

MINUTES

Board of Directors Meeting # 4
July 19, 2023 – 6:00 pm
Microsoft Teams



Attendance – July 19, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Regrets	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	a: 6:16pm
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	
Vacant	College of Engineering and Physical Sciences		
Mason Friebe	College of Social and Applied Human Sciences	Present	
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	d: 6:42pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	d: 6:28pm
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Present	
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	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council		
Vacant	College of Social and Applied Human Sciences - Student Alliance		
Ethan Gouveia	Lang Students' Association	Present	d: 6:44pm
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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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	
Naomi Amayaevbo	Guelph Campus Co-op	Present	
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

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.*

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Summary of Resolutions

4.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 4 on July 19, 2023, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: That **Item 4.12.1: Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC** be added as a new business item.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 19, 2023, be approved as amended with:

- Adding **Item 4.12.1: Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC** as a new business item.

Motion Carried

4.5 Approval of Past Board Minutes

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

4.5.1	CSA Board Meeting # 18	April 19, 2023
4.5.2	CSA Board Meeting # 1	May 31, 2023
4.5.3	CSA Board Meeting # 2	June 21, 2023
4.5.4	CSA Board Meeting # 3	July 5, 2023

Motion Carried

4.6 Executive Committee Minutes

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

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Agenda Item #	Meeting #	Meeting Date
4.6.1	Meeting # 6	June 26, 2023
4.6.2	Meeting # 7	July 4, 2023

Motion Carried

4.7 Executive Updates

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

4.7.1	President	July 19, 2023
4.7.2	VP Student Experience (vacant)	
4.7.3	VP Academic	July 19, 2023
4.7.4	VP External	July 19, 2023

Motion Carried

4.10.1 PBRC Meeting Minutes – June 15, 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
4.10.1	Meeting # 1	June 15, 2023

Motion Carried

4.10.2 Summary of Committee Appointments

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

Motion Carried

4.10.3 Hiring Committee Report: FoodBank Coordinator

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MOTION: That the hiring of Joy Amyotte for the position of FoodBank Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

4.11.1 CSA Fall 2023 By-Election Timeline

MOTION: that the CSA Board of Directors approve the timeline for the CSA Fall 2023 By-Election, as presented in the Board Agenda Package.

Motion Carried

4.11.2 Appoint Petitions, Delegations, and Representations (PDR) Committee

WHEREAS CSA Policy Appendix D, Section 7.3 requires a maximum of six members for the PDR Committee, consisting of the following:

- CSA President
- One additional member of the Executive Committee
- One At-Large or College representative
- One Student Organization representative
- Up to two additional Directors

MOTION:

- a) That the following Directors be appointed to the Petitions, Delegations and Representations Committee for the 2023-2024 academic year:

Noam Einy
Emma Lebrun
Daniel Spinner
Natalie Wilkinson

- b) That the following additional member of the Executive Committee be appointed to the PDR Committee for the 2023-2024 academic year:

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Junpyo Lee, VP Academic

Motion Carried

4.14.1 Approve in-camera minutes – July 5, 2023

MOTION: to move in-camera.

Motion Carried

MOTION: to approve the In-Camera minutes from July 5, 2023.

Motion Carried

MOTION: to close the In-Camera session.

Motion Carried

4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 19, 2023, be adjourned at 7:18 pm

Motion Carried

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Agenda – July 19, 2023

4.0	Call to Order	
4.1	Land Acknowledgement Naomi Amayaevbo	
4.2	Adoption of the Agenda 4.2.1 Approve the Agenda 4.2.2 Declarations of Conflicts	
4.3	Ratifications and De-Ratifications	
4.4	Comments from the Chair 4.4.1 Introductions and Pronouns	
4.5	Approval of Past Minutes 4.5.1 Meeting # 18 – April 19, 2023 4.5.2 Meeting # 1 – May 31, 2023 4.5.3 Meeting # 2 – June 21, 2023 4.5.4 Meeting # 3 – July 5, 2023	
4.6	Executive Committee Minutes 4.6.1 Meeting # 6 – June 26, 2023 4.6.2 Meeting # 7 – July 4, 2023	
4.7	Executive Updates 4.7.1 President – July 19, 2023 4.7.2 VP Student Experience (vacant) 4.7.3 VP Academic – July 19, 2023 4.7.4 VP External – July 19, 2023	
4.8	Director Reports	
4.9	CSA Service Update and Report	
4.10	Committee Updates and Reports 4.10.1 PBRC Meeting Minutes – June 15, 2023 4.10.2 Summary of Committee Appointments 4.10.3 Hiring Committee Report – FoodBank Coordinator	
4.11	Business 4.11.1 CSA Fall 2023 By-Election Timeline 4.11.2 Appoint Petitions, Delegations, and Representations (PDR) Committee	
4.12	New Business 4.12.1 Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC	
4.13	Announcements	

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4.14	In Camera Session 4.14.1 Approve in-camera minutes – July 5, 2023	
4.15	Adjournment	

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Minutes – July 19, 2023

4.0 Call to Order

The meeting was called to order at 6:04 pm.

4.1 Land Acknowledgement

Member Naomi Amayaevbo presented the following Land Acknowledgement:

Hi everyone! I would like to acknowledge that I and a lot of others are guests on this Land we call home. The Land that the University of Guelph resides on is the traditional land of the Attawandron people and the Treaty Lands of the Mississaugas of the Credit. We honour our Haudenosaunee, Anishinaabe, and Metis neighbours and recognize the significance of the Dish with One Spoon Covenant, reminding us that we have a responsibility to use and protect the Land and its resources sustainably. As a member of the African diaspora, whose homeland was also colonized, I can testify that colonization is not of the past and is still deeply rooted in our society today. As such, let us educate ourselves on the impact of colonization on Indigenous people and support them against these impacts. And offer genuine respect and appreciation for this Land and its people, while participating to work towards reconciliation with our Indigenous communities. Thank you.

4.2 Adoption of the Agenda

4.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 4 on July 19, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

MOTION TO AMEND: That **Item 4.12.1: Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC** be added as a new business item.

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Moved: Shaima Alam, President

Seconded: Jake Levy

Shaima Alam, President, shared that this item is time sensitive, as it must be given as notice tonight in order to approve it at the special board meeting on August 2 and implement the policy changes in August.

The Chair agreed with the provided reasoning that the item is time sensitive.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 19, 2023, be approved as amended with:

- Adding **Item 4.12.1: Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC** as a new business item.

Motion Carried

4.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

4.3 Ratifications and De-Ratifications

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

4.4 Comments from the Chair

The Chair thanked those in attendance for their time, and reiterated the following information:

Should you wish to propose a motion or discuss an item on the agenda, please type “speakers list” in the chat.

Throughout the meeting, you can raise your hand at any time to raise a point of order, a point of information, a point of parliamentary procedure, or a point of personal privilege.

Please raise your hand to indicate that you are motioning or seconding an item.

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If you would like to volunteer for a committee, please type “volunteer” in the chat.

To vote on an item, the link to the poll will be shared in the chat and you will be asked to vote either for or against.

4.4.1 Introductions and Pronouns

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

4.5 Approval of Past Board Minutes

The Chair recommended a motion to discuss these items omnibus.

Moved: Noam Einy

Seconded: Abdul Khan

Passed by unanimous consent

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

4.5.1	CSA Board Meeting # 18	April 19, 2023
4.5.2	CSA Board Meeting # 1	May 31, 2023
4.5.3	CSA Board Meeting # 2	June 21, 2023
4.5.4	CSA Board Meeting # 3	July 5, 2023

Moved: Abdul Khan

Seconded: Mason Friebe

Motion Carried

4.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
4.6.1	Meeting # 6	June 26, 2023

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4.6.2	Meeting # 7	July 4, 2023
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Moved: Jake Levy
Seconded: Abdul Khan

Motion Carried

4.7 Executive Updates

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

4.7.1	President	July 19, 2023
4.7.2	VP Student Experience (vacant)	
4.7.3	VP Academic	July 19, 2023
4.7.4	VP External	July 19, 2023

Moved: Abdul Khan
Seconded: Jake Levy

Motion Carried

4.7.1 President

Shaima Alam, President, is excited to host the CSA Community BBQ tomorrow and encourage folks to attend. It had initially been scheduled for last week but was postponed due to inclement weather. In the future, there will be more focus on promoting the event in university residence buildings.

Currently, staff are preparing for an August hiring blitz to bring on new employees for the following positions:

- Bike Centre Assistant
- FoodBank Assistant
- Board Scribe
- Chief Returning Officer (CRO)
- Assistant Returning Officer (ARO)
- Front Office Assistant
- Administrative Assistant

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An impromptu board meeting has been scheduled for August 2, 2023, so that the job description for the Administrative Assistant can be approved by the Board. Small changes to the CRO, ARO, and Board Scribe's job descriptions are also underway.

Due to a recent vacancy for the FoodBank Coordinator position, the next-choice candidate from the initial interview process that took place two months ago was contacted and offered the position. This was done to ensure the continuous operation of the FoodBank with the least amount of disruption to the service. An onboarding plan for this new hire is currently in the works.

Executive office hours have changed to three hours of group tabling and one hour of individual tabling.

The legislated workplace respect training was completed by staff. Based on feedback, changes are being made to include CSA-specific examples.

An internal newsletter was circulated that included information regarding student leadership training.

Promotional and branding items are being updated across campus. The coupon books were sent to the printers, as well as tote bags. The executives are looking into additional promotional items for the year, with the intent to prioritize design based on CSA projects. The CSA's social media accounts have now fully transitioned to our new branding. Four branding icons and what they represent have been introduced in our posts. Service accounts, starting with the Bike Centre, are slowly being updated with the same templates. The executives are continuing to post their weekly stories, the board summary reel, and Frank Fridays. Be sure to tune in this Friday- Shaima will be playing Minecraft!

The July newsletter has been circulated. It highlighted the Community BBQ and the Bike Centre Service. The August newsletter will focus on the Health and Dental Plan.

The PBRC committee has finalized their edits to the electoral policy, to be discussed later in this meeting.

Notice of changes to the PDR policy will be brought forward to the board once the administrative assistant job description has been approved.

The President has started working on the AODA Compliance Report, with the goal of completing it before the end of the summer.

The President as well as the CSA Business Manager met with Physical Resources at the Bullring to discuss the building's structural deficiencies. A go-forward plan will be developed once a breakdown of costs is provided.

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Otherwise, Shaima is looking forward to O-Week planning, elections, F23 programming, and to services reopening in August.

4.7.3 VP Academic

Junpyo Lee, VP Academic, shared that he has been attending various committees, posting updates to social media, holding regular office hours, and has been entertaining discussions with the University administration.

The Student Memorial Service will be held on September 22, 2023, from 4:00 pm until 6:00 pm. Invitations to families will go out on July 21.

Regarding the referendum for a Fall reading week, the aim is to circulate a survey amongst the student body in F23 to determine whether a reading week is wanted and how students would plan to utilize the time. The results of this survey will inform a referendum during the Winter General Election.

Training for members of the Co-curricular Experiential Learning Integrity Committee wrapped up on July 10. Members are now in the process of reviewing proposals that have been submitted.

The Education and Integration Working Group reviewed the consultation questions list regarding the policy change on student misconduct.

The Late Payment Fee Appeals Committee has reviewed all existing cases. Students have been notified of the results of their appeals.

Social media guidelines have been reviewed with the Student Help and Advocacy Centre (SHAC) staff. They are now in the process of arranging the lawyer service for the Fall semester.

4.7.4 VP External

Samar Tariq, VP External, shared the following updates:

The FoodBank held appointments yesterday and today to provide interim support to visitors before the service closes to onboard the new Coordinator. It will reopen in the Fall.

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The VP External and the President have been working with Bike Centre staff to plan events for the upcoming year and to implement a cohesive social media strategy for the service.

The Guelph Alumni who sit on the Blue Triton committee, along with many other folks from different interest groups, have expressed their solidarity with the Tap-In! initiative. Samar is planning to gather and include opinion quotes/pieces from them to strengthen the validity of the formal letter to the University's VP of Finance.

Samar is working with the President and the Sustainability Office on revisions to the terms of reference for the Action Fund. The CSA Promotional Services Coordinator was enlisted to help design the launch in September.

The guidelines, expectations, goals, and target audience of the Student Affordable Housing Task Force were successfully identified in the first committee meeting. The committee will meet once a month for an hour and a half, except in cases where impromptu meetings are called to discuss urgent items. Samar will be releasing a meeting schedule, as well as the next meeting's agenda package, by the end of this month. Committee members recommended the generation of a comprehensive research report that highlights the current issues students are facing regarding securing affordable housing in Guelph. This report would be presented to City and University administration, to be considered when expanding student-allocated housing. Irene Thompson provided valuable insight into existing surveys that explore similar issues and recommended the consultant that was hired to oversee these projects.

Samar is currently working on creating a list of external resources that students can go to should they be struggling financially or academically. Information will be gathered from committee work and will be posted to the CSA website by the end of the year.

Samar added that the executives will be attending the CFS Annual General Meeting in August. This will be in addition to three other CFS events this year, which include National Lobby Week, National Day of Action, and their year-end conference. Any members who are interested in attending can reach out to Samar directly.

4.8 Director Reports

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Member Levy shared that he has been sitting on the PBRC committee and is looking forward to discussing the finalized election policy with members at the next board meeting.

Member Friebe shared Member Levy’s sentiments, as he also sat on the PBRC committee.

Member Fernandez shared that he sat on the PBRC committee as well as the Student Affordable Housing Task Force committee.

Member Amayaevbo shares that she sat on the Student Affordable Housing Task Force committee as well.

4.10 Committee Updates and Reports

4.10.1 PBRC Meeting Minutes – June 15, 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
4.10.1	Meeting # 1	June 15, 2023

Moved: Jake Levy
Seconded: Abdul Khan

Motion Carried

4.10.2 Summary of Committee Appointments

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

Moved: Jake Levy
Seconded: Abdul Khan

Motion Carried

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4.10.3 Hiring Committee Report: FoodBank Coordinator

MOTION: That the hiring of Joy Amyotte for the position of FoodBank Coordinator be approved, as recommended by the Hiring Committee.

Moved: Abdul Khan

Seconded: Samar Tariq, VP External

Motion Carried

4.11 Business

4.11.1 CSA Fall 2023 By-Election Timeline

MOTION: that the CSA Board of Directors approve the timeline for the CSA Fall 2023 By-Election, as presented in the Board Agenda Package.

Shaima Alam, President, shared that the timeline for this election was developed in reference to past election timelines.

Moved: Shaima Alam, President

Seconded: Abdul Khan

Motion Carried

4.11.2 Appoint Petitions, Delegations and Representations (PDR) Committee

WHEREAS CSA Policy Appendix D, Section 7.3 requires a maximum of six members for the PDR Committee, consisting of the following:

- CSA President
- One additional member of the Executive Committee
- One At-Large or College representative
- One Student Organization representative
- Up to two additional Directors

MOTION:

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-
- a) That the following Directors be appointed to the Petitions, Delegations and Representations Committee for the 2023-2024 academic year:

Noam Einy (at large)
Daniel Spinner (at large)
Natalie Wilkinson (College Government)
Emma Lebrun (Student Organization)

- b) That the following additional member of the Executive Committee be appointed to the PDR Committee for the 2023-2024 academic year:

Junpyo Lee, VP Academic

Moved: Shaima Alam, President
Seconded: Abdul Khan

Shaima Alam, President, shared that this committee is responsible for allocating CSA funds to help empower student groups to host their own events. She added that the schedule of meetings for this committee has been shared to be transparent about the time commitment.

Motion Carried

4.12. New Business

4.12.1 Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and must be recorded by a roll call vote.

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 July 19, 2023

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This motion will be considered at the Board meeting on August 2, 2023.

WHEREAS the Policy & Bylaw Review Committee implemented a Working Group to conduct a comprehensive review of the Electoral Bylaw and Electoral Policy Appendix; and

WHEREAS the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the comprehensive review;

BE IT RESOLVED that the amendments to Bylaw 2 (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package; and

FURTHER that the amendments to Appendix G (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package.

4.13 Announcements

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

Shaima Alam, President, announced that they are working to plan a CSA Social for board members and staff. It is tentatively scheduled for September 12.

The Policy and Transition Coordinator thanked everyone for attending and reminded members that for the August 2 meeting a minimum attendance of 50% must be achieved in order to vote on the policy items. If you can't attend, please let her know.

4.14 In Camera

4.14.1 Approve In-Camera Minutes – July 5, 2023

MOTION: to move in-camera.

Moved: Abdul Khan

Seconded: Jake Levy

Motion Carried

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MOTION: to approve the In-Camera minutes from July 5, 2023

Moved: Jake Levy

Seconded: Naomi Amayaevbo

Motion Carried

MOTION: to close the In-Camera session.

Moved: Jake Levy

Seconded: Samar Tariq, VP External

Motion Carried

4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 19, 2023 be adjourned at 7:18 pm.

Moved: Natalie Wilkinson

Seconded: Mason Friebe

Motion Carried

Approved by the Board of Directors	Date: August 30, 2023
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____