

AGENDA

Board of Directors Meeting # 16

March 29, 2023 – 6:00 pm



Agenda – March 29, 2023

16.0	Call to Order	
16.1	Land Acknowledgement Member Michaela Hishon	
16.2	Adoption of the Agenda 16.2.1 Approve the Agenda 16.2.2 Declarations of Conflicts	1
16.3	Ratifications and De-Ratifications	
16.4	Comments from the Chair 16.4.1 Introductions and Pronouns	
16.5	Approval of Past Minutes 16.5.1 Meeting # 13 – February 1, 2023 16.5.2 Meeting #14 – February 15, 2023 16.5.3 Meeting # 15 – March 1, 2023 16.5.4 Meeting # 15A – March 8, 2023	2 3 41 69 106
16.6	Executive Committee Minutes	
16.7	Executive Updates 16.7.1 President – March 29, 2023 16.7.2 VP Student Experience (vacant) 16.7.3 VP Academic – March 29, 2023 16.7.4 VP External – March 29, 2023	115 116 118 119
16.8	Director Reports	
16.9	CSA Service Update and Report	
16.10	Committee Updates and Reports 16.10.1 Hiring Committee Report: Clubs Event Coordinator 16.10.2 Finance Committee Meeting # 5 Minutes – March 6, 2023 16.10.3 Hiring Committee Report: Clubs Coordinator 16.10.4 Hiring Committee Report: FoodBank Coordinator	121 122 126 127
16.11	Business 16.11.1 Presentation: Overview of the 2023-2024 Draft CSA Budget – Lee Anne Clarke, Business Manager 16.11.2 Notice: Policy amendment re Absentee Voting for Elections Contingency Plan 16.11.3 Notice: Policy amendment re Quorum for Elections Contingency Plan 16.11.4 Notice: Policy amendment re Clubs Office Job Titles 16.11.5 Updated Online Elections Contingency Plan 16.11.6 Motion: Calling Annual General Meeting	128 150 152 153 154 163
16.12	New Business 16.12.1	
16.13	Announcements	

AGENDA

Board of Directors Meeting # 16

March 29, 2023 – 6:00 pm



16.14	In Camera Session	
16.15	Adjournment	164

Motion

Board of Directors Meeting # 16

March 29, 2023



Item 16.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 16 on March 29, 2023, be approved as printed and distributed.

Moved:

Seconded:

Item 16.2.1 (b) Amend the Agenda

MOTION TO AMEND: that the agenda be reordered so that **Item 16.11.1 Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Moved:

Seconded:

Item 16.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 16 on March 29, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 16.11.1 Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Motion

Board of Directors Meeting # 16
March 29, 2023



Item 16.5
Approval of Past Board Minutes

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

16.5.1	CSA Board Meeting # 13	February 1, 2023
16.5.2	CSA Board Meeting # 14	February 15, 2023
16.5.3	CSA Board Meeting # 15	March 1, 2023
16.5.4	CSA Board Meeting #15A	March 8, 2023

Moved:
Seconded:

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Attendance – February 1, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Regrets	
Simran Kalra	College of Biological Science	Regrets	
Jake Levy	College of Engineering and Physical Sciences	Present	
Jesse Varkul	College of Engineering and Physical Sciences	Present	
Ella Odeh	College of Social and Applied Human Sciences	Present	
Jacob Miller	College of Social and Applied Human Sciences	Present	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Isha Maharaj	Ontario Agricultural College	Present	
Jenna Scharnowski	Ontario Agricultural College	Present	
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Present	d: 7:02 pm
Michaela Hishon	College of Engineering and Physical Sciences Student Council	Present	d: 6:51 pm
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Alec Moyle	Lang Students' Association	Present	
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 13
 February 1, 2023 – 6:00 pm
 UC 442



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

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Sean Lloyd	Scribe

Guest	Affiliation
Celine Said	CSA Chief Returning Officer
Lee Anne Clarke	CSA Business Manager

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Summary of Resolutions

13.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 13 on February 1, 2023, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: That the agenda be reordered so that **Item 13.11.1: Presentation: Winter 2023 General Elections** is the first item of discussion; and

FURTHER that the agenda be reordered so that **Item 13.11.2: Presentation: Semi-Annual Budget Report and Financial Position** is the second item of discussion.

Motion Carried

MOTION AS AMENDED: That the agenda for the CSA Board of Directors Meeting # 13 on February 1, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 13.11.1: Presentation: Winter 2023 General Elections** is the first item of discussion; and
- The reordering of the agenda so that **Item 13.11.2: Presentation: Semi-Annual Budget Report and Financial Position** is the second item of discussion.

Motion Carried

13.5 Approval of Past Board Minutes

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

13.5.1	CSA Board Meeting # 12	January 18, 2023
--------	------------------------	------------------

Motion Carried

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



13.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
13.6.1	Meeting # 16	December 9, 2022
13.6.2	Meeting # 17	December 14, 2022
13.6.3	Meeting # 18	January 11, 2023
13.6.4	Meeting # 19	January 20, 2023

Motion Carried

13.7 Executive Updates

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

13.7.1	President	February 1, 2023
13.7.2	VP Student Experience (vacant)	
13.7.3	VP Academic	February 1, 2023
13.7.4	VP External	February 1, 2023

Motion Carried

13.10.1 Petitions, Delegations, and Representations Committee Report

MOTION: That the Petitions, Delegations, and Representations Committee Report, as included in the board agenda package, be received as information.

Motion Carried

13.10.2 Hiring Committee Report: Bike Centre Assistants

MOTION: That the hiring of Spencer Ploeger and Jacob Ashley for the positions of Bike Centre Assistants be approved, as recommended by the Hiring Committee.

Motion Carried

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



13.10.3 Hiring Committee Report: Board Scribe

MOTION: That the hiring of Sean Lloyd for the position of Board Scribe be approved, as recommended by the Hiring Committee.

Motion Carried

13.10.4 Petitions, Delegations, and Representations (PDR) Committee Minutes

MOTION: That the Minutes for the following Petitions, Delegations, and Representations Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.4	Meeting # 3	November 23, 2022

Motion Carried

13.10.5 Finance Committee Minutes # 1

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.5	Meeting # 1	November 28, 2022

Motion Carried

13.10.6 Finance Committee Minutes # 2

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.6	Meeting # 2	December 8, 2022

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Motion Carried

13.10.7 Summary of Committee Appointments

MOTION: That the **Summary of Committee Appointments**, as presented to the Board of Directors on February 1, 2023, be received as information.

Motion Carried

13.10.8 Hiring Committee Report: FoodBank Assistant

MOTION: That the hiring of Morla Phan for the position of FoodBank Assistant be approved, as recommended by the Hiring Committee.

Motion Carried

13.11.1 Presentation: Winter 2023 General Elections

(a) Speaking Rights: Chief Returning Officer

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

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

MOTION: That speaking rights be extended to Celine Said, Chief Returning Officer, for a presentation regarding the CSA Winter 2023 General Election;

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

b) Presentation

WHEREAS CSA Policy Appendix G: Electoral, Section 2.9 states that the CSA Elections Office shall ensure the Candidates' Package is up to date, consistent with CSA bylaws and policies, and provided to the Board of Directors;

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



MOTION: That the presentation by Celine Said, Chief Returning Officer (CRO), regarding the CSA Winter 2023 General Election, and the following documents, be received as information:

- Candidates' Package: Directors
- Candidates' Package: Executive
- Nomination Package: Directors
- Nomination Package: Executive
- Nomination Package: President

Motion Carried

13.11.2 Presentation: Semi-Annual Budget Report and Financial Position

(a) Speaking Rights: Business Manager

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

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

BE IT RESOLVED that speaking rights be extended to Lee Anne Clarke, Business Manager, for a presentation regarding the Semi-Annual Budget Report and Financial Position;

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

(b) Presentation

WHEREAS the Business Manager presented the following reports as recommended forward by the Finance Committee, and included in the February 1, 2023 board agenda package:

- CSA Semi-Annual Budget Report to October 31, 2022
- CSA Financial Position as of December 31, 2022

BE IT RESOLVED that the presentation by Lee Anne Clarke, Business Manager, regarding the Semi-Annual Budget Report and Financial Position be received as information by the Board of Directors.

Motion Carried

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



13.11.3 Bylaw Amendment re Policy & Bylaw Review Committee (PBRC)

MOTION: That CSA Bylaw 1 – Organizational be amended as follows:

That **Bylaw 1 – Organizational, Section 2.1** be deleted and replaced with the following wording:

Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

- a) Pay a CSA membership fee; or
- b) Pay a Co-Op work term fee.

That **Bylaw 1 – Organizational, Section 2.8.2 a)** be deleted and replaced with the following wording:

Members of the CSA shall have the following responsibilities:

- a) Payment of the designated CSA membership fee or the Co-Op work term fee

Motion Carried

13.11.4 Director Class Talks: re General Elections and AGM

(a) Winter 2023 General Elections

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

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

BE IT RESOLVED that each Director schedule and present at least one class talk for the Winter 2023 General Elections before the end of the voting period on Friday, March 10, 2023;

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



FURTHER that the CSA President provide Directors with suggested speaking points that may be used in their election class talks;

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

(b) Annual General Meeting

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

WHEREAS it is important to maximize promotional efforts encouraging undergraduate members to attend the Annual General Meeting (AGM) so that minimum quorum requirements are met, and we realize a successful process;

BE IT RESOLVED that each Director schedule and present at least one class talk for the AGM, before the date of the AGM on Wednesday, March 15, 2023;

FURTHER that the Policy & Transition Coordinator (PTC) provide Directors with suggested speaking points that may be used in their AGM class talks;

AND FURTHER that Directors provide the date and location of their presentations to the PTC to be included in a summary report.

Motion Carried

13.11.5 2023-2024 CSA Board Meeting Schedule

MOTION: that the CSA Board of Directors approve the 2023-2024 Board of Directors Meeting Schedule as included in the February 1, 2023 Board Agenda Package.

Motion Carried

13.11.6 Appoint Director to Hiring Committee: Front Office Assistant

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

WHEREAS CSA Director Simran Kalra was appointed to the Front Office Assistant hiring committee at the January 18 Board of Directors meeting; and

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



WHEREAS CSA Director Simran Kalra has since resigned from the hiring committee due to schedule conflicts;

BE IT RESOLVED that the following CSA Director be appointed to the Hiring Committee for the position of Front Office Assistant:

Michelle Wilk

Motion Carried

13.11.7 Winter 2023 General Elections Promotional Strategy

MOTION: That the Winter 2023 General Elections Promotional Strategy, as included in the board agenda package, be received as information

Motion Carried

13.12.1 Student Affordable Housing Taskforce

WHEREAS the Student Affordable Housing Task Force Terms of Reference require the membership to include the CSA President, a minimum of one additional CSA Executive Member, and a minimum of three CSA Board of Directors;

BE IT RESOLVED that the Student Affordable Housing Taskforce be formed according to the Terms of Reference presented to the Board and included in these minutes, and;

FURTHER that the following CSA Executives and Directors be appointed to the Student Affordable Housing Task Force:

Mason Friebe (Executive)
Jena-Lee Ashley (Executive)
Isha Maharaj
Mauricio Fernandez
Michelle Wilk

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Samantha Ogbeiwi
Olivia Smith
Jenna Scharnowski
Duncan McGuire
Jacob Miller
Anthony Pereira
Varnika Karavadi
Ella Odeh

Motion Carried

13.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 13 on February 1, 2023, be adjourned at 8:34 pm

Motion Carried

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Agenda – February 1, 2023

13.0	Call to Order	
13.1	Land Acknowledgement Member Michelle Wilk	
13.2	Adoption of the Agenda 13.2.1 Approve the Agenda 13.2.2 Declarations of Conflicts	
13.3	Ratifications and De-Ratifications	
13.4	Comments from the Chair 13.4.1 Introductions and Pronouns	
13.5	Approval of Past Minutes 13.5.1 Meeting # 12 – January 18, 2023	
13.6	Executive Committee Minutes 13.6.1 Meeting # 16 – December 9, 2022 13.6.2 Meeting # 17 – December 14, 2022 13.6.3 Meeting # 18 – January 11, 2023 13.6.4 Meeting # 19 – January 20, 2023	
13.7	Executive Updates 13.7.1 President – February 1, 2023 13.7.2 VP Student Experience (vacant) 13.7.3 VP Academic – February 1, 2023 13.7.4 VP External – February 1, 2023	
13.8	Director Reports	
13.9	CSA Service Update and Report	
13.10	Committee Updates and Reports 13.10.1 Petitions, Delegations, and Representations Report 13.10.2 Hiring Report: Bike Centre Assistants 13.10.3 Hiring Report: Board Scribe 13.10.4 Petitions, Delegations, and Representations Meeting # 3 Minutes 13.10.5 Finance Committee Meeting # 1 Minutes 13.10.6 Finance Committee Meeting # 2 Minutes 13.10.7 Summary of Committee Appointments 13.10.8 Hiring Report: FoodBank Assistant	
13.11	Business 13.11.1 Presentation: Winter 2023 General Elections 13.11.2 Presentation: Semi-Annual Budget Report and Financial Position	

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



	13.11.3 Bylaw amendment re PBRC 13.11.4 CSA Directors Class Talks: re General Elections and AGM 13.11.5 CSA Board of Directors Meeting Schedule 2023-2024 13.11.6 Appoint Director to Hiring Committee: Front Office Assistant 13.11.7 Winter 2023 General Elections Promotional Strategy	
13.12	New Business 13.12.1 Student Affordable Housing Taskforce	
13.13	Announcements	
13.14	In Camera Session	
13.15	Adjournment	

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Minutes – February 1, 2023

13.0 Call to Order

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

13.1 Land Acknowledgement

Member **Michelle Wilk** presented the following Land Acknowledgement:

Hi everyone! I would like to take some time to acknowledge that the land we live, eat, and dwell on had ancestral origin that belonged to Indigenous Peoples. The City and University of Guelph resides on the traditional lands of the Mississauga, Anishinaabe, and Haudenosaunee Peoples. The University Centre building that we stand in today occupies the treaty lands and territories of the Mississauga's of the New Credit First Nation. I would like to encourage everyone to take some time to learn something new about the groups whose land was taken from them. To honor this, I will be sharing a reading from Circles For Reconciliation about what land means to Indigenous people. “An Indigenous person’s sense of self is not separate from the land. The interconnectedness with the land and the natural world is a lived experience. Indigenous persons have a hard time knowing themselves and being themselves without this relationship to their homeland” (Circles for Reconciliation, 2021).

Michelle Wilk, Board Member

13.2 Adoption of the Agenda

13.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 13 on February 1, 2023, be approved as printed and distributed.

Moved: Mauricio Fernandez

Seconded: Anthony Pereira

MOTION TO AMEND: That the agenda be reordered so that **Item 13.11.1: Presentation: Winter 2023 General Elections** is the first item of discussion; and

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



FURTHER that the agenda be reordered so that **Item 13.11.2: Presentation: Semi-Annual Budget Report and Financial Position** is the second item of discussion.

Moved: Nicole Walker, President
Seconded: Jacob Miller

Nicole Walker, President, motivated that CSA staff will be giving presentations today. To be mindful of their time we would like them to present first so that they can leave after their presentations.

Motion Carried

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 13 on February 1, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 13.11.1: Presentation: Winter 2023 General Elections** is the first item of discussion; and
- The reordering of the agenda so that **Item 13.11.2: Presentation: Semi-Annual Budget Report and Financial Position** is the second item of discussion.

Motion Carried

13.2.2 **Declarations of Conflicts**

No declarations of conflict were made at this meeting.

13.3 **Ratifications and De-Ratifications**

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

13.4 **Comments from the Chair**

Cameron Olesen, Board Chair: As always, if you want to request to be added to the speakers list, please raise your placards. If you need to interject with a point of order, point of information, point of parliamentary procedure, or point of personal privilege, please raise your hand to distinguish that.

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



13.4.1 Introductions and Pronouns

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

13.5 Approval of Past Board Minutes

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

13.5.1	CSA Board Meeting # 12	January 18, 2023
--------	------------------------	------------------

Moved: Anthony Pereira
Seconded: Jake Levy

Motion Carried

13.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
13.6.1	Meeting # 16	December 9, 2022
13.6.2	Meeting # 17	December 14, 2022
13.6.3	Meeting # 18	January 11, 2023
13.6.4	Meeting # 19	January 20, 2023

Moved: Jake Levy
Seconded: Michelle Wilk

Motion Carried

13.7 Executive Updates

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

13.7.1	President	February 1, 2023
13.7.2	VP Student Experience (vacant)	
13.7.3	VP Academic	February 1, 2023

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



13.7.4	VP External	February 1, 2023
--------	-------------	------------------

Moved: Jake Levy
Seconded: Duncan McGuire

Motion Carried

13.7.1 President

The Student Involvement Fair was held in the UC today with all the primary student organizations, Interhall Council, the GSA, some special status groups, and the CSA. There was a lot of great involvement with students keen to get involved. There was 5 straight hours of talking to students which was fantastic. This was part of the elections promotional strategy.

We're starting to get into elections season, nominations open on Monday, February 6 and close on Wednesday, February 15. Hopefully members of the Board are thinking about putting forward their names for re-election. If you are not running again, you should reach out to friends you think would be interested. If you are graduating, you should consider an Executive position.

The newsletter went out today with a lot of great information for all the programming upcoming for February from the CSA.

We are doing a lot of hiring. Most recently our Board Scribe. We are also hiring for a Front Office Assistant.

The Elections Appeals Board was supposed to meet tonight as there was a violation of election policy, someone was campaigning outside of the appropriate period. The appeals form was not submitted by the deadline so the Board will not meet tonight.

The UC Board Working Agreement revisions were received. The UC Board Executive Committee will take a look at the revisions and there will be some back-and-forth. They will be sent back one more time before the Board will look at them in March.

We're trying to make the PDR form more user-friendly for the March final deadline. It is being converted to a Qualtrics form that will hopefully be easier for our clubs and student organizations to apply and access funds.

Nicole Walker, President

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



13.7.3 VP Academic

SHAC cases inquiries are still at a high because of the winter semester. They are getting a lot of inquiries about the last semester and the current one. The website was just updated and is a lot more comprehensive. Some podcasts are planned for this semester as well and feel free to check them out on the website when they go live.

Met with the Inclusive Space sub-committee; they are going through sections of a new audit that was conducted in October of the entire campus. It highlights physical accessibility concerns. It's good to see that this audit was done. The committee is looking to highlight priorities for physical resources to handle over the next few years.

Met with the Student Senate Caucus and learned that many are not happy with the new MFA system. Not everyone has 2 devices on them, there is an option to purchase a device from the Bookstore but then that is a cost problem. Those discussions are ongoing. The caucus also discussed concerns with the University's revenue plan. It is unclear what will happen if they don't meet their international student targets again and how many domestic students they will admit to offset any loss. This can have huge effect on employment and housing in Guelph. Will continue to provide updates on this situation.

Met with the Open Accessibility Course Content Taskforce, and they are planning to send out a textbook survey in the next month or two. The survey will look at student's willingness to buy textbooks at the current costs and what alternative methods they may be using while promoting open educational resources. The last survey of this nature was in 2016.

Currently preparing for the upcoming AGM. Clubs Day went well, and the Student Involvement Fair was also successful.

The Teaching Excellence Award is still live on our website. This is for any teachers deserving recognition. There have been a decent number of nominations already, but more are welcome.

Mason Friebe, VP Academic

13.7.4 VP External

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



The FoodBank Coordinator calculated a cost estimate for the food they have received as donations since September and the total was \$5,366 which is amazing. If any groups are willing to work with the FoodBank, our coordinator is looking to collaborate on events related to food security, nutrition, and food drives. Reach out if you have any interest in that.

The Bike Centre is running a workshop series. The first one is this Monday and is called “City Cycling Basics”. It will teach you how to navigate Guelph’s bike lanes and intersections. For more information check out their Instagram.

Really enjoyed the Student Involvement Fair today, got to meet a lot of people.

The CFS business completed. Lobby week is coming up. Looking forward to that with Member Miller to meet with Members of Provincial Parliament.

Jena-Lee Ashley, VP External

13.8 Director Reports

Varnika Karavadi sat on the PDR Committee which met last week.

Isha Maharaj sat on the PDR Committee as well.

Anthony Pereira sat on the PDR Committee, and he indicated they awarded money to several clubs.

Jake Levy sat on the Finance Committee and PBRC meetings.

Jesse Varkul sat on the UC Board Meeting and indicated there were a lot of finance reports.

Mauricio Fernandez sat on the Finance Committee meetings.

Olivia Smith sat on the Board Scribe Hiring Committee. They hired a scribe.

Kelly Ruigrok had a session with Colleen, the Policy & Transition Coordinator, and they discussed items that will be brought up at PBRC.

Ella Odeh sat on the PDR Committee.

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



13.10 Committee Updates and Reports

13.10.1 Petitions, Delegations, and Representations Committee Report

MOTION: That the Petitions, Delegations, and Representations Committee Report, as included in the board agenda package, be received as information.

Moved: Nicole Walker, President

Seconded: Jesse Varkul

Nicole Walker, President, indicated this report does not reflect the \$10,000 expected from defunct clubs. Waiting on winter accreditation confirmation before that can be added.

Motion Carried

13.10.2 Hiring Committee Report: Bike Centre Assistants

MOTION: That the hiring of Spencer Ploeger and Jacob Ashley for the positions of Bike Centre Assistants be approved, as recommended by the Hiring Committee.

Moved: Jena-Lee Ashley, VP External

Seconded: Mauricio Fernandez

Motion Carried

13.10.3 Hiring Committee Report: Board Scribe

MOTION: That the hiring of Sean Lloyd for the position of Board Scribe be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded: Olivia Smith

Motion Carried

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



13.10.4 Petitions, Delegations, and Representations (PDR) Committee Minutes

MOTION: That the Minutes for the following Petitions, Delegations, and Representations Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.4	Meeting # 3	November 23, 2022

Moved: Jake Levy

Seconded: Anthony Pereira

Motion Carried

13.10.5 Finance Committee Minutes

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.5	Meeting # 1	November 28, 2022

Moved: Jenna Scharnowski

Seconded: Jake Levy

Motion Carried

13.10.6 Finance Committee Minutes

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
13.10.6	Meeting # 2	December 8, 2022

Moved: Mauricio Fernandez

Seconded: Michelle Wilk

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Motion Carried

13.10.7 Summary of Committee Appointments

Motion: That the **Summary of Committee Appointments**, as presented to the Board of Directors on February 1, 2023, be received as information.

Moved: Anthony Pereira

Seconded: Jake Levy

Motion Carried

13.10.8 Hiring Committee Report: FoodBank Assistant

MOTION: That the hiring of Morla Phan for the position of FoodBank Assistant be approved, as recommended by the Hiring Committee.

Moved: Jena-Lee Ashley, VP External

Seconded: Jake Levy

Motion Carried

13.11 Business

13.11.1 Presentation: CSA Winter 2023 General Election

(a) Speaking Rights: Chief Returning Officer

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

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

MOTION: That speaking rights be extended to Celine Said, Chief Returning Officer, for a presentation regarding the CSA Winter 2023 General Election;

Moved: Jake Levy

Seconded: Jacob Miller

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Motion Carried

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

Moved: Isha Maharaj

Seconded: Jake Levy

Motion Carried

(b) Presentation

Celine Said, Chief Returning Officer:

Thank you for everyone's attendance. I can be reached at csacro@uoguelph.ca. Today's presentation will be going over updates for the CSA Winter 2023 General Election nomination and candidate's packages. The broad scope of most changes to the packages was grammar and formatting.

For Executive and Director Packages in general, the biggest alteration was bringing awareness to the candidates and reminding students of their commitments and responsibilities as Executives and members of the Board. Additional checklists and signature requirements were added within the package to ensure that students are not only reading through the package thoroughly but are also signing off to ensure that their responsibilities are held throughout the nominations period as well during candidacy. There is also draft language included to add co-op students as CSA members in good standing, dependent on a decision to be reached by the Board later this meeting. Also added the due date wherever applicable to make sure students are aware of the deadlines.

