10.4. and 8.11.1.

MOTION TO AMEND: To reorder the agenda so that Item 8.9.1: CSA Service Update – SafeWalk follows Item 8.4.1: Introductions and Pronouns.

Moved: Dena Van de Coevering, President
Seconded: Kathleen Nolan

Vote on Motion to Amend
Motion carried

MOTION TO AMEND: To reorder the agenda so that Item 8.10.4: Hiring Committee Report – Chief Returning Officer and Item 8.11.1: CSA General Election follow Item 8.4.1: Introductions and Pronouns.

Moved: Dena Van de Coevering, President
Seconded: Kathleen Nolan

Vote on Motion to Amend
Motion carried

MOTION AS AMENDED:

That the agenda for the CSA Board of Directors Meeting on January 15, 2020, be approved as amended:

- To reorder the agenda so that:

Item 8.9.1: CSA Service Update – SafeWalk
Item 8.10.4: Hiring Committee Report – CRO and
Item 8.11.1: CSA General Election

follow Item 8.4.1: Introductions and Pronouns;

Vote on Motion as Amended
Motion carried

8.3. Ratifications and De-Ratifications

8.3.1. Student Senate Caucus Representative

MOTION: That **Michael Pacheco** be ratified as the Student Senate Caucus representative on the CSA Board of Directors, effective immediately.

Moved: Lolita Shallouf
Seconded: Ariel Oleynikov

Vote on Motion
Motion carried

8.4. Comments from the Chair

Chair: Good evening everyone, thank you for coming. Bright new semester; hopefully, we can start it off right. Raise your placard if want to be added to the speaking list or to vote. Or raise your hand if you have a point of information, point of personal privilege, point of parliamentary procedure or point of order. Other than that, feel free to raise parliamentary procedure if you have any questions tonight.

8.4.1. Introductions and Pronouns

Those present introduced themselves and stated the pronouns they wish to use.

8.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following meeting:

8.5.1. Board Meeting # 7 – November 27, 2019

Moved: Ariel Olenyikov
Seconded: Lolita Shallouf

Vote on Motion
Motion carried

8.6. Executive Committee Minutes

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

- 8.6.1. Meeting # 23 – December 2, 2019
- 8.6.2. Meeting # 24 – December 9, 2019
- 8.6.3. Meeting # 25 – January 7, 2020

Moved: Blakeney Smith
Seconded: Kathleen Nolan

Vote on Motion
Motion carried

8.7. Executive Updates

8.7.1. President

Dena Van de Coevering: Hi folks! I want to start by welcoming the new reps and the new CRO who just gave a great detailed presentation to get you folks ready for what's going on with the CSA in the next month or so. And welcome back to returners, great to see familiar faces. A few things to touch base on, busy winter semester, general elections, AGM, and bulk of hiring to do, and just finished bus passes, thousands of students and thousands of stickers in just a short period of time. January 21, we have another PDR deadline; if interested in doing PDR, feel free to connect with myself or PDR Committee and we can advise from there.

End of last semester, Executive got together to discuss what our goals were for the remainder of our term. The one I identify that I want to move forward with is creating job descriptions for our core staff. A question was raised about this at the last Board meeting that there was concern around that. I was able to meet with that Board member to discuss the concern about permanent staff not doing job evaluations with me. I apologize for the miscommunication, because in reality, we have out of date job descriptions for some people. This was the true reason for why we were not able to complete evaluations. This is why I want to complete job descriptions so

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we are able to complete our evaluations and enhance communication and allow us to understand the roles of these staff together. As well, the first one I will start with is the PTM's, because as you have seen from the agenda, he has submitted his resignation after two years of dedication to the CSA. We just received news on the Compulsory Fees Committee, where we discuss student fees; we will be meeting on Friday, to gain a better understanding of what direction the University is taking in regard to Student Choice Initiative and the unlawful ruling given by the divisional court, and how university will interpret that. No answers yet but hoping for a better idea at the end of the week. Any questions, happy to answer them.

8.7.2. VP Student Experience

Claudia Idzik: Hi everyone. Important dates, tomorrow we are having Coffee with your CSA, so if you have any friends that have questions, or you have questions, and want to hang with us on chill vibe, you can grab a free coffee or tea, tomorrow 2 to 4 pm; sexy bingo is January 30. Not the same night as Frosty Mug, thank you Lindsey., Two other things, I have applied to. The first is to revitalize the comfort room, if you don't know what that it, it is to decompress, and not work in an academic space. It has been under-utilized so we applied to put therapy kits in there and a lamp; hope we do get funding. Applied for a major speaker funding, which hopefully more news in the next one or two weeks.

Anna Canella: Coffee with the CSA is 2 to 4 pm or 3:30 to 5:30 pm?

Claudia Idzik: Yes, 2 to 4 pm.

8.7.3. VP Academic

Lindsey Fletcher: Happy New Year, happy new semester! I want to highlight from my report, a welcome to Krista Bentley as new Assistant Coordinator for SHAC. She will be working with Sara and Maggy. A couple meetings coming up, open and affordable, did textbooks at bus pass and that was really great. Planning another in March for academic, so keep an eye out for that. Mental health first aid training, I attended, thought it was really great, a good way to support students. We're hoping to bring this training to campus, another application going in from the Student Executive Council, that both myself and Dena sit on. So we're hoping to get funding for that. Teaching Excellence Award is still open, we want to make sure professors/instructors are recognized, so please get those in. And there are ten days until Frosty Mug.

8.7.4. VP External

Horeen Hassan: Hi everyone, good to see everyone come back after a really long holiday. A few updates from last year, Bike Centre has hired a new Coordinator. CSA hosted an ice cream chilling stress buster on December 9, fun, nice to see everyone's faces with ice cream in the middle of winter. The day after

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that, CSA and CSF had exam study kits which had paper bags with fruit, highlighters, snacks, buttons, things like that. This past week has been super busy with bus pass distribution; it's still taking place. A lot of questions and voicemails, remind friends to get bus passes when they're supposed to. But this could actually be the last bus pass distribution ever, because Guelph Transit is going digital; in coming semesters, it will be a tap system. So you can walk on and use your student card, so just a little update there.

The CSA Executive, we attended the vigil at War Memorial Hall for the two Ph.D students who were killed in the plane crash; very powerful vigil, unfortunate to lose some really bright people. In terms of external committees, the Guelph Wellington Collation for Social Justice met on December 10 and January 14. The group is setting priorities for the year, the greatest priority is environmental action and addressing climate change. The New Green Deal, also has been active around meetings throughout last semester, met twice over the winter holiday, also met with Lloyd Longfield, with the aim of addressing climate change and the Green New Deal motion, which will be submitted to the House of Commons by Peter Julian. Wellington Water Watchers, I met with them to do more work with, water is a human right and the Tap In campaign. The two of us have been meeting to see how we can collaborate, in terms of local affairs and committees. Claudia and I attended the parking service meeting on November 29, to go over the grievance letter. We stressed the need for student consultation before making such drastic changes to students. There will be a parking town hall on January 20 from 1 to 3 pm; this will be an opportunity to vocalize concerns and experiences with the new parking. The Parking Appeals Committee met on January 9; this meeting consisted of very little students; I think I was the only student in that room. It's kind of insulting, the system is more catered towards staff and faculty and not students, which is why it is more important to show up on January 20.

We the Students will be the campaign that I will be working closely with Lindsey to look at cuts to OSAP. Fairness for international students is another campaign; I will be meeting with several international students about. They met with admin. and addressed some of several issues our international students are facing, meeting shortly to debrief that. OSSTF, Ontario Secondary School Teachers Federation, has been on strike. Today was strike day, every single Wednesday from 4 to 5 pm, local high schools have been picketing. I am going out and showing support, if anyone is interested in picketing with OSSTF, let me know.

Sumana Gupta: What time is the parking town hall?

Horeen Hassan: 1 to 3 pm January 20 in Peter Clark Hall. We'll advertise it through social media.

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

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- 8.7.1. President
- 8.7.2. VP Student Experience
- 8.7.3. VP Academic
- 8.7.4. VP External

Moved: Simonne Clout
Seconded: Ariel Oleynikov

Vote on Motion
Motion carried

8.8. Director Reports

Anna Canella: Met with Student Admin, been in talks with changing for students, especially since the University is bringing more international students. Hired a new VP, it is Stewart, who will be advising on how to better attract international students. There are a lot of questions raised especially seeing how international students already have issues. I am going to meet with Horeen to debrief and better represent international students.

Sumana Gupta: I sat on the Clubs Tribunal, told clubs to be officialised. I sat on a Hiring Committee, a really wonderful experience.

Jessica Krawitz: It's cool to see the new clubs that are going to start up.

Briana Green-Ince: I sat on the Hiring Committee to choose the Bike Centre Coordinator; it went really well. Also sat on the Transit Committee with Dena, and happy to see that everyone is getting introduced to the new system, happy it's turned out well.

Kathleen Nolan: I helped out with bus pass which was really fun, got to chat with a bunch of students.

Blakeney Smith: Toward the end of last semester, I sat on PBRC and we will be presenting that.

8.9. CSA Services Updates and Reports

8.9.1. Student Help & Advocacy Centre – Bailey Cripps, SafeWalk Coordinator

This item was discussed earlier in the agenda, as approved under Adoption of the Agenda.

MOTION: To extend speaking rights to the SafeWalk Coordinator.

Moved: Blakeney Smith
Seconded: Daniah Al-Naseri

Vote on Motion
Motion carried

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Bailey Cripps: I am the SafeWalk Coordinator; I assume everyone read the document. First of all, thank you for having me today, to tell about SafeWalk and the progress we have made. We are a CSA service. It is a volunteer program from 7:30 pm to 2:30 am, Monday to Sunday, the most extensive hours in any SafeWalk program in the province, that I have looked at. And I looked at 20 plus programs a few years back, which is pretty cool. In addition, our clients include peers, faculty, clients, visitors, pretty much anyone at the University of Guelph. And it is an all for free service, a really cool service that we are able to provide and a large part is because of CSA funding and resources.

I have been Program Coordinator since 2018, and during this time, we have seen a large growth with the number of volunteers we have. My partner, Tyler and I have worked really hard on this; he is my support coordinator. Winter 2019, we had 56 volunteers, even with volunteer drop-off, that is a cool achievement for us. In winter 2018, we started with just 43 volunteers, just a year ago, a huge difference there. To do hiring, we do poster runs, class talks, and word of mouth. We are always open to suggestions, in addition, for volunteer attention. We do have a senior volunteer committee with three volunteers, they provide a lot of feedback. Some ways that we appreciate volunteers, we offer coupons for volunteers. This keeps volunteers happy. Some initiatives we've done, we put posters on every emergency pole. I can't take credit for that though; my partner Tyler did most of the work. He laboured putting stickers on each pole, letting students know they can use the emergency poles to contact SafeWalk through campus police dispatch. The referendum we had recently, allowed us to have a golf cart. The main goal for this semester and the following is to increase accessibility and visibility across campus, and the cart is one of the ways we are hoping to accomplish that. Starting a pilot somewhere around March, which is extremely exciting.

Then my final point, as CSA Board members, you have contact with students, and with myself as well. If you need SafeWalk, you can call the University phone number with extension 53200. In addition, our SafeWalk teams do library walks, night walks; flag them down; we have a great volunteer group, they are very friendly. I also want to highlight that we are currently recruiting for the service. Applications are due January 20, and you are more than welcome to submit an application, happy to see it. And to highlight some improvements we've made as staff, over the past couple of years, in 2017 - 67, 2018 - 57 and 2019, we had 71 walks, 14 more walks, trying to advertise, connect with local groups, presented to interhall council, and posters on emergency poles, remind students we exist to enhance safety of people on campus. Any questions?

MOTION: To receive the CSA Services Update on SafeWalk from Bailey Cripps, SafeWalk Coordinator, at the CSA Board Meeting on January 15, 2020.

Moved: Jessica Krawitz

Seconded: Ariel Oleynikov

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Vote on Motion
Motion carried

8.10. Committee Updates and Reports

8.10.1. Appoint Hiring Committees – Various

WHEREAS the CSA will soon begin its hiring process for the 2020-2021 term; and
WHEREAS one CSA Board Member is required to participate on each Hiring Committee;

MOTION: To appoint a Hiring Committee for the following positions and to name a Board Member to each Hiring Committee, as follows:

Position	Board Member
Clubs Administrative Coordinator	Molly Brenzel
Clubs Programming Coordinator	Emmy Luo
SafeWalk Coordinator	Victoria Bali
Student Event & Risk Management Coordinator (SE&RM)	Daniel Ofori-Darko
Student Help and Advocacy Centre Coordinator (SHAC)	Kathleen Nolan

Moved: Dena Van de Coevering, President

Seconded: Kathleen Nolan

Dena Van de Coevering: CSA does a large round of hiring, one year contracts with potential of renewal, majority of coordinators first; second round hiring coming to the Board in two weeks, secondary coordinators like volunteer coordinators. Not the Bike Coordinator, because only half that contract has passed so the CSA is able to evaluate the work thus far and maybe extend the contract. I'd also like to make note, if you haven't sat on this committee, it would be a fun time to join in.

Anthony Lenarduzzi: I haven't, but is the librarian or the bookkeeper happening? If it's happening, I do not have to put my name forward.

Dena Van de Coevering: The bookkeeper is financial-based, working in the business office. We are finalizing it and it is coming.

Ariel Oleynikov: What is our obligation as a Board member? A refresher please?

PTM: One hiring committee, Mr. Chair.

Kathleen Nolan: I volunteer to sit on the SHAC position.

Molly Brenzel: I volunteer to sit on the Clubs Administrative position.

Emmy Luo: I volunteer for Clubs Programming Coordinator.

Daniel Ofori-Darko: I volunteer for SE&RM.

Victoria Bali: I volunteer for SafeWalk.

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Vote on Motion
Motion carried

8.10.2. Appoint Hiring Committee – Policy & Transition Manager

WHEREAS the PTM has submitted a resignation, effective February 28, 2020;
WHEREAS the CSA recognizes the need to fill the position of PTM;
WHEREAS a Hiring Committee including one CSA Board Member, one CSA Executive Member and one CSA staff member, is required;

MOTION: To appoint a Hiring Committee for the position of Policy & Transition Manager;

RESOLVED that Alan Negrin be appointed to this Hiring Committee.

Moved: Blakeney Smith

Seconded: Dena Van de Coevering, President

Dena Van de Coevering: I want to say thank you to the PTM for two years of dedication, Board meetings packages always done, and policy work. Beyond that, we are excited to hire a new permanent staff member, looking forward to transition so our current PTM can give all the information to the new PTM. Excited to have one of you sit on the committee.

Alan Negrin: I would like to volunteer.

Jessica Krawitz: I would also like to volunteer.

Blakeney Smith: I would also like to volunteer.

Chair: Okay, we will do a ballot vote.

Blakeney Smith: In my experience, as a Board member on the Policy Committee for CSA and as OPIRG, and policy committee, I feel I have some experience that I know what is required as a PTM, and would like you to consider me for the position of the hiring committee.

Alan Negrin: As someone who represents a group on campus where there are a lot of marginalized people, having me on the hiring committee is important because the PTM is such a vital part to Board, looking over bylaws and policy. I feel like it is important to have someone that understands that there are other voices, not just a group of people sitting here, and that there have to be changes. And I was on the hiring committee for Earl.

Jessica Krawitz: I will no longer run; I will withdraw my name.

Ballots were distributed and Board members voted by secret ballot.

Vote on Motion

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Chair: From a total of 18 votes, there was a tie between the two members, so one moment. In this instance, the President is the tie breaker vote.

Dena Van de Coevering: Okay, sorry this is an uncomfortable position. Based on descriptions, you folks both carry high quality that would be valuable from a high level of involvement. And being on the hiring committee previously, and bringing different perspective from both experiences, I would like to bring member Negrin into the position, because they have been on the hiring committee before, have seen a wider range of candidates, and could better help to identify qualities.

Motion carried

8.10.3. Hiring Committee Report – Bike Centre Coordinator

MOTION: That the hiring of **Owen Marshall Young** as **Bike Centre Coordinator** be ratified for Winter 2020, as recommended by the Hiring Committee.

Moved: Horeen Hassan, VP External

Seconded: Briana Green-Ince

Horeen Hassan: In the previous semester, we did interviews for the Bike Centre Coordinator position. We only got two applications, but that's okay! We hired one! Owen has made two bikes from scratch all on his own, that's what he said, so super impressive. He is very excited to start the position this semester.

Vote on Motion

Motion carried

8.10.4. Hiring Committee Report – Chief Returning Officer

This item was discussed earlier in the agenda, as approved under Adoption of the Agenda.

MOTION: That the hiring of **Patrick MacCarthy** as **Chief Returning Officer** for the remainder of the 2019-2020 term, be ratified as recommended by the Hiring Committee.

Moved: Dena Van de Coevering, President

Seconded: Sumana Gupta

Dena Van de Coevering: In the hiring committee report, you see we interviewed four, selected one candidate, and we are excited to continue to work together.

8.10.5. Vacant Positions on CSA Committees (Finance and PDR)

Finance Committee

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WHEREAS CSA Policy Appendix A, Section 2.4, provides the Terms of Reference for the CSA Finance Committee;

WHEREAS these Terms of Reference state that the Finance Committee will consist of six members including three Board Members; and

WHEREAS a vacancy exists on this Committee due to the recent de-ratification of a Board Member;

MOTION: To fill the vacancy in the membership of the Finance Committee and to fulfill the Terms of Reference;

RESOLVED that the following CSA Board Member be appointed to the Finance Committee for the 2019-2020 term:

- Zachary Rucchin

Moved: Ariel Oleynikov

Seconded: Alan Negrin

Dena Van de Coevering: I am Chair of both of these committees. Finance Committee has an enormous responsibility in developing the budget for next year. The coming term is the focus for this upcoming committee. The Business Manager who is very involved in the process, we are able to work together to find answers, which can then be brought to the Board and presented. Depending on the situation we are in, it can be very intensive. We are entering a situation where we are more stable than last year, so it should not be as intense.

As for the PDR Committee, we speak about it quite a bit at this Board, minutes coming to meetings, assessing PDR applications, to see who is running events, what event is happening, and how students would be impacted. We would then be putting financial value to that, are we able to support these events? We have one more deadline, we might have another.

Briana Green-Ince: I was going to volunteer for PDR, so my mistake, sorry about that.

Zachary Rucchin: I will volunteer for Finance Committee

Vote on Motion

Motion carried

Petitions, Delegations and Representations (PDR)

WHEREAS CSA Policy Appendix A, Section 2.5, provides the Terms of Reference for the CSA Petitions, Delegations and Representations (PDR) Committee;

WHEREAS these Terms of Reference state that the PDR Committee will consist of a maximum of six members including one Student Organization representative; and

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WHEREAS a vacancy exists on this Committee due to the recent de-ratification of a Board Member;

MOTION: To fill the vacancy in the membership of the Petitions, Delegations and Representations Committee and to fulfill the Terms of Reference;

RESOLVED that the following Student Organization representative on the CSA Board be appointed to the PDR Committee for the 2019-2020 term:

- **Briana Green-Ince**

Moved: Blakeney Smith

Seconded: Simonne Clout

BrianaGreen-Ince: I would like to volunteer.

Vote on Motion

Motion carried

8.10.6. Clubs Tribunal Meeting # 1 – December 4, 2019

MOTION: That the minutes for Clubs Tribunal Meeting #1 on December 4, 2019, including the 123 CSA clubs for the Fall 2019 semester, be approved.

