

## MINUTES

2022 Annual General Meeting (AGM)

March 30, 2022 – 5:00 pm

Microsoft Teams



## 2022 AGM – Summary of Resolutions

### 1.3.1 Approve the Agenda

**MOTION:** That the agenda for the 2022 CSA AGM on March 30, 2022 be approved as printed and distributed.

**Motion carried**

### 1.4.1 Approve the 2021 AGM Minutes

**MOTION:** To approve the minutes from the 2021 CSA Annual General Meeting held on March 16, 2021.

**Motion carried**

### 1.5.1 Approve the 2019-2020 Audit Report

**MOTION:** To receive the Audit Report for the year ended April 30, 2020, as presented in the March 30, 2022 CSA Annual General Meeting package, for information.

**Motion carried**

### 1.5.2 Appoint BDO Canada LLP as Auditor for 2021-2022

**MOTION:** To appoint BDO Canada LLP as Auditor for the CSA for the year 2021-2022.

**Motion carried**

### 1.6.1(a) Amendments to Bylaw 1 – Organizational, Section 9.3: Town Halls

**MOTION:** To confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on April 7, 2021:

**RESOLVED:** That the following subsection be added to Bylaw 1 – Organizational, Section 9.0: Members' Meetings as recommended by the Policy & Bylaw Review Committee (PBRC):

9.3 Town Halls

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9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA members, are not restricted in topic or format, and must be accessible to all students.

9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated 'annual and other meetings of the members' as identified in Section 9.1 Annual and Other Meetings of the Members.

### Motion carried

#### 1.6.1(b) Amendments to Bylaw 1 – Organizational, Section 8.0: Standing Committees

**MOTION:** To confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on October 27, 2021:

**RESOLVED:** That Bylaw 1 – Organizational, Section 8.1 be updated to reflect the Standing Committees classification as identified in the proposed Appendix D – CSA Committees:

The Board shall maintain the following Standing Committees:

- a) Executive Committee
- b) Executive Evaluation Committee
- c) Finance Committee
- d) Petitions, Delegations and Representations (PDR) Committee
- e) Policy and Bylaw Review Committee (PBRC)
- f) Accessibility Committee
- g) Capacity, Analysis, and Planning Committee (CAPCOM)

### Motion carried

#### 1.6.1(c) Amendments to Bylaw 1 – Organizational, Subsection 4.16.7: Virtual Board Meeting Participation

**MOTION:** To confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022:

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**RESOLVED:** That Bylaw 1 – Organizational be revised by:

Adding the following subsection to permit virtual participation in Board Meetings and set expectations and responsibilities of staff and Board members:

### 4.16 Board Meetings

4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the Board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

A member may attend a meeting and participate in Board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or emergency; weather conditions, military service, employment obligations, or a scheduling conflict.

Members are expected to provide notice at least 48 hours in advance, or in the event of an emergency, as soon as possible, to the Policy & Transition Manager when they are anticipating attending a meeting virtually.

The determination of a valid reason shall be made by the Policy & Transition Manager in conjunction with the Board Chair.

### Motion carried

#### 1.6.1(d) Amendments to Bylaw 1 – Organizational, Subsection 9.1.2: Member Meeting Location

**MOTION:** To confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022:

**RESOLVED:** That Bylaw 1 – Organizational be revised by:

Reinstating the following section, with the addition of a subsection explicitly permitting in-person, virtual, or hybrid member Meetings, including Annual General Meetings (AGMs):

### 9.0 Members' Meetings

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9.1.2 Member Meetings, including the Annual General Meeting (AGM), shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

a) Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors.

### **Motion carried**

#### **1.6.2(a) Amendments to Bylaw 2 – Electoral, Subsection 3.1: Referendum Submission Deadline**

**MOTION:** To confirm the following amendment to **Bylaw 2 – Electoral** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on July 7, 2021:

**RESOLVED:** That Bylaw 2 – Electoral, Section 3.1 be revised from:

Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester.

To:

Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester.

### **Motion carried**

#### **1.6.2(b) Amendments to Bylaw 2 – Electoral Comprehensive Review**

**MOTION:** To confirm amendments to **Bylaw 2 – Electoral** resulting from a comprehensive review conducted by the Policy & Bylaw Review Committee (PBRC), and that includes numerous amendments as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on September 15, 2021.

### **Motion carried**

#### **1.6.3(a) 5.0 Budgeting Process**

**MOTION:** To confirm the following amendment to **Bylaw 3 – Financial** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on July 28, 2021:

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**RESOLVED:** That Bylaw 3 – Financial, Section 5.0: Budgeting Process, subsection 5.1 be amended to:

The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will oversee the budgeting process in adherence with CSA Bylaws and Policies. The Business Manager is responsible for the development of the draft budget. The process shall include consultation with the Executive Committee, Program Coordinators, and the Finance Committee.

