

AGENDA

Board of Directors Meeting # 1

June 5, 2024 – 6:00 pm



Agenda – June 5, 2024

1.0	Call to Order	
1.1	Land Acknowledgement Bawneet Singh, VP Academic	
1.2	Adoption of the Agenda 1.2.1 Approve the Agenda 1.2.2 Declarations of Conflicts	1
1.3	Ratifications and De-Ratifications 1.3.1 Ratify Appointed Directors	2
1.4	Comments from the Chair 1.4.1 Introductions and Pronouns	
1.5	Approval of Past Minutes 1.5.1 Meeting # 15a – March 20, 2024 1.5.2 Meeting # 16 – March 27, 2024 1.5.3 Meeting # 17 – April 3, 2024	3
1.6	Executive Committee Minutes 1.6.1 Meeting # 30 – April 4, 2024 1.6.2 Meeting # 31 – April 19, 2024 1.6.3 Meeting # 32 – April 24, 2024 1.6.4 Meeting # 1 – May 22, 2024	4 5 8 11 13
1.7	Executive Updates 1.7.1 President – June 5, 2024 1.7.2 VP Student Experience – June 5, 2024 1.7.3 VP Academic – June 5, 2024 1.7.4 VP External – June 5, 2024	16 17 18 19 20
1.8	Director Reports	
1.9	CSA Service Update and Report	
1.10	Committee Updates and Reports 1.10.1 Hiring Committee Report: SafeWalk Assistant 1.10.2 SEIF Committee Minutes # 5 – March 11, 2024 1.10.3 Hiring Committee Report: Assistant Returning Officer	22 23 28
1.11	Business 1.11.1 Appoint Policy & Bylaw Review Committee (PBRC) 1.11.2 Winter 2024 General Elections Report	29 32
1.12	New Business	
1.13	Announcements	
1.14	In Camera Session	
1.15	Adjournment	51

Motion

Board of Directors Meeting # 1

June 5, 2024



Item 1.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 1 on June 5, 2024, be approved as printed and distributed.

Moved:

Seconded:

Item 1.2.1 (b) Amend the Agenda

MOTION TO AMEND:

Moved:

Seconded:

Item 1.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 1 on June 5, 2024, be approved as amended with:

-

Motion

Board of Directors Meeting # 1
June 5, 2024



**Item 1.3.1.
Ratify Appointed Directors**

MOTION: That the following appointed **College Government representatives** be ratified as Members of the 2024-2025 CSA Board of Directors, effective immediately:

Nathan Cozzi	College of Biological Science Student Council
Noel Johnston	College of Engineering and Physical Sciences Student Council
Mira Carter	Student Federation of the Ontario Agricultural College

AND FURTHER That the following **Student Organization representatives** be ratified as Members of the 2024-2025 CSA Board of Directors, effective immediately:

Maya Liddell	Guelph Black Students Association (GBSA)
Joshua Jacinto	International Student Association (ISO)
Brady Amos	Interhall Council
Naomi Amayaevbo	Guelph Campus Co-op
Ashley Ames	Ontario Public Interest Research Group (OPIRG)

Moved:

Seconded:

Motion

Board of Directors Meeting # 1
June 5, 2024



Item 1.5
Approval of Past Board Minutes

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

1.5.1	CSA Board Meeting # 15a	March 20, 2024
1.5.2	CSA Board Meeting # 16	March 27, 2024
1.5.3	CSA Board Meeting # 17	April 3, 2024

Moved:

Seconded:

Motion

Board of Directors Meeting # 1
June 5, 2024



Item 1.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
1.6.1	Meeting # 30	April 4, 2024
1.6.2	Meeting # 31	April 19, 2024
1.6.3	Meeting # 32	April 24, 2024
1.6.4	Meeting # 1	May 22, 2024

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)

Meeting #30 – April 4th, 2024 – 3:00pm

CSA Boardroom



Members: Shaima Alam (President, Chair), Mckenna Williams (VP Student Experience, Secretary), Bawneet Singh (VP Academic), Samar Tariq (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 3:00pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

Three weeks left babyyyy woohooooo!

4.0 Approval of the Previous Executive Committee Minutes

Meeting #29 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Completed 2 more hiring committee – Clubs Coordinator and ARO are hired.
- Elections staffing is sorted; CRO and ARO are doing the All-Candidates Forum: Reels Edition.
- SEIF Committee meeting is happening tomorrow; end of year report.
- Thecannon operations report is done – still waiting on Tom to send over the financial statement to finalize.
- Student Budget Committee meeting report will be handed to the Board of Governors.
- The GSA President and I wrote up a letter demanding the university stop their reliance on student fees to fund their operations. It was stressed that instead of relying on students to meet their bottom line and instead turn to the government. As a timely goal, they demanded the power of CFC be reduced from being able to automatically increase a fee by 3% over CPI from 1.5%. The representatives from the SBC signed this letter in support!

5.1.2 Supervisory

- Prepared and approved the 2024-2025 Budget at the Finance Committee in coordination with the Business Office Manager.

Minutes

Executive Committee Meeting (ECM)

Meeting #30 – April 4th, 2024 – 3:00pm

CSA Boardroom



- Completed the website audit in coordination with the Promotional Services Coordinator.

5.1.3 Miscellaneous

- Board Appreciation Dinner will be held at Brass Taps tonight! Yippee!
- Now working on planning the All-Staff Appreciation event. We're doing a carnival! Yippee!
- Finished policy writing for Exec and Director Accountability and the Interim Appointment Process for executives. The hearing committee will be formed in the summer, because of huge HR component. For now specific criteria listed for that requires removal since they are basic requirements of the role, and outlines the process for it. Passed at PBRC to go to board.

5.2 VP Student Experience

5.2.1 Supervisory

- Working on Clubs Operations Manual for next year alongside the Clubs Coordinator!

5.2.2 Committees

- SEIF Committee Meeting this Friday – last one!
- UC Board Ratification meeting happening next week to ratify our members and celebrate year end!

5.2.3 Miscellaneous

- Last Toast and After the Last Toast happened yesterday! Both events were well attended and well received.
- Big elections outreach scheduled for next week! Can't wait to connect with students and tell them to vote!! 😊

5.3 VP Academic

5.3.1 Supervisory

- SHAC is a little slow with academic misconduct cases slowing down.
- Arts and Crafts Night happened last week on March 28th!
- Academic misconduct has been filmed with the help of SHAC.

5.3.2 Committees

- Senate Meeting – there was big debate about the deletion of some French courses due to low enrollment. The motion (barely) passed and the courses were deleted.

5.3.3 Miscellaneous

- Participating in re-elections! 😊

Minutes

Executive Committee Meeting (ECM)

Meeting #30 – April 4th, 2024 – 3:00pm

CSA Boardroom



5.4 VP External

5.4.1 Supervisory

- Bike Centre collected a total of \$2500 in the Bike Auction! Woot woot!
- Bike Centre prep for September is now going to be our next steps moving forward.
- Foodbank: discussions surrounding optimization of the service are underway with new projects to expand and update our system will also be underway in the summer.

5.4.2 Committees

N/A

5.4.3 Miscellaneous

- Tentatively Water Day movie night will be happening in coordination with OPIRG for the Tap In! campaign.
- Summer bus pass opt-ins are beginning, promo is being finalized!

6.0 Business

MOTION: To recommend to the Board to update language used in Appendix I, CSA Issues Policy, Section 2.4.

Motioned: Samar Tariq, CSA VP External

Seconded: Shaima Alam, CSA President

Motion carried.

7.0 New Business

N/A

8.0 In Camera

There was no in camera session.

9.0 Adjournment @4:00pm

Next Meeting: April 19th, 2024

Minutes

Executive Committee Meeting (ECM)

Meeting #31 – April 19, 2024 – 2:00pm

CSA Boardroom and MS Teams



Members: Shaima Alam (President, Chair), Mckenna Williams (VP Student Experience, Secretary), Bawneet Singh (VP Academic), Samar Tariq (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 2:00pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

OUR LAST ECM TOGETHER BEFORE TRANSITION WEEK. <3

4.0 Approval of the Previous Executive Committee Minutes

Meeting #30 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Creating executive transition materials now that the timeline and scheduling is done
- Coordinating end of year media - newsletters, posts, articles
- Website audit to improve accessibility and efficiency of CSA's website

5.1.2 Supervisory

- Planned election outreach using the core staff, executive team and media tools, and having debrief on the process as whole to improve for next year
- Job description development work for HR related tasks
- Planning and implement end of year staff appreciation - themed it Carnival for this year, in hopes to keep it as tradition for following years

5.1.3 Miscellaneous

N/A

5.2 VP Student Experience

5.2.1 Supervisory

- The CSA Clubs Office has officially finished their contracts! The Operations Manual is finally complete and sent to OMES.
- Assisted with wrapping up the Clubs Locker cleanout!

5.2.2 Committees

Minutes

Executive Committee Meeting (ECM)

Meeting #31 – April 19, 2024 – 2:00pm

CSA Boardroom and MS Teams



- Met with Gryph to Grad Committee for our last meeting and debriefed the whole Gryph to Grad process and experience this year – looking at potentially doing a job fair next year for new graduates!

