

# AGENDA

Board of Directors Meeting # 10

November 15, 2023 – 6:00 pm



## Agenda – November 15, 2023

<b>10.0</b>	<b>Call to Order</b>	
<b>10.1</b>	<b>Land Acknowledgement</b> Member Mckenna Williams	
<b>10.2</b>	<b>Adoption of the Agenda</b> 10.2.1 Approve the Agenda 10.2.2 Declarations of Conflicts	1
<b>10.3</b>	<b>Ratifications and De-Ratifications</b>	
<b>10.4</b>	<b>Comments from the Chair</b> 10.4.1 Introductions and Pronouns	
<b>10.5</b>	<b>Approval of Past Minutes</b>	
<b>10.6</b>	<b>Executive Committee Minutes</b> 10.6.1 Meeting # 16, October 16, 2023	2 3
<b>10.7</b>	<b>Executive Updates</b> 10.7.1 President – October 18, 2023 10.7.2 President – November 15, 2023 10.7.3 VP Student Experience – November 15, 2023 10.7.4 VP Academic – November 15, 2023 10.7.5 VP External – November 15, 2023	8 9
<b>10.8</b>	<b>Director Reports</b>	
<b>10.9</b>	<b>CSA Service Update and Report</b> 10.9.1 FoodBank Service Update	11
<b>10.10</b>	<b>Committee Updates and Reports</b> 10.10.1 Summary of Committee Appointments 10.10.2 Hiring Committee Report: Front Office Assistant 10.10.3 Hiring Committee Report: FoodBank Assistant 10.10.4 Hiring Committee Report: Clubs Coordinator 10.10.5 PBRC Meeting Minutes – July 17, 2023	13 18 19 20 21
<b>10.11</b>	<b>Business</b> 10.11.1 Sub-Committee Statement on the War in the Middle East 10.11.2 Appoint member to Student Health and Dental Plan Committee 10.11.3 Appoint Member to Elections Appeals Board 10.11.4 Appoint Member to SEIF Committee 10.11.5 Appoint member to CSA/GSA Transit Committee	26 28 29 33 41
<b>10.12</b>	<b>New Business</b> 10.12.1	
<b>10.13</b>	<b>Announcements</b>	
<b>10.14</b>	<b>In Camera Session</b> 10.14.1	

**AGENDA**

Board of Directors Meeting # 10  
November 15, 2023 – 6:00 pm



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10.15	Adjournment	42
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## Motion

Board of Directors Meeting # 10  
November 15, 2023



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### Item 10.2.1 (a) Approve the Agenda

**MOTION:** that the agenda for the CSA Board of Directors Meeting # 10 on November 15, 2023, be approved as printed and distributed.

**Moved:**

**Seconded:**

### Item 10.2.1 (b) Amend the Agenda

**MOTION TO AMEND:** that the agenda be reordered so that item **10.9.1: FoodBank Service Update** is the first item of discussion.

**Moved:** Shaima Alam, President

**Seconded:**

### Item 10.2.1 (c) Approve the Amended Agenda

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 10 on November 15, 2023, be approved as amended with:

- The reordering of the agenda so that item **10.9.1 FoodBank Service Update** is the first item of discussion.

**Motion**

Board of Directors Meeting # 10  
November 15, 2023



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**Item 10.6**  
**Executive Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
10.6.1	Meeting # 16	October 16, 2023

**Moved:**

**Seconded:**

## Minutes

Executive Committee Meeting (ECM)

Meeting #16 – October 16, 2023 – 7:00 pm

MS Teams



**Members:** Shaima Alam (President, Chair), Junpyo Lee (VP Academic, Secretary), Samar Tariq (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 7:00 pm**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

**4.0 Approval of the Previous Executive Committee Minutes**

Meeting #15 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

We have hired a new Foodbank Assistant and Front Office Assistant. Some optional training has been sent out. Working on updating evaluation templates with supervisors. All staff meeting for next week agenda made, if any items need. New vacancy in clubs coordinator position.

**5.1.2 Supervisory**

**Bullring**

Bullring is doing a bunch of events to increase engagement, Board Game Nights on Mondays, live shows, weekly specials, and open mic.

**Elections**

By-Election F23 voting began this week. Will end on Friday and, if quorum is not met, the extension will be until Wednesday next week. The form ensures a secure login, post-voting, there will be validation of the votes, to cross reference they are CSA members/college members for director votes. All Candidates Forum happened; recording is posted. Link for recording and voting is in Instagram bio and I sent an email with on Monday.

**5.1.3 Committees**

**External Committees:**

SLEF Review Committee we reviewed some applications. In the Compulsory Fees Committee, they are following our memorandum policy moving forward.

## Minutes

Executive Committee Meeting (ECM)

Meeting #16 – October 16, 2023 – 7:00 pm

MS Teams



Will be reviewing fee proposals. Sitting on quite a few sub-committees for CFC. SEC, hosted the 2nd meeting. Cannon Operating Committee has been resumed after over 7 years, we have approved a quote to update the website for accessibility, hoping for a soft launch by December. Reviewing terms of reference in the next.

### **Internal Committees:**

Had the orientation meeting for SEIF committee. Interim SEIF coordinator hired, according to policy that was updated over the summer, website, form, budget, report, and promo has been updated. Deadline upcoming on the 18th. Election and Referendum Committee have been held regularly by CRO. Chairing the hiring committee for CSA Clubs Coordinator.

### **5.1.4 Miscellaneous**

#### **Events**

For the end of October, with the Student Experience Coordinator, I've spent a lot of time on event planning since it's when students enjoy the most engagement. We have sexy bingo this week, I've developed some minigames to play between bingo from help from the Wellness Education and Promotion Centre. This way it's a more engaging way to inform students about sexual education and have fun. We are collaborating with IHC and OCUS to hold Halloween Haunt on Oct 28th, so taking students to Canada's Wonderland. Holding a Monster Mash on October 27th at Brass Taps, a DJ dance with food, and a costume contest. Hypnotist Show on Nov 2nd at PCH bringing in Jeff West. Planning for AGM has begun.