The Directors Package specifically was updated to ensure that there is more information regarding the student colleges and how they can get familiar with their colleges. It also includes the signature requirements associated with their college. Descriptions with examples and links are provided. The Directors Nomination Package also has an updated extracurricular table for ease-of-use of the nominees as well as the CSA Elections Office. The paragraph discussing conflicts of interest and transparency was updated to make sure the students are knowledgeable of that.

Nicole Walker, President, requested for the CRO to show the language used for examples of colleges to the Board.

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Celine Said, CRO, showed the example of a Biological Sciences major needing to collect 25 signatures from other students within the College of Biological Sciences to seek nomination.

WHEREAS CSA Policy Appendix G: Electoral, Section 2.9 states that the CSA Elections Office shall ensure the Candidates' Package is up to date, consistent with CSA bylaws and policies, and provided to the Board of Directors;

MOTION: That the presentation by Celine Said, Chief Returning Officer (CRO) regarding the CSA Winter 2023 General Election, and the following documents, be received as information:

- Candidates' Package: Directors
- Candidates' Package: Executive
- Nomination Package: Directors
- Nomination Package: Executive
- Nomination Package: President

Moved: Nicole Walker, President

Seconded: Jesse Varkul

Motion Carried

13.11.2 Presentation: Semi-Annual Budget Report and Financial Position

(a) Speaking Rights: Business Manager

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

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

BE IT RESOLVED that speaking rights be extended to Lee Anne Clarke, Business Manager, for a presentation regarding the Semi-Annual Budget Report and Financial Position;

Moved: Jacob Miller

Seconded: Jake Levy

Motion Carried

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



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

Moved: Jacob Miller

Seconded: Varnika Karavadi

Motion Carried

(b) Presentation

Lee Anne Clarke, Business Manager:

On behalf of the Finance Committee, it is my pleasure to present the Semi-Annual Budget Report and the Statement of Financial Position to December 31. Shoutout to the Finance Committee Members for their long hours, insight, and engagement.

An explanation of the Finance Committee, a standing committee of the CSA, was provided. On December 8, the committee passed a motion to bring forth both reports shown today for information and presentation to the Board of Directors.

Semi-Annual Budget Report serves as a snapshot in time at the midpoint of the fiscal year. It helps to show whether the CSA's budget predictions are on track or whether adjustments will need to be made. It does so by providing actual numbers Year-To-Date (YTD), October 31 in this case, and showing the figures for the same time the previous year to compare. There are 15 different portfolios which make up the entirety of the budget. Every budget is expected to be a zero-budget, meaning that the allocated funds are to be spent out at the end of the year. Generally, the budgets are primarily funded through CSA membership fees, but some are funded by dedicated referendum fees, such as the FoodBank and SafeWalk.

In the Academic Budget there is revenue received from the Student Health and Benefit Plan Reserve Fund, it is a committed fund, \$4,000 for this year, spent entirely on the Student Memorial Service. Whatever the cost of the service is, the Student Health and Dental Plan Committee passes a motion to approve that cost exactly. Art at the Bullring receives funding from the Bullring but is administrated by the VP Academic. The expenses in this presentation, while halfway into the fiscal year, are only weeks into most CSA activities so it is not fully indicative of where we're at.

The Administration Budget has an extra column because it is the machine of the CSA. When creating the budget and passing it the year before, we don't yet know what the student fees are going to be or whether estimated enrollment will be

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



achieved. As a result, the revenue the CSA is going to receive from these student fees has affected the budget. By the end of the year, we are anticipating receiving \$84,000 more than planned. At the time of the report it was estimated at \$97,000, but several students have withdrawn, changing fee revenue. Other Income mostly accounts for bookkeeping services from the CSA's bookkeepers costed out to the Bullring. A nice surprise for the CSA was that Interest Earned, even at this half-way point, is already surpassed the predicted amount for the entire year. Salaries have also been lower because it was budgeted to have an Administration Assistant and Human Resources Coordinator but that hiring has not happened yet. The full-time Bookkeeper planned to be hired also has not happened yet. However, a part-time student Business Office Assistant has been hired. Because of this, savings will be had from the wages and employee benefits budgets. These budgets are expected to be zero-budgets, and because of all the extra revenue and savings in wages, the President has been spending some funds. Leasehold Improvements to CSA Main Office is being used to complete some much-needed renovations. Even with those spendings, there is still expected to be a surplus of \$170,000 in the President's budget.

The Bullring receives funding from the Entertainment Student Fee along with sales. \$15,000 from the Entertainment Fee is budgeted to cover in full their open mic or band nights, but only as much as they spend is covered, similarly to the Memorial Service from the VP Academic budget. Supplies are already at \$14,822 for the half-year, using up most of the \$15,000 budgeted. The new estimate is budgeted for \$21,000. This is because a change to bookkeeping caused the cost of cups and take-out containers to come out of supplies, instead of cost of beverages. We're anticipating a net surplus of over \$40,000 at the end of the year which is exciting given multiple years of the pandemic causing losses.

The Council Budget also receives funding from the Entertainment Fee, along with the CSA Student Fees. College Royal is directly correlated to that Entertainment Fee just like other examples earlier. Under the PDR section, there is a credit of \$3,000 for grants where \$10,000 of expenses are budgeted. This credit is despite \$2,000 of grants being given out at this point. The reason is because of a club that dissolved and almost \$5,000 from their CSA account went back into the PDR line for the benefit of other clubs who will submit PDRs. Because of the anticipation of the extra students in the summer, and the Bookstore historically giving out a bag to each residence student, which they were no longer going to do, the CSA used this opportunity to offer a welcome bag to all residence students. The Finance Committee has indicated they would like to see this, along with the CSA welcome cards that were produced, incorporated into the budget in future years.

The External Budget is straight student fees and is spending well.

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



The Films Budget is entirely funded through the referendum Entertainment Fee but the CSA is not running the Sunday Cinema program so this semester we suspended our portion of the fee. There was only one expense of the O-Week outdoor show, so a surplus is expected for this budget.

The Live Entertainment Budget is also entirely funded through the referendum fee. \$22,000 was allocated but has already been well overspent, but this is okay because of an entertainment reserve fund with \$194,000. The spending came from a great CSA-first opportunity to pay for a show during the Homecoming half-time. There was also a band brought in for O-Week.

The Programmer Budget is the position we don't have anymore, but the Board approved that the Student Experience Coordinator, which was an interim position because we didn't have a VP Student Experience and was hired for 6 months, would be extended to a full year. Because this budget exists, those wages come from this budget. The Imaginus Poster Sale is a CSA initiative, and the CSA receives 20% commission from those shows, so that revenue will be used to offset the cost of the salary.

The Promotional Services Budget receives student fees but is also required to generate revenue to balance its budget. This is through the services offered like postering and space rentals.

For the Student Experience Budget, the position is vacant, but the money is being used by the Student Experience Coordinator. This line receives \$12,000 from the Entertainment Fee but it is for the O-Week programming. This budget will end in a surplus because of wage budgets not being spent.

The Bike Centre Budget is in a negative position in terms of net sales because of a large inventory purchase made last year. The salaries are low because despite many attempts it was impossible to hire a full-time Bike Centre Coordinator over the summer.

For the Clubs Budget there is a Memorandum of Understanding with the UC Administration where they pay for the cleaning and security of the clubs' hallway, and we are charged a fee through them. Because there was a staff shortage, and they couldn't do all that was agreed, a credit was negotiated to bring the cost down. Next year it will be back to normal.

The SafeWalk Budget is 100% funded through a separate referendum fee. Starting up soon there is a pilot program where SafeWalk volunteers will have access to a branded golf cart on Wednesday and Thursday nights to circulate the campus. Any money leftover goes into a dedicated reserve fund for SafeWalk.

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



The SHAC Budget was increased by \$1,000 because SHAC offers a lot of services and there are a lot of advocacy problems going on, which SHAC can offer more hours to help.

For the Foodbank Budget, solicitations is far underbudget which means money needs to be generated to continue spending what we do on food. Many fundraising initiatives are underway, and we have applied for grants.

In summary, combining all CSA operating costs from all the budgets. Expecting to end with a \$135,000 surplus.

For the Statement of Financial Position, the Business Manager reviewed things outside of the budget that have affected the financial position of the CSA. This includes the higher than projected student fees, the renovations being done to the offices, and the additional revenue from the bus pass. The Business Manager examined how the adjusted estimated \$1,135,267 in members equity has many commitments that must be held up. Leaving \$202,574 in available funds for internal commitments, leaving \$84,160 for CSA operations and \$118,414 for new initiatives and projects. Looked at the separate Entertainment Fee which has been overspent this year because of the large surplus.

WHEREAS the Business Manager presented the following reports as recommended forward by the Finance Committee, and included in the February 1, 2023 board agenda package:

- CSA Semi-Annual Budget Report to October 31, 2022
- CSA Financial Position as of December 31, 2022

BE IT RESOLVED that the presentation by Lee Anne Clarke, Business Manager regarding the Semi-Annual Budget Report and Financial Position be received as information by the Board of Directors.

Moved: Nicole Walker, President

Seconded: Michelle Wilk

Motion Carried

13.11.3 Bylaw Amendment re Policy & Bylaw Review Committee (PBRC)

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting.

Notice of this motion was provided at the Board meeting on January 18, 2023.

MOTION: That CSA Bylaw 1 – Organizational be amended as follows:

That **Bylaw 1 – Organizational, Section 2.1** be deleted and replaced with the following wording:

Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

- a) Pay a CSA membership fee; or
- b) Pay a Co-Op work term fee.

That **Bylaw 1 – Organizational, Section 2.8.2 a)** be deleted and replaced with the following wording:

Members of the CSA shall have the following responsibilities:

- a) Payment of the designated CSA membership fee or the Co-Op work term fee

Moved: Jake Levy

Seconded: Mauricio Fernandez

Jake Levy motivated that this amendment was worked on for a while with Colleen, the PTC. There were several options, but this wording is simple and makes the most sense. This works for the student lists come election time. It is important for all students who are going to be experiencing the next CSA Board to have a vote, even Co-Op students.

ROLL CALL VOTE

IN FAVOUR:

Duncan McGuire
Ella Odeh
Kelly Ruigrok

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Jenna Scharnowski
Olivia Smith
Alec Moyle
Samantha Ogbeiwi
Mauricio Fernandez
Michelle Wilk
Jacob Miller
Jesse Varkul
Jake Levy
Anthony Pereira
Isha Maharaj
Varnika Karavadi

OPPOSED:

--

ABSTAINED:

--

Motion Carried

13.11.4 Director Class Talks: re General Elections and AGM

(a) Winter 2023 General Elections

WHEREAS CSA Bylaw 1: Organizational, Section 4.10.1 (d) states: “Each Director shall... be prepared to speak to classes during times of significant importance to the

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large-scale programs and Awareness Weeks”; and

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

BE IT RESOLVED that each Director schedule and present at least one class talk for the Winter 2023 General Elections before the end of the voting period on Friday, March 10, 2023;

FURTHER that the CSA President provide Directors with suggested speaking points that may be used in their election class talks;

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

(b) Annual General Meeting

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

WHEREAS it is important to maximize promotional efforts encouraging undergraduate members to attend the Annual General Meeting (AGM) so that minimum quorum requirements are met, and we realize a successful process;

BE IT RESOLVED that each Director schedule and present at least one class talk for the AGM, before the date of the AGM on Wednesday, March 15, 2023;

FURTHER that the Policy & Transition Coordinator (PTC) provide Directors with suggested speaking points that may be used in their AGM class talks;

AND FURTHER that Directors provide the date and location of their presentations to the PTC to be included in a summary report.

Moved: Nicole Walker, President

Seconded: Jake Levy

Nicole Walker, President, motivated that peer-to-peer interaction is the best way to encourage participation in the election process. There will be a giveaway for those doing more than the 1 required class talk. The one who does the most also automatically gets a gift card. You will get a template to talk to your professor

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



with all the information, you will get a QR code you can bring, and you will have the talking points you need to communicate.

Isha Maharaj asked if posting announcements for a DE class counts.

Nicole Walker replied that in-class talks are preferred because it is more impactful. If you are in DE course, it would be sufficient if the professor posts with the poster and the content.

Michelle Wilk asked if for synchronous online classes is it sufficient to talk to the class virtually.

Nicole Walker replied yes.

Motion Carried

13.11.5 CSA Board of Directors Meeting Schedule 2023-2024

MOTION: That the CSA Board of Directors approve the 2023-2024 Board of Directors Meeting Schedule as included in the February 1, 2023 Board Agenda Package.

Moved: Nicole Walker, President

Seconded: Jake Levy

Nicole Walker motivated that we held off on approving previously because there could be a few holidays in the winter 2024 semester, so those dates are not finalized because some dates with religious accommodations could still change. If we need to change the schedule, we can, but we should go forward to begin planning the annual calendar of events.

Motion Carried

13.11.6 Appoint Director to Hiring Committee: Front Office Assistant

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

WHEREAS CSA Director Simran Kalra was appointed to the Front Office Assistant hiring committee at the January 18 Board of Directors meeting; and

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



WHEREAS CSA Director Simran Kalra has since resigned from the hiring committee due to schedule conflicts;

BE IT RESOLVED that the following CSA Director be appointed to the Hiring Committee for the position of Front Office Assistant:

Michelle Wilk

Moved: Nicole Walker, President

Seconded: Michelle Wilk

Nicole Walker, President, shared that we are hiring two front office assistants for next year. The time commitment for the committee is expected to be 5-6 hours, with a plan to shortlist and hire next week, and hopefully finalize the position by February 14.

Motion Carried

13.11.7 Winter 2023 General Elections Promotional Strategy

MOTION: That the Winter 2023 General Elections Promotional Strategy, as included in the board agenda package, be received as information

Moved: Nicole Walker, President

Seconded: Jake Levy

Nicole Walker, President, motivated that the strategy is similar to last semester, looking to target students in an intentional way. Planning to do a coffee event next week with music and the CSA tent. Planning to generate awareness on campus by doing class talks and tabling. There are two phases to the strategy because nominations and voting are so far apart. There is a referendum question so 20% quorum will be needed for that. Looking to get some ambassadors to help.

Motion Carried

13.12 New Business

MOTION: That the agenda be reconsidered to add a New Business Item to discuss the Housing Crisis facing University of Guelph students.

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Moved: Jacob Miller

Seconded: Michelle Wilk

Motion Carried

The Board Chair informed the Board that as this item does not meet the criteria of time-sensitive or emergency in nature, they will need to vote to suspend the CSA Rules of Order to add this item under New Business.

WHEREAS The CSA rules state that to have a New Business Item added to the agenda it must be either time-sensitive or emergency in nature;

WHEREAS This topic does not meet that requirement of being either time-sensitive or emergency in nature;

WHEREAS The Board of Directors may suspend these rules of order in order to discuss;

BE IT RESOLVED that the rules requiring only time-sensitive, or emergency discussion be suspended for the proposed New Business Item.

Moved: Jacob Miller

Seconded: Isha Maharaj

Jacob Miller: As we learned in today's presentation, more than 2,300 additional students were accepted in excess of what was anticipated. The purpose of my New Business Item would be to strike a working group to address the housing crisis and hold the University accountable through investigation of the impact that the administration's decisions have flooded the housing market. Guelph recently ranked 7th among Canada's most expensive cities to rent, this is unacceptable. We need to act because the University only plans to add more students to this market which could make things worse as residence students seek rentals.

Isha Maharaj: We should follow through with this vote to suspend the rules because communication with the University can be bureaucratic and slow, we should get started on forming this working group and meeting as soon as possible.

Motion Carried

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



MOTION TO AMEND: That the agenda be amended so that **Item 13.12.1 Student Affordable Housing Taskforce** is added as a New Business Item.

Moved: Jacob Miller

Seconded: Michelle Wilk

Motion Carried

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 13 on February 1, 2023, be approved as amended with:

- Adding **Item 13.12.1 Student Affordable Housing Taskforce** as a New Business Item.

Motion Carried

Student Affordable Housing Taskforce

Terms of Reference

Purpose:

With 2,300 additional undergraduate students accepted to the University of Guelph in the Summer of 2022, it had negative implications for students' access to affordable housing on campus and in the Guelph community. Specifically, Student Housing Services expanded their capacity and created an additional residence location at the Days Inn. As students start to consider their living arrangements for 2023-2024, the additional Guelph students has flooded the market with potential tenants looking at off campus housing, driving up the cost of rent. The reality is the unplanned increase in student enrolment puts students at risk of not securing housing for next year or being required to pay an unfeasible amount for it. Seeing as the Central Student Association represents and advocates for undergraduate students, it is important we hold the University accountable for their actions and work towards solutions for our undergraduate community.

The focus will be on gathering student feedback and developing recommendations to be brought forward to the CSA Board of Directors, as it pertains to affordable housing for students and addressing the housing crisis. Once approval from the CSA Board of Directors has been received, the CSA Executive will bring forward the recommendations to the University Administration and Guelph City Council.

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Membership:

The committee membership shall include, but not be limited to:

- CSA President (Chair)
- Minimum of one additional Executive (Member), but is not required for quorum
- Minimum of 3 directors to be appointed

Responsibilities:

- The CSA President is to be the Chair and will actively seek input from the membership
- If an Executive member is in attendance, they will scribe the meetings. In the event the executive member is absent, a scribe will be appointed for the meeting.
- Members are expected to actively participate in meetings through providing feedback on gathering student input, assisting with determining committee priorities, and developing recommendations in the best interest of undergraduate students.

Structure:

- The CSA President, Chair, must be present for all meetings
- Decision-making shall be determined with a simple majority
- Meetings are to be called at the chair's discretion
- Quorum will be the CSA President and a minimum of 2 CSA Directors

Considerations:

Members who miss two meetings without regrets will be de-ratified from the committee. At any time, a member may resign from Student Affordable Housing Task Force by notifying the CSA President.

Committee minutes will be circulated between meetings of the Student Affordable Housing Task Force for member review and for approval at the next scheduled meeting.

13.12.1 Student Affordable Housing Taskforce

WHEREAS the Student Affordable Housing Taskforce Terms of Reference require the membership to include the CSA President, a minimum of one additional CSA Executive Member, and a minimum of three CSA Board of Directors;

BE IT RESOLVED that a Student Affordable Housing Taskforce be formed according to the Terms of Reference presented to the Board and included in these minutes, and;

FURTHER that the following CSA Executives and Directors be appointed to the Student Affordable Housing Task Force:

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



Mason Friebe (Executive)
Jena-Lee Ashley (Executive)
Isha Maharaj
Mauricio Fernandez
Michelle Wilk
Samantha Ogbeiwi
Olivia Smith
Jenna Scharnowski
Duncan McGuire
Jacob Miller
Anthony Pereira
Varnika Karavadi
Ella Odeh

Moved: Jacob Miller

Seconded: Nicole Walker, President

Board members discussed the current challenges in the rental market, with residence life and concerns about administration, mentioning a variety of issues.

Many more students were admitted into residence than was anticipated, rooms were converted to be cramped and some students moved off-campus for residence.

Some members who were on the Orientation Team and some who provided tours of residences would receive concerns from future students about rumors about rooms being changed. They were told directly by administration staff to deny these rumors.

The residence experience did not live up to the promises of the University.

A lot of international students don't know their rental rights or are afraid to speak up about issues they have with landlords.

MINUTES

Board of Directors Meeting # 13
February 1, 2023 – 6:00 pm
UC 442



There are also many noted cases known by members of the Board of landlords not renting to international students or causing them a lot of hassle.

Motion Carried

13.13 Announcements

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

13.14 In Camera

No In Camera session was held at this meeting.

13.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 13 on February 1, 2023 be adjourned at 8:34 pm.

Moved: Mauricio Fernandez

Seconded: Michelle Wilk

Motion Carried

Approved by the Board of Directors	Date: March 29, 2023
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Attendance – February 15, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Present	
Simran Kalra	College of Biological Science	Present	
Jake Levy	College of Engineering and Physical Sciences	Present	
Jesse Varkul	College of Engineering and Physical Sciences	Present	
Ella Odeh	College of Social and Applied Human Sciences	Regrets	
Jacob Miller	College of Social and Applied Human Sciences	Present	d: 7:53pm
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Regrets	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Isha Maharaj	Ontario Agricultural College	Present	
Jenna Scharnowski	Ontario Agricultural College	Present	
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Present	
Michaela Hishon	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Regrets	
Alec Moyle	Lang Students' Association	Regrets	
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Regrets	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 14
 February 15, 2023 – 6:00 pm
 UC 442



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Duncan McGuire	Indigenous Student Society (ISS)	Regrets	
Martha Yiridoe	Guelph Black Students Association (GBSA)	Present	
Olivia Smith	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Present	
Anthony Pereira	Interhall Council (IHC)	Present	
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Trennon Wint	Ontario Public Interest Research Group (OPIRG)	Absent	
Michelle Wilk	Student Senate Caucus	Present	d: 7:53pm
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	
Jena-Lee Ashley	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Sean Lloyd	Scribe

Guest	Affiliation
Paige Quinn	CSA Bike Centre Coordinator
Kayla Weiler Moe Alqasem	Canadian Federation of Students – Ontario

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Summary of Resolutions

14.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 14 on February 15, 2023, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: that **Item 14.11.2: Student Budget Committee Presentation** be removed from the agenda.

Motion Carried

MOTION TO AMEND: That the agenda be reordered so that **Item 14.9.1: Bike Centre Service Update** is the first item of discussion; and

FURTHER that the agenda be reordered so that **Item 14.11.1: Canadian Federation of Students (CFS) – Ontario: Presentation** is the second item of discussion.

Motion Carried

MOTION AS AMENDED: That the agenda for the CSA Board of Directors Meeting # 14 on February 15, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 14.9.1: Bike Centre Service Update** is the first item of discussion; and
- The reordering of the agenda so that **Item 14.11.1: Canadian Federation of Students (CFS) – Ontario: Presentation** is the second item of discussion.

Motion Carried

14.3.1 Ratification of Guelph Campus Co-op Representative

MOTION: That **Naomi Amayaevbo** be appointed as a Student Organization Representative for the **Guelph Campus Co-Op** on the 2022-23 CSA Board of Directors, effective immediately.

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Motion Carried

14.7 Executive Updates

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

14.7.1	President	February 15, 2023
14.7.2	VP Student Experience (vacant)	
14.7.3	VP Academic	February 15, 2023
14.7.4	VP External	February 15, 2023

Motion Carried

14.9.1 Bike Centre Service Update

(a) Extend Speaking Rights to Bike Centre 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;

MOTION: to extend speaking rights to Paige Quinn, Bike Centre Coordinator, to present the Bike Centre Service Update.

Motion Carried

(b) Receive the Bike Centre Service Update Presentation

MOTION: to receive the Bike Centre Service Update as presented by Paige Quinn, Bike Centre Coordinator, as information.

Motion Carried

14.10.1 Policy & Bylaw Review Committee Meeting # 2 Minutes

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

Agenda Item #	Meeting #	Meeting Date
---------------	-----------	--------------

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



14.10.1	Meeting # 2	January 10, 2023
---------	-------------	------------------

Motion Carried

14.10.2 Summary of Committee Appointments

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

Motion Carried

14.11.1 Canadian Federation of Students (CFS) Ontario – Presentation

(a) Speaking Rights: CFS Ontario Representatives

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 will be given a maximum of ten minutes; and

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

BE IT RESOLVED that speaking rights be extended to Kayla Weiler and Moe Alqasem for a presentation regarding the Canadian Federation of Students – Ontario;

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

Motion Carried

(b) Presentation

MOTION: That the presentation by Kayla Weiler and Moe Alqasem, regarding the Canadian Federation of Students – Ontario, be received as information.