### Motion carried

#### 1.7 Receive Policy Amendments as Approved by the CSA Board of Directors

*Note: Item 1.7 reference information was presented in a separate Agenda Package Supplemental.*

**MOTION:** To receive the following amendments to CSA Policies Appendices as approved by the CSA Board of Directors on the stated date, as information:

##### 1.7.1 Appendix A – Internal CSA Policy

Separated into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy (October 27, 2021)

##### 1.7.2 Appendix D – Bullring Human Resources

Rescinded by the Board (May 26, 2021)

##### 1.7.4 Appendix B – CSA Services Policy

a) Section 1.0: Bullring Policy (May 26, 2021)

##### 1.7.5 Appendix C – Human Resources Policy

a) Section 11.0: Vacation (May 26, 2021)

b) Section 12.0: Personal Emergency Days (PED) (May 26, 2021)

##### 1.7.6 Appendix D – CSA Committees

(Formerly: Appendix D – Bullring Human Resources)

a) Section 13.0: Bullring Operations Committee (May 26, 2021)

b) Section 3.0: Committees Overview (October 27, 2021)

c) Student Help and Advocacy Centre (SHAC) Advisory Committee was dissolved and all references to it were removed (February 2, 2022)

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### 1.7.9 Appendix G – Electoral Policy

- a) Section 13.3: Referendum Campaigning (July 7, 2021)
- b) Comprehensive Review (September 15, 2021)
- c) Subsection 4.2.1: Director Signatures (February 2, 2022)

**Motion carried**

### 1.8.1 Amendments to CSA Rules of Order Section 3.12: Secret Ballot

**MOTION:** To receive the following amendment to CSA Rules of Order as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022, as information:

**RESOLVED:** That the CSA Rules of Order, Section 3.12 be amended to prescribe a paper ballot system for in-person meetings, and permits virtual secret ballot voting as required; which includes providing a procedure that verifies each member's vote, and maintains voter anonymity.

**Motion carried**

### 1.9.1 Executive Updates

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

- a) President – Nicole Walker
- b) VP Student Experience (Position currently vacant)
- c) VP Academic – Lisa Kazuhara
- d) VP External – Shilik Hamad

**Motion carried**

### 1.9.2 CSA Service Updates

**MOTION:** To receive the following CSA Service Updates as information at the 2022 CSA Annual General Meeting on March 30, 2022:

- a) SafeWalk
- b) FoodBank
- c) Student Help and Advocacy Centre (SHAC)
- d) Student Events and Risk Management (SERM)
- e) CSA Clubs
- f) Bike Centre

**Motion carried**

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## Agenda – AGM – March 30, 2022

### 1.0 Call to Order

### 1.1 Land Acknowledgement

Bella Harris

### 1.2 Welcome and Introductory Comments

1.2.1 CSA President: Overview of the CSA

1.2.2 CSA Chair: Welcome, How to Participate in the AGM

1.2.3 Policy & Transition Manager: Importance of Quorum

1.2.4 VP External Shilik Hamad to explain Ambassador Role

### 1.3 Adoption of the Agenda

1.3.1 Motion to Approve the Agenda

1.3.2 Declarations of Conflicts

### 1.4 2021 AGM Minutes

1.4.1 Motion to Approve the 2021 AGM Minutes – March 16, 2021

1.4.2 Questions and Business Arising from the Minutes

### 1.5 Approval of Auditor's Report

The completion of the 2019-2020 audited financial statements was delayed due to the impact of Covid-19. The 2020-2021 audited financial statements are expected to be completed early in the summer semester and will be presented to the members as soon as possible.

1.5.1 Motion to Approve the Audit Report for the year ended April 30, 2020

1.5.2 Motion to Appoint BDO Canada LLP as Auditor for the year 2022 – 2023

### 1.6 Confirmation of Amendments to CSA Bylaws

(Since the previous 2021 AGM)

#### 1.6.1 Bylaw 1 – Organizational (Date of Board Approval)

a) Section 9.3: Town Halls (April 7, 2021)

b) Section 8.0: Standing Committees (October 27, 2021)

c) Subsection 4.16.7: Virtual Board Meeting Participation (February 2, 2022)

d) Subsection 9.1.2: Member Meeting Location (February 2, 2022)

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- 1.6.2 **Bylaw 2 – Electoral** (Date of Board Approval)
  - a) Subsection 3.1: Referendum Submission Deadline (July 7, 2021)
  - b) Comprehensive Review (September 15, 2021)

- 1.6.3 **Bylaw 3 – Financial** (Date of Board Approval)
  - a) Section 5.0: Budgeting Process (July 28, 2021)

- 1.6.4 **Bylaw 4 – CSA Policy** (No amendments)

No revisions made to this bylaw since the previous AGM.

### 1.7 **Summary of 2021-2022 Amendments to CSA Policy Manual** (Since the previous 2021 AGM) Information Only

*Note: Item 1.7 reference information was presented in a separate Agenda Package Supplemental.*

- 1.7.1 **Appendix A – Internal CSA Policy**

Separated into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy (October 27, 2021)

- 1.7.2 **Appendix D – Bullring Human Resources**

Rescinded by the Board (May 26, 2021)

- 1.7.3 **Appendix A – Executive Portfolios**

(Formerly Appendix A – Internal CSA Policy)  
No substantive revisions were made to the content of this appendix.