5.2.3 Miscellaneous

- Ran Minute to win it stress busters in the UC Courtyard and on Branion Plaza!

5.3 VP Academic

5.3.1 Supervisory

- SHAC is having their transition training.

5.3.2 Committees

N/A

5.3.3 Miscellaneous

- More universities are joining our campaign for recorded lectures and class notes and will be public soon.
- Advocating students in academic misconduct cases.

5.4 VP External

5.4.1 Supervisory

- Supporting the Foodbank Coordinator in setting up for the summer.
- Preparing the Bike Centre as it transitions to a new operational structure.

5.4.2 Committees

N/A

5.4.3 Miscellaneous

- Updating VPE's transition manual!

6.0 Business

CSA Executive Transition Planning and Agenda were discussed.

- Key priorities for the 2024-2025 year were reviewed amongst the team.
- We decided on team building activities for our team building/bonding session on Wednesday. We'll be playing a teamwork board game (Codenames) and doing a blindfolded obstacle course on Johnston Green.
- We decided on doing a CSA info Jeopardy game.

7.0 New Business

MOTION:

WHEREAS the current term is coming to an end and our final Core Staff meeting will be held on Monday, April 22nd, 2024;

Minutes

Executive Committee Meeting (ECM)

Meeting #31 – April 19, 2024 – 2:00pm

CSA Boardroom and MS Teams



WHEREAS the Core Staff team have been working in overdrive for the past two weeks to support a successful Spring By-Election;

WHEREAS it is essential to boost morale during times like these where staff have been working hard and dealing with the transition of staff;

WHEREAS we still have \$1000.00 remaining in the executive discretionary budget line;

BE IT RESOLVED that \$100.00 of the budget be used for a morale boosting activity at next week's Core Staff meeting.

Moved: Samar Tariq

Seconded: Shaima Alam

Motion carries.

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 4:00pm

Next Meeting: April 25th, 2024

Minutes

Executive Committee Meeting (ECM)

Meeting #32 – April 24th, 2024 – 11:00am

CSA Boardroom



Members: Shaima Alam (President, Chair), Mckenna Williams (VP Student Experience, Secretary), Bawneet Singh (VP Academic), Samar Tariq (VP External)

Regrets: None

Guests: Hartej Singh, Simran Kalra, Natalie Wilkinson

1.0 Call to Order @ 11:07 am

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

Thanks for joining us guests; have a great year!

4.0 Approval of the Previous Executive Committee Minutes

Meeting #31 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Planning and hosting transition week!

5.1.2 Supervisory

N/A

5.1.3 Miscellaneous

N/A

5.2 VP Student Experience

5.2.1 Supervisory

N/A

5.2.2 Committees

N/A

5.2.3 Miscellaneous

- Participating in transition week
- Completed transition manual

5.3 VP Academic

5.3.1 Supervisory

N/A

5.3.2 Committees

N/A

5.3.3 Miscellaneous

Minutes

Executive Committee Meeting (ECM)

Meeting #32 – April 24th, 2024 – 11:00am

CSA Boardroom



- Participating in transition week!

5.4 VP External

5.4.1 Supervisory

N/A

5.4.2 Committees

N/A

5.4.3 Miscellaneous

- Participating in transition week!

6.0 Business

MOTION: That the following be appointed to the Clubs Coordinator Hiring Committee:

Jack Fisher, CSA Events Coordinator (chair)

Lee Anne Clarke, CSA Business Office Manager (voting member)

Simran Kalra, VP Student Experience (voting member)

Moved: Shaima Alam

Seconded: Mckenna Williams

Motion Carried.

7.0 New Business

N/A

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 11:30am

Next Meeting: May 2nd, 2024

Minutes

Executive Committee Meeting (ECM)
Meeting #1 – May 22, 2024 – 12:00pm
CSA Boardroom



Members: Hartej Singh (President, Chair), Simran Kalra (VP Student Experience, Secretary),
Bawneet Singh (VP Academic), Natalie Wilkinson (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 12:25 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

Executive committee meeting 1 is approved.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

Thanks for joining everyone, good afternoon.

4.0 Approval of the Previous Executive Committee Minutes

N/A

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Planning Lee Anne Retirement
- Planning Office Coordinator Hiring

5.1.2 Supervisory

- Supervising Front Office hiring committee
- Supervising and Finalizing ARO hiring

5.1.3 Miscellaneous

- N/A

5.2 VP Student Experience

5.2.1 Supervisory

Supervising the New hired Interim Clubs Coordinator

5.2.2 Committees

Chairing the Clubs Coordinator Hiring Committee

5.2.3 Miscellaneous

- Working on Enhancing Menstrual health Initiative
- In conversations with Different uofg building manager to see if they are interested and have budget to install Menstrual Hygiene Products
- Planning for Interviewing Candidates for Clubs Coordinator position next week.

5.3 VP Academic

Minutes

Executive Committee Meeting (ECM)

Meeting #1 – May 22, 2024 – 12:00pm

CSA Boardroom



5.3.1 Supervisory

- Had a conversation with UGFA (University of Guelph Faculty Association) regarding their opinion on recorded lectures, class notes and paid note takers.
- Going to put a motion for a volunteer for TLN (Teaching and Learning Network) committee from the board of directors to be a second undergraduate representative.
- Advocated for students for their financial rights in case of emergencies

5.3.2 Committees

N/A

5.3.3 Miscellaneous

Had a conversation with media regarding the housing and tenancy rights.

5.4 VP External

5.4.1 Supervisory

Foodbank: We currently have 211 visitors that we are serving! Some space changes/ renovations are in the works at the moment so hopefully have an update at the next ECM.

Bike Centre: Promo for BC will be looked at later this month, lots of folks have been reaching out and asking when the bike Centre will be opened.

5.4.2 Committees

Transit Advisory Committee: There are now 5 electric buses currently on the road and on route, 4 others are expected to be tested and planning to be on the road soon.

TapIn!: We discussed goals for the year. Ed Townsley said that he will be in conversation with physical resources in the first week of June and will update on the number of water fountains being installed.

5.4.2 Miscellaneous

- Attended Ontario Executive Committee meeting (ECM) Conference on May 13 & May 14.

6.0 Business

MOTION: To approve the Budget for 5 CSA representatives to attend Ontario Skill Symposium June 14 till June 16 York University, taking \$250 from CFS/CFS-O Travel and conference budget line.

Moved: Natalie Wilkinson

Minutes

Executive Committee Meeting (ECM)

Meeting #1 – May 22, 2024 – 12:00pm

CSA Boardroom



Seconded: Hartej Singh

Motion Carried.

7.0 New Business

N/A

8.0 In Camera

There was no camera session.

9.0 Adjournment @ 12: 55pm

Next Meeting: May 31, 2024

Item 1.7
Executive Updates

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

1.7.1	President	June 5, 2024
1.7.2	VP Student Experience	June 5, 2024
1.7.3	VP Academic	June 5, 2024
1.7.4	VP External	June 5, 2024

Moved:
Seconded:

Executive Update

President

June 5, 2024



General Update:

- Going over all transition manuals and job descriptions of Core Staff.
- Attended the Transit Committee meeting.
- All the Core Staff and Executive are helping to manage the Front Office operations due to a staff vacancy.
- Attending all the training sessions and meetings along with other Executive team members.

Ongoing Projects:

- Updating the job description for the Front Office Coordinator. The hiring process will commence shortly.
- Seeking advice from the External HR Consultant on policies.
- Planning for policy reviews and amendments.
- Retirement planning for Business Manager.

Committees:

- Transit Committee meeting.
- Executive Committee Meetings.

Services:

- Bike Centre will be re-opening soon with a new Bike Centre Coordinator.
- FoodBank services are going smoothly, and we have a fridge that needs to be transported back to the company.

Executive Update

Vice President Student Experience

June 5, 2024



General Update:

Hope you're enjoying the warm weather outside. I'm excited to introduce myself as the new CSA VP Student Experience, and I go by she/her pronouns.

May has been a month of learning and new beginnings. I've met so many new faces and have started planning for an exciting September full of fun events and initiatives. One highlight of the month was attending and tabling the Black Brilliance Resource Fair alongside our VP External.

Ongoing Projects:

In May, we hired an Interim Club's Coordinator, and the hiring process for a full-time Club's Coordinator is wrapping up. I expect to extend an offer soon.

The VP External, VP Academic, and I are collaboratively working on creating an on-campus undergraduate resource directory. This directory will include all types of resources available on campus for our students.

The VP External and I are looking to work on the CSA Boo Lounge, exploring ways to expand its accessibility to all undergraduate students. We also aim to enhance its visibility through increased advertising.

Committees:

Chaired the Clubs Coordinator Hiring Committee & I scribed my first Executive Committee meeting which was exciting.

Services:

We have completed the Club's Summer registry and currently working on expanding the Menstrual Health Initiative this summer.