Motion Carried

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



14.11.3 Ratify Referendum Question: The Arboretum Student Engagement Fee

WHEREAS CSA Policy Appendix G – Electoral, Section 6.3 states that referendum questions shall be included in the Elections period as approved by the Board of Directors;

WHEREAS CSA Policy Appendix G – Electoral, Section 10.1 states that the final ratification date for referendum questions will be the last Board meeting of the General Election nomination period; and

WHEREAS The referendum team comprised of The Arboretum and Jane Goodall's Roots & Shoots: University of Guelph Chapter was successful in collecting the appropriate number of verified petition signatures required for a referendum question to be ratified by the Board of Directors;

BE IT RESOLVED that the CSA Board of Directors ratify the referendum question from The Arboretum and Jane Goodall's Roots & Shoots, as presented in the Board Agenda Package, to be included on the ballot of the CSA Winter 2023 General Elections.

Motion Carried

14.11.4 Notice: Policy and Bylaw Manual Language Amendments re PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting.

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

Notice of this motion is hereby provided at the Board meeting on February 15, 2023.

The following motion will be considered at the Board meeting on March 1, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the word 'Aboriginal' throughout the Policy and Bylaw Manual be deleted and replaced with the word 'Indigenous';

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



-
- That all occurrences of the job title 'Policy and Transition Manager' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Policy and Transition Coordinator'.

14.11.5 Notice: HR Policy Amendment re PBRC

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

Notice of this motion is hereby provided at the Board meeting on February 15, 2023.

The following motion will be considered at the Board meeting on March 1, 2023.

MOTION: That CSA Policy Appendix C – Human Resources Policy be amended as follows:

- That Section 4.2.2 be deleted and replaced with the following wording:

The Striking of a hiring committee at the last Executive Committee Meeting prior to the close of the job posting period. The hiring committee shall consist of the Executive Supervisor, a CSA staff member (preferably the outgoing position holder or staff supervisor) and a member of the Core Staff team, to be selected by the CSA President. At the discretion of the CSA President, individuals outside CSA staff and Executive may also be appointed to the hiring committee as applicable.

- That Section 4.2.6 be deleted and replaced with the following wording:

The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that the Executive Supervisor is unable to be Chair, an alternate member of the Executive will be appointed Chair at the discretion of the CSA President.

14.11.6 Teaching Excellence Award Selection Committee

WHEREAS the Teaching Excellence Award (TEA) is coordinated by the Vice President Academic, as per CSA Policy Appendix A – Executive Portfolios, Section 4.4;

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



WHEREAS a Selection Committee must be formed to review nominations and choose the recipient(s) of the 2023 Teaching Excellence Award; and

WHEREAS CSA Policy Appendix D – CSA Committees, Section 3.8.1 states that each CSA committee shall have formal terms of reference to determine their responsibilities and expectations;

BE IT RESOLVED that the CSA Board of Directors approve the Terms of Reference for the Teaching Excellence Award Selection Committee, as included in the Board Agenda Package;

FURTHER that the following Executive member be appointed to the TEA Selection Committee:

--

AND FURTHER that the following Board Directors be appointed to the TEA Selection Committee:

Michaela Hishon
Sanya Sareen
Isha Maharaj

Motion Carried

14.11.7 Appoint University Centre (UC) Board Member

WHEREAS it is the responsibility of the University Centre Board ('UC Board') to establish written policies respecting the use of facilities and management of space within the University Centre; to acknowledge the special requirements of user groups to manage their own activities within the spaces assigned to them, and to provide services for the University Community at large;

WHEREAS the UC Board is comprised of ten (10) students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) 'Alternates' appointed by the CSA Board of Directors; and

WHEREAS there is one (1) vacancy to fill for a CSA member on the UC Board due to a resignation;

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



BE IT RESOLVED that the following CSA Member be appointed to the UC Board for a term including the remainder of the 2022-23 academic year, and for the 2023-24 academic year:

Jenna Scharnowski

Motion Carried

14.11.8 Appoint Members to Elections Appeals Board

WHEREAS CSA Policy Appendix G – Electoral, 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 there are currently two vacancies on the EAB for General Members of the CSA in good standing; and

WHEREAS CSA Policy Appendix G – Electoral, Section 27.3.4 states that the membership of the EAB shall consist of no less than 40% women-identified individuals;

BE IT RESOLVED that the following CSA members be appointed to the Elections Appeals Board for the remainder of the 2022-2023 academic year:

Simran Kalra
Sanya Sareen

Motion Carried

14.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 14 on February 15, 2023, be adjourned at 8:12 pm.

Motion Carried

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Agenda – February 15, 2023

14.0	Call to Order	
14.1	Land Acknowledgement Member Jena-Lee Ashley	
14.2	Adoption of the Agenda 14.2.1 Approve the Agenda 14.2.2 Declarations of Conflicts	
14.3	Ratifications and De-Ratifications 14.3.1 Ratification of Guelph Campus Co-op Representative	
14.4	Comments from the Chair 14.4.1 Introductions and Pronouns	
14.5	Approval of Past Minutes	
14.6	Executive Committee Minutes	
14.7	Executive Updates 14.7.1 President – February 15, 2023 14.7.2 VP Student Experience (vacant) 14.7.3 VP Academic – February 15, 2023 14.7.4 VP External – February 15, 2023	
14.8	Director Reports	
14.9	CSA Service Update and Report 14.9.1 Bike Centre Service Update	
14.10	Committee Updates and Reports 14.10.1 PBRC Meeting # 2 Minutes 14.10.2 Summary of Committee Appointments	
14.11	Business 14.11.1 Canadian Federation of Students (CFS) – Ontario: Presentation 14.11.2 Student Budget Committee Presentation 14.11.3 Ratify Referendum Question: The Arboretum Student Engagement Fee 14.11.4 Notice: Policy and Bylaw Manual Language Amendments re PBRC 14.11.5 Notice: Human Resources Policy Amendments re PBRC 14.11.6 Teaching Excellence Award Selection Committee 14.11.7 Appoint University Centre (UC) Board Member 14.11.8 Appoint Members to Elections Appeals Board	
14.12	New Business 14.12.1	
14.13	Announcements	

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



14.14	In Camera Session	
14.15	Adjournment	

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Minutes – February 15, 2023

14.0 Call to Order

The meeting was called to order at 6:09 pm.

14.1 Land Acknowledgement

Member Jena-Lee Ashley presented the following Land Acknowledgement:

I would like to begin by acknowledging the place that connects all of us, the University of Guelph, is situated on the traditional lands of the Hodinöhsö:ni' and Anishinaabe and the treaty lands of the Mississaugas of the Credit. We have a collective responsibility to honour the Dish with One Spoon Covenant to this land, which is a peace agreement between nations that encourages sharing the land to mutually benefit all.

I first heard of land acknowledgments in 2017, my first year at the University of Guelph. Considering there is no pan-Indigeneity across Turtle Island, there are mixed feelings amongst Indigenous people on giving land acknowledgements. Personally, I like to acknowledge the land because I am a visitor here. I was born on and am a member of Moose Cree and James Bay Treaty 9 land.

Land acknowledgments give us all the opportunity to reflect on and understand the long-standing history that has brought us to the land we occupy. There is nothing comfortable about them, they provoke us all to, as one of my favorite youtubers would say, seek discomfort. My Kukom (grandmother) was a residential school survivor, my mother experienced inter-generational trauma leading to her giving me up to be raised by my father's adoptive parents, or my grandparents. This isn't uncommon, as a result of residential schools many Indigenous people were not raised within their communities.

With that being said, I would like to take this time again to offer my respect to my Anishinaabe, Hodinöhsö:ni', and Metis brothers and sisters as we continue our efforts in building a strong and authentic relationship with our settler neighbours.

Jena-Lee Ashley, VP External

14.2 Adoption of the Agenda

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



14.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 14 on February 15, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Sanya Sareen

MOTION TO AMEND: that **Item 14.11.2: Student Budget Committee Presentation** be removed from the agenda.

Moved: Nicole Walker, President

Seconded: Michelle Wilk

Nicole Walker, President explained there was a miscommunication with the presenter, and the presentation will be moved to a later date, likely March 1.

Motion Carried

MOTION TO AMEND: That the agenda be reordered so that **Item 14.9.1: Bike Centre Service Update** is the first item of discussion; and

FURTHER that the agenda be reordered so that **Item 14.11.1: Canadian Federation of Students (CFS) – Ontario: Presentation** is the second item of discussion.

Moved: Nicole Walker, President

Seconded: Anthony Pereira

Nicole Walker, President, explained that we have the presentations held first so we are mindful of our presenters' time.

Motion Carried

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 14 on February 15, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 14.9.1: Bike Centre Service Update** is the first item of discussion; and

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



-
- The reordering of the agenda so that **Item 14.11.1: Canadian Federation of Students (CFS) – Ontario: Presentation** is the second item of discussion.

Motion Carried

14.2.2 Declarations of Conflicts

Member Jake Levy declared a conflict of interest with **Item 14.11.8 Appoint Members to Elections Appeals Board** because he will be running in the election that the Elections Appeals Board applies to. As a result, he will abstain from the vote.

14.3 Ratifications and De-Ratifications

14.3.1 Ratification of Guelph Campus Co-op Representative

MOTION: That Naomi Amayaevbo be appointed as a Student Organization Representative for the Guelph Campus Co-Op on the 2022-23 CSA Board of Directors, effective immediately.

Moved: Jake Levy

Seconded: Jacob Miller

Motion Carried

14.4 Comments from the Chair

Cameron Olesen, Board Chair: Glad to see that we are well off for our quorum tonight. We have two presentations tonight so we will need to extend speaking rights to the presenters and extend their time. As always, remember to distinguish whether you would like to be added to the speaker's list by raising your placard or to interject by raising your hand.

14.4.1 Introductions and Pronouns

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

14.7 Executive Updates

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



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

14.7.1	President	February 15, 2023
14.7.2	VP Student Experience (vacant)	
14.7.3	VP Academic	February 15, 2023
14.7.4	VP External	February 15, 2023

Moved: Anthony Pereira

Seconded: Sanya Sareen

Motion Carried

14.7.1 President

The CSA office renovations are ongoing. It was delayed with COVID for awhile, but it is finally moving forward. There will be new paint, new carpet, and new furniture. The office will be closed next week but the main front office will still be open from 10 AM to 4 PM to access supports you need. SafeWalk, the Bullring, the Bike Centre, and the Clubs Office will be closed over Reading Week. Clubs will monitor via email and still be reachable. The elections team and SE&RM coordinator will be working online. Business office has moved temporarily to the yellow-door office and will stay there until the end of March.

Thanks to all who attended the Student Affordable Housing Taskforce last week. We are in the process of following up for sub-committees. We are also trying to engage the community in this process.

Winter General Elections nominations closed today. There was a lot of interest in both Executive and Director positions. Almost all positions are being contested.

We are hiring for 12 positions for the next year.

Nicole Walker, President

14.7.3 VP Academic

A lot of my time has been working with SHAC doing case work. Met with the Athletics Advisory Committee and approved the budget, chose to increase the fee by the Cost-of-Living adjustment.

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Attended Senate and got to listen in on very interesting conversations about topics in academics. The use of AI and ChatGPT has generated a lot of concerns about academic misconduct. The University is starting to talk about making committees to investigate how to regulate and use this new tool for learning, expect a statement about this soon. On another note, the University is on less of a decline for international student enrollment according to projections. The VP Finance and Operations is working on a housing strategy, hopefully the CSA will be able to participate in those discussions.

Working on Student Life Enhancement applications. It is always cool to see what can be done with the funding we can provide.

Mason Friebe, VP Academic

The Board discussed ChatGPT and many of the emerging tools surrounding it, including detection tools, which are not always accurate, and tracking document processes.

14.7.4 VP External

Our FoodBank Coordinator is still looking to collaborate on events or initiatives related to food insecurity, nutrition, and food drives. If any clubs or organizations you know are looking to collaborate that would be really great. The Bike Centre auction is starting on March 30 and running until April 1. Follow them on Instagram to be ready for that.

For our Tap In Campaign, we participated with tabling in the UC yesterday and got lots of students to sign the petition to stop the sale of bottled water on campus. Water is a human right, and no one should have to pay for it. If anyone is interested in this campaign, please reach out.

When our posts about hiring go out please share them around.

Jena-Lee Ashley, VP External

14.8 Director Reports

Isha Maharaj went to the Finance Committee meeting, and it was going really well. Also had the first Affordable Housing Task Force meeting.

Jake Levy went to the Finance Committee meeting and did some budgeting.

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Jesse Varkul was in a UC Finance Meeting earlier today. They are making a bit of money and are going to renovate the UC. They are investing in making more spaces for students and to bring maintenance costs down.

Jacob Miller attended the Athletic Advisory Committee and voted on the budget. They might need to look into an extra 3% increase in fees. Also had the first Affordable Housing Task Force meeting.

Michelle Wilk also had the first Affordable Housing Task Force meeting. Started hiring for a Front Office Assistant, interviews began and there will be more this coming week.

Jenna Scharnowski also had the first Affordable Housing Task Force meeting.

Olivia Smith also had the first Affordable Housing Task Force meeting.

Simran Kalra is meeting with the Guelph Organic Farming Coordinator tomorrow morning.

Martha Yiridoe sat on the FoodBank Hiring Committee a few weeks ago.

14.9 CSA Service Update and Report

14.9.1 Bike Centre Service Update

(a) Extend Speaking Rights to Bike Centre 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;

MOTION: To extend speaking rights to Paige Quinn, Bike Centre Coordinator, to present the Bike Centre Service Update.

Moved: Jake Levy

Seconded: Jacob Miller

Motion Carried

(b) Receive the Bike Centre Service Update Presentation

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Paige Quinn, Bike Centre Coordinator:

I will be giving a presentation about the services the Bike Centre is offering and what we are helping students with. I work with two amazing Bike Centre Assistants: Jacob and Spencer.

The Bike Centre is a DIY bike repair service for students, completely free for all students to use. We help students by appointment to diagnose and fix their bikes. We offer used parts for free from other bikes and offer new parts for sale at-cost. That makes it one of the cheapest places to get repair supplies which is important for students who rely on bikes for transportation. The Bike Centre is very busy during peak biking seasons such as the fall and spring and slower during the winter. The Bike Centre helps, on average, 3-4 students per day in the winter.

An annual bike auction is held at the end of March where twenty to thirty bikes are auctioned off. This is a great fundraiser that also helps students get bikes at affordable prices. The bike auction will be run through our Instagram account. There are also three workshops being run this semester about commuter safety, how to fix a popped tire, and how to fix any problems with gear or braking systems. Every week on Tuesdays from 5-8 PM there is a Rainbow Bike Workspace. The Bike Centre is reaching out to Guelph Queer Equality (GQE) to get more involvement in that. The Bike Centre also regularly hosts promotions and tabling around the University Centre.

Michelle Wilk asked about the kinds of bikes that the Bike Centre fixes.

Paige Quinn, Bike Centre Coordinator, replied any kind of bike.

Jena-Lee Ashley, VP External, thanked Paige for this presentation and all the hard work she does with all of the Bike Centre's operations. Special thanks for all the promotion to get it back up after being closed most of the pandemic.

Nicole Walker, President, added that the proceeds of the bike auction go directly back into the Bike Centre to help more students. Also, to note, the location of the Bike Centre is off Gordon just passed South Ring Road.

Jacob Miller asked how to go about donating a bike.

Paige Quinn replied to make an appointment or just show up.

Jesse Varkul asked when the Bike Centre is most popular.

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Paige Quinn answered in the fall at the beginning of the semester. This service caters a lot to international students who have just gotten bikes.

Sanya Sareen asked if services are provided during the summer.

Paige Quinn confirmed yes.

Nicole Walker, President, added we previously did not have it open in the summer because we could not hire someone for the position. But we are looking to hire for this summer to keep it open full time.

MOTION: To receive the Bike Centre Service Update as presented by Paige Quinn, Bike Centre Coordinator, as information.

Moved: Jake Levy

Seconded: Isha Maharaj

Motion Carried

14.10 Committee Updates and Reports

14.10.1 Policy & Bylaw Review Committee Meeting # 2 Minutes

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

Agenda Item #	Meeting #	Meeting Date
14.10.1	Meeting # 2	January 10, 2023

Moved: Michaela Hishon

Seconded: Anthony Pereira

Motion Carried

14.10.2 Summary of Committee Appointments

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

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Moved: Anthony Pereira
Seconded: Jacob Miller

Motion Carried

14.11 Business

14.11.1 Canadian Federation of Students (CFS) – Ontario: Presentation

(a) Speaking Rights: CFS Ontario Representatives

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 will be given a maximum of ten minutes; and

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

BE IT RESOLVED that speaking rights be extended to Kayla Weiler and Moe Alqasem for a presentation regarding the Canadian Federation of Students – Ontario;

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

Moved: Jacob Miller
Seconded: Michelle Wilk

Motion Carried

(b) Presentation

Kayla Weiler and Moe Alqasem, of the Canadian Federation of Students:

Thank you for having us today on your campus! The goal of today's presentation is to outline your membership in the Federation. As members of the CSA, you are members of the Canadian Federation of Students and representatives of Local 54.

The CFS is the oldest and largest student organization in the country. Provincially we represent over 350,000 students, nationally we represent over 530,000

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



students. The goal of the CFS is to achieve free, accessible, and fully publicly funded education for all students across the country. Representation of the CFS works similarly to the CSA in that it is democratically run, with annual general meetings, regular board meetings, and follow all not-for-profit regulations. The CFS has representatives from each member local, you in the CSA have Jena-Lee Ashley, VP External. These representatives are part of different caucuses within the organization that have decision making power and there are also elected officials.

Our campaigns and mobilizations are informed by the membership and are the bulk of the work the federation does. Some of the campaigns include Fight the Fees, Consent is Mandatory, and Fairness for International Students. All campaign resources and materials are provided at no cost to the membership. Fight the Fees is a campaign to achieve free education for all. We believe that education is a right and that this goal is within reach. The goal is to eliminate the profit motive that can affect post-secondary education. 50,000 students across Ontario have already signed the petition for this.

The National Student Health Network is a not-for-profit health and dental insurance provider alternative for student unions. We work with Green Shield Canada, the only not-for-profit insurance company in the country. This service cuts out the middleman to let you negotiate 1-year plans directly, this way it can be adapted to the needs of the student body and not be trapped into long-term plans. The Ethical Purchasing Network is how the Federation can ethically source merchandise and purchase it in bulk to lower costs. UFile is free tax filing for all students, type in code: CFS1981.

As the largest student union in the country the Federation sits on many government meetings and roundtables and can provide advice on policy. Recently commented on the Ontario Budget and all things related to tuition as determined by government. The CFS can also help local unions lobby university administrations on particular issues. Lobby Week coming up will be an opportunity to meet with members of provincial parliament to discuss the future of education. The CFS does a lot of work to communicate student issues to the general public and government through media press releases and interviews. We also work with member locals on communication help.

Unions vote by referendum to join the Federation, once they are members, they pay fees per individual student, per semester, which go directly into campaigns and services. These fees increase by the Consumer Price Index.

The yearly schedule is divided by quarters of the year and includes many events and executive meetings, also local and national meetings. Within the organization

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



the members make the decisions. The CSA, for example, sends delegates to attend CFS meetings. Executives, campaigns, and future initiatives are decided on by member locals on behalf of the members. There is a principle of one member local equals one vote, meaning each student union has an equal voice in the direction of the Federation.

Stay connected with us by email or through socials. Thank you for having us for this presentation.

MOTION: That the presentation by Kayla Weiler and Moe Alqasem, regarding the Canadian Federation of Students – Ontario, be received as information.

Moved: Jena-Lee Ashley, VP External

Seconded: Sanya Sareen

Motion Carried

14.11.3 Ratify Referendum Question: The Arboretum Student Engagement Fee

WHEREAS CSA Policy Appendix G – Electoral, Section 6.3 states that referendum questions shall be included in the Elections period as approved by the Board of Directors;

WHEREAS CSA Policy Appendix G – Electoral, Section 10.1 states that the final ratification date for referendum questions will be the last Board meeting of the General Election nomination period; and

WHEREAS The referendum team comprised of The Arboretum and Jane Goodall's Roots & Shoots: University of Guelph Chapter was successful in collecting the appropriate number of verified petition signatures required for a referendum question to be ratified by the Board of Directors;

BE IT RESOLVED that the CSA Board of Directors ratify the referendum question from The Arboretum and Jane Goodall's Roots & Shoots, as presented in the Board Agenda Package, to be included on the ballot of the CSA Winter 2023 General Elections.

Moved: Nicole Walker, President

Seconded: Jake Levy

Nicole Walker, President, explained that getting to this point has been a long process with student consultation and engagement. Roots & Shoots collected

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



1,000 signatures just for the Compulsory Fees Committee to look over it. Sub-committees were made, and it went through our Standing Referendum Committee. The group met all the timelines and collected over 2,100 signatures between January 10 and February 6. They followed all rules so it should go forward.

Nicole Walker, President, clarified that this vote is not to endorse the referendum question, but rather to ratify it to be included on the ballot of the Winter 2023 General Elections.

Motion Carried

14.11.4 Notice: Policy and Bylaw Manual Language Amendments re PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting.

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

Notice of this motion is hereby provided at the Board meeting on February 15, 2023.

The following motion will be considered at the Board meeting on March 1, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the word 'Aboriginal' throughout the Policy and Bylaw Manual be deleted and replaced with the word 'Indigenous';
- That all occurrences of the job title 'Policy and Transition Manager' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Policy and Transition Coordinator'.

14.11.5 Notice: HR Policy Amendment re PBRC

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

Notice of this motion is hereby provided at the Board meeting on February 15, 2023.

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



The following motion will be considered at the Board meeting on March 1, 2023.

MOTION: That CSA Policy Appendix C – Human Resources Policy be amended as follows:

- That Section 4.2.2 be deleted and replaced with the following wording:

The Striking of a hiring committee at the last Executive Committee Meeting prior to the close of the job posting period. The hiring committee shall consist of the Executive Supervisor, a CSA staff member (preferably the outgoing position holder or staff supervisor) and a member of the Core Staff team, to be selected by the CSA President. At the discretion of the CSA President, individuals outside CSA staff and Executive may also be appointed to the hiring committee as applicable.

- That Section 4.2.6 be deleted and replaced with the following wording:

The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that the Executive Supervisor is unable to be Chair, an alternate member of the Executive will be appointed Chair at the discretion of the CSA President.

Nicole Walker, President, provided background information that students are limited for time and volunteer that time to be Directors on our Board to help advocate for things they're passionate about. This amendment will help to better balance the time of Board members, and there will still be student representation on hiring committees through student employees that will sit on the committees. Student input and voices still involved.

14.11.6 Teaching Excellence Award Selection Committee

WHEREAS the Teaching Excellence Award (TEA) is coordinated by the Vice President Academic, as per CSA Policy Appendix A – Executive Portfolios, Section 4.4;

WHEREAS a Selection Committee must be formed to review nominations and choose the recipient(s) of the 2023 Teaching Excellence Award; and

WHEREAS CSA Policy Appendix D – CSA Committees, Section 3.8.1 states that each CSA committee shall have formal terms of reference to determine their responsibilities and expectations;

BE IT RESOLVED that the CSA Board of Directors approve the Terms of Reference for the Teaching Excellence Award Selection Committee, as included in the Board Agenda Package;

FURTHER that the following Executive member be appointed to the TEA Selection Committee:

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



--

AND FURTHER that the following Board Directors be appointed to the TEA Selection Committee:

Michaela Hishon
Sanya Sareen
Isha Maharaj

Moved: Mason Friebe, VP Academic
Seconded: Jake Levy

Mason Friebe, VP Academic, explained that this committee is designed to review the submitted Teaching Excellence Award applications. There are around 45 people interested in submitting applications. Based on how many complete the applications will determine the time commitment of the committee.