- 1.7.4 **Appendix B – CSA Services Policy**
  - a) Section 1.0: Bullring Policy (May 26, 2021)

- 1.7.5 **Appendix C – Human Resources Policy**
  - a) Section 11.0: Vacation (May 26, 2021)
  - b) Section 12.0: Personal Emergency Days (PED) (May 26, 2021)

- 1.7.6 **Appendix D – CSA Committees**

(Formerly Appendix D – Bullring Human Resources)

  - a) Section 13.0: Bullring Operations Committee (May 26, 2021)
  - b) Section 3.0: Committees Overview (October 27, 2021)
  - c) Student Help and Advocacy Centre (SHAC) Advisory Committee was dissolved and all references to it were removed (February 2, 2022)

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### 1.7.7 **Appendix E – Organizational Policy**

No revisions were made to this policy since the previous AGM.

### 1.7.8 **Appendix F – Clubs Handbook**

No revisions were made to this policy since the previous AGM.

### 1.7.9 **Appendix G – Electoral Policy**

- a) Section 13.3: Referendum Campaigning (July 7, 2021)
- b) Comprehensive Review (September 15, 2021)
- c) Subsection 4.2.1: Director Signatures (February 2, 2022)

### 1.7.10 **Appendix H – Second Floor Student Space Acceptable Use Policy**

No revisions to this policy since the previous AGM.

### 1.7.11 **Appendix I – Issues Policy**

No revisions to this policy since the previous AGM.

### 1.7.12 **Appendix J – Internal CSA Policy**

(Formerly Appendix A - Internal CSA Policy)

No substantive revisions were made to the content of this appendix.

## 1.8 **Summary of 2021-2022 Amendments to CSA Rules of Order**

(Since the previous 2021 AGM) (Information Only)

1.8.1 Section 3.12: Secret Ballot (February 2, 2022)

## 1.9 **Report of the Organization**

### 1.9.1 **Executive Updates**

- a) President – Nicole Walker
- b) VP Student Experience (Position currently vacant)
- c) VP Academic – Lisa Kazuhara
- d) VP External – Shilik Hamad

### 1.9.2 **CSA Service Updates**

- a) SafeWalk
- b) FoodBank
- c) Student Help and Advocacy Centre (SHAC)
- d) Student Events and Risk Management (SERM)
- e) CSA Clubs
- f) Bike Centre

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### **1.10 Business**

1.10.1 Submitted Motions (None received)

1.10.2 Open Forum

### **1.11 Adjournment**

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## Minutes – AGM – March 30, 2022

### 1.0 Call to Order

The meeting was called to order after quorum was met with 101 CSA Undergraduate members in attendance as verified by the CSA Office Manager & Executive Support at 5:11pm.

### 1.1 Land Acknowledgement

Hello everyone. We gather today in Guelph within the treaty lands and territory of the Mississaugas of the Credit First Nation and recognize that we meet within the bounds of the Between the Lakes Treaty Number 3, agreed upon by the Mississaugas of the Credit and the British Crown in 1792. More details of this treaty, specifically if you're interested, and I highly recommend it, can be found at [www.mnccfn.ca/treaty3](http://www.mnccfn.ca/treaty3). With the spirit of recognition, I want to acknowledge that this land, the parts divided, and relabelled under colonization, and the whole as Turtle Island, is home to many Indigenous peoples, some remembered and some we must remember again, since time immemorial. So let's bring to this meeting a spirit of reconciliation between Indigenous and non-Indigenous peoples, and the land that cares for us all.

Bella Harris

### 1.2 Welcome and Introductory Comments

#### 1.2.1 CSA President: Overview of the CSA

President Nicole Walker welcomed everyone to the AGM and she was happy that everyone could attend. She introduced herself and the CSA. She gave an overview of the incentives that would be provided to attendants in recognition of their participation. She noted that the AGM for graduate students was taking place the following evening, and that tonight's meeting was regarding undergraduate students, but that if graduate students wished, they could still attend it.

#### 1.2.2 CSA Chair: Welcome, How to Participate in the AGM

Chair Cameron Oleson provided an overview of the rules for the AGM and Robert's Rules so that members knew how to participate (the overview was guided by the How to Participate in the AGM document available on the CSA Website. He also

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specified any changes to these rules based on the use of Microsoft Teams as opposed to an in-person format.

### 1.2.3 Policy & Transition Manager: Importance of Quorum

Policy & Transition Manager Pete Wobschall emphasized the importance of quorum. If quorum is lost, the meeting will be stopped until it is regained. Attendees were encouraged to invite other students to join.