Executive Update

Vice President Academic

June 5, 2024



General Update:

Hello Folks, I am very happy to be in the same position this year. I believe most of you might know about my bid agendas, let me summarise this again here. The biggest priority for me is the late-night student space on campus. I will be bringing this in the next UC board meeting so that I can advocate UC to be a late-night space as our AVPA Byron Sheldrick said “NO” for making library as a late-night space. My next big thing is the “Students vs Teachers” competition which will be a healthy competition between the two as a unique and healthy way of collaboration and meeting time. If I get some capacity and budget, my next aim to create a gaming room vs PlayStation/Xbox as a CSA bookable space for students.

Ongoing Projects:

My next project is the “Student Memorial Services” which will be happening in Fall. It is a project initiated by the students at University of Guelph. The aim is to recognise the contributions of those students who have passed away during their time at Guelph. By dedicating a tree in the arboretum, it is our hope that we can create a lasting place to remember them in the campus community.

Committees:

Student Food and Security Group: The committee is looking for some places which are best for food markets. The U of G Food Market provides physically and financially affordable fresh fruits and vegetables to the University of Guelph community. Got any suggestions let me know.

Executive Update

Vice President External

June 5, 2024



Hello and Welcome CSA Board of Directors,

I wanted to start my update off with a hello! And to let you all know how excited I am to be working with you this term. I have lots of good ideas for the year and I cannot wait to share them with you.

As for the last month, I have been transitioning into my role and wrapping my head around all the internal CSA services as well as the typical day to day. I attended my first CFS conference on May 13 and got ratified to the Ontario Executive Committee. I met other VP external equivalents from other campuses, and it was exciting to hear about what is going on across Ontario. The executives and I, as well as our Events Coordinator will be attending the CFS skills symposium on June 14-16. There will be many more conferences that I will be attending this year. If any directors are interested in joining, please let me know!

Ongoing Projects:

As for ongoing projects, the FoodBank is currently undergoing physical changes in order to make the space more welcoming and give it a good clean! I have been working with our Business Manager as well as our FoodBank coordinator to ensure these changes do not impact our appointments.

Many students have been in the office to pick up their summer bus pass! We project we will sell over 900 bus passes this semester. I have also been setting up after hours appointments for students to opt-in for the bus pass in case they cannot make our 12-4pm office hours.

Myself and the other executives are working on a resource guide for students to access during the summer in case they need support.

Committees:

TapIn!: We are currently waiting for an email from Ed Townsley (Associate Vice-President Finance and Operations for Ancillary services) who will be meeting with physical resources in early June to talk about the implementation of water fountains in our spaces. The last VP external had a meeting with Ed and he gave folks a three-year timeline to install water bottle fill up stations in needed spaces across campus. This will be implemented as renovations go on in the summer and beyond.

Transit Advisory Committee: I went to my first meeting two weeks ago and they discussed service updates, route changes and updates to transit.

Executive Update

Vice President External

June 5, 2024



CSA/GSA Transit Committee: We had a very successful meeting with Guelph transit, where we looked at late night bus service for the upcoming school year, got a tour of Guelph Transit and got to ride in the electric bus! Folks should expect to see more electric buses in the city as they are increasing their electric bus fleet. We will be discussing promo later this month about how to utilize bus signage. We have also updated our kiosks to show my face as well as a Guelph Transit feedback form for when students provide feedback about their transit experience, and I bring it up in the committee meeting.

Food Security Working Group: We talked about how the year went with the group and some initiatives that we would like to bring back in the new school year. As for now, the group breaks for the summer but we will be back to regularly scheduled meetings in the fall.

Services:

FoodBank:

In May, Student Housing donated lots of food that was collected during residence move-out which has been so great! Lots of the food was thing we do not usually order for the FoodBank so new items are exciting.

We currently have no waitlist for the FoodBank and are still registering students, students can find the registration forms on our CSA website.

We will start looking for a new FoodBank coordinator and assistant in July to start in August and the fall, respectively.

Bike Centre:

Our bike centre coordinator Joseph has just started (as of June 3rd) and we open to serve undergraduate students on June 17! CSA staff have been receiving inquiries about the service, so we are very exciting to open. We are currently working on promo and setting up dates when that all goes out.

That is all for me this time around folks!

Sincerely,
Natalie

Hiring Committee Report

SafeWalk Assistant

June 5, 2024



Item 1.10.1

Hiring Committee Report

SafeWalk Assistant

Posting Date: Tuesday, March 5, 2024

Closing Date: Monday, March 18, 2024

Hiring Committee Members:

Lee Anne Clarke, Business Manager
Avneet Grewal, SafeWalk Volunteer Coordinator
Samar Tariq, Vice President External

Number of Applicants: 24

Number of Interviews: 3

Successful Candidate: Reddy Mada

Start Date: TBD

MOTION: That the hiring of Reddy Mada for the position of SafeWalk Assistant be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #5 – March 11th 2024 – 5:30 pm
CSA Boardroom



Members: Shaima Alam (CSA President, Chair), McKenna Williams (VP Student Experience), Isha Maharaj (SEIF Facilitator), Natalie Wilkinson (Board Member), Jayden Khan (Board Member), Daniel Spinner (Board Member), Nate Broughton (Board Member)

Regrets: Natalie Wilkinson (Board Member)

Absent: Daniel Spinner (Board Member)

Guests:

1.0 Welcome & Introductions

a. Land Acknowledgement

2.0 Adoption of the Agenda

a. Approve the Agenda

b. Declarations of Conflicts

3.0 Comments from the Chair

4.0 Approval of the Previous Minutes

a. Meeting 4: Feb 4 2024

5.0 Review of the SEIF Budget Line: \$3,576.47

6.0 Review of SEIF Applications – March 6th, 2023 Deadline

a. M1 – Canadian Asian Student Society

- i. **Application:** Reimbursement of expenses for Lunar New Year Event
- ii. **Funding Request:** \$140
- iii. **Committee Discussion:** Multiple groups applied for funding for the same event. Based on other applications, awarding based on expenses minus actual revenue
- iv. **Decision:** Fund \$66.62

b. M2 – Clash of Concepts – Application 1

- i. **Application:** Debaters will go head-to-head in a series of friendly debates exploring the virtues of International Pink Day and International Chocolate Day, along with other topics.
- ii. **Funding Request:** \$64.42
- iii. **Committee Discussion:** This was an interesting event.

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #5 – March 11th 2024 – 5:30 pm
CSA Boardroom



iv. **Decision:** Fund \$64.42

c. M4 – Guelph Poets Society

- i. **Application:** World Poetry Day Open Mic
- ii. **Funding Request:** \$50
- iii. **Committee Discussion:** There was a good honorarium for the event
- iv. **Decision:** Fully Fund

d. M5 – Hong Kong Student Association

- i. **Application:** Reimbursement of expenses for Lunar New Year Event
- ii. **Funding Request:** \$149.54
- iii. **Committee Discussion:** Good community building event
- iv. **Decision:** Fully Fund

e. M6 – Jack.org

- i. **Application:** Mindful Art Night with Jack.Org for students to showcase artistic talent while encouraging mental health conversations.
- ii. **Funding Request:** \$750
- iii. **Committee Discussion:** Asked for more than allowed. Awarding maximum
- iv. **Decision:** \$500

f. M7 – Malayalee Student Association

- i. **Application:** Play and Unwind - An engaging night of fun games and fellowship
- ii. **Funding Request:** \$100
- iii. **Committee Discussion:** Based on the collective experience of the committee when it comes to running events, \$50 is an appropriate number.
- iv. **Decision:** Fund \$50

g. M9 – Scientista at Guelph

- i. **Application:** Speed-Dating: a Professional School & Jobs Edition
- ii. **Funding Request:** \$187
- iii. **Committee Discussion:** Good event!
- iv. **Decision:** Fully Fund!

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #5 – March 11th 2024 – 5:30 pm
CSA Boardroom



- h. M10 – The African Student Association**
 - i. Application:** TASA FIFA '24 Championship League
 - ii. Funding Request:** \$35
 - iii. Committee Discussion:** Seems like a very fun event!
 - iv. Decision:** Fund \$35

- i. M11 – Guelph Black Professionals & The African Student Association**
 - i. Application:** StealMasta X TASA X GBP: Citizen and Thieves Tournament
 - ii. Funding Request:** \$250
 - iii. Committee Discussion:** GPB is a LANG Clubs however TASA is a CSA Club. This is a good community building event.
 - iv. Decision:** Fund \$250

- j. M12 – University of Guelph Ukrainian Students Club – Application 1**
 - i. Application:** Ukrainian and Polish Event
 - ii. Funding Request:** \$175
 - iii. Committee Discussion:** Good community building event. Collab event with the UofG Polish Students Association.
 - iv. Decision:** Fund \$175

- k. M13 – University of Guelph Ukrainian Students Club – Application 2**
 - i. Application:** Ribbons for Solidarity for Ukraine
 - ii. Funding Request:** \$31.70
 - iii. Committee Discussion:** Good event to build community and educate students about Ukraine.
 - iv. Decision:** Fund \$31.70