Motion Carried

14.11.7 Appoint Member to University Centre (UC) Board

WHEREAS it is the responsibility of the University Centre Board ('UC Board') to establish written policies respecting the use of facilities and management of space within the University Centre; to acknowledge the special requirements of user groups to manage their own activities within the spaces assigned to them, and to provide services for the University Community at large;

WHEREAS the UC Board is comprised of ten (10) students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) 'Alternates' appointed by the CSA Board of Directors; and

WHEREAS there is one (1) vacancy to fill for a CSA member on the UC Board due to a resignation;

BE IT RESOLVED that the following CSA Member be appointed to the UC Board for a term including the remainder of the 2022-23 academic year, and for the 2023-24 academic year:

Jenna Scharnowski

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Moved: Nicole Walker, President
Seconded: Michelle Wilk

Nicole Walker, President explained this is a very important Board to have student representation on because of the history of the University Centre. Students have a majority on this Board, and it is important to keep it this way. This is a great opportunity to get involved beyond the CSA.

Motion Carried

14.11.8 Appoint Members to Elections Appeals Board

WHEREAS CSA Policy Appendix G – Electoral, 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 there are currently two vacancies on the EAB for General Members of the CSA in good standing; and

WHEREAS CSA Policy Appendix G – Electoral, Section 27.3.4 states that the membership of the EAB shall consist of no less than 40% women-identified individuals;

BE IT RESOLVED that the following CSA members be appointed to the Elections Appeals Board for the remainder of the 2022-2023 academic year:

Simran Kalra
Sanya Sareen

Moved: Nicole Walker, President
Seconded: Sanya Sareen

Nicole Walker, President, explained that during the election period it is possible that people will commit infractions of our electoral policies. If the candidates disagree with the decision of the Chief Returning Officer, this Board gives them an opportunity to appeal the decision.

Motion Carried

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



14.12. New Business

No new business was presented at this meeting.

14.13 Announcements

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

Nicole Walker, President, shared we are in the process of getting quarter-zips, for Board members but blue is a hard colour to find so we might do grey with a blue logo. Will be bringing a paper sign-up sheet to the March 1 meeting for Directors to sign up for elections tabling.

Varnika Karavadi shared the ISO One World event is on March 10.

Isha Maharaj shared the ISA Formal on March 11. This is the first event to have a 360 degrees photo booth.

Ana Maria Mercu shared this is the last week of selling tickets for CBS gala.

Martha Yiridoe shared that a lot of Black History Month events have been running. This week there is a UC marketplace. On Feb 28 there will be a keynote speaker.

14.14 In Camera

No In Camera session was held at this meeting.

14.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 14 on February 15, 2023 be adjourned at 8:12 pm.

Moved: Anthony Pereira

Seconded: Simran Kalra

Motion Carried

MINUTES

Board of Directors Meeting # 14
February 15, 2023 – 6:00 pm
UC 442



Approved by the Board of Directors

Date: March 29, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Attendance – March 1, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Present	d: 6:50pm
Simran Kalra	College of Biological Science	Present	
Jake Levy	College of Engineering and Physical Sciences	Present	
Jesse Varkul	College of Engineering and Physical Sciences	Present	
Ella Odeh	College of Social and Applied Human Sciences	Present	
Jacob Miller	College of Social and Applied Human Sciences	Regrets	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Isha Maharaj	Ontario Agricultural College	Regrets	
Jenna Scharnowski	Ontario Agricultural College	Present	
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Regrets	
Michaela Hishon	College of Engineering and Physical Sciences Student Council	Regrets	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Regrets	
Alec Moyle	Lang Students' Association	Present	
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Present	d: 7:52 pm
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 15
 March 1, 2023 – 6:00 pm
 UC 442



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Duncan McGuire	Indigenous Student Society (ISS)	Present	
Martha Yiridoe	Guelph Black Students Association (GBSA)	Present	
Olivia Smith	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Present	a: 6:25 pm
Anthony Pereira	Interhall Council (IHC)	Present	a: 6:27 pm d: 7:03 pm
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Trennon Wint	Ontario Public Interest Research Group (OPIRG)	Absent	
Michelle Wilk	Student Senate Caucus	Present	
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	
Jena-Lee Ashley	Vice President External	Regrets	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Sean Lloyd	Scribe

Guest	Affiliation
Mandy Wuth	Student Senate Caucus Co-Chair
Shaima Alam	CSA Clubs Administrative Coordinator

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Summary of Resolutions

15.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 15 on March 1, 2023, be approved as printed and distributed.

MOTION TO AMEND: that the agenda be reordered so that **Item 15.11.1: Student Budget Committee Presentation** is the first item of discussion.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 15 on March 1, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 15.11.1: Student Budget Committee Presentation** is the first item of discussion.

Motion Carried

15.3.1 De-Ratify OPIRG Representative

WHEREAS representative Trennon Wint is no longer affiliated with OPIRG following the completion of a work study in the Fall semester;

BE IT RESOLVED that **Trennon Wint** be de-ratified as a Student Organization Representative for the **Ontario Public Interest Research Group** on the 2022-23 CSA Board of Directors, effective immediately.

Motion Carried

15.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
15.6.1	Meeting # 20	January 30, 2023

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Motion Carried

15.7 Executive Updates

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

15.7.1	President	March 1, 2023
15.7.2	VP Student Experience (vacant)	
15.7.3	VP Academic	March 1, 2023
15.7.4	VP External	March 1, 2023

Motion Carried

15.9.1 Clubs Service Update

(a) Extend Speaking Rights to Clubs Administrative 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;

MOTION: to extend speaking rights to Shaima Alam, Clubs Administrative Coordinator, to present the CSA Clubs Service Update.

Motion Carried

(b) Receive the CSA Clubs Service Update Presentation

MOTION: to receive the CSA Clubs Service Update as presented by Shaima Alam, Clubs Administrative Coordinator, as information.

Motion Carried

15.10.1 Finance Committee Meeting # 3 Minutes

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
---------------	-----------	--------------

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



15.10.1	Meeting # 3	January 23, 2023
---------	-------------	------------------

Motion Carried

15.10.2 Summary of Committee Appointments

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

Motion Carried

15.10.3 Hiring Committee Report: Front Office Assistant

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

Motion Carried

15.11.1 Student Budget Committee Presentation

(a) Extend Speaking Rights: Student Senate Caucus Co-Chair

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 will be given a maximum of ten minutes; and

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

BE IT RESOLVED that speaking rights be extended to Mandy Wuth, Student Senate Caucus Co-Chair, for a presentation regarding the Student Budget Committee;

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

Motion Carried

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



b) Presentation

MOTION: That the presentation by Nicole Walker, CSA President, and Mandy Wuth, Student Senate Caucus Co-Chair, regarding the Student Budget Committee, be received as information

Motion Carried

15.11.2 Recommendation to Increase FoodBank Fee Beyond CPI

WHEREAS Guelph Student FoodBank staff have been working tirelessly to mitigate the effects COVID-19 and inflation has had on our service to students;

WHEREAS this past year has brought many successes, including the ability to supplement our food budget with donations and grants to help offset the rising cost of food, garden boxes with fresh produce and herbs, and fostering relationships with campus and community partners to promote food security for those attending the University of Guelph;

WHEREAS while we are extremely proud of the strides our team has taken to improve our service, the unfortunate reality is that our small operation has been struggling to meet the increasing demand for our service with a long waitlist of students, as students are experiencing food insecurity at exceptionally high rates;

WHEREAS The FoodBank Fee for undergraduate students is currently \$2.66 and is subject to increases as per the Consumer Price Index, which is set at 6.8 percent for 2023; and

WHEREAS the CSA has the option to increase the FoodBank Fee by 3 percent in addition to CPI to offset the cost of inflation and meet service demands.

MOTION to approve the FoodBank Fee increase of 3 percent in addition to CPI, as recommended and forwarded by the Finance Committee and presented in the March 1, 2023, board agenda package.

Motion Carried

15.11.3 Recommendation to Transfer Funds from Council Grants Line to FoodBank Donations Line

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



WHEREAS *CSA Policy Appendix F – Clubs Handbook Section 4.3.21* states: If after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA's Petitions, Delegations, and Representations (PDR) budget;

WHEREAS the CSA Club Universities Fighting World Hunger (UFWH) has been inactive for three semesters;

WHEREAS a letter has been signed by the CSA President and Clubs Coordinator and forwarded to the Office of Student Affairs to terminate the collection of fees for UFWH, effective Summer 2023;

WHEREAS as per CSA Policy, the total assets for UFWH in the amount of \$49,453.73 have been transferred to the CSA PDR budget line;

WHEREAS the PDR budget line currently has sufficient funds to meet operational needs for this fiscal year;

WHEREAS the Guelph Student Foodbank does not have sufficient funding to meet operational needs and currently has a long waitlist of students;

WHEREAS the UFWH mandate to eliminate hunger closely aligns with our Guelph Student FoodBank; and

WHEREAS the Finance Committee met on February 13, 2023, and recommended forward the following motion for the board's consideration.

BE IT RESOLVED that the amount of \$49,453.73 be transferred from the Council Grants – Fall & Winter budget line, to the FoodBank Donations budget line, to support the operations of our Guelph Student FoodBank.

Motion Carried

15.11.4 Policy and Bylaw Manual Language Amendments re PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting.

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

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Notice of this motion was provided at the Board meeting on February 15, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the word 'Aboriginal' throughout the Policy and Bylaw Manual be deleted and replaced with the word 'Indigenous';
- That all occurrences of the job title 'Policy and Transition Manager' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Policy and Transition Coordinator'.

Motion Carried

15.11.5 HR Policy Amendment re PBRC

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

Notice of this motion was provided at the Board meeting on February 15, 2023.

MOTION: That CSA Policy Appendix C – Human Resources Policy be amended as follows:

- That Section 4.2.2 be deleted and replaced with the following wording:

The Striking of a hiring committee at the last Executive Committee Meeting prior to the close of the job posting period. The hiring committee shall consist of the Executive Supervisor, a CSA staff member (preferably the outgoing position holder or staff supervisor) and a member of the Core Staff team, to be selected by the CSA President. At the discretion of the CSA President, individuals outside CSA staff and Executive may also be appointed to the hiring committee as applicable.
- That Section 4.2.6 be deleted and replaced with the following wording:

The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that the Executive Supervisor is unable to be Chair, an alternate member of the Executive will be appointed Chair at the discretion of the CSA President.

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Motion Carried

15.11.6 De-Ratify and Appoint Member to Elections Appeals Board

WHEREAS CSA Policy Appendix G – Electoral, 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 CSA Policy Appendix G – Electoral, Section 27.3.5 states that 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;

WHEREAS Member Mauricio Fernandez is unable to remain on the EAB due to a conflict of interest; and

WHEREAS CSA Policy Appendix G – Electoral, Section 27.3.4 states that the membership of the EAB shall consist of no less than 40% women-identified individuals;

BE IT RESOLVED that Mauricio Fernandez be de-ratified from the Elections Appeals Board;

AND FURTHER that the following CSA Director be appointed to the Elections Appeals Board for the remainder of the 2022-2023 academic year:

Naomi Amayaevbo

Motion Carried

15.11.7 Appoint Directors to the University Centre (UC) Board Selection Committee

WHEREAS it is the responsibility of the [University Centre Board](#) ('UC Board') to establish written policies respecting the use of facilities and management of space within the University Centre (UC); to acknowledge the special requirements of user groups to management their own activities within the spaces assigned to them and to provide services for the University Community at large;

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



WHEREAS Appendix J – Internal CSA Policy, Section 5.0 University Centre Board states that the UC is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, and should be controlled by students;

WHEREAS the UC Board is comprised of ten (10) students, four (4) university appointees, two (2) alumni, two (2) clubs’ representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) ‘Alternates’ appointed by the CSA Board of Directors;

WHEREAS appointments to the University Centre Board of Directors are for a term of two (2) years, as defined by the University Centre Board of Directors Constitution; and

WHEREAS Appendix J – Internal CSA Policy, Section 5.0 University Centre Board provides a process to select undergraduate member appointees to the UC Board by the Vice President Student Experience and two (2) Directors;

RESOLVED that the following CSA Directors be appointed to assist the President, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2023-2024, academic year:

Mauricio Fernandez
Olivia Smith

Motion Carried

15.11.8 Notice: Suspension of Electoral Policy for Spring By-Election

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 1, 2023.

The following motion will be considered at the Emergency Board meeting on March 8, 2023.

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 2.15.1 states that the Election Schedule shall include a minimum of five (5) business days for each of the

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



following elections periods: nominations, promotion and signature verification, campaigning, and voting;

WHEREAS the CSA will be running a Spring By-Election to fill the position of VP Student Experience which has no candidates for the CSA Winter 2023 General Election;

WHEREAS the voting period for the Spring By-Election will occur during the exam period if each elections period is given five (5) business days;

WHEREAS campaigning and securing quorum will be more difficult for candidates during the exam period due to the competing priorities of students; and

WHEREAS signature verification and promotions require less time to complete during a By-Election due to a smaller pool of candidates;

BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral, Section 2.15.1 of the CSA Policy Manual for the duration of the CSA Spring 2023 By-Election.

15.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 15 on March 1, 2023, be adjourned at 8:23 pm.

Motion Carried

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Agenda – March 1, 2023

15.0	Call to Order	
15.1	Land Acknowledgement Member Alec Moyle	
15.2	Adoption of the Agenda 15.2.1 Approve the Agenda 15.2.2 Declarations of Conflicts	
15.3	Ratifications and De-Ratifications 15.3.1 De-Ratify OPIRG Representative	
15.4	Comments from the Chair 15.4.1 Introductions and Pronouns	
15.5	Approval of Past Minutes	
15.6	Executive Committee Minutes 15.6.1 Meeting # 20 – January 30, 2023	
15.7	Executive Updates 15.7.1 President – March 1, 2023 15.7.2 VP Student Experience (vacant) 15.7.3 VP Academic – March 1, 2023 15.7.4 VP External – March 1, 2023	
15.8	Director Reports	
15.9	CSA Service Update and Report 15.9.1 Clubs Service Update	
15.10	Committee Updates and Reports 15.10.1 Finance Committee Meeting # 3 Minutes 15.10.2 Summary of Committee Appointments 15.10.3 Hiring Committee Report: Front Office Assistant	
15.11	Business 15.11.1 Student Budget Committee Presentation 15.11.2 Recommendation to Increase FoodBank Fee Beyond CPI 15.11.3 Recommendation to Transfer Funds from Council Grants Line to FoodBank Donations Line 15.11.4 Policy and Bylaw Manual Language Amendments re PBRC 15.11.5 Human Resources Policy Amendments re PBRC 15.11.6 De-Ratify and Appoint Member to Elections Appeals Board 15.11.7 Appoint Directors to the University Centre (UC) Board Selection Committee 15.11.8 Notice: Suspension of Electoral Policy for Spring By-Election	

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



15.12	New Business 15.12.1	
15.13	Announcements	
15.14	In Camera Session	
15.15	Adjournment	

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Minutes – March 1, 2023

15.0 Call to Order

The meeting was called to order at 6:20 pm.

15.1 Land Acknowledgement

Member **Alec Moyle** presented the following Land Acknowledgement:

Today and every day, we acknowledge that the University of Guelph is situated on the traditional lands of the Attawandaron peoples and the treaty lands of the Mississaugas of the Credit First Nation. This gathering place where we learn and work is home to other First Nations, Inuit, and Métis peoples who have lived here for thousands of years. We also recognize the Anishinaabe and Haudenosaunee peoples that share and protect the resources of this land through the Dish with One Spoon Covenant. We express our gratitude for their ongoing relationship with this land and their contributions to this community. May we be guided by love as we transform our personal and institutional relationships with our Indigenous friends and neighbours. We continue to learn from and work alongside them to support reconciliation efforts.

Alec Moyle, Board Member

15.2 Adoption of the Agenda

15.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 15 on March 1, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Sanya Sareen

MOTION TO AMEND: that the agenda be reordered so that **Item 15.11.1: Student Budget Committee Presentation** is the first item of discussion.

Moved: Jake Levy

Seconded: Jesse Varkul

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 15 on March 1, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 15.11.1: Student Budget Committee Presentation** is the first item of discussion.

Motion Carried

15.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

15.3 Ratifications and De-Ratifications

15.3.1 De-Ratify OPIRG Representative

WHEREAS representative Trennon Wint is no longer affiliated with OPIRG following the completion of a work study in the Fall semester;

BE IT RESOLVED that **Trennon Wint** be de-ratified as a Student Organization Representative for the **Ontario Public Interest Research Group** on the 2022-23 CSA Board of Directors, effective immediately.

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

15.4 Comments from the Chair

Cameron Olesen, Chair: Thank you all for being here. We have a few presentations tonight; one has been moved up but the other has not while we wait for the presenter. Please consider tabling the subsequent items until later on if that presenter shows up to consider their time. This is at your discretion. Please raise your hand to raise a point, raise your placard to be added to the speaker's list.

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



15.4.1 Introductions and Pronouns

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

MOTION: That items 15.5 through 15.8 be tabled until after 15.9.1.

Moved: Nicole Walker, President

Seconded: Michelle Wilk

Nicole Walker, President, motivated that our clubs administrative coordinator is taking time outside of normal working hours to be here to give a presentation. To be mindful of their time we should have the presentation first.

Motion carried

15.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
15.6.1	Meeting # 20	January 30, 2023

Moved: Jake Levy

Seconded: Simran Kalra

Motion Carried

15.7 Executive Updates

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

15.7.1	President	March 1, 2023
15.7.2	VP Student Experience (vacant)	
15.7.3	VP Academic	March 1, 2023
15.7.4	VP External	March 1, 2023

Moved: Michelle Wilk

Seconded: Jesse Varkul

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Motion Carried

15.7.1 President

Nicole Walker: We are in the process of our campaigning period of the election. Please go to the website and check out candidate bios and the referendum question which will be on the ballot starting with voting on March 6th. Make sure you participate and vote in the elections. Class talk materials are coming within the next 24 hours, this will help you with reaching out to professors and posting stuff on CourseLink. If you need any more resources just let me know. You have the signup sheet for tabling at this meeting. We have Board appreciation quarter zip coming.

Update on the Student Affordable Housing Taskforce: Since the first meeting, I have set up meetings with OCUS and Off-campus Living. I am trying to get information from the University about what different departments are doing on housing. We will also be working with Guelph Campus Co-op.

UC Board recruitment will be opening by this weekend. If you are interested on being a part of this board I encourage you to apply.

Renovations of the CSA Offices are going really well. They are just wrapping up. There are a few things still wrapping up and we are looking at ways to decorate it.

The Executives will be meeting with Athletics this Friday. Feel free to email or let me know anything you would like passed along to them.

Our AGM is in two weeks so hopefully you folks have marked it in your calendars and are looking forward to attending.

The out-of-province student mixer is next week. I can send an email with more information.

15.7.3 VP Academic

Mason Friebe: I have been busy with lots of academic casework, but it is starting to slow down.

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Committees: Wrapping up the late-fee appeals. The Student Life Enhancement is also wrapping up. I had the Open and Affordable Course Content Task Force meeting today and confirmed details about our textbook survey. I'm hoping for that to be on our upcoming newsletter and socials.

I have also been reviewing applications for the Teaching Excellence Award and I will be meeting with that committee soon.

15.7.4 VP External

Nicole Walker, President, provided the following update from Jena-Lee Ashley, VP External:

Lobby week with the CFS is going amazing. Jacob is crushing it. They met with the leader of the Green Party and the Guelph MPP. He will meet with them again after lobby week is over. If you are interested in joining that meeting please reach out. It is a good opportunity to talk about student housing and other student issues.

The FoodBank Coordinator and Bike Centre Coordinator positions, both full-time and starting at the end of April, are open and posted. Feel free to recommend people to apply. There is also the part-time Bike Centre Assistant role which is also open. The Bike Centre is working on its auction which will happen at the end of March. The FoodBank is working on lots of initiatives and partnerships to acquire more food to support more students. They are looking into partnering with Student Housing to get stuff at the end of the year as students move out. They recently got 10 students off the waiting list.

15.8 Director Reports

Varnika Karavadi met with the Student Affordable Housing Taskforce, Operations and Programming Committee, and the Virtual Governance Committee.

Mauricio Fernandez met with the Finance Committee, the UC Board, which discussed a plan of renovations to take place over several years, and the Affordable Housing Taskforce.

Michelle Wilk met with the Affordable Housing Taskforce, sat on hiring committee for the Front Office Assistant which completed hiring.

Simran Kalra met with Mike from Guelph Organic Farming.

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Ella Odeh met with the Affordable Housing Taskforce.

MOTION: that the Board meeting recess for five minutes, from 7:03 to 7:08 PM.

Moved: Nicole Walker, President

Seconded: Martha Yiridoe

Motion Carried

15.9 CSA Service Update and Report

15.9.1 Clubs Service Update

(a) Extend Speaking Rights to Clubs Administrative 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;

MOTION: to extend speaking rights to Shaima Alam, Clubs Administrative Coordinator, to present the CSA Clubs Service Update.

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

(b) Receive the CSA Clubs Service Update Presentation

Shaima Alam, Clubs Administrative Coordinator:

I am here to represent the clubs services that are offered by the CSA. I am the Clubs Administrative Coordinator, but our team contains several others. I hold office hours and am available through email for any questions clubs have. Nathan on our team handles questions about insurance and running events. Jack, the Student Experience Coordinator, is our supervisor.

Our Services: We have over 130 clubs accredited under CSA. These are basically anything outside of college-accredited clubs that are specific to

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



academic programs. We are all the interest and hobby clubs. It is a great way to make friends. We support all aspects of budget, booking, and other items that clubs need help with.

Every year during fall and winter there is an accreditation period where clubs need to be approved. They need to complete training, submitting a budget, designating contacts and officers, and creating a constitution. Accreditation this year was booming, over 30 new clubs were created over the two semesters. A new thing we did this year was we streamlined our religious and worldview questions into one document instead of the back and forth there used to be. Every CSA club must do a clubs general meeting, in previous years it was online because of the pandemic but we brought it back in person. It is held in the fall and winter, there is still a virtual option, and it is recorded. At the in-person general meeting we have had over 100 people come. Our website has a clubs directory showing what all the CSA clubs are. One of the biggest events from our office is Club's Day. We prioritized CSA clubs for getting a table, but it is open all groups on campus. This year was the first in-person since the pandemic. We had a raffle for the first time and it incentivized students to visit clubs and try to win prizes.

We support students with our SE&RM process. It is an insurance policy we provide to all clubs on campus, Nathan and Jack sit on this committee and review event proposals.

We manage the 2nd floor club spaces in collaboration with UC services. There are a lot of spaces available, we have updated the key policy to improve it. The booking form was updated so people can check the capacity of rooms to see when they are available. With coming back in person the garage spaces were brought back and organized now for clubs to use them. We also have lockers available.

Clubs trivia night is an event we hold, called "Club Hub". This year it was in the Lookout Lounge on February 13, and it was very successful. This was something we started last year, we hope to continue it in the future.

We have so many clubs it can be difficult to keep track of them and make sure things are going well. Having enough time was a difficult issue, this year it has been figured out through hour increases and job description changes.

Summer accreditation is coming up in April for those wanting to run orientation events. We are making training resources for clubs.

Keep up with our socials and website!

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Nicole Walker, President, expressed that the clubs team is so awesome to work with and they are so good with students! She has supervised the clubs team in the past. They have done an amazing job coming back from covid and are doing so much.

MOTION: to receive the CSA Clubs Service Update as presented by Shaima Alam, Clubs Administrative Coordinator, as information.

