WE the STAFF, at the UNIVERSITY of GUELPH

*CSA* BEBELIEVE in the VALUES of

COMMUNITY

INTEGRITY

INCLUSIVITY

TRUST and the PURSUIT OF EXCELLENCE

OUR VALUES REQUIRE the FOLLOWING BEHAVIOUR:

ESTABLISH an ENVIRONMENT of TRUST THROUGH RESPECT + COOPERATION

FOSTER CONSIDERATE, OPEN, HONEST, + TIMELY COMMUNICATION

LISTEN + SEEK to UNDERSTAND RESPECT OPINIONS, FEELINGS, + OBJECTIVES

RECOGNIZE + VALUE ACCOMPLISHMENTS

SEEK MUTUALLY BENEFICIAL OUTCOMES with an ENTHUSIASTIC, CONSTRUCTIVE, + FLEXIBLE ATTITUDE

APPRECIATE + HONOUR DIVERSITY

EMBRACE LIFELONG LEARNING

ENCOURAGE INNOVATION

Board Meeting Structure

Pete Wobschall, PTM Aug 2020
Learning Objectives
1. Develop familiarity with what is included in a CSA Board Package.

2. Develop understanding of CSA Board Meeting standing agenda items and what each section is intended for.
Board Package Review
Link to Typical CSA Board Package

*Skim a typical Board Package and its elements.*
Standing Agenda Items
Chair calls the meeting to order
Start time is recorded in the Minutes by the Scribe.
In many Indigenous protocols, it is a sign of respect to share who you are, who you are connected to and the land that you come from while offering gratitude to the land and people of the territory you are visiting.

The current practice of acknowledgements on university campuses are an attempt to recognize and show respect for the historical and current realities of the land and its Indigenous stewards.

Land acknowledgements are a time to consider our individual and collective roles in building relationships with First Nations, Inuit and Métis peoples and our responsibilities to the land.
“Indigenous Peoples”

Indigenous Peoples in Canada comprise three distinct groups: First Nations, Inuit and Métis Peoples. Globally, the United Nations estimates that there are Indigenous peoples in 70 countries.

Always capitalize Indigenous Peoples, First Nations, Inuit and Métis, as well as names of groups or territories: Innu, Cree, Anishinabek, Six Nations of the Grand River.

More information on Indigenous Peoples from the University of Guelph.
A Director volunteers, or is requested by the PTM ahead of the meeting, to deliver the Land Acknowledgement.

Statements can be provided by the PTM, however many CSA Directors have historically developed their own.

Let the PTM know if you are interested in providing the Land Acknowledgment at a Board Meeting.
7.1. Land Acknowledgement

Land Acknowledgement by Lolia Shallouf

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 on 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.
Adoption of the Agenda

This is when the Board approves, or revises and approves, the agenda that is provided in the Board Package.

Agenda items can be added, removed, or re-arranged to accommodate a guest’s time.

Process is administered by, and at the discretion of, the Chair.

More information on adding New Business items is provided later in this session.
Adoption of the Agenda

Remember to be considerate of everyone’s time and ensure that ample time is provided to review documents and materials prior to the meeting.

See the CSA Rules of Order for more information on Board Meeting efficiencies (see also the associated Director training module for CSA Rules of Order).
Adoption of the Agenda

7.2. Adoption of the Agenda

7.2.1. Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting on November 27, 2019, be approved as printed and distributed

Moved: Anna Canella  
Seconded: Anthony Lenarduzzi

**MOTION TO AMEND:** To reorder the agenda so that Item 7.9: CSA Service Update follows Item 7.4.1: Introductions and Pronouns

Moved: Lindsey Fletcher, VP Academic  
Seconded: Matteo Raso

Lindsey Fletcher: Maggy is here to present which is great. I just spoke to Lee Anne, she is going to come up later so it’s fine with us keeping her where she is.

**MOTION AS AMENDED:**  
That the agenda for the CSA Board of Directors Meeting on November 27, 2019, be approved as amended:

- To reorder the agenda so that Item 7.9: CSA Service Update follows Item 7.4.1: Introductions and Pronouns.

Vote on Motion as Amended  
Motion carried
Ratifications & De-Ratifications

To ratify or de-ratify Directors and Executive members as required.

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: Lolia Shallouf
Seconded: Ariel Oleynikov

Vote on Motion
Motion carried
Sometimes the Chair has comments that will be made prior to beginning business.

These may include welcoming special guests, an overview of an important or timely policy, or other general comment at the discretion of the Chair.

This section includes ‘Introductions and Pronouns” roundtable where each Director introduce themselves and identifies their preferred pronouns.

More information on pronouns use from the University of Guelph.
7.4. Comments from the Chair

Chair: Good evening everyone, thank you for being here. I know we’re starting later than usual. To speak to the training earlier, anything being discussed in public meetings is fair game; anything discussed in an in-camera session is a closed session and is strictly confidential. Other than that, maybe things outside you need to keep confidential, but in the meeting if it’s public, it’s okay. If it’s in-camera, you do not discuss. That is against the interest of the CSA, that’s when someone stands to gain momentarily; nobody should be profiting off the CSA. That being said, as always, please raise placards when voting, and raise hand to speak. Always speak clearly and project, to have better discussion and better minutes.
To approve past minutes drafted by the Scribe.

After Board approval, the minutes are signed by the PTM and Chair and archived for the public record.

Changes can be made to past minutes if required and voted on, in which case the Scribe will make the necessary changes and the revised minutes are brought to the next Board meeting for approval.
MOTION: That the Minutes be approved for the following meeting:

7.5.1. Board Meeting #6 – November 6, 2019

Moved: Anthony Lenarduzzi
Seconded: Kathleen Nolan

Vote on Motion
Motion carried
Executive Committee Minutes are ‘received’ by the Board.

Executive Committee Minutes are not ‘approved’ by the Board, because they are a product of the Executive Committee. In contrast, the Board Minutes are a product of the Board, and are so ‘approved’.

ECM are important barometer of the organization and should be reviewed fully prior to Board meetings.

Directors can ask for clarity or make comments on the ECMs during this agenda item at meetings.
Executive Committee Minutes

7.6. Executive Committee Minutes

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

7.6.1. Meeting # 20 – November 4, 2019
7.6.2. Meeting # 21 – November 11, 2019
7.6.3. Meeting # 22 – November 18, 2019

Moved: Kathleen Nolan
Seconded: Brian Green-Ince

Vote on Motion
Motion carried
Executive Updates

Each Executive Member prepares and submits a written report of their portfolio activities with the Board Package.

It is important to review the written reports from each Executive prior to Board Meetings.

Executive Updates are ‘received (as information)’, not ‘approved’.
**MOTION:** That the following Executive Updates be received as information:

7.7.1 President
7.7.2 VP Student Experience
7.7.3 VP Academic
7.7.4 VP External

Moved: Brian Green-ince
Seconded: Zachary Rucchini

Vote on Motion
Motion carried
Director Reports

Roundtable opportunity for each Director to provide a verbal update (written reports are also encouraged when appropriate) on activities that the Director is carrying out on behalf of the CSA.

Director Reports are neither ‘received’ or ‘approved’.

Examples:
- Attendance at an event while representing the CSA as a Director.
- Activities on CSA committees or working groups (these may also have written reports)
7.8. Director Reports

Anna Canella: Will be attending tomorrow, just an update that I did see one meeting, so hopefully I will be able to attend.
Emily Bruce: Sat on SHAC hiring committee.
Ariel Oleynikov: Now Vice Chair of PBRC, more on that later.
Anthony Lenarduzzi: Campaign going great, close to $6000.
Josh Moran: Sat in on CAPCOM, great conversation, look forward to more.
Lolia Shallouf: On PDR and Finance, lots of work but exciting.
Daniah Al-Naseri: Sat on CAPCOM and PDR, was great.
Jena Lee Ashley: Attended meeting with Horeen, was fun, great time.
Includes reports and verbal presentations from staff and representatives speaking to specific CSA Services.

May include the staff person attending the meeting to respond to any questions or comments related to a submitted report, and/or provide a brief summary of the submitted report.

Service Updates & Reports are ‘received’ (not ‘approved’).
MOTION: To receive the CSA Services Update on the Student Help & Advocacy Centre from Maggy Watson, SHAC Coordinator, at the CSA Board Meeting on November 27, 2019.

Moved: Anthony Lenarduzzi
Seconded: Ariel Oleynikov

Vote on Motion
Motion carried
Opportunity to discuss activities and reports from various Board Committees.

Can be verbal updates, and/or when more information is presented, in a report circulated with the Board Package ahead of the meeting.
7.10.5. Policy & Bylaw Review Committee Minutes #3 – November 21, 2019

**MOTION:** That the Policy & Bylaw Review Committee (PBRC) Minutes be approved for Meeting #3 on November 21, 2019.

Moved: Lolia Shallouf  
Seconded: Kathleen Nolan

Earl: Maybe members can let me know their class schedules, in order to find the best dates for PBRC meetings.

Vote on Motion  
Motion carried
Opportunity to discuss activities and reports from various Board Committees.

Can be verbal updates, or when more information is presented, in a report circulated with the Board Package ahead of the meeting.

Sample:

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 Page 65
8.11.3. Divestment Letter to Board of Governors Available at Mtg
CSA Rules of Order

3.0. Efficiency of Board Meetings

3.2 All submissions, with the exception of new business, shall be in writing and emailed to Board of Directors 48 hours prior to a Board Meeting; otherwise that business shall be omitted from the agenda.

The Policy & Transition Manager shall be responsible for the creation of the Board packages.
7.11. **Business**

7.11.1. **Appointment Process – College Rep Vacancies**

**MOTION:** That the information regrading the Appointment Process – College Representative Vacancies be received for information at the CSA Board Meeting on November 27, 2019.

Moved: Ariel Olenykov  
Seconded: Kathleen Nolan

**PTM:** As you recall from two meetings ago, the Board approved the idea of following through after the by-election, to appoint within five vacancies, one for Lang, two for OAC and two for the Vet College. We did our best to promote those opportunities, but unfortunately had no applications, so the vacancies remain.

Vote on Motion  
Motion carried
CSA Rules of Order

3.0. Efficiency of Board Meetings

3.6. New Business items must be time sensitive or emergency in nature. All new items brought forth at the time of a Board meeting may only be discussed under New Business.

Note that the Chair will require Directors to justify how a New Business item is time sensitive, or emergency and the decision is at the discretion of the Chair.
10.2. Adoption of the Agenda

10.2.1. Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting on February 5, 2020, be approved as printed and distributed.

Moved: Matteo Raso
Seconded: Anthony Lenarduzzi

MOTION TO AMEND: To add the following items:

• Election Matter
• Speaker Event (in camera)

Moved: Claudia Idzik, VP Student Experience
Seconded: Emmy Luo

Chair: What is the reason for moving in-camera regarding a speaker?
Claudia Idzik: It is not announced yet.

Vote on Motion to Amend
Motion carried
MOTION AS AMENDED: That the agenda for the CSA Board of Directors Meeting on February 5, 2020, be approved as amended, to add the following items:

- Election Matter
- Speaker Event (in camera)

Vote on Motion as Amended
Motion carried
10.12. New Business

10.12.1 Election

Anna Canella: Is there a motion to move in camera?
Chair: Only the speaker event item is in camera.

Claudia Idzik: I have a motion regarding a candidate who is absolving to run, VP will forward the motion to the Board, or forwarding it to Earl, I will read it out in the meantime.

Submitted Motion:

WHEREAS Lindsey Fletcher has withdrawn her nomination for the Vice President Academic position in the 2020 CSA general election.
WHEREAS the Vice President Academic position has no nominees for the 2020-2021 term in the 2020 General election.
Announcements provide a roundtable opportunity for Directors to provided information regarding the organization they represent.

Items do not have to be directly related to CSA business, but should be relevant to the CSA undergraduate members in some way.

Examples:
- An upcoming event
- Governance-related announcements
- Planned actions and campaigns
- Progress updates on interesting initiatives
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.

7.13. Announcements

PTM: One thing to mention, CSA staff and Executive participated in the tractor pull. We were well-beaten in the first round but won the second time. We had an injury; one team member went away limping but we raised funds and we enjoyed the participation.

Claudia Idzik: 27 days since Halloween, got an email about someone from I-Heart-Beer; anyone interested, just let me know.

Horeen Hassan: Reminder, the climate strike is this Friday from 12 to 2 pm. If you want posters and a classroom talk to inspire and encourage peers, that would be great.

Lindsey Fletcher: Good luck on exams, have a safe and happy holiday.

Cameron Stotts: All my final take home exams are due within the last week of school. I only have one exam in the first week so I get to go home early and see my dog back in Ottawa!

Daniel Oforio-Darko: The Holiday Food Drive will take place on Monday the 2nd to Friday the 6th, love the poster Irene made. We will have bins in the UC and outside our office in the Science complex.

Victoria Bali: Interhall Council has changed the VP External position to a conference chair position. It is open to any undergrad student regardless if they live on campus or not. This position will plan our Winter Leadership Conference to get residence students more involved as well as gain more leadership skills. For more information, email ihcinter@ucoquelph.ca.

Jessica Krawitz: Thanks for a great semester, really enjoyed it, and looking forward to next semester.
CSA Rules of Order
6.0. In Camera Policy and Procedures
6.1. Background

A motion to move in camera is made when there are matters to discuss that cannot be made public.

All debate in camera is strictly confidential because its content may violate an individual’s privacy and/or harm the corporation.
CSA Rules of Order
6.0. In Camera Policy and Procedures
6.1. Background (cont.)

Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in-camera session only if their presence is necessary and with a majority vote of the Board of Directors.

Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in-camera session.
3.14. **In Camera Session**

**MOTION:** To move into *In Camera* session at 7:05 pm.

Moved: Anthony Lenarduzzi  
Seconded: Lola Shalouf

**Vote on Motion**  
Motion carried

**MOTION:** To move out of *In Camera* session at 7:10 pm.

Moved: Matteo Raso  
Seconded: Lola Shalouf

**Vote on Motion**  
Motion carried

3.14.1. *(Added Item)* Approval of *In Camera* Minutes

**MOTION:** That the *In Camera* Minutes be approved for the following meeting:

- Board Meeting # 1 – September 11, 2019

Moved: Matteo Raso  
Seconded: Ariel Oleynikov

**Vote on Motion**  
Motion carried
Adjournment is the closing of the meeting and an end to its business and discussion.

The meeting end time is recorded in the minutes by the Scribe or Minute Taker.

3.15. Adjournment

**MOTION:** To adjourn the CSA Board of Directors Meeting of September 25, 2019 at 7:11 pm.

**Moved:** Lindsey Fletcher  
**Seconded:** Anthony Lenarduzzi

**Vote on Motion**  
**Motion carried**
Continued Learning
Continued Learning

Recommended follow-up for Directors:

- Review presentation slides
- Visit the [CSA Board Packages](#) webpage and review a few.
- Contact the PTM if you have any questions or comments.
- [Review CSA Bylaws & Policies](#)