### 1.2.4 VP External Shilik Hamad: Ambassador Role

VP External Shilik Hamad reviewed her role as Ambassador for the meeting. She aims to assist any students having difficulties with participation or who have questions about Robert's Rules. She asked the Policy & Transition Manager about the specifics of how she could assist students in this manner.

Policy & Transition Manager Pete Wobschall suggested that she could potentially enter a breakout room with any students who needed assistance, or temporarily leave the meeting to connect with them for help via the chat function or a separate meeting.

VP External Shilik Hamad provided her Teams information for any members who need to get in contact with her during the meeting.

The Policy & Transition Manager provided additional information about how members could participate by voting on the motions in order to maintain accessibility for those attending.

## 1.3 Adoption of the Agenda

### 1.3.1 Approve the 2022 AGM Agenda

**MOTION:** That the agenda for the 2022 CSA AGM on **March 30, 2022** be approved as printed and distributed.

**Moved:** Member Taylor-Stackhouse

**Seconded:** Member Stevens

Member Bustraen and Member Vinet-Cecha abstained.

**Motion carried**

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### 1.3.2 Declarations of Conflicts

No conflicts were declared at this meeting.

### 1.4 2021 AGM Minutes

#### 1.4.1 Approve the 2021 AGM Minutes

**MOTION:** To approve the minutes from the 2021 CSA Annual General Meeting held on March 16, 2021.

**Moved:** Member Maharaj  
**Seconded:** Member Rocha

**Motion carried**

#### 1.4.2 Questions and Business Arising from the Minutes

No questions arose from the Minutes.

### 1.5 Approval of Auditor's Report

The completion of the 2019-2020 audited financial statements was delayed due to the impact of Covid-19. The 2020-2021 audited financial statements are expected to be completed early in the summer semester and will be presented to the members as soon as possible.

#### 1.5.1 Approve the 2019-2020 Audit Report

**MOTION:** To receive the Audit Report for the year ended April 30, 2020, as presented in the March 30, 2022 CSA Annual General Meeting package, for information.

**Moved:** VP External Shilik Hamad  
**Seconded:** Member Stevens

President Nicole Walker provided context by explaining that the audits for both the current and prior fiscal years are behind schedule, and this is why the audit from two years ago is the one being received for information.

**Motion carried**

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### 1.5.2 Appoint BDO Canada LLP as Auditor for 2021-2022

**MOTION:** To appoint BDO Canada LLP as Auditor for the CSA for the year 2021-2022.

**Moved:** President Nicole Walker

**Seconded:** Member Zuk

President Nicole Walker explained that BDO Canada has been the CSA's auditor for several years now. They have done an excellent job so the CSA wishes to continue using their services.

**Motion carried**

### ***Door Prizes Round 1***

The winners for \$10 Bullring gift cards were announced:

- Yan Yin Phoebe Yuen
- Esther Langendoen
- Karley George
- Bella Harris
- Sindhu Sindhu
- Chloe El Hani
- Isaac Bustraen
- Masoud Azizi Malekabadi
- Shaima Alam
- Gabrielle Nguyen

### 1.6 Confirmation of Amendments to CSA Bylaws

(Since the previous 2021 AGM)

#### 1.6.1 Bylaw 1 – Organizational (Date of Board Approval)

##### 1.6.1(a) Amendments to Bylaw 1 – Organizational, Section 9.3: Town Halls

**MOTION:** To confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on April 7, 2021:

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**RESOLVED:** That the following subsection be added to Bylaw 1 – Organizational, Section 9.0: Members’ Meetings as recommended by the Policy & Bylaw Review Committee (PBRC):

### 9.3 Town Halls

9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA members, are not restricted in topic or format, and must be accessible to all students.

9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated ‘annual and other meetings of the members’ as identified in Section 9.1 Annual and Other Meetings of the Members.

**Moved:** VP Academic Lisa Kazuhara

**Seconded:** Member Persram

**Motion carried**

### 1.6.1(b) Amendments to Bylaw 1 – Organizational Section 8.0: Standing Committees

**MOTION:** To confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on October 27, 2021:

**RESOLVED:** That Bylaw 1 – Organizational, Section 8.1 be updated to reflect the Standing Committees classification as identified in the proposed Appendix D – CSA Committees:

The Board shall maintain the following Standing Committees:

- a) Executive Committee
- b) Executive Evaluation Committee
- c) Finance Committee
- d) Petitions, Delegations and Representations (PDR) Committee
- e) Policy and Bylaw Review Committee (PBRC)
- f) Accessibility Committee
- g) Capacity, Analysis, and Planning Committee (CAPCOM)

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**Moved:** Member Mounir

**Seconded:** Member Conibear

**Motion carried**

### **1.6.1(c) Amendments to Bylaw 1 – Organizational, Subsection 4.16.7: Virtual Board Meeting Participation**

**MOTION:** To confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022:

**RESOLVED:** That Bylaw 1 – Organizational be revised by:

Adding the following subsection to permit virtual participation in Board Meetings and set expectations and responsibilities of staff and Board members:

#### **4.16 Board Meetings**

4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the Board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

A member may attend a meeting and participate in Board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or emergency; weather conditions, military service, employment obligations, or a scheduling conflict.

Members are expected to provide notice at least 48 hours in advance, or in the event of an emergency, as soon as possible, to the Policy & Transition Manager when they are anticipating attending a meeting virtually.

The determination of a valid reason shall be made by the Policy & Transition Manager in conjunction with the Board Chair.

**Moved:** Member Stevens

**Seconded:** Member Mihaly

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Policy & Transition Manager Pete Wobschall explained that bylaws are processed individually as they are the highest level of policy for the organization. These bylaws are part of who the CSA is as registered with the Province under the Ontario Not-for-Profit Corporations Act.

**Motion carried**

### **1.6.1(d) Amendments to Bylaw 1 – Organizational Subsection 9.1.2: Member Meeting Location**

**MOTION:** To confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022:

**RESOLVED:** That Bylaw 1 – Organizational be revised by:

Reinstating the following section, with the addition of a subsection explicitly permitting in-person, virtual, or hybrid member meetings, including Annual General Meetings (AGMs):

9.0 Members' Meetings

9.1.2 Member Meetings, including the Annual General Meeting (AGM), shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

a) Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors.

**Moved:** Member Stevens

**Seconded:** Member Bhakta

**Motion carried**

### **1.6.2(a) Amendments to Bylaw 2 – Electoral, Subsection 3.1: Referendum Submission Deadline**

**MOTION:** To confirm the following amendment to **Bylaw 2 – Electoral** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on July 7, 2021:

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**RESOLVED:** that Bylaw 2 – Electoral, Section 3.1 be revised from:

Referendum questions may be accepted by the CSA Elections Office following the first day of the Fall semester until the last day of classes in the Fall semester.

To:

Referendum questions may be accepted by the CSA Elections Office following the first day of the Summer semester until the last day of classes in the Fall semester.

**Moved:** VP External Shilik Hamad

**Seconded:** Member Persram

**Motion carried**

### 1.6.2(b) Amendments to Bylaw 2 – Electoral – Comprehensive Review

**MOTION:** To confirm amendments to **Bylaw 2 – Electoral** resulting from a comprehensive review conducted by the Policy & Bylaw Review Committee (PBRC), and that includes numerous amendments as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on September 15, 2021.

**Moved:** Member Taylor-Stackhouse

**Seconded:** Member George

**Motion carried**

### 1.6.3 Amendments to Bylaw 3 – Financial

#### 1.6.3(a) 5.0 Budgeting Process

**MOTION:** To confirm the following amendment to **Bylaw 3 – Financial** as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on July 28, 2021:

**RESOLVED:** That Bylaw 3 – Financial, Section 5.0: Budgeting Process, subsection 5.1 be amended to:

The budget of the Central Student Association shall be determined during the Winter semester for the upcoming year. The budget shall be presented to the Board of Directors before the last Board meeting of the winter semester. The President will oversee the budgeting process in adherence with CSA Bylaws and

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Policies. The Business Manager is responsible for the development of the draft budget. The process shall include consultation with the Executive Committee, Program Coordinators, and the Finance Committee.

**Moved:** VP External Shilik Hamad

**Seconded:** Member Stevens

**Motion carried**

### 1.6.4 Bylaw 4 – CSA Policy

No revisions were made to this bylaw since the previous AGM.

### 1.7 Receive Policy Amendments as Approved by the CSA Board of Directors

*Note: Item 1.7 reference information was presented in a separate Agenda Package Supplemental.*

**MOTION:** To receive the following amendments to CSA Policies Appendices as approved by the CSA Board of Directors on the stated date, as information:

#### 1.7.1 Appendix A – Internal CSA Policy

Separated into Appendix A – Executive Portfolios, Appendix D – CSA Committees, and Appendix J – Internal CSA Policy (October 27, 2021)

#### 1.7.2 Appendix D – Bullring Human Resources

Rescinded by the Board (May 26, 2021)

#### 1.7.3 Appendix A – Executive Portfolios (Formerly Appendix A – Internal CSA Policy)

No substantive revisions were made to this appendix.

#### 1.7.4 Appendix B – CSA Services Policy

a) Section 1.0: Bullring Policy (May 26, 2021)

#### 1.7.5 Appendix C – Human Resources Policy

a) Section 11.0: Vacation (May 26, 2021)

b) Section 12.0: Personal Emergency Days (PED) (May 26, 2021)

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### 1.7.6 Appendix D – CSA Committees

(Formerly Appendix D – Bullring Human Resources)

- a) Section 13.0: Bullring Operations Committee (May 26, 2021)
- b) Section 3.0: Committees Overview (October 27, 2021)
- c) Student Help and Advocacy Centre (SHAC) Advisory Committee was dissolved and all references to it were removed (February 2, 2022)

### 1.7.7 Appendix E – Organizational Policy

No revisions to this policy were made since the previous AGM.

