

AGENDA

Board of Directors Meeting # 11

November 29, 2023 – 6:00 pm



Agenda – November 29, 2023

11.0	Call to Order	
11.1	Land Acknowledgement Member Jonah Greenhut	
11.2	Adoption of the Agenda 11.2.1 Approve the Agenda 11.2.2 Declarations of Conflicts	1
11.3	Ratifications and De-Ratifications 11.3.1 Ratify GRCGED Representative 11.3.2 De-Ratify Lang Student Association Representative	2 3
11.4	Comments from the Chair 11.4.1 Introductions and Pronouns	
11.5	Approval of Past Minutes 11.5.1 Meeting # 10 – November 15, 2023	4
11.6	Executive Committee Minutes 11.6.1 Meeting # 17 – October 19, 2023 11.6.2 Meeting # 18 – October 30, 2023	41 42 43
11.7	Executive Updates 11.7.1 President – November 29, 2023 11.7.2 VP Student Experience – November 29, 2023 11.7.3 VP Academic – November 29, 2023 11.7.4 VP External – November 29, 2023	47 48 50 52
11.8	Director Reports	
11.9	CSA Service Update and Report	
11.10	Committee Updates and Reports 11.10.1 Summary of Committee Appointments 11.10.2 SEIF Committee Minutes	53 58
11.11	Business 11.11.1 Fall 2023 By-Election Report 11.11.2 At-Large Director Appointments 11.11.3 Appoint Member to CSA/GSA Transit Committee 11.11.4 Appoint Member to SEIF Committee 11.11.5 Appoint Members to Clubs Conduct Tribunal	66 78 81 82 90
11.12	New Business 11.12.1	
11.13	Announcements	
11.14	In Camera Session	
11.15	Adjournment	94

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 11 on November 29, 2023, be approved as printed and distributed.

Moved:

Seconded:

Item 11.2.1 (b) Amend the Agenda

MOTION TO AMEND: that the agenda be reordered so that item **11.11.1: Fall 2023 By-Election Report** is the first item of discussion.

Moved: Shaima Alam, President

Seconded:

Item 11.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 11 on November 29, 2023, be approved as amended with:

- The reordering of the agenda so that item **11.11.1: Fall 2023 By-Election Report** is the first item of discussion.

Motion

Board of Directors Meeting # 11

November 29, 2023



Item 11.3.1

Ratify Guelph Resource Centre for Gender Empowerment and Diversity Representative

MOTION: That Danielle Callaghan be appointed as the Guelph Resource Centre for Gender Empowerment and Diversity representative on the 2023-24 CSA Board of Directors, effective immediately.

Moved:

Seconded:

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.3.2

De-Ratify Lang Students' Association Representative

WHEREAS Member Ethan Gouveia has submitted his resignation from the CSA Board of Directors;

MOTION: That Ethan Gouveia be de-ratified as the Lang Students' Association representative on the 2023-24 CSA Board of Directors, effective immediately.

Moved:

Seconded:

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.5
Approval of Past Board Minutes

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

11.5.1	CSA Board Meeting # 10	November 15, 2023
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Moved:
Seconded:

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Attendance – November 15, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Present	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	
Nate Broughton	College of Engineering and Physical Sciences	Present	
Mason Friebe	College of Social and Applied Human Sciences	Present	
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	
Bella Litvak	Ontario Agricultural College	Present	
Hillary Schneider	Ontario Agricultural College	Present	
Noam Einy	Ontario Veterinary College	Present	
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Kennedy Koeslag	College of Arts Student Union	Present	
Natalie Wilkinson	College of Biological Science Student Council	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Rachel Marcus	College of Social and Applied Human Sciences -Student Alliance	Present	
Ethan Gouveia	Lang Students' Association	Regrets	
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Present	d: 8:15pm
Jayden Khan	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Joshua Ivan Jacinto	International Student Organization (ISO)	Present	
Krishna Ratnarajah	Interhall Council (IHC)	Present	
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Eknoor Walia	Ontario Public Interest Research Group	Present	
Marcus Aldred-Ganhao	Student Senate Caucus	Present	
Harsimran Kalra	Board of Governors	Regrets	
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Shaima Alam	President	Present	
McKenna Williams	Vice President Student Experience	Present	
Bawneet Singh	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Nikki Tu	Scribe

Guest	Affiliation
Joy Amyotte	FoodBank 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 # 10
November 15, 2023 – 6:00 pm
UC 442



Summary of Resolutions

10.2 Adoption of the Agenda

10.2.1 Approve the Agenda

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

Motion Carried

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

Motion Carried

MOTION TO AMEND: to add item **10.3.1 Ratify International Student Organization Representative** and item **10.3.2 Ratify the College of Arts Student Union Representative** to the agenda.

Motion Carried

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

- The reordering of the agenda so that item **10.9.1 FoodBank Service Update** is the first item of discussion.
- The addition of item **10.3.1 Ratify International Student Organization Representative** and item **10.3.2 Ratify the College of Arts Student Union Representative** to the agenda.

Motion Carried

10.3.1 Ratify the International Student Organization Representative

MOTION: that Joshua Jacinto be appointed at the International Student Organization Representative on the 2023-2024 CSA Board of Directors effective immediately.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Motion Carried

10.3.2 Ratify the College of Arts Student Union Representative

MOTION: that Kennedy Koeslag be appointed as the College of Arts Student Union Representative on the 2023-2024 CSA Board of Directors effective immediately.

Motion Carried

10.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
10.6.1	Meeting # 16	October 16, 2023

Motion Carried

10.7 Executive Updates

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

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

Motion Carried

MOTION: to move to a Committee of the Whole for the duration of item 10.91.

Motion Carried

10.9.1 FoodBank Service Update

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



(a) Extend Speaking Rights to FoodBank Coordinator

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

MOTION: to extend speaking rights to Joy Amyotte, FoodBank Coordinator, to present the FoodBank Service Update.

Motion Carried

(b) Receive the FoodBank Service Update Presentation

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

Motion Carried

MOTION: to close the Committee of the Whole

Motion Carried

10.10.1 Summary of Committee Appointments

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

Motion Carried

10.10.2 Hiring Committee Report: Front Office Assistant

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



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

Motion Carried

10.10.3 Hiring Committee Report: FoodBank Assistant

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

Motion Carried

10.10.4 Hiring Committee Report: Clubs Coordinator

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

Motion Carried

10.10.5 Policy & Bylaw Review Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
10.10.5	Meeting # 3	July 17, 2023

Motion Carried

MOTION: to fix time of adjournment to 10:30 PM

Motion Carried

MOTION: to divide the question of 10.11.1 by taking out clause four and moving it into a separate motion.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Motion Carried

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

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

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

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

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

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

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

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

AND FURTHER that the comments section of the Instagram post be enabled;

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

Motion Carried

10.11.1b Sub-Committee Statement on the War in the Middle East

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



MOTION: that the CSA will actively work with the GPSA to restore their trust in our organization;
and

BE IT FURTHER RESOLVED: to send this item to the existing subcommittee.

Motion Carried

10.11.2 Appoint Member to Student Health and Dental Plan Committee

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

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

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

Noam Einy

Motion Carried

10.11.3 Appoint Member to Elections Appeals Board (EAB)

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

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

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

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

Krishna Ratnarajah

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Motion Carried

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

WHEREAS CSA Policy Appendix D, Section 7.3 requires a maximum of six members for the SEIF Committee, consisting of the following:

- CSA President
- One additional member of the Executive Committee
- One At-Large or College representative
- One Student Organization representative
- Up to two additional Directors

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

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

Jayden Khan

Motion Carried

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Agenda – November 15, 2023

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

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



10.13	Announcements	
10.14	In Camera Session 10.14.1	
10.15	Adjournment	

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Minutes – November 15, 2023

10.0 Call to Order

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

10.1 Land Acknowledgement

Member Mckenna Williams delivered the following land acknowledgement:

As we are gathered here, it is crucial to acknowledge the history of the indigenous land we now occupy. Today, and for hundreds of years now, we have been guests on the ancestral lands of Attawandaron, the Anishinaabe, and the Haudenosaunee peoples, and the treaty lands of the Mississaugas of the Credit. Let us respect and be mindful of the spirit of the Dish with One Spoon covenant in our everyday lives, which symbolizes friendship and peace, and invites us to collectively nurture and share the resources we all may access on this land today. Let us also be mindful of these practices in our community, especially in consideration that there are others that are currently plagued by violence and unjustly barred of resources on this Earth we are meant to share. Today, let us express gratitude to the First Nations, Metis, and Inuit people who cared for this land for so long so that we may share and benefit from it, and let us continue to work as individuals to abolish the systemic oppression that still affects the livelihood of Indigenous people everywhere to this day. And finally, a reminder that activism should not end at this acknowledgement, but should be continued through education, remembrance, and efforts towards change as we live and breathe.

10.2 Adoption of the Agenda

10.2.1 Approve the Agenda

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

Moved: Jake Levy

Seconded: Noam Einy

Motion Carried

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



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

Moved: Jake Levy
Seconded: Nate Broughton

Motion Carried

MOTION TO AMEND: to add item **10.3.1 Ratify International Student Organization Representative** and item **10.3.2 Ratify the College of Arts Student Union Representative** to the agenda.

Moved: Jonah Greenhut
Seconded: Marcus Aldred-Ganhao

Motion Carried

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

- The reordering of the agenda so that item **10.9.1 FoodBank Service Update** is the first item of discussion.
- The addition of item **10.3.1 Ratify International Student Organization Representative** and item **10.3.2 Ratify the College of Arts Student Union Representative** to the agenda.

Motion Carried

10.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

10.3 Ratifications and De-Ratifications

10.3.1 Ratify the International Student Organization Representative

MOTION: that Joshua Jacinto be appointed at the International Student Organization Representative on the 2023-2024 CSA Board of Directors effective immediately.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Moved: Jonah Greenhut
Seconded: Marcus Alger-Ganhao

Motion Carried

10.3.2 Ratify the College of Arts Student Union Representative

MOTION: that Kennedy Koeslag be appointed as the College of Arts Student Union Representative on the 2023-2024 CSA Board of Directors effective immediately.

Moved: Noam Einy
Seconded: Mauricio Fernandez

Motion Carried

10.4 Comments from the Chair

If at any point during the meeting you wish to request the Speaker's List, please raise your placard. If you need to raise a Point of Information, a Point of Personal Privilege, a Point of Parliamentary Procedure, or a Point of Order, please raise your hand.

10.4.1 Introductions and Pronouns

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

10.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
10.6.1	Meeting # 16	October 16, 2023

Moved: Marcus Aldred-Ganhao
Seconded: Eknor Walia

Motion Carried

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



10.7 Executive Updates

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

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

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Motion Carried

10.7.1 President

This month has involved a lot of training and the transition of our new executives.