Moved: Simran Kalra
Seconded: Michelle Wilk

Motion Carried

15.10 Committee Updates and Reports

15.10.1 Finance Committee Meeting # 3 Minutes

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
15.10.1	Meeting # 3	January 23, 2023

Moved: Jake Levy
Seconded: Jesse Varkul

Motion Carried

15.10.2 Summary of Committee Appointments

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

Moved: Jake Levy
Seconded: Mauricio Fernandez

Motion Carried

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



15.10.3 Hiring Committee Report: Front Office Assistant

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

Moved: Varnika Karavadi

Seconded: Mauricio Fernandez

Motion Carried

15.11 Business

15.11.1 Student Budget Committee Presentation

(a) Extend Speaking Rights: Student Senate Caucus Co-Chair

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 will be given a maximum of ten minutes; and

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

BE IT RESOLVED that speaking rights be extended to Mandy Wuth, Student Senate Caucus Co-Chair, for a presentation regarding the Student Budget Committee;

Moved: Jesse Varkul

Seconded: Michelle Wilk

Motion Carried

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

Moved: Nicole Walker, President

Seconded: Jake Levy

Motion Carried

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



b) Presentation

Mandy Wuth, Student Senate Caucus Co-Chair & Nicole Walker, CSA President:

We are looking forward to presenting the student budget committee's recommendations. This is the first time they have been presented to the CSA Board. We believe that we do a lot of really great work on the committee, but the transparency and sharing with other students is something to be improved. It is an aspiration of our student budget committee to increase the transparency. This was presented to the Board of Governors on February 8, and we were given some feedback about our presentation. We will be taking you through an overview of our committee, our recommendations, and some next steps we are working on.

This committee focuses on where budgets should be focused or allocated in order to meet the needs of students, both undergraduate and graduate. We sat through 15 presentations, and the committee is full of people committed to hearing how the budget had been spent in the past and what the needs were for the future. The committee membership has representation from each college government, the CSA, the GSA, Interhall Council, Student Senate Caucus, the Board of Governors, and special status groups.

The terms of reference hadn't been updated for some time and wasn't up to date with our current processes in terms of using student feedback to inform our recommendations. We are hoping to update them this year. We did provide a recommendation that we would like to see, when different departments present for the following year, that they tell us where they're at with the recommendations from the previous year. We are also looking at ways to collect student body feedback, especially before the presentation is submitted.

We wanted to let the Board of Governors know that transparency is important to us. We also told them that it was useful for this information to be shared with students more broadly because a lot of students don't know what's going on with the budget. This information would help them make decisions about how they are involved with university. It is also important that we let students know that we understand that there is a budget deficit. In our presentation we were trying to address student needs and innovative ways to make more money. We didn't want the only source of income to be put on students. We didn't want the only solution to be higher tuition.

There are tons of student issues, but for the Board we needed to narrow the scope to what is most relevant. We started with a hierarchy of needs of what

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



students need to be set up for success. It comes down to the fundamentals of having affordable living and being able to be healthy and well. Affordable housing has been a big topic of discussion this year, short term and long term solutions are needed. A big thing the committee talked about this year is livable wages for students on campus. Graduate student funding is also in need of fixing. We also had a focus on making sure marginalized students are kept in mind when making decisions. All of our recommendations connect back to these priorities.

We provided some statistics for context. Students live these statistics, but we wanted to share that with the Board of Governors who may not know. The livable wage in Guelph is almost \$20 per hour. Many food bank recipients are graduate students.

We will just be highlighting some major points, but the presentation is available for the Board to read. This year was the first time getting presentations from Student Experience and Co-op Education & Career Services. Feel free to provide feedback or things you think we should include at the end of this presentation. We really wanted to bring home the point that tuition cost raises are not the only way to fix the deficit. A diversified solution is needed because it is a complex problem, we advocate for student leaders taking on an active role in helping to address the deficit.

Because out-of-province students pay more than domestic students, where is the value added for paying more for access to the same education? Recognizing that international and out-of-province student tuition are not the only means of financial sustainability. It's important to recognize that diversifying our revenue streams away from dependence on tuition is the solution. Regardless of how you communicate it to students, advocating to the government to remove the tuition freeze tells students that the university cares about their money, not their experience. Given the statistics with the increase in cost of living, financial hardships are the biggest impact on students. I have seen firsthand that our graduate and international students are disproportionately impacted and require access to our FoodBank. Any financial relief students can be provided with is important. The increases in international student tuition are recommended to be brought down.

We believe future enrollment efforts should focus on structural and infrastructure support capacities available at the university. We had increased enrollment last year and now we have students thinking about how this will affect future class sizes and we believe the administration should be having conversations about these issues. We recommended the administration look at infrastructure for faculty and hiring more to help provide students a better experience in future years.

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Awards have not been increased with the cost-of-living expenses. The \$500 you would get from the Registrar's Office in the past is not as valuable as it once was. Inflation has decreased the value of awards. Currently a lot of funding for graduate students comes from being a TA. There is currently no cap on the percentage of your funding that can come from working as a TA. You could be expected to work three full TA positions over a semester. We are recommending that graduate students' funding from working as a TA be capped at 25%. A report recently came out about graduate students having a shortfall in the current funding framework. Grad students are often discouraged from getting jobs outside of their position, making it hard to make ends meet. There should be innovative ways to provide more awards and research opportunities, like sponsors and donor supports. There should be programming for financial literacy, financial wellbeing, and having access to emergency funding.

We applaud the University and Office of Research & Finance on its excellent rankings as one of the top performers for research funding in Canada. We want them to consider what benefits faculty members are receiving, and whether overhead expenses should be based on the benefits returned to researchers.

Student Experience is doing great initiatives to support a variety of students, including marginalized students. We encourage more student feedback and continuing to strengthen and invest in supports. Their budget relies heavily on grant funding which can be unreliable, they don't get money from the University budget itself. They should be mindful to have consistent and reliable funding.

The University is looking at hybrid learning and universal design for learning. This looks to accommodate many students with flexible assignment schemes and incorporating more time for exams to reduce student's needs for accessibility services. They are looking at different ways of doing healthcare because not everyone accesses the same supports. Also looking for training on services and supports for students on campus. Since this presentation came out, the University announced they want to be a leader in student health and wellbeing, as a result we encourage that the University provide additional support and funding towards that effort.

Because Athletics is one of the largest providers of work to students on campus, it would be really great to see them provide their workers with a livable wage. We have also found that they are really receptive to our recommendations, we encouraged them to increase social media presence and the next day they had more stuff up and running. They have continued with that initiative.

MINUTES

Board of Directors Meeting # 15

March 1, 2023 – 6:00 pm

UC 442



Experiential Learning is looking at other sources of revenue other than collecting student fees. This includes partnerships with business and corporations. A lot of students like the remote services that have been available since the pandemic so it would be good to expand that. That way even students away on co-op can access services. There are discrepancies between undergraduate and graduate fees, we believe they should be equalized.

We heard that the Library was exploring the possibility of having the first floor open 24 hours. This would be good as a safe and secure location that could help reduce housing insecurities. They should also explore more technology supports.

For Hospitality, we encourage more budget resources for students: knowing how to use their meal plans. They are looking at different partnerships to help reduce food insecurities on campus. We included it in our recommendations that cash on campus is something students are really passionate about. Looking at implementing reusable water bottles and mugs into the “green container” program. We also hope to support the “tap in” campaign on campus to ban the sale of plastic water bottles on campus because water should be free.

People use parking differently now than they used to. Parking Services needs to re-evaluate how they sell their passes and manage spaces. We recommend that they make their website more user friendly. They are looking at updating tech to give accurate parking spot availability counts in real time. We discussed the potential of having an off-campus commuter lot. We also discussed building a parking garage, as more commuter students are coming to campus.

For the Campus Safety Office, last year the committee recommendation was to increase working with LGBT+ and BIPOC students to make them feel safe on campus. They should operate to make sure all students feel safe. We followed up on this to make sure action is being taken. We suggested the idea of having student ambassadors.

For Computing & Communication Services, following the cyber security breach from earlier in the year and how the University handled it, we were hearing that students want more consultation about decisions that affect them like the use of Multi-Factor Authentication. We recommended that they consult with key stakeholders, like students, more in the future. We also advocated for more transparency in the future, so students don't have the increased stress of not knowing what's going on. There is an IT Student Advisory Committee with representatives from many groups across campus. Knowing there is a pathway for student input is nice.

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



We worked with the representative from Interhall Council while developing this slide and they explained how students want to see mental health services expanded across campus, as it's currently only in South residence. That is a barrier for students across campus who want access. We encouraged consulting with students as they look to make a new building, this is something in its preliminary stages. We suggested underground parking being incorporated when a new building is made. We also suggested academic tools, students really wanted whiteboards in study spaces.

The last Student Budget Committee meeting is March 28, 2023. The final report submission deadline to the Board of Governors is April 3, 2023. The final report will be given to the Board of Governors on April 19, 2023.

Mauricio Fernandez advocated that the University should support living on campus and making it possible to live car-free.

MOTION: That the presentation by Nicole Walker, CSA President, and Mandy Wuth, Student Senate Caucus Co-Chair, regarding the Student Budget Committee, be received as information

Moved: Jake Levy

Seconded: Anthony Pereira

Motion Carried

15.11.2 Recommendation to Increase FoodBank Fee Beyond CPI

WHEREAS Guelph Student FoodBank staff have been working tirelessly to mitigate the effects COVID-19 and inflation has had on our service to students;

WHEREAS this past year has brought many successes, including the ability to supplement our food budget with donations and grants to help offset the rising cost of food, garden boxes with fresh produce and herbs, and fostering relationships with campus and community partners to promote food security for those attending the University of Guelph;

WHEREAS while we are extremely proud of the strides our team has taken to improve our service, the unfortunate reality is that our small operation has been struggling to meet the increasing demand for our service with a long waitlist of students, as students are experiencing food insecurity at exceptionally high rates;

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



WHEREAS The FoodBank Fee for undergraduate students is currently \$2.66 and is subject to increases as per the Consumer Price Index, which is set at 6.8 percent for 2023; and

WHEREAS the CSA has the option to increase the FoodBank Fee by 3 percent in addition to CPI to offset the cost of inflation and meet service demands.

MOTION to approve the FoodBank Fee increase of 3 percent in addition to CPI, as recommended and forwarded by the Finance Committee and presented in the March 1, 2023, board agenda package.

Moved: Nicole Walker, President
Seconded: Mauricio Fernandez

Nicole Walker, President, shared there was a lot of discussion about this at the Finance Committee. We understand what increasing the fee does to financial hardship. But this will help us meet our operational needs. We are also looking at grants. There are fees we are looking at pausing and suspending to offset this burden.

Jake Levy added that the committee researched that food inflation was around 10%, so using this CPI + 3% is as close as we can get to meeting that.

Motion Carried

15.11.3 Recommendation to Transfer Funds from Council Grants Line to FoodBank Donations Line

WHEREAS *CSA Policy Appendix F – Clubs Handbook Section 4.3.21* states: If after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA's Petitions, Delegations, and Representations (PDR) budget;

WHEREAS the CSA Club Universities Fighting World Hunger (UFWH) has been inactive for three semesters;

WHEREAS a letter has been signed by the CSA President and Clubs Coordinator and forwarded to the Office of Student Affairs to terminate the collection of fees for UFWH, effective Summer 2023;

WHEREAS as per CSA Policy, the total assets for UFWH in the amount of \$49,453.73 have been transferred to the CSA PDR budget line;

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



WHEREAS the PDR budget line currently has sufficient funds to meet operational needs for this fiscal year;

WHEREAS the Guelph Student Foodbank does not have sufficient funding to meet operational needs and currently has a long waitlist of students;

WHEREAS the UFWH mandate to eliminate hunger closely aligns with our Guelph Student FoodBank; and

WHEREAS the Finance Committee met on February 13, 2023, and recommended forward the following motion for the board's consideration.

BE IT RESOLVED that the amount of \$49,453.73 be transferred from the Council Grants – Fall & Winter budget line, to the FoodBank Donations budget line, to support the operations of our Guelph Student FoodBank.

Moved: Nicole Walker, President

Seconded: Jake Levy

Nicole Walker, President, shared that this money is finite and will run out which is why we still have that previous fee increase. This will support temporary needs and the fee is being increased to support the cost of inflation in the future. This transfer is almost like a grant to help us. By transferring this we could put this in the Food Bank surplus fund so they can continue to use it.

Jesse Varkul asked how many people use the FoodBank.

Nicole Walker, President, shared that we currently have 250 active users and 94 on the waitlist, which fluctuates. This looks like a lot of money but when you consider the full cost of the food that we need for our users it isn't a lot.

Mauricio Fernandez advocated that this money was from a club whose mission was similar to the FoodBank, so this transfer is a good idea.

Nicole Walker, President, supported this point because the goals of eliminating food insecurity on campus matches with the club the funds came from. This money can help support investments in improving the FoodBank's operations.

Motion Carried

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



15.11.4 Policy and Bylaw Manual Language Amendments re PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting.

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

Notice of this motion was provided at the Board meeting on February 15, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the word 'Aboriginal' throughout the Policy and Bylaw Manual be deleted and replaced with the word 'Indigenous';
- That all occurrences of the job title 'Policy and Transition Manager' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Policy and Transition Coordinator'.

Moved: Nicole Walker, President

Seconded: Michelle Wilk

Nicole Walker, President: This was the work that came out of PBRC, we want to keep up with current terminology be it indigenous or job titles.

ROLL CALL VOTE:

IN FAVOUR:

Vamika Karavadi
Jake Levy
Mauricio Fernandez
Jesse Varkul
Michelle Wilk
Alec Moyle
Olivia Smith
Jenna Scharowski
Kelly Ruigrok
Simran Kalra
Martha Yiridoe
Ella Odeh
Naomi Amayaevo

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



OPPOSED:

ABSTAINED:

Motion Carried

15.11.5 HR Policy Amendment re PBRC

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

Notice of this motion was provided at the Board meeting on February 15, 2023.

MOTION: That CSA Policy Appendix C – Human Resources Policy be amended as follows:

- That Section 4.2.2 be deleted and replaced with the following wording:

The Striking of a hiring committee at the last Executive Committee Meeting prior to the close of the job posting period. The hiring committee shall consist of the Executive Supervisor, a CSA staff member (preferably the outgoing position holder or staff supervisor) and a member of the Core Staff team, to be selected by the CSA President. At the discretion of the CSA President, individuals outside CSA staff and Executive may also be appointed to the hiring committee as applicable. Notification to the CSA Board of Directors in the form of a Hiring Committee Report following the acceptance of a job offer.

- That Section 4.2.6 be deleted and replaced with the following wording:

The Hiring Committee Chair will be the Executive Supervisor of the position. In the event that the Executive Supervisor is unable to be Chair, a designate will be appointed Chair at the discretion of the President. In the event that the President has a conflict of interest with the hiring committee per the definition listed in CSA Bylaw 1 Section 10.1, the responsibility of selecting the Hiring Committee Chair will be delegated using the following hierarchy: first the Vice President Student Experience, then the Vice President Academic, and third the Vice President External.

Moved: Nicole Walker, President

Seconded: Simran Kalra

Nicole Walker, President, explained that the amended motion is fixing some gaps in the original wording. In the event the President has a conflict of interest we followed the

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



hierarchy of the organization. Recognizing the potential for a vacancy, then other staff may be appointed. We are being aware of all the ways this policy can be applied.

Mauricio Fernandez inquired if this means the Board will no longer have access to the hiring committees.

Nicole Walker, President, explained that Directors will no longer be involved in hiring; which has been discussed at the PBRC. Directors can spend more time on things that engage them. Hiring committees are very administrative. Also, striking hiring committees at the Board can slow down the hiring process. Through executive updates and hiring updates, the Board will be updated on all happenings with hiring.

Motion Carried

15.11.6 De-Ratify and Appoint Member to Elections Appeals Board

WHEREAS CSA Policy Appendix G – Electoral, 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 CSA Policy Appendix G – Electoral, Section 27.3.5 states that 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;

WHEREAS Member Mauricio Fernandez is unable to remain on the EAB due to a conflict of interest; and

WHEREAS CSA Policy Appendix G – Electoral, Section 27.3.4 states that the membership of the EAB shall consist of no less than 40% women-identified individuals;

BE IT RESOLVED that Mauricio Fernandez be de-ratified from the Elections Appeals Board;

AND FURTHER that the following CSA Director be appointed to the Elections Appeals Board for the remainder of the 2022-2023 academic year:

Naomi Amayaevbo

Moved: Nicole Walker, President

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Seconded: Mauricio Fernandez

Nicole Walker, President, explained that the time commitment will require availability next week. Since there is no one running for VP Student Experience, we will also have a spring by election, which will require availability through March and a little bit of April.

Motion Carried

15.11.7 Appoint Directors to the University Centre (UC) Board Selection Committee

WHEREAS it is the responsibility of the [University Centre Board](#) ('UC Board') to establish written policies respecting the use of facilities and management of space within the University Centre (UC); to acknowledge the special requirements of user groups to management their own activities within the spaces assigned to them and to provide services for the University Community at large;

WHEREAS Appendix J – Internal CSA Policy, Section 5.0 University Centre Board states that the UC is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, and should be controlled by students;

WHEREAS the UC Board is comprised of ten (10) students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) 'Alternates' appointed by the CSA Board of Directors;

WHEREAS appointments to the University Centre Board of Directors are for a term of two (2) years, as defined by the University Centre Board of Directors Constitution; and

WHEREAS Appendix J – Internal CSA Policy, Section 5.0 University Centre Board provides a process to select undergraduate member appointees to the UC Board by the Vice President Student Experience and two (2) Directors;

RESOLVED that the following CSA Directors be appointed to assist the President, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2023-2024, academic year:

Mauricio Fernandez
Olivia Smith

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Moved: Nicole Walker, President
Seconded: Mauricio Fernandez

Nicole Walker, President, motivated that two Directors are needed for this committee. Looking to select 5 students as representatives and 5 students as alternatives for the UC Board. Closing applications by March 17 and meeting as a committee the week of March 21 to 23 to go ahead to the Board of Directors meeting on March 29 and have members ratified at the April 3 meeting.

Motion Carried

15.11.8 Notice: Suspension of Electoral Policy for Spring By-Election

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 1, 2023.

The following motion will be considered at the Emergency Board meeting on March 8, 2023.

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 2.15.1 states that the Election Schedule shall include a minimum of five (5) business days for each of the following elections periods: nominations, promotion and signature verification, campaigning, and voting;

WHEREAS the CSA will be running a Spring By-Election to fill the position of VP Student Experience which has no candidates for the CSA Winter 2023 General Election;

WHEREAS the voting period for the Spring By-Election will occur during the exam period if each elections period is given five (5) business days;

WHEREAS campaigning and securing quorum will be more difficult for candidates during the exam period due to the competing priorities of students; and

WHEREAS signature verification and promotions require less time to complete during a By-Election due to a smaller pool of candidates;

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral, Section 2.15.1 of the CSA Policy Manual for the duration of the CSA Spring 2023 By-Election.

Jake Levy asked if and when the policy is suspended when would the by election take place.

Nicole Walker, President, answered it would be immediately following the winter general elections. Nominations would open March 15 and close on March 24. Campaigning would be the following week and the voting would take place the week after. We know student engagement decreases during exam season so we want this by-election to take place before exams start.

15.12 New Business

No new business was presented at this meeting.

15.13 Announcements

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

The PTC reminded the Board that there will be an emergency meeting next Wednesday night. It will be on Microsoft Teams, and we don't expect it to be more than 30 minutes.

Nicole Walker shared that we are still actively hiring for a lot of CSA staff positions. I will send out the information, please share it with your organizations and friends.

Varnika Karavadi shared that the "One World" event for ISO is on March 10 and starts at 6 PM. It will be a very amazing event; tickets are free with a \$1 donation. I have one campus-wide survey about dining halls left.

Alec Moyle shared that they held Lang elections and appointed a new President and VP. There was a tie for the other VP position, so an internal vote is happening. Had a conversation on gender equality in the workplace, was very well received. Looking forward to the commerce formal happening at the end of March.

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Olivia Smith collaborated to paint in the UC. Raised money for the Domino project which supports black queer youth.

Jenna Scharnowski shared that My World, My Choice had a speaker's night and it was a good event with local business owners.

Martha Yiridoe shared that GBSA held many events that happened during Black History Month. Had good turnout at the later events like the Keynote Talk. Podcasts and other things are going on. A formal is being held at the end of March.

Ella Odeh got to host yesterday's keynote for Black History Month. Guelph Model UN is having a conference this weekend, the event page is on Gryphlife.

Naomi Amayaevbo shared that Guelph Campus Co-op has been talking about the housing situation in Guelph. Had a meeting on Monday, and they are doing a full review of the housing market.

15.14 In Camera

No In Camera session was held at this meeting.

15.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 15 on March 1, 2023 be adjourned at 8:23 pm.

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

MINUTES

Board of Directors Meeting # 15
March 1, 2023 – 6:00 pm
UC 442



Approved by the Board of Directors

Date: March 29, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

MINUTES

Board of Directors Meeting # 15A
March 8, 2023 – 6:00 pm
Microsoft Teams



Attendance – March 8, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Present	
Simran Kalra	College of Biological Science	Present	
Jake Levy	College of Engineering and Physical Sciences	Regrets	
Jesse Varkul	College of Engineering and Physical Sciences	Present	
Ella Odeh	College of Social and Applied Human Sciences	Present	
Jacob Miller	College of Social and Applied Human Sciences	Present	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Jenna Scharnowski	Ontario Agricultural College	Present	
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Present	
Michaela Hishon	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Alec Moyle	Lang Students' Association	Present	
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 15A
 March 8, 2023 – 6:00 pm
 Microsoft Teams



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

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Sean Lloyd	Scribe

Guest	Affiliation

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

MINUTES

Board of Directors Meeting # 15A
March 8, 2023 – 6:00 pm
Microsoft Teams



Summary of Resolutions

15A.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 15A on March 8, 2023, be approved as printed and distributed.

Motion Carried

15A.11.1 Suspension of Electoral Policy for Spring By-Election

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 1, 2023.

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 2.15.1 states that the Election Schedule shall include a minimum of five (5) business days for each of the following elections periods: nominations, promotion and signature verification, campaigning, and voting;

WHEREAS the CSA will be running a Spring By-Election to fill the position of VP Student Experience which has no candidates for the CSA Winter 2023 General Election;

WHEREAS the voting period for the Spring By-Election will occur during the exam period if each elections period is given five (5) business days;

WHEREAS campaigning and securing quorum will be more difficult for candidates during the exam period due to the competing priorities of students; and

WHEREAS signature verification and promotions require less time to complete during a By-Election due to a smaller pool of candidates;

BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral, Section 2.15.1 of the CSA Policy Manual for the duration of the CSA Spring 2023 By-Election.

Motion Carried

MINUTES

Board of Directors Meeting # 15A
March 8, 2023 – 6:00 pm
Microsoft Teams



15A.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 15A on March 8, 2023, be adjourned at 6:29 pm

Motion Carried

MINUTES

Board of Directors Meeting # 15A
March 8, 2023 – 6:00 pm
Microsoft Teams



Agenda – March 8, 2023

15A.0	Call to Order	
15A.1	Land Acknowledgement President Nicole Walker	
15A.2	Adoption of the Agenda 15A.2.1 Approve the Agenda 15A.2.2 Declarations of Conflicts	
15A.3	Ratifications and De-Ratifications	
15A.4	Comments from the Chair 15A.4.1 Introductions and Pronouns	
15A.5	Approval of Past Minutes	
15A.6	Executive Committee Minutes	
15A.7	Executive Updates	
15A.8	Director Reports	
15A.9	CSA Service Update and Report	
15A.10	Committee Updates and Reports	
15A.11	Business 15A.11.1 Suspension of Electoral Policy for Spring By-Election	
15A.12	New Business	
15A.13	Announcements	
15A.14	In Camera Session	
15A.15	Adjournment	

MINUTES

Board of Directors Meeting # 15A
March 8, 2023 – 6:00 pm
Microsoft Teams



Minutes – March 8, 2023

15A.0 Call to Order

The meeting was called to order at 6:02 pm.

15A.1 Land Acknowledgement

President **Nicole Walker** presented the following Land Acknowledgement:

I wanted to acknowledge that the land that we are situated on currently, for the purposes of where I am, I'm on Campus, which is Guelph, is home to past, present, and future First Nations, Inuit, and Metis peoples. Recognizing the Dish with One Spoon Covenant, recognizing our commitment to being stewards of the land, and working towards decolonizing our campus and community. As the CSA, some ways we can discuss and contribute towards reconciliation includes working with our Indigenous students, staff, faculty, and community members. I think the first step is having discussions and inviting people in to have those discussions in both the ways in which we can work towards reconciliation and working towards indigenizing our spaces and making everyone feel included and a part of, not only the CSA as an organization, but our community and our spaces. I think the second step is implementing and taking action. I know from the CSA perspective we've been actively talking about ways we can make students feel welcome within our spaces and ways we can indigenize spaces that students use. I hope that this has given you time today to think about how as student leaders we can take a role and push forward decolonization and supporting our indigenous students.

Nicole Walker, President

15A.2 Adoption of the Agenda

15A.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 15A on March 8, 2023, be approved as printed and distributed.

Moved: Sanya Sareen

Seconded: Michelle Wilk

MINUTES

Board of Directors Meeting # 15A
March 8, 2023 – 6:00 pm
Microsoft Teams



Motion Carried

15A.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

15A.4 Comments from the Chair

Cameron Olesen: Good evening, everyone, and thank you for being here for this emergency meeting. We only have one item of discussion up tonight which is a proposed policy suspension. Because it is a motion that would affect policy it does require a two thirds majority vote. If that threshold is not met then the suspension will not happen. Because we are meeting online, if ever you need information on how to participate in this meeting, just raise your hand and ask. You can request the speakers list by typing those words in the chat, and voting will be done through a poll.

15A.4.1 Introductions and Pronouns

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

15A.11 Business

15A.11.1 Suspension of Electoral Policy for Spring By-Election

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 1, 2023.

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 2.15.1 states that the Election Schedule shall include a minimum of five (5) business days for each of the following elections periods: nominations, promotion and signature verification, campaigning, and voting;

WHEREAS the CSA will be running a Spring By-Election to fill the position of VP Student Experience which has no candidates for the CSA Winter 2023 General Election;

MINUTES

Board of Directors Meeting # 15A
March 8, 2023 – 6:00 pm
Microsoft Teams



WHEREAS the voting period for the Spring By-Election will occur during the exam period if each elections period is given five (5) business days;

WHEREAS campaigning and securing quorum will be more difficult for candidates during the exam period due to the competing priorities of students; and

WHEREAS signature verification and promotions require less time to complete during a By-Election due to a smaller pool of candidates;

BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral, Section 2.15.1 of the CSA Policy Manual for the duration of the CSA Spring 2023 By-Election.

Moved: Nicole Walker, President

Seconded: Mauricio Fernandez

Nicole Walker, President, motivated that in terms of our elections timeline, immediately following the current election we're looking to start the nomination period for our Spring 2023 By-Election. It's a really tight timeline because there's not much time left in the semester. We want to make sure students are on campus and not in exam season during the voting. Our intention in suspending the policy is that it will take less time for signature verification because less people will be running. All candidates will have the same even playing field in terms of not having the extra time for preparing promotion. Ultimately, we want the voting period to be during the April 3 to 6 timeline. After April 6, exams are starting and we want to be sure to reach quorum.

Anthony Pereira asked what happens if there are no candidates that decide to run.

Cameron Olesen, Chair, answered that if there are no candidates, a by-election cannot be hosted.

Sanya Sareen asked if there are no promotional materials for the by-election that candidates can use.

Nicole Walker, President, explained that this just means there will not be extra time for members to develop promotional material.

Colleen Bovay, PTC, spoke to Member Pereira's question and shared that if there were no candidates for VP Student Experience, we will have a fall by-election. There will be a fall by-election either way because we don't have candidates running for every position.

Motion Carried

MINUTES

Board of Directors Meeting # 15A
March 8, 2023 – 6:00 pm
Microsoft Teams



15A.12. New Business

No new business was presented at this meeting.

15A.13 Announcements

No announcements regarding member's involvement in groups on campus were provided at this meeting.

15A.14 In Camera

No In Camera session was held at this meeting.

15A.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 15A on March 8, 2023 be adjourned at 6:29 pm.

Moved: Anthony Pereira

Seconded: Mauricio Fernandez

Motion Carried

Approved by the Board of Directors

Date: March 29, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

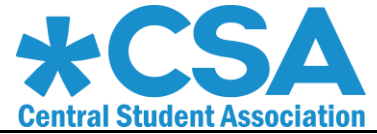
Date: _____

Colleen Bovay
Policy & Transition Coordinator

Motion

Board of Directors Meeting # 16

March 29, 2023



**Item 16.7
Executive Updates**

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

16.7.1	President	March 29, 2023
16.7.2	VP Student Experience (vacant)	
16.7.3	VP Academic	March 29, 2023
16.7.4	VP External	March 29, 2023

Moved:

Seconded:

Executive Update

President

March 29, 2023



Hello Board of Directors,

As you are aware, the current priority of our staff team is administering a fair and democratic election that allows all undergraduate students the ability to access their ballot. There are 13 polling locations with various hours over eight days and a team of polling clerks (~40) that will be staffing the polling stations, with a CSA Staff member as the Polling Clerk Supervisor.

To give you all an update, your Board of Directors Appreciation quarter zip was ordered early March and I will keep you all updated on when it arrives! I am excited for you all to have your blue CSA quarter zips!

Ongoing Projects:

Student Budget Committee (SBC): Based on the feedback provided from various meetings and campus stakeholders, we are pulling together the Final Report that is due on Monday, April 3. The SBC met on Tuesday, March 28 with the Student Leader Admin Meeting to review the University Budget.

Petitions, Delegations, and Representations (PDR): The final deadline of the semester was March 1, in which the committee met for the final time this year and reviewed 21 applications for funding. We are starting to receive PDR reports on a rolling basis and have a timeline to follow up with student groups to ensure that reports are received before the end of the semester.

A special thank you to Isha, Varnika, Ella, Anthony, and Jena for your dedication to the PDR committee this year!

CSA Staff Hiring: During the month of February and March, we had 12 job postings on the CSA Website, in which the two Bullring postings were looking to hire approximately 20 students. We received a number of applications for most of our postings, with the exception of the Bike Centre so we are advertising the positions through every possible avenue known to us. Many of us are still in the hiring process but are optimistic of having a successful hire before the end of the semester.

Winter General Elections: Since our last meeting, the entire CSA staff team has been working hard to realize the Online Elections Contingency Plan. The Executives consulted with Directors on Wednesday, March 22 with regards to updates in the Online Elections Contingency Plan. Concerns that had previously been brought up by Board of Directors were incorporated into the updated plan prior to the meeting, and great discussion was had regarding the plan for in-person voting and absentee voting.

Executive Update

President

March 29, 2023



Summary of Fee Changes for 2023-2024: The Finance Committee met on Friday, March 24 to recommend forward the CSA 2023-24 Budget for approval to the Board of Directors. During the meeting, the committee reviewed the updates for fees the CSA is accountable for. In an effort to provide practical services while saving students money, the following fees have been suspended due to a sizable reserve:

- Affordable Housing
- American Sign Language (ASL)
- Menstrual Hygiene Products
- V-Day
- Thecannon.ca
- Films portion (10%) of the Entertainment/Media Fee

Health & Dental Plan Committee: The Health & Dental Plan Committee has met twice over the last month to finalize each plans student fee for the upcoming year, and discuss possible plan enhancements, ways to collaborate to improve service offerings at Student Wellness Services, and about the *My Virtual Doctor* service offered by Gallivan.

Affordable Housing Discussion Update: I have had several meetings with campus partners regarding affordable housing and ways to collaborate for supporting students. Off Campus Living is working on compiling statistics regarding housing availability and prices in the community. Something that has risen out of my meetings with OCUS and Off Campus Living is the need for education and resources in one consolidated location. There were also discussions of possibly using an external organization such as Symbiosis to match students with seniors, similar to Trent University and a company in British Columbia.

As always, if you have any questions, feedback, or ideas, I encourage you reach out and I would be happy to connect with you!

With support & positive vibes,

Nicole Walker

Executive Update

VP Academic

March 29, 2023



General Update:

Hey everyone! The last month has been busy for sure; mostly wrapping up CSA & committee projects, award/funding applications, and service hiring. See below for some highlights!

Committees / Meetings:

Library Admin:

I had the pleasure of meeting with the library administration earlier this month to discuss ongoing projects and initiatives of interest to students. This included the hours of operation, the side doors, among other concerns. A few significant factors for the hours included staffing, and usage. We learned a dashboard to relay statistics on usage and other info is currently in development which sounds great. On the side door, there were several accessibility issues highlighted and it was mentioned plans to re-develop to remove/remodel the doors in the area are being considered.

Teaching & Learning Network (TLN):

Had the opportunity to meet with the Teaching & Learning Network for the first time. We mostly brainstormed a lot of great ideas, or at least began to compile a list of initiatives on the academic front, some broad, some department-specific for us to prioritize while we narrow the focus of the group. This might not be something I'll be as involved with given the timing of the year, but I'll be relaying what I can from this group to my successor. This was particularly interesting to see the consideration for AI in its overlap with these initiatives as departments explore both its utilization and relevant concerns.

Student Senate Caucus (SSC):

I met with the Student Senate Caucus and discussed the university's consideration for a partnership with Navitas which is an international organization that specializes in recruitment for international students or otherwise providing pathway programs and English language courses, essentially designed to transition students from diverse backgrounds to university-level studies. Some of the concerns with Navitas include; quality of education (potential dilution of academic standards), integration (introduction of Navitas students to campus in their second year), financial implications (increased reliance on international student fees), loss of control (potentially relinquishing university control over some admissions, curriculum development, and academic support processes), ethics (level of consideration for revenue over welfare and quality with respect to existing financial deficit and accompanying risk to our existing services/committees/units), branding (potential dilution in the association with Navitas). It can be framed in alignment with the university's strategic plan, but there does appear to be legitimate fiscal and quality considerations as well. If anyone has any questions, I would be happy to forward them to Byron the Associate VP Academic as we learn more about this and possibly prepare for a discussion/vote at the next Senate meeting.

Executive Update

VP External

March 29, 2023



Hi folks,

General Update:

#DadJokes 😊

What would bears be without bees?...Ears.

I hope everyone is feeling good as your finals are approaching! We've been busy finalizing and organizing stuff on our end as we are getting ready for an executive transition. It's been extremely busy, but overall, I'm very excited for the election to wrap up and for training to begin!

Committees:

FoodBank Hiring Committee: We interviewed several candidates last week, all were amazing and it was a hard decision to make! Happy to have wrapped this up and am very excited for the new FoodBank Coordinator to step into their role.

Transit Advisory Committee: We met on March 16th and discussed training for operators to deal with passengers not paying fares and sharing the road with cyclists and bike lanes. We also discussed safety concerns after dark at the Guelph Central Station. A couple other things we talked about were planned implementations for the Future Ready Action Plan, Naming conventions for headsigns and routes, as well as digital signage at Guelph Central Station, the University Centre Bus Loop, and Stone Road Mall.

Services:

FoodBank: The FoodBank will be partnering with sustainability for their Move Out Blitz in April where they collect all the shelf stable food left behind by students living in residence and donate it to the FoodBank. Our Coordinator has also been working on a document with a food security advocacy committee that was made out of the University of Guelph Food Security Working Group with asks that they hope to present to members of senior administration to improve food security on campus.

Bike Centre: The Bike Centre had their preview day for the bike auction yesterday in the University Centre Courtyard. This gave students the opportunity to view the bikes in person before they start bidding from March 30th – April 1st on Instagram (@csabikeauction). If you would like more information on how to bid, please take a look at their Instagram! The Bike Centre has spent a lot of time preparing for this and I am super excited for some students to get some nice used bikes!!

Executive Update

VP External

March 29, 2023



Events:

World Water Day Tap-In Campaign: On Wednesday March 22nd we collaborated with Wellington Water Watchers, Guelph Students for Environmental Change (GSEC), and the Ontario Public Interest Research Group (OPIRG), to encourage students to drink tap water and carry reusable water bottles with them. We had around 300 students sign our petition calling on the University of Guelph to end the sale of bottled water. On top of this, 225 individual emails were sent to Sharmilla Rasheed, the Vice-President of Finance and Operations, calling to end the sale of bottled water on campus. At the event we gave away free Lush products (bath bombs, bubble bars, and shampoo bars) to students that came to speak with us. We also had a draw for students to enter to win reusable Nalgene and infuser water bottles.

Jena-Lee Ashley

Hiring Committee Report

Clubs Event Coordinator

March 29, 2023



Item 16.10.1

Hiring Committee Report

Clubs Event Coordinator

Posting Date: Monday, February 13, 2023

Closing Date: Wednesday, March 1, 2023

Hiring Committee Members:

Nicole Walker, CSA President

Jack Fisher, Student Experience Coordinator

Nathan Braund, Clubs Programming Coordinator

Number of Applicants: 4

Number of Interviews: 2

Successful Candidate: Ana-Maria Mercu

Start Date: September 5, 2023

MOTION: That the hiring of Anna-Maria Mercu for the position of Clubs Event Coordinator be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded:

Motion

Board of Directors Meeting # 16
March 29, 2023



Item 16.10.2
Finance Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
16.10.2	Meeting # 5	March 6, 2023

Moved:

Seconded:

Minutes

Finance Committee

Meeting #5 – Monday, March 6, 2023 – 4:45 – 5:45 pm

CSA Boardroom



Present: Isha Maharaj (Board Director), Jake Levy (Board Director), Mauricio Canedo Fernandez (Board Director), Mason Friebe (VP Academic), Lee Anne Clarke (Business Manager), Nicole Walker (CSA President, Chair)

Absent: None

Regrets: None

1. Welcome & Introduction

2. Approval of the Agenda

The agenda was approved as presented.

3. Approval of the Minutes from February 13, 2023

The minutes were approved as presented.

4. Business Arising from the Minutes

The President noted for the members of the committee that the two recommendations passed by the committee at the February 13 meeting went forward to the Board of Directors for the March 1, 2023, meeting. The recommendations regarding increasing the *FoodBank Fee Beyond the Consumer Price Index*, and to *Transfer Funds from Council Grants Line to FoodBank Donations Line*. This was noted since Isha left the February 13 Finance Committee Meeting prior to the approval of the recommendations and was not present at the March 1, 2023 Board Meeting when the recommendations were approved.

5. Budget Development

- **Review in detail first draft (rolling format)**

Given that interim winter 2023 fees are coming in at less than anticipated from \$956,500 to \$924,000, the 2023-2024 budget will continue to be based on anticipated fees of \$915,000, however the buffer must be reduced to \$9,000. Given the CSA's healthy accumulated surplus, this was the determined best course of action.

At a previous meeting, we discussed capping the Bullring Admin Fee at 1.5% for 2023-24. There was an initial discussion if the committee should reduce the fee considering the financial position for the next fiscal year. The Menstrual Hygiene Initiative (MHI) has an administrative fee that is 9% of the fee collected. With an accumulated surplus sufficient to operate next year without collecting the fee, the committee discussed suspending the fee. If the MHI fee is suspended for 2023 – 2024, the admin fee would not be collected as a result. The committee expressed

Minutes

Finance Committee

Meeting #5 – Monday, March 6, 2023 – 4:45 – 5:45 pm

CSA Boardroom



interest in gathering more information first prior to making a decision since partnerships with Diva Cup have occurred in previous years. Another source of revenue is the dividend from the contracts with UC Services: Both dividends expire in the next two years and the CSA will need to start planning for the \$11k revenue that has a firm end date. A member asked how the CSA acquired the revenue. The CSA entered into two Return on Investment (ROI) agreements with UC Services. The first to finance the installation of digital signage on campus and, the second, to renovate the photo arts room that is now the Guelph Queer Equality Office and the Brass Taps Boo Lounge. The terms of the ROIs included annual payments equal to the sum invested in the project, discounted rates for digital signage, and preferential booking at the Boo Lounge.

The Academic total budget amount proposed is \$48k compared to \$46k, with the main change being the increase to salary. The advertising line has been reduced since advertising can be expensed to event lines.

For the Administration budget, the wages are anticipated to be \$384,900 compared to \$406,800 since the decision was made partway through this year to have a part-time instead of full-time bookkeeper. This includes the approved wage increases. Temp wages are decreased since we are not spending out the budget line. Staff appreciation is up from \$3,000 to \$4,000. Staff training has gone down to \$1,700 since the External HR Consultant is expensed through professional fees, which is a separate budget line. The purchase of equipment is budgeted for \$10,000 compared to \$14,000 since the bulk of our technology upgrades were completed this year.

Most budget and budget lines are based on the previous budget. Other notable changes include adding the Student Experience salary in the Programmer Budget. The committee previously discussed that the AGM budget line in the Council Budget should be \$8,500 but after revisiting the amount, we decided on \$10,000 since it includes an Annual General Meeting and a General Members Meeting. The campaign budget in the External Budget has not been spent out for several years and has been reduced. If the incoming VP External needs additional funding, they can request up to \$2,000 from the Finance Committee.

In the Promotional Services budget, budget line 52300 was changed to Graphic Design & Service. The promotional supplies line was reduced to \$3,000 since one-time purchases were made for CSA branded pull up

Minutes

Finance Committee

Meeting #5 – Monday, March 6, 2023 – 4:45 – 5:45 pm

CSA Boardroom



banners, a tent, and button maker. The Bike Centre is budgeted to include a Full time Coordinator and two assistants. In the Clubs budget, only \$5,650 of the \$15,000 from UC Services was charged for Security/Maintenance of the Club Hallway in this fiscal year since the service was not provided in the summer or fall semester.

- **Recommendations for overage**

The committee considered allocating the overage of student fees anticipated by increasing the buffer for more flexibility. The committee also considered increasing the lawyer hours at SHAC, depending on the current demand for service. The majority of the overage was recommended to be allocated in leasehold improvements.

6. **CAPCOM – Executive Structure – discussion**

Given our financial position, the CSA can begin engaging in discussions regarding a fifth executive position. Overall, the committee expressed support in exploring the idea of an additional executive position for 2024/25.

7. **New Initiatives**

- **On-campus/event photography services**

A proposal was brought forward by Anderson Coates photography. Currently, Edge Photography is an external service in the UC, which takes photos in the space only. Anderson would take pictures for club events, banquets/formals, clubs head shots, convocation/graduation and offer meaningful services to students at significantly discounted rates. The business would not be able to compete with Edge, so no photos would be taken in the space. The committee expressed their support in a photography service offered by the CSA. As discussions progress and more information is received, the finance committee will be kept informed.

- **Charging stations in airport lounge**

The committee expressed support for charging stations and is interested in gathering more information on associated costs and style of stations.

- **Whiteboards on campus**

Jake expressed support for upgrading whiteboards across campus for students, specifically in Thornborough. A proposal will be brought forward to the finance committee at a future meeting.

8. **Next Meeting – March 22, 2023 @ 10:30 am**

Hiring Committee Report

Clubs Coordinator

March 29, 2023



Item 16.10.3

Hiring Committee Report

Clubs Coordinator

Posting Date: Monday, February 13, 2023

Closing Date: Wednesday, March 1, 2023

Hiring Committee Members:

Nicole Walker; CSA President

Jack Fisher; CSA Student Experience Coordinator

Shaima Alam; CSA Clubs Administrative Coordinator

Number of Applicants: 5

Number of Interviews: 2

Successful Candidate: Roodiya Awosanmi

Start Date: September 5, 2023

MOTION: That the hiring of Roodiya Awosanmi for the position of Clubs Coordinator be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Hiring Committee Report

FoodBank Coordinator

March 29, 2023



Item 16.10.4

Hiring Committee Report

FoodBank Coordinator

Posting Date: Monday, February 13, 2023

Closing Date: Wednesday, March 15, 2023

Hiring Committee Members:

Jena-Lee Ashley, CSA VP External
Alanna Wyllie, FoodBank Coordinator
Kandace Blaker, CSA Office Manager

Number of Applicants: 7

Number of Interviews: 4

Successful Candidate: Jude Akrey

Start Date: April 24, 2023

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

Moved:

Seconded:

Motion

Board of Directors Meeting # 16
March 29, 2023



Item 16.11.1

Overview of the 2023-2024 Draft CSA Budget – Lee Anne Clarke, Business Manager

(a) Speaking Rights: Business Manager

WHEREAS CSA Rules of Order section 3.3 states that visitors may be extended speaking rights following a motion to the Board;

MOTION: to extend speaking rights to Lee Anne Clarke, Business Manager, for the duration of item 16.11.1 to present an overview of the contents of the CSA 2023-2024 Draft Budget and to respond to questions that arise from members during discussion of this item.

Moved:

Seconded:

(b) Extend Speaking Time: Business Manager

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes;

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

MOTION: to extend speaking time from 10 minutes to 30 minutes for this presentation.

Moved:

Seconded:

(c) Presentation: Business Manager

MOTION: that the presentation from Lee Anne Clarke, Business Manager, regarding the overview of the CSA 2023-2024 Draft Budget, be received as information by the CSA Board of Directors.

Moved:

Seconded:

NOTICE OF MOTION

The following motion will be considered at the Board Meeting on April 3, 2023.

Approve the 2023-2024 CSA Budget

MOTION: that the 2023-2024 CSA Budget be approved as included in the Board Package and as presented by the Business Manager at the March 29, 2023 board meeting.

Motion

Board of Directors Meeting # 16
March 29, 2023



Notes

2023-2024 Budget Approval Process

- Directors will be provided with a copy of the draft budget in the Board Package for the March 29 Board Meeting
- The Business Manager will present an overview of the draft budget at the March 29 Board Meeting.
- Questions and discussion are encouraged at both the March 29 and April 3 board meetings to fully understand the format and content.
- Debate on budget items (if applicable) and a vote to approve the draft budget will be scheduled at the April 3 Board meeting.
- If board members have questions regarding the draft budget between the March 29 and April 3 Board meetings, they are encouraged to reach out to members of the Finance Committee, the President, or the Business Manager.

Central Student Association

DRAFT

OPERATING BUDGET 2023 – 2024

Comments & General Overview	1
Student Fee Summary	2
Entertainment Fee	3
Academic	4
Administration (President)	5
Bullring	6
Council	7
External	8
Films	9
FoodBank	10
Live Entertainment	11
Programmer	12
Promotional Services	13
Student Experience	14
PROGRAMMES (consolidated)	15
Bike Centre	16
Clubs	17
SafeWalk	18
Student Help & Advocacy Centre	19

Reviewed by Finance Committee on March 24, 2023

Served as Notice on March 29, 2023

Approved by CSA Board of Directors on XXXX

Comments & General Overview of the 2023-2024 Budget

The 2023-2024 budget was set in consultation with the CSA Finance Committee and has been reviewed by the President, members of the Executive Committee, and assigned budget holders. On March 24, 2023, the Finance Committee reviewed and recommended forward the proposed budget for presentation to, and approval by, the CSA Board of Directors.

The CSA's operating budget is divided into 15 portfolios: each an area of concentration with an assigned budget holder responsible for overseeing expenses and managing the finances. The President is to be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization. Portfolios are expected to be spent out during the fiscal year (May 1 to April 30). Any net revenue remaining at year end from operations funded by CSA membership fees is transferred into the CSA's Accumulated Surplus. A portion of the surplus is internally restricted to ensure our long term financial viability. However, the balance remaining is available for special projects and initiatives that better provide service to students.

Funds received from the FoodBank, SafeWalk and Media/Entertainment fees have been proportionately allocated per the original referendum questions. Any net revenue at year end from these portfolios or any other budget line funded from these fees, is transferred to dedicated reserve accounts for future use.

The CSA student fee increases annually by the Consumer Price Index (CPI) for Ontario as announced by the University administration in January of every year; the CPI increase for 2023-2024 is 6.8%. CSA fees for full-time undergraduate students will increase from \$20.48 to \$21.87. Similarly, the part time undergraduate fee will increase from \$6.41 to \$6.85. Enrollment is not expected to increase beyond last year's unexpected increase. Total revenue from CSA membership fees is anticipated at \$915,000 for 2023-2024.