Moved: Blakeney Smith

Seconded: Alan Negrin

Vote on Motion

Motion carried

8.10.7. Finance Committee Report – December 12, 2019

WHEREAS the CSA Finance Committee has reviewed the salary and wage recommendations for 2020-2021 and recommends Board approval;

WHEREAS the salaries of the CSA Executive Officers were reduced due to the Student Choice Initiative (SCI); and

WHEREAS the CSA student fee revenue has been greater than anticipated;

MOTION: To approve the Salary and Wage Recommendations for 2020-2021 as presented;

RESOLVED that the 2019-2020 salary of the CSA Executive Officers be increased to pre-SCI levels.

Moved: Daniel Ofori-Darko

Seconded: Kathleen Nolan

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Jessica Krawitz: I have a relationship with the President, so as a Board member, I am declaring a conflict of interest and will remove myself out of the room.

Dena Van de Coevering: The report has a few sections to it. I was hoping to complete the section before wage and salary presented to the Board. You folks have received a set of Finance Committee minutes from our second meeting in the fall semester, I will be touching on sections on 1,3 and 4, and Blakeney will be presenting number 2. I will run through what our meeting was like, back in December. Part 1 is the report from the first meeting, highlighting what the committee reviewed, and highlighting what you folks were shown on November 27, looking at the surplus, our financial update, financial position, repeated info for you folks to have in a condensed document at your leisure. For Section 3, in the Finance Committee meeting, we approved a motion to update the administrative budget, increase by \$2,000, as this year has been intensive by improving CSA on campus, and through that promotion lines have been dwindling, so the Committee approved to add \$2,000. The fourth item, more information will come on this piece, but it is a potential speaker to come to campus. We are waiting for details but felt it appropriate to discuss with the Board the use of the entertainment fee. There is no overarching body to decide how this money is spent. We felt it was appropriate to discuss this topic with the Finance Committee because it is a large sum of money. More info is to come, any questions?

Blakeney Smith: Wage recommendations are next.

Horeen Hassan: Would you like the four of us to step out of the room, due to conflict of interest?

Lindsey Fletcher: We would lose quorum.

Horeen Hassan: This is just a discussion.

Chair: You would lose quorum. That being said, I do have a recommendation for the Board, to make a ballot vote for this motion, that way all voting is kept secret. The majority vote can make any vote a ballot vote.

MOTION: To make it ballot vote.

Moved: Kathleen Nolan

Seconded: Emmy Luo

Vote on Motion

Motion carried

Blakeney Smith: Would it be appropriate to come up and point to the chart on the screen?

PTM: Give me a minute, I will pull it up.

Lindsey Fletcher: If the three Vice Presidents step out, would we still have quorum with the President here?

Chair: After consulting with the CSA Rules of Order, we need the President and one VP, or all three VPs.

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Blakeney Smith: The wage adjustment recommendation for Finance Committee 2019-2020, fiscal year, as well for Executive Finance for 2019-2020 fiscal year. Do I need to explain cost of living adjustment to anyone? Here we can see the salary for all different employees for CSA, minimum wage. Bullring staff got paid \$15.35, because SCI we were trying to conserve our budget, we didn't give cost of living adjustment for 2019-2020 year. Now, because we have been getting more money than expected despite SCI, we are going to be giving part time student staff a cost of living adjustment of 4.25% for 2020-2021, to put them where they would have been if we had given cola before. Except for FoodBank Coordinator, got cola and will continue to. We are here to discuss Executive staff. Because we were facing a possible decrease in the budget, we reduced Executive salaries by 4.78%, for 2019-2020 fiscal year, which leaves them at \$33,033.00. But they worked reduced hours in the summer semester, they worked a four day week. However, because we got money we weren't expecting, the Finance Committee thought, put the Executive salary back where they would have been if not reduced. But we must account for the fact they did not work as much in the summer as they are now, which is where we get \$33,305.40, so adding \$2,940.40, that's what we are recommending. That accounts for \$11,761.60 in total increase to the budget line for 2020-2021. We are reversing the adjustment. Any questions? Just to recap, this is what we will pay staff next year, \$36,000.00, and this is what we would like to give Executive back from what we reduced their salary due to SCI.

Cameron Stotts: So basically, we are doing backpay?

Blakeney Smith: Yes

Vote on Motion

Ballots were distributed and Board members voted by secret ballot.

Chair: The Motion is approved from the ballots being tallied.

Motion carried

8.11. Business

8.11.1. CSA General Election – Patrick MacCarthy, CRO

This item was discussed earlier in the agenda, as approved under Adoption of the Agenda.

MOTION: To extend speaking rights to the **Chief Returning Officer.**

Moved: Blakeney Smith

Seconded: Anthony Lenarduzzi

Vote on Motion

Motion carried

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Patrick MacCarthy: Thank you for giving me the opportunity to speak, officially in my new capacity. A couple things I want to highlight tonight, I want to give you an update on what the Election Offices are doing and what our timeline looks like, and ways you as Board members can get involved in the election. This year, the University has asked us to have election results ratified in a much shorter timeline; the election will be completed before Reading Week begins. Nominations for the Executive positions and the member positions are going to open on the 17th, this Friday, two days from now. And the Friday after, the 24th is the deadline for referendum. We are going to have all candidates meet on the 27th and 28th, which is required for all Board and Executive candidates to attend. Following that, we will have an Executive forum hosted downstairs in the UC courtyard, as a chance for the general student body to meet the candidates running and to have any questions answered. The campaign runs for two weeks, starting on the 3rd, voting starts on February 10 and concludes on the 14th, the Friday before Reading Week. The official results will be posted shortly after. Staff and the election office are working to promote the election. You might have seen banners, posters all around campus, posters in residence buildings, really great ways to encourage people to nominate themselves. We have found that the best way to have people nominated for Board or Executive positions is to have someone invite them. So if you are wanting to apply to a Board position again, I would encourage you to do that, or tap a friend on the shoulder and say this is a great opportunity. If you want to shape decisions on campus, encourage them to apply. If any questions, they can talk to Executive members or me. As part of campaigning as well, we are going to be sending out weekly listserv messages. One will be going out on Monday, saying: “Hey, you should nominate yourself to run for the Board or for Executive positions”. We will have one for all general forum, another one at the end of voting period encouraging students to vote.

As you all know, we require 10% of the membership in order to reach quorum. I will be asking all of your help in a couple weeks to get the vote out as well. So also trying to feature the election on our social media, we are going to be doing a day in the life of Executive members. We encourage them to apply; if you'd like to volunteer, talk to me or one of the Executive. If you are running for your position, please share on your own social media. We are really trying to promote the election. A couple of other things we are trying to do with any clubs or organizations that you are part of, ask them to consider running for a Board member position again. Share all information on your own personal social media or on your clubs and organizations social media. And if you represent a College government, I encourage you to post on the student pages and College Government page, and any clubs and organizations. The quality of election will be based on the quality of candidates we have. We have 14 Board positions and four Executive positions to fill; lots of opportunity for great candidates. We are also encouraging people to give classroom talks, not only nomination and voting. If you want, I can provide you with poster and talking points to present to your classes, saying to consider Board positions. And then a couple weeks later, encourage

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students to vote. Another thing, help with a table with Club Days, and next week with nomination period. It would be great if one or two Board members could give time; it's great if an actual Board member could talk to students, encourage them to apply. That's a brief overview of what we are doing for this election, and I am looking forward to it being an exciting and successful campaign, and to getting to know each one of you.

Blakeney Smith: Thanks for the presentation. You said that the schedule needs to be changed because the University asked for candidates to be ratified at a specific time, is that correct?

Patrick MacCarthy: I should've said, they asked for any referendum to be ratified sooner. The President can speak to that as well.

Dena Van de Coevering: Upstairs, the University admin. needs the result of the referendum by March 6 to ensure that all fee changes would be properly processed. That is why they moved up the date, that we weren't anticipating until the middle of the semester and had to update the general election timeline, so we can ensure the referendum is processed for fees.

Kathleen Nolan: When interested in running again, do we need 50 signatures again or do the ones we already have count?

Patrick MacCarthy: You need to do it again, but you only require 25 now.

MOTION: To receive the presentation on the CSA General Election from Patrick MacCarthy, Chief Returning Officer, at the CSA Board Meeting on January 15, 2020.

Moved: Brian Green-Ince

Seconded: Simonne Clout

Vote on Motion

Motion carried

8.11.2. Amend Bylaw 2: Electoral re. Referendum Questions

WHEREAS Policy Appendix G: CSA Electoral was amended on April 3, 2019 so that referendum questions may take place during the "Elections period" rather than only during the "General Elections period", as previously stated;

WHEREAS the related bylaw should reflect the same wording as the policy;

MOTION: That **Bylaw 2: Electoral, Clause 3.1**, be amended to delete references to the Fall semester so that it now read as follows:

- 3.1. Referendum questions may be accepted by the CSA Elections Office between the first day and the last day of classes in the semester prior to the election period.

Notice of this item was provided, for consideration at the next meeting.

8.11.3. Divestment Letter

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MOTION: That the letter to President Franco Vaccarino regarding divestment from fossil fuel companies, be approved for distribution, as presented at the CSA Board meeting on January 15, 2020.

Moved: Anthony Lenarduzzi
Seconded: Blakeney Smith

Horeen Hassan distributed the draft letter at the meeting.

Horeen Hassan: I think, for a Point of Personal Privilege, could I read it out loud, give background context, if that is alright?

Chair: Yes

Cameron Stotts: Just before, I'd like to declare conflict of interest as I sit on the Board of Governors.

Michael Pacheco: I also sit on the Board and will declare a conflict of interest.

Horeen Hassan read the draft letter.

Emmy Luo: I think it is really powerful and well written; I know you mentioned we can also do this, how would we?

Horeen Hassan: You can use the same letter, and if submitting on behalf of your student organization, just sign it for your organization; also encourage others to write letters. We all have specific perspectives and experiences when it comes to environment and human rights. You can always take it and make it your own, take what you do like or just the same wording. I do recommend submitting it before January 22, the Board of Governors meeting. Hopefully, the University can feel some heat.

Emmy Luo: How would we submit it?

Lindsey Fletcher: It can be emailed to the University Secretary, or dropped by the 4th floor of UC at their office.

Kathleen Nolan: Can I propose a slight adjustment to wording to one part of the letter... "at a time where...", this is an opportunity we cannot afford to ignore, instead of that.

Horeen Hassan: Noted.

Anna Canella: In terms of being inclusive, and maintaining a good relationship, I have an issue with the word "demand". It would be better to say "we strongly encourage", but this is just a suggestion.

Blakeney Smith: The motion that prompted this letter specifically used "demand".

Anna Canella: I withdraw the motion.

Vote on Motion

Motion carried

Chair: Noted abstention for Member Canella.

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8.12. New Business

8.13. Announcements

PTM: The Annual General Meeting is Wednesday, February 12, and we are hoping that all can attend. Two years ago, quorum was not met. A lot goes into organizing the AGM so please attend the meeting. It's what CSA offers to the membership. If you can bring someone, it will help meet quorum. The deadline for members to submit agenda items is next Thursday, January 23. The draft minutes are on the web now, they go to the meeting for approval. It's been a year but it's good to get them on the web ahead of time so people can see what happened at the last meeting. They are posted on our website under "Get Involved" and under "Annual General Meeting". These are draft minutes, subject to approval.

Dena Van de Coevering: Counting down the days, and highlighting what the PTM just raised, we have 42 days to ratify new members of Boards, and 28 days until the AGM. Looking forward to seeing you there.

Claudia Idzik: If you are thinking of doing VP Experience, please reach out, and keep an eye on social media.

Horeen Hassan: The Annual General Meeting is fast approaching. Reach out to a friend, any motion to bring forward by January 23. Anything your friends or you, yourself would like the organization to do; it would be great to get as many motions as possible.

Lindsay Fletcher: I stand corrected, eight days until Frosty Mug, also 106 days of me being VP Academic. If you want to be in this seat, hit me up, you should run.

Cameron Stotts: Not the usual aggie pub, relay for life, hosting coat check at aggie pub, all proceeds go to the Canadian Cancer Society. If you could tell all committees about relay for life, it is posted on March 7.

Alan Negrin: In February, winter pride, we will be hosting a craft fair, a couple vendors out, will be in PCH, second week of February, going to be cool.

Michael Pacheco: I haven't met everyone yet, nothing to report now, but will get to you when I do.

Sumana Gupta: On the editorial footnotes for gender and sexuality, currently accepting submissions, looking for essays, art work and poetry anything to create gender and sexuality. If you google University of Guelph footnotes, it takes you to the website to submit. You can email me, the deadline is January 31.

Molly Brenzel: Happy New Year, I hope the semester is going well.

Simonne Clout: I have a ticket to see Thundercat, so just stoked.

Briana Green-Ince: Tons of events to report, Black History events, something everyday. My show is happening in February, starting on February 10 to February 29. Opening night is February 13, message me if you want a poster and can get posters up around campus together.

Ariel Oleynikov: I'm doing the New York trip, open to everyone, \$310 for roundtrip. Also hosting build a band, you perform an original and cover, and

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winner get money. Trying to plan career nights, everyone welcome. Also planning a gala. I'm in the Wedding Singer, come see it in March.

Emmy Luo: Happy New Year, excited to see you for the rest of the semester.

Daniel Ofori-Darko: Conference coming up in March.

Anthony Lenarduzzi: We're half done, so much fun. Trivia coming up on the 27th, art therapy, also pretty cool. If anyone is interested in the gala on February 29, it's \$45 for students, all money going to a worthy cause.

Kathleen Nolan: I just joined as a volunteer for Guelph Bug Day, where you look at cool bugs; not until August.

Blakeney Smith: OPIRG is hosting a triple event: hip hop performance, a screening of Trouble: Prelude to a Disaster, and also a book launch. On Friday, January 24, doors open at 9 pm, film at 9:15 and the show starts at 10:15 pm.

Briana Green-Ince: Could I add, we are having a club event on Friday as well? It's our first all ages event, at the Albion, a great DJ from Toronto.

Chair: The AGM is very important. Bring three friends, that is all for quorum.

8.14. *In Camera Session*

8.15. *Adjournment*

MOTION: To adjourn the CSA Board of Directors Meeting of January 15, 2020 at 8:12 pm.

Moved: Lindsey Fletcher

Seconded: Kathleen Nolan

Vote on Motion

Motion carried

Approved by the Board of Directors

Date: _____

Signed _____

Date: _____

Cameron Olesen
Board Chair, 2019-2020

Signed _____

Date: _____

Earl Evans
Policy and Transition Manager
2019-2020

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Executive Committee Meeting # 26

January 17, 2020 – 10 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

Motion Passed

Motion to Adjourn

Moved by: VPSE

Seconded by: VPA

Motion Passed

26.0. Call to Order

Meeting called to order at 10:15 am

26.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

26.2. Comments from the Chair

26.3. Executive Updates

26.3.1. President

PRES: Had SLAM yesterday, more details to come, but there was discussion around what the University is planning to do with Winter 2020 student fees of the groups that were deemed optional. With that, there is a Compulsory Fees Committee (pending renaming) meeting today to discuss the fees in more detail. It has been a busy second week back, Monday being the last big round of bus pass distribution, election planning, discussions for the speaker, talking with students during Coffee with the CSA. A few deadlines are coming up, CSA PDRs, Student Budget Committee presentation. Along with the standing weekly meetings: President's Council, Core Staff, Executive Transition, UC Digital Signage. No time off in the foreseeable future.

26.3.2. Vice President Student Experience

VPSE: Monday, February 10. Unavailable and out of reach all day Feb 10. We had our Gryph to Grad Final Year Info Sessions yesterday and the attendance reached 150-200 per session which was the most they've seen. We've wrapped up some of the Homecoming Working group committee meetings. Clubs days is currently going on and



it's been fruitful. We had our CSA Coffee which our VPE did a great job of doing outreach at. Working on our Executive report for the AGM next week, and am solidifying logistics for some March events!

26.3.3. Vice President Academic

VPA: As previously indicated, I will be away the Tuesday and Wednesday of reading week – February 18 and 19. I am also looking to discuss my work hours, which is later in the agenda.

So far today is a good day... Mac Miller's album was released posthumously, Eminem also released a new album, and Louis Tomlinson released a new song.

26.3.4. Vice President External

VPE: Bus pass is still happening and I hope it ends soon. I will dedicate most of my time next week to getting the Racialized Students Group and the Environmental Justice Coalition for our first meeting. I've been meeting with interns from Wellington Water Watchers, we have the opportunity to do really great work together. I will also be working on my AGM report next week.

26.4. Unfinished Business

26.4.1. SCI

26.4.2. Exec Check-Ins

Core on Mondays, Exec on Wednesday and email check in on Fridays.

26.4.3. Supervisory Duties

President: Our Office Manager will book a meeting next week to discuss supervisory duties.

26.4.4. Exec Transition

President: If you all could create list of active committees that are important for incoming executive to attend. There are 20 hours of transition before the transition week, and six hours of that are dedicated to the staff meeting. The other 14 hours is dedicated to committee work and other staff training needs.

VPE: This is a much larger conversation. I don't know if you're intending on booking a meeting with us and Earl to discuss this collectively.

President: As I have raised previously, I would love to get a baseline with Earl to see what transition would look like. If you folks can start to compile a list of what you need in terms of transition, that would be great to start trying to understand what the content should be.

VPA: I think it's highly dependent on who comes into my role of what they would need and who they would need to meet from administration. If we could meet after you



transition meeting on Tuesday, we could have some time to go over what is needed from our roles individually?

President: With your list it will help to prep notes for the meeting with the Policy and Transition manager. I don't think Tuesday is a realistic date with the workload I have, are you comfortable with the following Tuesday?

VPA: We can do it in two weeks - we have time Wednesday to Friday.

26.4.5 Student Consultation Ideas

Exec to bring conversation and ideas that their services have recommended to them.

26.4.6. Executive Discretionary Fund

President: Had an idea to use this line to support the Iranian Student Association to say thank you and support them with whatever they need. If you folks have any ideas that do not have a budget line, give us ideas!

26.4.7. Sexy Bingo

VPSE: Brass Taps approached me about making Sexy Bingo more consistent, which includes having Athena at all events and promoting all of them.

26.5. New Business

26.5.1. Elections Promo and Exec

26.5.2. Summer Board Meetings

To be moved to the next meeting.

26.5.3. VPA's Work Hours

Over the holiday break, I had a conversation with my doctor regarding my own well-being. Without getting into too much detail, I have put a lot of thought into the hours I am working and my commitment to this role. As such, I feel the best compromise moving forward would be to condense my hours to 4 days a week. I have a schedule prepared up until Reading week so you are aware of when I'll be in the office - these can be posted on my door as well as in the email attendance calendar so everyone is aware.

26.6. Adjournment:

Moved by: VPSE

Seconded by: VPA

Motion Passed

Meeting adjourned at 11:15 am

ACTION:

ACTION:

ACTION:



MINUTES

Executive Committee Meeting # 27

January 21, 2020 – 11:30 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

Motion Passed

Motion to Adjourn

Moved by: VPA

Seconded by: VPE

Motion Passed

27.0. Call to Order

Meeting called to order at 11:41 am

27.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

27.2. Comments from the Chair

Pres: Welcome. I recognize that we met not too long ago on Friday and we've all been very busy completing our tasks, so I recognize this will be a lighter agenda today.