The AGM is coming up. There have been a lot of initiatives for promotion, and we will need help from the board to continue class talks to meet quorum. Please email the PTC if you would like to be a volunteer as a board contact for students who are unaware of the Rules of Order.

Taylor Swift's Night will be happening next week on Friday. We are hoping to reach a capacity of 500-600 people.

The President will be sending out a Newsletter tomorrow for upcoming updates and events.

We have been updating job descriptions and overseeing staff evaluations.

At the next board meeting, we plan to play games at the end as it is our last board meeting of the semester.

10.7.2 VP Student Experience

VP Student Experience is in the process of transitioning for the role. They have been figuring out what committees they sit on and who has been occupying them in the past.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Planning and helping with events including Taylor Swift's Night, Stressbusters, and Minute to Win It Games.

Working on helping clubs out by providing them understand funding applications.

Expanding our menstrual hygiene initiative by providing menstrual products in washrooms. A couple years ago, we had a giveaway of 100 diva cups, we are hoping to do that again as it was a very successful event.

For social media, we will be creating a TikTok account, and I will be taking over the Instagram account.

10.7.3 VP Academic

VP Academic is in the process of transitioning for the role. They are sitting on 40-50 committees; however, some are inactive and could be active in upcoming months. Committees that need policy and procedural workings include Board of Undergraduate Studies, Taskforce on Student Conduct Policy, Late Payment and Reinstatement, Compulsory Fees Committee, and many more.

There will be opportunities to supervise the SHAC as I transition into the role.

The Art in the Bullring event is happening in collaboration with Fine Art Network on November 23 from 6:00-8:00 PM. Submissions are due on November 17 at the Fine Art Office.

10.7.4 VP External

Last month, we released a central transit bus pass feedback form. There were recommendations for the forum to be tailored more towards student needs.

This month, Samar will be headed to town hall to advocate town councillors of Guelph to continue investment in Guelph Transit.

FoodBank is doing incredible thanks to Joy and our team. All our registered and waitlisted folks get put on a list that gets sent to UofG's registrar office to confirm which student is officially registered.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Fall bus passes will expire soon. For distance education and co-op students, the winter semester bus passes will be available for purchase from December 8 to December 14 from the front office. Promotion will be going out on November 20.

For National Day of Action, we did not have any students join us despite the immense promotion. Shaima and I advocated with full strength at Doug Ford's office to march for free and accessible education.

Graduate and undergraduate students need more support. CSA and GSA are looking into collaborating to aid students.

The Ethical Code of Conduct Committee will have their first meeting in December. There will be exploration in encouraging committee to see environmental assessment impact reports for buildings being built on campus.

The directory for water fountains has been able to reach 50% of student spaces.

10.8 Director Reports

Member Friebe attended a PBRC meeting. He also attended the subcommittee for the statement regarding the Middle East and had a productive conversation with everyone.

Member Fernandez had his first UC board meeting of the year and ratified people. He also attended the PBRC meeting and subcommittee for the Middle East statement.

Member Joshua Jacinto spoke to many international students in regard to their view of CSA.

Member Aldred-Ganhao attended the subcommittee for the Middle East statement and hopes to bring the issue to a close tonight.

Member Levy attended the subcommittee for the Middle East statement. He also participated in the PBRC committee and a working group for the CSA Board of Directors meeting minutes.

Member Wilkinson sat on the SEIF Committee meeting and reviewed the activities of the clubs by approving and rejecting requests.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Member Greenhut sat on the Elections and Referendum Committee and had a productive conversation. He was ratified as the alternative member to the UC Board. He also attended the subcommittee for the Middle East statement.

MOTION: to have a 5-minute recess

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Motion Carried

10.9 CSA Service Update and Report

10.9.1 FoodBank Service Update

MOTION: to move to a Committee of the Whole for the duration of item 10.91.

Moved: Jonah Greenhut

Seconded: Jake Levy

The Board Chair explained that the presenter requested to use a more interactive presentation format which would not be allowed under our meeting rules of order. The Chair explained that the board can motion to move into a Committee of the Whole for the presentation, which is more informal and would allow for this type of presentation.

Motion Carried

(a) Extend Speaking Rights to FoodBank Coordinator

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



MOTION: to extend speaking rights to Joy Amyotte, FoodBank Coordinator, to present the FoodBank Service Update.

Moved: Jake Levy

Seconded: Natalie Wilkinson

Motion Carried

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

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

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

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

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

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

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

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



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

MOTION: to extend Joy Amyotte’s speaking time by 3 minutes.

Moved: Jonah Greenhut

Seconded: Noam Einy

Motion Carried

Although there is significant community support, we must keep a waitlist because of our capacity issues. The building we operate out of is small, which limits the amount of food we can store and the number of staff we can have working. To put this into perspective our working space is 51 meters squared while an average classroom in MacKinnon is 72 meters squared. We must work within these restrictions. The Foodbank is always open to suggestions on how we can improve the service should you ever get an idea: Foodbank@uoguelph.ca. Thank you!

(b) Receive the FoodBank Service Update Presentation

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

Moved: Nate Broughton

Seconded: Noam Einy

Motion Carried

MOTION: to close the Committee of the Whole

Moved: Jake Levy

Seconded: Marcus Aldred-Ganhao

Motion Carried

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



10.10 Committee Updates and Reports

10.10.1 Summary of Committee Appointments

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

Moved: Marcus Aldred-Ganhao

Seconded: Jake Levy

Motion Carried

10.10.2 Hiring Committee Report: Front Office Assistant

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

Moved: Abdul Rafe Khan

Seconded: Jayden Khan

Motion Carried

10.10.3 Hiring Committee Report: FoodBank Assistant

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

Moved: Marcus Aldred-Ganhao

Seconded: Abdul Rafe Khan

Motion Carried

10.10.4 Hiring Committee Report: Clubs Coordinator

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

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Moved: Bella Litvak
Seconded: Jonah Greenhut

Motion Carried

10.10.5 Policy & Bylaw Review Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
10.10.5	Meeting # 3	July 17, 2023

Moved: Daniel Spinner
Seconded: Marcus Aldred-Ganhao

Motion Carried

10.11 Business

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

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

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

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

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

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



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

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

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

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

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

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

Moved: Natalie Wilkinson

Seconded: Jake Levy

MOTION: to extend Member Wilkinson's speaking time to 15 minutes

Moved: Natalie Wilkinson

Seconded: Daniel Spinner

Motion Carried

The subcommittee was a result of 10 hours of meeting time. We came in with conflicting minds and came out with willingness to see each other's perspectives. We did our due diligence by consulting with groups. The statement was sent out to the following groups, the Guelph Hillel, Guelph Palestinian Student Association, the Muslim Student Association, the Middle Eastern Student Association, the Pakistani Student Association, Rabbi Rafe, and the Multi-Faith Resource Team. We sent the new statement to the groups and wanted to ask for their approval. We wanted to bring groups together and as such, changes can only be made if all student groups agreed upon it. The GPSA could not agree on the statement, they said the statement was neutral and posting it will not help Palestinian students feel safe. They believe no matter what they say, their opinions will be ignored. They strongly condemn all forms of hate and discrimination. The GPSA strongly stands in solidarity with the Jewish community that has been actively supporting them. They stated if the CSA cannot acknowledge the millions of Palestinians who have been murdered, had their land and home stolen, become homeless or refugees on their

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



own land and mascarded at the hands of Israel, then the CSA should not claim they support the Palestinian community. The GPSA stated they lost so much hope in the CSA and university and would like to continue advocating for Palestinians on their own. The GPSA also stated that the CSA has no Palestinians on the team and has been making many Muslims and Arabs on campus feel less safe than when the CSA stayed silent. They believe that without an apology, a new statement is not enough. They would also like to thank a few members of the CSA who have been trying to hear them out individually and advocate on their behalf. The Multi-Faith Resource Team says it is a thoughtful way of moving forward and has no drastic comments about the statement itself. Rabbi Rafe supports the statement if it does not come at the expense of removing or apologizing the previous statement as it would be harmful for the Jewish community. The Guelph Hillel Team would like to include an actionable step towards combatting hate in the UofG community. Those were the last emails I received until today. The four of us tried our best. If people could just see the human in each other, we could settle a lot of differences. As we discuss this further, please keep in mind that we do not want more harm done.

AMENDMENT TO MOTION: to change comments from disabled to enabled.

Moved: Samar Tariq, VP External

Seconded: Eknor Walia

VP External says it will hurt our membership to turn comments off. As someone who speaks to hundreds of students every day, this would be odd. We can monitor the comments. We should enable them to strive towards healing and allow students to express their opinions.

Member Levy states that there were many comments that could not be deleted that were threatening or violent in the previous statement. CSA has many different ways for students to get in contact with the representatives and directors. It does not need to be in a social media comment section where people will attack each other or say hurtful things. We can put in the caption for students to get in touch with the board.

The President states we have a student membership from the ages 18-22, the way they interact with us is through online social media. Folks don't come to our events. There is no way of us going through the motion if we do not actively receive feedback. VP Student Experience will be able to help monitor the comments.

Member Walia states that turning off comments would be to further silence students. It is a space to share opinions compared to forcing students to come in person. Feedback does not equate to threat of any kind. Accountability equates to responsibility.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Member Neiterman states that to disable the comments means turning the page. The statement is an attempt to bring students back together, we have consulted many communities, and we need to understand the impact of turning on comments. People may fight in the comments, and it is not the most beneficial way to move forward.

Member Einy states it is important for the Guelph community to have a way to speak and voice their concerns. I also want to say while there were students commenting on their opinions, there were also threats being made. We do have more staff now to monitor the comments and perhaps we should start by leaving comments on and if it gets handled out of hand, we can turn it off.

MOTION: to call the question

Moved: Marcus Aldred-Ganhao

Seconded: Jake Levy

Motion Carried

MOTION TO AMEND: to change comments from disabled to enabled.

Motion Carried

MOTION: to divide the question, separate the motion to receive the information as one section, the next section that statement be posted and the motion for the comments, then a third motion that the CSA will work with GPSA to restore trust in our organization, then the fourth motion will be the PBRC committee.

Moved: Eknor Walia

Seconded: Samantha Scott

Member Aldred-Ganhao states this is a poor idea as the subcommittee has spent hours finding a solution. Doing this now will waste more time. We should put this to rest by taking what the subcommittee has proposed and unite the Guelph community as a whole.

Member Khan believes dividing the question is a good idea. They think it is important to have all board members agree on the motion. In terms of unity being restored on campus, they do not know if we will ever reach that point according to the emails that have been read by another member.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Member Neiterman states that we as a subcommittee worked with these organizations and got feedback. What's being brought forward is a central statement that would be beneficial to the students on campus. Dividing everything into several hours of conversation may be doing more harm than good.

Member Scott believes that dividing the question may provide more conversation and that we do not want to lose the importance of the actual items amongst that conversation.

Member Wilkinson adds that as the point of contact for this subcommittee, we did not receive any amendments to what we put nor any further suggestions regarding this matter.

Member Scott states that this motion was not given to the groups. They only saw the statement.

Member Amayaevbo answered that the motion was not shared with the full subcommittee, but the accommodations were and voted on majority.

Member Levy shared that every single point in the motion was brought forward by the groups we consulted or something we decided on with overwhelming majority vote for each item. This motion was not shared with the groups.

Motion Defeated

Member Einy urges people who are watching these comments to take lots of due diligence. We should be notified and make a judgement call if things are getting out of hand. We should thank the VP Student Experience for taking the time to monitor the comments.

MOTION: to call the question as a whole

Moved: Marcus Aldred-Ganhao

Seconded: Jake Levy

Motion Defeated

MOTION: to have a 5-minute recess

Moved: Jake Levy

Seconded: Daniel Neiterman

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Motion Carried

Member Wilkinson states that we could all have some duty to do something without causing more harm. Multi-Faith Resource Team said healing and uniting our relationship takes time.

VP Student Experience adds that with regards to restoring trust, she would be happy to lead that and coordinate with GPSA. Doing more in-person communication is the most important thing to do and she thinks this is a priority.

Member Levy agrees that in-person communication sounds amazing. In the past, the members of Hillel met with CSA weekly and used to have in-person communication. If we could do that with members of the board with the GPSA and other groups that feel unsupported from the statement, we can have conversations with them and build that bridge.

Member Rafe Khan suggests creating a subcommittee involving executives from CSA clubs. They would deal with major matters that students could face in the future.

Member Ratnarajah states this conflict is ongoing and taking time to let this relationship heal will not do anything. The GPSA in the email says they feel constantly disrespected. A statement without apology won't do anything.

Member Neiterman states we should have a formalized process that everyone in a scenario should have the same support. In the standpoint of the subcommittee, we feel the recommendations on the motion would minimize any additional harm. This will promote healing the best way it can.

MOTION TO AMEND: to remove the previous statement on Instagram and replace it with a new one on Instagram to restore trust and professionalism of the CSA;

BE IT FURTHER RESOLVED: that the previous website's statement be removed and replaced with a new one as the level of harm to the organization and individuals be acknowledged;

BE IT FURTHER RESOLVED: that the board members and executives work together to rehabilitate and help build the membership for the winter semester through in-person conversation and restorative/educational programs carried in good faith for the students.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



The VP External requested to motion the above amendment to the motion. The Board Chair ruled the amendment out of order as it is out of the scope of the original motion and would need to be its own separate motion.

Member Walia expresses her disappointment by the statement brought forward by the subcommittee. Refusing to take the post down already establishes siding. It seems to be better to say nothing at all than posting another statement. Consider the implications. GPSA did send an email to what can be done and none of them have been considered.

Member Wilkinson explains that the Multi-Faith Resource Team were impressed with us creating a formalized process as well as our commitment to mitigate things in the future. We're only 20-year-olds with not a lot of experience and we need to work together, consult people, and be more careful moving forward. GPSA did bring some concerns and the statement does not encapsulate all that, but hopefully something good comes from this.

MOTION: to fix misspellings and typo errors within the statement.

Moved: Shaima Alam, President

Motion Carried by unanimous consent

MOTION: to add Diversity and Human Rights office within the statement

Moved: Shaima Alam, President

Motion Carried by unanimous consent

Member Levy is surprised how much backlash there has been to the statement itself. It does not say anything controversial; we want a safe place on campus, we don't tolerate any discrimination. We're passing a statement that is centered and supportive of all students on campus.

Member Neiterman reminds us that we have already made a mistake in the past. We consulted with the GPSA. The President wants to apologize, but we may be opening a wound on the other side. Apologizing is performative and not addressing anything.

Member Aldred-Ganhao states that democracy is messy, and the subcommittee has come to agreement and should come to a close. We are going in circles; it has been a long couple of meetings the past weeks.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



MOTION: to divide the question by taking out clause four and moving it into a separate motion

Moved: Daniel Neiterman

Seconded: Jake Levy

Motion Carried

VP External explains that the statement is not the issue. It is the absence of numbers, Palestinian death tolls. Those numbers are not explicitly mentioned. Apologizing is not a smack in the face, we're apologizing for the lack of equal numbers.

VP Student Experience responds with respect to previous members, she thinks we should exercise caution with putting a statement when the GPSA are uncomfortable inputting their input. She thinks it is not a good thing to be doing, they may not even be interested in improving our relationship if we go ahead. She commends the efforts of the subcommittee in minimizing harm, but we should communicate with the GPSA in a different way.

Member Neiterman reiterates we are talking in circles; we should have time to discuss the second motion. We need to focus on providing support for the students. We can discuss this in the next motion on how to move forward with the GPSA.

Member Ratnarajah believes there is no support for Palestinian students in this statement. We know their opinion on this by the email they sent. There is no wrong in putting out an apology.

MOTION: to call the question as it was divided

Moved: Marcus Aldred-Ganhao

Seconded: Jake Levy

Motion Carried

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

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

MINUTES – CSA Board of Directors Meeting # 10 – November 15, 2023 Page 29 of 36

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



BE IT FURTHER RESOLVED that the comments section of the Instagram post be enabled;

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

Motion Carried

BE IT RESOLVED that the CSA will actively work with the GPSA to restore their trust in our organization;

Moved: Natalie Wilkinson

Seconded: Jake Levy

MOTION: to a 10-minute recess

Moved: Marcus Aldred-Ganhao

Seconded: Abdul Rafe Khan

Motion Carried

MOTION: to postpone this motion after item 10.11.2, item 10.11.3, item 10.11.4, and item 10.11.5

Moved: Shaima Alam, President

Seconded: Naomi Amayaevbo

Motion Carried

MOTION: to fix time of adjournment to 10:30 PM

Moved: Jonah Greenhut

Seconded: Noam Einy

Motion Carried

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Member Einy believes there should be an apology for not including Palestinians in the original statement. We should stand up for what we did wrong and try to remedy with the people who we distrusted.

MOTION TO AMEND: that the CSA will actively work with the GPSA to restore their trust in our organization; and

BE IT FURTHER RESOLVED: that the VP Student Experience be delegated as the responsible executive for this item.

Moved: Marcus Aldred-Ganhao

Seconded: Jake Levy

Member Aldred-Ganhao believes the VP Student Experience can provide a fresh perspective on this situation.

The President mentions that the VP Student Experience is still in transition and getting them to fix the CSA's image is a huge responsibility. The GPSA already specifies that they lost trust in the people in this process, sending someone who had nothing to do with this would not make any sense.

Member Levy states the VP Student Experience did mention they were willing to be the spokesperson. However, the current motion is too much of a capacity for the VP Student Experience. It is still a good idea to have the VP Student Experience meet with the GPSA.

Member Amayaevbo proposes that we should make an apology and approve it. As for the VP Student Experience, she is new to the job, and we should not give her homework.

Member Neiterman expresses that it would not be in the best interest for the new VP Student Experience to deal with something as monumental as this. We should send a letter to GPSA on how we failed them.

MOTION: to extend speaking rights to guests.

Moved: Jonah Greenhut

Seconded: Eknor Walia

Motion Carried

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



The guest, Aaliyah, insists that putting this issue into someone else's hands goes against what was discussed in the subcommittee in regard to accountability and feels insincere.

MOTION: to call the question

Moved: Jake Levy

Seconded: Noam Einy

Motion Carried

MOTION TO AMEND: that the CSA will actively work with the GPSA to restore their trust in our organization; and

BE IT FURTHER RESOLVED: that the VP Student Experience be delegated as the responsible executive for this item.

Motion Defeated

Member Ratnarajah agrees we should post an official apology so that the communities can repost it as well.

Member Neiterman thinks perhaps a post is no longer the right way to deal with this. Creating dialogue and implementing something where GPSA can work with us is better than a blanket statement on Instagram. We should draft a letter to the GPSA where the failure happened by the board and create a formalized process moving forward anytime there is an issue affecting students.

Member Einy asks whether or not GPSA would be receptive to this idea after we post the statement.

Member Neiterman responds that within the 24-hour timeframe before the post, we can email GPSA that we are working on earning their trust back and would like to work with them.

The guest, Aaliyah, reiterates GPSA clearly stated that they want an apology and rescind the original statement. They think that a public apology is very beneficial. Publishing a neutral statement has never helped the oppressed, only the oppressors.

Member Greenhut believes that a public apology is important and hopes that it will be implemented. Additionally, a letter of apology to GPSA and an open dialogue with them.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



A committee should be responsible for creating a letter, an apology post, and scheduling sessions of dialogue with the GPSA and VP Student Experience.

MOTION TO AMEND: to send this item to the existing subcommittee and add The President and VP Student Experience as voting members.

Moved: Marcus Aldred-Ganhao

Seconded: Noam Einy

MOTION TO AMEND THE AMENDMENT: to keep the Executives out of the sub-committee.

Moved: Daniel Neiterman

Seconded: Natalie Wilkinson

Motion Carried

MOTION: to call the question

Moved: Daniel Neiterman

Seconded: Jonah Greenhut

Motion Carried

MOTION TO AMEND: that the CSA will actively work with the GPSA to restore their trust in our organization;

BE IT FURTHER RESOLVED: to send this item to the existing subcommittee.

Motion Carried

10.11.2 Appoint Member to Student Health and Dental Plan Committee

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

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

MINUTES – CSA Board of Directors Meeting # 10 – November 15, 2023 Page **33** of **36**

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



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

Noam Einy

Moved: Shaima Alam, President

Seconded: Jake Levy

Motion Carried

10.11.3 Appoint Member to Elections Appeals Board (EAB)

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

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

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

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

Krishna Ratnarajah

Moved: Shaima Alam, President

Seconded: Jonah Greenhut

Several members volunteered, so a secret ballot vote was held to determine the appointee.

Motion Carried

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

WHEREAS CSA Policy Appendix D, Section 7.3 requires a maximum of six members for the SEIF Committee, consisting of the following:

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



- CSA President
- One additional member of the Executive Committee
- One At-Large or College representative
- One Student Organization representative
- Up to two additional Directors

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

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

Jayden Khan

Moved: Shaima Alam, President

Seconded: Nate Broughton

Several members volunteered, so a secret ballot vote was held to determine the appointee.

Motion Carried

MOTION: to postpone item 10.11.5 to after item 10.11.1b

Moved: Jake Levy

Seconded: Noam Einy

Motion Carried

The meeting was adjourned at 10:30pm prior to completing the agenda, as per the motion to fix the adjournment time.

MINUTES

Board of Directors Meeting # 10
November 15, 2023 – 6:00 pm
UC 442



Approved by the Board of Directors

Date: November 29, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
11.6.1	Meeting # 17	October 19, 2023
11.6.2	Meeting # 18	October 30, 2023

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)

Meeting #17 – Oct 19, 2023 – 8:51 am

Teams Meeting



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

Regrets: None

Guests: Naomi Amayaevbo, Natalie Wilkinson

1.0 Call to Order @ 8:51 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 Approval of the Previous Executive Committee Minutes

Meeting #16 Minutes were approved.

4.0 Business

4.1 Motion: From the attention brought by Board of Director Naomi Amayaevbo and Natalie Wilkinson, executives are calling an emergency in person Board of Directors Meeting on Monday, October 23, 2023, 7:00 pm.

Moved: Shaima Alam

Seconded: Junpyo Lee

Motion Carried.

5.0 In Camera

There was no in camera session.

6.0 Adjournment @ 9:00 am

Next Meeting: October 23, 2023

Minutes

Executive Committee Meeting (ECM)

Meeting #18 – October 30, 2023 – 7:30 pm

MS Office



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

Regrets: None

Guests: None

1.0 Call to Order @ 7:30 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

It's been chaotic.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #17 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Executive transitioning and training planning had begun. Prioritizing training and projects that the new VPs would have to get working on immediately. Now that we know who the new execs are, had a chat on their initial available hours, and staff asked to schedule in the trainings they were asked to provide with the respective execs based on schedule.

Clubs coordinator position was opened, interviewed and hired. Transitioning has begun. Interestingly enough, is the same person currently I have staff to coordinate SEIF. Was also a BoD so has a lot of in house knowledge, making training easier.

Had the October monthly All Staff meeting. Really the first one to be structured like the new way I want to do the All staff meetings. Staff seemed to uptake well to the introduction of team building activities in the first half. And short quick updates for second bit. Seem to be ending a little too early though. Going to look at the timing of the next one and make changes accordingly for new semester.

Finally presented the CSA staff orientation training I made this year for the last time. Got all the staff who missed the first two and the new staff, and one of the new execs.

Several HR issues have been ongoing, a few have been completed.

Minutes

Executive Committee Meeting (ECM)

Meeting #18 – October 30, 2023 – 7:30 pm

MS Office



5.1.2 Supervisory

Elections

Campaign period, voting period and extension period passed mostly without a hitch. The new policy changes were implemented successfully, with the All Candidates Forum, hybrid polling stations, increase of security. Certain things need to be figured out in time for next election, like a way to do pre-verification versus post. Additionally, need to have a debrief meeting with everyone involved on how responsibilities need to be split moving forward because several confusions happened.

Events

Student Experience Coordinator provided tech and tables for the vigil.

Sexy Bingo

Got games and resources from WEPC, bought sex toys with jack, found an old important memorandum with Brass Taps related to payments, and had a great first Brass Taps Sexy Bingo of the year! Will continue doing the newly introduced mini games in future sexy bingos.

Taylor Swift Night

Had our first committee meeting. Had a huge brainstorming session with over 20 ideas. Reduced it to under 8 to make manageable. The group is super pumped to make a special night. Using Eventbrite for the first time since Bill Nye for an event at CSA. Responsibilities for the event was split amongst the group, making the process much easier compared to other events planned so far this year between Jack and I.

Monster Mash

Planned and hosted. The numbers were not as favourable as hoped with 75 people. Will probably not do a similar event again considering amount of work needed. However, the folks who attended seemed to really enjoy, and costume winner was awesome. Thanks Samar for helping out at the event.

Halloween Haunt

Collab with IHC and OCUS to take 3 buses of students to wonderland for Halloween haunt went successfully. Thanks Jun for helping out at the event. Probably won't do again, because total 120 students is not worth the cost of money put in. Students who went super enjoyed. Was chaotic but in a fun way.

Social Media

Minutes

Executive Committee Meeting (ECM)

Meeting #18 – October 30, 2023 – 7:30 pm

MS Office



Due to the frequency of board meetings, have been having to do a lot more frequent filming of board summary reels. Still sticking to trying to be transparent of our process to students, and continuing to communicate all our ongoings and our series.

5.1.3 Miscellaneous

AGM

Have put in several meetings in everyone's calendars for the different aspects of the AGM that needs to be planned. Working on additional promo planning separately with PSC.

Student Health and Dental Plan

Had a meeting with UofG admin on the data breach that happened earlier in the year at Gallivan's, CSA/GSA insurance provider's, third party company data handler. Additional ways to prevent future breaches were talked about.

Committees

Student Financial Services Advisory Committee, Compulsory Fees Committee (CFC) CFC Subcommittee to review status of Peak, Student Executive Council, and Student Budget Committee.

SEIF committee meeting #1 occurred for the first deadline, approved and denied applications. Refer to minutes for more information. New updated policy and process serving well in efficiency.

Had a second Cannon operating meeting. Now that invoice approved for barking dog studios for accessibility update of the cannon website, reviewed design options from Emma. Approved certain designs. Reviewed budget. Brainstormed launch of new look. Initiated chat of terms of reference, put into writing the employment of John into minutes.

Board

Have been looking into additional tools to help monitor comments, and have been talking to Irene, Jen and people from communications on how to better handle the situation post the board passed statement. Have had several emails, calls and conversations from individual BoDs with varying demands after their statement was posted, mostly concerning their safety and how I should be protecting them. Communication from the board to exec seems to be at an all-time high, quite in contrast to before the statement was brought forward by the board. Regardless, have had security for a BoD come out of board appreciation budget line, invoice should be coming in soon. Virtual joining was allowed for a few through an accommodation lens. Learning about

Minutes

Executive Committee Meeting (ECM)

Meeting #18 – October 30, 2023 – 7:30 pm

MS Office



new things on this campus and our bylaws. Need to be making clear to board that for anyone external to CSA, I am the CSA point of contact for arrangements, and not individual reps on our board, a lot of external contacts have been giving me confused calls and emails.

~~5.2 VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

SHAC evaluation is ongoing, coordinator one is done and two assistant coordinators' will be done by November 1. SHAC is also hosting Trick or Trivia events.

5.3.2 Miscellaneous

Transition

Transition to new incoming VP Academic is being done, went through committees, day to day duties, events to plan, and cases to handle.

5.4 VP External

5.4.1 Supervisory

Foodbank

Everything is going well. Looking to take off 60 students on the waitlist before the end of November.

Bike Centre

Closed

5.4.2 Miscellaneous

Food Insecurity

Collaborating with GSA to explore holistic solutions our unions can offer to students who are food insecure. Such as bursaries, grants, etc.

National Day of Action

Spread the word! Sign ups are still being accepted. Rallying for free and accessible education for all students on November 8th.

6.0 Business

7.0 New Business

8.0 In Camera

There was no in-camera session.

9.0 Adjournment @ 8:30 pm

Next Meeting: November 6, 2023

Item 11.7
Executive Updates

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

11.7.1	President	November 29, 2023
11.7.2	VP Student Experience	November 29, 2023
11.7.3	VP Academic	November 29, 2023
11.7.4	VP External	November 29, 2023

Moved:
Seconded:

Executive Update

President

November 29, 2023



General Update:

November is a wrap up month for a lot of the ongoing projects of the year as well as transitioning of new executives.

Ongoing Projects:

CSA Staff Update + Training:

Clubs Coordinator has been hired, and held last CSA Staff Orientation. Held the 3rd and last All Staff Meeting. This weeks activity was decided to be a paired up drawing game. Reminders for end of semester closing were given. Planning for end of semester staff appreciation is underway, I think VPs are now super onboarded now! Arranged executive bonding day. Making several sequential posts to introduce new execs. Website digestible portfolio updated, and Instagram posts, and UC banner and kiosks. Most staff evaluations have been done, and now we have updated most service staff evaluations content. Core staff content will be updated in December. Within weekly core staff meeting reviewed priorities of the year set in the summer and reevaluated their purpose, which ones were completed and how to accomplish. Have been updating job descriptions. Updated SEC job description to be something that can continue on with a VPSE present. Much more specific and structured, changing title of job as well. Stay tuned for when it is brought to board.

Outreach, Publicity, & Promotion:

Social Media

I've been doing our social media since the beginning of my term, created a whole new branding and look, created a lot of series like the weekly updates, the monthly posts, the frank Fridays, the board summaries, Mocktail Mondays, and guidelines for services. Now handing off on some responsibilities - so the VPSE can now do the day-to-day interactions and hopefully we can increase our engagement with our membership. Our ongoing series are continuing. Will continue to work with VPSE to ensure constant communication with students and outreach.

Newsletter

Sent November Newsletter with SHAC and Foodbank service spotlight. Promoted bus opt in and a lot of events, like AGM, sexy bingo, Taylor Swift Night etc. Sent an additional email day of AGM for outreach,

Events

Hosted sexy bingo again, with the introduction of mini games again, and for the first time with VPSE! Taylor Swift Night completed after several committee meetings and craft nights. Which is the end of me planning student experience events with the new

Executive Update

President

November 29, 2023



VPSE to take it on. Imaginus Poster Sale and Excuse Me at the Bullring are two events fully coordinated by the SEC. AGM was held and hit quorum.

Internal Committees:

Had two SEIF committee meetings to deny and approve applications. Having our Finance Committee. Had a Health and Dental Plan Committee will be talking about the myvirtualdoctor plan. For PBRC Working on policy to update organizational portfolios and match current procedures. Organizing the working group for statement making policy.

Services:

Bullring: Has concerts and great programming for the holidays!

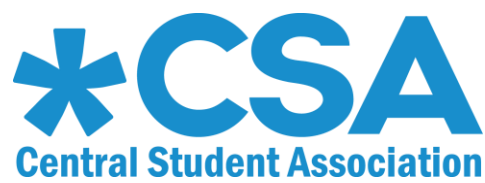
Elections: Elections has closed, new executives and board elected. Many things learned, and new policy implemented. Board appointment process was heavily advertised for vacancies left over. Got a lot of requests for forms, unfortunately, not many folks actually hit the 25 signatures from their college.

Shaima Alam

Executive Update

VP Student Experience

November 29, 2023



Hi friends! I hope you're all doing well and doing your best to prioritize "you time" during these last few busy weeks of the semester. This is what I've been up to these past few weeks:

Services

CSA Clubs

I've now taken over supervision of CSA Clubs fully. The Clubs Coordinator, Isha, is working to finish up accreditation now. So far, there are only a few outstanding clubs left that need to provide additional documentation to be accredited. I'll be meeting with the Clubs Event Coordinator, Ana Maria, to begin planning for CSA Clubs Days in January this coming week.

SafeWalk

SafeWalk has been running smoothly. Lee Anne is still working to sort out the insurance policy for our SafeWalk golf carts.

Committees

UC Governance Board

I'll be attending the upcoming meetings on November 29th and December 5th to be ratified into the UC Governance Board Operations and Programming Sub-Committee and the UC Governance Board, respectively.

Black History Month Planning Committee

I've been meeting with the BHM Planning Committee for the last few weeks to discuss event planning for February 2024. I've been mainly just providing perspectives for how these events can best impact undergraduate student experience and will be assisting with event planning in the coming months.

O-Week Advisory Committee (OWAC)

Myself and the Student Experience Coordinator, Jack, met with OWAC to discuss what went well during this year's and past years' O-Weeks and what we can do better next year.

SEIF Committee

The SEIF Committee met this week to review the last round of applications for the F23 semester.

Events

Fall Exam Season Stress Busters

This week, we are planning to give out \$10 gift cards to first year students coming out of classes in Rozanski Hall, LANG, and MacKinnon. These gift cards are left over from O-Week, so we plan to target first-year students specifically to ensure that supplies purchased using the O-Week Fee come back to them.

Next week, on December 4th and 5th, we will be running two Stress Buster events. On Monday, December 4th, we will be doing Minute-To-Win-It games in the University Centre Courtyard. Students will be welcome to join in on the fun for a chance to win a coupon for a free Bullring coffee or tea! On Tuesday, December 5th, we will be doing

Executive Update

VP Student Experience

November 29, 2023



pictures with Santa and free hot cocoa in the University Centre Courtyard! Bring your friends out to get your pic taken and chill out before exams!

Miscellaneous

Student Leaders and Admin Meeting (SLAM)

This past week, myself and the other executives attended the SLAM meeting to discuss Student Food Security and Housing Security.

Executive Update

VP Academic

November 29, 2023



Hey everyone! The past week was a rollercoaster for me. From learning new things to organise my first event was a comprehensive time for me. If you have any questions, don't hesitate to reach out at csavpacademic@uoguelph.ca.

Art in Bullring: The event happened as planned. 5 winners were announced and were given \$100 honorarium. Students enjoyed food, band and the fabulous artwork. The winners are:

"Nv Aftermath" by Ash Godley

"Fragmented" by Bella Lanci

"Current events in portrait" by Callum Hunter

"Pigeon" by Eleanor Stewart

"Your children will have protest" by Beck Stanbra

Committee Involvement: Junpyo was deratified from various committees during our last ECM and I was ratified on those committees.

Update from Information Technology Student Advisory Committee: We need students on the planning committee as we are discussing some future technological projects (Like Apps) for the betterment of the students' experience. Next meeting will in next semester. Those who are interested can email me.

Upcoming Stressbusters: We've been planning some fantastic stressbusters, including a photobooth with Santa, and minute-to-minute competitions. More information to come during the exam weeks in December.

Student Help & Advocacy Centre (SHAC):

Updates:

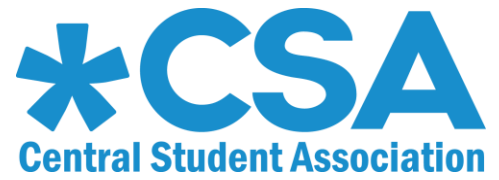
- Stressbuster painting night happened on November 27th, 2023, called "Pre-Exam Art Therapy" during 6-7:30 pm in Peter Clark Hall.
- Office hours for coordinators will change and will be updated on social media.

Bawneet Singh, VP Academic, 2023-2024

Information Report

Board of Directors Meeting # 11

November 29, 2023



Item 11.10.1

Summary of Committee Appointments

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

Moved:

Seconded:

Information Report

Board of Directors Meeting # 11

November 29, 2023



The following Summary of Committee Appointments is provided as information:

Policy & Bylaw Review Committee

Appointed: November 21, 2023 (Committee Meeting)

Samar Tariq	VP External
Nate Broughton	Director
Natalie Wilkinson	Director
Naomi Amayaevbo	Director
Nour Kashlan	CSA Member
Jack Geikie	CSA Member
Samantha Fischer	CSA Member
Hana Hassan	CSA Member
Roodiya Awosanmi	CSA Member

Student Events and Initiatives Funding Committee

Appointed: November 15, 2023

Jayden Khan	Director
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Elections Appeals Board

Appointed: November 15, 2023

Krishna Ratnarajah	Director
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Student Health and Dental Plan Committee

Appointed: November 15, 2023

Noam Einy	Director
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Sub-Committee – Statements on Conflict in the Middle East

Appointed: at Sub-Committee Meeting

Mauricio Fernandez	Director
Mason Friebe	Director
Eknoor Walia	Director
Samantha Scott	Director
Daniel Spinner	Director
Abdul Rafe Khan	Director
Jonah Greenhut	Director
Marcus Aldred-Ganhao	Director
Nate Broughton	Director

Information Report

Board of Directors Meeting # 11

November 29, 2023



Noam Einy	Director
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Sub Committee – Statements on Conflict in the Middle East

Appointed: October 23, 2023

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

University Centre Board

Appointed: October 18, 2023

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

Athletics Advisory Council

Appointed: October 18, 2023

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

Art in the Bullring Winner Selection Committee

Appointed: October 4, 2023

Abdul Rafe Khan	Director
Samantha Scott	Director
Rachel Marcus	Director

University Centre Board

Appointed: September 13, 2023

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

Information Report

Board of Directors Meeting # 11

November 29, 2023



Elections Appeals Board

Appointed: September 13, 2023

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

Elections and Referendum Committee

Appointed: September 13, 2023

Mauricio Fernandez	Director
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Elections and Referendum Committee

Appointed: August 30, 2023

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

Student Events and Initiatives Funding Committee

Appointed: July 19, 2023

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

Co-curricular Experiential Learning Integrity Committee

Appointed: July 5, 2023

Junpyo Lee	VP Academic
Samar Tariq	VP External

Finance Committee

Appointed: June 21, 2023

Shaima Alam	President
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Information Report

Board of Directors Meeting # 11

November 29, 2023



Junpyo Lee	VP Academic
Mauricio Fernandez	Director
Mason Friebe	Director
Taylor Legge	Director

Student Affordable Housing Taskforce

Appointed: May 31, 2023

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

Policy and Bylaw Review Committee

Appointed: May 31, 2023

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

Late Payment Fee Appeals Committee

Appointed: May 31, 2023

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

UC Board Selection Committee

Appointed: May 31, 2023

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

Sustainability Action Fund Student Working Group

Appointed: May 31, 2023

Mauricio Fernandez	CSA Member/Director
Natalie Wilkinson	CSA Member/Director

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.10.2
Student Events and Initiatives Funding (SEIF) Committee Minutes

MOTION: that the minutes for the following SEIF Committee meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
11.10.2	Meeting # 1	October 25, 2023

Moved:

Seconded:

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #1 – October 25, 2023 – 6:00 pm
CSA Boardroom



Members: Shaima Alam (CSA President, Chair), Junpyo Lee (VP Academic), Isha Maharaj (SEIF Facilitator), Daniel Spinner (Board Member), Emma Lebrun (Board Member), Natalie Wilkinson (Board Member), Noam Einy (Board Member)

Regrets:

Absent: Emma Lebrun, Noam Einy

Guests:

1.0 Welcome & Introductions

a. Land Acknowledgement

2.0 Adoption of the Agenda

a. Approve the Agenda

- i. The agenda was approved as presented

b. Declarations of Conflicts

- i. No conflicts were declared

3.0 Comments from the Chair

- a. Welcome to the meeting everyone! Today we'll be looking over the SEIF applications for the October 18th deadline.

4.0 Approval of the Previous Minutes: Nothing at this time

5.0 Review of the SEIF Budget Line: \$10,000

6.0 Review of SEIF Applications – October 18, 2023 Deadline

a. 1 – Biochemistry Students Association

- i. **Application:** CBSSC Club. Careers in Biochemistry Event in April 2024 where professors, alum and students will be attending. They receive student fees.
- ii. **Funding Request:** \$500
- iii. **Committee Discussion:** The committee noted that this is not a CSA club. It was brought up by Member Wilkinson that CBSSC clubs have not received their student fees at this time. It is being recommend that they resubmit after they receive student fees from CBSSC and apply to CBSSC PDR (cbsscvcpf@uoguelph.ca)
- iv. **Decision:** Not funding but take CBSSC PDR funding into consideration

b. 2 – Canadian Asian Student Society

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #1 – October 25, 2023 – 6:00 pm
CSA Boardroom



- i. **Application:** Halloween party for about 30 people hosted off campus. Students will be carving pumpkins and there will be face painting.
- ii. **Funding Request:** \$350
- iii. **Committee Discussion:** The committee noted that this club collects membership fees and will be charging an entrance fee to those who are non members. They also noted that the cost of pumpkins was very high.
- iv. **Decision:** Based on budget, awarded \$100. Please consider purchasing less pumpkins in the interest of sustainability

c. 3 – College of Biology Undergraduate Mentorship Program CoBUMP

- i. **Application:** University Department led initiative that is hosting an end of year party for their members in April 2024. Will include food and games.
- ii. **Funding Request:** \$108.02
- iii. **Committee Discussion:** The committee noted that as this is not a registered student organization, no funding will be awarded as they are not eligible to apply as per the SEIF policy.
- iv. **Decision:** Not an registered student org. Please utilize other finding sources such as SLEF and Departmental Funding Opportunities. Not eligible to apply.

d. 4 – Guelph Afghan Student Association

- i. **Application:** The first general meeting to introduce club executives to the members, provide an overview of upcoming events, lay out club member expectations and play games
- ii. **Funding Request:** \$60
- iii. **Committee Discussion:** The committee noted that the budget was very well laid out
- iv. **Decision:** approved for \$53 as per the budget

e. 5 - Guelph Palestinian Students Association

- i. **Application:** An event to promote Palestinian culture on campus with dabke and manaeesh. An entrance fee of \$5/person will be charged but admission will not be charged to those who are attending to assist/guide someone with a disability
- ii. **Funding Request:** \$500
- iii. **Committee Discussion:** It was noted that the event has not been submitted for SE&RM Approval so no more discussion was held.
- iv. **Decision:** Funding denied at this point but recommended to apply for the next funding deadline with the SE&RM application submitted

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #1 – October 25, 2023 – 6:00 pm
CSA Boardroom



f. 6 – Juried Art Show

- i. **Application:** Requesting funding for the cost of running the Juried Art Show that is the annual public exhibition of SOFAM's undergraduate Studio Art program
- ii. **Funding Request:** \$500
- iii. **Committee Discussion:** It was noted that the event has not been submitted for SE&RM Approval so no more discussion was held
- iv. **Decision:** Funding was denied at this point as there was no SE&RM Application submitted. Recommendation is to submit closer to the date of the event, have the SE&RM application submitted and submit the budget with more income details

g. 7 – Maids Hall Council

- i. **Application:** A haunted house for students in residence to raise funds and collect items for the CSA food bank
- ii. **Funding Request:** \$350
- iii. **Committee Discussion:** The committee was very confused about the expense breakdown and could not fund the event in confidence.
- iv. **Decision:** The decision was made to not fund the event however the group can apply for funding at the next deadline retroactively.

h. 8 - Middle Eastern Student Association

- i. **Application:** Cultural Fashion show to showcase the vibrant heritage and traditional attire worldwide, blending fashion, art, and culture on one stage
- ii. **Funding Request:** \$500
- iii. **Committee Discussion:** It was noted that the event has not been submitted for SE&RM Approval so no more discussion was held. It was also noted that as per the budget, there was a higher income than cost of the actual event.
- iv. **Decision:** Funding denied at this point but recommended to apply for the next funding deadline with the SE&RM application submitted and an accurate list of clubs involved.

i. 9 - Pakistani Students Association

- i. **Application:** A cultural social event with cultural food, an event decorator and a Photo Booth.
- ii. **Funding Request:** \$500
- iii. **Committee Discussion:** The committee noted that there were discrepancies in the applications compared to the budget. Based on the budget and the details provided, they will be making an income of 2070. This came from 23 per ticket and 90 people

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #1 – October 25, 2023 – 6:00 pm
CSA Boardroom



attending there they will be making more of the cost of the event and we will not fund this event

- iv. **Decision:** Not funding. Based on your budget and the details provided, you will be making an income of 2070. This came from 23 per ticket and 90 people attending there you will be making more of the cost of the event and we will not fund this event.

j. 10 – SciArt Club

- i. **Application:** Life Model Rachel Thorn be posing so participants can practice their observational and anatomical skills in drawing. Executives from SciArt and Fine Arts Network (FAN) will provide some guidance on how to improve skills
- ii. **Funding Request:** \$50
- iii. **Committee Discussion:** The committee noted that the event was very interesting and the budget was clearly laid out.
- iv. **Decision:** approved for \$50

k. 11 – Scientista at Guelph

- i. **Application:** A Halloween themed personal branding seminar focused on resume building, interview tips and creating strong LinkedIn personal statements with STEM professors invited. Will have free food and giveaways
- ii. **Funding Request:** \$100
- iii. **Committee Discussion:** The committee noted that the event was well thought out and beneficial to students. The budget was well laid out.
- iv. **Decision:** Approved to fund \$100

l. 12 - Thaqaalayn Muslim Association

- i. **Application:** This event is a meet and greet event with food and prizes
- ii. **Funding Request:** \$125
- iii. **Committee Discussion:** The committee noted that the budget was well laid out and the group was hosting a very good community building event
- iv. **Decision:** The decision was made to fund \$112 as per the budget submitted

m. 13 - The Canadian Courage Project

- i. **Application:** Tote bag painting night with an optional \$2 donation.
- ii. **Funding Request:** \$100

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #1 – October 25, 2023 – 6:00 pm
CSA Boardroom



- iii. **Committee Discussion:** The committee noted that this event had already occurred and the expenses in the budget seemed exact. The decision was made to fund based on the Actual Expenses as per the budget
- iv. **Decision:** Fund \$95.28 as per budget

n. 14 - Ukrainian Students Club

- i. **Application:** Tote bag painting note to bring Ukrainian students together and teach others about Ukrainian culture.
- ii. **Funding Request:** \$75
- iii. **Committee Discussion:** The committee noted that the event budget was well laid out and the purpose of the event was important.
- iv. **Decision:** The decision was made to fund \$72 as per the budget

o. 15 - University of Guelph Debate Club

- i. **Application:** A debate event where certain stories of the subreddit r/AmltheAsshole are shared and students can debate on who deserves the judgement
- ii. **Funding Request:** \$313.55
- iii. **Committee Discussion:** The committee noted that based on the budget, the request is for general expenses which are not funded by SEIF.
- iv. **Decision:** Not funding at this time but the group can reapply in the next deadline. We do not cover club expenses (e.g., website). For future applications, cover expenses from specific events so submit a budget for specific events

p. 16 - The African Student Association Application 1

- i. **Application:** A social event where community members come to socialize, meet new people and learn more about the resources on campus that can support them.
- ii. **Funding Request:** \$138
- iii. **Committee Discussion:** The committee noted that the budget had multiple events which made it confusing to determine which was the budget for this specific event application. In the future, please submit a file that has one budget for one event not multiple budgets for multiple events

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #1 – October 25, 2023 – 6:00 pm
CSA Boardroom



- iv. **Decision:** The decision was made to fully fund the event with the recommendation to ensure that in future applications, submit a budget that contains one event not multiple events.

q. 17 - The African Student Association Application 2

- i. **Application:** A social event where community members come to socialize, meet new people and learn more about the resources on campus that can support them.
- ii. **Funding Request:** \$138
- iii. **Committee Discussion:** It was noted that the event has not been submitted for SE&RM Approval so no more discussion was held
- iv. **Decision:** Funding denied at this point but recommended to apply for the next funding deadline with the SE&RM application submitted

r. 18 - The African Student Association Application 3

- i. **Application:** Afro dance class for all students and staff at the university to share African culture in a fun way
- ii. **Funding Request:** \$150
- iii. **Committee Discussion:** It was noted that the event has not been submitted for SE&RM Approval so no more discussion was held
- iv. **Decision:** Funding denied at this point but recommended to apply for the next funding deadline with the SE&RM application submitted

7.0 Overview of Applications not being considered.

a. 19 - Guelph Cyber Security Society

- i. **Reason for not being considered:** This event was not SE&RM approved. Only SE&RM approved events can be approved for funding
- ii. **Decision:** not funding

b. 20 - Guelph Poets Society

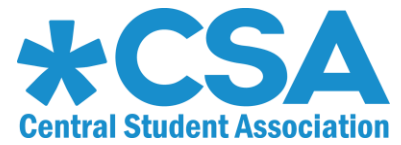
- i. **Reason for not being considered:** The application was not considered as the wrong budget template was used
- ii. **Decision:** Can reapply in the next deadline

c. 21 - Muslim Students Association

- i. **Reason for not being considered:** The information section was not correctly filled out.
- ii. **Decision:** Can reapply in the next deadline

Agenda

Student Events and Initiative Funding (SEIF) Committee
Meeting #1 – October 25, 2023 – 6:00 pm
CSA Boardroom



8.0 Adjournment

Next Meeting: Monday, November 20, 2023!

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.11.1 Fall 2023 By-Election Report

(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;

BE IT RESOLVED that speaking rights be extended to William Coleman, Chief Returning Officer, for a presentation regarding the Fall 2023 By-Election Report.

Moved:
Seconded:

b) Receive Fall 2023 By-Election Report

MOTION: That the Fall 2023 By-Election Report, as included in the board agenda package and as presented by William Coleman, Chief Returning Officer, be received as information.

Moved:
Seconded:



Elections Report

Fall 2023 By-Election

Nomination Period

The nomination period was scheduled to start 18 September 2023, and end at 11:59PM 27 September 2023. The All-Candidates Meeting was originally scheduled for 27 September 2023 in UC 442; however, it was later moved to 3 October 2023 on Microsoft Teams. This was done due to internal miscommunications regarding last-minute candidates and the availability of campaign funds.

By the end of the nomination period, 15 individuals had requested the nomination package, including 5 Executive and 10 Director candidates. However, 7 of those who requested the package did not collect nomination signatures or return their forms before the due date. Thus, signature verification was completed for 8 candidates (3 Executive and 5 Director).

After the close of nominations, the following positions had received no nomination:

Director, College of Biological Science (1 seat)

Director, College of Arts (1 seat)

Director, College of Social and Applied Human Sciences (1 seat)

Director, Ontario Veterinary College (1 seat)

Generally, students may not be aware of the role of the Board, or of the decisions that are made at the Board level. That impacts the general interest in these positions and the number of nominations that are received [1].

Recommendation: That students are made more aware of the function of the Board, and the decisions that are made. Promotion should include an outline of the Board meeting agendas and a general idea of the composition of the Board. This recommendation is made both due to general engagement and interest in nominations, as well as to improve the transparency of the Board.

Signature Verification

Assistant Returning Officer Lauren Pyne and Chief Returning Officer William Coleman verified 100% of signatures for Director candidates and at least 50% of signatures for Executive candidates. This was done on recommendation from Registrarial Services as a more efficient use of student information. Other methods of improving efficiency within the signature verification process should be considered [2].

Students were required to input their 7-digit University of Guelph student number, so that their signature could be checked against the registration list. However, some students entered other values including last name, email, or student card barcode into the student number form field [3]. Their signatures could not be verified by the Elections Office, so a list was compiled and sent to Registrarial Services for verification. 100% of signatures verified this way were found to be valid. Two nominators had entered their information into the form but showed as being logged in

with the candidate's central login. The nominator did not respond to emails from the CRO, and their signatures were deemed invalid.

Signatures were collected using Microsoft Forms, and a custom form was created for each candidate. Candidates could request updates from the CRO at any time throughout the nomination process, and they would be sent their total signature count at that time. One candidate withdrew from the election before the start of the campaigning period.

Recommendation: That more efficient methods of signature verification should be considered, with respect to the security of student data, and the position of the ARO.

Recommendation: That the clarity of the nomination form be improved to ensure that all nominators enter the correct 7-digit University student number.

Campaigning

The Executive Candidates' Forum was originally scheduled for the first day of campaigning, 5 October 2023. Due to the absence of two candidates, it was moved to 11 October 2023. 2 questions were submitted through the online form, and neither was relevant to the by-election. Pre-set questions were prepared by the CRO due to the absence of submitted questions, and the audience was encouraged to ask questions of candidates.

Campaign materials were approved by the CRO and ARO. Promotional Services brought some concerns forward about the use of the CSA logo and branding on Elections posters [4]. One candidate and the Referendum team requested to paint the Cannon to promote their campaign. Designs were approved following the general policies for campaign posters; however, a clearer policy is needed [5].

One candidate withdrew from the election before the beginning of the voting period.

Recommendation: That CSA Promotional Services works with the Elections Office to ensure that campaign poster guidelines are consistent with the updated CSA Brand Guide.

Recommendation: That the Elections Policy be updated to include policies related to painting the Cannon for the purpose of campaigning, including guidelines for approving designs.

Voting Period:

The ballot was initially designed as three separate Microsoft Forms: one for the Executive and Referendum, one for the CEPS Director, and one for the OAC Director. The College Director ballots would have been restricted to responses only from emails within their respective colleges. However, Microsoft Forms was unable to restrict a form to the large number of emails necessary.

Thus, the ballot was changed to one form with branching logic to bring students to the college ballot if applicable. However, the only functional restriction on the ballot was to emails from within the University, which meant that it was not possible for individuals to vote on behalf of a student. A more functional ballot system is needed to ensure that all voters are eligible for the

election they are voting in [6]. The form was open from 8:00 AM 16 October to 11:59 PM 25 October.

Tables were set up across campus and promoted as hybrid polling stations. Tables had staff available to answer questions, information about candidates, links to the ballot and a laptop that could be used for voting. Most students at the table voted using their phone, but table staff did succeed in engaging students, as 14% of total votes came from in-person polling stations [7]. However, we did notice some issues with regard to staff engagement, and we will work to ensure that table staff are actively engaged in promoting the election.[8] Additionally, since all ballots received had an associated college, all ballots came from undergraduate students.

It was also noted by the Elections Office that promotional materials from the Arboretum Referendum were being re-posted by several groups that did not hold an approved endorsement. Although it was decided to not be in violation of Elections policy, it did create confusion surrounding regulations on social media and campaign endorsements for Referendum campaigns [9].

Recommendation: That the Elections Office and the Policy and Transition Coordinator plan and create a more secure and functional ballot system for the Winter 2024 General Election.

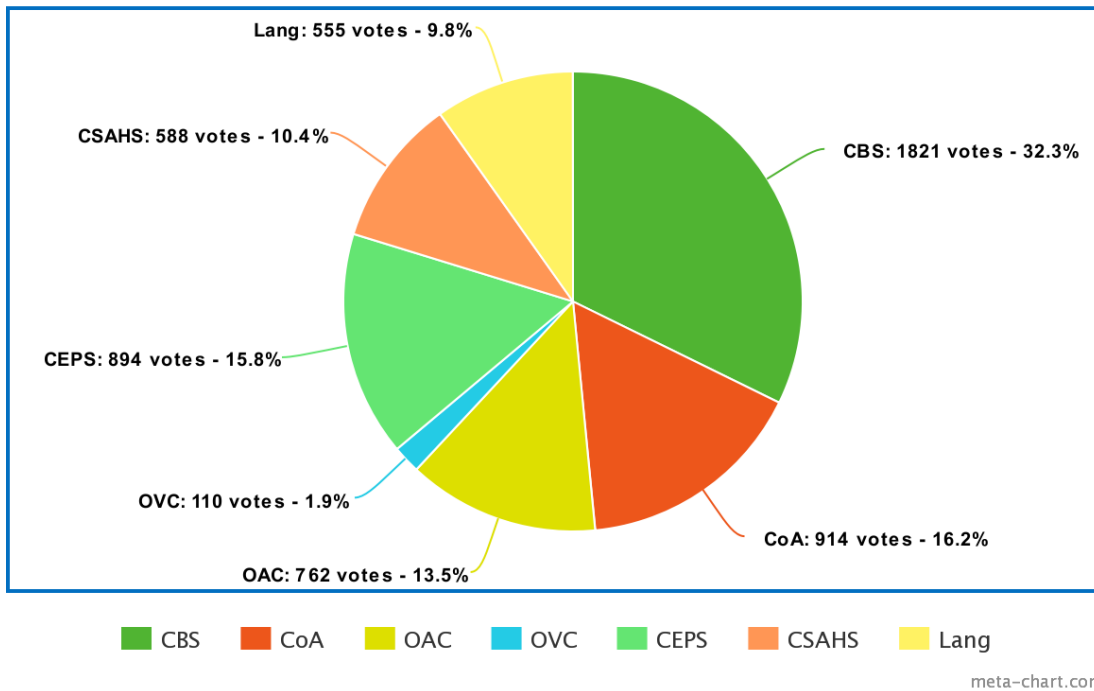
Recommendation: That in-person tables continue to be used as a method of student engagement for elections

And further: That the Winter 2024 General Election ballot includes an additional question asking where the students accessed the ballot from.

Recommendation: That the Chief Returning Officer and Student Experience Coordinator work to hire temporary table staff that will be actively engaged in promoting the election.

Recommendation: That the policies on campaign endorsements for Referendum campaigns be reviewed to increase clarity about re-posting campaign materials.

CSA 2023 By-Election - Votes by College



Unofficial Election Results:

Referendum:

To calculate Quorum, we referenced the total number of forms completed with the number of registered undergraduate students from Registrarial Services.

Arboretum Student Fee Referendum: Quorum Met (24%)

5644 were cast. The results are as follows:

- Yes (In favor of the Referendum): 4615
- No (Not in favor of the Referendum): 755
- Decline: 320

The Arboretum Student Fee Referendum has been passed

Executives:

To calculate Quorum, we referenced the total number of forms completed with the number of registered undergraduate students from Registrarial Services.

Vice President, Academic: Quorum Met (24%)

There was one candidate for the position of Vice President, Academic: Bawneet Singh. 5644 were cast. The results are as follows

- Yes (In favor of the candidate): 3572
- No (Not in favor of the candidate): 379
- Decline: 1739

Bawneet Singh has been elected as Vice President, Academic.

*Vice President, Student Experience: **Quorum Met (24%)***

There were two candidates for the position of Vice President, Student Experience: Adam Ratkowski and McKenna Williams. 5644 were cast. The results are as follows:

- McKenna Williams (In favor of the candidate): 2457
- Adam Ratkowski (In favor of the candidate): 1603
- Decline: 1630

McKenna Williams has been elected as Vice President, Student Experience

Board of Directors:

To calculate Quorum, we referenced the total number of votes cast for each of the Board ballots with the number of registered students in that College from Registrarial Services.

*College of Engineering and Physical Sciences: **Quorum Met (24%)***

There was one candidate for one College of Engineering and Physical Sciences seat: Nate Broughton. 898 votes were cast. The results are as follows:

- Yes (In favor of the candidate): 556
- No (Not in favor of the candidate): 92
- Decline: 250

Nate Broughton has been elected as Director at Large for the College of Engineering and Physical Sciences.

*Ontario Agricultural College: **Quorum Met (29%)***

There were two candidates for two Ontario Agricultural College seats: Hillary Schneider and Bella Litvak. 766 votes were cast. The results are as follows:

- Bella Litvak (In favor of the candidate): 364
- Hillary Schneider (In favor of the candidate): 455
- Decline: 204

The initial number of votes cast was reported as 1023. This is due to an issue related to multiple responses in Microsoft Forms – two answers to one question are counted as two responses, not one.

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

The following candidates have been elected:

- VP Academic: Bawneet Singh
- VP Student Experience: McKenna Williams
- CEPS Director at Large: Nate Broughton
- OAC Director at Large: Hillary Schneider
- OAC Director at Large: Bella Litvak

The following positions remain vacant:

- OVC Director
- CSAHS Director
- COA Director
- CBS Director

A Director Appointment process will take place to fill these remaining positions, as required under CSA Bylaw 2.3.

There was a notably high number of declined ballots, particularly on the VPSE (29%), VPA (30%), and CEPS (28%) ballots. This is potentially due to the work done by the Arboretum Referendum – many students only voted in the referendum and not the election. \

The ARO verified that ballots submitted were from registered undergraduates (for the Executives and Referendum), or from their respective college (for the College Directors).

Promotional Strategy:

Below is the promotional strategy timeline for the Fall 2023 By-Election

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	O-Week September 1-10	O- Week tabling	This is your CSA Why the election matters/is important for students to get involved Who is the CSA (educational campaign)

<p>Promotional and Nomination period</p>	<p>September 11-27</p>	<p>Newsletter – Sept 14 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>	<p>Nominations open on September 18/ now open</p> <p>How to run</p> <p>Explain positions available</p> <ul style="list-style-type: none"> - Board of Director - VP Student Experience - VP Academic <p>Explain what the positions do and why people should run for those positions</p>
<p>CSA Promotion and Campaign period</p>	<p>Sept 28- Oct 15</p>	<p>All Candidates Forum Digital signage Poster run Social media UC banner Newsletter – Oct – 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>
<p>Voting</p>	<p>October 16-20</p>	<p>Tabling/In-person polling stations every day Digital Signage Bullring Poster Share info with campus partners Kiosk UC Banner Poster run Social Media Signage at all our services, including front office All-Staff Meeting MS Teams Channels Student Experience Newsletter Sandwich Boards Email SEC & student orgs Class talks</p>	<p>Voting now open</p> <p>How to vote (swipe graphic)</p> <p>Leave a space where we can add a graphic for a voting extension.</p>

Voting Extension	October 21-25	Social Media Sandwich Boards UC Banner Poster Run In-person polling stations Kiosk	Voting Extended until October 25 Vote now Why it is important to vote
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Social Media was an important part of promoting the Election. The ARO, in collaboration with Promotional Services, administered the CSA Elections Instagram account. This resource contained all Elections updates and information in one place, and by collaborating with the main CSA account, we could get that message out to a wider audience.

In addition to the listed promotion activities, we also contacted CFRU Campus Radio and recorded an announcement for Voting Week to inform students about the election. We also worked with Interhall Council to place Elections posters in student residence buildings across campus.

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. [9]

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

Penalties, Infractions and Appeals

There were changes made to the penalties and infractions system for the Fall 2023 By-Election. Penalties are no longer based on an amount of campaign funding, and are now done by a demerit points system, with 100 points resulting in disqualification. No infractions were issued during the By-Election. No appeals were received during or following the election, and the Elections Appeals Board was not required to convene. One candidate was asked to correct their candidate bio to prevent misinformation, however this did not result in a formal warning or penalty.

Summary of recommendations:

Recommendation: That students are made more aware of the function of the Board, and the decisions that are made. Promotion should include an outline of the Board meeting agendas and a general idea of the composition of the Board. This recommendation is made both due to general engagement and interest in nominations, as well as to improve the transparency of the Board.

Recommendation: That more efficient methods of signature verification should be considered, with respect to the security of student data, and the position of the ARO.

Recommendation: That the clarity of the nomination form be improved to ensure that all nominators enter the correct 7-digit University student number.

Recommendation: That CSA Promotional Services works with the Elections Office to ensure that campaign poster guidelines are consistent with the updated CSA Brand Guide.

Recommendation: That the Elections Policy be updated to include policies related to painting the Cannon for the purpose of campaigning, including guidelines for approving designs.

Recommendation: That the Elections Office and the Policy and Transition Coordinator plan and create a more secure and functional ballot system for the Winter 2024 General Election.

Recommendation: That in-person tables continue to be used as a method of student engagement for elections.

And further: That the Winter 2024 General Election ballot includes an additional question asking where the students accessed the ballot from.

Recommendation: That the policies on campaign endorsements for Referendum campaigns be reviewed to increase clarity about re-posting campaign materials.

Recommendation: That the Board continues to participate in class talks, and that they are required to report their class talks to the CRO by email.

General Recommendation: Whereas this report is a summary of information about decisions made throughout the Election process, and there is an increasing concern about transparency in Elections. Considering the large amount of misinformation and criticism related to the Election, I recommend that all Elections reports are published on the CSA website. Further, a link to the report should be published, and students are encouraged to read it if they have questions related to the election.

William Coleman, Chief Returning Officer

Lauren Pyne, Assistant Returning Officer

Colleen Bovay, Policy & Transition Coordinator

Approved by the Elections and Referendum Committee: 10 November 2023

Received by the Board of Directors: 29 November 2023

Motion

Board of Directors Meeting # 11
November 29, 2023



**Item 11.11.2
At-Large Director Appointments**

WHEREAS there were four (4) vacancies for At-Large Directors on the CSA Board of Directors following the CSA Fall 2023 By-Election;

WHEREAS CSA Bylaw 2 (Electoral) states that if an "at-large" (elected) Board of Directors seat remains vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies;

WHEREAS the CSA conducted a Director Appointment Process in accordance with the guidelines in CSA Bylaw 2 (Electoral);

WHEREAS three (3) candidates were successful in submitting a completed nomination package with 25 verified nomination signatures and a 150-word statement of interest by the prescribed deadline; and

WHEREAS CSA Bylaw 2 (Electoral) states that the Board of Directors members are to hold a secret ballot vote where the successful candidates are determined by a simple majority vote, and subsequently ratified and appointed to the Board;

BE IT RESOLVED that the CSA Board of Directors hold a vote to determine the successful candidates for the following vacancies:

College of Biological Sciences	[one vacancy, two candidates]
College of Social and Applied Human Sciences	[one vacancy, one candidate]

BE IT FURTHER RESOLVED that the following successful candidates, in accordance with the results of the secret ballot votes, are ratified as At-Large Representatives on the 2023-24 CSA Board of Directors, effective immediately:

Moved: Shaima Alam, President
Seconded:

See following pages for the candidates' statements of interest

Motion

Board of Directors Meeting # 11
November 29, 2023



College of Biological Sciences

Candidate Name: Nour Kashlan

Statement of Interest:

As a dedicated fifth-year student at the University of Guelph, I am driven by a passion for student advocacy and representation. Currently running for the position of CBS Director, I am committed to ensuring that my fellow students' diverse voices and concerns are heard and actively addressed while working alongside the CSA board. With a comprehensive understanding of students' challenges, I aim to utilize my academic and leadership experiences to foster a supportive and inclusive campus environment. My candidacy is rooted in a genuine desire to enhance student life, serving as a conduit between the student body and the university administration. I believe in the power of effective communication and collaborative decision-making to create positive change, and I am eager to bring these principles to the forefront as CBS Director.

Candidate Name: Mary-Therese Saad

Statement of Interest:

As a director for the College of Biological Science, I desire to make a positive impact not only on the students in my college but also on the school as a whole. I am well connected with many students in my college, and I wish to be a voice for them and the issues they may encounter in order to improve student life. This is a considerable but also exciting responsibility to have. My previous experiences in similar leadership roles have provided me with a sense of purpose in the community, which is my primary motivation for being involved in the CSA Board of Directors. Additionally, I love the idea of collaborating with other student leaders in the CSA to maintain and enhance the experience of our student body. Overall, I am an experienced leader who truly desires to make a lasting impact on my school community.

College of Social and Applied Human Sciences

Candidate Name: Reem Salloum

Statement of Interest:

At the core of my interest is the application of my leadership skills to assure all students are represented in and empowered through the decisions of the CSA. My experience as a Syrian-Canadian Immigrant has equipped me with the skills to understand and speak to various identities, and grown my advocacy for adequate representation in the thought of an institution. My involvement in clubs such as Amnesty International has allowed me

Motion

Board of Directors Meeting # 11
November 29, 2023



to develop as a leader and listener. I am confident in my ability to hear the interests of my college and articulate them to the board in a meaningful and productive way that compliments the board's objectives. I believe that engagement with the CSA is in the best interest of all students and I am eager to empower my fellow students to vocalize their interests while highlighting CSA initiatives and their benefits. Thank you for considering my candidacy.

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.11.3
Appoint Member to CSA/GSA Transit Committee

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

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

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

[1 Director]

Moved: Samar Tariq, VP External

Seconded:

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.11.4

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

WHEREAS CSA Policy Appendix D, Section 7.3 requires a maximum of six members for the SEIF Committee, consisting of the following:

- CSA President
- One additional member of the Executive Committee
- One At-Large or College representative
- One Student Organization representative
- Up to two additional Directors

WHEREAS SEIF Committee Member Noam Einy has resigned from the SEIF committee, leaving a Director vacancy;

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

[1 additional Director]

Moved: Shaima Alam, President

Seconded:

See following pages for SEIF Committee information.

Excerpt of Appendix D – CSA Committees

See CSA website for complete Appendix D.

7.0 Student Events and Initiatives Funding (SEIF) Committee

7.1 Preamble

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

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

7.2 Purpose

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

7.3 Membership of the Committee

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

7.4 Responsibilities of the Committee Members

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

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

7.5 Meetings

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

7.6 Reports

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

7.7 SEIF Requirements

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

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

7.8 SEIF Application Process

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

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

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

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

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

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

7.9 Appeals Process

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

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

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

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

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

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

Appendix D CSA Committees



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

Motion

Board of Directors Meeting # 11
November 29, 2023



Item 11.11.5
Appoint Members to Clubs Conduct Tribunal

WHEREAS CSA Policy Appendix F – Clubs Handbook, Section 7.1.1 states that the CSA Clubs Conduct Tribunal is responsible for reviewing accreditation status of an Accredited Club to deem whether a club’s accreditation status or privileges, including use of space on campus, club space, access to PDRs/funding, or collection of student fees, will be revoked, denied and/or subject to any limitations; and

WHEREAS CSA Policy Appendix F – Clubs Handbook, Section 7.2.2 states that membership of the tribunal shall be the Vice President Student Experience and two (2) CSA Directors appointed by the CSA Board of Directors;

BE IT RESOLVED that Mckenna Williams, VP Student Experience, be appointed to the Clubs Conduct Tribunal for the remainder of the 2023-2024 academic year;

AND FURTHER that the following Directors be appointed to the Clubs Conduct Tribunal for the remainder of the 2023-2024 academic year:

[two Directors]

Moved: Shaima Alam, President

Seconded:

See following pages for Clubs Conduct Tribunal information.

Motion

Board of Directors Meeting # 11
November 29, 2023



7.0 Clubs Conduct Tribunal

7.1 Mandate

7.1.1 The CSA Clubs Conduct Tribunal ('The Tribunal') is responsible for reviewing accreditation status of an Accredited Club to deem whether a club's accreditation status or privileges, including use of space on campus, club space, access to PDRs/funding, or collection of student fees, will be revoked, denied and/or subject to any limitations.

Infractions are referenced in:

- a) Appendix F – Clubs Handbook, Section 6.0 Punitive Action.
- b) Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0 Space Infractions.

7.1.2 Should an Accredited Club's actions endanger their accreditation status as outlined in Appendix F, Section 6.0 Punitive Action, the Clubs Coordinator is responsible for informing the Subject Club by email and a written letter delivered to the club's mailbox. The Clubs Conduct Tribunal policy will be referenced in the email and letter.

7.1.3 The decision of the Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. All decisions by the CSA Board of Directors on appeals are final.

7.1.4 The Clubs Conduct Tribunal will meet as requested by the Clubs Coordinator.

7.2 Creation of a Tribunal

7.2.1 The Tribunal is struck as required.

7.2.2 The Tribunal is composed of the Vice President Student Experience and two (2) CSA Directors appointed by the CSA Board of Directors.

7.3 Clubs Subject to Limiting or Losing Accreditation

7.3.1 The Clubs Coordinator will document complaints or minor infractions filed against an Accredited Club for up to four (4) semesters on the CSA G-Drive Archive. Complaints and minor infractions will be considered each semester upon the renewal of club status, or upon review of club status as it occurs.

7.3.2 Upon the Clubs Coordinator's documented third infraction, or a documented major infraction as defined in Section 6.0 Punitive Action, an Accredited Club will be subject to review by the Tribunal to be either demoted to Limited Accreditation or have their club status revoked.

7.4 Referring Issues to the Tribunal

Motion

Board of Directors Meeting # 11
November 29, 2023



7.4.1 The Clubs Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of Accredited Clubs.

7.4.2 Within two (2) days of notice to the Tribunal, Subject Club(s) are given notice in writing from the Vice President Student Experience of all issues referred to the Tribunal. Notice will state the grounds upon which their accreditation status may be revoked, denied and/or subject to any limitation, or may result in a potential loss of privileges. The letter will be sufficiently detailed to allow the Subject Club to draft a response to the allegations of misconduct and/or failure to comply with applicable policies.

7.4.3 The Tribunal will conduct a hearing into any issues of accreditation that have been properly referred to the Tribunal.

7.4.4 Tribunal hearings are restricted to those matters set out within the initial complaint.

7.5 Notice of Hearing

7.5.1 The Tribunal will give notice of a hearing to the Subject Club at least five (5) days before the hearing. The notice will include the date, time and location of the hearing, and a copy of related CSA policy.

7.5.2 The Tribunal will provide notice to any campus organization that in the view of the Tribunal may have an interest in the outcome of the hearing. The Tribunal will provide notice to any such organizations under this section at least five (5) days before the Tribunal hears the matter. The notice of hearing will include the date, time and location of the hearing and a copy of this CSA policy.

7.5.3 The Tribunal may schedule additional hearing dates where extra time is required to hear evidence.

7.5.4 The Tribunal must give all organizations appearing before it at least five (5) days notice of any subsequent hearing dates.

7.6 Submissions to the Tribunal

7.6.1 Organizations that are given notice of a hearing by the Tribunal will have the option to prepare a written submission to the Tribunal.

7.6.2 Written submissions to the Tribunal are not to exceed ten (10) pages double-spaced or 2,400 words.

7.6.3 All written submissions are to be handed into the CSA Front Office no later than the day before the hearing and are to be addressed to the Vice President Student

Motion

Board of Directors Meeting # 11
November 29, 2023



Experience. Alternatively, emails can be sent within the same timeframe to the Clubs Coordinator and the Vice President Student Experience.

7.6.4 The Clubs Coordinator will present to the Tribunal, without recommendation or consideration, the allegations of misconduct and/or the basis of the alleged failure to comply with applicable policies. This presentation will not normally exceed fifteen (15) minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.5 The Subject Club may make oral submissions to the Tribunal that will not normally exceed thirty (30) minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.6 All other organizations appearing to the Tribunal may make oral submissions to the Tribunal that will not normally exceed 15 minutes. This time limit may be extended at the discretion of the Tribunal.

7.6.7 Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

7.7 Decisions of the Tribunal

7.7.1 The Tribunal will provide the Subject Club and the Clubs Coordinator with a written decision within five (5) days from the close of the Tribunal's hearing.

7.7.2 Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors.

7.7.3 Vice President Student Experience is responsible for presenting the rationale of the Tribunal's decision to the Board.

7.7.4 The Board can uphold, overturn, or amend the Tribunal's decision.

7.7.5 Decisions of the CSA Board of Directors are final.

7.8 Procedure

7.8.1 The Tribunal has the power to create its own rules and procedures provided that they do not conflict with these Terms of Reference.

7.8.2 The Tribunal may extend any timeline established by these rules where in the view of the Tribunal such an extension would be in the interest of fairness.

Motion

Board of Directors Meeting # 11

November 29, 2023



Item 11.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 11 on November 29, 2023 be adjourned at pm.

Moved:

Seconded: