

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



Attendance – August 30, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Present	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	d: 7:11pm
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Regrets	
Vacant	College of Engineering and Physical Sciences		
Mason Friebe	College of Social and Applied Human Sciences	Present	
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	d: 6:35pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Regrets	
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Natalie Wilkinson	College of Biological Science Student Council	Regrets	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Vacant	College of Social and Applied Human Sciences - Student Alliance		
Ethan Gouveia	Lang Students' Association	Regrets	
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 5
 August 30, 2023 – 6:00 pm
 Microsoft Teams



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Samantha Scott	Indigenous Student Society (ISS)	Regrets	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Present	
Vacant	Guelph Queer Equality (GQE)		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Vacant	International Student Organization (ISO)		
Emma LeBrun	Interhall Council (IHC)	Present	a: 7:17pm
Naomi Amayaevbo	Guelph Campus Co-op	Absent	
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Shaima Alam	President	Present	
Vacant	Vice President Student Experience		
Junpyo Lee	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Kandace Blaker	Scribe
Nikki Tu	Scribe – in-training

Guest	Affiliation

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

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



Summary of Resolutions

5.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 5 on August 30, 2023, be approved as printed and distributed.

Motion Carried

5.5 Approval of Past Board Minutes

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

5.5.1	CSA Board Meeting # 4	July 19, 2023
5.5.2	CSA Board Meeting # 4a	August 2, 2023

Motion Carried

5.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
5.6.1	Meeting # 8	July 10, 2023
5.6.2	Meeting # 9	July 17, 2023
5.6.3	Meeting # 10	July 24, 2023
5.6.4	Meeting # 11	July 31, 2023
5.6.5	Meeting # 12	August 21, 2023

Motion Carried

5.7 Executive Updates

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

5.7.1	President	August 30, 2023
5.7.2	VP Student Experience (vacant)	

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



5.7.3	VP Academic	August 30, 2023
5.7.4	VP External	August 30, 2023

Motion Carried

5.10.1 PBRC Meeting Minutes – July 12, 2023

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

Agenda Item #	Meeting #	Meeting Date
5.10.1	Meeting # 2	July 12, 2023

Motion Carried

5.10.2 Hiring Committee Report: Chief Returning Officer

MOTION: That the hiring of William Coleman for the position of Chief Returning Officer be approved, as recommended by the Hiring Committee.

Motion Carried

5.10.3 Hiring Committee Report: Assistant Returning Officer

MOTION: That the hiring of Lauren Pyne for the position of Assistant Returning Officer be approved, as recommended by the Hiring Committee.

Motion Carried

5.10.4 Summary of Committee Appointments

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

Motion Carried

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



5.11.1 Revised Petitions, Delegations, and Representations (PDR) Deadlines and Meeting Schedule

WHEREAS the PDR Committee policy has undergone review and the suggested amendments have been submitted as notice to the Board of Directors as recommended forward by the Policy & Bylaw Review Committee;

WHEREAS the amendments include the involvement of the new position of an Administrative Assistant to support the President in the facilitation of the committee and the PDR application process;

WHEREAS there have been delays in the completion of the Administrative Assistant job description and subsequent hiring for the proposed position; and

WHEREAS the new timeline for job description approval and hiring of the Administrative Assistant does not align with the PDR Schedule as approved by the Board of Directors on May 31, 2023;

BE IT RESOLVED that the revised dates for Petitions, Delegations, and Representations (PDR) deadlines and meetings for the 2023-24 academic year be approved as presented in the Board Agenda Package.

Motion Carried

5.11.2 Appoint Elections and Referendum Committee

WHEREAS the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections; and

WHEREAS CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors;

MOTION:

- a) That the following Directors be appointed to the Elections and Referendum Committee for the 2023-2024 academic year:

Jonah Greenhut

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



-
- b) That Shaima Alam, President, be appointed to the Elections and Referendum Committee for the 2023-2024 academic year; and
- c) That the following CSA staff members be appointed to the Elections and Referendum Committee for the 2023-2024 academic year:
- Colleen Bovay, Policy and Transition Coordinator;
 - William Coleman, Chief Returning Officer;
 - Lauren Pyne, Assistant Returning Officer

Motion Carried

5.11.3 VP Academic Scheduling Plan

WHEREAS Junpyo Lee, VP Academic, has submitted his resignation from the CSA Executive to be effective November 1, 2023;

WHEREAS the VP Academic will be commencing a new employment opportunity as of September 11, 2023;

WHEREAS the VP Academic has committed to fulfilling the CSA Executive requirement of working a minimum of 37 hours per week from September 11 to November 1, 2023; and

WHEREAS the VP Academic has formulated a scheduling plan that outlines how he will continue to complete all VP Academic portfolio duties during this period;

BE IT RESOLVED the Board of Directors receives as information the VP Academic Scheduling Plan, as included in the Board Agenda Package.

Motion Carried

5.14.1 Approve in-camera minutes – July 19, 2023

MOTION: to move in-camera.

Motion Carried

MOTION: to approve the In-Camera minutes from July 19, 2023

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



Motion Carried

MOTION: to close the In-Camera session.

Motion Carried

5.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 5 on August 30, 2023, be adjourned at 7:28 pm

Motion Carried

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



Agenda – August 30, 2023

5.0	Call to Order	
5.1	Land Acknowledgement	
5.2	Adoption of the Agenda 5.2.1 Approve the Agenda 5.2.2 Declarations of Conflicts	1
5.3	Ratifications and De-Ratifications	
5.4	Comments from the Chair 5.4.1 Introductions and Pronouns	
5.5	Approval of Past Minutes 5.5.1 Meeting # 4 – July 19, 2023 5.5.2 Meeting # 4a – August 2, 2023	
5.6	Executive Committee Minutes 5.6.1 Meeting # 8 – July 10, 2023 5.6.2 Meeting # 9 – July 17, 2023 5.6.3 Meeting # 10 – July 24, 2023 5.6.4 Meeting # 11 – July 31, 2023 5.6.5 Meeting # 12 – August 21, 2023	
5.7	Executive Updates 5.7.1 President – August 30, 2023 5.7.2 VP Student Experience (vacant) 5.7.3 VP Academic – August 30, 2023 5.7.4 VP External – August 30, 2023	
5.8	Director Reports	
5.9	CSA Service Update and Report	
5.10	Committee Updates and Reports 5.10.1 PBRC Meeting Minutes – July 12, 2023 5.10.2 Hiring Committee Report: Chief Returning Officer 5.10.3 Hiring Committee Report: Assistant Returning Officer 5.10.4 Summary of Committee Appointments	
5.11	Business 5.11.1 Revised Petitions, Delegations, and Representations (PDR) Deadlines and Meeting Schedule 5.11.2 Appoint Elections and Referendum Committee 5.11.3 VP Academic Scheduling Plan	
5.12	New Business	

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



	5.12.1	
5.13	Announcements	
5.14	In Camera Session	
	5.14.1 Approve In-Camera Minutes – July 19, 2023	
5.15	Adjournment	

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



Minutes – August 30, 2023

5.0 Call to Order

The meeting was called to order at 6:06pm.

5.1 Land Acknowledgement

Samar Tariq, VP External, provided the following Land Acknowledgment:

We acknowledge that the land on which we carry out our work in Guelph, Ontario, is the traditional territory of the Anishinaabe, the Attawandaron and Haudenosaunee people, and the treaty lands and territory of the Mississaugas of the Credit. It is regretful that the land on which we study, work, and live, is stolen, and it is with great privilege I acknowledge the opportunities we get to excel in this society. It is with the deepest respect that we honour the indigenous societies that held this land before us.

Thank you.

5.2 Adoption of the Agenda

5.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 5 on August 30, 2023, be approved as printed and distributed.

Moved: Abdul Khan

Seconded: Chikaima Ifezue

Motion Carried

5.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

5.3 Ratifications and De-Ratifications

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

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



5.4 Comments from the Chair

The Board Chair thanked everyone for attending the final online meeting of the summer and reiterated the four interrupting motions that directors can make, which include:

A point of order, to call a meeting back into order when someone is violating the rules in one way or another, a point of parliamentary procedure, where you would simply raise your hand to clarify how to ask what you would like to do, a point of information, to request information, such as if someone fails to mention the date of an upcoming event, as well as a point of personal privilege. The Chair added that directors are welcome to ask questions if they have any and to direct all questions and comments directly to the Chair.

5.4.1 Introductions and Pronouns

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

5.5 Approval of Past Board Minutes

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

5.5.1	CSA Board Meeting # 4	July 19, 2023
5.5.2	CSA Board Meeting # 4a	August 2, 2023

The Chair recommended to discuss these minutes omnibus, which was approved by unanimous consent.

Moved: Samar Tariq, VP External

Seconded: Jonah Greenhut

Motion Carried

5.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
---------------	-----------	--------------

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



5.6.1	Meeting # 8	July 10, 2023
5.6.2	Meeting # 9	July 17, 2023
5.6.3	Meeting # 10	July 24, 2023
5.6.4	Meeting # 11	July 31, 2023
5.6.5	Meeting # 12	August 21, 2023

Moved: Junpyo Lee, VP Academic

Seconded: Chikaima Ifezue

Motion Carried

5.7 Executive Updates

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

5.7.1	President	August 30, 2023
5.7.2	VP Student Experience (vacant)	
5.7.3	VP Academic	August 30, 2023
5.7.4	VP External	August 30, 2023

Moved: Jonah Greenhut

Seconded: Chikaima Ifueze

Motion Carried

5.7.1 President

The President shared that they look forward to kicking off O-Week events with START International the day following this meeting. The executives have been working diligently to prepare. A staff social event was held the day prior, which helped them get into the spirit of things. The President also shared that they were looking forward to the Board/Staff social, to which all directors are invited. The President asked everyone to contact her with their dietary restrictions.

The President added that the September 20 Board meeting has been rescheduled to September 13 so the incoming Chief Returning Officer can review the candidate and nomination packages before they are submitted to the Board for approval. They include that they plan to encourage undergraduates to participate as general members on the Elections Appeals Board during O-Week. Directors are encouraged to support the CSA in

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



outreach initiatives for the elections, including tabling in the University Centre and hosting class talks.

On a different note, the President shared that they have hired four new staff members, including the incoming Scribe who attended this meeting. They have also released the Health and Dental newsletter, with another newsletter set to be released later in the week. Another newsletter will be circulated in mid-September.

5.7.3 VP Academic

The Vice President Academic shared that the Student Memorial Service is planned and will take place as a private event on September 22, in collaboration with the GSA.

He shared that students will be receiving a survey seeking opinions on a fall reading week. The survey will be open until October 13 and the results will be posted on the CSA website.

For committees, the VP Academic shared that the UC Board Selection Committee have received notification that the five chosen applicants have all accepted the positions on the UC Board. They will be ratified at the next board meeting on September 13. For the Student Space Initiative Committee, there will be construction in the UC as seating areas are being increased, and other projects will be starting as well. Some will be focused on social space for students and others for study space.

The VP Academic shared that the Student Help and Advocacy Centre would be fully operational as of September 11, with a paralegal hosting 3 office hours weekly virtually, and the coordinators will host office hours throughout the week to provide flexible access to services.

5.7.4 VP External

The Vice President External shared that the new FoodBank Coordinator is now in their second week on the job and is doing great! The Bike Centre has posted their first set of promo materials on Instagram and will be tabling at Gryphfest and the Resource Fair.

The VP External was able to meet with University Admin, Sam Laban, and Sam Casey (Sustainability Services) for a meeting to discuss the issue of food insecurity on campus.

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



The Affordable Housing Task Force held their second meeting to discuss action items moving forward. The VP External noted that membership to this committee is still open to Board members if anyone wants to join.

The VP External is excited to collaborate with Sustainability Services to promote the Sustainability Action Fund in the coming weeks.

5.8 Director Reports

No Director Reports were given.

5.10 Committee Updates and Reports

5.10.1 PBRC Meeting Minutes – July 12, 2023

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

Agenda Item #	Meeting #	Meeting Date
5.10.1	Meeting # 2	July 12, 2023

Moved: Jonah Greenhut

Seconded: Junpyo Lee, VP Academic

Motion Carried

5.10.2 Hiring Committee Report: Chief Returning Officer

MOTION: That the hiring of William Coleman for the position of Chief Returning Officer be approved, as recommended by the Hiring Committee.

Moved: Shaima Alam, President

Seconded: Junpyo Lee, VP Academic

Motion Carried

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



5.10.3 Hiring Committee Report: Assistant Returning Officer

MOTION: That the hiring of Lauren Pyne for the position of Assistant Returning Officer be approved, as recommended by the Hiring Committee.

Moved: Shaima Alam, President

Seconded: Jonah Greenhut

Motion Carried

5.10.4 Summary of Committee Appointments

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

Moved: Jonah Greenhut

Seconded: Abdul Khan

Motion Carried

5.11 Business

5.11.1 Revised Petitions, Delegations, and Representations (PDR) Deadlines and Meeting Schedule

WHEREAS the PDR Committee policy has undergone review and the suggested amendments have been submitted as notice to the Board of Directors as recommended forward by the Policy & Bylaw Review Committee;

WHEREAS the amendments include the involvement of the new position of an Administrative Assistant to support the President in the facilitation of the committee and the PDR application process;

WHEREAS there have been delays in the completion of the Administrative Assistant job description and subsequent hiring for the proposed position; and

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



WHEREAS the new timeline for job description approval and hiring of the Administrative Assistant does not align with the PDR Schedule as approved by the Board of Directors on May 31, 2023;

BE IT RESOLVED that the revised dates for Petitions, Delegations, and Representations (PDR) deadlines and meetings for the 2023-24 academic year be approved as presented in the Board Agenda Package.

Moved: Shaima Alam, President

Seconded: Junpyo Lee, Vice President Academic

The President shared that the development of the Administrative Assistant job description has been delayed due to competing priorities in the office and the need to consult with multiple staff members. The plan is to have it set to be approved at the September 13 meeting. The position will involve facilitating the entire PDR process, so the amended deadlines are meant to complement the availability of the incoming Administrative Assistant.

Motion Carried

5.11.2 Appoint Elections and Referendum Committee

WHEREAS the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections; and

WHEREAS CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors;

MOTION:

- a) That the following Directors be appointed to the Elections and Referendum Committee for the 2023-2024 academic year:

Member Greenhut

- b) That Shaima Alam, President, be appointed to the Elections and Referendum Committee for the 2023-2024 academic year; and

- c) That the following CSA staff members be appointed to the Elections and Referendum Committee for the 2023-2024 academic year:

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



- Colleen Bovay, Policy and Transition Coordinator;
- William Coleman, Chief Returning Officer;
- Lauren Pyne, Assistant Returning Officer

Moved: Shaima Alam, President

Seconded: Jonah Greenhut

Shaima Alam, President, shared that the CRO will consult with this committee regarding decisions made in the election process. The committee only meets as needed.

Member Greenhut requested a point of information to ask whether they can still sit on the committee if they are unsure whether they plan to run in the winter general elections.

The Policy and Transition Coordinator explained that they can sit on the committee, but they would be required to resign as soon as they can confirm that they plan to run in an upcoming election.

The Board Chair noted that as only one volunteer stepped forward for the committee, the motion can be brought forward at a future board meeting to appoint a second Director.

Motion Carried

5.11.3 VP Academic Scheduling Plan

WHEREAS Junpyo Lee, VP Academic, has submitted his resignation from the CSA Executive to be effective November 1, 2023;

WHEREAS the VP Academic will be commencing a new employment opportunity as of September 11, 2023;

WHEREAS the VP Academic has committed to fulfilling the CSA Executive requirement of working a minimum of 37 hours per week from September 11 to November 1, 2023; and

WHEREAS the VP Academic has formulated a scheduling plan that outlines how he will continue to complete all VP Academic portfolio duties during this period;

BE IT RESOLVED the Board of Directors receives as information the VP Academic Scheduling Plan, as included in the Board Agenda Package.

Moved: Shaima Alam, President

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



Seconded: Member Khan

Shaima Alam, CSA President, shared that the current VP Academic has accepted a new position, and that this plan outlines his strategy for continuing to fulfill all duties and commitments in the interim until a new VP Academic can be ratified following the by-election. The by-election materials will indicate that there will be two executive positions opening, the VP Student Experience and VP Academic.

Motion Carried

5.12. New Business

No New Business items were considered at this meeting.

5.13 Announcements

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

Member Khan shared that the College of Biological Sciences Student Council will have a spin the wheel event and ice cream event during O-week.

Member Ifezue shared that the Guelph Black Students Association will be hosting two events during o-week, one in the UC and one on Johnson Green.

Member Legge shared that the Ontario Agricultural College will have a sub lunch and a learn to line dance workshop.

5.14 In Camera

5.14.1 Approve In-Camera Minutes – July 19, 2023

MOTION: to move in-camera.

Moved: Jonah Greenhut

Seconded: Abdul Khan

Motion Carried

MINUTES

Board of Directors Meeting # 5
August 30, 2023 – 6:00 pm
Microsoft Teams



MOTION: to approve the In-Camera minutes from July 19, 2023

Moved: Jonah Greenhut
Seconded: Chikaima Ifezue

Motion Carried

MOTION: to close the In-Camera session.

Moved: Chikaima Ifezue
Seconded: Jonah Greenhut

Motion Carried

5.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 5 on August 30, 2023 be adjourned at 7:28 pm.

Moved: Jonah Greenhut
Seconded: Chikaima Ifezue

Motion Carried

Approved by the Board of Directors	Date: October 4, 2023
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____