#### **Social Media**

Starting a new series about the history of CSA with fun facts about what the organization does. Board summary reel continues to be posted, Frank Friday this week, and Mocktail Monday continues. Services have been good with adding csaguelph as collaborators for all their posts, and only putting posts on their grids that were designed by PSC.

#### **Newsletter**

Sent October Newsletter with Bike Centre and Bullring service spotlight. Promoted the last day of Fall Reading Week, By-Election, SEIF deadline and ton of events.

### **5.2 ~~VP Student Experience (Vacant)~~**

### **5.3 VP Academic**

#### **5.3.1 Supervisory**

## Minutes

Executive Committee Meeting (ECM)

Meeting #16 – October 16, 2023 – 7:00 pm

MS Teams



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### **SHAC**

SHAC Coordinators' evaluation will be completed before the end of October.

### **Student Memorial Service**

Completed successfully, report is being prepared with the business office.

### **5.3.2 Committees**

#### **Calendar Review Committee**

2024 – 2025 calendar year for both Guelph main campus and Guelph-Humber is being discussed, no major change so far, focused on updating calendar and course offerings based on the updated course curriculums.

### **5.3.3 Miscellaneous**

#### **Fall Reading Week Referendum**

Survey is completed as of October 13, and the result will be posted on CSA Instagram before Friday, October 20. CSA will go with the student opinion, in favour of Fall Reading Week, and take next step: Referendum.

## **5.4 VP External**

### **5.4.1 Supervisory**

#### **FoodBank Hiring Committee**

The new FoodBank assistants' hiring process is complete. We are finalizing our candidates' onboarding and are excited for our coordinator to get much needed help in arriving at the volume of responsibilities that come with running the FoodBank operations.

FoodBank this month has been able to secure immense donations, including from the athletics food drive from the floor ball games this weekend. Some of these donations are also yearlong promises in kind, so we've got a new variety of buns and other items.

### **5.4.2 Committees**

#### **Sexual and Gender Based Violence Committee**

CSA with collaboration to campus support groups and student coalition representatives discussed the statistics and ongoing steps to improve the capacity of councilors, supporting students is extended multilateral ways, tailoring assistance to their specific circumstances and following up after student one on one's to ensure safety of the students and success of the support offered. This improvement will be continuous as the years progress, with monthly meetings held.

#### **Sustainability Action Fund**

## Minutes

Executive Committee Meeting (ECM)

Meeting #16 – October 16, 2023 – 7:00 pm

MS Teams



We are reviewing the first round of student applications for this fund this month, which students apply to for support in pushing a sustainability project on campus. All projects approved will begin their first phase in planning, for a later release date on funding.

### 5.4.3 Miscellaneous

Hello folks! For my VP External update, I would like to highlight that the National Day of Action is in full send. With OPIRG officially partnering with us on this student movement, we have promo launches planned in our instagram grid posts, insta stories, CSA kiosks on campus, poster run and a big UC banner on display leading up to the day of action on November 8th. We are launching a central Microsoft form to collect sign ups for buses.

I am also revising the direction of the committees I chair, such as The Suppliers Code of Ethical Conduct and Purchasing committee and the Affordable Student Housing Task Force committee. Once more clear boundaries on our mission are directed by me, I will be striking meetings for these committees. We did have our first Guelph Transit meeting for the school year and loads of student feedback was given to Guelph Transit using our Microsoft form we launched last week. The feedback was taken extremely well, with a working group stemming from the conversation. This working group will provide short term resolutions for student complaints with Guelph Transit, while they develop long term measures for improvement to routes and service in compliance with their budget and capacity, one route at a time.

## 6.0 Business

**6.1 Motion:** To strike CSA Clubs Coordinator Hiring Committee and that the following be appointed to the CSA Clubs Coordinator Hiring Committee: Shaima Alam (CSA President, Chair), Junpyo Lee (VP Academic), Jack Fisher (Student Experience Coordinator).

**Moved:** Shaima Alam

**Seconded:** Junpyo Lee

**Motion Carried.**

**6.2 Motion:** Whereas the executives send an email to Irene Thompson and Byron to request academic amnesty to be communicated to all professors regarding deadlines which fall on November 8th, to allow accessibility expansion to any students who wish to advocate for their right to affordable education

**Moved:** Samar Tariq

**Seconded:** Junpyo Lee



## Minutes

Executive Committee Meeting (ECM)

Meeting #16 – October 16, 2023 – 7:00 pm

MS Teams



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### **Motion Carried.**

#### **6.3 Motion:**

**Whereas** the President and Student Experience Coordinator are organizing a Taylor Swift Night on November 24<sup>th</sup> as the highlight event of the semester

**Whereas** the President and Student Experience Coordinator are not very familiar with the fandom of Taylor Swift

**Be it resolved** to strike a Taylor Swift Committee to provide ideas and feedback to the President and Student Experience Coordinator, to create a stellar event

**Be it further resolved** that the following be appointed to the Taylor Swift Committee: Shaima Alam (CSA President, Chair), Jack Fisher (Student Experience Coordinator), Emma Bradley (CSA Promotional Services Coordinator and Taylor Swift Fan), and Julia Mellary (Taylor Swift Fan).

**Moved:** Shaima Alam

**Seconded:** Samar Tariq

**Motion Carried.**

#### **7.0 New Business**

No new business.

#### **8.0 In Camera**

There was no in-camera session.