### 1.7.8 Appendix F – Clubs Handbook

No revisions to this policy were made since the previous AGM.

### 1.7.9 Appendix G – Electoral Policy

- a) Section 13.3: Referendum Campaigning (July 7, 2021)
- b) Comprehensive Review (September 15, 2021)
- c) Subsection 4.2.1: Director Signatures (February 2, 2022)

### 1.7.10 Appendix H – Second Floor Student Space Acceptable Use Policy

No revisions to this policy were made since the previous AGM.

### 1.7.11 Appendix I – Issues Policy

No revisions to this policy were made since the previous AGM.

### 1.7.12 Appendix J – Internal CSA Policy

(Formerly: Appendix A - Internal CSA Policy)

No substantive revisions were made to this appendix.

**Moved:** Member Stevens

**Seconded:** VP External Shilik Hamad

**Motion carried**

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### 1.8 Summary of 2021-2022 Amendments to CSA Rules of Order (Since the previous 2021 AGM) Information Only

#### 1.8.1 Amendments to CSA Rules of Order Section 3.12: Secret Ballot

**MOTION:** To receive the following amendment to CSA Rules of Order as presented in the 2022 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 2, 2022, as information:

**RESOLVED:** That the CSA Rules of Order, Section 3.12 be amended to prescribe a paper ballot system for in-person meetings, and permits virtual secret ballot voting as required; which includes providing a procedure that verifies each member's vote, and maintains voter anonymity.

**Moved:** VP External Shilik Hamad

**Seconded:** Member Bedi

**Motion carried**

### 1.9 Report of the Organization

#### 1.9.1 Executive Updates

##### a) President – Nicole Walker

President Nicole Walker thanked members for their participation in the meeting. She highlighted major activities of the CSA. These included challenges faced such as the pandemic, but also a number of achievements. During the year, the CSA approved the student bus pass referendum, which had more than 6,000 students participating. The CSA also brought back the late-night bus service. Following the Return to Campus survey, many students had indicated that there was an increased need for mental health support. In response to this, the CSA approached the University administration and asked for additional funding for mental health supports. As a result, there will be increased funding dedicated to the online counselling service, Feeling Better Now, which is offered through the student health plan. This year as well, the CSA navigated the reopening of all its services, which are fully back in-person or hybrid. Clubs' spaces have reopened, the Bullring is seeing increased traffic, and programming is returning, such as the Sexy Bingo Night tomorrow evening. The President noted the great work of various CSA members such as the CSA Directors, who allow the CSA to accomplish day-to-day work. She also noted that there will be a Fall by-election; members who will still be undergraduates in the Fall and would like to be more

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involved with the CSA should consider running. She thanked the service staff, core staff, and permanent staff for all of their great work this year. She looks forward to the upcoming year and the opportunities it will present for additional student advocacy and involvement in the CSA. She offered to answer any questions from members.

### **b) VP Student Experience (Position currently vacant)**

### **c) VP Academic – Lisa Kazuhara**

VP Academic Lisa Kazuhara began by explaining the scope of her role and the committees and partners she is involved with. These include accessibility services, Wellness, course selections and course outlines, library services, and collaborating with academic Deans, among other activities. Some of her main projects this year were the Student Memorial Service and the Art in the Bullring event. She also spearheaded the Return to Campus Survey which received over 5,000 responses. Based on these responses she will be advocating for students to receive the course delivery formats that they would like. The Professional and Career Development Record is another project she has taken on this year, in collaboration with the Experiential Learning Hub. This project will allow students to see all their experiential learning opportunities both on and off campus under the Professional and Career Development records on the Experience Guelph website. Students can then link these experiences to their Linked-in profiles, which will help to make their involvement in these activities during their time at the University of Guelph more visible. She has been supervising the Student Help and Advocacy Centre, as well as SafeWalk, and SE&RM. All of these services have been doing great work this year, which will be detailed more during the Service Updates section of the meeting. She sits on the University of Guelph Senate, as well as the Board of Undergraduate Studies. She is happy to answer any questions or respond to any comments that students have for her regarding her role.

### **d) VP External – Shilik Hamad**

VP External Shilik Hamad began by giving an introduction of her role and thanking members for their involvement in this meeting. In October, due to the rise of gender-based violence on campuses, the CSA led a successful walk out in support of student survivors which had over 200 supporters. This led to more discussions with University administration to assess policies, support, and culture regarding sexual violence. This is in part why events such as tomorrow's Sexy Bingo with a focus on Consent are occurring. Other initiatives include working with Guelph Hillel on Holocaust education week, working with Guelph Black Student Association, Guelph Women in Leadership, and the Cultural Diversity

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Office. For Black Heritage Month they invited Minna Salami to speak at the University. She worked with the PSSA and Amer Zahr on a Comedy Show. She also assisted the BIPOC Student Coalition on maintaining their work, and assisted the UofG Campus Coalition on putting together solidarity statements and initiatives on things that are affecting the students. VP External Shilik Hamad frequently mobilizes with students on issues that they care about, and represents them on federal, provincial, and municipal levels. This includes issues surrounding students such as elections. As a result, during Lobby week she met with MPPs to discuss post-secondary education and how to support students better. This included a town hall with Mike Schriner from Guelph. She is also the supervisor of the FoodBank and the Bike Centre. After having the Bike Centre closed for over a year, they were really happy to have it reopened, and tomorrow the Bike Auction is starting. The UPass was reinstated this year, and the late-night service was introduced. Finally, she sits on a variety of other committees that she would be happy to share about with students if they are interested. She is happy to answer any questions or comments that students may have regarding her work in this position.

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

- a) President – Nicole Walker
- b) VP Student Experience (Position currently vacant)
- c) VP Academic – Lisa Kazuhara
- d) VP External – Shilik Hamad

**Moved:** Member Stevens

**Seconded:** Member Bedi

Member McMillan abstained.

**Motion carried**

### ***Door Prizes Round 2***

The winners for the \$10 Bullring gift cards were announced:

- Akshay Babubhai Dangariya
- Olivia Wells
- Stephanie Fletcher
- Michael Pacheco
- Margaret-Josephine Hickson
- Wesolim Abambora
- Kyle Farquharson
- Joni Babulal

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- Yuha Khan
- Caitlin Holder

The winners for the \$50 gift cards were announced:

- Sofie Julien
- Joshua Vito
- Keshini Digamber
- Jennifer Penney-Moccio
- Briyenne Babulal

### 1.9.2 CSA Service Updates

#### a) SafeWalk

VP Academic Lisa Kazuhara gave an overview of the SafeWalk experience this year with the pandemic. They ran at a reduced schedule due to public health restrictions, but they have since resumed their services at full capacity. More details are available in the Board Package, and she is happy to provide any additional information to any students who are interested.

#### b) FoodBank

VP External Shilik Hamad provided a quick run-down of the FoodBank. They provide graduate and undergraduate students with access to food and anti-poverty resources, as well as referrals to other services and resources. The service is confidential and by appointment only. Each person has access to thirty items per month, plus 30 per month per additional dependant. The FoodBank has been able to expand their service a lot this year as well, due to the hiring of additional assistants. She is happy to answer any questions students may have as well.

Member Bhakta had a question about the CSA's services, such as the FoodBank, in the past year. Member Bhakta asked whether the CSA has been monitoring whether the level of participation with the FoodBank has been impacted by the pandemic and by any potential supply chain issues?

President Nicole Walker noted that there has actually been an uptick in users in the FoodBank since the beginning of the pandemic. The FoodBank is now currently operating at maximum capacity due to increased food insecurity on campus during the pandemic. They are working to help the students accessing the service receive additional supports. They source the Food locally through the Seed Guelph. They haven't seen supply issues due to sourcing them locally.

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Member Chesbro asked if students were able to donate to the FoodBank, and if so, how they would go about doing so?

VP External Shilik Hamad noted that students may contact the FoodBank Coordinator and ask about donating some food.

President Nicole Walker added that personal donations may be dropped off directly at the FoodBank during their hours of operation. Additionally, students can also email the FoodBank at [foodbank@uoguelph.ca](mailto:foodbank@uoguelph.ca) as VP External Shilik Hamad noted. The FoodBank Coordinator did an exceptional job of acquiring donations and ran several fundraisers this year. Another option for students wishing to contribute is to visit the CSA's front office as there is a donation jar there. Funding was provided by alumni and through initiatives across campus, such as \$2 donations at the Bullring with the proceeds going to the FoodBank.

### **c) Student Help and Advocacy Centre (SHAC)**

VP Academic Lisa Kazuhara explained the role of SHAC. It provides a safe space for students to ask questions on legal issues and receive information. This could include housing or tenancy, academics, financial issues, human rights issues, and more. They have a lawyer and a paralegal who comes in once a week to provide free legal advice. The Coordinator and Assistant Coordinators also have office hours during which they can provide additional information. The service was operating in virtual format but it is currently running as a hybrid again. Since they had fewer visits to their office during the Fall semester, the Assistants have been producing online resources and creating a podcast with helpful information for students. Once they are back in person, they are hoping to have more events on campus to educate people on academic issues. She was happy to answer any questions that students have regarding this service.

### **d) Student Events and Risk Management (SE&RM)**

VP Academic Lisa Kazuhara explained the role of the SE&RM service. This service is responsible for reviewing all student-run events on campus and ensuring that they follow the University rules and other guidelines to ensure proper insurance. Events were starting to happen on campus again as restrictions surrounding the pandemic began to ease. SE&RM has adapted despite it being a difficult year for the service, as they have had to keep up to date with frequently changing public health guidelines. She thanked the Coordinator Adam Zuill for his great work, and the Clubs Programming Coordinator Shaima Alam for her great work, as she was also one of the SE&RM reviewers.

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### e) CSA Clubs

President Nicole Walker explained that she has taken on the role of supervising the Clubs staff due to the vacancy in the Student Experience position. The Clubs office supports over 130 accredited clubs on campus. They are currently working on the accreditation process for the summer 2022 semester so that students can participate in orientation week events. They are also working to launch a satisfaction survey for next year, so that they know how to better improve next year. They did clubs day virtually this year and they are looking forward to holding this in person again next year. 15 new clubs were accredited this year. They also streamlined the process to make it easier to submit an application. The Clubs office has been working on rebranding for a cleaner look, and they have also updated their slogan. They are excited to promote their service more on social media. They have an updated Clubs Directory this year and they are working on a new booking system as well. They also had an event this year called Club Hub which was an opportunity for Clubs leaders to socialize and get to know each other. They had a great turnout for that. If anyone has any questions, they can contact the Administrative Coordinator Alex Charette whose information is available on the CSA Clubs page.

### f) Bike Centre

VP External Shilik Hamad provided an update about the Bike Centre and its reopening process this year. The Bike Centre Coordinator has done a great job making this transition. She provided information on the services that the Bike Centre provides and how students can access this service. In summary, the Bike Centre is a do-it-yourself repair shop where students can access tools, parts, and training for bicycle repairs and maintenance. To access this service, students can book appointments during their hours of operation. Some highlights this year include the creation of the Student Housing and Lending Program, where students who live in residences on campus can access bikes. Additionally, bidding on the Bike Auction starts tomorrow. If anyone has any questions, she is happy to answer them or she would recommend reaching out to the Bike Centre Coordinator directly.

**MOTION:** To receive the following CSA Service Updates as information at the 2022 CSA Annual General Meeting on March 30, 2022:

- a) SafeWalk
- b) FoodBank
- c) Student Help and Advocacy Centre (SHAC)
- d) Student Events and Risk Management (SE&RM)
- e) CSA Clubs
- f) Bike Centre

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**Moved:** Member Persram

**Seconded:** Member Mounir

Member McMillan abstained.

### **Motion carried**

## **1.10 Business**

### **1.10.1 Submitted Motions**

No motions were received.

### **1.10.2 Open Forum**

Member Harris, who represents the College of Arts on the Board of Directors, shared with attendees that they are currently working on buttons for students in the GQE office. So far, she has made 27 buttons and shared some of them with participants of the meeting. They invited students to access the GQE's office hours at some point to pick up the buttons. They shared about a GQE study event happening on Friday from noon to 4 pm in the UC Room 441, where students can come to study to help each other focus better.

Members used the chat function to ask where the buttons could be found.

Member Harris responded that the buttons are in the GQE office in Room 270 of the University Centre.

Member George asked about the due date for the budget of the Mature Students' Association.

Clubs Coordinator Alex Charette responded to Member George by stating that extra money is kept in the Clubs Account for the following year so it can be spent then instead. He encourages the Member to send him an email so he can evaluate their specific situation so he can provide them with appropriate guidance.

Member Barich had a question about whether hybrid classes will continue to be offered in the Fall and why some haven't been offered in this current school year.

VP Academic Lisa Kazuhara responded by thanking the Member for raising this concern. She noted that this was part of the reason that the Return to Campus Survey was conducted. She reaffirmed the benefits of a hybrid format for classes and assured the Member that she has been advocating accordingly. From the policy perspective, the University's agreement with the Teachers' Association gives

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professors the right to hold the courses in the format they prefer. As a result, obtaining a hybrid format for classes is a work in process. They are striking a working task force at the CSA, starting with the Board of Directors and herself. They are hoping to open that up in May to the general student population and gather more opinions at that point. Students received a Covid-19 update from the University today. The CSA also recognizes that there have been major outbreaks on campus right now, and she has been having an ongoing conversation with the University regarding this. Currently, the University advises students to contact their program counsellors if they will miss an exam as a result of being sick; the CSA recognizes that this may overwhelm program counsellors as exam season is fast approaching. As a result, VP Academic Lisa Kazuhara will be meeting with the program counsellors to see how this can be mitigated in the upcoming weeks. Students are not currently required to provide a doctor's note to receive these exam accommodations. She is happy to contact professors who are unwilling to provide this support on behalf of students to vouch for their right to these accommodations.

President Nicole Walker noted that recorded lectures would be the first goal, but that ideally, they would aim for live hybrid lectures. The CSA will continue advocating for this with its new Executive team, as they recognize the benefits of hybrid lectures even beyond the scope of the pandemic for accessibility purposes. They recognize that some of the results for the Return to Campus survey are not moving as quickly as the student body is hoping for. She assured members that they are seeing progress in their conversations with the University, and they will continue to push for representation of student interests based on the survey results. They are currently fulfilling four Executive positions as a team of three, so they appreciate students' patience in these matters.

### **Grand Prizes**

The winners of the \$500 tuition credits were announced:

- Jessica Pink
- Gautam Kakar
- Emma Durnin

**Quorum was lost at 7:26 pm just prior to the motion to adjourn and the Chair adjourned the meeting.**