- l. M14 – University of Guelph Ukrainian Students Club – Application 3**
 - i. Application:** Ukrainian Pysanka Event
 - ii. Funding Request:** \$150
 - iii. Committee Discussion:** No SE&RM Submitted. Ineligible.
 - iv. Decision:** Denied

- m. M15 – University of Guelph Ukrainian Students Club – Application 4**
 - i. Application:** Ukrainian Trivia Night
 - ii. Funding Request:** \$35
 - iii. Committee Discussion:** Good event to build community
 - iv. Decision:** Fund \$35

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #5 – March 11th 2024 – 5:30 pm
CSA Boardroom



n. M17 – BioMedical Science Student Association

- i. **Application:** Shine Ball
- ii. **Funding Request:** \$700
- iii. **Committee Discussion:** Asking over allowed amount. Group is a CBSSC ASO and has not approached CBSSC for PDR Funding. Committee recommended that group first accesses CBSSC PDR
- iv. **Decision:** Denied

o. M18 – East Africa Student Association

- i. **Application:** Introduction to East African club
- ii. **Funding Request:** \$60
- iii. **Committee Discussion:** No SE&RM Submitted. Ineligible.
- iv. **Decision:** Denied

p. M19 – One Health Student Committee

- i. **Application:** Exploring One Health
- ii. **Funding Request:** \$350
- iii. **Committee Discussion:** Group is a CBSSC ASO and has not approached CBSSC for PDR Funding. Committee recommended that group first accesses CBSSC PDR
- iv. **Decision:** Denied

q. M20 – Toxicology Students Association

- i. **Application:** 38th Annual Toxicology Symposium
- ii. **Funding Request:** \$430
- iii. **Committee Discussion:** Based on other projected income, funding \$230 for anything but poster printing
Decision: Fund \$230

r. M21 – Writing Services Peer Helper Team

- i. **Application:** Writing Services Peer Helper Appreciation Night
- ii. **Funding Request:** \$300
- iii. **Committee Discussion:** The Peer Helper Team is a staff run group that has access to other funding.
- iv. **Decision:** Denied

7.0 Review of Applications Not Being Considered

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #5 – March 11th 2024 – 5:30 pm
CSA Boardroom



a. M3 – Clash of Concepts Application 2

- i. **Reason For Not Being Considered:** Duplicate of other submission
- ii. **Committee Discussion:** not considering
- iii. **Decision:** Ineligible

b. M8 – Out of Province Student Club

- i. **Reason For Not Being Considered:** Wrong budget template used
- ii. **Committee Discussion:** not considering
- iii. **Decision:** Ineligible

c. M16 – Guelph Black Student Association

- i. **Reason For Not Being Considered:** Wrong budget template used
- ii. **Committee Discussion:** not considering
- iii. **Decision:** Ineligible

8.0 Adjournment

Next Meeting: TBD!

Hiring Committee Report

Assistant Returning Officer

June 5, 2024



Item 1.10.3

Hiring Committee Report

Assistant Returning Officer

Posting Date: Thursday, March 14, 2024

Closing Date: Thursday, March 28, 2024

Hiring Committee Members:

Shaima Alam, President

Colleen Bovay, Policy & Transition Coordinator

Lauren Pyne, Assistant Returning Officer

Number of Applicants: 5

Number of Interviews: 1

Successful Candidate: Arshdeep Singh Sethi

Start Date: TBD

MOTION: That the hiring of Arshdeep Singh Sethi for the position of Assistant Returning Officer be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Motion

Board of Directors Meeting # 1
June 5, 2024



Item 1.11.1
Appoint Policy & Bylaw Review Committee (PBRC)

WHEREAS CSA Policy Manual Appendix D, Section 8.2.1 allows for any member of the CSA and/or member of the CSA Board of Directors to be a member of the PBRC;

WHEREAS CSA Policy Manual Appendix D, Section 8.2.4 states that the Policy & Transition Coordinator will be a ratified member of the PBRC; and

WHEREAS CSA Policy Manual Appendix D, Section 8.3.3 states that quorum for the PBRC shall be three ratified members, one of which must be a Director of the CSA;

BE IT RESOLVED that the following CSA Board Directors be appointed to the Policy & Bylaw Review Committee for the 2024-25 academic year:

[One Director minimum; three Directors functions best; no maximum in policy]

AND FURTHER that the following Executive Officer be appointed to the Policy & Bylaw Review Committee for the 2024-25 academic year:

Hartej Singh, President

Moved:

Seconded:

See following pages for PBRC information.

Motion

Board of Directors Meeting # 1
June 5, 2024



CSA Policy Manual, Appendix D – CSA Committees

8.0 Policy and Bylaw Review Committee (PBRC)

8.1 Responsibilities

8.1.1 To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA Bylaws and Policies.

8.1.2 To develop draft bylaws and policies on said input for the CSA Board of Directors to accept, reject, or refer back to the PBRC with further recommendations.

8.1.3 To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.

8.1.4 To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.

8.1.5 To make spelling, grammar, and article numbering changes to the CSA Bylaws and Policies as necessary.

8.2 Membership

8.2.1 Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.

8.2.2 Any individual seeking membership will notify the Policy & Transition Coordinator. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.

8.2.3 Members who miss two meetings without regrets will be de-ratified from the committee.

8.2.4 The Policy & Transition Coordinator will be a ratified member of PBRC as per their job duties.

8.2.5 At any time, a member may resign from PBRC by notifying the Policy & Transition Coordinator.

8.3 Structure

8.3.1 The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and

Motion

Board of Directors Meeting # 1

June 5, 2024



reduces any potential conflicts of interest. The Policy & Transition Coordinator is responsible for collecting discussion items and coordinating agenda preparation.

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

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

8.4 Decision Making

8.4.1 The PBRC will operate by consensus of ratified members; it is understood that the committee is open to examining other procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the PBRC will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.

8.5 Reporting

8.5.1 The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

8.5.2 Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

Motion

Board of Directors Meeting # 1
June 5, 2024



Item 1.11.2

Winter 2024 General Elections Report

MOTION: That the Winter 2024 General Elections Report, as included in the board agenda package, be received as information.

Moved:

Seconded:



Elections Report

Winter 2024 General Election

Referendum Submissions

3 submissions of referendum questions were received by the Elections and Referendum Committee. After Committee review, 1 submission was accepted, 1 was returned with feedback, and 1 was accepted pending review from the Compulsory Fees Committee. The feedback was in relation to how money was to be used by the club proposing fees, however their proposal was later withdrawn. One proposal received 1,163 signatures and the other received 352 signatures, neither meeting the 2,235 signatures required to move forward. An additional referendum question was also put forward by the CSA Executive Committee, which did not require petition signatures.

Nomination Period

The nomination period was scheduled to start 5 February 2024 and end at 5:00 PM 14 February 2024. The All-Candidates' Meeting happened as scheduled on 16 February 2024 in UC 442. It was brought to the attention of the Elections Office that the time and date scheduled for this meeting conflicted with the beginning of Shabbat for Jewish students, especially given that several candidates were Jewish. [1] By the close of nominations, 28 people had requested nomination packages. This included 7 Executive and 21 Director candidates. 18 candidates completed and returned the nomination package, including 5 Executive and 13 Director candidates. Of the remaining 10 requests, 3 withdrew their candidacy before the nomination deadline and 7 did not submit forms and were ineligible.

After nominations closed, the following positions received 0 nominations:

- Director, College of Social and Applied Human Sciences (2 seats)

Additionally, the following positions received only 1 nomination for 2 available seats

- Director, College of Arts
- Director, Ontario Veterinary College

Generally, students may be unaware of the function of the Board and do not know the reasons they would get involved. As previously recommended, there should be additional promotion surrounding the Board and its functioning [2]. OVC in particular is mostly disconnected from CSA and any of its events, campaigns or advocacy work, which is also challenging since there are so few OVC students [3].

Recommendation: That the President and Policy & Transition Coordinator considers the timing of Jewish Shabbat when developing future Elections schedules and encourages the Elections Office to not hold events on Friday evening.

Recommendation: That the recommendations from the F23 Elections Report be acted on more, including posts about Board agendas, letting students get to know their representatives more (especially first years who may not have been a part of the elections.)

And further: That special emphasis is placed on promotion of the appointed representatives, since many students will have no idea who any of them are due to them not being elected.

Recommendation: That, in partnership with OVC's Student Affairs Coordinator, programming is expanded or modified for the accessibility of veterinary students.

Signature Verification

Using the new Improved Signature Verification Workflow, 100% of signatures for Director and Executive candidates, as well as 100% of Referendum signatures. Improvement to the efficiency of verification allowed it to be completed in only 1 day as opposed to taking place over up to a week [4]. Most signatures were able to be verified- between 3% and 19% of signatures were invalid. Only 2 candidates received 0 invalid signatures, and 6 received greater than 10% of signatures invalid. Most students input their correct University of Guelph Student ID number when requested.

Recommendation: That dedicated time for signature verification be reduced since it is no longer necessary.

Campaigning

The Executive Candidates' Forum was scheduled for and took place on 29 February 2024. All 5 Executive candidates were able to attend. 1 relevant question was submitted prior to the forum, and additional questions were created by the Elections and Referendum Committee. The majority of student engagement with the Forum was via audience questions.