#### **9.0 Adjournment @ 8:32 pm**

**Next Meeting: October 23, 2023**

**Item 10.7**  
**Executive Updates**

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

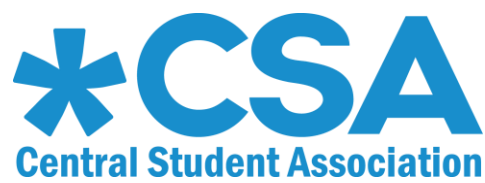
10.7.1	President	October 18, 2023
10.7.2	President	November 15, 2023
10.7.3	VP Student Experience	November 15, 2023
10.7.4	VP Academic	November 15, 2023
10.7.5	VP External	November 15, 2023

**Moved:**  
**Seconded:**

## Executive Update

President

October 18, 2023



### **General Update:**

October is the month of engagement! A lot of the work done through this term is culminating in the upcoming weeks.

### **Ongoing Projects:**

**CSA Staff Update + Training:** We have hired a new Foodbank Assistant and Front Office Assistant. Vacancy in the Clubs Coordinator position, we posted it, closes this week. Some optional training for staff has been sent out. Working on updating evaluation templates with supervisors. Having second All-Staff meeting next week. Beginning the change to all-staff structure from now on to include an activity in first half, and second half is only important highlights. You will be seeing all our services give their service introduction this semester. Begun planning in the transition for incoming executives. November will have a heavy focus on training the new execs and supporting them in growing into their roles, in hopes that in the Winter semester they can lead.

### **Outreach, Publicity, & Promotion:**

#### Social Media

Starting a new series about the history of CSA with fun facts about what the organization does. Board summary reel continues to be posted, Frank Friday this week, and Mocktail Monday continues. Services have been good with adding csaguelph as collaborators for all their posts, and only putting posts on their grids that were designed by PSC.

#### Newsletter

Sent October Newsletter with Bike Centre and Bullring service spotlight. Promoted the last day of Fall Reading Week Survey, By-Election, SEIF deadline, and ton of events.

#### Events

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### **External Committees:**

## Executive Update

President

October 18, 2023

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SLEF Review Committee we reviewed some applications. In the Compulsory Fees Committee, they are following our memorandum policy moving forward. Will be reviewing fee proposals. Sitting on quite a few sub-committees for CFC. SEC, hosted the 2<sup>nd</sup> meeting. Cannon Operating Committee has been resumed after over 7 years, we have approved a quote to update the website for accessibility, hoping for a soft launch by December. Reviewing terms of reference in the next.

### **Internal Committees:**

Had the orientation meeting for SEIF committee. Interim SEIF coordinator hired, according to policy that was updated over the summer, website, form, budget, report and promo has been updated. Deadline upcoming on the 18<sup>th</sup>. Election and Referendum Committee have been held regularly by CRO. Chairing the hiring committee for CSA Clubs Coordinator.

### **Services:**

**Bullring:** Bullring is doing a bunch of events to increase engagement, Board Game Nights on Mondays, live shows, weekly specials, and open mic.

**Elections:** By-Election F23 voting began this week. Will end on Friday and, if quorum is not met, the extension will be until Wednesday next week. The form ensures a secure login, post-voting, there will be validation of the votes, to cross reference they are CSA members/college members for director votes. All Candidates Forum happened; recording is posted. Link for recording and voting is in Instagram bio and I sent an email with on Monday.

Shaima Alam

## **Motion**

Board of Directors Meeting # 10  
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### **Item 10.9.1 FoodBank Service Update**

#### **(a) Extend Speaking Rights to FoodBank Coordinator**

**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 Joy Amyotte, FoodBank Coordinator, to present the FoodBank Service Update.

**Moved:**

**Seconded:**

#### **(b) Receive the FoodBank Service Update Presentation**

**MOTION:** to receive the FoodBank Service Update, as in included in the board agenda package and as presented by Joy Amyotte, as information.

**Moved:**

**Seconded:**

## Service Update

Board of Directors Meeting # 10

November 15, 2023



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### FoodBank Service Update

Guelph Student FoodBank was founded in 2004 by the CSA because of the rising prevalence of food insecurity on campus. Since then, our service has grown but, unfortunately, so has the issue of food insecurity.

Food insecurity is more common of an issue than most believe. That is why our service is so important.

Our foodbank provides 30 items a month to each visitor, and they have a choice between basic foods, study snacks, cooking essentials and toiletries, along with a variety of cultural items. On average, we distribute over 3000 items each month.

Each year we serve over 300 students. 80% are graduate students. 75% are international students.

Since I have become FoodBank Coordinator there has been many positive changes:

1. The registration process is safer and more efficient by using Microsoft Forms instead of Qualtrics and Google Forms.
2. Effort is being made to provide more international foods and to also bring in special items/treats around cultural/religious holidays.
3. Foodbank hours have changed to better serve visitors. If there is a holiday Monday, we will also open on Thursday. We are also working on increasing service hours Monday through Wednesday to increase our visitor capacity.
4. We now send thank you cards out to donors to foster positive relationships between the CSA and the community.

On November 1<sup>st</sup>, we completed our annual re-registration. 125 visitors re-registered and 50 more will be taken off the waitlist to max our capacity at 175 visitors. Once we extend our hours it is possible to remove an additional 5-10 students from the waitlist. This will leave 70-80 students on the waitlist.

Since August we have had 7 food drives/fundraisers, raising a total of \$10,456 from in-kind donations and \$963 from cash and cheque donations. We are currently planning 2 more food drives/fundraisers as of right now.

Although there is significant community support, we must keep a waitlist because of our capacity issues. The building we operate out of is small, which limits the amount of food we can store and the number of staff we can have working. To put this into perspective our working space is 51 meters squared while an average classroom in MacKinnon is 72 meters squared. We must work within these restrictions.

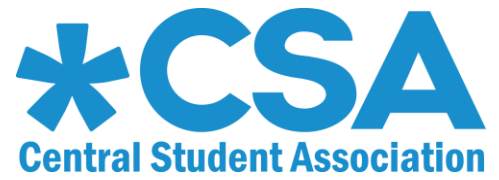
The Foodbank is always open to suggestions on how we can improve the service should you ever get an idea. Thank you!

## Information Report

Board of Directors Meeting # 10

November 15, 2023

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### Item 10.10.1

#### Summary of Committee Appointments

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

**Moved:**

**Seconded:**

## Information Report

Board of Directors Meeting # 10

November 15, 2023



The following Summary of Committee Appointments is provided as information:

### Sub Committee – Statements on Conflict in the Middle East

Appointed: October 23, 2023

Jake Levy	Director
Daniel Neiterman	Director
Naomi Amayaevbo	Director
Natalie Wilkinson	Director

### University Centre Board

Appointed: October 18, 2023

Naomi Amayaevbo	UC Board Member
Eknor Walia	Alternate UC Board Member
Rachel Marcus	Alternate UC Board Member

### Athletics Advisory Council

Appointed: October 18, 2023

Junpyo Lee, VP Academic	CSA Executive Representative
Jake Levy	CSA Representative

### Art in the Bullring Winner Selection Committee

Appointed: October 4, 2023

Abdul Rafe Khan	Director
Samantha Scott	Director
Rachel Marcus	Director

### University Centre Board

Appointed: September 13, 2023

William Coleman	UC Board Member
Zohniyya Qutub	UC Board Member
Nicola Whitlock	UC Board Member
Manahil Zaid	UC Board Member
Aadya Kapoor	UC Board Member
Junpyo Lee, VP Academic	UC Board Member
Jake Levy	Alternate UC Board Member
Samantha Scott	Alternate UC Board Member
Jonah Greenhut	Alternate UC Board Member



## Information Report

Board of Directors Meeting # 10

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### Elections Appeals Board

Appointed: September 13, 2023

Emma Lebrun	Director
Taylor Legge	Director
Abdul Rafe Khan	Director
Jasmine Gill	General CSA Member
Jadyn Koehler	General CSA Member

### Elections and Referendum Committee

Appointed: September 13, 2023

Mauricio Fernandez	Director
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### Elections and Referendum Committee

Appointed: August 30, 2023

Shaima Alam	President
Colleen Bovay	Policy and Transition Coordinator
William Coleman	Chief Returning Officer
Lauren Pyne	Assistant Returning Officer
Jonah Greenhut	Director

### Student Initiative and Event Funding Committee

Appointed: July 19, 2023

Shaima Alam	President
Junpyo Lee	VP Academic
Daniel Spinner	Director
Noam Einy	Director
Natalie Wilkinson	Director
Emma Lebrun	Director

### Co-curricular Experiential Learning Integrity Committee

Appointed: July 5, 2023

Junpyo Lee	VP Academic
Samar Tariq	VP External

### Finance Committee

Appointed: June 21, 2023

## Information Report

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Shaima Alam	President
Junpyo Lee	VP Academic
Mauricio Fernandez	Director
Mason Friebe	Director
Taylor Legge	Director

### Student Affordable Housing Taskforce

Appointed: May 31, 2023

Samar Tariq, VP External	Committee Chair
Junpyo Lee, VP Academic	Second Executive Member
Mauricio Fernandez	Director
Mason Friebe	Director
Naomi Amayaevbo	Director

### Policy and Bylaw Review Committee

Appointed: May 31, 2023

Colleen Bovay	Policy and Transition Coordinator
Shaima Alam, President	Executive Member
Jake Levy	Director
Mason Friebe	Director
Mauricio Fernandez	Director

### Late Payment Fee Appeals Committee

Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
Abdul Rafe Khan	CSA Member/Director

### UC Board Selection Committee

Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
Mauricio Fernandez	Director
Naomi Amayaevbo	Director

### Sustainability Action Fund Student Working Group

Appointed: May 31, 2023

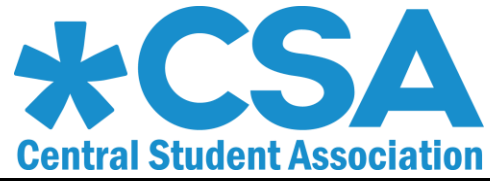
Mauricio Fernandez	CSA Member/Director
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**Information Report**

Board of Directors Meeting # 10

November 15, 2023

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Natalie Wilkinson	CSA Member/Director
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## Hiring Committee Report

Front Office Assistant

November 15, 2023

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### Item 10.10.2

## Hiring Committee Report

Front Office Assistant

**Posting Date:** September 8, 2023

**Closing Date:** September 22, 2023

### Hiring Committee Members:

- Shaima Alam, CSA President
- Kandace Blaker, CSA Office Manager
- Jack Fisher, Student Experience Coordinator

**Number of Applicants:** 91

**Number of Interviews:** 2

**Successful Candidate:** BJ Adekoya

**Start Date:** Tuesday, October 10, 2023

**MOTION:** That the hiring of BJ Adekoya for the position of Front Office Assistant be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

FoodBank Assistant

November 15, 2023

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### Item 10.10.3

## Hiring Committee Report

FoodBank Assistant

**Posting Date:** September 8, 2023

**Closing Date:** September 22, 2023

### Hiring Committee Members:

- Samar Tariq, CSA VP External
- Joy Amyotte, CSA FoodBank Coordinator
- Kandace Blaker, CSA Office Manager

**Number of Applicants:** 64

**Number of Interviews:** 4

**Successful Candidate:** Sarah Dent

**Start Date:** Monday, October 23, 2023

**MOTION:** That the hiring of Sarah Dent for the position of FoodBank Assistant be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

Clubs Coordinator

November 15, 2023

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### Item 10.10.4

## Hiring Committee Report

Clubs Coordinator

**Posting Date:** October 6, 2023

**Closing Date:** October 20, 2023

### Hiring Committee Members:

- Shaima Alam, CSA President
- Junpyo Lee, CSA VP Academic
- Jack Fisher, CSA Student Experience Coordinator

**Number of Applicants:** 12

**Number of Interviews:** 1

**Successful Candidate:** Ishaka Maharaj

**Start Date:** Tuesday, October 31, 2023

**MOTION:** That the hiring of Ishaka Maharaj for the position of Clubs Coordinator be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 10  
November 15, 2023



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**Item 10.10.5**  
**Policy & Bylaw Review Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
10.10.5	Meeting # 3	July 17, 2023

**Moved:**

**Seconded:**

# MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 3 – July 17, 2023 – 6pm – 7:30pm  
Microsoft Teams



## Attendance

### Members

Colleen Bovay	Policy & Transition Coordinator	Present
Shaima Alam	President	Present
Mauricio Fernandez	Director	Present
Mason Friebe	Director	Present
Jake Levy	Director	Present

### Scribe

Colleen Bovay	Policy & Transition Coordinator
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### Guests

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#### 3.0 Call to Order

'Quorum shall be three ratified members, one of which must be a Director of the CSA.'

Called to order at 6:04 pm

3.0.1 Attendance

3.0.2 Chair

Member Shaima Alam was selected as the Chair for this meeting.

3.0.3 Introductions

#### 3.1 Adoption of the Agenda

3.1.1 Approve the Agenda

Agenda approved with no additions.



## MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 3 – July 17, 2023 – 6pm – 7:30pm  
Microsoft Teams



<p>3.1.2 Declarations of Conflicts</p> <p>No conflicts were declared.</p>
<p><b>3.2 Ratifications and De-Ratifications</b></p> <p>No ratifications or de-ratifications were considered at this meeting.</p>
<p><b>3.3 Comments from the Chair</b></p> <p>The President noted that she's excited about the progress made with the electoral policy and bylaw and thinks they have been solidly improved.</p>
<p><b>3.4 Approval of Past Minutes</b></p> <p>The Minutes were approved for the following PBRC Meeting:</p> <p>3.4.1 PBRC Meeting # 2 – July 12, 2023</p>
<p><b>3.5 Working Group Updates and Reports</b></p> <p>No Working Group Updates or Reports were provided.</p>
<p><b>3.6 Business</b></p> <p>3.6.1 Volunteer Policy</p> <p>The President explained that we need to implement a general volunteer policy, with the hope of expanding to specific volunteer policies for CSA services such as SafeWalk and SHAC. She noted that a general volunteer policy could apply to all CSA services and would also be beneficial for when the CSA needs volunteers for singular events and activities, rather than continuing to pay temp wages for anything that we need extra help for.</p> <p>The President and PTC noted that they hope to work on the volunteer policy in the coming weeks, and suggested they form a Working Group with any committee members that are interested in assisting. Member Friebe volunteered to join the Working Group. The committee reached consensus that the Working Group can be formed and report back to PBRC later in the summer.</p> <p>3.6.2 PDR Policy Review</p> <p>The PTC explained that some final amendments have been applied since the policy was last brought to the PBRC committee, in particular the new name, which has been updated to Student Events and Initiatives Funding Committee. The PTC encouraged members to provide ideas if they have a different</p>

## MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 3 – July 17, 2023 – 6pm – 7:30pm  
Microsoft Teams



committee name suggestion, noting that the current selection was picked as it clearly describes the purpose of the committee. The PTC reminded members that the inclusion of mentions of an Administrative Assistant throughout the policy is contingent on approval from the Board of the job description. The PTC invited members to discuss any suggestions or questions they have for the policy as it is currently amended.

Member Friebe suggested additions to the section regarding considerations that the committee will take into account when reviewing SEIF applications. The committee reached consensus to accept the new additions.

The committee discussed the penalty for failing to submit a completed Report Form with a budget breakdown and receipts following receiving funding. Members felt that the current wording penalized the club, rather than the Club Executive who was responsible for submitting the form. The committee reached consensus on new wording that appropriately penalizes the individual and incentivizes clubs to ensure all paperwork is submitted.

The committee reached consensus to submit the policy amendments as notice to the Board of Directors at the next available meeting.

### 2.6.3 Electoral Bylaw and Policy Review

The committee reviewed the final changes to the Electoral Bylaw and Policy, in particular the items with the most substantial changes, including, the Elections and Referendum Committee, the Online Elections Contingency Plan, and campaigning rules/infractions.

The committee reached consensus that the new demerit point system does not need to be listed in full in the policy, as it can be detailed in the candidate's package and changed as needed with approval from the Elections and Referendum Committee. The committee agreed that the system should limit the use of "at the discretion of the CRO" for penalties, as it introduces the opportunity for bias. The committee reached consensus that any infractions that can result in disqualification must be clearly listed in the policy.

The committee reached consensus to submit the bylaw and policy amendments as notice the Board of Directors at the next available meeting.

