

MINUTES

Board of Directors Meeting # 13
January 31, 2024 – 6:00 pm
UC 442



Attendance – January 31, 2024

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	Regrets	
Nour Kashlan	College of Biological Science	Present	d: 7:16pm
Jake Levy	College of Engineering and Physical Sciences	Present	d: 7:36pm
Nate Broughton	College of Engineering and Physical Sciences	Present	
Mason Friebe	College of Social and Applied Human Sciences	Regrets	
Reem Salloum	College of Social and Applied Human Sciences	Present	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	d: 8:32pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Bella Litvak	Ontario Agricultural College	Present	a: 8:19pm
Hillary Schneider	Ontario Agricultural College	Present	
Noam Einy	Ontario Veterinary College	Present	d: 7:36pm
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Sophie Hughes	College of Arts Student Union	Present	
Natalie Wilkinson	College of Biological Science Student Council	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Rachel Marcus	College of Social and Applied Human Sciences -Student Alliance	Present	
Vacant	Lang Students' Association		
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (OVC)		

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Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Regrets	
Jayden Khan	Guelph Queer Equality (GQE)	Present	
Danielle Callaghan	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)	Regrets	
Joshua Ivan Jacinto	International Student Organization (ISO)	Present	
Krishna Ratnarajah	Interhall Council (IHC)	Present	d: 7:16pm
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Eknoor Walia	Ontario Public Interest Research Group	Present	d: 8:26pm
Marcus Aldred-Ganhao	Student Senate Caucus	Present	
Simran Kalra	Board of Governors	Present	
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Shaima Alam	President	Present	
McKenna Williams	Vice President Student Experience	Present	
Bawneet Singh	Vice President Academic	Regrets	
Samar Tariq	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Nikki Tu	Scribe

Guest	Affiliation
Lee Anne Clarke	CSA Business Manager
William Coleman	Chief Returning Officer
Isha Maharaj	CSA Clubs Coordinator
Ana-Maria Mercu	CSA Clubs Events Coordinator

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.

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If no time is shown in the column, they were present for the entire meeting.

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Summary of Resolutions

13.2 Adoption of the Agenda

13.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **item 13.11.1: Winter 2024 General Elections – Nomination and Candidate’s Packages** is moved to just after **item 13.4.1: Introductions;**

FURTHER that the agenda be reordered so that **items 13.9.1, 13.11.2, and 13.11.3** are moved to just after **item 13.11.1.**

AND FURTHER that **item 13.3.1: De-Ratify and Ratify CASU Representative** be added to the agenda.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as amended with:

- Reordering the agenda so that **item 13.11.1: Winter 2024 General Elections – Nomination and Candidate’s Packages** is moved to just after **item 13.4.1;**
- Reordering the agenda so that **items 13.9.1, 13.11.2, and 13.11.3** are moved to just after **item 13.11.1;** and
- The addition of **item 13.3.1: De-Ratify and Ratify CASU Representative.**

Motion Carried

13.3 Ratifications and De-Ratifications

MOTION: to de-ratify Kennedy Koeslag as the College of Arts Student Union Representative and ratify Sophie Hughes as the College of Arts Student Union Representative, effective immediately.

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Motion Carried

13.5 Approval of Past Minutes

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

13.5.1	CSA Board Meeting # 9	November 1, 2023
13.5.2	CSA Board Meeting #12	January 17, 2024

Motion Carried

13.7 Executive Updates

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

13.7.1	President	January 31, 2024
13.7.2	VP Student Experience	January 31, 2024
13.7.3	VP Academic	January 31, 2024
13.7.4	VP External	January 31, 2024

Motion Carried

13.9.1 Clubs Office Update

(a) Extend Speaking Rights to Clubs Coordinators

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

MOTION: to extend speaking rights to Isha Maharaj, Clubs Coordinator, to present the Clubs Office Update.

Motion Carried

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MOTION: to extend speaking rights to Ana-Maria Mercu, Clubs Event Coordinator.

Motion Carried

(b) Receive the Clubs Office Update Presentation

MOTION: to receive the Clubs Office Update as presented by Isha Maharaj and Ana-Maria Mercu as information.

Motion Carried

13.10 Committee Updates and Reports

13.10.1 Summary of Committee Appointments

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

Motion Carried

13.10.2 Policy & Bylaw Review Committee (PBRC) Minutes

MOTION: that the minutes for the following PBRC meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.2	Meeting # 6	December 11, 2023

Motion Carried

13.10.3 Student Events and Initiatives Funding Committee (SEIF) Minutes

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MOTION: that the minutes for the following meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.3	Meeting # 2	November 20, 2023

Motion Carried

13.11 Business

13.11.1 Winter 2024 General Elections: Nomination and Candidates' Packages

(a) Speaking Rights: Chief Returning Officer

WHEREAS CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

BE IT RESOLVED that speaking rights be extended to William Coleman, Chief Returning Officer, for a presentation regarding the Winter 2024 General Elections.

Motion Carried

b) Presentation

WHEREAS CSA Policy Appendix G: Electoral, Section 2.8 states that the CSA Elections Office, in collaboration with the President and Policy & Transition Coordinator, shall prepare and update all applicable elections forms and ensure that they are consistent with CSA bylaws and policies and provided to the Board of Directors;

BE IT RESOLVED That the presentation by William Coleman, Chief Returning Officer (CRO) regarding the Winter 2024 General Elections be received by the Board of Directors as information;

AND FURTHER that the Director Nomination Package, Director Candidates' Package, Vice Presidents' Nomination Package, Presidents' Nomination Package, and Executive Candidates' Package, as included in the Board Agenda Package, be received by the Board of Directors as information.

Motion Carried

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13.11.2 CSA Audited Statements 2021-2022

(a) Speaking Rights: Business Manager

WHEREAS CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to present the draft CSA Audited Financial Statements;

AND FURTHER to extend speaking time from 10 to 30 minutes for this presentation.

Motion Carried

(b) Approval of CSA Audited Statements 2021-2022

MOTION: That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2022, be received as information by the Board of Directors;

FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be approved by the Board of Directors;

AND FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be presented to the CSA membership as information at the 2024 Annual General Meeting.

Motion Carried

13.11.3 Financial Position to December 31, 2023 and Salary & Wage Recommendations

(a) Speaking Rights: Business Manager

WHEREAS CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

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WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to present the CSA Financial Position to December 31, 2023;

AND FURTHER to extend speaking time from 10 to 20 minutes for this presentation.

Motion Carried

(b) Receive Financial Position Presentation

MOTION: That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Financial Position to December 31, 2023, be received as information by the Board of Directors.

Motion Carried

(c) Approval of 2024-2025 Salary & Wage Recommendations

MOTION: to approve the 2024-2025 Salary & Wage Recommendations as recommended and forwarded by the Finance Committee and presented in the January 31, 2024 board agenda package.

Motion Carried

13.11.4 Notice: Appendix A (Executive Portfolios) Section 3 Policy Review re. PBRC

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

Notice of this motion is hereby provided at the Board meeting on January 31, 2024.

This motion will be considered at the Board meeting on February 14, 2024.

WHEREAS the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios);

WHEREAS the PBRC reached consensus to bring forward the amendments for Section 3 of the appendix ahead of the remainder of the comprehensive review; and

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WHEREAS the PBRC has recommended forward the amendments for Section 3 as resolved from the review;

BE IT RESOLVED that the amendments to Appendix A (Executive Portfolios) Section 3 be approved as recommended by the PBRC and as included in the Board Agenda Package.

13.11.5 Appoint Member to 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;

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; and

WHEREAS Member Mauricio Fernandez has resigned from the committee, leaving a vacancy;

BE IT RESOLVED that the following Director be appointed to the Elections and Referendum Committee for the remainder of the 2023-2024 academic year:

Rachel Marcus

Motion Carried

13.11.6 Director Class Talks: re Winter 2024 General Elections

WHEREAS CSA Bylaw 1: Organizational, Section 4.10.1 (d) states: “Each Director shall... be prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large-scale programs and Awareness Weeks”;

WHEREAS CSA Policy Appendix G: Electoral, Section 4.2 states that Directors will be required to complete a minimum of one class talk to promote the election for the nomination period and a minimum of one class talk during the voting period; and

WHEREAS it is important to maximize promotional efforts encouraging undergraduate members to run and vote in the elections so that Board and Executive vacancies are

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filled, the minimum quorum requirements are met, and a successful election process is achieved;

BE IT RESOLVED that each Director schedule and present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Winter 2024 General Elections;

FURTHER that the Chief Returning Officer provide Directors with suggested speaking points that may be used in their election class talks;

AND FURTHER that Directors provide the date and location of their presentation(s) to the CRO so that this information is included in the final Election Results Report.

Motion Carried

13.11.7 Winter 2024 General Elections Promotional Strategy

WHEREAS CSA Policy Appendix G: Electoral, Section 4.3 states that the President will create an election promotional strategy to promote the CSA elections during the nomination, campaign, and voting periods; and

WHEREAS Section 4.3.1 states that the promotional strategy should be submitted to the Board of Directors for information;

MOTION: That the Winter 2024 General Elections Promotional Strategy, as included in the Board Agenda Package, be received as information.

Motion Carried

13.11.8 2024-2025 CSA Board Meeting Schedule

MOTION: that the CSA Board of Directors approve the 2024-2025 Board of Directors Meeting Schedule as included in the Board Agenda Package.

Motion Carried

13.14.1 Approve Past In-Camera Minutes

MOTION: That the In-Camera Minutes be approved for the following CSA Board of Directors Meeting:

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13.14.1	CSA Board Meeting # 8a	November 1, 2023
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Motion Carried

13.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 13 on January 31, 2024, be adjourned at 9:05 pm

Motion Carried

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Agenda – January 31, 2024

13.0	Call to Order	
13.1	Land Acknowledgement Member Nate Broughton	
13.2	Adoption of the Agenda 13.2.1 Approve the Agenda 13.2.2 Declarations of Conflicts	
13.3	Ratifications and De-Ratifications 13.3.1 De-Ratify and Ratify CASU Representative	
13.4	Comments from the Chair 13.4.1 Introductions and Pronouns	
13.5	Approval of Past Minutes 13.5.1 Meeting # 9 – November 1, 2023 13.5.2 Meeting # 12 – January 17, 2024	
13.6	Executive Committee Minutes	
13.7	Executive Updates 13.7.1 President – January 31, 2024 13.7.2 VP Student Experience – January 31, 2024 13.7.3 VP Academic – January 31, 2024 13.7.4 VP External – January 31, 2024	
13.8	Director Reports	
13.9	CSA Service Update and Report 13.9.1 Clubs Office Update	
13.10	Committee Updates and Reports 13.10.1 Summary of Committee Appointments 13.10.2 PBRC Minutes: Meeting # 6 – December 11, 2023 13.10.3 SEIF Committee Minutes: Meeting # 2 – November 20, 2023	
13.11	Business 13.11.1 Winter 2024 General Elections – Nomination and Candidate's Packages 13.11.2 CSA Audited Statements 2021-2022 13.11.3 Financial Position to Dec 31, 2023 and Wage Recommendations 13.11.4 Notice: Appendix A (Executive Portfolios) Section 3 Policy Review re. PBRC 13.11.5 Appoint Member to Elections and Referendum Committee 13.11.6 Director Class Talks re. Winter 2024 General Elections 13.11.7 Winter 2024 General Elections Promotional Strategy 13.11.8 Board Meeting Schedule 2024-2025	

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13.12	New Business 13.12.1	
13.13	Announcements	
13.14	In Camera Session 13.14.1 Approve Past In-Camera Minutes	
13.15	Adjournment	

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Minutes – January 31, 2024

13.0 Call to Order

The meeting was called to order at 6:12 pm.

13.1 Land Acknowledgement

Member Nate Broughton delivered the following land acknowledgement:

As we convene for this meeting, I want to take the time to not only acknowledge, but to honour the Indigenous peoples whom this nation has taken so much from, and truly understand our place on this stolen land.

We acknowledge that the land where University of Guelph stands is part of the Dish with One Spoon covenant, a symbol of peace and shared stewardship, and a responsibility to sustain the land and environment in which we live, study, and work, so that everyone may benefit from the sustenance it provides. These are the Treaty lands and territory of the Mississaugas of the Credit First Nation, and traditional lands of the Attawandaron, Anishnaabe, and Haudenosaunee peoples. Today, Guelph is home to many First Nations, Inuit, and Métis people from across Turtle Island.

In recognizing this, we also acknowledge the painful history of these lands, including the forced displacement and despicable treatment of Indigenous peoples that has enabled us to be here today. This acknowledgement serves not only as a reminder of our ongoing responsibilities towards reconciliation and respect for Indigenous cultures and traditions, but also as a commitment to learn, reflect, and act in ways that honour and support Indigenous communities, in addition to working towards dismantling the systems left in place that continue to oppress many.

As we engage in today's discussions and decisions, let us keep in mind the significance of the land we occupy and our role in the larger journey towards understanding, respect, and collaboration with the Indigenous peoples who share this land with us. Let this be a step towards building stronger, more respectful relationships, and let us carry forward the spirit of the Dish with One Spoon Covenant in our work and interactions, ensuring we contribute to a future where resources are shared and cherished in a sustainable manner.

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13.2 Adoption of the Agenda

13.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as printed and distributed.

Moved: Jonah Greenhut

Seconded: Marcus Aldred-Ganhao

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **item 13.11.1: Winter 2024 General Elections – Nomination and Candidate’s Packages** is moved to just after **item 13.4.1: Introductions;**

FURTHER that the agenda be reordered so that **items 13.9.1, 13.11.2, and 13.11.3** are moved to just after **item 13.11.1.**

AND FURTHER that **item 13.3.1: De-Ratify and Ratify CASU Representative** be added to the agenda.

Moved: Jonah Greenhut

Seconded: Nate Broughton

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as amended with:

- Reordering the agenda so that **item 13.11.1: Winter 2024 General Elections – Nomination and Candidate’s Packages** is moved to just after **item 13.4.1;**
- Reordering the agenda so that **items 13.9.1, 13.11.2, and 13.11.3** are moved to just after **item 13.11.1;** and
- The addition of **item 13.3.1: De-Ratify and Ratify CASU Representative.**

Motion Carried

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13.2.2 Declarations of Conflicts

Member Levy, Greenhut, Fernandez, Broughton, and Einy declared a conflict of interest with **item 13.11.1**, due to intending to run in the Winter 2024 General Elections.

The Chair clarified that the members could stay during the CRO's presentation but will leave for the discussion and voting of the motion.

13.3 Ratifications and De-Ratifications

MOTION: to de-ratify Kennedy Koeslag as the College of Arts Student Union Representative and ratify Sophie Hughes as the College of Arts Student Union Representative, effective immediately.

Moved: Jonah Greenhut

Seconded: Marcus Aldred-Ganhao

Motion Carried

13.4 Comments from the Chair

The Chair welcomes everyone back. If at any point during the meeting you wish to request the Speaker's List, please raise your placard. If you need to raise a Point of Information, a Point of Personal Privilege, a Point of Parliamentary Procedure, or a Point of Order, please raise your hand.

13.4.1 Introductions and Pronouns

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

13.5 Approval of Past Minutes

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

13.5.1	CSA Board Meeting # 9	November 1, 2023
13.5.2	CSA Board Meeting #12	January 17, 2024

Moved: Jonah Greenhut

Seconded: Nate Broughton

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Motion Carried

MOTION TO AMEND: To reword Member Amayaevbo’s statement in the January 17 minutes regarding item 12.12.1 CSA Statement on Navitas.

Moved: Naomi Amayaevbo
Seconded: Marcus Aldred-Ganhao

Member Amayaevbo motivated that the original phrasing in the minutes is still accurate, but just insensitive in the way it was paraphrased.

Motion Carried

MOTION: to have a 10-minute recess.

Moved: Marcus Aldred Ganhao
Seconded: Abdul Khan

Motion Defeated

13.7 Executive Updates

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

13.7.1	President	January 31, 2024
13.7.2	VP Student Experience	January 31, 2024
13.7.3	VP Academic	January 31, 2024
13.7.4	VP External	January 31, 2024

Moved: Jonah Greenhut
Seconded: Marcus Aldred-Ganhao

Motion Carried

13.7.1 President

My goal for the next three months is to rewrite the executive portfolios for more clarity and structure for new executives.

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I plan to create two new full-time jobs and hire a third one.

I have been working with elections, fall reading referendum, SEIF committee and their priorities as well as direction.

The cannon website has relaunched.

Completing a Student Budget Committee presentation to Board of Governors for student priorities.

13.7.2 VP Student Experience

Clubs' week was a success with over 100 clubs participating. Thank you everyone for attending. Accreditation for clubs closes on Sunday.

Menstrual Hygiene Initiative, there will be one or two machines in the Powell building. We also plan to giveaway menstrual discs.

Sexy bingo last week went well.

The Student Wellness Advisory Group met last week to discuss their fee increases for the year. The university recommends most organizations to do a 3% increase.

We are working on planning a prom as many students could not attend a high school prom due to COVID.

I have been working on a collaboration between the Grove and CSA to do a weekly breakfast program for students on Mondays. Please visit us on February 12.

13.7.3 VP Academic

VP Academic was not present but sent a written report.

13.7.4 VP External

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For hospitality services, we are hoping to get soup donations this month. 17 new visitors to reach full capacity in our foodbank. We have a partnership with the university registrar to check on eligible students.

We had another hockey game fundraising. Last week, we received 3 bins of non-perishables from the hockey game held on January 22.

The Bike Centre Assistant has been fixing many bikes for the bike auction to get them into students' hands. We are looking to hire a new Bike Centre Coordinator in the summer and have it open and running for the upcoming fall semester.

We are doing Lobby Week promotion, and the feedback form launches on February 1.

We finished wrapping up advocacy calendar for February.

I will be reviewing operations manuals to transition new staff from old staff.

13.8 Director Reports

Member Broughton sat on the PBRC and SEIF meetings. He is working on the Navitas initiative as proposed last board meeting.

Member Wilkinson will be attending the Sustainability Action Fund committee meeting on Friday.

Member Jayden Khan attended the SEIF meeting.

Member Legge approved plans and presentations for the Finance Committee.

Member Kalra is in the Board of Governors and encourages anyone to reach out to talk about Navitas.

Member Aldred-Ganhao was in the Elections and Referendum Committee meeting and went through the packages presented by CRO. We will need a new director appointed who is not running in the elections.

Member Jacinto has been speaking with other international students regarding Navitas.

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Member Fernandez has been participating with the UC Board.

Member Greenhut and Member Salloum have been involved with the Teaching Excellence Award Selection Committee.

Member Amayaevbo has been engaged with the Teaching Excellence Award Selection Committee and attended the PBRC meeting.

13.9 CSA Service Update and Report

13.9.1 Clubs Office Update

(a) Extend Speaking Rights to Clubs Coordinators

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

MOTION: to extend speaking rights to Isha Maharaj, Clubs Coordinator, to present the Clubs Office Update.

Moved: Jayden Khan

Seconded: Abdul Khan

Motion Carried

MOTION: to extend speaking rights to Ana-Maria Mercu, Clubs Event Coordinator.

Moved: Shaima Alam, President

Seconded: Jake Levy

Motion Carried

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The CSA Clubs Office supports 130+ clubs on-campus. It is important to engage in clubs to make friends outside of academic interests. We support daily events and large-scale events.

All clubs must go through accreditation and take anti-oppression training, submit a budget, designate primary contacts and officers, and create a constitution.

We have increased our membership and welcomed 20 new clubs to the CSA since the fall and winter semester.

An additional accreditation requirement is a Clubs General Meeting which trains on CSA policies.

We hosted Clubs Day and had a raffle with 3 prize packs to encourage students to attend.

The SE&RM provides CSA Clubs support for events. All club events must be approved through the CSA insurance policy. Clubs can book rooms and each club is entitled to locker space as well as access to the poster room for promotion.

Streamlined a New Club application form on Gryphlife. We are trying to be consistent with social media, putting events that clubs are running everyday, introduced Clubhouse Crash course, reintroducing newsletters and more frequent communication.

From December to January, we had an increase of 21.3% accounts reached and 62% accounts engaged on our social media.

Some challenges included keeping track of events, having enough time, continuous notification of deadlines, more specifically with new clubs.

For Summer 2024, there will be upcoming accreditation to participate in o-week and an event for clubs' executives, Club Hub.

Our information and hours are on the CSA website. Along with that, our Instagram is [csaclubsguelph](#).

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(b) Receive the Clubs Office Update Presentation

MOTION: to receive the Clubs Office Update as presented by Isha Maharaj and Ana-Maria Mercu as information.

Moved: Nate Broughton

Seconded: Jayden Khan

Motion Carried

13.10 Committee Updates and Reports

13.10.1 Summary of Committee Appointments

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

Moved: Marcus Aldred-Ganhao

Seconded: Jayden Khan

Motion Carried

13.10.2 Policy & Bylaw Review Committee (PBRC) Minutes

MOTION: that the minutes for the following PBRC meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.2	Meeting # 6	December 11, 2023

Moved: Marcus Aldred-Ganhao

Seconded: Nate Broughton

Motion Carried

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13.10.3 Student Events and Initiatives Funding (SEIF) Committee Minutes

MOTION: that the minutes for the following SEIF Committee meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.3	Meeting # 2	November 20, 2023

Moved: Naomi Amayaevbo
Seconded: Jonah Greenhut

Motion Carried

13.11 Business

13.11.1 Winter 2024 General Elections: Nomination and Candidates' Packages

(a) Speaking Rights: Chief Returning Officer

WHEREAS CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

BE IT RESOLVED that speaking rights be extended to William Coleman, Chief Returning Officer, for a presentation regarding the Winter 2024 General Elections.

Moved: Noam Einy
Seconded: Jake Levy

Motion Carried

The CRO mentioned that an additional section was added to the signature collection section which states petitioning for nominations does not count as campaigning.

There is also an updated schedule of nomination dates, signatures, and other relevant election deadlines within the package.

Promotional services have included a spreadsheet to have a better gauge in prices.

Painting Old Jeremiah is a time-honored University tradition and is frequently a part of CSA election campaigns. Before painting the Cannon, please send the Elections Office any language or basic designs that you would like to use. You must follow the relevant

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University policies including painting overnight and respecting the nearby environment. Keep in mind that other candidates are allowed to paint over your design if it is in accordance with the University rules. This goes both ways; you are permitted to paint over another candidate's design, provided it is in accordance with University rules. Painting over an opponent's design during the day is considered deliberate campaign interference. After you have finished painting, send a photo of your final design to the Elections Office.

There is an updated board meeting schedule which will subsequently be approved.

For any questions, the CRO's office hours are included within the package.

b) Presentation

WHEREAS CSA Policy Appendix G: Electoral, Section 2.8 states that the CSA Elections Office, in collaboration with the President and Policy & Transition Coordinator, shall prepare and update all applicable elections forms and ensure that they are consistent with CSA bylaws and policies and provided to the Board of Directors;

BE IT RESOLVED That the presentation by William Coleman, Chief Returning Officer (CRO) regarding the Winter 2024 General Elections be received by the Board of Directors as information;

AND FURTHER that the Director Nomination Package, Director Candidates' Package, Vice Presidents' Nomination Package, Presidents' Nomination Package, and Executive Candidates' Package, as included in the Board Agenda Package, be received by the Board of Directors as information.

Moved: Shaima Alam, President

Seconded: Marcus Aldred-Ganhao

Noted abstentions from the vote were Member Levy, Greenhut, Fernandez, Broughton, and Einy, due to conflicts of interest.

Motion Carried

13.11.2 CSA Audited Statements 2021-2022

(a) Speaking Rights: Business Manager

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WHEREAS CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to present the draft CSA Audited Financial Statements;

AND FURTHER to extend speaking time from 10 to 20 minutes for this presentation.

Moved: Jake Levy

Seconded: Jonah Greenhut

Motion Carried

AMENDMENT: to extend speaking time from 20 to 30 minutes for this presentation

Moved: Shaima Alam, President

Seconded: Jake Levy

Motion Carried

These statements are for the year ended April 30, 2022. They are made available usually within 6 months, but the process has been delayed due to COVID. We will be working on the 2022-2023 audit starting in February.

The approval of the audited statements is by the Board of Directors. The CSA, as a non-profit organization with revenue over \$500,000 is required to have an audit at our AGM and be audited once per year. They provide valuable guidance to our structure and new initiatives. The cost of the auditor is about \$26,000 each year.

The first stage begins in May, the business office staff prepare financial statements with receipts, portfolios, payroll, club balances, leases, contracts, professional fees, and more which takes about 100 hours (about 4 days). Stage two is sending accountants to perform tests and obtain audit information to ensure our files and financial statements are accurate. Stage three, the onsite auditors are reviewed by senior partners for BDO. Documents are sent back and forth until senior partners are satisfied. Stage four is the approval of the financial statements by the CSA BoD.

There are three components of the report: independent auditor's report, financial statements, and the various schedules and expenses of our budget portfolios. The

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independent auditor's report includes the auditor's qualified opinion. They note that the financial statements as of April 2022 ended in accordance with Canadian Accounting Principles Standards for not-for-profit organizations.

When the office receives funds or donations, the auditors do not know which is common for not-for-profit organizations. The cannon website is managed by the co-op department.

Responsibilities of management and those charged with governance. Management is responsible for presenting the financial statements and is also responsible for assessing CSA's ability to continue its operations. Those charged with governance, BoD, are responsible for overseeing the association's financial reporting process. The auditor's responsibility is to obtain reasonable assurance about whether the financial statements are free from material misstatement and to issue an auditor's report with their opinion.

The overall CSA budget is approximately 1.5 million.

The statement of financial position provides a 2-year history and is the principles snapshot of financial health as of April 30, 2022. It summarizes our liabilities, assets, and net assets. We only use GICs and invest in two projects with the UC admin. We co-own the cannon and half of the equity is ours, which is \$54,000. Our capital assets by the end of 2022 were worth \$296,000. Our net assets totaled to \$5,833,853. Our total liabilities are \$2,115,200. We get all our student fees in October; students pay for their dental and health plan for the year. We negotiated with our broker that we pay in sections, monthly amount.

Our net assets are externally and internally restricted. Any unspent money, such as the Safewalk, goes into a separate account as it is a restricted fee. The bullring should keep some money aside should there be any issues and we need to pay significant money.

The CSA keeps a portion for the live entertainment fee which has been growing as there have not been many live shows. The balance for this was \$224,814.

The unrestricted net assets are over \$1,000,000. Most student fees come in October and February, almost 50% of CSA's revenue arrives from those dates. The new fiscal year starts May 1. We do not have any new money until October and subsequently need to maintain cashflow. We must have a minimum of \$940,000 in the bank.

The Finance Committee is tasked with investigating and pursuing business ventures to provide better services out of our financial bylaw.

The BDO has concluded that our expenditure as well as revenues are sound and consistent.

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(b) Approval of CSA Audited Statements 2021-2022

MOTION: That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2022, be received as information by the Board of Directors;

FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be approved by the Board of Directors;

AND FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be presented to the CSA membership as information at the 2024 Annual General Meeting.

Moved: Joshua Jacinto

Seconded: Jonah Greenhut

Motion Carried

MOTION: to have a 10-minute recess

Moved: Marcus Aldred-Ganhao

Seconded: Naomi Amayaevbo

Motion Defeated

13.11.3 Financial Position to December 31, 2023 and Salary & Wage Recommendations

(a) Speaking Rights: Business Manager

WHEREAS CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager, to present the CSA Financial Position to December 31, 2023;

AND FURTHER to extend speaking time from 10 to 20 minutes for this presentation.

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Moved: Jonah Greenhut
Seconded: Mauricio Fernandez

Motion Carried

At the Finance Committee, we look at the financial updates including the bullring, revenues, and current budget year. As we have just approved the 2022 year, there is a gap year. As of December 1, 2023, the unrestricted cash amount increased to \$1,200,040.

The board approves an annual budget. We try to spend all our allocated funds to ensure the portfolio budgets are a zero at the end of the year. However, there are current fiscal year considerations. The student fee revenue is 6.55% above budget projections, which totals almost to \$60,000. We believe that we will end up with \$212,000 extra that we have not spent this year.

The available funds after internal commitments is \$458,862.

The bullring is losing money as it is down \$38,000. We do not control the bullring's architecture and the roof lanes are not straight. When the bullring lost revenue due to the delay in renovation until September, we had to pay.

To create new initiatives, we have \$450,000. The available fund for entertainment programming is \$223,020.

(b) Receive Financial Position Presentation

MOTION: That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Financial Position to December 31, 2023, be received as information by the Board of Directors.

Moved: Noam Einy
Seconded: Mauricio Fernandez

Motion Carried

(c) Approval of 2024-2025 Salary & Wage Recommendations

MOTION: to approve the 2024-2025 Salary & Wage Recommendations as recommended and forwarded by the Finance Committee and presented in the January 31, 2024 board agenda package.

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Moved: Shaima Alam, President

Seconded: Jonah Greenhut

Shaima Alam, President explained that we averaged the previous 3 years for the salary and wages. There has been a 4.05% increase for CSA PT staff, FoodBank and Bike Centre coordinators, and executive staff. The bullring PT staff are paid a little above minimum wage.

Motion Carried

MOTION: for a 10-minute recess.

Moved: Marcus Aldred-Ganhao

Seconded: Abdul Khan

Motion Carried

13.11.4 Notice: Appendix A (Executive Portfolios) Section 3 Policy Review re. PBRC

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

Notice of this motion is hereby provided at the Board meeting on January 31, 2024.

This motion will be considered at the Board meeting on February 14, 2024.

WHEREAS the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios);

WHEREAS the PBRC reached consensus to bring forward the amendments for Section 3 of the appendix ahead of the remainder of the comprehensive review; and

WHEREAS the PBRC has recommended forward the amendments for Section 3 as resolved from the review;

BE IT RESOLVED that the amendments to Appendix A (Executive Portfolios) Section 3 be approved as recommended by the PBRC and as included in the Board Agenda Package.

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13.11.5 Appoint Member to 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;

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; and

WHEREAS Member Mauricio Fernandez has resigned from the committee, leaving a vacancy;

BE IT RESOLVED that the following Director be appointed to the Elections and Referendum Committee for the remainder of the 2023-2024 academic year:

Rachel Marcus

Moved: Mauricio Fernandez

Seconded: Marcus Aldred-Ganhao

Noted abstentions from the vote were Member Greenhut, Fernandez, and Broughton due to conflicts of interest.

Motion Carried

13.11.6 Director Class Talks: re Winter 2024 General Elections

WHEREAS CSA Bylaw 1: Organizational, Section 4.10.1 (d) states: “Each Director shall... be prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large-scale programs and Awareness Weeks”;

WHEREAS CSA Policy Appendix G: Electoral, Section 4.2 states that Directors will be required to complete a minimum of one class talk to promote the election for the nomination period and a minimum of one class talk during the voting period; and

WHEREAS it is important to maximize promotional efforts encouraging undergraduate members to run and vote in the elections so that Board and Executive vacancies are filled, the minimum quorum requirements are met, and a successful election process is achieved;

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BE IT RESOLVED that each Director schedule and present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Winter 2024 General Elections;

FURTHER that the Chief Returning Officer provide Directors with suggested speaking points that may be used in their election class talks;

AND FURTHER that Directors provide the date and location of their presentation(s) to the CRO so that this information is included in the final Election Results Report.

Moved: Shaima Alam, President

Seconded: Marcus Aldred-Ganhao

The President noted that the Board is responsible to help fill the vacancies by promoting the elections through class talks.

Motion Carried

13.11.7 Winter 2024 General Elections Promotional Strategy

WHEREAS CSA Policy Appendix G: Electoral, Section 4.3 states that the President will create an election promotional strategy to promote the CSA elections during the nomination, campaign, and voting periods; and

WHEREAS Section 4.3.1 states that the promotional strategy should be submitted to the Board of Directors for information;

MOTION: That the Winter 2024 General Elections Promotional Strategy, as included in the Board Agenda Package, be received as information.

Moved: Shaima Alam, President

Seconded: Marcus Aldred-Ganhao

Shaima Alam, President, provided a brief overview of the promotional strategy document, noting that it's based on the strategy used in the Fall 2023 By-Election.

Motion Carried

13.11.8 2024-2025 CSA Board Meeting Schedule

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MOTION: that the CSA Board of Directors approve the 2024-2025 Board of Directors Meeting Schedule as included in the Board Agenda Package.

Moved: Shaima Alam, President

Seconded: Jonah Greenhut

Motion Carried

13.12. New Business

No New Business was presented at this meeting.

13.13 Announcements

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

The PTC thanked everyone for their attendance. She was glad that we were able to approve everything efficiently.

The VP Student Experience wanted to thank Lee Anne.

Member Jayden Khan hoped everyone's school is going well and congratulated the success of Clubs Day.

Member Hughes represents CASU. She is planning arts week to create a better sense of community from February 5 to 9. There will be an arts trivia on Wednesday night.

Member Legge is in the process of election and will have many programs next year.

Member Marcus says many positions are open for the CSAHS Student Alliance. There is a bracelet making event tomorrow.

Member Salloum is participating in a call for ceasefire event tomorrow.

Member Walia will be talking about housing insecurity, specifically in town hall meetings.

Member Fernandez says there will be a townhall meeting soon about housing.

Member Aldred-Ganhao noted the Senate will have a meeting next Monday at 4pm. Navitas has been mentioned in the senate package, please email the university

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secretariat if you have questions. Tabletop Games is currently occurring downstairs tonight.

Member Jacinto is the anime club's co-president and there is a collaboration with UofT, TMU, Laurier, and Waterloo for an anime convention. If any clubs want to participate, please reach out.

Member Greenhut encouraged everyone to attend Tabletop Games.

Member Amayaevbo says the cannon website is processing well. The website is good for cheaper textbooks and better opportunities for housing. Good luck on midterms. Black History Month starts tomorrow, February, there will be many events.

13.14 In Camera

MOTION: to move in-camera.

Moved: Nate Broughton
Seconded: Marcus Aldred-Ganhao

Motion Carried

13.14.1 Approval of Past In-Camera Minutes

MOTION: That the In-Camera Minutes be approved for the following CSA Board of Directors Meeting:

13.14.1	CSA Board Meeting # 9	November 1, 2023
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Moved: Marcus Aldred-Ganhao
Seconded: Jonah Greenhut

Motion Carried

MOTION: to call the question.

Moved: Marcus Aldred-Ganhao
Seconded: Rachel Marcus

Motion Carried

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MOTION: To close the *In Camera* session.

Moved: Jonah Greenhut
Seconded: Marcus Aldred-Ganhao

Motion Carried

13.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 13 on January 31, 2024 be adjourned at 9:05 pm.

Moved: Marcus Aldred-Ganhao
Seconded: Jonah Greenhut

Motion Carried

Approved by the Board of Directors	Date: February 28, 2024
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____