No major issues occurred regarding the approval of campaign materials by the CRO and ARO. The majority of materials were approved during the campaign period rather than during the week prior, which may be due to Reading Week. [5] A policy on painting the Cannon was added to the Candidates' Package for this election, and two candidates submitted designs under this policy.

Recommendation: That candidates are encouraged to submit materials as early as possible in the election cycle so that they may be approved prior to the voting period.

And further: That the schedule of future elections be reconsidered to not include Reading Week.

Voting Period

The ballot was designed as one form utilizing branching logic in MS Forms to divide between the different College Director ballots. The ballot also contained a short survey called 'Help Us Represent You', which will be reported on in a separate section. Since there was no functional restriction on the ballot, all votes would be verified through the same Signature Verification Workflow. The new system was functional in ensuring that voters only voted in the election they were eligible for. The voting form was open from 8:30 AM 4 March to 11:59 PM 13 March.

Tables were set up on campus as in F23, but they were promoted more as information tables. The Elections Office and the CSA Events Coordinator worked with the Orientation Office to hire a different team of table staff that was more engaged with students overall. Per the Help Us Represent You results, the College of Arts was the most engaged with tables (17.26% of students

got information from tables), and the Ontario Veterinary College was the least (8.33% of students got information from tables). The average conversion rate (determined by the % of students accessing the ballot from tables divided by the % engagement with tables) was 76.83%. This means that 77% of students who interacted with table staff voted using a QR code at the table.

76 votes were removed during the post-verification process, as they were not registered students. This was confirmed with Student Affairs before removing them from the results. Some students did not vote for the correct college: of note is that several students who were registered in the College of Arts selected College of Social and Applied Human Sciences on the ballot. These students counted towards CoA quorum but did not get to vote for their candidate. Several students also selected College of Arts but were CSAHS students, so they did not count towards CoA quorum. Similarly, students in the College of Engineering and Physical Science and Ontario Agriculture College selected College of Biological Science, and so were not counted towards CBS quorum. [6]

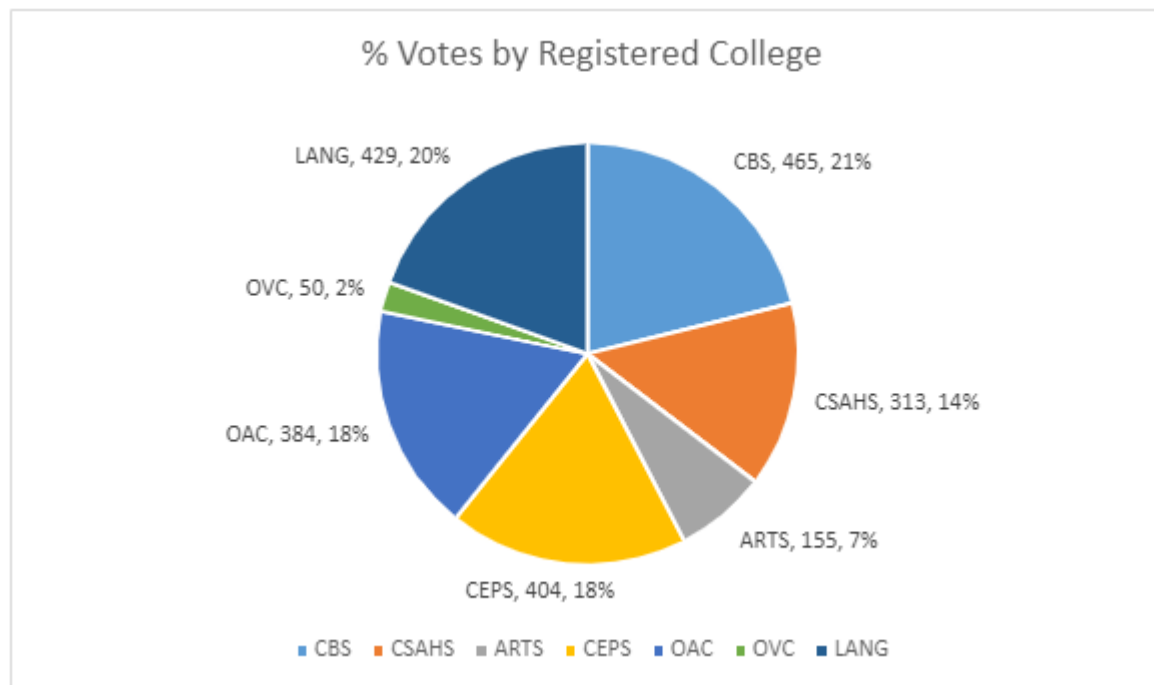


Figure 1: % votes cast by college of registration. Registration is based on W24 enrollment data provided by the University of Guelph Office of Registrarial Services.

Figure 2 shows the number of votes that were cast each day of the election period (including the extension period). From this data, we can see that Monday, March 11th had the highest number of votes cast, and that the weekend before (March 9th/10th) had very little activity. It is also notable that the second day of voting (March 5th) had more students voting than the first day. This is likely due to the voting email not being sent out on March 4th as initially planned due to internal issues. [7] Additionally, Figure 3 also shows the distribution of votes by college for each date, March 4th-13th.

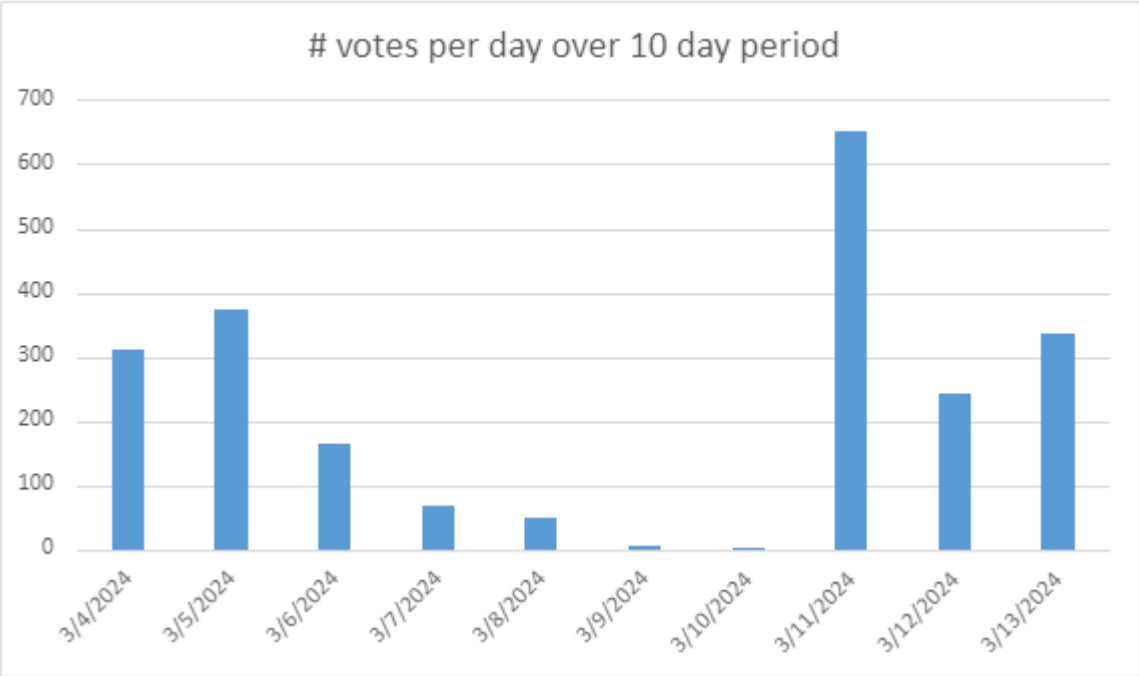


Figure 2: Number of votes cast each day of the election period (March 4th-13th). Date is counted from the date the ballot was submitted as recorded by Microsoft Forms.