### 3.7 New Business

3.7.1 No new business was discussed.

### 3.8 *In Camera* Session

**MINUTES**

Policy & Bylaw Review Committee (PBRC)  
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No in camera session was held at this meeting.
<b>3.9 Adjournment</b> 3.9.1 Adjourn Meeting adjourned at 8:08 pm

**Next Meeting Dates**

**PBRC**

TBD

**Upcoming WG Meeting Dates**

TBD

## Motion

Board of Directors Meeting # 10

November 15, 2023



### Item 10.11.1

#### Sub-Committee Statement on the War in the Middle East

**WHEREAS** the statement passed by the CSA Board of Directors on October 18<sup>th</sup> condemning the actions of Hamas came under scrutiny by many students in the University of Guelph community who felt they were unrepresented;

**WHEREAS** a subcommittee was created with the goal of creating a centered statement concerning the war in the Middle East and providing recommendations to the CSA Board of Directors;

**WHEREAS** the subcommittee has since communicated with representatives from all affected student groups and has also sought the advice of critical organizations at the University of Guelph, including the Multi-Faith Resource Team;

**WHEREAS** the subcommittee drafted a new statement and recommendations to the Board of Directors, and these passed via majority vote;

**WHEREAS** the subcommittee is in favour of posting this new, centered statement, rather than retracting the original statement passed by the CSA Board of Directors;

**BE IT RESOLVED** that the Board of Directors receive the new statement attached as information;

**BE IT FURTHER RESOLVED** that the CSA Board of Directors posts the new statement as drafted by the subcommittee to the CSA Website and official CSA Instagram account within 24 hours;

**AND FURTHER** that the comments section of the Instagram post be disabled;

**AND FURTHER** that the CSA will actively work with the GPSA to restore their trust in our organization;

**AND FURTHER** that the Policy and Bylaw Review Committee create a formalized process that must be followed when discussing political matters that affect different student groups on the University of Guelph campus.

**Moved:** Natalie Wilkinson

**Seconded:** Jacob Levy

## **Statement on the Violence in the Middle East**

The University of Guelph Central Students' Association (CSA) is the undergraduate student voice on our campus, and it is our responsibility per the CSA mandate to contribute to a positive atmosphere of acceptance, inclusion, and belonging at the University of Guelph. We seek to be a positive force in bringing students within our community close together and ensuring that all students have adequate resources and support in times of difficulty. It is important to recognize the unimaginable impact that recent events in Israel and Gaza have had on members within our university community, and we sympathize with all of our members who have connections to the ongoing conflict. This is an extremely troubling time which impacts many of our students as well as members of our local and international community deeply.

We recognize that many students feel strongly about the ongoing conflict; and when tensions rise in the Middle East, tensions rise on university campuses globally. It is important to remember that none of our Palestinian, Israeli, Jewish, Muslim, or other student communities are responsible for the actions of political leaders in the Middle East. The CSA is committed to working collaboratively with the university and the student population at large to combat and condemn antisemitism, islamophobia, and all forms of hate. We encourage our University of Guelph community to build a respectful and mindful environment amid this conflict. In this incredibly painful moment for many of our students, it is more important than ever that we come together to support, listen to, and care for one another.

We encourage all affected community members to access the supports that the University of Guelph has in place, which can be found below:

### **International Student Advisors**

[International.student.advisor@uoguelph.ca](mailto:International.student.advisor@uoguelph.ca)

### **Cultural Diversity Advisor**

[cultural.diversity@uoguelph.ca](mailto:cultural.diversity@uoguelph.ca)

### **Student Wellness Counselling Services**

<https://wellness.uoguelph.ca/counselling>

### **Keep Me Safe**

<https://www.keepmesafe.org/>

### **Multi-Faith Resource Team**

[Faith@uoguelph.ca](mailto:Faith@uoguelph.ca) 519-824-4120 Ext. 58909

Sincerely,

CSA Board of Directors

**Motion**

Board of Directors Meeting # 10  
November 15, 2023



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**Item 10.11.2**  
**Appoint Member to Student Health and Dental Plan Committee**

**WHEREAS** the Student Health and Dental Plan Committee is responsible for, but not limited to, appointment of broker for the health and/or dental plan, signing of contracts, changes to benefit coverage, setting annual premium rates, determining appropriate financial management of reserve accounts, and communicating pertinent information to the student body; and

**WHEREAS** the membership of the Student Health and Dental Plan includes one CSA Director as a voting member;

**MOTION:** That the following Director be appointed to the Student Health and Dental Plan Committee for the remainder of the 2023-2024 academic year:

[1 Director]
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**Moved:** Shaima Alam, President  
**Seconded:**

**Motion**

Board of Directors Meeting # 10  
November 15, 2023



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**Item 10.11.3**  
**Appoint Member to Elections Appeals Board (EAB)**

**WHEREAS** CSA Policy Appendix G, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of the following:

- Three Directors and
- Two General Members of the CSA in good standing

**WHEREAS** EAB Member Emma Lebrun has been de-ratified from the CSA Board of Directors, leaving a Director vacancy on the EAB;

**MOTION:** that the following Director be appointed to the Elections Appeals Board (EAB) for the 2023-2024 academic year:

**Moved:** Shaima Alam, President  
**Seconded:**

*See following pages for EAB information.*

## **Motion**

Board of Directors Meeting # 10  
November 15, 2023



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CSA Policy Appendix G: Electoral

### **27.0 Elections Appeals Board (EAB)**

#### **27.1 Mandate of the Board**

- 27.1.1 The Elections Appeals Board (EAB) will meet on an as-needed basis to preside over any appeal of a decision made by the CRO; including infractions.
- 27.1.2 Any appeals to be discussed following elections period and scheduled meetings of the EAB will be sent directly to the Board of Directors.
  - a) The President will warn the Board of Directors of the possibility of the need for emergency Board meetings to discuss appeals and infractions deemed major during elections week.
- 27.1.3 The EAB will not hear any appeals submitted more than 24 hours after the Chief Returning Officer's decision.
- 27.1.4 The decisions of the Elections Appeals Board shall be considered final and will not be subject to further review.

#### **27.2 Formation of the Board**

Membership of the Elections Appeals Board will be organized by the President and ratified by the Board of Directors no later than the first Board meeting of the Fall semester.

#### **27.3 Membership of the Board**

- 27.3.1 The Elections Appeals Board (EAB) shall consist of:
  - a) Three Directors; and
  - b) Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- 27.3.2 The Board will nominate and select the Directors who will sit on EAB as per Robert's Rules and the Chair's discretion.
- 27.3.3 General Members of the CSA to sit on the Elections Appeals Board will be selected as follows:
  - a) General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-mail and posters to form a volunteer pool.



## Motion

Board of Directors Meeting # 10  
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- b) All interested CSA members shall submit a 150-word statement of interest and CV to be reviewed by the Board.
- c) The Board will select and ratify CSA General Members to be on the EAB as per Robert's Rules and the Chair's discretion

27.3.4 Advertising to, and the selection process of General Members of the CSA to sit on the EAB shall take into consideration candidate equity.

A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, indigenous people, queer people, persons with disabilities, and international students.

27.3.5 Membership of the EAB will be reviewed by the Chief Returning Officer and the President at the close of the nomination period for the General Elections, or as required, to ensure no conflict of interest exists among members and candidates. If the President has a conflict of interest, their duties with the EAB will be assigned to another Executive who is not a candidate in the elections.

## 27.4 Meetings of the Board

27.4.1 Quorum for EAB meetings shall be set at three (3) members.

27.4.2 The President shall not be a voting member of the EAB, however, the President shall break a tie among the voting members if required.

27.4.3 The EAB will establish regular meeting times prior to campaign and voting periods. The EAB will schedule a minimum of three (3) meetings during campaign and voting periods. Meetings will only be held if an appeal has been received.

27.4.4 The President shall be responsible for setting meeting times and ensuring that all parties related to the appeal are made aware of meeting times, dates, and locations. The EAB shall meet proactively to be prepared to reply quickly and efficiently to appeals should they arise.

27.4.5 It is the responsibility of the President to inform the Board of Directors of EAB decisions.

27.4.6 The candidate or referendum team in question must make themselves available and be prepared should the EAB deem it necessary to ask the

## **Motion**

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candidate or referendum team questions.

- a) If extenuating circumstances apply, and a candidate or referendum team cannot attend a meeting of the EAB, notification must be given to the President at least 24 hours before the time of the meeting. Otherwise, failure to appear may cause the complaint or appeal to be rendered null and void.

## Motion

Board of Directors Meeting # 10  
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### Item 10.11.4

#### Appoint Member to Student Events and Initiatives Funding (SEIF) Committee

**WHEREAS** CSA Policy Appendix D, Section 7.3 requires a maximum of six members for the SEIF 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

**WHEREAS** SEIF Committee Member Emma Lebrun has been de-ratified from the CSA Board of Directors, leaving a Director vacancy on the SEIF Committee;

**MOTION:** That the following Director be appointed to the Student Events and Initiatives Funding Committee for the 2023-2024 academic year:

[1 additional Director]

**Moved:** Shaima Alam, President

**Seconded:**

***See following pages for SEIF Committee information.***

## *Excerpt of Appendix D – CSA Committees*

*See CSA website for complete Appendix D.*

### **7.0 Student Events and Initiatives Funding (SEIF) Committee**

#### **7.1 Preamble**

The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

The Student Events and Initiatives Funding Committee (“the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding SEIF requests.

#### **7.2 Purpose**

- 7.2.1** To receive, hear presentations for, and make decisions on SEIF requests within CSA Bylaws and Policies.
- 7.2.2** To maintain a standardized SEIF request form or method.
- 7.2.3** To provide complete semesterly reports to the CSA Board of Directors on all transactions involving SEIFs.

#### **7.3 Membership of the Committee**

- 7.3.1** The Committee shall consist of a maximum of six members.
- 7.3.2** The President shall be a member of this Committee.
- 7.3.3** One (1) seat on this Committee shall be reserved for an At-Large or College representative.
- 7.3.4** One (1) seat on this Committee shall be reserved for a Student Organization representative.
- 7.3.5** One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.
- 7.3.6** The remaining seats may be filled by up to two (2) Directors.
- 7.3.7** The membership of this Committee shall be selected by the Board of Directors.
- 7.3.8** A designated staff member will attend meetings in the role of scribe. They will not be a ratified member of the committee.

## **7.4 Responsibilities of the Committee Members**

- 7.4.1** The President shall be the Chair of the Committee.
- 7.4.2** The Vice-Chair shall be the additional Executive member on the Committee.
- 7.4.3** Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant SEIF policies.
- 7.4.4** Each member shall act as a member of the CSA, and not as a member of their own constituency.
- 7.4.5** Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.
- 7.4.6** The Chair shall have the following responsibilities:
- a) Setting SEIF deadlines for the academic year, subject to Board Approval.
  - b) Facilitate meetings.
  - c) Ensure that proper minutes are taken for every meeting.
  - d) Compile semesterly reports for the Board, with the designated staff member.
- 7.4.7** The Vice-Chair shall have the following responsibilities:
- a) Assist the Chair in their duties.
  - b) Assume the responsibilities of the Chair in their absence.
- 7.4.8** The designated staff member shall have the following responsibilities:
- a) Facilitate the submission of SEIF applications and compile materials prior to committee meetings.
  - b) Take meeting minutes and record decisions.
  - c) Forward minutes to the Policy & Transition Coordinator for distribution to the Members of the Board.
  - d) Book meeting locations.
  - e) Manage communications to and from the Committee.

- f) Compile semesterly reports for the Board with the President.
- g) Coordinate the submission of SEIF Report Forms and ensure completion.
- h) Keep an updated list of any groups ineligible for SEIF funds in the current and upcoming academic year.

## 7.5 Meetings

- 7.5.1 SEIF Committee meetings shall be held as required to receive and to review SEIF applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.
- 7.5.2 The schedule of meetings shall be pre-determined and submitted to the Board of Directors.
- 7.5.3 Quorum for meetings shall be set at a simple majority of members.
- 7.5.4 If the Committee fails to make quorum at any meeting, a new meeting date can be selected within one business week.

## 7.6 Reports

- 7.6.1 Reports shall be compiled by the Chair and the designated staff member of the Committee.
- 7.6.2 A report shall be submitted to the Board of Directors following each Fall and Winter semester. These reports shall include an overview of:
  - a) SEIF Applications.
  - b) Funding requests.
  - c) Funding allocated.
  - d) Impact on student body.
  - e) Summary of funds.

## 7.7 SEIF Requirements

- 7.7.1 Applicant groups for SEIF must include a CSA member of good standing.
- 7.7.2 Each year, the CSA will budget funds to be made available by request to qualifying groups.
- 7.7.3 Funds from the SEIF line item, commonly known as the “Grants” line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

- 7.7.4** Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the “Grant” line items, found in the CSA Council budget.
- 7.7.5** Should the CSA choose to co-sponsor an event, it must do so before the SEIF request is presented to the Committee, and the Committee must be given full disclosure of the CSA’s involvement.
- 7.7.6** A completed SEIF Report Form, available on the CSA website, will be required by the Committee. A completed SEIF Report Form must include a finalized budget breakdown with matching receipts for all purchases. Any variances from the initial budget submission must be explained. Any unused funds must be returned to the CSA. If a group does not submit a completed SEIF Report Form by the prescribed deadline, the Clubs Executive contacts will be ineligible to apply for SEIF funding for the remainder of the current academic year, and the following academic year.
- 7.7.7** At the discretion of the SEIF Committee, any organizations that an individual is a Club Executive for will be made ineligible to apply for SEIF Funding for the remainder of the academic year, if deemed necessary due to failure to submit SEIF Report Forms as required. Individuals will be contacted via email with this decision and can file an appeal to the Board of Directors to challenge the decision.
- 7.7.8** Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the SEIF must be re-submitted to the Committee where the original SEIF request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

## **7.8 SEIF Application Process**

- 7.8.1** Subject to approval by the Board, the President will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting additional application deadlines in the Winter semester, should the funding be available.
- 7.8.2** Organizations are able to apply for funds retroactively within the current academic year.
- 7.8.3** Qualifying groups shall be defined as groups that operate outside the CSA

and have not had funds allocated to them under the CSA operating budget.

- 7.8.4** Qualifying groups must submit a completed SEIF Request Form, available on the CSA website, to the Committee through the designated staff member.
- 7.8.5** All parties must disclose as to whether their organization/ group collects student fees or other regular funding sources.
- 7.8.6** All parties must provide confirmation that their organization has completed an Events Submission to Student Events & Risk Management.
- 7.8.7** Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.
- 7.8.8** In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.
- 7.8.9** The SEIF Committee will rank each funding application based on the following priority system:
- i. Internal accredited CSA clubs.
  - ii. Special Status Groups.
  - iii. University of Guelph accredited undergraduate student organizations.
- 7.8.10** The SEIF Committee will also consider the following:
- Number of students attending the event.
  - Number of students impacted by the initiative.
  - If there is a cost to students to attend.
  - The inclusivity and accessibility of the event.
  - The level of enrichment to students.
  - The groups access to other funding sources.
  - The specificity of the budget.
  - Whether the group has received SEIF in the current academic year.
  - The amount of funds remaining in the SEIF budget line.
- 7.8.11** The SEIF Committee is not permitted to approve funding for:



- Fundraising events, unless the raised funds are going to a student-specific organization.
- Goods purchased from sources that violate the CSA's Ethical Purchasing Policy.
- Alcoholic beverages.

**7.8.12** Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the SEIF Committee will consider innovation as part of the review process.

**7.8.13** The designated staff member will notify organizations within 72 hours of a SEIF Committee decision.

## **7.9 Appeals Process**

**7.9.1** Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

- a) The Committee violated any CSA Bylaws or Policies.
- b) A member of the SEIF Committee who voted on the SEIF in question has a conflict of interest, as outlined in Bylaw 1.

**7.9.2** Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

**7.9.3** Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

**7.9.4** Appeals of the SEIF Committee shall be heard by the CSA Board of Directors at the next regularly scheduled Board Meeting. If there is no Board meeting scheduled within two weeks of the appeal submission, an emergency Board Meeting will be called. Decisions made by the Board of Directors are final.

**7.9.5** The appealing party will be given fifteen (15) minutes to present both their original SEIF submission and the appeal submission to the Board of Directors, verbally and in writing.

# Appendix D

## CSA Committees

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- 7.9.6** Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.
- 7.9.7** The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:
- a) A motion to deny the appeal and uphold the Committee’s decision.
  - b) A motion to grant the appeal and make any changes necessary to the SEIF Committee in order to ensure a fair hearing.
  - c) A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the SEIF in question.

**Motion**

Board of Directors Meeting # 10  
November 15, 2023



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**Item 10.11.5**  
**Appoint Member to CSA/GSA Transit Committee**

**WHEREAS** the CSA/GSA Transit Committee meets monthly to discuss student feedback on the bus service provided by Guelph Transit, as well as the improvements that can be made to benefit the student users; and

**WHEREAS** membership of the CSA/GSA Transit Committee includes one CSA Director;

**MOTION:** That the following Director be appointed to the CSA/GSA Transit Committee for the remainder of the 2023-2024 academic year:

[1 Director]

**Moved:** Samar Tariq, VP External

**Seconded:**

## **Motion**

Board of Directors Meeting # 10

November 15, 2023

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### **Item 10.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 10 on November 15, 2023 be adjourned at      pm.

**Moved:**

**Seconded:**