27.3. Executive Updates

27.3.1. President

PRES: Another busy week ahead, starting with standing meetings; Core Staff, Speaker planning, Executive Transition Planning and UC Digital Signage. Other meetings are Student Budget Committee, as we work to complete our presentation to the Finance Committee of the University of Guelph's Board of Directors, Parking Appeals Meeting, AGM Planning; Policy, Bylaws Review Committee. In addition to all, I will be reviewing SLEF applications with the sub-committee of the Compulsory Fees Committee all day Friday. PDR applications close today, so I am expecting to spend several hours in the coming days to organize the applications and prepare for our next committee meeting.

I am focused on preparing for the Student Levee Fee Town Hall, to have an informed conversation with Vice Provost of Student Affairs on Thursday about the status of the Winter 2020 fees.

No time off for the foreseeable future.



27.3.2. Vice President Student Experience

VPSE: I will be away February 10 all day and inaccessible by phone/email/text. This week, I'll be working on the AGM Executive report, and have scattered meetings about Gryph to Grad, Last Toast, UC Board Programming, Mental Well Being Programming Committee, the speaker planning meeting, and Athletics Advisory Committee. Yesterday, I gave the SERM training to about 30 clubs at Clubs Annual General meeting.

27.3.3. Vice President Academic

VPA: VPA to provide update.

27.3.4. Vice President External

VPE: VPE to provide update.

27.4. Unfinished Business

27.4.1. SCI

President: We've sent out our email outlining the universities stance moving forward with the SCI and the court decision. We are currently waiting on more responses from groups to see which groups can attend our levee fee meeting and discuss the options on the table, since the university is not taking up their fair share of the work to consult with these groups. The smoother the meeting goes, the better conversations we can have.

27.4.2. Exec Transition

President: I'm giving you the deadline of Friday to send me a list of transition sessions that you appreciated or needed. LA will also be coming around to ask you about committees that your successor would benefit from attending so she knows how many hours should be budgeted for transition.

27.4.3. Student Consultation (Surveys)

President: This was for you folks to touch base with your services regarding any student consultation surveys.

27.4.5. Supervisory Duties

President: We're posting job descriptions relatively soon. Our business office is looking through job descriptions and they will be posted once they are done.

27.5. New Business

27.5.1. Student Levee Group Fee Meetings

See 27.4.1 SCI

27.5.2. Summer Board Meetings

President: Putting this on your radar, it will be discussed at the transition meeting.

27.5.3. Elections Promo and Exec – Day in the life



President: Just something to put on your radar- mine was yesterday, VPSE's is today, VPA's is tomorrow and VPE's is Thursday. I have to check in with our CRO to see if they've found a Board member to do the day in a life on Friday.

27.7. Adjournment:

Moved by: VPE

Seconded by: VPA

Motion Passed

Meeting adjourned at 12:23 pm

ACTION: VPSE to order refreshments for Brass Taps Levee fee

ACTION: EVERYONE: List of transition must-haves

ACTION: Touch base with services and follow up.



Executive Update # 8

Dena Van de Coevering – President

Office: UC 248A

519-824-4120 ext. 54408

csapresident@uoguelph.ca

January 29, 2020



Hello Directors!

I hope your semesters are going well thus far.

As we continue to do our work as the undergraduate voice, we look to our mandate, which highlights:

- Serve as a central coordinating body for undergraduate student association representatives.

This is clear as we have completed our nomination period for the General Elections of 2020, creating a forum for our students to be represented by their peers.

Below is a general highlight of meetings. Moving forward, in the next few weeks, there will be a shift to focusing on administration of PDR funding, election campaigning, preparing for the AGM, and continuing to prepare for Executive transition.

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 14.3. – President.**

1. Committee Meetings

- Executive Committee
- Student Leaders and Administration – see Item 4, Student Choice Initiative Update
- Compulsory Fees Committee – see Item 4, Student Choice Initiative Update
- Parking Appeals Meeting – reviewed parking ticket appeals on behalf of VP External
- Student Budget Committee – preparing presentation for University of Guelph’s Board of Governors Finance Committee
- Student Life Enhancement Fund review

2. Other Meetings

- Core Staff meetings, touch base meeting with Executive and permanent staff
- President’s Council, permanent staff and President; brief updates twice a week to ensure that there is cohesion between permanent staff and large-scale impact items of the organization while being time efficient
- UC Digital Signage Review Committee, representing CSA to approve Digital signage
- Executive Transition Planning, working with PTM on a weekly basis to develop a transition plan to support the incoming Executive team by identifying areas of improvement
- Parking Town Hall

Executive Update # 8

Dena Van de Coevering – President

Office: UC 248A

519-824-4120 ext. 54408

csapresident@uoguelph.ca

January 29, 2020



3. Day-to-Day Life at CSA

- Joint Health and Safety Committee's CSA Office and Clubs Hallway recommendations for improved workplace safety, being worked through
- Promoting elections timeline change to committees
- CSA All Staff Meeting – bringing service staff up to date on the hot topics of the month, and connecting with other services

4. Student Choice Initiative (SCI) Update

On November 21, 2019, an Ontario Divisional Court deemed that the Student Choice Initiative was unlawful. The University of Guelph is now trying to determine how to respond to this court ruling, as it is under appeal by the provincial government. The CSA identified many missing voices among student groups affected by the SCI and we want to close these gaps in consultation before the University reaches their final decision. Our Executive then moved to host Student Levee Groups for student organizations on our campus that were deemed 'optional' by SCI.

All information below has been raised in conversations but has yet to be confirmed.

- The University does not intend to retroactively charge students for fees they opted out of in Fall 2019, as the SCI was considered lawful during that time
- The University does not intend to open the opt-out window for the Summer 2020 semester, as the SCI is currently considered unlawful
- Uncertainty remains within the Winter 2020 fees, with the following information known:
 - The opt-out window closed on November 17, students were invoiced on November 20, and the Divisional Court's ruling was released on November 21

The University of Guelph is still in discussions about how to proceed with Winter 2020 fees and their options include:

- Bill all ancillary fees as compulsory and retroactive W20 billing for opt-outs, which has been advised by University legal council
 - Students would be billed mid-semester for any fees they opted out of
 - Outstanding balances may have implications on graduation applications, grades being released, de-registration, etc.
 - Student organizations would receive full funding as all students would be paying all ancillary fees
 - Potentially causing unanticipated financial hardship and backlash from students who opted-out

Executive Update # 8

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January 29, 2020



-
- Honour the opt-outs, as billed on November 20, 2019
 - Students should have already paid their W20 fees and would not be billed any additional fees for W20
 - Student organizations may be impacted by lower fee collection rates

Some comments we are mindful of include:

- This case is currently under appeal by the provincial government – a decision from the Ontario Court of Appeal is likely several months down the road
- It remains unclear about the lawfulness of billing, as invoices were sent out while SCI was considered lawful (Nov. 20) but fees were effective for period where SCI has been deemed unlawful (W20/current status)
- The University has indicated that part-time students return to per-credit fees

Our Executive have discussed that moving forward we recommend to Vice Provost Student Affairs (VPSA) to avoid retro-billing of Winter 2020 given the reasoning above. VPSA has taken our conversation to the task force of University administration to discuss what they will be doing in response to the situation. We will know more within the next two weeks.

If you have questions about the above or other CSA related questions, please ask!

Executive Update # 8

Claudia Idzik – VP Student Experience

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January 29, 2020



Hi everyone,

Hope everyone had a great last two weeks. In the office, I've been gearing up for many upcoming events, so stay tuned!

#SOTW:

Blue World by Mac Miller

Important Dates

January 30: Sexy Bingo, Brass Taps, 7:00-9:00p m

February 12: Annual General Meeting

All of February: Black History Month

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual Appendix A, Section 14.4. – Vice President Student Experience.**

Events:

Coffee with Your CSA

This event went really well! It was a chill way to meet students, give them some free coffee/tea, and talk about elections.

Sexy Bingo

Sexy Bingo #4 is Thursday, January 30. Same as always, Athena is hosting, bring a team or come solo to win sex toys.

Gryph to Grad Final Year Info Session

The info sessions were well-attended, with 150-200 students per session. The most students that have ever attended these sessions in the past.

Services:

SafeWalk wrapped up their volunteer recruitment and did training this past weekend. Clubs Office is still hard at work with accreditation, clubs days, and clubs general meeting. I gave SERM training to new clubs last week at the clubs general meeting.

Committees:

Internal Homecoming: We've been deep in planning for September's homecoming, the event is shaping out to be exciting.

Orientation Week Advisory Committee: Earlier today, we looked at the upcoming O-Week schedule and changes to events like GryphonsCARE and the Inroads.

Executive Update # 8

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January 29, 2020



Mental Health & Well-Being Programming Committee: Second week of March is SHINE week! Stay tuned, some great events coming up.

Ongoing Projects:

A few projects I'm looking to tackle this semester:

- Comfort Room: Have inquired with UC about the name change and will update the name in policy. Awaiting good news from SLEF Committee to upgrade the room!
- Menstrual Hygiene Initiative: Talked to a writer from the Ontarion about our Initiative, and am started to gather details and locations for a guide
- Speaker: Making headway on getting a large speaker on campus, wrapping up final details.

Other:

- Two SLEF applications have been submitted
- Discussed Last Toast details with UC and Alumni
- We held two Levee Fee Town Halls with organizations at the University to gather thoughts and opinions.

Executive Update # 8

Lindsey Fletcher – VP Academic

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January 27, 2020



Welcome to week 4 of the winter semester!

I've been super busy with meetings lately and there's a lot of excitement to look forward to this semester. If you'd like more information about specific projects/committees, please reach out! I'd be happy to meet with you to discuss it further. For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 14.5. – Vice President Academic.**

1. Acknowledgements / Highlights

- We're hiring – check out the website for postings and tell your friends!

2. Internal CSA

- Preparing for elections, hiring, AGM, and upcoming events
- *CAPCOM* – planning for semester and creating a project plan; scheduling meeting soon
- *Student Help and Advocacy Centre (SHAC)* office hours for the winter semester are:
 - Monday - 10:30 am-5 pm
 - Tuesday – 2 pm-7 pm
 - Wednesday – 9 am-5 pm (Lawyer 12:30-3 pm)
 - Thursday – 4 pm-7 pm (Lawyer 6-7 pm)
 - Friday – 10:30 am-2:30 pm

3. University Meetings/Committees

- **Senate and Standing Committees**
 - Next Senate is February 10; Coordinating Student Senate Caucus for February 3
 - Met with Board of Undergraduate Studies – policy from past VPA coming forward
 - Met with Bylaws and Membership to discuss elections and governance review
 - If you're interested in being a student senator, please connect with me!
- **Non-Tuition Ancillary Fees Committee**
 - Currently in discussions about Student Choice Initiative
 - Coordinated consultation with other levee-fee collecting student orgs
 - Met to discuss and evaluate SLEF applications

4. Events/Conferences/Trainings

- **Quality Improvement Training**
 - Attended Excellence through Quality Improvement Project (E-QIP), which included three hours of online modules and a full-day training session
 - Learned about principles, practices, and processes directed at improving quality of student services, while maintaining a psychologically healthy work environment

Executive Update # 8

Lindsey Fletcher – VP Academic

Office: UC 249

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January 27, 2020



• **Open Education Week**

- March 2-6, 2020 - International movement to raise awareness about open education resources and its impact on teaching and learning worldwide
- The OACCTF will be planning an event during this week and I will update you with more information soon!

• **Teaching Excellence Award**

- Nominations for the Teaching Excellence Award will be accepted until February 28
- If you know an amazing professor or sessional instructor, please nominate them!
- More information can be found at csaonline.ca/TEA or by contacting me

5. Working with You!

- Want to work with me on a committee, event, or project? Let's chat! Feel free to send me an email with your availability and we can set up a meeting
- If you have accessibility needs that are not currently met working with #yourCSA, please reach out to me or our PTM! We want to ensure you can participate to your fullest

6. Personal Updates

- Submitted all my grad school applications
- Frosty Mug was fantastic!
- 94 days left of me as #yourCSA VP Academic :)

Executive Update # 8

Horeen Hassan – VP External

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January 29, 2020



Hi friends!

I hope this semester is going well! Two exciting groups are starting to form. I've sent out invitations to all environmental/sustainability groups on campus to join the CSA Environmental Justice Coalition. This space will allow these groups to come together to share resources, ideas, and goal with one another while also updating each other on the cool initiatives and work around sustainability that is taking place on and off campus.

Another group I'm excited about is the Racialized Students Constituency. This group is a safer space for racialized students to share their experiences here at Guelph and work towards making our campus more inclusive and less oppressive. I will also be focusing a lot on OSAP cuts and changes. There are lots of students who have been hurt badly as a result of these cuts. I want to bring those stories to the forefront. The University of Guelph needs to divest from fossil fuel companies as soon as possible. This is a major goal that I will be working towards for the rest of the semester. Let me know if you have cool ideas on how to get the university to divest, or if you'd like to join the divestment movement!

For your reference, my job, duties, and responsibilities can be found in our Policy Manual, **Appendix A, Section 14.6. – Vice President External.**

EXTERNAL AFFAIRS AND COMMITTEES

- **Guelph Wellington Coalition for Social Justice (GWCSJ)** – Last meeting took place January 14. The group has been working through setting priorities for the year, with the greatest priority being environmental action and addressing climate change.
- **Green New Deal (GND) Planning committee** –Lloyd Longfield is hosting his "Climate Change Townhall" **February 13 from 6:30 pm to 8:30 pm** at the Harcourt Memorial United Church. This is an opportunity for folks to pressure the government to implement stricter environmental policies and make climate change at the forefront of their priorities.
- **Wellington Water Waters** – I've been meeting with Wellington Water Watchers to talk about collaboration, goals for the semester, and Water is a Human Right and the TapIN! Campaign.
- **Guelph District Labour Council** – Last meeting took place January 9.

LOCAL AFFAIRS AND COMMITTEES

- **Parking Services** – A parking town hall took place January 20 from 1 pm to 3 pm in Peter Clark Hall. There were only up to five students at this town hall, which makes me question the outreach that was done to students about this matter. Before that, there

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January 29, 2020



was a forum, where students clearly demonstrated their dissatisfaction with the current parking system.

- **Parking Appeals Committee** – The first Parking Appeals Committee I attended took place January 9. The next meeting is February 6.
- **CSA/GSA Transit Committee** – There is a transit meeting January 29. There have been a lot of concerns around transit lately, and continued issues with Route 99. If students have any other concerns, please let me know!
- **Ethical Purchasing Committee** – Last meeting took place January 23. This committee needs a lot of work. It is an advisory group that does not do much. My hope is to restructure it a bit and expand its mandate to tackle the presence of unethical products on our campus.

CAMPAIGNS

- **We The Students** – Campaign demands more grants not loans, the elimination of tuition fees for all students, increased public funding for public education, protection of students' independent voices, and the right to organize. There will be a greater focus on the cuts to OSAP for the remaining semester and more outreach about this issue.
- **United for Equity** – I've sent invites to racialized identity groups to meet this Thursday for the CSA Racialized Students Constituency. This group is a safer space for racialized students to come together and tackle racism on our campus.
- **Fairness for International Students** – I've debriefed with a few international students about the meeting that took place between international students and the university administration. We have scheduled tabling and outreach days to educate domestic students on the realities of international students.
- **No Islamophobia** – The Muslim Student Association (MSA) will be tabling throughout the semester to engage students and start conversations around islamophobia.
- **Reconciliation** – A campaign around reconciliation efforts, and indigenous language classes.
- **Fossil Free Guelph (FFG)** – The Board of Governors meeting took place January 22. FFG greeted the Board of Governors with signs. I hand delivered CSA's divestment letter to the chair of the meeting and to the President of the University.
- **TapIN/Water is a Human Right** – Conversations around the "water is human right" campaign have begun with some interns and Wellington. There are several goals and plans in the works for the rest of the semester.

POLITICAL ENGAGEMENT

- **Solidarity with Wet'suwet'en** – There have been solidarity actions taking place across campus and across Guelph. The RCMP and the government are breaking Wet'suwet'en

Executive Update # 8

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January 29, 2020



law and using violence to remove land defenders in order to build a pipeline on unceded Wet'suwet'en land. All five Hereditary Chiefs have rejected the Coastal GasLink Pipeline.

Canadian Federation of Students (CFS)/LOCAL 54 REPRESENTATION

- **CFS Lobby Week** – I will be attending the CFS National Lobby week in Ottawa from February 17 till February 22. This lobby week consists of meeting with MPs and lobbying them for free high quality Post-Secondary Education, and addressing other issues pertaining to the needs and interests of students.

The Clubs Office works with more than 120 CSA accredited clubs throughout the year. As the Clubs Administrative Coordinator, I am primarily responsible for the mandatory accreditation process and conflict management among our clubs. Our Clubs Programming Coordinator, Yeva, is responsible for Student Event & Risk Management (SE&RM) approvals for our CSA clubs and programming events. As the two coordinators in the office, we often collaborate and share our responsibilities, specifically Clubs General Meeting and Clubs Day, to ensure that these events are run to the best of our ability.

In order to run as a club under the Central Student Association, each club must complete their accreditation process. This involves submitting the information and documents that we require to process their accreditation. Accreditation is done through the GryphLife website in which they are able to submit:

- Contact information for two primary contacts, two booking officers and two financial officers
- Club constitution – last updated within the past five years
- Membership list – two-thirds of which are undergraduate members
- Detailed financial report from the previous year
- Event and budget proposal for the upcoming semester
- SOP form signed by our Front Office – confirms that the club has the minimum \$25 in their CSA internal banking account

One member from each club must also attend the Clubs General Meeting in which clubs receive training on how to complete the accreditation process, SE&RM process to run events and Anti-Oppression training.

Accreditation for the Fall 2019 semester was due on October 27 and our clubs list was approved by the Clubs Tribunal consisting of myself as Clubs Administrative Coordinator, CSA VP Student Experience and two members from this Board. We currently have 122 accredited clubs under the CSA, 14 of which are new clubs to the University of Guelph campus. Accreditation for the Winter 2020 semester will be due on February 14 for all new clubs and any returning clubs who were not accredited in the Fall 2019 semester.

In order to host events as a club, a Student Event & Risk Management (SE&RM) form must be completed on GryphLife. Our Clubs Programming Coordinator approves or denies these events along with our SE&RM Coordinator who presented at this Board last semester and our CSA VP Student Experience. The SE&RM process allows the CSA to stay informed of events that will be occurring while mitigating any risks that may be associated with the event. Yeva, our Clubs Programming Coordinator sits on the SE&RM Committee on behalf of CSA clubs.

At the beginning of each semester, we host our CSA Clubs Days for two days in the UC Courtyard. This is a highly attended event with demand for spots. Although we have requests from many different colleges, first priority is given to CSA accredited clubs before we offer tables to clubs outside the CSA. This event is a great opportunity for students to visit our clubs and sign up for those that they are interested in. And this is probably the easiest way for clubs to gain members! This year, due to the overwhelming requests for spots at our Clubs Days, we extended the event into the CSA Airport Lounge/balcony for the first time. However, clubs did not get a lot of traffic and engagement in this area so we did not do that again this semester.

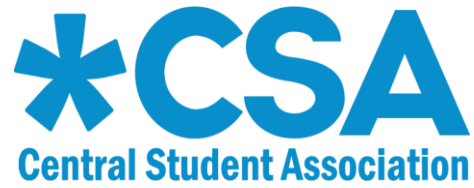
The CSA Clubs Hallway is located on the second floor of the UC. This space includes five meetings rooms that CSA Clubs have first priority to book, the Clubs Lounge, Comfort Room (a name change soon to PBRC – Calm Space), lockers and a garage overflow space that clubs can request for the semester or year and a poster room for clubs' posters. Meeting rooms and locker space are open Monday to Friday, 8 am-11 pm. Clubs can sign out a key if they require this space over the weekend. The poster room is available by request from the Front Office during office hours or one of the two Club Coordinators.

This semester, we will be working heavily on transition workshops and resources to ensure that outgoing executives are able to equip their incoming executives with the appropriate information and tools to hit the ground running in the Fall 2020 semester.

Thibeca Kengatharan
Clubs Administrative Coordinator

Motion

Board of Directors Meeting # 9
January 29, 2020



**Item 9.10.1.
Appoint Hiring Committees (Various)**

WHEREAS the CSA will soon begin its Round 2 hiring process for the 2020-2021 term; and

WHEREAS one CSA Board Member is required to participate on each Hiring Committee;

MOTION: To appoint a Hiring Committee for the following positions and to name a Board Member to each Hiring Committee, as follows:

Position	Board Member
Assistant Returning Officer	
Bike Centre Repair Coordinator	
Bike Centre Volunteer Coordinator	
FoodBank Volunteer Coordinator	
SafeWalk Volunteer & PR Coordinator	
Student Help and Advocacy Centre (SHAC) Assistant Coordinators (2)	

Moved:

Seconded:

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 4

Thursday, January 23, 2020 – 12:30 pm

UC 225



Members Present: Earl Evans (PTM / Chair), Anna Canella, Horeen Hassan (VP External), Alan Negrin, Aoife Pucchio, Blake Smith, Dena Van de Coevering (President)

Regrets: Lindsey Fletcher (VP Academic), Ariel Oleynikov (Vice Chair), Matteo Raso,

4.0. Call to Order

Chair Earl Evans called the meeting to order at 12:33 pm. Quorum was achieved with four ratified members in attendance. This Committee makes its decisions by consensus, rather than voting. All Committee decisions are recommended to the Board through the minutes.

4.1. Committee Membership

It was noted that the three Executive members were named to this Committee through an Executive Committee decision and have not been ratified by the Board. See item 4.6.

4.2. Comments from the Chair (PTM)

4.2.1. Introductions and Pronouns

Those present introduced themselves and stated the pronouns they wish to use.

4.3. Approval of Past PBRC Minutes

4.3.1. Meeting # 3 – November 21, 2019

The minutes of PBRC Meeting # 3 (November 21, 2019) were approved.

4.4. Policy and Bylaw Review Committee

4.4.1. PBRC Terms of Reference – Policy Appendix A, Section 2.6

The PBRC Terms of Reference, as outlined in Policy A, were provided for information.

4.5. Business

4.5.1. Bylaw 1: Organizational – List of Board Reps (Action Item)

The Committee reviewed the composition of the CSA Board of Directors as listed in Bylaw 1, Section 3.0 Board of Directors. The current bylaw shows At Large reps, Member Colleges Government reps and Student Organization reps.

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 4

Thursday, January 23, 2020 – 12:30 pm

UC 225



The Committee addressed inconsistencies in the listings (3.1.2), replacement clauses (3.1.3-4-5) and updated names, eg Gordon S. Lang School of Business and Economics. President Dena noted that CAPCOM is examining Board membership so future changes may follow.

In addition to the replacement clauses, the Committee updated the Student Organization Representatives (Appointed) list (3.1.2) so that each organization representative is shown as: “One Student Representative appointed by... [the organization]”. The Committee deleted the list of Student Organization reps. from clause 3.1.5 since it was a duplication of the list in clause 3.1.2 and no list of representatives was needed with the At Large reps clause 3.1.3 or with the Member College reps clause 3.1.4.

The changes will be recommended to the Board as an amendment to Bylaw 1.

4.5.2. Bylaw 1: Bylaw 1, Section 10.0: Conflict of Interest

Good discussion took place on the proposed bylaw compared with the current bylaw. The amended bylaw will be recommended to the Board.

4.5.3. Policy Appendix A, Section 4.0: Confidentiality

Committee compared and discussed the proposed bylaw with the current bylaw. The amended policy will be recommended to the Board.

4.6. Other PBRC Business

By Committee motion, the Committee ratified Dena Van de Coevering, Lindsey Fletcher and Horeen Hassan as Executive members of the PBRC.

4.7. Amendments to be Confirmed at 2020 AGM (for Information to PBRC)

For information, the following bylaw amendments have been approved by the Board since the 2019 AGM and will be presented for confirmation at the 2020 AGM:

- Bylaw 1, Sect. 4.1.2. (March 27, 2019) re Summer Schedule Board Meetings
- Bylaw 1, Sect 3.1.9. (April 3, 2019) re Minimum Number Directors
- Bylaw 2, Sect. 2.2.5. (April 3, 2019) re Director Appointment Process
- Bylaw 1, Sect. 8.0. (September 25, 2019) re Standing Committees
- Bylaw 2, Sect. 3.2. (September 25, 2019) re Referendum Quorum

4.8. Adjournment

This meeting adjourned at 1:47 pm. The next meeting will be at the Call of the Chair.

Motion

Board of Directors Meeting # 9
January 29, 2020



Item 9.11.1.

Ratification of CSA General Election Candidates

MOTION: That the following undergraduate students be ratified as candidates in the CSA Winter 2020 General Election:

EXECUTIVE

President:

Tyler Poirier
Nolan Polkinghorne
Zoey Ross

Vice President Student Experience:

Sara Kuwatly

Vice President Academic:

Lindsey Fletcher

Vice President External:

Horeen Hassan

BOARD OF DIRECTORS

College of Arts:

Areej Amer
Aleksander Ginko
Bella Harris

College of Biological Sciences:

Qatr-Al-Nada Oada
Siddhi Patel
Maya Persram

College of Engineering & Physical Sciences:

Daniah Al-Naseri
Brennan Gambling

College of Social & Applied Human Sciences:

Celine Boumitry
Mason Friebe
Jessica Krawitz
Laura Wilson

Gordon S. Lang School of Business & Economics:

Danielle Beaudoin

Moved:

Seconded:

Motion

Board of Directors Meeting # 9
January 29, 2020



Item 9.11.2.

Amend Bylaw 2: Electoral re. Referendum Questions

WHEREAS Policy Appendix G: CSA Electoral was amended on April 3, 2019 so that referendum questions may take place during the “Elections period” rather than only during the “General Elections period”, as previously stated;

WHEREAS the related bylaw should reflect the same wording as the policy;

MOTION: That **Bylaw 2: Electoral, Clause 3.1**, be amended to delete references to the Fall semester so that it now reads as follows:

- 3.1. Referendum questions may be accepted by the CSA Elections Office between the first day and the last day of classes in the semester prior to the election period.

Moved:

Seconded:

Previous Wording:

- 3.1. Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester. For further information, see CSA Policy Manual, Appendix G: CSA Electoral.

Motion

Board of Directors Meeting # 9
January 29, 2020



NOTICE Item 9.11.3.

Amend Bylaw 1, Section 3.0 re Board Composition

MOTION: That CSA Bylaw 1: Organizational, Clause 3.1.2. be amended as follows:

- Updating the At-Large (Elected) Representatives list with the name of the Business College as “Gordon S. Lang School of Business and Economics”;
- Updating the College Government Representatives (Appointed) list with “Lang Student Association”;
- Updating the Student Organization Representatives (Appointed) list so that each organization representative is shown as follows:
 - One Student Representative appointed by... [the organization]; and

RESOLVED: That CSA Bylaw 1: Organizational, Clauses 3.1.3, 3.1.4, and 3.1.5 be amended as shown and that the list of Student Organization Representatives be deleted from Clause 3.1.5.

Moved:

Seconded:



Central Student Association

Bylaw 1 – Organizational

3.0. Board of Directors

3.1. Board of Directors

3.1.1. The affairs of the CSA shall be managed by a Board of Directors of 35 persons composed of both elected and appointed members. The Board of Directors shall be composed of the Executive of the CSA, at-large elected student Directors, an appointed college representative for each of the member college governments, and representatives from student groups.

3.1.2. The composition of the Board of Directors shall be:

Executive (Ex-officio, non-voting)

- One President
- One Vice President Student Experience
- One Vice President Academic
- One Vice President External

At-Large (Elected) Representatives

- Two College of Arts
- Two College of Biological Sciences
- Two College of Physical and Engineering Sciences
- Two College of Social and Applied Human Sciences
- Two **Gordon S. Lang School of Business and Economics** *[updated name]*
- Two Ontario Agricultural College
- Two Ontario Veterinary College

Member College Government Representatives (Appointed)

- One College of Arts Student Union
- One College of Biological Sciences Student Council
- One College of Physical and Engineering Science Student Council
- One College of Social and Applied Human Sciences Student Alliance
- One **Lang Student Association** *[updated name]*
- One Central Veterinary Students Association
- One Student Federation of the Ontario Agricultural College

Student Organization Representatives (Appointed)

- One ~~Indigenous~~ Student Representative **appointed** by the Aboriginal Student Association
- One ~~Racialized~~ Student Representative **appointed** by the Guelph Black Students Association
- One ~~LGBTQ~~ Student Representative **appointed** by Guelph Queer Equality
- One ~~Women~~ Student Representative **appointed** by the Guelph Resource Centre for Gender Empowerment and Diversity
- One ~~International~~ Student Representative **appointed** by the International Student Organization



Central Student Association

Bylaw 1 – Organizational

- One Student Representative appointed by Interhall Council
- One Student Representative appointed by Guelph Campus Co-op
- One Student Representative appointed by Ontario Public Interest Research Group (OPIRG)
- One Student Representative appointed by the Student Senate Caucus
- One Student Representative appointed by the Board of Governors

3.1.3. All "~~At-Large (Elected) Representatives~~" shall be the following persons, namely, two (2) ~~persons directly elected from and by members of the colleges during the general election. They shall be known as "At-Large Representatives". All such representatives, shall at the time of their election, be members of the college they represent. An elected "at-large (elected) representative" will have a vote on the Board of Directors and shall be counted for quorum.~~

All "At-Large (Elected) Representatives" shall be two (2) persons directly elected from and by members of each college during the CSA election, in accordance with CSA bylaws and policies. They shall be known as "At-Large (Elected) Representatives". All such representatives shall, at the time of their election, be members of the college they represent. An "At-Large (Elected) Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

3.1.4. All "~~Member College Government Representatives~~" shall be the following persons, namely, one (1) ~~person appointed by the member college and having been elected through a recognized internal election process. This person must hold a position on the member college government. An appointed "member college government representative" will have a vote on the Board of Directors and shall be counted for quorum.~~

All "Member College Government Representatives" shall be one (1) person appointed by each member college and having been elected through a recognized internal election process. This person must hold a position on the member college government. An appointed "Member College Government Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

3.1.5. A "~~Student Organization Representative~~" is appointed by the member organization. ~~This person must hold a position on the member organization council/board and shall report any policies or actions as will be desired between the CSA and the member organization. An appointed "student organization representative" will have a vote on the Board of Directors and shall be counted for quorum.~~

A "Student Organization Representative" is appointed by the member organization. This person must be an undergraduate and hold a position on the member organization council/board and shall report any policies or actions as will be desired between the CSA and the member organization. An appointed "Student Organization Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

[List of Student Organization Representatives deleted]

Motion

Board of Directors Meeting # 9
January 29, 2020



NOTICE
Item 9.11.4.

Amend Bylaw 1, Section 10.0 re Conflict of Interest

WHEREAS the Policy & Bylaw Review Committee has reviewed Bylaw 1, Section 10.0 and recommends various amendments;

MOTION: That CSA Bylaw 1: Organizational, Section 10.0 re Conflict of Interest be amended as presented.

Moved:

Seconded:

**Bylaw 1 – Organizational
PROPOSED Section 10.0 Conflict of Interest**

Item 9.11.4.

10.1. It is in the best interest of the CSA to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest section is designed to assist Directors, Executive and staff to identify situations that present potential conflicts of interest and to provide the CSA with a process to appropriately manage conflicts in accordance with the requirements and the goals of accountability and transparency in the CSA business operations.

A conflict of interest arises in any situation where the duty of a Director, Executive, and/or staff member to act solely in the best interest of the CSA and to adhere to their fundamental duties is compromised or impeded by any other interest, relationship or duty. A conflict of interest should not provide benefit financially or otherwise from CSA events or activities or when relationships exist in matters related to the above.

A Director, Executive, and/or staff member shall be deemed as being in conflict of interest when any contract, proposed contract or transaction exist that are to the benefit or detriment of themselves, their family, partners, housemates, roommates, or other organizations to which they are currently affiliated that do not pertain to their CSA job description or the CSA mandate.

All Directors, Executive, and staff shall comply with the requirements of this bylaw. It is not possible to outline all situations in which actual or potential conflict of interest may arise.

10.2. Process for Addressing a Conflict of Interest

Members of the Board shall declare a conflict of interest before discussions or decisions about any matters in which they or anyone with whom they have a relationship could directly or indirectly benefit or where such a benefit or detriment could be perceived. The process is as follows:

- a) At the start of each Board meeting, following approval of the agenda, the Board Chair shall ask for a declaration of any conflict of interest relating to any of the agenda items.
- b) If a Board member declares a real, potential or perceived conflict of interest the declaration shall be recorded in the minutes. Perceived conflicts of interest are situations in which an internal or external observer could interpret actions of the Board member as being in conflict.
- c) Board members with a conflict of interest shall remove themselves from the room for discussion of the agenda item. The Board member shall not discuss nor vote on the issue. The Board member shall not discuss the issue with any other Board member at the time of the meeting or subsequently.

- d) If Board members are not certain that they are in a conflict of interest position, they may discuss the matter with the Board Chair, an Executive Officer or the HR Support Team for advice or guidance.
 - e) It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of another Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board Chair, an Executive Officer or the HR Support Team.
 - f) If there is any question or doubt about the existence of a conflict for any particular member, the Board shall determine by vote, if a conflict exists. The person who is subject of the vote shall be absent from the discussion and vote.
 - g) If no quorum exists for the purpose of voting on a resolution due to declarations, the remaining Board members are deemed to constitute a quorum for the purposes of voting on the resolution.
- 10.3.** A conflict of interest shall not exist for a Board member should a matter under consideration directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.
- 10.4.** If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from a contract.
- 10.5.** No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.
- 10.6.** The minutes shall name the Board member who declared the conflict and indicate the nature of conflict. The minutes shall also state whether the Board voted on the matter and whether the member who declared the conflict voted or was absent.



Central Student Association

Bylaw 1 – Organizational *[Current Bylaw]*

10.0. Conflict of Interest

- 10.1.** A conflict of interest arises when relationships exist in matters related to the issue that can be perceived as biasing the voter either for or against the topic of discussion, based on the aforementioned relationship. A Director, Executive, and/or staff shall be deemed as being in conflict of interest when any contracts or proposed contracts exist that are to the benefit or detriment of themselves, their family, partners, roommates, housemates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA mandate.
- 10.2.** A state of a conflict of interest shall not exist for a Director should a matter under consideration directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.
- 10.3.** Where the Board of Directors or a committee created by it is of the opinion that a conflict of interest exists that has not been declared, the Board of Directors or the committee may declare, by a resolution carried by two-thirds of the members present and voting at the meeting, that a conflict of interest exists and that the member found in conflict shall follow the procedure below.
- 10.4.** In the event of a conflict of interest, the interested party shall:
- a) Prior to any vote on the issue, declare the conflict of interest to the Chair, President or the Board as a whole;
 - b) Refrain from voting in relation to the matter;
 - c) Withdraw from the meeting when the matter is discussed if requested to do so by a simple majority of the members present and voting at the meeting.
- 10.5.** If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from the contract.
- 10.6.** No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.
- 10.7.** No member of the Board of Directors who is an employee or whose partner is an employee of the CSA may vote on matters related to the terms of employment, remuneration or benefits, rights or privileges available to the aforementioned individuals, to which the vote pertains.

Motion

Board of Directors Meeting # 9
January 29, 2020



NOTICE
Item 9.11.5.

Amend Policy Appendix A, Section 4.0: Confidentiality

WHEREAS the Policy & Bylaw Review Committee has reviewed Policy Appendix A, Section 4.0 and recommends various amendments;

MOTION: That CSA Policy Appendix A, **Section 4.0: Confidentiality and Conflict of Interest Agreement**, be renamed as **Section 4.0: Confidentiality**;

RESOLVED: That CSA Policy Appendix A, Section 4.0 be amended as presented.

Moved:

Seconded:

Appendix A – Internal CSA Policy PROPOSED Section 4.0 Confidentiality

Item 9.11.5.

- 4.1. Confidentiality is a fundamental responsibility for a CSA Director, Executive Officer, and/or staff member. As such, they must act honestly and put the best interests of the CSA ahead of their own interests. It also means that they must avoid or acknowledge conflicts of interest.
- 4.2. Directors, Executive, and staff members have limits on how they share information and with whom they may share it. Maintaining confidentiality also means that they must maintain the confidentiality of any person or sensitive information that they acquire during their service to the Board and CSA.
- 4.3. A breach of confidentiality may happen for a variety of reasons including but not limited to:
 - Disclosure of confidential information;
 - Disclosure of personal information, and
 - Conflicts of interest.
- 4.4. During their work, Directors, Executive, and staff members may have access to financial, personal or sensitive information about the CSA membership, staff and other Board members. In keeping with their duties, Board members shall not disclose information that they have received as a result of their position on the Board and shall not make improper use, either directly or indirectly, of any confidential information received.
- 4.5. Directors, Executive, and staff members have a large network of constituents, associates and other individuals to which they may have loyalty. While this is positive, it may cause a conflict of interest if a Director, Executive Officer, and/or staff member shares information that they have gained as part of their position or employment.
- 4.6. Directors, Executive, and/or staff members may suffer consequences if a breach of confidentiality occurs, whether it happens unknowingly or not. Consequences may vary depending on the circumstances and level of severity of the breach, as outlined in Bylaw 1, Section 10: Confidentiality.
- 4.7. All Directors and Executive shall sign a *Confidentiality and Conflict of Interest Agreement* upon ratification by the Board of Directors. The *Confidentiality and Conflict of Interest Agreement* may be changed only by the Executive on an annual basis, in the winter semester.
- 4.8. Signing the *Confidentiality and Conflict of Interest Agreement* is a condition of ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the Policy & Transition Manager and shall expire each year on April 30.
- 4.9. It is the responsibility of the Policy & Transition Manager to ensure that all Directors and Executive sign the agreement.

CENTRAL STUDENT ASSOCIATION

APPENDIX A – INTERNAL CSA POLICY *[Current Policy]*

4. Confidentiality and Conflict of Interest Agreement *[Former Section 3]*

- 4.1. All staff, Executive, and Directors shall sign a *Confidentiality and Conflict of Interest Agreement* upon ratification by the Board of Directors. The *Confidentiality and Conflict of Interest Agreement* may only be changed by the Executive on an annual basis, in the winter semester.
- 4.2. Signing the *Confidentiality and Conflict of Interest Agreement* is a condition of both employment for staff, and ratification for Directors and Executive of the CSA. Signed agreements shall be kept on file by the ~~Human Resources & Operations Manager~~ [President] and shall expire each year on April 30.
- 4.3. It is the responsibility of the ~~Human Resources & Operations Manager~~ to ensure that all staff and Executive sign the agreement. It is the responsibility of the Policy & Transition Manager to ensure that all Board members sign the agreement.
 - 4.3.1. If a matter arises where confidentiality has been breached by a staff, Director, or Executive who has not signed the agreement, the above responsible Executive member may be held financially liable for any losses the CSA may occur as a result of the breach in confidentiality. Ensuring the signing of agreements will waive such responsibility.