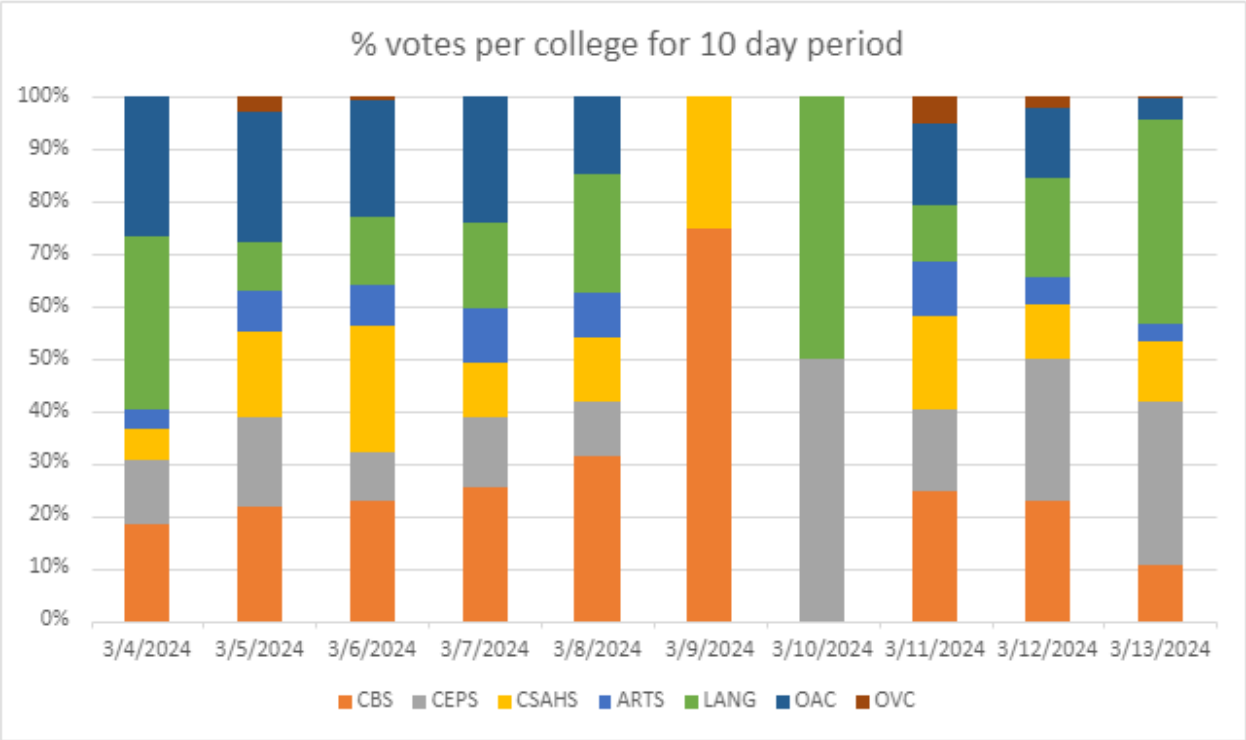


Figure 3: Percentage of daily votes cast by each college. College registration is based on W24 enrollment data provided by the University of Guelph Office of Registrarial Services. Date is counted from the date the ballot was submitted as recorded by Microsoft Forms.

From Figure 3, the College of Biological Science showed a consistently high percentage of votes, while the College of Arts was consistently a low percentage. The Ontario Agriculture College started with a very high share of the votes and decreased over time, while the College of Engineering and Physical Science showed the opposite trend. Lang students mostly voted on the first and the last day but were less engaged between those dates. Also note that only 4 and 2 votes were cast on Saturday and Sunday, respectively.

Official Election Results

Referendum:

*Fall Reading Week Referendum: **Quorum NOT Met (9.84%)***

2200 votes were cast. The results are as follows:

- Yes (In favor of the Referendum): 1312
- No (Not in favor of the Referendum): 738
- Decline: 150

The Fall Reading Week Referendum has not passed.

Executives:

*CSA President: **Quorum NOT Met (9.84%)***

There was one candidate for the position of CSA President: Hartej Singh.

2200 votes were cast. The results are as follows:

- Yes (In favor of the candidate): 1318
- No (Not in favor of the candidate): 279
- Decline: 603

The election has not met the required 10% quorum (2,235 votes)

*Vice President, Academic: **Quorum NOT Met (9.84%)***

There was one candidate for the position of Vice President, Academic: Bawneet Singh.

2200 votes were cast. The results are as follows:

- Yes (In favor of the candidate): 1449
- No (Not in favor of the candidate): 189
- Decline: 562

The election has not met the required 10% quorum (2,235 votes)

*Vice President, Student Experience: **Quorum NOT Met (9.84%)***

There were two candidates for the position of Vice President, Student Experience: Simran Kalra and Daythan von Schwerin. 2200 votes were cast. The results are as follows:

- Simran Kalra (In favor of the candidate): 972
- Daythan von Schwerin (In favor of the candidate): 608
- Decline: 620

The election has not met the required 10% quorum (2,235 votes)

*Vice President, External: **Quorum NOT Met (9.84%)***

There was one candidate for the position of Vice President, External: Natalie Wilkinson.

2200 votes were cast. The results are as follows:

- Yes (In favor of the candidate): 1538
- No (Not in favor of the candidate): 120
- Decline: 542

The election has not met the required 10% quorum (2,235 votes)

Board of Directors:

*College of Arts: **Quorum NOT Met (7.85%)***

There was one candidate for the College of Arts: Jonah Greenhut. 155 votes were cast.

The results are as follows:

- Yes (In favor of the candidate): 118
- No (Not in favor of the candidate): 6
- Decline: 24

The election has not met 10% quorum (197 votes)

*College of Biological Science: **Quorum NOT Met (9.67%)***

There were two candidates for the College of Biological Science: Yael Lazebnik and

Isaac Maas. 465 votes were cast. The results are as follows:

- Yael Lazebnik (In favor of the candidate): 280
- Isaac Maas (In favor of the candidate): 170
- Decline: 108

The election has not met 10% quorum (480 votes)

*College of Engineering and Physical Science: **Quorum Met (11.32%)***

There were two candidates for the College of Engineering and Physical Science: Jake Levy and Nate Broughton. 404 votes were cast. The results are as follows:

- Jake Levy (In favor of the candidate): 203
- Nate Broughton (In favor of the candidate): 243
- Decline: 84

Jake Levy and Nate Broughton have been elected as Directors at Large for the College of Engineering and Physical Science.

*Lang School of Business and Economics: **Quorum Met (10.43%)***

There were three candidates for the Lang School of Business and Economics:

Manpreet Rattan, Mauricio Canedo Fernandez, and Daniel Neiterman. 429 votes were cast. The results are as follows:

- Manpreet Rattan (In favor of the candidate): 158
- Mauricio Canedo Fernandez (In favor of the candidate): 113
- Daniel Neiterman (In favor of the candidate): 267
- Decline: 33

Manpreet Rattan and Daniel Neiterman have been elected as Directors at Large for the Lang School of Business and Economics.

*Ontario Agricultural College: **Quorum Met (15.47%)***

There were three candidates for the Ontario Agricultural College: Chadha Gursimran, Bella Litvak and Sarah Dent. 384 votes were cast. The results are as follows:

- Chadha Gursimran (In favor of the candidate): 232
- Bella Litvak (In favor of the candidate): 127
- Sarah Dent (In favor of the candidate): 86
- Decline: 33

Chadha Gursimran and Bella Litvak have been elected as Directors at Large for the Ontario Agricultural College.

*Ontario Veterinary College: **Quorum Met (10.00%)***

There was one candidate for the Ontario Veterinary College: Noam Einy. 50 votes were cast. The results are as follows:

- Yes (In favor of the candidate): 45

- No (Not in favor of the candidate): 1
- Decline: 4

Noam Einy has been elected as Director at Large for the Ontario Veterinary College.

The following candidates have been elected:

- CEPS Director at Large: Nate Broughton, Jake Levy
- Lang Director at Large: Manpreet Rattan, Daniel Neiterman
- OAC Director at Large: Chadha Gursimran, Bella Litvak
- OVC Director at Large: Noam Einy

The following positions remain vacant and will move to the Spring 2024 By-Election:

- CSA President
- VP Academic
- VP Student Experience
- VP External

The following positions remain vacant and will move to the Fall 2024 By-Election:

- CoA Director
- CSAHS Director
- CBS Director

Declined ballots were again notably high for the Executive positions, with VPSE the highest (28%) and VPE the lowest (25%). This is potentially due to students feeling the referendum and/or college director ballots were more relevant to them and not voting for the Executive positions.

Recommendation: That the Elections Office, in collaboration with the Vice-President, Academic; Office of Registrarial Services; and the Associate Vice-President Academic’s office, create a comprehensive list and/or guide to determining which college students are registered in.

Promotional Strategy:

Below is the promotional strategy timeline for the Winter 2024 General Election.

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	Student Involvement Fair and Clubs Days January 18 th , 19 th , 23 rd	Tabling, CSA awareness items	This is your CSA Why the election matters/is important for students to get involved Who is the CSA (educational campaign) Positions open and where to get more information

Promotional and Nomination period	General Promotional: Jan 22 - Feb 2 nd Nomination period: Feb 5 th – Feb 14 th	<ul style="list-style-type: none"> - Newsletter – Feb 5th - Digital Signage - Social Media - Kiosk - Poster run - Class talks - Tabling - UC banner - Student Experience Newsletters - Resharing By Student Organizations on social media - MS Teams Channels - Contact PSO's and Housing - Information session x2 	<p>Nominations open on February 5th / now open</p> <p>How to run</p> <p>Explain positions available and what the experience is</p> <p>Explain what the positions do and why people should run for those positions</p>
CSA Promotion and Campaign period	Feb 15 – March 1	<p>All Candidates Forum – Feb 29th</p> <p>Digital signage</p> <p>Poster run</p> <p>Social media</p> <p>UC banner</p> <p>Newsletter – Feb 26th – including asking for questions</p>	<p>All candidates forum will be a large event to engage students and interested in elections before voting begins</p> <p>Candidates can be asked pre-set questions from students so students can make informed decisions</p>
Voting	March 4 th - 8 th	<p>Tabling/In-person polling stations every day</p> <p>Digital Signage</p> <p>Share info with campus partners</p> <p>Kiosk</p> <p>UC Banner</p> <p>Poster run</p> <p>Social Media</p> <p>Signage at all our services, including front office</p> <p>All Staff Meeting</p> <p>MS Teams Channels</p> <p>Student Experience Newsletter</p> <p>Sandwich Boards</p> <p>Email SEC & student orgs</p> <p>Class talks</p>	<p>Voting now open</p> <p>How to vote (swipe graphic)</p>
Voting Extension	March 9 th - 13 th	<p>Social Media</p> <p>Sandwich Boards</p> <p>UC Banner</p> <p>Poster Run</p> <p>In-person polling stations</p> <p>kiosk</p>	<p>Voting Extended until March 13th</p> <p>Vote now</p> <p>Why it's important to vote</p>

The CSA Elections Instagram account continued being used similar to Fall 2023, containing updates on the election as well as information about candidates. Collaborating with the main CSA account, we were able to reach a wider audience of students.