The CSA's budget is also dependent on revenue from 'other' sources to fund our operations. This revenue stream has been erratic since January 2019, however, with the detrimental impact of the Student Choice Initiative and COVID-19 behind us, non-student fee revenue is recovering and much more stable.

For the second year in a row, our budget is well funded, forward looking, and driven by the [CSA Mandate and Indicators of Success](#). The 2023-2024 budget continues to provide the financial opportunity to reset our presence on campus and be central to the needs of students. This budget provides funds to increase our ability to engage and promote the CSA, support operational excellence, increase programming, meet our legislative requirements, provide valuable and relevant services, and create rewarding employment and volunteer opportunities for students.

The significant variances to our budget when comparing year over year are as a direct result of an unanticipated increase in revenue and wage savings from vacancies.

STUDENT FEE & REVENUE SUMMARY 2023-2024

PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 48,000.00	\$ -	\$ 3,500.00	\$ 51,500.00
Administration	\$ 446,280.00	\$ 18,500.00	\$ 200,820.00	\$ 665,600.00
Bullring	\$ -	\$ 15,000.00	\$ 596,000.00	\$ 611,000.00
Council	\$ 99,950.00	\$ 7,760.00	\$ -	\$ 107,710.00
External	\$ 48,640.00	\$ -	\$ -	\$ 48,640.00
Films	\$ -	\$ -	\$ -	\$ -
FoodBank	\$ -	\$ -	\$ 179,900.00	\$ 179,900.00
Live Entertainment	\$ -	\$ 82,870.00	\$ 40,000.00	\$ 122,870.00
Programmer	\$ 54,700.00	\$ -	\$ 20,000.00	\$ 74,700.00
Promotion Service	\$ 48,100.00	\$ -	\$ 17,300.00	\$ 65,400.00
Student Experience	\$ 57,080.00	\$ 17,620.00	\$ -	\$ 74,700.00
Service Programme Summary				<i>(see below)</i>
Bike Centre	\$ 55,800.00	\$ -	\$ 4,250.00	\$ 60,050.00
Clubs	\$ 32,650.00	\$ -	\$ -	\$ 32,650.00
SafeWalk	\$ -	\$ -	\$ 36,100.00	\$ 36,100.00
Student Help & Advocacy Centre	\$ 23,800.00	\$ -	\$ -	\$ 23,800.00
TOTAL PROPOSED BUDGET	\$ 915,000.00	\$ 141,750.00	\$ 1,097,870.00	\$ 2,154,620.00
TOTAL ANTICIPATED FEES	\$ 915,000.00	\$ 141,750.00		
<i>TOTAL PREVIOUS BUDGET 2022-23</i>	<i>\$ 785,000.00</i>	<i>\$ 78,625.00</i>	<i>\$ 962,165.00</i>	<i>\$ 1,825,790.00</i>

RESTRICTED FEES	Actual	Receivable	Anticipated	Fees/Surplus
Not part of CSA Operating Budget	YTD Feb 28/23	(Payable)	23-24 Fees/Rev	Revenue 23-24
Affordable Housing	\$ 216,703.35	\$ -	\$ -	\$ 216,703.35
Bus Pass	\$ -	\$ -	\$ 6,136,900.00	\$ 6,136,900.00
Late Night Bus Pass	\$ -	\$ -	\$ 454,960.00	\$ 454,960.00
Late Night Service Reserve	\$ 133,663.37	\$ 28,000.00	\$ -	\$ 161,663.37
Cannon - CSA Portion of Surplus	\$ 63,083.00	\$ (5,000.00)	\$ -	\$ 58,083.00
Dental Plan		\$ -	\$ 2,501,000.00	\$ 2,501,000.00
Dental Plan Reserve	\$ 808,770.81	\$ (41,300.00)	\$ (139,800.00)	\$ 627,670.81
Entertainment Fee Reserve	\$ 224,816.00	\$ (31,000.00)	\$ -	\$ 193,816.00
FoodBank Reserve	\$ 64,359.76	\$ 45,000.00		\$ 109,359.76
Health Plan	\$ -	\$ -	\$ 4,861,080.00	\$ 4,861,080.00
Health Plan Reserve	\$ 644,346.54	\$ (234,920.00)	\$ (62,350.00)	\$ 347,076.54
Menstrual Hygiene Products	\$ 83,338.76	\$ 33,000.00	\$ -	\$ 116,338.76
SafeWalk Reserve	\$ -	\$ 7,000.00		\$ 7,000.00

ENTERTAINMENT / MEDIA FEE

** Media Fee is split between CSA 60%, CFRU 20%, Ontario 20%

Distribution		2022-2023			2023-2024	
		Fee Charged Per Student	37500/18500		Fee Charged Per Student	38000
			~Total 3 Semesters			~Total 3 Semesters
CFRU - Media	20%	\$ 1.42	\$ 53,250.00	} CSA = \$3.77	\$ 1.52	\$ 57,760.00
Ontarion - Media	20%	\$ 1.42	\$ 53,250.00		\$ 1.52	\$ 57,760.00
CSA - Concerts/Speakers	40%	\$ 2.83	\$ 52,355.00		\$ 3.01	\$ 112,870.00
CSA - Films	10%	\$ 0.71	\$ 13,135.00		\$ -	\$ -
CSA - Cross Campus Events	10%	\$ 0.71	\$ 13,135.00		\$ 0.76	\$ 28,880.00
TOTALS	100%	\$ 7.09	\$ 78,625.00		\$ 6.81	\$ 141,750.00

Entertainment Fee (ENT)

	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
CONCERTS					
Live Ent - Concerts	\$ 22,500.00	\$ -	\$ -	\$ -	\$ 75,870.00
Live Ent - Free Concerts	\$ 18,250.00	\$ 85,000.00	\$ 75,000.00	\$ 22,000.00	\$ 5,000.00
Live Ent - Speakers	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 2,000.00
Bullring Entertainment	\$ 10,500.00	\$ -	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00
Coordination Expenses	\$ 11,250.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 15,000.00
TOTAL	\$ 72,500.00	\$ 100,000.00	\$ 102,000.00	\$ 44,500.00	\$ 112,870.00
ENTERTAINMENT FEE	\$ 72,610.00	\$ 100,068.00	\$ 102,375.00	\$ 3.01	\$ 112,870.00
<i>Over (Under)</i>	\$ (110.00)	\$ (68.00)	\$ (375.00)	\$ 44,496.99	\$ -
FILMS					
Free Film Series	\$ 7,850.00	\$ 21,200.00	\$ 22,000.00	\$ 11,360.00	\$ -
Film Cost Subsidy	\$ 7,850.00	\$ -	\$ -	\$ -	\$ -
Coordination Expenses	\$ 2,400.00	\$ 3,500.00	\$ 3,500.00	\$ 1,750.00	\$ -
TOTAL	\$ 18,100.00	\$ 24,700.00	\$ 25,500.00	\$ 13,110.00	\$ -
ENTERTAINMENT FEE	\$ 18,084.00	\$ 24,924.00	\$ 25,500.00	\$ -	\$ -
<i>Over (Under)</i>	\$ 16.00	\$ (224.00)	\$ -	\$ 13,110.00	\$ -
CAMPUS WIDE EVENTS					
College Royal	\$ 6,750.00	\$ 6,892.00	\$ 7,020.00	\$ 7,265.00	\$ 7,760.00
O-Week Programming (Student Experience)	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 12,000.00	\$ 13,000.00
Programming (Student Experience)		\$ 6,500.00	\$ 7,000.00	\$ -	\$ 4,620.00
Coordination Expenses	\$ 3,350.00	\$ 3,500.00	\$ 3,500.00	\$ 1,750.00	\$ 3,500.00
TOTAL	\$ 18,100.00	\$ 24,892.00	\$ 25,520.00	\$ 21,015.00	\$ 28,880.00
ENTERTAINMENT FEE	\$ 18,084.00	\$ 24,924.00	\$ 25,500.00	\$ 0.76	\$ 28,880.00
<i>Over (Under)</i>	\$ 16.00	\$ (32.00)	\$ 20.00	\$ 21,014.24	\$ -
ACCUMULATED TOTALS					
Budget Total	\$ 108,700.00	\$ 149,592.00	\$ 153,020.00	\$ 78,625.00	\$ 141,750.00
Anticipated ENT Fee Total	\$ 108,700.00	\$ 150,000.00	\$ 153,375.00	\$ 6.81	\$ 141,750.00
<i>(Remaining to Spend)</i>	\$ -	\$ (408.00)	\$ (355.00)	\$ 78,618.19	\$ -

Note: Coordination Expenses generally total \$22,000.00 and are recorded as revenue in the Administration Budget. In 2022-2023, the CSA's portion of the fee was suspended in the Summer and Fall semesters to draw down our substantial reserve. As such, Coordination Expenses were reduced by 50% to \$11,000. In 2023-24, the Films portion of the fee is suspended, thereby reducing Coordination Expenses by \$3,500.

Prepared March 2023

LAC

ACADEMIC: Budget 2023-2024

Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
24100	CSA Student Fees	46,000	46,000	48,000
24120	Student Health Plan Reserve Support - Memorial	-	4,000	3,000
24140	Bullring Promotional Support - Artwork	500	500	500
TOTAL REVENUE		46,500	50,500	51,500
Expenditure				
24200	Salaries (Includes 3% RSP/Educ)	32,036	39,240	40,110
24220	Employee Benefits	3,234	5,110	6,285
24450	Academic Campaigns	-	350	350
24451	Student Artwork @ Bullring	550	1,000	1,100
24452	Student Memorial Tree Service	4,089	4,000	3,000
24453	Teaching Excellence Award	195	400	400
24600	Advertising & Promotion	-	150	100
24800	Supplies	-	150	100
24870	Photocopying	3	100	55
TOTAL EXPENSES		40,107	50,500	51,500
Under (Over) Budget		6,393	-	-

Notes:

24120/24452 The total cost of the Student Memorial Tree Service is paid through the Student Health Plan Reserve. The reserve is managed by the Student Health & Dental Plan Committee. The VP Academic must submit a final report with all budget information to the committee before funds are released. Costs include annual tree maintenance in the UofG Arboretum (\$1,000 per year), memorial plaque, reception, programme, and musician.

Prepared March 2023

MF/LAC

Finance Committee

ADMINISTRATION (President): Budget 2023-2024

Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
82100	CSA Student Fees	505,963	444,500	446,280
82101	Entertainment Student Fee <i>(General Coordination)</i>	8,026	11,000	18,500
82200	Dental Plan - Admin Fee	-	18,000	18,000
82300	Health Plan - Admin Fee	-	28,500	28,500
82600	Other Income <i>(Admin Fees BR, MHI, SW, Cannon, misc)</i>	22,694	51,625	49,050
82620	Pro Ink - Net	27	325	120
82700	UCS - ROI (Digital Signs & Photo Arts Space)	-	11,250	11,250
82870	Black & White Photocopy Income	987	500	1,400
82875	Colour Photocopy Income	2,539	1,500	3,500
82910	Bus Pass - Net	23,200	40,000	44,000
82920	Interest Earned	28,842	12,300	45,000
	TOTAL REVENUE	592,278	619,500	665,600
Expenditure				
83200	Salaries/Wages <i>(includes RSP benefit)</i>	239,010	406,800	390,000
83210	Student Risk Management	3,803	570	600
83220	Employee Benefits	21,640	42,500	44,000
83380	Professional Fees <i>(Audit/Legal/HR)</i>	18,502	44,000	45,000
83390	Travel <i>(Business Office mileage, guest parking)</i>	65	330	300
83440	Temporary Wages	1,462	3,500	2,000
83500	Staff Appreciation <i>(incls coffee/water, mtg food, year end)</i>	2,737	3,000	4,000
83501	Staff Training (incls WSIB) & Transition	-	3,300	1,800
83550	Purchase of Equipment	13,319	14,000	10,000
83600	Advertising & Promotion	7,392	10,000	10,000
83610	Promotional Swag	2,835	5,000	5,000
83660	Software/Licensing/CCS Managed Desktops	3,439	16,000	16,000
83700	University Services <i>(lock/keys/minor repairs)</i>	770	3,000	3,000
83701	Leasehold Improvements	143,000	18,000	81,200
83800	Office Supplies <i>(includes postage chrgs)</i>	6,402	9,000	8,700
83820	Telephone and Internet <i>(all lines)</i>	9,123	11,800	11,800
83850	Maintenance & Repair	270	700	1,500
83870	Photocopier Expense	12,798	13,000	14,000
83900	Bank Charges	1,320	1,600	1,700
83930	Insurance	14,562	13,400	15,000
	TOTAL EXPENSES	502,449	619,500	665,600
	Under (Over) Budget	89,829	-	-

Wages Include

83200 President, Office Manager, Policy & Transition Coordinator, Business Manager
 FT Bookkeeper, PT Bookkeeper, FT HR Coordinator, PT Front Office Assistants (3) F/W

Prepared March 2023

NW/LAC

Finance Committee

BULLRING: Budget 2023-2024

Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
92100	CSA Student Fees	-	-	-
92101	Entertainment Student Fee *(net zero, see #93400)	5,736	15,000	15,000
92425	Beverage Sales - Gross Margin	77,259	80,000	96,000
92465	Food Sales - Gross Margin	379,843	473,000	490,000
92490	Miscellaneous Income (less register/over)	6,829	11,500	10,000
	TOTAL REVENUE	469,667	579,500	611,000
Expenditure				
93200	Managerial Salaries (incls 10% RSP benefit)	96,190	117,720	162,800
93210	Hourly Wages	177,991	255,600	209,500
93220	Managerial Benefits	10,164	13,430	17,700
93225	Hourly Staff Benefits	13,075	21,230	15,800
93250	Staff Safety Training	634	1,000	1,000
93280	Staff Appreciation/Uniform (FixedTerm)	1,885	2,000	2,400
93380	Administrative Fee to CSA Operating	22,600	45,200	45,870
93390	Travel/Mileage	30	200	200
93400	Entertainment Costs *	5,736	15,000	15,000
93550	Purchase of Equipment/Furniture	4,567	5,500	6,000
93560	Lease of Equipment	1,190	1,500	4,500
93580	Maintenance of Equipment	2,276	3,500	3,000
93590	Maintenance of Front House	374	1,500	1,200
93600	Advertising & Promotion	5,581	4,000	4,000
93660	Memberships & Licenses	1,069	1,050	1,500
93700	University Services	400	1,000	1,000
93720	University Space Costs	14,287	15,830	17,500
93730	Express Card Commission/LCR Rental	32,065	36,200	44,000
93735	Debit Machine Commission/Rental	6,030	6,550	7,800
93800	Supplies (incls replacement flatware)	28,858	15,000	33,000
93810	Janitorial Supplies	2,276	2,800	2,800
93815	Janitorial Services	4,944	7,000	7,000
93870	Photocopying	13	90	30
93930	Insurance	7,270	6,600	7,400
	TOTAL EXPENSES	439,505	579,500	611,000
	Under (Over) Budget	30,162	-	-

COUNCIL: Budget 2023-2024

Account No.	Account Name	YTD Jan 31/23	BUDGET 22-23	BUDGET 23-24
Revenue				
22100	CSA Student Fees	64,100	64,100	99,950
22101	Entertainment Fee <i>(see below *)</i>	7,265	7,265	7,760
	TOTAL REVENUE	71,365	71,365	107,710
Expenditure				
PDR Committee Motion Required				
23200	Grants - Fall & Winter	1,720	10,000	10,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	-	1,000	1,000
23391	Travel & Conference: CFS/CFS-O	1,541	1,500	1,700
23392	Travel & Conference: Student Leadership	-	500	500
23510	Executive Visioning/Training /Transition <i>50/50 split</i>	89	1,500	1,000
23515	Executive Discretionary Fund	-	2,000	1,000
President				
23225	Grants - CSA FoodBank Support	7,500	7,500	8,000
23228	Grants - College Royal * <i>(Entertainment Fee Funding)</i>	7,265	7,265	7,760
23300	Elections	6,423	11,500	21,000
23440	Honoraria (Chair/Scribe)	2,737	5,500	5,500
23500	Board Training & Appreciation	3,012	9,000	10,000
23560	Residence Room Stuffer	28,114	7,200	30,000
23750	General Members Meeting (Fall & Winter)	700	6,200	10,000
23800	Supplies	2	500	200
23870	Photocopying	-	200	50
	TOTAL EXPENSES	59,103	71,365	107,710
	Under (Over) Budget	12,262	-	-

Note: * Accounts are linked through the Entertainment Fees (College Royal grant is subject to COLA)

Prepared March 2023
 NW/LAC
 Finance Committee

EXTERNAL: Budget 2023-2024				
Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
25100	CSA Student Fees	47,450	47,450	48,640
	TOTAL REVENUE	47,450	47,450	48,640
Expenditure				
25200	Salaries <i>(incl 3% Education/RSP)</i>	31,744	39,240	40,110
25220	Employee Benefits	4,161	5,110	6,285
25450	Campaigns & Solidarity Events	512	2,400	1,800
25600	Advertising & Promotion	-	400	200
25660	Memberships & Subscriptions	-	50	50
25800	Supplies	22	150	100
25870	Photocopying	49	100	95
	TOTAL EXPENSES	36,488	47,450	48,640
	Under (Over) Budget	10,962	-	-

Prepared March 2023

JA/LAC

Finance Committee

FILMS: Budget 2023-2024

Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
				<i>Fee Suspended</i>
Revenue				
42101	Entertainment Student Fees	11,360	11,360	-
42400	Door Receipts/Misc Revenue	-	-	-
	TOTAL REVENUE	11,360	11,360	-
Expenditure				
43210	Temporary Wages	-		
43400	Film Rental	1,894	11,000	
43550	Purchase of Equipment/Upgrades	-		
43600	Advertising & Promotion	-	300	
43660	Memberships/Domain renewal	-	30	
43800	Supplies	-		
43840	Freight & Shipping	-		
43850	Maintenance of Film Equipment	-		
43870	Photocopying	-	30	
	TOTAL EXPENSES	1,894	11,360	-
	Under (Over) Budget	9,466	-	-

Prepared March 2023

NW/LAC

Finance Committee

FOODBANK: Budget 2023-2024				
Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
28100	FB Student Fees: Undergraduate	125,935	119,000	138,000
28120	Solicitations	3,053	8,900	5,000
28130	FB Student Fees: Graduate	13,408	20,000	21,400
28135	CSA Support	7,500	7,500	8,000
28136	GSA Support	-	-	7,500
28140	Bullring Support for Cooking Classes	-	500	-
	TOTAL REVENUE	149,896	155,900	179,900
Expenditure				
28210	Co-ordinators Wages	38,143	51,047	54,340
28220	Employee Benefits	3,723	4,890	6,920
28390	Transportation Costs	-	200	200
28450	Cooking Classes	-	500	400
28451	Garden Supplies (In & Out)	197	340	400
28500	Volunteer Appreciation	-	400	200
28501	Staff or Volunteer Training	30	220	220
28510	Compassionate Fund	200	200	300
28540	Food Acquisition	84,904	95,000	114,500
28600	Advertising	4	300	150
28700	University Services	-	250	250
28800	Supplies	1,200	2,500	2,000
28870	Photocopying	-	53	20
	TOTAL EXPENSES	128,401	155,900	179,900
	Under (Over) Budget	21,495	-	-

Staff	FoodBank Coordinator - FT (includes 3% RSP/ESP)	35 hrs/wk		\$	38,545.00
	Assistant - May 8 - April 19, 2024	S 7 hrs, FW 12 hrs/wk	~ 539 Hours	\$	9,477.00
	Assistant - Sept 5 - April 19, 2024	12 hrs/wk	~ 360 Hours	\$	6,318.00
				\$	54,340.00

Prepared March 2023
 AW/JA/LAC
 Finance Committee

LIVE ENTERTAINMENT: Budget 2023-2024

Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
			<i>F'22 Fee Suspended</i>	
Revenue				
32101	Entertainment Student Fees	22,000	22,000	82,870
32400	Tickets / Sales	-	-	33,000
32500	Partnership Support	-	-	-
	TOTAL REVENUE	22,000	22,000	115,870
Expenditure				
33210	Temporary Wages	-	-	-
33400	Performer Fees	28,703	12,000	82,200
33410	Performer Rider	-	1,000	3,000
33420	Setup & Sound/Streaming	17,813	7,000	17,000
33500	Partnership Expenses	-	-	-
33550	Purchase of Equipment/Sound/Staging	918	-	-
33600	Advertising & Promotion	35	600	1,000
33700	Facility Costs	1,080	1,000	5,000
33720	Free Concert Programming	-	-	5,000
33730	Community Concert Programming - Net	-	-	-
33740	Speakers	1,000	-	2,000
33800	Supplies	916	300	600
33870	Photocopying	6	100	70
	TOTAL EXPENSES	50,471	22,000	115,870
	Under (Over) Budget	(28,471)	-	-

Prepared March 2023

NW/LAC

Finance Committee

PROGRAMMER (Gen Entertainment): Budget 2023-2024

Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 22-23
			<i>Student Experience</i>	<i>Student Experience</i>
Revenue			<i>Coordinator 6 mths</i>	<i>Coordinator</i>
72100	CSA Student Fees	5,500	5,500	54,700
72600	Imaginus Sales - Net	10,702	19,000	20,000
	TOTAL REVENUE	16,202	24,500	74,700
Expenditure				
73200	Salary/Wages	47,322	21,700	66,950
73220	Employee Benefits	4,931	2,500	7,450
73800	Supplies	9	300	300
	TOTAL EXPENSES	52,262	24,500	74,700
	Under (Over) Budget	(36,060)	-	-

Prepared March 2023

JF/NWLAC

Finance Committee

PROMOTIONAL SERVICES: Budget 2023-2024

Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
52100	CSA Student Fees	47,600	47,600	48,100
52300	Graphic Design & Service	338	1,000	1,000
52400	Postering - Net	2,437	6,500	6,500
52500	Large Format Service - Net	3,292	5,000	5,000
52600	Button Maker & Miscellaneous - Net	744	215	800
52700	Space Rentals - Kiosk & UC Banner	2,140	4,000	4,000
	TOTAL REVENUE	56,551	64,315	65,400
Expenditure				
53200	Wages - Promotional Services Coordinator	37,359	48,410	49,440
53210	Wages - Poster Runners	2,627	5,540	5,600
53220	Benefits - Promotional Services Coordinator	3,864	5,240	6,152
53225	Benefits - Poster Runners	170	225	238
53600	Advertising & Promotion	251	600	600
53660	Memberships & Subscriptions	365	300	370
53800	Supplies <i>(including poster stands, sandwich boards)</i>	3,656	4,000	3,000
53870	Photocopying	-	-	-
	TOTAL EXPENSES	48,292	64,315	65,400
	Under (Over) Budget	8,259	-	-

Prepared March 2023

NW/LAC

Finance Committee

STUDENT EXPERIENCE: Budget 2023-2024

Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
27100	CSA Student Fees	30,500	30,500	57,080
27101	Entertainment Fee: Cross Campus Orientation	12,000	12,000	17,620
TOTAL REVENUE		42,500	42,500	74,700
Expenditure				
27200	Salaries <i>(Includes 3% Education/RSP)</i>	-	19,280	40,110
27220	Employee Benefits	-	2,640	6,285
27450	Orientation Week & Cross Campus Events	12,309	12,000	17,620
27453	Summer Programming	-	800	800
27454	Fall Programming <i>(includes Stressbusters)</i>	1,660	2,500	3,500
27455	Winter Programming <i>(Includes Stressbusters & Last Toast)</i>	990	4,500	5,500
27600	Advertising & Promotion	-	530	600
27800	Supplies	-	150	125
27870	Photocopying	130	100	160
TOTAL EXPENSES		15,089	42,500	74,700
Under (Over) Budget		27,411	-	-

Prepared March 2023

NW/JF/LAC

Finance Committee

SERVICE PROGRAMMES: Budgeted Allocation of Funding						
Account Name	PROGRAMMES	Bike Centre	Clubs	SafeWalk	SHAC	
REVENUE						
CSA Student Fees	62100	112,850	56,400	32,650	-	23,800
Solicitations/SSF - Undergraduate	62120	38,100	4,000	-	34,100	
SSF - Graduate	62130	2,000	-	-	2,000	
Other Income from Sales	62400	250	250	-		
		153,200	60,650	32,650	36,100	23,800
EXPENDITURES						
Co-ordinators/Temp Wages	63210	92,435	51,700	12,022	13,339	15,374
Employee Benefits	63220	8,156	5,900	675	781	800
Professional Fees (Legal Aid)	63380	6,000	-	-	-	6,000
CSA Administrative Fee - SW	63370	3,130	-	-	3,130	-
Conference/Taxi/Van Rental	63390	1,400	-	-	1,400	
Campaigns/Events/Workshops	63450	2,100	1,200	400	-	500
Volunteer Appreciation/Training	63500	2,150	150	-	1,500	500
SW Electric Vehicle	63550	12,500	-	-	12,500	-
Advertising & Promotion	63600	5,550	700	2,000	2,350	500
Schedule Software/Security Agmts	63660	15,300	300	15,000	-	-
Club Days Set Up	63700	2,440	-	2,440	-	-
Supplies	63800	1,060	700	80	200	80
Telephone/Internet x 53200	63820	850	-	-	850	-
Photocopying	63870	129	-	33	50	46
		153,200	60,650	32,650	36,100	23,800

March 2023

Finance Committee

For Information Only: See Programmes Budget

BIKE CENTRE: Budget 2023-2024				
Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
BIKE 62100	CSA Student Fees	49,000	49,000	55,800
62120	Donations/Fundraising	142	3,400	4,000
62335	Solicitation Surplus from Previous Yr	-	-	-
62400	Sales - net	(1,410)	250	250
	TOTAL REVENUE	47,732	52,650	60,050
Expenditure				
BIKE 63210	Co-ordinators Wages	20,955	44,366	51,700
63220	Employee Benefits (CPP & EI)	2,397	4,734	5,900
63450	Workshops	42	700	500
63500	Volunteer Appreciation	-	500	150
63600	Advertising	342	1,000	800
63660	Scheduling Software/Licensing	-	250	300
63800	Supplies and tools	557	1,100	700
63870	Photocopying	-	-	-
	TOTAL EXPENSES	24,293	52,650	60,050
	Under (Over) Budget	23,439	-	-

Staff	Bike Centre Coordinator - FT (includes 3% RSP/ESP)	35 hrs/wk		\$	38,545.00
	Bike Centre Assistant - May 8 to Apr 19, 2024	10 hrs/wk S/F/W	450 Hours	\$	7,890.00
	Bike Centre Assistant - Sept 6 to Apr 19, 2024	10 hrs/wk F/W	300 Hours	\$	5,265.00
				\$	51,700.00

Prepared March 2023

PQ/LAC

Finance Committee

For Information Only: See Programmes Budget

CLUBS: Budget 2023-2024				
Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
CLUB 62100	CSA Student Fees	28,650	28,650	32,650
	TOTAL REVENUE			
		28,650	28,650	32,650
Expenditure				
CLUB 63210	Co-ordinators Wages	6,488	8,310	12,022
63220	Employee Benefits (CPP, EI)	432	400	675
63450	Meeting Expenses (food & incentives)	219	400	400
63600	Advertising & Promo (includes engagement activity Winter Sem)	1,324	2,000	2,000
63660	UC Services - Security/Maintenance Club Hallway	-	15,000	15,000
63700	Club Days (Setup & incentive prizes, \$500 per semester)	2,181	2,440	2,440
63800	Supplies	44	70	80
63870	Photocopying	21	30	33
	TOTAL EXPENSES	10,709	28,650	32,650
	Under (Over) Budget	17,941	-	-

Staff	Clubs Coordinator - Sept 5 to Apr 19, 2024	50 Flex + 12.5 hrs/wk	325 Hours	\$	7,459.00
	Clubs Events Coordinator - Sept 5 to Apr 19, 2024	20 Flex + 8 hrs/wk	260 Hours	\$	4,563.00
				\$	12,022.00

Prepared March 2023
SA/LAC
Finance Committee

SAFEWALK: Budget 2023-2024				
Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
Revenue				
Safe 62120	SW Student Fees - Undergraduate	32,342	32,000	34,100
62130	SW Student Fees - Graduate	1,833	1,900	2,000
	TOTAL REVENUE	34,175	33,900	36,100
Expenditure				
Safe 63210	Co-ordinators Wages	9,541	12,721	13,339
63220	Employee Benefits (CPP, EI)	676	709	781
63350	Surplus/Deficit Transfer Line	-		-
63370	CSA Administrative Fee (equal to 9% of student fees)	-	3,050	3,130
63390	Taxi Expenses	234	1,400	1,400
63500	Volunteer Appreciation & Training	786	1,200	1,500
63550	Electric Vehicle (purchase/maintenance)	9,504	12,500	12,500
63600	Advertising	675	1,400	2,350
63800	Supplies	26	250	200
63820	Telephone Charges (including UoG x53200)	706	600	850
63870	Photocopying	13	70	50
	TOTAL EXPENSES	22,161	33,900	36,100
	Under (Over) Budget	12,014	-	-

Staff	SafeWalk Coordinator - Sept 5 to April 19, 2024	40 Flex + 12.5 hrs/wk	395 Hours	\$ 6,933.00
	SafeWalk Volunteer Coord - Sept 5 to April 19, 2024	20 Flex + 12.5 hrs/wk	365 Hours	\$ 6,406.00
				\$ 13,339.00

Prepared March 2023
 BD/MM/LAC
 Finance Committee

STUDENT HELP & ADVOCACY CENTRE: Budget 2023-2024				
Account No.	Account Name	YTD Feb 28/23	BUDGET 22-23	BUDGET 23-24
SHAC 62100	CSA Student Fees	21,700	21,700	23,800
	TOTAL REVENUE	21,700	21,700	23,800
Expenditure				
SHAC 63210	Co-ordinators Wages	9,996	13,332	15,374
63220	Employee Benefits (CPP & EI)	670	638	800
63380	Professional Fees (Legal Aid Clinic)	5,000	6,000	6,000
63450	Information/Awareness Events	-	600	500
63500	Volunteer Training & Appreciation	200	500	500
63600	Advertising & Promotion	127	500	500
63800	Supplies (incls Resource Material)	44	80	80
63870	Photocopying	1	50	46
	TOTAL EXPENSES	16,038	21,700	23,800
	Under (Over) Budget	5,662	-	-

Staff	SHAC Coordinator - Sept 5 to April 19, 2024	40 Flex +12 hrs/wk	400 Hours	\$	7,020.00
	Assistant Coordinator - Sept 5 to April 19, 2024	13 Flex + 7.5 hrs/wk	238 Hours	\$	4,177.00
	Assistant Coordinator - Sept 5 to April 19, 2024	13 Flex + 7.5 hrs/wk	238 Hours	\$	4,177.00
				\$	15,374.00

Prepared March 2023
 JL/MF/LAC
 Finance Committee

NOTICE OF MOTION

Board of Directors Meeting # 16

March 29, 2023



Item 16.11.2

Notice: Policy Amendment re Absentee Voting for Online Elections Contingency Plan

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.3 be deleted and replaced with the following wording:

Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- a) Study abroad students;
- b) Co-op term students;
- c) Students requiring accessibility accommodation.

NOTICE OF MOTION

Board of Directors Meeting # 16

March 29, 2023



CSA Policy Manual – Appendix G (Electoral) Section 26.3

Current wording:

26.3 Voting will be conducted via paper balloting.

Proposed wording:

26.3 Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- a) Study abroad students;
- b) Co-op term students;
- c) Students requiring accessibility accommodation.

NOTICE OF MOTION

Board of Directors Meeting # 16

March 29, 2023



Item 16.11.3

Notice: Policy Amendment re Online Elections Contingency Plan Quorum

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.0 be amended to add the following subsection:

26.7 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum.

NOTICE OF MOTION

Board of Directors Meeting # 16

March 29, 2023



Item 16.11.4

Notice: Policy Amendment re Clubs Office Job Titles

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the job title 'Clubs Administrative Coordinator' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Clubs Coordinator';
- That all occurrences of the job title 'Clubs Programming Coordinator' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Clubs Event Coordinator'.

Motion

Board of Directors Meeting # 16
March 29, 2023



Item 16.11.5
Updated Online Elections Contingency Plan

MOTION: that the Board of Directors receive the updated Online Elections Contingency Plan, as provided in the Board Agenda Package, as information.

Moved: Nicole Walker, President
Seconded:

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



CSA Online Elections Contingency Plan

This document was approved by the CSA Board of Directors on Wednesday, March 15, 2023.

This document was finalized and approved at the Executive Committee on Wednesday, March 22, 2023, after consultation with the Board of Directors. The motion for the Executive Committee to approve the Online Elections Contingency Plan changes was passed by the Board of Directors on Wednesday, March 15, 2023, at the Board of Directors Meeting.

Preamble

The Central Student Association's primary objective is to administer a secure voting process and ensuring the successful Executive and Director candidates are democratically elected. In the event the Board of Directors rules that the online elections have been ascertainably compromised, the CSA Elections must move to the contingency plan, as outlined in CSA Policy Appendix G – Electoral, section 26.0.

The contingency plan outlined in our policy is a paper ballot voting format through publicly known polling station locations on campus. This information is also required to be sent out via mass email to the CSA Membership (Undergraduate students) within 12 hours of the decision to move to the contingency plan. The email shall detail the voting procedure and details of the contingency plan.

For additional information on the policy related to the contingency plan, please reference the policy attached to this package.

Campaigning

The campaign period will run from Monday, March 20, 2023 – Friday, March 24, 2023. Candidates are required to submit their Final Budget Form on Thursday, March 16, 2023, at 4 PM. Recognizing that contingency plan is extending the elections by approximately three weeks, candidates and the referendum team will receive a new campaign budget, with the amounts outlined in the CSA Policy Appendix G – Electoral.

Candidates are not permitted to campaign in-person in the general vicinity of polling stations during the scheduled hours for voting in that location. Polling supervisors will be reporting any breaches to the CRO.

In- Person Polling Station Voting Procedure

Polling stations will have the following information about each candidate accessible to voters:

- The name of each candidate, as it appears on the ballot

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



- The position each candidate has been nominated
- The candidate's statement of interest
- Information about the "Decline" option on the ballot
- Information about how to properly cast their ballot

A verification list will be provided by the University; this list includes all undergraduate students eligible to vote and denotes their respective College. Undergraduate students eligible to vote are defined as CSA members in good standing. Individuals not on the list are not eligible to vote in the CSA election. Since the polling schedule has been amended to include several polling stations operating simultaneously, the student list will now be accessed digitally by polling clerks using three CSA laptops. The digital list allows for updates to be made in real time to ensure that all students cast one vote only.

OVC students will have their own dedicated list. The CSA recognizes OVC student's class schedules do not align with the polling locations and times offered and will be offering three days of polling specifically for OVC students in the OVC Cafeteria. When students arrive at a polling station, they will be asked to show their student ID to a polling clerk, who will confirm they are an undergraduate student noted on the digital list. Outside of the three specific days and times at the OVC, OVC students can vote at any of the polling stations listed.

Once confirmed, the polling clerk will issue the student up to three colour-coded ballots: executive candidates, referendum question, and college Director, if applicable. Students will go behind a voting screen to mark their ballots. To vote, students will mark an X beside their chosen candidate, fold their ballots, and deposit it themselves into the ballot box.

If the student voter has made a mistake and marked their ballot incorrectly, they may return the incorrectly marked ballot to the polling station supervisor. The polling station supervisor will cancel the ballot and reissue a new ballot. The polling station supervisor will then write "cancelled" on the back of the ballot. The ballot will not be placed in the ballot box but in an envelope for cancelled ballots.

Cancelled ballots are counted after voting closes but are not part of the official results.

Please note: this voting procedure has been adapted from Elections Ontario.

Voting Procedure for Co-op Students, Students Studying Abroad, and Accessibility Concerns

Ensuring all students can participate in the elections is of utmost importance. We recognize that students may not be in the Guelph area to vote on campus and will be using a similar method to the York Federation of Students (YFS) to allow those students to vote. The YFS uses a

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



third party to proctor their election for Co-op students and students with accessibility concerns. This involved the third party being available during specific times for students to drop in and vote in confidence. Unfortunately, the company required at least two weeks' notice to perform the service, which is not an option for our elections.

We will be requesting a list of students who are on co-op or studying abroad. Students with accessibility concerns can email csaevents@uoguelph.ca to gain access to the Microsoft Teams Link. An email will be sent out to co-op students and students studying abroad with their specific voting procedure. A polling supervisor and polling clerk will be facilitating the Microsoft Teams voting process.

This voting option will be done through a pre-set Teams meeting link that will require the administrators to accept people to join. One student at a time will be allowed into the meeting and their ballot will be filled out by the administrators based on their verbal response. The student will be required to show their student card to the camera. The completed ballot will be shown on-camera to the student on the other end. The ballot will be placed in a ballot box that always remains on-camera. Once the ballot is deposited, the student will be checked off the list and considered to have submitted a complete ballot. Each day of MS Teams voting will have a separate smaller ballot box that is labelled.

Paper ballots will still be utilized in this format and is not considered online voting, but rather a form of absentee voting. The main form of voting will still be via the in-person polling stations, so students who are not on co-op, studying abroad, or have accessibility concerns will be asked to voting using the on-campus polling stations.

Please note: Absentee voting is not currently reflected in our policies. There will be an amendment to Appendix G – Electoral, section 26.0 Online Elections Contingency Plan brought forward to the board for Notice on March 29, 2023. Pending approval at the April 3, 2023 Board meeting, the votes collected through the “Voting Procedure for Co-op Students, Students Studying Abroad, and Accessibility Concerns” will count towards the elections results. Ballots cast through MS Teams Voting will be in separate boxes.

Polling Stations

The locations of the polling stations will be made publicly available to the CSA membership through mass email and other avenues of promotion on campus including but not limited to: CSA Newsletter, UC Banners, Digital Signage, Poster Runs, Class Talks, and Kiosk Rentals.

A polling station will be open every business day between Monday, March 27, 2023, to Wednesday, April 5, 2023, from 10:30 AM – 7 PM to accommodate our undergraduate members to the best of our ability.

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



Polling Clerks

Polling clerks will be hired in accordance with the applicable temporary help hiring policies. There will be between two to four polling clerks per shift for the duration of the election voting period. A member of the CSA Staff team and/or the Elections Team will serve as the polling station supervisor at all times. Polling clerks will be required to sign a Conflict of Interest and Confidentiality Agreement and will receive training prior to their shift. The list of polling clerks will be provided to the CRO to verify the names submitted are not listed as a campaign team member or manager, or a candidate in the election. Polling Clerks will be financially compensated at a rate of \$16 per hour.

Polling Station Locations

The chart below outlines the schedule of polling station's locations and hours during the Elections voting period.

Date	Location	Time
Monday, March 27, 2023	UC Courtyard	10:30 – 1 pm
	UC Courtyard	1 – 3:30 pm
	Rozanski Concourse	12 – 4 pm
	Mountain Hall Pod	4 – 7 pm
Tuesday, March 28, 2023	UC Courtyard	10:30 – 1 pm
	UC Courtyard	1 – 3:30 pm
	OVC Cafeteria	12 – 2 pm
	Science Complex Atrium	12 – 4 pm
	MS Teams Channel Voting	5 – 7:30 pm
	Library First Floor	4 – 7 pm
Wednesday, March 29, 2023	UC Courtyard	10:30 – 1 pm
	UC Courtyard	1 – 3:30 pm
	OVC Cafeteria	12 – 2 pm
	Thorn Concourse	12 – 4 pm
	MS Teams Channel Voting	4 – 6 pm
	East Hall Concourse	4 – 7 pm
Thursday, March 30, 2023	Science Complex Atrium	10:30 – 1pm
	Science Complex Atrium	1 – 3:30 pm
	OVC Cafeteria	12 – 2 pm
	Lang Foyer	12 – 4 pm
	MS Teams Channel Voting	12 – 2 pm
	Athletics Entrance	4 – 7 pm

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



Friday, March 31, 2023	UC Courtyard	10:30 – 1 pm
	UC Courtyard	1 – 3:30 pm
	Mackinnon Entry	12 – 4 pm
	Lennox-Addington	4 – 7 pm
Saturday, April 1, 2023	MS Teams Voting Channel	12 – 2 pm
Monday, April 3, 2023	UC Courtyard	10:30 – 1 pm
	UC Courtyard	1 – 3:30 pm
	Lang Foyer	12 – 4 pm
	Athletics Entrance	4 – 7 pm
Tuesday, April 4, 2023	UC Courtyard	10:30 – 1 pm
	UC Courtyard	1 – 3:30 pm
	Mackinnon Entry	12 – 4 pm
	Library First Floor	4 – 7 pm
Wednesday, April 5, 2023	UC Courtyard	10:30 – 1 pm
	UC Courtyard	1 – 3:30 pm
	Rozanski Concourse	12 – 4 pm
	Athletics Entrance	4 – 7 pm

Please note: The polling schedule is subject to changes, which will include but are not limited to extended voting hours, polling stations on weekends, and locations added. Changes will be approved by the Executive Committee, with consultation from the Board of Directors who are invited to attend the next Executive Committee Meeting and require 24 hours' notice. The final schedule for voting will be circulated to the general membership by Friday, March 24, 2023, through a comprehensive promotional strategy.

In the event that we do not receive approval from the Campus Safety Office (Fire Prevention) for the polling station in the Rozanski Concourse, our back up location is the Bullring.

Rules for Media at Polling Stations

Cameras are not allowed at polling stations to ensure confidentiality of the vote.

Electronic communications devices, including cell phones, are not allowed at polling stations or while voting without prior permission from the polling station supervisor, unless being used to show their student ID or as an accessibility device.

Please note: this voting procedure has been adapted from Elections Ontario.

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



Elections Timeline

Key Dates	Dates
Mass Email Sent to the CSA Membership (Undergraduate Students)	No later than Thursday, March 16, 2023
Hiring Polling Clerks	Thursday, March 16, 2023 – Wednesday, March 22, 2023
Campaigning Period	Monday, March 20, 2023 – Friday, March 24, 2023
Deadline for candidates to provide Scrutineer to CRO	Friday, March 24, 2023 at 5 PM
CSA Elections Voting Period Opens	Monday, March 27, 2023 at 10:30 AM
CSA Elections Voting Period Closes	Wednesday, April 5, 2023 at 7 PM
Ballot Counting	Wednesday, April 5, 2023 immediately following the close of the voting period
Announcement of Unofficial Election Results	Thursday, April 6, 2023
Ballot Recount Period	Thursday, April 6, 2023 to Thursday, April 13, 2023 at 12 PM

Ballot Information

Candidate Ballots

Names of candidates running for the Executive or Directors will appear on the ballots in the exact form they were ratified by the Executive Committee on Monday, February 27, 2023. The order of each candidate name on the ballot will be randomized through the full ballot population. The Chief Returning Officer (CRO) will document the process used and maintain a record of the results. In the case where there is only one candidate running for a Director or Executive Officer position, the ballot shall include a “Yes”, “No”, or “Decline” option.

Referendum Question Ballots

Referendum question ballot shall include a “Yes”, “No”, and “Decline” option. The Referendum question shall appear on the ballot in the exact format they were ratified by the Board of Wednesday, February 15, 2023.

Ballot Counting

The ballot counting process will occur immediately following the close of elections on Wednesday, April 5, 2023 at 7 PM. As outlined in Section 26.0 Online Elections Contingency Plan for Appendix G – Electoral, the ballots shall be counted by the CRO, ARO, the CRO’s

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



supervisor (Policy & Transition Coordinator and CSA President), and at least two polling clerks. It should be noted that one scrutineer may be present to represent each of the candidates and each referendum campaign if they so desire, as long as the scrutineer is not a campaign manager or member of a campaign team. This information will be provided to the candidates and referendum team.

Candidates are required to submit the name of their scrutineer to the CRO via email by Friday, March 24, 2023, at 5 PM. The CRO will verify the name submitted is not listed as a campaign team member or manager. Please note: we will be adapting the guidelines for scrutineers from the Elections Ontario *A Guide for Scrutineers*.

Unofficial Election Results

As per Appendix G – Electoral, Section 22.0 Election Results, candidates who receive a majority of votes in favor of their candidacy will be declared the winner. The election results shall be released by the CRO no later than noon on Thursday, April 6, 2023. The election results will be released to all candidates and referendum teams, Board of Directors, Executive Committee, and CSA staff. The results will be made available on the CSA website.

Recounting the Ballots

Following the close of voting, there is a five-day recount period. The ballot recount period is Thursday, April 6, 2023, to Thursday, April 13, 2023, at 12 PM. For detailed information, please review section 24.0 Auditing / Recounting the Ballots in Appendix G – Electoral.

Paper Ballot Storage

There will be one to two ballot boxes used per day. New and empty ballot boxes will be used for each day of the voting period. Prior to the opening of the first polling station each day, polling clerks will verify via photos that the ballot box is empty. At the end of each day, the ballot box will be taped, signed by the polling station supervisor, and stored in a secure location. Ballot boxes will be transported by a minimum of two people, consisting of a polling station supervisor and a polling clerk. Photos of the ballot box at the end of the day will be taken. The photos will be provided to the CRO to be included in the Election's Report to the Board of Directors. Following the elections, the ballots will be held in a secure location until Friday, April 28, 2023.

Quorum Considerations

Throughout the execution of the Online Elections Contingency plan, it is the priority of the Central Student Association and the CSA Elections Office that the elections are a fair and democratic process. We will make every effort to reach 10% quorum for our candidates and 20% for the

CSA Online Elections Contingency Plan

Board of Directors Meeting #15B

Wednesday, March 15, 2023



referendum question on the ballot. However, we recognize that paper ballot voting may result in a lower voter turnout than online voting, at which point a motion would forward to the Board of Directors for consideration.

Motion

Board of Directors Meeting # 16
March 29, 2023



Item 16.11.6 Calling Annual General Meeting

WHEREAS on March 13, 2023, the Annual General Meeting was postponed at an Executive Committee Meeting without consulting the Board of Directors;

WHEREAS the Board of Directors only became aware of this postponement when an email was sent out by the CSA's Policy and Transition Coordinator two days before the Annual General Meeting was scheduled to take place;

WHEREAS no alternative date was provided for the Annual General Meeting in the email sent to the Board of Directors;

WHEREAS the Annual General Meeting was postponed and replaced with an emergency meeting which could have been scheduled for March 16th, 2023 or March 17th, 2023, following the AGM;

WHEREAS CSA Organizational Bylaw 1 section 9.1.1 states "every year, one annual meeting of the membership shall be held during the elected term".

WHEREAS the Ontario Not-for-Profit Corporations Act allows for the directors of a corporation to call an annual meeting of the members not later than 15 months after holding the preceding annual meeting;

WHEREAS the Central Student Association must hold an Annual General Meeting prior to June 30th, 2023 as per the Ontario Not-for Profit Corporations Act;

WHEREAS student attendance would be hindered if the Annual General Meeting was scheduled to take place during the summer months;

WHEREAS CSA Organizational Bylaw 1 section 9.1.2 a) states that "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";

BE IT RESOLVED that the CSA reschedule the Annual General Meeting to Monday, April 10th, 2023;

BE IT FURTHER RESOLVED that the Annual General Meeting take place virtually to reduce the workload on CSA staff who are already busy with the CSA Elections.

Moved: Jake Levy

Seconded:

Motion

Board of Directors Meeting # 16

March 29, 2023



Item 16.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 16 on March 29, 2023 be adjourned at pm.

Moved:

Seconded: