

MINUTES

Board of Directors Meeting # 4
July 27, 2022 – 6:00 pm
Microsoft Teams



Attendance – July 27, 2022

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Present	
Vacant	College of Biological Science		
Jake Levy	College of Engineering & Phys. Sciences	Present	6:35 pm / 8:07 pm
Vacant	College of Engineering & Phys. Sciences		
Vacant	College of Social & Applied Human Sci.		
Vacant	College of Social & Applied Human Sci.		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	8:16 pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	6:09 pm / 8:00 pm
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Present	7:57 pm
Vacant	College of Engineering and Physical Sciences Student Council		
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Regrets	
Vacant	Lang Students' Association		
Kelly Ruigrok	Student Federation - Ontario Agricultural College	Regrets	
Vacant	Central Veterinary Student Assoc. (OVC)		

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Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Duncan McGuire	Indigenous Student Society (ISS)	Present	8:03 pm
Martha Yiridoe	Guelph Black Students Association (GBSA)	Present	8:12 pm
Tess Vardy	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Present	
Anthony Pereira	Interhall Council (IHC)	Present	
Vacant	Guelph Campus Co-op		
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	
Jena-Lee Ashley	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Earl Evans	Policy & Transition Manager - Interim
Sarah Kurtz	Scribe

Guest	Affiliation
Lee Anne Clarke	CSA Business Manager

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Summary of Resolutions

4.2.1 Approve the Agenda

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 4 on July 27, 2022, be approved as amended with:

- the reordering of the agenda so that **Item 4.11.1 – Presentation: Approval of CSA Audited Statements** be the first item of discussion; and
- the addition of **Item 4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper.**

Motion carried

4.5 Approval of Past Minutes

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

4.5.1	CSA Board Meeting # 3	July 13, 2022
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Motion carried

4.6 Executive Committee Minutes

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

4.6.1	Meeting # 6	July 8, 2022
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Motion carried

4.7 Executive Updates

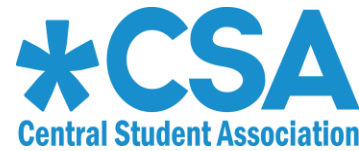
MOTION: That the following Executive Updates be received as information:

4.7.1	President	July 27, 2022
4.7.2	VP Student Experience (vacant)	
4.7.3	VP Academic	July 27, 2022
4.7.4	VP External	July 27, 2022

Motion carried

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4.10.1 Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented to the Board of Directors meeting on July 27, 2022, be received as information.

Motion carried

4.11.1 Presentation: Approval of CSA Audited Statements

(a) Speaking Rights: Business Manager

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

MOTION: That the presentation by Lee Anne Clarke, CSA Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2021, be received;

FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2021 be approved;

AND FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2021 be presented for information at the 2023 Annual General Meeting.

Motion carried

4.11.2 Presentation: University Centre (UC) Board

MOTION: That the presentation: **University Centre Board**, from Nicole Walker, CSA President, be received as information.

Motion carried

4.11.3 CSA Letter re. UC Board

MOTION: That the draft letter re. the University Board, presented by Nicole Walker, CSA President, at the CSA Board meeting on July 27, 2022, be approved, to be circulated to

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members of the UC Board to add signatures of support prior to sending to the University of Guelph President.

Motion carried

4.11.4 Appoint CSA Members to University Centre (UC) Board

MOTION:

- a) That the following one CSA member be appointed to the UC Board for up to two years:

Mauricio Fernandez

- b) That the following new member recommended by the application process be appointed to the UC Board for up to two years:

Emilie De Lima

- c) That the following five CSA members be appointed as Alternate Members to the UC Board:

Tess Vardy

Motion carried

4.11.5 Appoint Hiring Committee – Bike Centre Coordinator

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Bike Centre Coordinator:

Martha Yiridoe

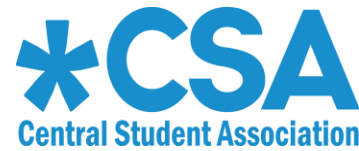
- b) That Jena-Lee Ashley, VP External, be appointed to the Hiring Committee for the position of Bike Centre Coordinator; and

- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of Bike Centre Coordinator.

Motion carried

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4.11.6 Appoint Hiring Committee – FoodBank Assistant

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of FoodBank Assistant:

Sanya Sareen

- b) That Jena-Lee Ashley, VP External, be appointed to the Hiring Committee for the position of FoodBank Assistant; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of FoodBank Assistant.

Motion carried

4.11.7 Appoint Hiring Committee – Clubs Administrative / Program Coordinator

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator:

Isha Maharaj

- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator.

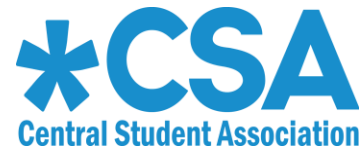
Motion carried

4.11.8 Policy Amendment re Policy & Bylaw Review Committee

MOTION: That CSA Policy Appendix D: CSA Committees be amended as follows:

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That **Appendix D: CSA Committees, Section 8.3.1** be deleted and replaced with the following wording:

The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Manager is responsible for collecting discussion items and coordinating agenda preparation.

That **Appendix D: CSA Committees, Section 8.3.2** be deleted and replaced with the following wording:

The PBRC minutes will be recorded by the Policy & Transition Manager. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

And further that this policy amendment be presented for information to the CSA membership at the 2023 Annual General Meeting.

Motion carried

4.11.9 Correspondence received July 13, 2022 re. Ratification of Appointed Directors

MOTION: That the correspondence re. Ratification of Appointed Directors be received from:

- Ishaka Maharaj
- Anthony Pereira
- Sanya Sareen
- Tess Vardy and
- Mauricio Fernandez

Motion carried

4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of part-time Bookkeeper:

Varnika Karavardi

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-
- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of part-time Bookkeeper; and
 - c) That Lee Anne Clarke, Business Manager, be appointed to the Hiring Committee for this position.

Motion carried

4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 27, 2022 be adjourned at 8:24 pm.

Motion carried

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Agenda – July 27, 2022

4.0	Call to Order	
4.1	Land Acknowledgement Member Mauricio Fernandez	
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 # 3 – July 13, 2022	
4.6	Executive Committee Minutes 4.6.1 Meeting # 6 – July 8, 2022	
4.7	Executive Updates 4.7.1 President – July 27, 2022 4.7.2 VP Student Experience (vacant) 4.7.3 VP Academic – July 27, 2022 4.7.4 VP External – July 27, 2022	
4.8	Director Reports	
4.9	CSA Service Update and Report	
4.10	Committee Updates and Reports 4.10.1 Summary of Committee Appointments	
4.11	Business 4.11.1 Presentation: Approval of CSA Audited Statements 4.11.2 Presentation: University Centre (UC) Board 4.11.3 CSA Letter re UC Board 4.11.4 Appoint CSA Members to University Centre (UC) Board 4.11.5 Appoint Hiring Committee – Bike Centre Coordinator 4.11.6 Appoint Hiring Committee – FoodBank Assistant 4.11.7 Appoint Hiring Committee – Clubs Administrative / Program Coordinator 4.11.8 Policy Amendment re Policy & Bylaw Review Committee (Notice of Motion provided July 13, 2022) <i>Continued...</i>	

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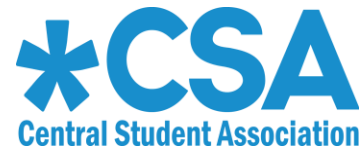
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	4.11.9 Correspondence received July 13, 2022 re. Ratification of Appointed Directors <ul style="list-style-type: none">• Ishaka Maharaj• Anthony Pereira• Sanya Sareen• Tess Vardy• Mauricio Fernandez	
4.12	New Business 4.12.1 Appoint Hiring Committee: Bookkeeper	
4.13	Announcements	
4.14	In Camera Session	
4.15	Adjournment	

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Minutes – July 27, 2022

4.0 Call to Order

The meeting was called to order at 6:05 pm.

4.1 Land Acknowledgement

Member Mauricio Fernandez presented the following Land Acknowledgement:

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

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

- Mauricio Fernandez, Board Member

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 27, 2022, be approved as printed and distributed.

Moved: Isha Maharaj

Seconded: Mauricio Fernandez

MOTION TO AMEND: That the agenda be reordered so that **Item 4.11.1 – Presentation: Approval of CSA Audited Statements** be placed as the first item of discussion.

Moved: Nicole Walker, President

Seconded: Isha Maharaj

Motion carried

MOTION TO AMEND: That the following item be added under New Business:

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- **4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper**

Moved: Nicole Walker, President

Seconded: Isha Maharaj

Nicole Walker, President, explained that this motion was time sensitive as the next Board meeting was not until the end of August, which would not permit a hiring until the end of September. This delay would impede operations when the clubs return earlier.

Motion carried

MOTION AS AMENDED

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 4 on July 27, 2022, be approved as amended with:

- the reordering of the agenda so that **Item 4.11.1 – Presentation: Approval of CSA Audited Statements** be the first item of discussion; and
- the addition of **Item 4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper.**

At this point, the Chair called for the vote on the motion as amended, to approve the agenda.

Motion carried

4.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

4.3 Ratifications and De-Ratifications

4.3.1 Ratify Appointed Directors

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

4.4 Comments from the Chair

Cameron Olesen, Chair: Good evening everyone and thank you for being here. We have a full agenda tonight, and specifically, we have the presentation by the Business Manager. For that, because Lee Anne is not a member, she will have to be extended

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speaking rights. In addition to that, we also have a policy amendment tonight which requires fall and winter quorum, which we do have tonight. Further, because it is an amendment of policy it requires a 2/3 vote. In addition to that, if you have a point of information, point of parliamentary procedure, point of order, or point of personal privilege, please raise your hand at any time during discussion. If you're looking to request the speaker's list, please type speaker's list in the chat.

4.4.1 Introductions and Pronouns

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

4.5 Approval of Past Minutes

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

4.5.1	CSA Board Meeting # 3	July 13, 2022
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Moved: Isha Maharaj

Seconded: Sanya Sareen

Motion carried

4.6 Executive Committee Minutes

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

4.6.1	Meeting # 6	July 8, 2022
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Moved: Isha Maharaj

Seconded: Nicole Walker, President

Motion carried

4.7 Executive Updates

The following updates were presented:

4.7.1 President

We are at the end of July, about to get into August and that feels surreal that we have been in our roles for three months now. By the time folks get back from

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vacation, we'll be three or four weeks away from O-week with students back on campus. This is super-exciting but also nerve-wracking because we have not had many interactions with students for the last year or two. One cool thing we are doing this year is that the Executive met and discussed our election platforms and what the key areas are that we want to focus on this year as an Executive for our students. Students elected us based on our platforms, so they had input on some of the things we were thinking of. Of course, part of our platform is that we want to proactively reach out to students and get a roadmap to students this year. We are also currently planning for the fall By-election. We are excited for you folks to get involved in the elections as well and interact with students. I am revamping our newsletter this year with our staff to communicate with students all of the things they pay for and maximize the value of all of the services that they contribute fees towards.

My last update is that we will be having a summer closure so our staff can take their CSA mandated vacation. We have a common vacation block from July 29 to August 15. You can check our website for updates on what services are open. If you are looking to reach out to folks, you will likely get a delayed response. So if you have anything pressing, I recommend reaching out before Friday. I will be around the second week of August, if there is anything super-pressing, feel free to reach out and I am happy to connect. Other than that, I am really excited for O-week. I also wanted to give Lee Anne a shout-out for working exceptionally hard and I am so lucky I get to work with her on a regular basis. This audit has been a two-year journey and now that it is done and approved, it feels completed which is a relief for the Business Office. So thank you folks for listening so intently to her presentation and for approving it.

Nicole Walker, President

4.7.3 VP Academic

Hey everyone, happy to be here again. Over the last few weeks, I have been working with one of my committees, the Open Accessibility Course Content Task Force, and the Executive to update the teaching excellence criteria. This is essentially an award to recognize professors for their relationships with students and favourable methods of teaching. I intend to strike a selection committee in the future so we can decide who the winners are for that – just something to keep in mind. Some of my academic initiatives that I have right now are basic hybrid learning, transfer credit possibilities for those in the military taking courses prior to university that are in line with their degree, course outlines to make sure information is correct and released efficiently at a similar time in comparison to other universities, and an Open Educational Resource course to inform students

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which classes have OER and which ones do not, so they can choose at their free will. More to come in the fall like the Dean's Honours List recalculation. I believe we are thinking it will change to a calculation that is independent to the number of credits that students take and shift to self-declaration for medical documentation and extenuating circumstances for extensions like that. Lots of discussions to be had. Otherwise for services, SHAC is still setting up in the fall and working with the Guelph Wellington legal clinic to fulfill professional office hours so they can provide legal advice. They are planning for their O-week events as well.

Mason Friebe, VP Academic

4.7.4 VP External

I attended some committees, like the Sexual Violence Education and Training Committee where we reviewed some modules and updates; these are the modules you can complete on CourseLink. I attended an Ontario Executive Committee which is the provincial component to the confederation of students. If anyone has any questions on what CSF is or want to get involved, you can reach out to me, and I can help you with that. I also went to the Guelph Transit office with Nicole, our President, and a few other CSA staff to ride one of Guelph's electric busses, which was very cool. For the Bike Centre, we are hoping to open in the fall. For the FoodBank, we are talking with the GSA to discuss the wait list issue that is still very prominent.

Jena-Lee Ashley, VP External

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

4.7.1	President	July 27, 2022
4.7.2	VP Student Experience (vacant)	
4.7.3	VP Academic	July 27, 2022
4.7.4	VP External	July 27, 2022

Moved: Isha Maharaj

Seconded: Jake Levy

Motion carried

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4.8 Director Reports

Sanya Sareen: Earlier this week I met with Nicole, our President and our past CRO to finalize our interview questions with our ARO Hiring Committee which was an exciting and productive meeting. We have an interview scheduled for Friday for a current ARO candidate.

There were no other Director updates.

4.9 CSA Service Update and Reports

There were no CSA Service Updates at this meeting.

4.10 Committee Updates and Reports

4.10.1 Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented to the Board of Directors meeting on July 27, 2022, be received as information.

Earl Evans, PTM: This is an information item. At its last meeting, the Board approved various membership appointments and new members to committees. These appointments will increase during the term of office, so I thought the Board would appreciate and benefit from a summary.

Cameron Olesen, Chair: Speaking of which, it may be of benefit to the Board members to speak on the requirement of the number of committees they are to sit on.

Earl Evans, PTM: It is in one of our policies, in Appendix J which is on our website under "Co-Curricular Transcript Policy" which outlines requirements specifically for the Board of Directors. Under "Validation Requirements", it states that directors must participate in at least two committees of the CSA, one of which must be a Hiring Committee, and attend a minimum of 70% of all meetings held by each committee at the time of ratification. Directors must attend all Hiring Committee meetings. The details are in Appendix J, Section 10.

Moved: Isha Maharaj

Seconded: Sanya Sareen

Motion carried

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4.11 Business

4.11.1 Presentation: Approval of CSA Audited Statements

(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.

Moved: Nicole Walker, President

Seconded: Isha Maharaj

Motion carried

Lee Anne Clarke, CSA Business Manager, presented the draft CSA Audited Financial Statements for the year ending April 30, 2021.

Typically, these statements would have been available in October 2021. However, the impact of COVID on staffing capacities and onsite audit procedures significantly slowed the process, requiring a full year to complete rather than the usual five to six months.

The Business Manager noted that the detailed financial work is reviewed by the President and the Finance Committee throughout the fiscal year, but the CSA Board is responsible for overseeing the CSA financial reporting process. After the draft statements are approved by the Board, the auditors at BDO LLP will prepare final statements to be received at the next AGM.

Lee Anne stated that the CSA is a not-for-profit corporation with annual revenue higher than \$500,000. It is required to be audited once a year, at a budgeted cost of \$17,000.

The report concluded: "The accompanying financial statements present fairly in all material respects the financial position of the association as at April 30, 2021, and its results of operations and cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations."

Lee Anne explained the four stages of the audit:

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In Stage One, the Business Office staff prepare detailed financial statements for the 13 CSA budget portfolios. This stage takes more than 100 hours to complete. In Stage Two, two onsite BDO auditors compare actual spending versus budgets, perform various test and ensure files, documents and statements are accurate. This stage takes five to six days.

In Stage Three, the on-site auditors have their findings reviewed by senior partners at BDO. During this time, clarification takes place with the CSA office. This stage takes three to four months. In Stage Four, the draft financial statements are prepared for approval by the CSA Board.

The Business Manager outlined the various types of assets, noting that they totalled \$5,704,054. The total liabilities were \$2,151,855 at that time. She noted that this number generally represents premiums for the health and dental plan.

Lee Anne explained that covid relief funds were received from our insurer for both the health and dental plans, since claims were reduced during this time. However, an increase in prescription costs resulted in a deficit in the health plan at year-end but the reserve funds were used to avoid an increase to the student fee.

In the statement of financial position, she noted that Unrestricted Net Assets, also referred to as Accumulated Surplus, stood at \$1,120,810, most of which was required to meet financial bylaw requirements and maintain cashflow to pay bills until revenue from the next student fees was received.

The Business Manager highlighted aspects of the various schedules for each portfolio, noting revenue and expenditure details for CSA services.

In summary, BDO concluded that CSA accounting practices were sound, revenues and expenses were properly recorded, the funds collected and spent were consistent with our financial policies, and the Association was able to continue as a “going concern”.

At the conclusion of the presentation, there were no questions or comments from the Members of the Board.

(b) Approval of CSA Audited Statements

WHEREAS the CSA Audited Financial Statements were delayed due to the impact of Covid-19 and were not available to be presented at the 2022 Annual General Meeting;

MOTION: That the presentation by Lee Anne Clarke, CSA Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2021, be received;

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FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2021 be approved;

AND FURTHER that the CSA Audited Financial Statements for the Year Ended April 30, 2021 be presented for information at the 2023 Annual General Meeting.

Moved: Isha Maharaj

Seconded: Jena-Lee Ashley, VP External

Motion carried

4.11 2 Presentation: University Centre (UC) Board

Nicole Walker, President: I thought that prior to going into the motion that it would be of interest to our Board if I gave an overview of the UC Board, what it does and its history because I find history has a tendency to repeat itself. It is very important to continue to pass down that history to student leaders year after year, especially when the University relies on students forgetting that history. I'll start by saying the UC Board is a unique department on campus and that's because of the history of which the UC was founded. It is the only autonomous ancillary operation on campus because the staff members are University employees, but the operation itself is autonomous. This means there is a Board of representatives (50% students and 50% University staff) who come together to make the UC Board, similar to how our Board is organized. They oversee the operations of the UC (Brass Taps, mail room, general space, etc.).

In 1966, students voted in favour of a student union building fee for a student-controlled building, which is now the UC. Unfortunately, the University administration took over the project and then stopped collecting the student union fees, which bankrupted the student union at the time. In 1971, the administration started building the UC without consulting the students and that construction continued into 1972. In 1973, students voted for another student union, which is now the CSA. In 1974, the CSA President at the time, Tim Hawkins, sued the University for \$1.4 million for misappropriating the funds set aside for the UC. In 1978, they settled out of court for a student majority on the UC Board. However, the University President technically has veto power, meaning that the Board has equal representation of students and University representatives. The Board of Directors governs the finances, operations and space allocation of the building. In 1979, the CSA incorporated.

In 1992, the University tried to take over the UC in which the joint working agreement was created. In 2008, the Board conducted a space audit and the UC Board was able to give two spaces on the second floor designated as CSA space managed by the CSA. In 2011 and 2012, students had two years worth of sit-ins to draw attention to the lack of student space to meet student needs. The University responded by opening Peter Clark Hall for

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study space. In 2021, the University attempted to take control of the UC again by bringing a motion forward, but the motion was defeated. In a subsequent meeting, a working group was created to update the joint working group which was mutually agreed upon by the VP Finance of the University of Guelph and the members of the UC Board.

In July 2022, it was brought to the attention of the UC Board that the Board of Governors approved the University 2022/2023 budget plan which included a change in the UC financial reporting structure. This means the UC Board will have power only to make decisions regarding space allocations. In summary, the UC was built by students for students, the CSA exists because of the UC building. It is really important that as students who want our voices heard, that we advocate for proper consultation (going through proper processes), as students we have a responsibility to keep the history of the UC alive because the University is going to count on us forgetting. The change they are proposing means they have greater oversight over the UC building than students. I'm happy to answer any questions folks have; I know that was a lot of information in a short period of time. I will also send out this presentation as information after as well.

Mauricio Fernandez inquired about the budget for the UC and access to minutes from the UC Board meetings.

In response, both the President and the VP Academic offered to locate budget information and minutes. Member Maharaj suggested if discussion of this matter was in camera so there would be no access to the UC Board minutes.

Isha Maharaj referenced one of the CSA reps who became Vice Chair and joined the Executive Committee.

The President responded that she had not heard from the Vice Chair directly. Since the letter came out on July 20, CSA reps have met with UC Services and the Chair of the UC Board. The UC Board was not notified of the decision to change the reporting structure until the letter came out on July 20. The University made the change, and the Vice Chair would not have had access to that information. The working group was supposed to meet with the VP Finance of the University of Guelph and also the Vice Chair and that group has not met.

MOTION: That the presentation: **University Centre Board**, from Nicole Walker, CSA President, be received as information.

Moved: Isha Maharaj

Seconded: Martha Yiridoe

Motion carried

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4.11.3 CSA Letter re. UC Board

MOTION: That the draft letter re. the University Board, presented by Nicole Walker, CSA President, at the CSA Board meeting on July 27, 2022, be approved, to be circulated to members of the UC Board to add signatures of support prior to sending to the University of Guelph President.

As the letter was written since the agenda was distributed, the President read it at the meeting.

Moved: Isha Maharaj
Seconded: Jake Levy

Nicole Walker, President: The purpose of this letter isn't to reverse or change decisions, it's to ensure we follow the proper channels that were mutually agreed upon between the students and the University so that students get the proper consultations. Secondly, even though they said space allocation wouldn't be affected, if the reporting structure change does happen, it'll mean that we won't have as much of a voice over financial and operational decisions, and it slants the power of the UC to the University administration. We're trying to maintain the balance that exists between the University administration and the students.

Motion carried

4.11.4 Appoint CSA Members to University Centre (UC) Board

WHEREAS the University Centre is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees;

WHEREAS the CSA believes that the University Centre should be controlled by students;

AND WHEREAS the UC Board is comprised of students, University appointees, alumni, club representatives and CSA Board members;

MOTION:

a) That the following one CSA member be appointed to the UC Board for up to two years:

Mauricio Fernandez

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- b) That the following new member recommended by the application process be appointed to the UC Board for up to two years:

Emilie De Lima

- c) That the following five CSA members be appointed as Alternate Members to the UC Board:

Tess Vardy

Moved: Nicole Walker, President

Seconded: Sanya Sareen

Nicole Walker, President: In terms of the UC Board, it is really important that we have ten undergraduate students and have these seats filled at all times because we never know what business will arise on the UC Board. I really encourage folks to put their name forward if not as the one CSA member who sits on the Board, then as an alternate. Alternates are super-important for when folks can't attend meetings to fill the space to ensure student voices are represented on the UC Board. My second note is that we do a rolling application for the UC Board and did a hiring and applicant process with the committee in the winter semester and then we keep the application open throughout the summer until we can fill the positions on the UC Board. This individual submitted an application, answered questions and submitted their resume, and you're making sure they fulfill the criteria that has been set out for a UC Board member as an undergraduate student. I'm happy to answer questions that folks have.

Isha Maharaj encouraged members to volunteer, due to the importance of having everyone attend. There are University staff present at the meetings but the students have the power in numbers. If all students including alternates are not present, the University side can do what they want. She noted that everyone has a lot on their plate, but alternate membership is not as much of a time commitment.

Nicole Walker, President, wanted to ensure that directors do not feel the time commitment is a barrier from participating even as an alternate member to the UC Board. The UC Board meets monthly for an hour and a half on the first Tuesday of every month. The undergraduate student caucus meets beforehand to discuss the agenda points and have a unified student voice. That is usually 30 minutes a week prior. Sub-committees may meet monthly for about half an hour. The time commitment is a maximum of a two and a half hours monthly and much less for an alternate member. She recommended it as a great way to fulfill the committee requirement and encouraged everyone to participate.

Motion carried

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4.11.5 Appoint Hiring Committee – Bike Centre Coordinator

WHEREAS the CSA recognizes the need to fill a vacancy in the position of Bike Centre Coordinator for the 2022-2023 year;

WHEREAS CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

WHEREAS CSA Policy Appendix A: Executive Portfolios, Section 5.3 states that the Vice President External supervises the CSA Bike Centre;

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Bike Centre Coordinator:

Martha Yiridoe

- b) That Jena-Lee Ashley, VP External, be appointed to the Hiring Committee for the position of Bike Centre Coordinator; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of Bike Centre Coordinator.

Moved: Jena-Lee Ashley, VP External

Seconded: Sanya Sareen

Jena-Lee Ashley, VP External, stated that the CSA wants to open the Bike Centre in the fall and to do that, a Coordinator is required.

Motion carried

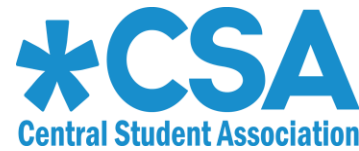
4.11.6 Appoint Hiring Committee – FoodBank Assistant

WHEREAS the CSA recognizes the need to fill a vacancy in the position of FoodBank Assistant for the 2022-2023 year;

WHEREAS CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

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WHEREAS CSA Policy Appendix A: Executive Portfolios, Section 5.3 states that the Vice President External supervises the CSA FoodBank staff;

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of FoodBank Assistant:

Sanya Sareen

- b) That Jena-Lee Ashley, VP External, be appointed to the Hiring Committee for the position of FoodBank Assistant; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of FoodBank Assistant.

Moved: Mauricio Fernandez

Seconded: Nicole Walker, President

Nicole Walker, President, emphasized the importance of this Hiring Committee. Over the summer, she and the VP External have been part of the FoodBank Operations Committee and have seen a wait list of more than 90 students. Limited staff is available, and the CSA is currently in the process of meeting legislative requirements to have volunteers in this space; volunteers are to be treated according to legislation almost like staff members; they just don't get paid. When staff are absent, it reduces the ability to provide food to the visitors. The goal is to provide more support to the FoodBank so the visitors are able to access those supports.

Motion carried

4.11.7 Appoint Hiring Committee – Clubs Administrative / Program Coordinator

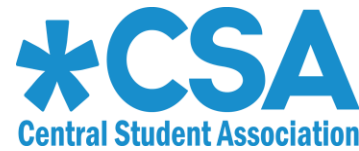
WHEREAS the CSA recognizes the need to fill a vacancy in the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator for the 2022-2023 year;

WHEREAS CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member;

WHEREAS CSA Policy Appendix A: Executive Portfolios, Section 3.9 states that the Vice President Student Experience (vacant position) supervises the CSA Clubs; and

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WHEREAS during the vacancy in the Executive position, the CSA Clubs are supervised by the President;

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator:

Isha Maharaj

- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator; and
- c) That the President, in consultation with the Business Manager, appoint a suitable staff member to the Hiring Committee for the position of Clubs Administrative Coordinator and/or Clubs Program Coordinator.

Moved: Nicole Walker, President

Seconded: Anthony Pereira

Nicole Walker, President, explained that only one position is being hired. Recently, a vacancy arose in the Clubs Administrative Coordinator position. The current Clubs Program Coordinator is travelling internationally and cannot be contacted at this time. For continuity, the Program Coordinator will be given the choice which position they wish to fill. The position not chosen will be the one position to be hired.

Motion carried

4.11.8 Policy Amendment re Policy & Bylaw Review Committee

(Notice of Motion provided July 13, 2022)

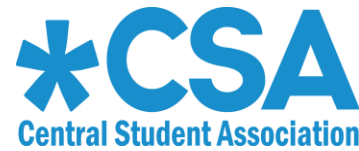
MOTION: That CSA Policy Appendix D: CSA Committees be amended as follows:

That **Appendix D: CSA Committees, Section 8.3.1** be deleted and replaced with the following wording:

The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Manager is responsible for collecting discussion items and coordinating agenda preparation.

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That **Appendix D: CSA Committees, Section 8.3.2** be deleted and replaced with the following wording:

The PBRC minutes will be recorded by the Policy & Transition Manager. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

And further that this policy amendment be presented for information to the CSA membership at the 2023 Annual General Meeting.

Moved: Nicole Walker, President

Seconded: Jake Levy

Nicole Walker, President, praised this motion in the sense that the CSA is a student organization for students by students. This is one of the only instances where a staff member is the chair of a committee. Part of the CSA mandate is to provide unique and meaningful opportunities for students. The President expressed excitement for this policy change as “an awesome and rewarding opportunity” for a Board member to chair the PBRC.

Motion carried

4.11.9 Correspondence received July 13, 2022 re. Ratification of Appointed Directors

MOTION: That the correspondence re. Ratification of Appointed Directors be received from:

- Ishaka Maharaj
- Anthony Pereira
- Sanya Sareen
- Tess Vardy and
- Mauricio Fernandez

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion carried

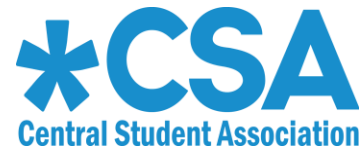
4.12 New Business

4.12.1 Appoint Hiring Committee – Part-Time Bookkeeper

WHEREAS the CSA recognizes the need to hire a part-time Bookkeeper;

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WHEREAS CSA policy requires a Hiring Committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

WHEREAS CSA Policy Appendix A: Executive Portfolios, Section 2.6.5 states that the President acts as the Executive liaison with the Business Office;

MOTION:

- a) That the following CSA Director be appointed to the Hiring Committee for the position of part-time Bookkeeper:

Varnika Karavardi

- b) That Nicole Walker, President, be appointed to the Hiring Committee for the position of part-time Bookkeeper; and

- c) That Lee Anne Clarke, Business Manager, be appointed to the Hiring Committee for this position.

Moved: Isha Maharaj

Seconded: Nicole Walker, President

Nicole Walker, President, stressed the importance of providing support for the Business Office. With regard to the time sensitivity, she mentioned that CSA staff are soon on vacation for two weeks. By starting the two-week hiring process now and posting the job descriptions, this allows the CSA to have the Hiring Committees ready to hire the staff prior to the start of the busy fall semester.

Motion carried

4.13 Announcements

Earl Evans, PTM: I am enjoying my interim position with the CSA. I was in the position full time from 2018-2020 and it is quite a privilege to be helping on an interim basis in the summer working with some excellent staff, Board members and Executive. One thing I want to mirror from the President's comments is about the upcoming by-election. We had a meeting this afternoon and it will be important to work with Members of the Board. We look forward to your help to not only increasing the number of voters but also increasing the number of candidates running from the Colleges. I am on vacation next week but not the second week. If there is anything I can do to help the Board Members, email is the best way to contact me.

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Nicole Walker, President: It feels great to get through another Board meeting. I'm playing in two volleyball tournaments this weekend, so I'm really excited for that. I had an injury in my lat muscle but am fully recovered and can crush volleyball this weekend. I'm going to be on vacation next week and will be unreachable because I will be in the deep woods of Algonquin Park with my family. My four siblings and parents will be going backcountry paddling for four days which we've never done before. I planned the journey with reservations, canoe rentals and meal prepping. I'm really excited about all our plans for the fall semester. It feels like an accomplishment knowing we're checking off all these things to get done for students. Our future selves will thank our past selves for all the planning we've been doing. I'll keep you folks updated on the follow-up information regarding the questions for the UC Board. I'll also copy you folks in the email once we send it to the President so you can see that correspondence.

Mason Friebe, VP Academic: Nothing too crazy to announce other than I'm also looking forward to my vacation. I'm going to Muskoka and going to take the boat out, maybe see a few concerts. As always, it's great to be here with everyone and I look forward to future meetings. If you have any questions or academic concerns, feel free to reach out.

Jena-Lee Ashley, VP External: I'm also really looking forward to my vacation. I'm going to visit my grandparents. All of my friends who I met at university are also coming up for one weekend because no one ever goes up north and I want everyone to see it. For my second week off, I will be doing nothing but playing games.

Sarah Kurtz, Scribe: I'm also going to Algonquin Park this weekend for a week; not in the back country but we will be doing some canoeing and hiking, so I'm really excited for that.

Anthony Pereira: I managed to teach myself how to do a kip-up today. It's basically you on your back and then kick up and you land in a squat position on your feet. Very cool, you can search it online.

Isha Maharaj: I'm very excited for O-week, we have a lot of fun events that are in person. Even though it's for first year students, I do hope that some of you can make it. I spent two days looking at quotes for golf carts which is something I never thought I would spend that much time doing.

Varnika Karavardi: Hi everyone. There are a few exciting things happening in my life. Firstly, I am making the most out of living with my parents before I fly in 15 days or so. Another awesome thing is I will be seeing my boyfriend after about a year. We've been in long distance since I moved to Canada so I'm really looking forward to that. I'm also looking forward to the O-week events like Isha is and can't wait to plan the logistics.

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This is the first time I have so much on my plate, and I hope I am responsible enough to plan it properly.

Sanya Sareen: Hi everyone. Congratulations on another successful meeting. I have been enjoying my summer on top of working at the Bookstore. I have been making the most out of my summer. There have been so many nice sunsets the past few weeks so that's been really nice to see and to be outside. I joined a Bollywood Zumba class in Guelph which has been so much fun.

Tess Vardy: A large part of my role with GQE is planning O-week events so if you hear about a GQE O-week event, please come say hi! On a personal note, I am tuning in from a family vacation right now and I actually did go to yoga yesterday which was one of the highlights of my entire life.

Cameron Olesen, Chair: Thank you everyone for coming tonight. No chicken sightings as of late though I do have to hunt down the chipmunk who's been digging up my potato patch. So I'll be doing that over the next couple of days.

4.14 In Camera

No In Camera session at this meeting.

4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 27, 2022 be adjourned at 8:24 pm.

Moved: Isha Maharaj

Seconded: Sanya Sareen

Motion carried

Approved by the Board of Directors		Date: August 31, 2022	
Signed: _____		Date: _____	
Cameron Olesen Board Chair			
Signed: _____		Date: _____	
Earl Evans Policy & Transition Manager (Interim)			