The Board of Directors passed a resolution that its members should be required to do Elections class talks throughout the nomination and voting periods. However, since few Directors reported class talks to the Elections Office, we are unsure as to how many participated.[8]

Recommendation: That the Board continues to participate in class talks and must report them to the CRO by email.

And further: That candidates receive additional training on class talks.

Penalties, Infractions and Appeals

No infractions were issued during the Winter General Election. No appeals were received during or following the election, and the Elections Appeals Board was not required to convene. A policy on painting the Cannon was added to the Candidates' Package, however no candidates painted the Cannon during the Winter General Election.

Help Us Represent You!

An optional survey was included in the ballot for the Winter 2024 General Election, which included 3 questions for students.

- How did you access the ballot (multiple choice)?
- Which sources did you use to get information about the election (multiple select)
- Did you think the candidates presented accurately represented the students and/or your college? (yes/no)

Ballot Access

This question had 6 possible answers:

- Link in @uoguelph email
- CSA Instagram or website
- QR code at in-person tables
- Link or QR code shown in class
- QR code on poster or banner
- Other (the most common response was that it was sent to them privately, by a friend and/or candidate)

The vast majority of students (57%) accessed the ballot from a link that was in their University email.[9] The responses that fell into one of 5 categories were distributed as in Figure 3:

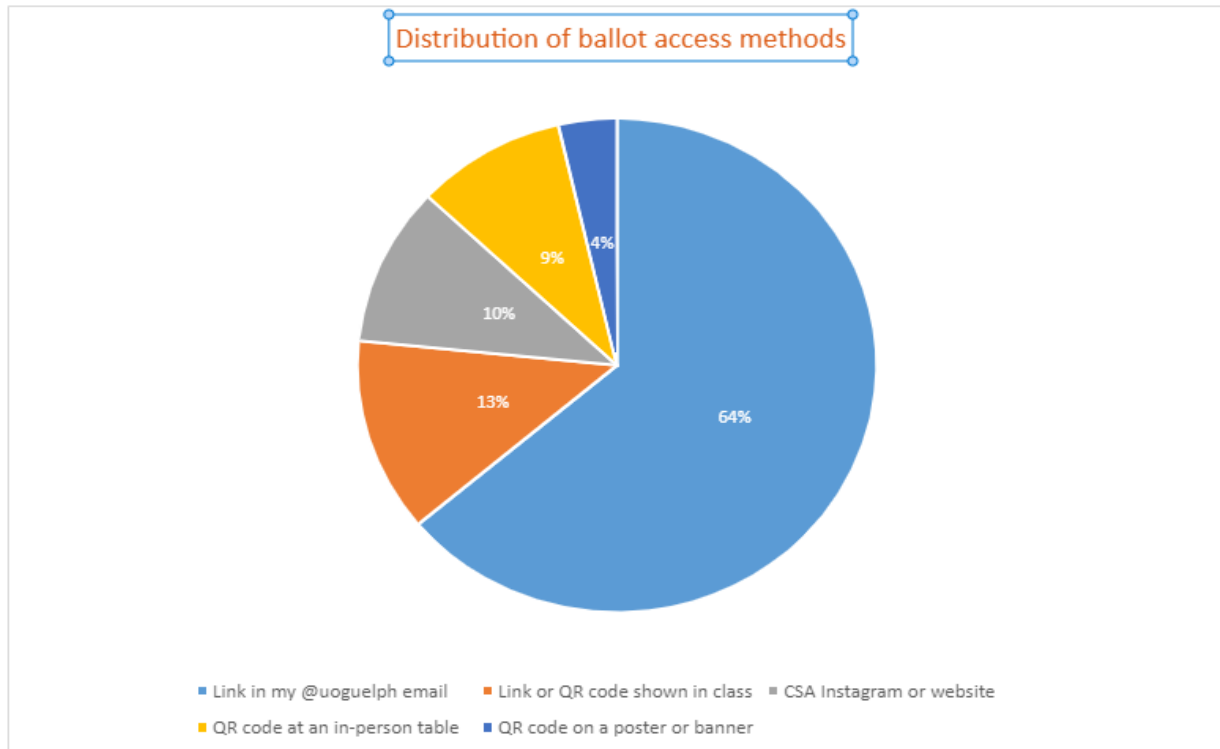


Figure 3: Distribution of responses to survey question 1 (n=1,979) Note that 107 responses were removed from the initial 2,086 since they did not answer one of the 5 provided answers.

Trends across colleges were also studied to determine how to reach them. The most common response for all colleges was their University email. Below I have listed the second-most frequent response for each college and the percentage of respondents.

- College of Arts: Class Talks (13.73%)
- College of Biological Science: CSA Instagram (10.34%)
- College of Engineering and Physical Science: Class Talks (19.74%)
- College of Social and Applied Human Science: CSA Instagram (9.89%)
- Lang School of Business and Economics: CSA Instagram (17.44%)
- Ontario Agriculture College: Class Talks (12.56%)

Note that no data from the Ontario Veterinary College is included, since all students responded that they accessed the ballot from their emails. Also note that Lang students had the lowest % of responses from email at only 42.31%.

We also measured conversion rates for Instagram, in-person tables, and posters. Note that since no data from OVC was included above, conversion rates also do not include OVC students (n=49). Conversion rates were determined by dividing the number of responses that used a ballot access method by the number of people that used it as an information source and taking the percentage. Average conversion rates across 6 colleges are provided here

- Instagram: 33% conversion

- In-person tables: 77% conversion
- Posters: 13% conversion [15]

These numbers indicate the percentage of people who, after getting information from a source, decided to vote using a link from that source. Of note here is the fact that 77% of students who engaged with an in-person table voted using the QR code provided by the table staff.[10] Also note that Lang had a 102% tabling conversion rate, meaning that more people voted using the in-person link than engaged with table staff.

Recommendation: That posters, being primarily used as an information source rather than an access method, be expanded to contain more information, especially for specific student populations.

Recommendation: That in-person table engagement be expanded to encourage more people to interact with table staff and drive more responses.

Information Sources

This question had 9 possible answers (note that respondents could select more than one response at a time):

- Posters
- CSA Instagram
- CSA Staff, Executives, Board members
- Candidate events
- Non-CSA social media
- CFRU/Ontarion
- In-person tables
- Executive Candidate Forum
- Other (most common responses were their friends and the ballot form itself)

Responses for this survey were divided by college to determine how to reach certain sections of the student population. Additional demographic information may be useful here in the future, however I am cautious of overloading students with additional questions.

College of Arts

The information source used the most by students in the College of Arts (n=197) was posters (39.09% of students reported use), and that the least used was traditional media (4.57% of students reported use). Against the other 6 colleges, the College of Arts reported the most students engaged with in-person tables (17.26%) [11], and the least students engaged with traditional media (4.57%)

College of Biological Sciences

The information source used the most by students in the College of Biological Sciences (n=389) was posters (47.56% of students reported use), and that the least used was traditional media (4.57% of students reported use). Against the other 6 colleges, the College of Biological Sciences reported the most students engaged with posters and banners (47.56%).

College of Engineering and Physical Sciences

The information source used the most by students in the College of Engineering and Physical Sciences (n=284) was posters (39.79% of students reported use), and that the least used was traditional media (4.93% of students reported use). Against the other 6 colleges, the College of Engineering and Physical Sciences reported the lowest attendance at the Candidates' Forum (other than OVC).

College of Social and Applied Human Sciences

The information source used the most by students in the College of Social and Applied Human Sciences (n=141) was the CSA Instagram (43.26% of students reported use), and that the least used was candidate events (5.67% of students reported use). This trend can be explained by CSAHS's lack of Board candidates. Against the other 6 colleges, the College of Social and Applied Human Sciences reported the highest use of traditional media (7.09%), the highest use of the CSA Instagram (43.26%), and the lowest engagement with candidate events (5.67%).

Lang School of Business and Economics

The information source used the most by students in the Lang School of Business and Economics (n=349) was the CSA Instagram (41.83% of students reported use), and that the least used was traditional media (6.88% of students reported use). Against the other 6 colleges, Lang students reported the lowest engagement with posters and banners. This trend can be explained by the lack of CSA poster boards in Macdonald Hall and other Lang buildings.^[12]

Ontario Agriculture College

The information source used the most by students in the Ontario Agriculture College (n=258) was posters (39.15% of students reported use), and that the least used was traditional media (6.20% of students reported use). Against the other 6 colleges, Aggies were the least likely to rely on current CSA Staff, Executives or Board members for information (13.95%)^[13]. However, they were also the most engaged with non-CSA social media (32.95%), candidate events (15.50%), and the Candidates' Forum (12.79%).

Lang and CBS showed similar trends in terms of their use of information types. Both were very spread out, and informed by several different types of information. Lang students on average used 0.59 sources of information, and CBS students on average used 0.58. OAC was also rather high at 0.57 sources on average. OVC was the lowest, with an average of only 0.08 sources.

Ontario Veterinary College

Comparison data with other colleges did not include OVC, since the sample size (n=24) makes it very difficult to draw an accurate comparison. However, there are still some trends with how OVC engages with CSA promotions. The information source used the most by veterinary students was current CSA Staff, Executives and Board members (25% of students reported use), and the least used were candidate events and traditional media (both reported 0% use by students). Against the other 6 colleges, OVC students were the most likely to rely on current CSA staff (25%) [14], and the least likely to rely on in-person tables (8.33%).

Recommendation: That tabling in College of Arts-specific spaces (such as the MacKinnon Building) be expanded

Recommendation: That the CSA expands poster runs into Macdonald Hall, in collaboration with Lang and building management

Recommendation: That the CSA encourages board members representing OAC and staff who are a part of OAC to speak to the student population in OAC-specific courses and events.

Recommendation: That staff and board members within OVC are provided with additional talking points for other OVC students, in collaboration with the OVC Manager, Student Affairs

Perception of Representation

Students were asked the question:

‘Did you think that the candidates presented accurately represented the students and/or your college?’

As an aggregate, 298 students (14.8%) responded ‘No’ to the question. Figure 4 also shows the responses divided by college. The students who felt the most represented were from Lang, with only 8.48% of Lang students responding ‘No’. It is worth noting that Lang represented a significant amount (n=389) of responses; however, CBS had significantly more (n=444) responses, but 15.77% of students still said no. Lang also had 3 candidates in the election, which could have also contributed to high representation. However, it is also worth noting that the OAC (the only other college with 3 candidates) had 16.67% of students respond ‘No’.

The colleges that were the least represented, according to this survey, were the College of Social and Applied Human Sciences (18.60%) [16] and the College of Engineering and Physical Sciences (17.48%). CSAHS, having had no representation in the W24 Election, is easily explained by the lack of candidates. It is also notable that this survey only covers those students who did vote: it does not cover the students that did not vote in the election, who are presumably unrepresented.

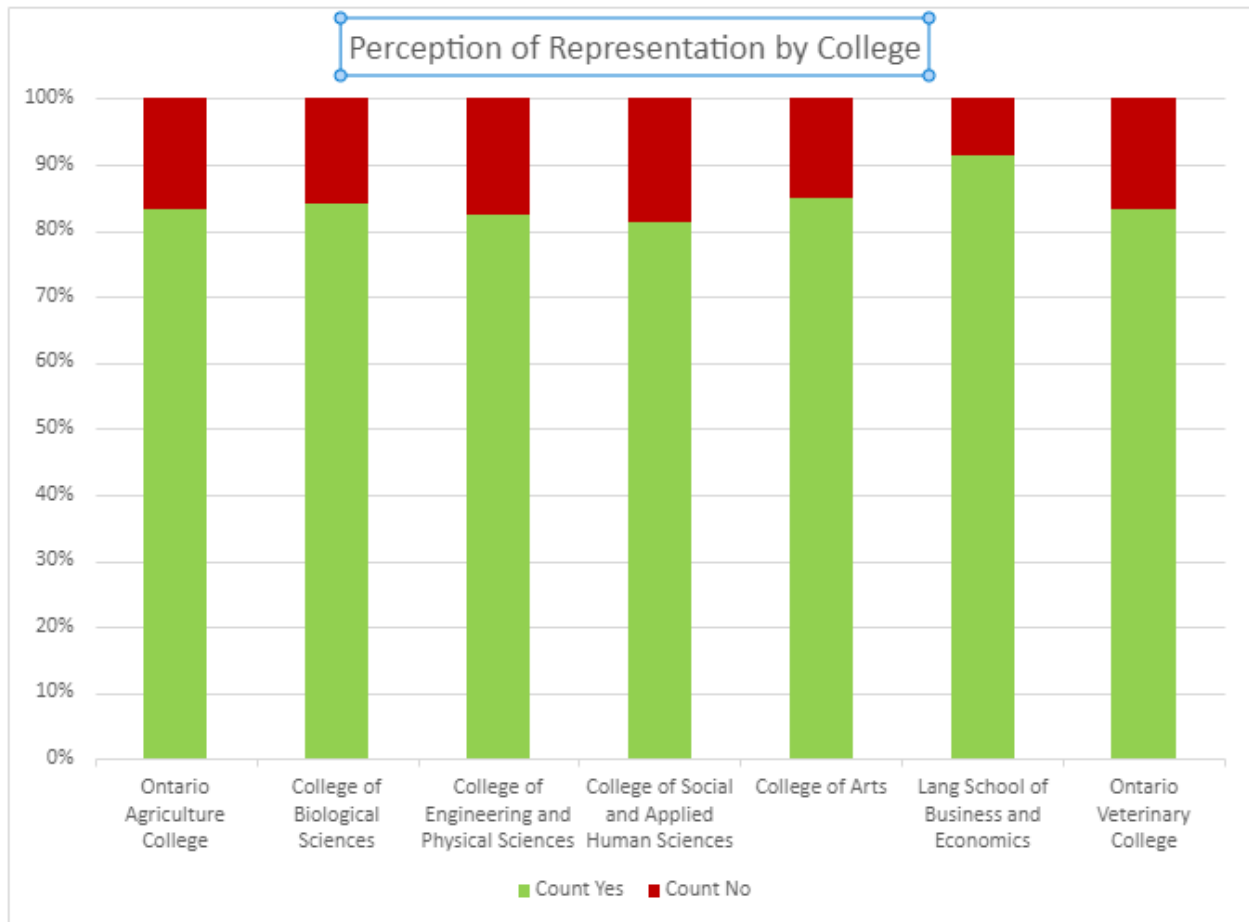


Figure 4: Representation survey results (n=1948) divided by college of registration. Registration information from the Office of Registrarial Services, and self-reported by students.

Recommendation: That the CSA encourages student representation from students in CSAHS, in collaboration with CSAHS-SA.

Summary of recommendations:

Recommendation: That the President and Policy & Transition Coordinator considers the timing of Jewish Shabbat when developing future Elections schedules and encourages the Elections Office to not hold events on Friday evening.

Recommendation: That the recommendations from the F23 Elections Report be acted on more, including posts about Board agendas, letting students get to know their representatives more (especially first years who may not have been a part of the elections).

And further: That special emphasis is placed on promotion of the appointed representatives, since many students will have no idea who any of them are due to them not being elected.

Recommendation: That, in partnership with OVC's Student Affairs Coordinator, programming is expanded or modified for the accessibility of veterinary students.

Recommendation: That candidates are encouraged to submit materials as early as possible in the election cycle so that they may be approved prior to the voting period.

And further: That the schedule of future elections be reconsidered to not include Reading Week.

Recommendation: That the Elections Office, in collaboration with the Vice-President, Academic; Office of Registrarial Services; and the Associate Vice-President Academic's office, create a comprehensive list and/or guide to determining which college students are registered in.

Recommendation: That the Board continues to participate in class talks and must report them to the CRO by email.

And further: That candidates receive additional training on class talks.

Recommendation: That posters, being primarily used as an information source rather than an access method, be expanded to contain more information, especially for specific student populations.

Recommendation: That in-person table engagement be expanded to encourage more people to interact with table staff and drive more responses.

Recommendation: That tabling in College of Arts-specific spaces (such as the MacKinnon Building) be expanded

Recommendation: That the CSA expands poster runs into Macdonald Hall, in collaboration with Lang and building management

Recommendation: That the CSA encourages board members representing OAC and staff who are a part of OAC to speak to the student population in OAC-specific courses and events.

Recommendation: That staff and board members within OVC are provided with additional talking points for other OVC students, in collaboration with the OVC Manager, Student Affairs

Recommendation: That the CSA encourages student representation from students in CSAHS, in collaboration with CSAHS-SA.

William Coleman, Chief Returning Officer

Lauren Pyne, Assistant Returning Officer

Colleen Bovay, Policy & Transition Coordinator

Received by the Board of Directors: June 5, 2024

Motion

Board of Directors Meeting # 1

June 5, 2024



Item 1.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 1 on June 5, 2024 be adjourned at pm.

Moved:

Seconded: