

## AGENDA

Board of Directors Meeting # 15

February 28, 2024 – 6:00 pm



### Agenda – February 28, 2024

<b>15.0</b>	<b>Call to Order</b>	
<b>15.1</b>	<b>Land Acknowledgement</b> Member Danielle Callaghan	
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<b>15.4</b>	<b>Comments from the Chair</b> 15.4.1 Introductions and Pronouns	
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<b>15.9</b>	<b>CSA Service Update and Report</b>	
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<b>15.11</b>	<b>Business</b> 15.11.1 Declaration of Executive Officer Eligibility 15.11.2 Reconsideration of Item 12.12.1: CSA Statement on Navitas 15.11.3 Appendix A (Executive Portfolios) Comprehensive Review re. PBRC 15.11.4 Amendments to Bylaw 1 (Organizational) re. PBRC 15.11.5 Amendments to Appendix D (Committees) re. PBRC 15.11.6 Amendments to CSA Rules of Order re. PBRC 15.11.7 Finance Committee Recommendation re. Arboretum Proposal 15.11.8 Director Class Talks re. General Members Meeting 15.11.9 Appoint Director to theCannon.ca Operating Committee	136 138 139 178 179 183 184 186 187

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## Motion

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### Item 15.2.1 (a) Approve the Agenda

**MOTION:** that the agenda for the CSA Board of Directors Meeting # 15 on February 28, 2024, be approved as printed and distributed.

**Moved:**

**Seconded:**

### Item 15.2.1 (b) Amend the Agenda

**MOTION TO AMEND:** that the agenda be reordered so that **item 15.11.11: Presentation on Lang Tax Clinic, 15.11.2: Reconsideration of CSA Statement on Navitas,** and **item 15.10.3: PBRC Report re. Meeting Minutes** are moved to just after **item 15.4.1: Introductions;**

**Moved:**

**Seconded:**

### Item 15.2.1 (c) Approve the Amended Agenda

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 15 on February 28, 2024, be approved as amended with:

- The reordering of the agenda so that **item 15.11.11: Presentation on Lang Tax Clinic, 15.11.2: Reconsideration of CSA Statement on Navitas,** and **item 15.10.3: PBRC Report re. Meeting Minutes** are moved to just after **item 15.4.1: Introductions.**

## Motion

Board of Directors Meeting # 15  
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### Item 15.5.1

#### Approval of Past Board Minutes: Meeting # 8 – October 18, 2023

**WHEREAS** the October 18, 2023 board minutes were tabled at the Board of Directors meeting on November 1, 2023, pending the policy referral of meeting minutes to the Policy & Bylaw Review Committee (PBRC); and

**WHEREAS** the PBRC has discussed the topic of meeting minutes policy, made recommendations for bylaw amendments to be voted on by the Board, and submitted a report regarding their activities on the matter;

**BE IT RESOLVED** that the approval of the October 18, 2023 meeting minutes be picked up from the table for consideration;

**AND FURTHER** that the minutes be approved for the CSA Board of Directors Meeting # 8 from October 18, 2023.

**Moved:** Shaima Alam, President

**Seconded:**



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## Attendance – October 18, 2023

<b>Board of Directors</b>			
<b>At-Large Representatives (Elected)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
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	
Vacant	College of Engineering and Physical Sciences		
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	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Present	
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts Student Union		
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	Present	
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Regrets	
Jayden Khan	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Vacant	International Student Organization (ISO)		
Emma LeBrun	Interhall Council (IHC)	Regrets	
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Eknoor Walia	Ontario Public Interest Research Group	Present	
Marcus Aldred-Ganhao	Student Senate Caucus	Present	
Vacant	Board of Governors		
<b>Executive (Ex-officio, Non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Shaima Alam	President	Present	
Vacant	Vice President Student Experience		
Junpyo Lee	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Nikki Tu	Scribe

<b>Guest</b>	<b>Affiliation</b>
Joy Amyotte	CSA 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.*

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## Summary of Resolutions

### 8.2 Adoption of the Agenda

#### 8.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 8 on October 18, 2023, be approved as printed and distributed.

**Motion Carried**

**MOTION:** To suspend the Rules of Order to add a new business item.

**Motion Carried**

**MOTION TO AMEND:** that the agenda be reconsidered to add 8.12.1 Statement on Israel Hamas War as a New Business Item

**Motion Carried**

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 8 on October 18, 2023, be approved as amended with:

- The reconsideration of the agenda to add item 8.12.1 Statement on Israel Hamas War as a new business item.

**Motion Carried**

#### 8.3.1 Ratification of Student Senate Caucus Representative

**MOTION:** That Marcus Aldred-Ganhao be appointed as the Student Senate Caucus representative on the 2023-24 CSA Board of Directors, effective immediately.

**Motion Carried**

### 8.5 Approval of Past Minutes

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

8.5.1	CSA Board Meeting # 15b	March 15, 2023
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**Motion Carried**

### 8.7 Executive Updates

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

8.7.1	President	October 18, 2023
8.7.2	VP Student Experience (vacant)	
8.7.3	VP Academic	October 18, 2023
8.7.4	VP External	October 18, 2023

**Motion Carried**

### 8.10.1 Summary of Committee Appointments

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

**Motion Carried**

### 8.11.1 Appoint University Centre Board Undergraduate Student Representatives

**WHEREAS** the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

**WHEREAS** the University Centre Board currently has one vacancy for an undergraduate student member and two vacancies for alternate undergraduate student members;

**BE IT RESOLVED** that the following Board Director be appointed to the University Centre Board for a term of up to two years:

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Naomi Amayaevbo
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**AND FURTHER** that the following Board Directors be appointed to the University Centre Board as alternates for a term of up to two years:

Eknoor Walia
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Rachel Marcus
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### Motion Carried

#### 8.11.2 Appoint CSA Representatives to the Athletics Advisory Council

**WHEREAS** the Athletics Advisory Council advises the President of the University of Guelph and the Director of Athletics on policy matters regarding the athletics programs and use of athletics facilities at the University of Guelph including student fees, athletics budget, new athletic centre, intramurals, and more; and

**WHEREAS** the Athletics Advisory Council requires the membership of a CSA Executive as a non-voting member and one CSA representative as a voting member to be appointed by the CSA;

**BE IT RESOLVED** that the following CSA Executive and Board Director be appointed to the Athletics Advisory Council:

Junpyo Lee, VP Academic
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Jake Levy
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### Motion Carried

#### 8.12.1 Statement on Israel Hamas War

**WHEREAS** on Saturday, October 7th, Israel was invaded by Hamas terrorists;

**WHEREAS** over 1000 innocent civilians have been murdered, over 3000 innocent civilians have been injured, and over 150 innocent civilians have been kidnaped by Hamas;

**WHEREAS** on Wednesday, October 12th, former Hamas chief Khaled Meshaal called for a “day of rage” specifically targeted against Jews across the world, leading to violence, injury, and death;

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**WHEREAS** Jewish students at the University of Guelph have been afraid to leave their homes due to the dangers of these antisemitic attacks, and many Jewish students have expressed the need for support from the CSA; and

**WHEREAS** the University has released two statements, but the CSA has yet to comment;

**BE IT RESOLVED** that the CSA Board of Directors receive the following two statements as information;

**FURTHER** that the following statement (statement 1) be approved and shared with the student population on the CSA Instagram account;

**AND FURTHER** that the following statement (statement 2) be approved and shared with the student population on the CSA website.

**Motion Carried**

### 8.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 8 on October 18, 2023, be adjourned at 9:21 pm

**Motion Carried**

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## Agenda – October 18, 2023

<b>8.0</b>	<b>Call to Order</b>	
<b>8.1</b>	<b>Land Acknowledgement</b> Member Mason Friebe	
<b>8.2</b>	<b>Adoption of the Agenda</b> 8.2.1 Approve the Agenda 8.2.2 Declarations of Conflicts	
<b>8.3</b>	<b>Ratifications and De-Ratifications</b> 8.3.1 Ratify Student Senate Caucus Representative	
<b>8.4</b>	<b>Comments from the Chair</b> 8.4.1 Introductions and Pronouns	
<b>8.5</b>	<b>Approval of Past Minutes</b> 8.5.1 Meeting # 15b – March 15, 2023	
<b>8.6</b>	<b>Executive Committee Minutes</b>	
<b>8.7</b>	<b>Executive Updates</b> 8.7.1 President – October 18, 2023 8.7.2 VP Student Experience (vacant) 8.7.3 VP Academic – October 18, 2023 8.7.4 VP External – October 18, 2023	
<b>8.8</b>	<b>Director Reports</b>	
<b>8.9</b>	<b>CSA Service Update and Report</b> 8.9.1 Clubs Office Service Update	
<b>8.10</b>	<b>Committee Updates and Reports</b> 8.10.1 Summary of Committee Appointments	
<b>8.11</b>	<b>Business</b> 8.11.1 Appoint University Centre Board Undergraduate Student Representatives 8.11.2 Appoint CSA Representatives to the Athletics Advisory Council	
<b>8.12</b>	<b>New Business</b> 8.12.1 Statement on Israel Hamas War	
<b>8.13</b>	<b>Announcements</b>	
<b>8.14</b>	<b>In Camera Session</b> 8.14.1	
<b>8.15</b>	<b>Adjournment</b>	

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## Minutes – October 18, 2023

### 8.0 Call to Order

The meeting was called to order at 6:14 pm.

### 8.1 Land Acknowledgement

Member Mason Friebe delivered the following land acknowledgement:

Hi everyone, acknowledging as we gather here today as the CSA Board representing students at the University of Guelph, that the university is situated on the traditional lands of the Attawandron people and the treaty lands of the Mississaugas of the Credit. It is important to acknowledge this for our meetings and voice our respect for ongoing and collective effort to strengthen and foster positive relationships with Indigenous peoples.

### 8.2 Adoption of the Agenda

#### 8.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 8 on October 18, 2023, be approved as printed and distributed.

**Moved:** Jake Levy

**Seconded:** Abdul Rafe Khan

#### **Motion Carried**

Member Levy inquired regarding the possibility of adding a new business item to the agenda.

The Board Chair provided an explanation on rules for including items in the agenda and the criteria of adding a new business item, noting that the item in question does not meet the rules of time sensitive or emergency in nature. The Chair noted that a motion to suspend the rules would need to be passed before a motion to add this as a new business item could be considered.



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**MOTION:** To suspend the Rules of Order to add a new business item.

**Moved:** Jake Levy

**Seconded:** Daniel Neiterman

Member Levy and a couple members of the board spent the last weeks working on a statement regarding the situation in the Middle East. Member Levy attempted to get the item in the package but was unclear of the applicable deadline. Member Levy noted that CSA should make a statement and educate via social media. Jewish students feel unsafe on campus and it's important to ensure they feel support and that their safety is a concern to the CSA. The motion is to post a statement onto the CSA Instagram and website, and Member Levy noted that he would like to discuss and receive feedback.

The PTC requested for the motion and attached statements be shown to the board for review before conducting the vote to suspend the Rules of Order, given that not all members were aware of the item. The Chair concurred and the motion and statements were displayed, and members were given time to review.

The Chair reminded members that due to the rules of order, board directors would need to waive their right of being informed 48-hours ahead of the meeting. The Chair recommended a secret ballot vote for the motion to suspend the rules of order, as well as for any subsequent votes in relation to this item, due to the sensitive subject matter. No board directors objected to this recommendation. A secret ballot was conducted.

### **Motion Carried**

**MOTION TO AMEND:** that the agenda be reconsidered to add 8.12.1 Statement on Israel Hamas War as a New Business Item

**Moved:** Jake Levy

**Seconded:** Jonah Greenhut

Member Neiterman noted it is imperative to discuss about the Israel Hamas War as it is pertinent to the students on campus and that we need to hear what people say about it.

The VP External asked to have this discussion in good faith and notes that there is a disproportion of representation of everyone involved in this conflict. The VP External reminded the board of directors their privilege and ability to influence a statement that comes from an organization representing all membership.

The Chair recommended to vote on this motion through a secret ballot, which was agreed upon by members collectively.

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## Motion Carried

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 8 on October 18, 2023, be approved as amended with:

- The reconsideration of the agenda to add item 8.12.1 Statement on Israel Hamas War as a new business item.

## Motion Carried

### 8.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

### 8.3 Ratifications and De-Ratifications

#### 8.3.1 Ratification of Student Senate Caucus Representative

**MOTION:** That Marcus Aldred-Ganhao be appointed as the Student Senate Caucus representative on the 2023-24 CSA Board of Directors, effective immediately.

**Moved:** Jonah Greenhut

**Seconded:** Noam Einy

## Motion Carried

### 8.4 Comments from the Chair

The Chair reminded everyone that we will have a training session for Robert's Rules of Order at 5:30 PM on the day of the next board meeting. 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.

#### 8.4.1 Introductions and Pronouns

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

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## 8.5 Approval of Past Minutes

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

8.5.1	CSA Board Meeting # 15b	March 15, 2023
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**Moved:** Jake Levy

**Seconded:** Mauricio Fernandez

Member Fernandez noted that these minutes were shorter compared to other meetings and inquired for the reasoning.

The PTC explained that the meeting initially involved an in-camera session, which was later motioned to become public, and notes were not kept by anyone per in-camera rules. The only recorded source of information was on the recording device which we currently do not have.

Member Levy asked if minutes could be redone if we were to obtain the recording device.

The Chair responded by stating that any motion passed by the board can be brought back to the board by the motion to reconsider.

**Motion Carried**

## 8.7 Executive Updates

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

8.7.1	President	October 18, 2023
8.7.2	VP Student Experience (vacant)	
8.7.3	VP Academic	October 18, 2023
8.7.4	VP External	October 18, 2023

**Moved:** Abdul Rafe Khan

**Seconded:** Jonah Greenhut

**Motion Carried**

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### 8.7.1 President

The President reminded everyone of the upcoming events for October including Monster Mash, Sexy Bingo, and a Hypnotist Show. In November, there will be a Taylor Swift Night.

As elections are in process, there have been great outreach with class talks and in-person stations.

For staff updates, we have hired a new foodbank assistant and front office assistant. There is a vacant clubs coordinator position and is closing this Friday.

We are planning our transition for new executives that will be ratified on November 1.

The SEIF Committee had their orientation, and we will be continuing to approve applications.

The Compulsory Fees Committee have changed their policy on their memorandum to match the CSA's policy.

Member Levy inquired about the election and whether it reached quorum.

The President mentioned she is disconnected from the process and referred to the PTC.

The PTC elaborated that quorum is going well and that the referendum needs 20% quorum, over 4000 votes. The PTC noted we can expect to use the extension period that goes until next Wednesday, given the high quorum for referendum.

### 8.7.3 VP Academic

The transition for the next VP Academic is being prepared until the last week of October.

The fall reading survey has been completed and the report will be coming out by this Friday. The results included 800 valid votes and the survey has passed. The CSA will prepare the referendum question for the upcoming winter election. If it is passed with the quorum of 20%, it will be presented to the Senate to approve or disapprove the change for the 2025-2026 calendar.

Member Greenhut inquired whether it was a close or decisive vote.

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VP Academic responded that it was a decisive vote, with 70% of people voting “yes” on the survey.

### 8.7.4 VP External

National Day of Action on November 8 is on full action. The promotion includes CSA Instagram posts and stories, kiosk, and UC banner. The QR code to sign up is available on Instagram. The VP External encouraged the directors to do class talks.

The food bank for this month has been able to secure immense donations from Athletics and their football games.

The VP External is taking some time to revise committees such as Supplier’s Code of Ethical Conduct and Affordable Housing Task Force Committee.

We will be launching a central survey to collect feedback from students who use Guelph Transit. We got a great team from Guelph Transit working actively to support students who have expressed concerns for specific routes, capacity, bus driver and passenger etiquette and all items in between.

Member Fernandez inquired about the metrics and issue of overcapacities in buses.

The VP External explained that the metrics are not confidential, but there is no incentive to publicize as the data only makes sense when looked at internally. Nicole, the Guelph Transit Representative expressed it will be difficult to add more routes due to investment. Nicole thought it might be better to form short-term solutions such as redirecting students to the closest bus alternatives if buses are over capacity. While the budget is being sorted, the CSA will continue to identify routes that need improvement.

**MOTION:** To have a five-minute recess.

**Moved:** Jake Levy

**Seconded:** Jonah Greenhut

**AMENDED MOTION:** To have a 10-minute recess.

**Moved:** Abdul Rafe Khan

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**Seconded:** Mason Friebe

### Motion Carried

#### 8.8 Director Reports

Member Amayaevbo attended a meeting for the Student Affordable Housing Task Force. She mentioned the council meetings were supposed to talk about building a residence near Gordon Street but there were unrelated correlations discussed. Member Amayaevbo expressed that it would be great if more CSA members can join the conversation about where juniors will be living next year.

Member Fernandez attended a Guelph City Council meeting and spoke for the development of Stone Road and Gordon Street.

#### 8.9 CSA Service Update and Report

##### 8.9.1 Clubs Office Service Update

###### (a) Extend Speaking Rights to Clubs Event 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 Ana-Maria Mercu, Clubs Event Coordinator, to present the Clubs Office Service Update.

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

###### (b) Receive the Clubs Office Service Update Presentation

**MOTION:** to receive the Clubs Office Service Update as presented by Ana-Maria Mercu, as information.

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

The President informed the board that the Clubs Event Coordinator was unable to attend the meeting due to unforeseen circumstances and therefore would not be presenting the clubs office update as planned. She requested the procedure for tabling the item.

The Chair noted that if no one motions the item, it can simply be moved past in the agenda, and the board can move to the next agenda item.

### 8.10 Committee Updates and Reports

#### 8.10.1 Summary of Committee Appointments

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

**Moved:** Jonah Greenhut  
**Seconded:** Jake Levy

**Motion Carried**

### 8.11 Business

#### 8.11.1 Appoint University Centre Board Undergraduate Student Representatives

**WHEREAS** the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

**WHEREAS** the University Centre Board currently has one vacancy for an undergraduate student member and two vacancies for alternate undergraduate student members;

**BE IT RESOLVED** that the following Board Director be appointed to the University Centre Board for a term of up to two years:

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Naomi Amayaevbo
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**AND FURTHER** that the following Board Directors be appointed to the University Centre Board as alternates for a term of up to two years:

Eknoor Walia
Rachel Marcus

**Moved:** Junpyo Lee, VP Academic  
**Seconded:** Jake Levy

The VP Academic noted that some of the prior UC Board Members who initially planned to return to the UC Board for the 2023-2024 year are no longer returning, which is why there are additional vacancies. He noted the importance of having the positions filled to represent the student voice adequately on the UC Board.

**Motion Carried**

### 8.11.2 Appoint CSA Representatives to the Athletics Advisory Council

**WHEREAS** the Athletics Advisory Council advises the President of the University of Guelph and the Director of Athletics on policy matters regarding the athletics programs and use of athletics facilities at the University of Guelph including student fees, athletics budget, new athletic centre, intramurals, and more; and

**WHEREAS** the Athletics Advisory Council requires the membership of a CSA Executive as a non-voting member and one CSA representative as a voting member to be appointed by the CSA;

**BE IT RESOLVED** that the following CSA Executive and Board Director be appointed to the Athletics Advisory Council:

Junpyo Lee, VP Academic
Jake Levy

**Moved:** Junpyo Lee, VP Academic  
**Seconded:** Jake Levy

**Motion Carried**



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### 8.12. New Business

#### 8.12.1 Statement on Israel Hamas War

**WHEREAS** on Saturday, October 7th, Israel was invaded by Hamas terrorists;

**WHEREAS** over 1000 innocent civilians have been murdered, over 3000 innocent civilians have been injured, and over 150 innocent civilians have been kidnaped by Hamas;

**WHEREAS** on Wednesday, October 12th, former Hamas chief Khaled Meshaal called for a “day of rage” specifically targeted against Jews across the world, leading to violence, injury, and death;

**WHEREAS** Jewish students at the University of Guelph have been afraid to leave their homes due to the dangers of these antisemitic attacks, and many Jewish students have expressed the need for support from the CSA; and

**WHEREAS** the University has released two statements, but the CSA has yet to comment;

**BE IT RESOLVED** that the CSA Board of Directors receive the following two statements as information;

**FURTHER** that the following statement (statement 1) be approved and shared with the student population on the CSA Instagram account;

**AND FURTHER** that the following statement (statement 2) be approved and shared with the student population on the CSA website.

**Statement 1:** To be shared on the CSA Instagram:

The CSA Board of Directors strongly condemns the horrific massacre perpetrated by Hamas, an Internationally designated terror group, against innocent Israeli civilians, as well as citizens from 35 other countries, in which over 1,000 innocents were killed. As has been repeatedly echoed by Canadian public figures, organizations, and politicians, the actions of Hamas can only be classified as “evil,” and those who support these vile acts have no place in Canada or at the University of Guelph.

We are also concerned about the rising rate of antisemitism both locally and globally since Hamas’s senseless act of terrorism. We need to make sure to stand against all acts of hate and violence. The CSA has zero tolerance for antisemitism, Islamophobia, and bigotry of any kind.

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We are deeply concerned about the escalation of violence and the increasing humanitarian crisis in the region. We hope that soon we will see a cessation of bloodshed, and we continue to yearn for the day of peace in the Middle East.

**Statement 2:** To be shared on the CSA website and linked to from the Instagram post:

The CSA Board of Directors strongly condemns the horrific massacre perpetrated by Hamas against innocent Israeli civilians, on a holy Jewish holiday, in which over 1,000 innocent civilians were killed on residential streets, in their homes, and while attending a music festival. There should never be any justification whatsoever for the murder, torture, rape, and the abduction of innocent civilians to be held as hostages. There is a great importance in calling out pure evil where and when it exists, as this practice allows us to stand in unity against actions that are wrong by any universal standard of morality and to demand accountability and justice from those responsible for the evil. As has been repeatedly echoed by Canadian public figures, organizations, and politicians, the actions of Hamas can only be classified as “evil,” and those who support these vile acts have no place in Canada and no place at the University of Guelph.

Hamas is a genocidal and internationally recognized terrorist organization, whose founding charter openly calls for the annihilation of the country of Israel as well as the extermination of the Jewish people worldwide. It is alarming and saddening to see the countless reports of recent “rallies” worldwide celebrating the vile and inhumane attack perpetrated by Hamas, in which some participants have called for antisemitic violence. We are also concerned about the rising rate of antisemitic incidents that have been occurring globally since Hamas’s senseless act of terrorism. These troubling and ongoing antisemitic incidents worldwide are horrific and are stark reminders of our responsibility to stand up for the Jewish members of our community in times in which they feel unsafe, attacked, and threatened. We need to make sure to stand against all acts of hate and violence. The CSA has zero tolerance for antisemitism, Islamophobia, and bigotry of any kind.

We are concerned about the lives of innocent Palestinian civilians in Gaza. Innocent Palestinians should not be used as civilian shields by Hamas, nor should they be forced to remain in terrorist-embedded territories for the purposes of shielding members of Hamas and their infrastructure. Countless Palestinian lives have been lost as a result of Hamas’s evil reign of power. We are deeply concerned for innocent Palestinian civilians whose lives have now been threatened due to the horrific actions of Hamas and the subsequent humanitarian crisis.

We yearn for the day of peace in the Middle East and hope for the cessation of bloodshed.

**Moved:** Jake Levy

**Seconded:** Noam Einy

**Motion Carried**

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Member Levy encouraged everyone to ensure the conversation does not escalate due to the sensitive nature of topics that will be discussed. Member Levy explained that 11 days ago, Hamas started throwing rockets in Israel and kidnapped civilians. He stated there had been a massive rise of antisemitism and Jewish students are scared to be on campus. Member Levy expressed that as the CSA, it is imperative to show Jewish students that they are an important part of the organization as they are often ousted and not a part of the community. This is an opportunity to show Jewish students that we are here for them, understand them, and are willing to support in however way they need.

**MOTION:** To extend the President's speaking time to 7 minutes

**Moved:** Shaima Alam, President

**Seconded:** Daniel Neiterman

### **Motion Carried**

The President shared that the CSA exists as the student union to fill in the gaps the university leaves in supporting students. Our mandate is to promote a positive atmosphere of acceptance, inclusion, belonging and safety on campus. While representing all undergraduate students of UofG and amplifying their voices to be decision makers.

Last week, at the beginning, a statement was being developed by our VP External, and was in process to seek consultation. The statement would extend our support of students who feel unsafe, condemning violence against innocent people, and connecting to resources we can give. However, keeping in mind the mandate, seeing the statements released by the university, and understanding that we are not equipped within our executive team or staff, or trained enough to be an actual resource for students. And that is what we have been doing with students who ask for support, we have been connecting them. When a student felt unsafe to come to campus on Friday, we had to go up the ladder of admin to release more communications and increase security for students. Hence, it was decided to not release a statement when it does not do any work in solving the issue. Since it is not changing anything or getting across to a decision maker.

Our role to represent all students and improving the student experience does not play a part into releasing statements about high sensitivity complex issues happening outside of campus when the university is supporting students in this situation. We will do everything in our capacity to not have hate crimes occur against anyone on campus and will keep advocating to the university to ensure the safety of our students. If students feel uncomfortable talking to a university staff to bring up their concerns, they can come to us to amplify their voice for support. This is a statement that can be crafted. A statement of condemning violence against innocents, and letting students know we will not tolerate

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discrimination or hate crimes of any kind. To do this statement right, with details, we should be consulting representatives of the student groups impacted, we should not speak on behalf of groups without hearing their voices.

The President acknowledged that the statement at hand was written with a lot of work but as an organization with great responsibility of representing students, we should not release a statement that has not been looked at with great thought, and multiple voices. In this situation, it is very important for the integrity of this entire organization, that we do our due diligence to get this right. We cannot exclude other voices, just because they do not have seats on the board. Every student group is our constituency. As of right now, the statement brought forward by a member goes into depth of the violence against Jewish people, but there is not the same depth of details given for the violence against Palestinians. The President noted she is not someone who represents either group, so she cannot be the one to say how it should be worded. Therefore, the statement cannot be edited within this meeting.

The President noted that groups from both sides need to be asked, like Hillel, Guelph Palestinian Association, MSA. If we are to release a statement that simply condemns violence and sends resources as mentioned before, it can make sense to be a straightforward motion posting. But a statement that is clearly going into details and condemning specific groups need to be workshopped, thought on, and consulted on before posting to reduce the damage on the organization and our members and students. Something this complex could not be crafted and decided to be posted within one board meeting.

The President stated opposition to the motion being passed to directly post the statement as it is. If the motion were to fail, the board and executives could create a subcommittee to have a conversation about what the statement can be, with consultation from multiple voices, so that educated, informed, and inclusive language and messaging can be used. Due diligence can be taken to uphold our mandate, to work in the interests of students, to ensure we are saying something of substance, we are making it clear that we will fight to create a safe campus. In this way, we are not accidentally oppressing any student groups on campus because we did not give them a chance to have a say.

Board members are expected to act in the best interest of the organization. The fall-out of posting statements of this nature, especially without consultation from other groups, will harm the organization and its members. The statement as is could harm and be alienating, triggering, or silence other voices across campus. Members will lose trust in our ability to follow with due diligence and will not want to engage with their union, will not want to work with us in the future, will not use the services we provide, and it will follow us throughout the year and probably more.

**MOTION:** To extend the President's speaking time by 30 seconds.

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**Moved:** Jonah Greenhut

**Seconded:** Noam Einy

### **Motion Carried**

This is something the CSA has done wrong before, posting statements without consultation and it resulted in death threats to the executives, people being pushed to resignation, and retraction of the statement. Let us show the students that we as an organization have learned from our mistakes.

The Chair clarified that a motion does not have to fail to go to committee. Available options include sending this motion to a particular committee, create a committee for this item, motion to table this to a specific time or indefinitely.

**MOTION:** To extend Member Neiterman's speaking time to 7 minutes

**Moved:** Daniel Neiterman

**Seconded:** Jonah Greenhut

### **Motion Carried**

Member Neiterman stated that this is not an issue of Israel or Palestine which tends to be the discussion that is occurring in media. It tends to also divide lots of people. This is a discussion about rights from wrong or moral vs immoral. There is a lot of people in the board as well as the community who have spoken to us about being strongly impacted and have had lost family members, have lost people very close to them because of this.

Hamas, an internationally recognized terrorist organization, went into Israel through the border. They went in and started massacring civilians in their homes. This is not a question of Israel or Palestine. Member Neiterman heard the term complex issue to describe this statement, it is a complex issue when you look at the standpoint of Israel and Palestine. But it is not a complex issue when you look at it from right versus wrong.

Having people killed on the streets regardless of your political standing is, is wrong and deserves to be called out. Hamas was elected in 2006, it is in its 19th year of a 4 year term. Member Neiterman read a couple of notes from the founding charter of Hamas, "Israel will exist and will continue to exist until Islam will obliterate it, just as it obliterated others before it." The second note read is, "The day of judgement will not come about until Muslims fight Jews and kill them. Then the Jews will hide behind rocks and trees and they will cry out, 'Oh Muslim, there is a Jew hiding behind me. Come and kill him.'" This shows the type of behaviour perpetrated against the Jewish people living in Israel. Civilians who have nothing to do with the conflict of Israel and Palestine. These are

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innocent civilians, these are family members of people in this room, and these people did nothing to deserve it.

Member Neiterman reiterated that Hamas is funded by Iran and how there are protests the Islamic Republic of Iran, for the way they govern their citizens. Hamas is directly funded by Iran which is the largest state-sponsored terrorism in the world. Member Neiterman elaborated that saying this is a two-sided issue is a slippery slope when it comes to terrorism. What happened to Israel, proportionally, was the worst terrorist attack in history. It was 11 times worse than the September 11 attacks when you factor in the proportion of Israel to the United States. It would be the equivalent if the September 11 attacks killed 40,000 people. There are not two sides when it comes to terrorism. There can be a separate discussion about problems in the world and how to overcome those problems. We cannot denounce this act of terrorism by saying this is a complex issue.

Previous speakers have mentioned that a more positive way forward would be to create a committee and to discuss a solution. The whole issue is that Jewish people feel targeted. After the terrorist act, Hamas called for an International Day against Jewish people worldwide. There were hate crimes against Jewish people on every country in the world. Jewish people feel unsafe and unheard. Member Neiterman noted past instances when the CSA has posted political statements without bringing it to a committee, such as the conflict in Ukraine. Member Neiterman noted his support for the motion and noted that if any members have an idea to change the statement, they would be happy to discuss the change.

**MOTION:** To extend the VP External's speaking time to 7.5 minutes

**Moved:** Samar Tariq, VP External

**Seconded:** Noam Einy

### **Motion Carried**

The VP External wanted to express that anything she says is perspective-sharing and an attempt to get everyone on the right page. She wanted to address the concerns of the previous speakers. First, "this is not an Israel or Palestine conflict. This is a separate issue." She noted that it is important to recognize that both countries are experiencing great human lives being lost now. The second point she addressed was "Hamas being a terrorist organization," She asked the board to consider going back to another point being made about this not being a complex issue. When we talk about Hamas being a terrorist organization but then also say it is not a complex issue, it willingly negates us from discussing the context that Hamas was elected in 2007 and the average age in Palestine is 18, meaning more than half the population has never voted in an election. This calls for not viewing Hamas as a terrorist organization now but rather when it was illegally put into



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power by various complex methods. The humanitarian neglect is to be noticed in the circumstance that occurred in 2007 when Hamas was not voted in ethically. Yet, the world turned a blind eye. Now, we are facing the repercussions of what the international and humanitarian law should have stopped in 2007. It would be more productive to spend our time debating where international leaders went wrong so when we grow up, we learn the true cause of conflict and hard decision-making.

The VP External noted the prior statement “this is about right from wrong,” She noted agreement, however, with this statement, we cannot boil it down to just being right and wrong because there is pertinent context missing. There have been credible resources which entails numerous war crimes being conducted from both sides. To mention war crimes from only one side and ignore the other will irrefutably hurt our membership. This would also put us in line with spreading non-transparent information to the degree we all know. I would like to add that anything we choose to keep out does not stop our membership from not noticing because we are watching this happen. Let’s give everyone who will view this statement the credibility that they will do their own research and so the claims have to be backed up by primary resources as well as be equally representative of both sides. If we put out a statement without acknowledging the innocent Palestinian lives being lost at the rate they are being lost, our membership will question us about the numbers being released.

The VP External noted that in terms of mentioning the September 11 attacks in this context, it is extremely hurtful to the Muslim membership. Following 9/11, the Middle East got attacked and invaded. Many civilian lives were lost. If we want to talk about a terrorist attack, the U.S. detonated two nuclear bombs in August 1945 in Japan. That killed 129,000 people and 9/11 killed fewer. Every life matters equally, but terrorism does not start at 9/11. It started way before.

To address why we did not do a committee for Ukraine, Ukraine was backed by Western powers, Palestine is not. When we mention the atrocities disproportionately, we are making the same mistake that has happened in the past. One side does not have equal power to the opposing side. The least we can do is extend our due diligence in transparent statistics and describe the atrocities equally.

**MOTION:** To extend Member Amayaevbo’s speaking time to 5 minutes

**Moved:** Naomi Amayaevbo

**Seconded:** Noam Einy

**Motion Carried**

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Member Amayaevbo noted that the statement as proposed is understandable, but we must remember that we are an organization that represents people. Everything the previous speakers mentioned are facts, but we need to remember that as an organization, we need to be neutral to a conversation. If we are putting out the facts about what is happening in Israel, we need to put out facts about what is happening in Palestine. There are a lot of references to the Japanese war, 9/11, and everyone who chooses one side keeps forgetting that one is always a retaliation of the other. At the end of the day, it is fight happening on both sides. There is a whole history of how Palestine and religion goes back to how in the Bible the land was given to a certain person and then a group decided to take over the land. Overtime, it became a war back and forth into two groups of people to who owns the land. We need to remember that there was a time where Palestine was suffering more than when the Israel people were suffering.

Member Amayaevbo noted that we cannot just put out a statement that supports one side when we are an organization that is supposed to be neutral. Both sides need to be in the statement. Not only are Israeli students scared, but Palestinian students are scared as well. There are many religions that have different perspectives on what is right and wrong. The statement looks very one-sided when it supports only one group, it should include both peoples' wrongs and perspectives. We have to be specific about whether we are choosing sides and no organization that shares vital information should choose a side.

Member Aldred-Ganhao reminded everyone that when you search up this conflict, it does not come up as the Israel Palestine War, it comes up as the Israel Hamas War. This is a conflict between Israel and a terrorist organization. It is not about the people of Palestine; it is about fighting against terrorism and brutal tyrants hiding behind women and children while using them as shields to protect themselves. Member Aldred-Ganhao noted his recommendation for the board to support the motion and put forward the statement.

Member Rafe Khan acknowledged that many people have families in Israel and Palestine. He noted that the statement as it stands right now would jeopardize the safety of a lot of students on campus from both sides. It is wrong that many innocent people, including children and women, have to go through this. We need to make the statement more transparent. It should not only address issues Israeli students are facing but Palestinians as well. Member Rafe Khan noted that as a student organization, we represent everyone, and that putting out the statement as it could harm a lot of people.

Member Neiterman acknowledged the concerns that members have voiced. In regard to how the motion may not be representative of the two groups, he reiterated that this is not about Israel versus Palestine, this statement is about standing up for the civilians who are murdered in a terrorist attack by a terrorist organization. He asked to separate the fact that we are not discussing Israel and Palestine or the struggles of both groups of people in the last 70+ years. We are talking about a situation where the largest terrorist attack in



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modern history was perpetuated on a bunch of innocents who had nothing to do with the conflict. The reason why the 9/11 example was brought up was because it puts things into perspective. There are not two perspectives here, there is a moral wrong and evil. Hamas hurts Palestinian civilians as well. They set up their infrastructure that they shoot into Israel in residential buildings and hospitals. They want Israel to have a problem at neutralizing the threat they pose. This is not a moral equivalence issue.

**MOTION:** To extend Member Neiterman's speaking time by 2 minutes

**Moved:** Noam Einy

**Seconded:** Jake Levy

### **Motion Carried**

Member Neiterman agreed there is always complexity in situations, but that does not mean we cannot take a step back to recognize evil from not evil, right or wrong. Member Neiterman referenced the point of how the CSA did not have a committee because Ukraine was backed up by western powers. He asked why there was no committee for the Russian students that were underrepresented in the statement brought by the CSA, and argued that Russia was in the moral wrong, there was no debate about Russia creating a terror act. He questioned why we are talking about the importance of being there for the Jewish community, but we are bringing up a point of creating a committee when we did not do it previously for statements for Iran, Ukraine and Russia.

**MOTION:** To have a 10-minute recess

**Moved:** Daniel Neiterman

**Seconded:** Jake Levy

### **Motion Carried**

**MOTION:** To table the item

**Moved:** Junpyo Lee, VP Academic

**Seconded:** Abdul Rafe Khan

VP Academic motivated to table this motion to the next board meeting as there was no notice for board members to have enough time to research about this matter. Some board members are getting emotional, and the VP Academic noted that in order to ensure the safety of everyone, it will be better to table the motion.

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### Motion Defeated

**MOTION:** To call the question

**Moved:** Jake Levy

**Seconded:** Rachel Marcus

Per the earlier recommendation of the Board Chair that had no objections from members, the board conducted a secret ballot vote for this item.

### Motion Carried

## 8.13 Announcements

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

The PTC reminded everyone that when sitting on the board, there are certain obligations to represent and act in the best interest of their constituency, whether a college, student government, or student organization, as well as act in the best interest of the CSA. It is important to act as impartial as possible as it is part of the code of conduct.

Member Aldred-Ganhao is the President of Table Tops Game Media and invites everyone to attend. There is a \$5 membership fee to attend all events.

Member Gouveia mentioned there is a Breaking Barriers and Creating Connections Event hosted by the Lang Student Association.

Member Marcus reminded everyone there is a Meet the Prof Night tomorrow for CSAHS and an upcoming Mock Trial.

Member Neiterman reminded everyone there is a Lang Tax Conference on November 4. There is a Case Competition, and the winning team gets \$1500. There is a Pumpkin Carving Event on October 26.

Member Einy mentioned there is an upcoming OVC Industry Day that is open to all students.

Member Walia mentioned OPIRG will be collaborating with the CSA for the National Day of Action to advocate for affordable and accessible education on November 8.

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The Chair encouraged everyone to spread the word about elections for the appointment of more board members.

## 8.14 In Camera

No In-Camera session was held at this meeting.

## 8.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 8 on October 18, 2023 be adjourned at 9:21 pm.

**Moved:** Abdul Rafe Khan

**Seconded:** Jake Levy

**Motion Carried**

<b>Approved by the Board of Directors</b>	<b>Date: February 28, 2024</b>
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____

**Motion**

Board of Directors Meeting # 15  
February 28, 2024



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**Item 15.5**  
**Approval of Past Board Minutes**

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

15.5.2	CSA Board Meeting # 13	January 31, 2024
15.5.3	CSA Board Meeting # 14	February 14, 2024

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

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Board of Directors Meeting # 13  
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## Attendance – January 31, 2024

<b>Board of Directors</b>			
<b>At-Large Representatives (Elected)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Jonah Greenhut	College of Arts	Present	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Regrets	
Nour Kashlan	College of Biological Science	Present	d: 7:16pm
Jake Levy	College of Engineering and Physical Sciences	Present	d: 7:36pm
Nate Broughton	College of Engineering and Physical Sciences	Present	
Mason Friebe	College of Social and Applied Human Sciences	Regrets	
Reem Salloum	College of Social and Applied Human Sciences	Present	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	d: 8:32pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Bella Litvak	Ontario Agricultural College	Present	a: 8:19pm
Hillary Schneider	Ontario Agricultural College	Present	
Noam Einy	Ontario Veterinary College	Present	d: 7:36pm
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Sophie Hughes	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	
Vacant	Lang Students' Association		
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (OVC)		

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<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Regrets	
Jayden Khan	Guelph Queer Equality (GQE)	Present	
Danielle Callaghan	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)	Regrets	
Joshua Ivan Jacinto	International Student Organization (ISO)	Present	
Krishna Ratnarajah	Interhall Council (IHC)	Present	d: 7:16pm
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Eknoor Walia	Ontario Public Interest Research Group	Present	d: 8:26pm
Marcus Aldred-Ganhao	Student Senate Caucus	Present	
Simran Kalra	Board of Governors	Present	
<b>Executive (Ex-officio, Non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Shaima Alam	President	Present	
McKenna Williams	Vice President Student Experience	Present	
Bawneet Singh	Vice President Academic	Regrets	
Samar Tariq	Vice President External	Present	

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Nikki Tu	Scribe

<b>Guest</b>	<b>Affiliation</b>
Lee Anne Clarke	CSA Business Manager
William Coleman	Chief Returning Officer
Isha Maharaj	CSA Clubs Coordinator
Ana-Maria Mercu	CSA Clubs Events 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.*

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*If no time is shown in the column, they were present for the entire meeting.*

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## Summary of Resolutions

### 13.2 Adoption of the Agenda

#### 13.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as printed and distributed.

**Motion Carried**

**MOTION TO AMEND:** that the agenda be reordered so that **item 13.11.1: Winter 2024 General Elections – Nomination and Candidate’s Packages** is moved to just after **item 13.4.1: Introductions;**

**FURTHER** that the agenda be reordered so that **items 13.9.1, 13.11.2, and 13.11.3** are moved to just after **item 13.11.1.**

**AND FURTHER** that **item 13.3.1: De-Ratify and Ratify CASU Representative** be added to the agenda.

**Motion Carried**

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as amended with:

- Reordering the agenda so that **item 13.11.1: Winter 2024 General Elections – Nomination and Candidate’s Packages** is moved to just after **item 13.4.1;**
- Reordering the agenda so that **items 13.9.1, 13.11.2, and 13.11.3** are moved to just after **item 13.11.1;** and
- The addition of **item 13.3.1: De-Ratify and Ratify CASU Representative.**

**Motion Carried**

### 13.3 Ratifications and De-Ratifications

**MOTION:** to de-ratify Kennedy Koeslag as the College of Arts Student Union Representative and ratify Sophie Hughes as the College of Arts Student Union Representative, effective immediately.



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## Motion Carried

### 13.5 Approval of Past Minutes

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

13.5.1	CSA Board Meeting # 9	November 1, 2023
13.5.2	CSA Board Meeting #12	January 17, 2024

## Motion Carried

### 13.7 Executive Updates

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

13.7.1	President	January 31, 2024
13.7.2	VP Student Experience	January 31, 2024
13.7.3	VP Academic	January 31, 2024
13.7.4	VP External	January 31, 2024

## Motion Carried

### 13.9.1 Clubs Office Update

#### (a) Extend Speaking Rights to Clubs Coordinators

**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 Isha Maharaj, Clubs Coordinator, to present the Clubs Office Update.

## Motion Carried

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**MOTION:** to extend speaking rights to Ana-Maria Mercu, Clubs Event Coordinator.

**Motion Carried**

## (b) Receive the Clubs Office Update Presentation

**MOTION:** to receive the Clubs Office Update as presented by Isha Maharaj and Ana-Maria Mercu as information.

**Motion Carried**

## 13.10 Committee Updates and Reports

### 13.10.1 Summary of Committee Appointments

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

**Motion Carried**

### 13.10.2 Policy & Bylaw Review Committee (PBRC) Minutes

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

Agenda Item #	Meeting #	Meeting Date
13.10.2	Meeting # 6	December 11, 2023

**Motion Carried**

### 13.10.3 Student Events and Initiatives Funding Committee (SEIF) Minutes

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

Agenda Item #	Meeting #	Meeting Date
13.10.3	Meeting # 2	November 20, 2023

**Motion Carried**

## 13.11 Business

### 13.11.1 Winter 2024 General Elections: Nomination and Candidates' Packages

#### (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 Winter 2024 General Elections.

**Motion Carried**

#### b) Presentation

**WHEREAS** CSA Policy Appendix G: Electoral, Section 2.8 states that the CSA Elections Office, in collaboration with the President and Policy & Transition Coordinator, shall prepare and update all applicable elections forms and ensure that they are consistent with CSA bylaws and policies and provided to the Board of Directors;

**BE IT RESOLVED** That the presentation by William Coleman, Chief Returning Officer (CRO) regarding the Winter 2024 General Elections be received by the Board of Directors as information;

**AND FURTHER** that the Director Nomination Package, Director Candidates' Package, Vice Presidents' Nomination Package, Presidents' Nomination Package, and Executive Candidates' Package, as included in the Board Agenda Package, be received by the Board of Directors as information.

**Motion Carried**

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### 13.11.2 CSA Audited Statements 2021-2022

#### (a) Speaking Rights: Business Manager

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

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

**MOTION:** To extend speaking rights to Lee Anne Clarke, Business Manager, to present the draft CSA Audited Financial Statements;

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

**Motion Carried**

#### (b) Approval of CSA Audited Statements 2021-2022

**MOTION:** That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2022, be received as information by the Board of Directors;

**FURTHER** that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be approved by the Board of Directors;

**AND FURTHER** that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be presented to the CSA membership as information at the 2024 Annual General Meeting.

**Motion Carried**

### 13.11.3 Financial Position to December 31, 2023 and Salary & Wage Recommendations

#### (a) Speaking Rights: Business Manager

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

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

**MOTION:** To extend speaking rights to Lee Anne Clarke, Business Manager, to present the CSA Financial Position to December 31, 2023;

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

**Motion Carried**

### **(b) Receive Financial Position Presentation**

**MOTION:** That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Financial Position to December 31, 2023, be received as information by the Board of Directors.

**Motion Carried**

### **(c) Approval of 2024-2025 Salary & Wage Recommendations**

**MOTION:** to approve the 2024-2025 Salary & Wage Recommendations as recommended and forwarded by the Finance Committee and presented in the January 31, 2024 board agenda package.

**Motion Carried**

#### **13.11.4 Notice: Appendix A (Executive Portfolios) Section 3 Policy Review re. PBRC**

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

*Notice of this motion is hereby provided at the Board meeting on January 31, 2024.*

*This motion will be considered at the Board meeting on February 14, 2024.*

**WHEREAS** the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios);

**WHEREAS** the PBRC reached consensus to bring forward the amendments for Section 3 of the appendix ahead of the remainder of the comprehensive review; and

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**WHEREAS** the PBRC has recommended forward the amendments for Section 3 as resolved from the review;

**BE IT RESOLVED** that the amendments to Appendix A (Executive Portfolios) Section 3 be approved as recommended by the PBRC and as included in the Board Agenda Package.

### 13.11.5 Appoint Member to Elections and Referendum Committee

**WHEREAS** the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections;

**WHEREAS** CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors; and

**WHEREAS** Member Mauricio Fernandez has resigned from the committee, leaving a vacancy;

**BE IT RESOLVED** that the following Director be appointed to the Elections and Referendum Committee for the remainder of the 2023-2024 academic year:

Rachel Marcus
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### Motion Carried

### 13.11.6 Director Class Talks: re Winter 2024 General Elections

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

**WHEREAS** CSA Policy Appendix G: Electoral, Section 4.2 states that Directors will be required to complete a minimum of one class talk to promote the election for the nomination period and a minimum of one class talk during the voting period; and

**WHEREAS** it is important to maximize promotional efforts encouraging undergraduate members to run and vote in the elections so that Board and Executive vacancies are

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filled, the minimum quorum requirements are met, and a successful election process is achieved;

**BE IT RESOLVED** that each Director schedule and present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Winter 2024 General Elections;

**FURTHER** that the Chief Returning Officer provide Directors with suggested speaking points that may be used in their election class talks;

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

### **Motion Carried**

#### **13.11.7 Winter 2024 General Elections Promotional Strategy**

**WHEREAS** CSA Policy Appendix G: Electoral, Section 4.3 states that the President will create an election promotional strategy to promote the CSA elections during the nomination, campaign, and voting periods; and

**WHEREAS** Section 4.3.1 states that the promotional strategy should be submitted to the Board of Directors for information;

**MOTION:** That the Winter 2024 General Elections Promotional Strategy, as included in the Board Agenda Package, be received as information.

### **Motion Carried**

#### **13.11.8 2024-2025 CSA Board Meeting Schedule**

**MOTION:** that the CSA Board of Directors approve the 2024-2025 Board of Directors Meeting Schedule as included in the Board Agenda Package.

### **Motion Carried**

#### **13.14.1 Approve Past In-Camera Minutes**

**MOTION:** That the In-Camera Minutes be approved for the following CSA Board of Directors Meeting:

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13.14.1	CSA Board Meeting # 8a	November 1, 2023
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**Motion Carried**

## 13.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 13 on January 31, 2024, be adjourned at 9:05 pm

**Motion Carried**



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<b>13.0</b>	<b>Call to Order</b>	
<b>13.1</b>	<b>Land Acknowledgement</b> Member Nate Broughton	
<b>13.2</b>	<b>Adoption of the Agenda</b> 13.2.1 Approve the Agenda 13.2.2 Declarations of Conflicts	
<b>13.3</b>	<b>Ratifications and De-Ratifications</b> 13.3.1 De-Ratify and Ratify CASU Representative	
<b>13.4</b>	<b>Comments from the Chair</b> 13.4.1 Introductions and Pronouns	
<b>13.5</b>	<b>Approval of Past Minutes</b> 13.5.1 Meeting # 9 – November 1, 2023 13.5.2 Meeting # 12 – January 17, 2024	
<b>13.6</b>	<b>Executive Committee Minutes</b>	
<b>13.7</b>	<b>Executive Updates</b> 13.7.1 President – January 31, 2024 13.7.2 VP Student Experience – January 31, 2024 13.7.3 VP Academic – January 31, 2024 13.7.4 VP External – January 31, 2024	
<b>13.8</b>	<b>Director Reports</b>	
<b>13.9</b>	<b>CSA Service Update and Report</b> 13.9.1 Clubs Office Update	
<b>13.10</b>	<b>Committee Updates and Reports</b> 13.10.1 Summary of Committee Appointments 13.10.2 PBRC Minutes: Meeting # 6 – December 11, 2023 13.10.3 SEIF Committee Minutes: Meeting # 2 – November 20, 2023	
<b>13.11</b>	<b>Business</b> 13.11.1 Winter 2024 General Elections – Nomination and Candidate's Packages 13.11.2 CSA Audited Statements 2021-2022 13.11.3 Financial Position to Dec 31, 2023 and Wage Recommendations 13.11.4 Notice: Appendix A (Executive Portfolios) Section 3 Policy Review re. PBRC 13.11.5 Appoint Member to Elections and Referendum Committee 13.11.6 Director Class Talks re. Winter 2024 General Elections 13.11.7 Winter 2024 General Elections Promotional Strategy 13.11.8 Board Meeting Schedule 2024-2025	

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<b>13.12</b>	<b>New Business</b> 13.12.1	
<b>13.13</b>	<b>Announcements</b>	
<b>13.14</b>	<b>In Camera Session</b> 13.14.1 Approve Past In-Camera Minutes	
<b>13.15</b>	<b>Adjournment</b>	

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## Minutes – January 31, 2024

### 13.0 Call to Order

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

### 13.1 Land Acknowledgement

Member Nate Broughton delivered the following land acknowledgement:

As we convene for this meeting, I want to take the time to not only acknowledge, but to honour the Indigenous peoples whom this nation has taken so much from, and truly understand our place on this stolen land.

We acknowledge that the land where University of Guelph stands is part of the Dish with One Spoon covenant, a symbol of peace and shared stewardship, and a responsibility to sustain the land and environment in which we live, study, and work, so that everyone may benefit from the sustenance it provides. These are the Treaty lands and territory of the Mississaugas of the Credit First Nation, and traditional lands of the Attawandaron, Anishnaabe, and Haudenosaunee peoples. Today, Guelph is home to many First Nations, Inuit, and Métis people from across Turtle Island.

In recognizing this, we also acknowledge the painful history of these lands, including the forced displacement and despicable treatment of Indigenous peoples that has enabled us to be here today. This acknowledgement serves not only as a reminder of our ongoing responsibilities towards reconciliation and respect for Indigenous cultures and traditions, but also as a commitment to learn, reflect, and act in ways that honour and support Indigenous communities, in addition to working towards dismantling the systems left in place that continue to oppress many.

As we engage in today's discussions and decisions, let us keep in mind the significance of the land we occupy and our role in the larger journey towards understanding, respect, and collaboration with the Indigenous peoples who share this land with us. Let this be a step towards building stronger, more respectful relationships, and let us carry forward the spirit of the Dish with One Spoon Covenant in our work and interactions, ensuring we contribute to a future where resources are shared and cherished in a sustainable manner.

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### 13.2 Adoption of the Agenda

#### 13.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as printed and distributed.

**Moved:** Jonah Greenhut

**Seconded:** Marcus Aldred-Ganhao

**Motion Carried**

**MOTION TO AMEND:** that the agenda be reordered so that **item 13.11.1: Winter 2024 General Elections – Nomination and Candidate’s Packages** is moved to just after **item 13.4.1: Introductions;**

**FURTHER** that the agenda be reordered so that **items 13.9.1, 13.11.2, and 13.11.3** are moved to just after **item 13.11.1.**

**AND FURTHER** that **item 13.3.1: De-Ratify and Ratify CASU Representative** be added to the agenda.

**Moved:** Jonah Greenhut

**Seconded:** Nate Broughton

**Motion Carried**

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 13 on January 31, 2024, be approved as amended with:

- Reordering the agenda so that **item 13.11.1: Winter 2024 General Elections – Nomination and Candidate’s Packages** is moved to just after **item 13.4.1;**
- Reordering the agenda so that **items 13.9.1, 13.11.2, and 13.11.3** are moved to just after **item 13.11.1;** and
- The addition of **item 13.3.1: De-Ratify and Ratify CASU Representative.**

**Motion Carried**

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## 13.2.2 Declarations of Conflicts

Member Levy, Greenhut, Fernandez, Broughton, and Einy declared a conflict of interest with **item 13.11.1**, due to intending to run in the Winter 2024 General Elections.

The Chair clarified that the members could stay during the CRO's presentation but will leave for the discussion and voting of the motion.

## 13.3 Ratifications and De-Ratifications

**MOTION:** to de-ratify Kennedy Koeslag as the College of Arts Student Union Representative and ratify Sophie Hughes as the College of Arts Student Union Representative, effective immediately.

**Moved:** Jonah Greenhut

**Seconded:** Marcus Aldred-Ganhao

**Motion Carried**

## 13.4 Comments from the Chair

The Chair welcomes everyone back. 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.

### 13.4.1 Introductions and Pronouns

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

## 13.5 Approval of Past Minutes

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

13.5.1	CSA Board Meeting # 9	November 1, 2023
13.5.2	CSA Board Meeting #12	January 17, 2024

**Moved:** Jonah Greenhut

**Seconded:** Nate Broughton

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## Motion Carried

**MOTION TO AMEND:** To reword Member Amayaevbo’s statement in the January 17 minutes regarding item 12.12.1 CSA Statement on Navitas.

**Moved:** Naomi Amayaevbo  
**Seconded:** Marcus Aldred-Ganhao

Member Amayaevbo motivated that the original phrasing in the minutes is still accurate, but just insensitive in the way it was paraphrased.

## Motion Carried

**MOTION:** to have a 10-minute recess.

**Moved:** Marcus Aldred Ganhao  
**Seconded:** Abdul Khan

## Motion Defeated

### 13.7 Executive Updates

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

13.7.1	President	January 31, 2024
13.7.2	VP Student Experience	January 31, 2024
13.7.3	VP Academic	January 31, 2024
13.7.4	VP External	January 31, 2024

**Moved:** Jonah Greenhut  
**Seconded:** Marcus Aldred-Ganhao

## Motion Carried

### 13.7.1 President

My goal for the next three months is to rewrite the executive portfolios for more clarity and structure for new executives.

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I plan to create two new full-time jobs and hire a third one.

I have been working with elections, fall reading referendum, SEIF committee and their priorities as well as direction.

The cannon website has relaunched.

Completing a Student Budget Committee presentation to Board of Governors for student priorities.

### 13.7.2 VP Student Experience

Clubs' week was a success with over 100 clubs participating. Thank you everyone for attending. Accreditation for clubs closes on Sunday.

Menstrual Hygiene Initiative, there will be one or two machines in the Powell building. We also plan to giveaway menstrual discs.

Sexy bingo last week went well.

The Student Wellness Advisory Group met last week to discuss their fee increases for the year. The university recommends most organizations to do a 3% increase.

We are working on planning a prom as many students could not attend a high school prom due to COVID.

I have been working on a collaboration between the Grove and CSA to do a weekly breakfast program for students on Mondays. Please visit us on February 12.

### 13.7.3 VP Academic

VP Academic was not present but sent a written report.

### 13.7.4 VP External

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For hospitality services, we are hoping to get soup donations this month. 17 new visitors to reach full capacity in our foodbank. We have a partnership with the university registrar to check on eligible students.

We had another hockey game fundraising. Last week, we received 3 bins of non-perishables from the hockey game held on January 22.

The Bike Centre Assistant has been fixing many bikes for the bike auction to get them into students' hands. We are looking to hire a new Bike Centre Coordinator in the summer and have it open and running for the upcoming fall semester.

We are doing Lobby Week promotion, and the feedback form launches on February 1.

We finished wrapping up advocacy calendar for February.

I will be reviewing operations manuals to transition new staff from old staff.

### 13.8 Director Reports

Member Broughton sat on the PBRC and SEIF meetings. He is working on the Navitas initiative as proposed last board meeting.

Member Wilkinson will be attending the Sustainability Action Fund committee meeting on Friday.

Member Jayden Khan attended the SEIF meeting.

Member Legge approved plans and presentations for the Finance Committee.

Member Kalra is in the Board of Governors and encourages anyone to reach out to talk about Navitas.

Member Aldred-Ganhao was in the Elections and Referendum Committee meeting and went through the packages presented by CRO. We will need a new director appointed who is not running in the elections.

Member Jacinto has been speaking with other international students regarding Navitas.



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Member Fernandez has been participating with the UC Board.

Member Greenhut and Member Salloum have been involved with the Teaching Excellence Award Selection Committee.

Member Amayaevbo has been engaged with the Teaching Excellence Award Selection Committee and attended the PBRC meeting.

### 13.9 CSA Service Update and Report

#### 13.9.1 Clubs Office Update

##### (a) Extend Speaking Rights to Clubs Coordinators

**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 Isha Maharaj, Clubs Coordinator, to present the Clubs Office Update.

**Moved:** Jayden Khan

**Seconded:** Abdul Khan

**Motion Carried**

**MOTION:** to extend speaking rights to Ana-Maria Mercu, Clubs Event Coordinator.

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

**Motion Carried**

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The CSA Clubs Office supports 130+ clubs on-campus. It is important to engage in clubs to make friends outside of academic interests. We support daily events and large-scale events.

All clubs must go through accreditation and take anti-oppression training, submit a budget, designate primary contacts and officers, and create a constitution.

We have increased our membership and welcomed 20 new clubs to the CSA since the fall and winter semester.

An additional accreditation requirement is a Clubs General Meeting which trains on CSA policies.

We hosted Clubs Day and had a raffle with 3 prize packs to encourage students to attend.

The SE&RM provides CSA Clubs support for events. All club events must be approved through the CSA insurance policy. Clubs can book rooms and each club is entitled to locker space as well as access to the poster room for promotion.

Streamlined a New Club application form on Gryphlife. We are trying to be consistent with social media, putting events that clubs are running everyday, introduced Clubhouse Crash course, reintroducing newsletters and more frequent communication.

From December to January, we had an increase of 21.3% accounts reached and 62% accounts engaged on our social media.

Some challenges included keeping track of events, having enough time, continuous notification of deadlines, more specifically with new clubs.

For Summer 2024, there will be upcoming accreditation to participate in o-week and an event for clubs' executives, Club Hub.

Our information and hours are on the CSA website. Along with that, our Instagram is [csaclubsguelph](#).

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## (b) Receive the Clubs Office Update Presentation

**MOTION:** to receive the Clubs Office Update as presented by Isha Maharaj and Ana-Maria Mercu as information.

**Moved:** Nate Broughton

**Seconded:** Jayden Khan

**Motion Carried**

## 13.10 Committee Updates and Reports

### 13.10.1 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:** Jayden Khan

**Motion Carried**

### 13.10.2 Policy & Bylaw Review Committee (PBRC) Minutes

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

Agenda Item #	Meeting #	Meeting Date
13.10.2	Meeting # 6	December 11, 2023

**Moved:** Marcus Aldred-Ganhao

**Seconded:** Nate Broughton

**Motion Carried**

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## 13.10.3 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
13.10.3	Meeting # 2	November 20, 2023

**Moved:** Naomi Amayaevbo  
**Seconded:** Jonah Greenhut

**Motion Carried**

## 13.11 Business

### 13.11.1 Winter 2024 General Elections: Nomination and Candidates' Packages

#### (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 Winter 2024 General Elections.

**Moved:** Noam Einy  
**Seconded:** Jake Levy

**Motion Carried**

The CRO mentioned that an additional section was added to the signature collection section which states petitioning for nominations does not count as campaigning.

There is also an updated schedule of nomination dates, signatures, and other relevant election deadlines within the package.

Promotional services have included a spreadsheet to have a better gauge in prices.

Painting Old Jeremiah is a time-honored University tradition and is frequently a part of CSA election campaigns. Before painting the Cannon, please send the Elections Office any language or basic designs that you would like to use. You must follow the relevant

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University policies including painting overnight and respecting the nearby environment. Keep in mind that other candidates are allowed to paint over your design if it is in accordance with the University rules. This goes both ways; you are permitted to paint over another candidate's design, provided it is in accordance with University rules. Painting over an opponent's design during the day is considered deliberate campaign interference. After you have finished painting, send a photo of your final design to the Elections Office.

There is an updated board meeting schedule which will subsequently be approved.

For any questions, the CRO's office hours are included within the package.

### b) Presentation

**WHEREAS** CSA Policy Appendix G: Electoral, Section 2.8 states that the CSA Elections Office, in collaboration with the President and Policy & Transition Coordinator, shall prepare and update all applicable elections forms and ensure that they are consistent with CSA bylaws and policies and provided to the Board of Directors;

**BE IT RESOLVED** That the presentation by William Coleman, Chief Returning Officer (CRO) regarding the Winter 2024 General Elections be received by the Board of Directors as information;

**AND FURTHER** that the Director Nomination Package, Director Candidates' Package, Vice Presidents' Nomination Package, Presidents' Nomination Package, and Executive Candidates' Package, as included in the Board Agenda Package, be received by the Board of Directors as information.

**Moved:** Shaima Alam, President

**Seconded:** Marcus Aldred-Ganhao

Noted abstentions from the vote were Member Levy, Greenhut, Fernandez, Broughton, and Einy, due to conflicts of interest.

**Motion Carried**

### 13.11.2 CSA Audited Statements 2021-2022

#### (a) Speaking Rights: Business Manager

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

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

**MOTION:** To extend speaking rights to Lee Anne Clarke, Business Manager, to present the draft CSA Audited Financial Statements;

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

**Moved:** Jake Levy

**Seconded:** Jonah Greenhut

**Motion Carried**

**AMENDMENT:** to extend speaking time from 20 to 30 minutes for this presentation

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

**Motion Carried**

These statements are for the year ended April 30, 2022. They are made available usually within 6 months, but the process has been delayed due to COVID. We will be working on the 2022-2023 audit starting in February.

The approval of the audited statements is by the Board of Directors. The CSA, as a non-profit organization with revenue over \$500,000 is required to have an audit at our AGM and be audited once per year. They provide valuable guidance to our structure and new initiatives. The cost of the auditor is about \$26,000 each year.

The first stage begins in May, the business office staff prepare financial statements with receipts, portfolios, payroll, club balances, leases, contracts, professional fees, and more which takes about 100 hours (about 4 days). Stage two is sending accountants to perform tests and obtain audit information to ensure our files and financial statements are accurate. Stage three, the onsite auditors are reviewed by senior partners for BDO. Documents are sent back and forth until senior partners are satisfied. Stage four is the approval of the financial statements by the CSA BoD.

There are three components of the report: independent auditor's report, financial statements, and the various schedules and expenses of our budget portfolios. The

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independent auditor's report includes the auditor's qualified opinion. They note that the financial statements as of April 2022 ended in accordance with Canadian Accounting Principles Standards for not-for-profit organizations.

When the office receives funds or donations, the auditors do not know which is common for not-for-profit organizations. The cannon website is managed by the co-op department.

Responsibilities of management and those charged with governance. Management is responsible for presenting the financial statements and is also responsible for assessing CSA's ability to continue its operations. Those charged with governance, BoD, are responsible for overseeing the association's financial reporting process. The auditor's responsibility is to obtain reasonable assurance about whether the financial statements are free from material misstatement and to issue an auditor's report with their opinion.

The overall CSA budget is approximately 1.5 million.

The statement of financial position provides a 2-year history and is the principles snapshot of financial health as of April 30, 2022. It summarizes our liabilities, assets, and net assets. We only use GICs and invest in two projects with the UC admin. We co-own the cannon and half of the equity is ours, which is \$54,000. Our capital assets by the end of 2022 were worth \$296,000. Our net assets totaled to \$5,833,853. Our total liabilities are \$2,115,200. We get all our student fees in October; students pay for their dental and health plan for the year. We negotiated with our broker that we pay in sections, monthly amount.

Our net assets are externally and internally restricted. Any unspent money, such as the Safewalk, goes into a separate account as it is a restricted fee. The bullring should keep some money aside should there be any issues and we need to pay significant money.

The CSA keeps a portion for the live entertainment fee which has been growing as there have not been many live shows. The balance for this was \$224,814.

The unrestricted net assets are over \$1,000,000. Most student fees come in October and February, almost 50% of CSA's revenue arrives from those dates. The new fiscal year starts May 1. We do not have any new money until October and subsequently need to maintain cashflow. We must have a minimum of \$940,000 in the bank.

The Finance Committee is tasked with investigating and pursuing business ventures to provide better services out of our financial bylaw.

The BDO has concluded that our expenditure as well as revenues are sound and consistent.

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### (b) Approval of CSA Audited Statements 2021-2022

**MOTION:** That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2022, be received as information by the Board of Directors;

**FURTHER** that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be approved by the Board of Directors;

**AND FURTHER** that the CSA Audited Financial Statements for the Year Ended April 30, 2022 be presented to the CSA membership as information at the 2024 Annual General Meeting.

**Moved:** Joshua Jacinto

**Seconded:** Jonah Greenhut

**Motion Carried**

**MOTION:** to have a 10-minute recess

**Moved:** Marcus Aldred-Ganhao

**Seconded:** Naomi Amayaevbo

**Motion Defeated**

### 13.11.3 Financial Position to December 31, 2023 and Salary & Wage Recommendations

#### (a) Speaking Rights: Business Manager

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

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

**MOTION:** To extend speaking rights to Lee Anne Clarke, Business Manager, to present the CSA Financial Position to December 31, 2023;

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



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**Moved:** Jonah Greenhut  
**Seconded:** Mauricio Fernandez

### **Motion Carried**

At the Finance Committee, we look at the financial updates including the bullring, revenues, and current budget year. As we have just approved the 2022 year, there is a gap year. As of December 1, 2023, the unrestricted cash amount increased to \$1,200,040.

The board approves an annual budget. We try to spend all our allocated funds to ensure the portfolio budgets are a zero at the end of the year. However, there are current fiscal year considerations. The student fee revenue is 6.55% above budget projections, which totals almost to \$60,000. We believe that we will end up with \$212,000 extra that we have not spent this year.

The available funds after internal commitments is \$458,862.

The bullring is losing money as it is down \$38,000. We do not control the bullring's architecture and the roof lanes are not straight. When the bullring lost revenue due to the delay in renovation until September, we had to pay.

To create new initiatives, we have \$450,000. The available fund for entertainment programming is \$223,020.

### **(b) Receive Financial Position Presentation**

**MOTION:** That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Financial Position to December 31, 2023, be received as information by the Board of Directors.

**Moved:** Noam Einy  
**Seconded:** Mauricio Fernandez

### **Motion Carried**

### **(c) Approval of 2024-2025 Salary & Wage Recommendations**

**MOTION:** to approve the 2024-2025 Salary & Wage Recommendations as recommended and forwarded by the Finance Committee and presented in the January 31, 2024 board agenda package.

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**Moved:** Shaima Alam, President

**Seconded:** Jonah Greenhut

Shaima Alam, President explained that we averaged the previous 3 years for the salary and wages. There has been a 4.05% increase for CSA PT staff, FoodBank and Bike Centre coordinators, and executive staff. The bullring PT staff are paid a little above minimum wage.

**Motion Carried**

**MOTION:** for a 10-minute recess.

**Moved:** Marcus Aldred-Ganhao

**Seconded:** Abdul Khan

**Motion Carried**

### 13.11.4 Notice: Appendix A (Executive Portfolios) Section 3 Policy Review re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on January 31, 2024.*

*This motion will be considered at the Board meeting on February 14, 2024.*

**WHEREAS** the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios);

**WHEREAS** the PBRC reached consensus to bring forward the amendments for Section 3 of the appendix ahead of the remainder of the comprehensive review; and

**WHEREAS** the PBRC has recommended forward the amendments for Section 3 as resolved from the review;

**BE IT RESOLVED** that the amendments to Appendix A (Executive Portfolios) Section 3 be approved as recommended by the PBRC and as included in the Board Agenda Package.

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## 13.11.5 Appoint Member to Elections and Referendum Committee

**WHEREAS** the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections;

**WHEREAS** CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors; and

**WHEREAS** Member Mauricio Fernandez has resigned from the committee, leaving a vacancy;

**BE IT RESOLVED** that the following Director be appointed to the Elections and Referendum Committee for the remainder of the 2023-2024 academic year:

Rachel Marcus
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**Moved:** Mauricio Fernandez

**Seconded:** Marcus Aldred-Ganhao

Noted abstentions from the vote were Member Greenhut, Fernandez, and Broughton due to conflicts of interest.

**Motion Carried**

## 13.11.6 Director Class Talks: re Winter 2024 General Elections

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

**WHEREAS** CSA Policy Appendix G: Electoral, Section 4.2 states that Directors will be required to complete a minimum of one class talk to promote the election for the nomination period and a minimum of one class talk during the voting period; and

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

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**BE IT RESOLVED** that each Director schedule and present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Winter 2024 General Elections;

**FURTHER** that the Chief Returning Officer provide Directors with suggested speaking points that may be used in their election class talks;

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

**Moved:** Shaima Alam, President

**Seconded:** Marcus Aldred-Ganhao

The President noted that the Board is responsible to help fill the vacancies by promoting the elections through class talks.

**Motion Carried**

### 13.11.7 Winter 2024 General Elections Promotional Strategy

**WHEREAS** CSA Policy Appendix G: Electoral, Section 4.3 states that the President will create an election promotional strategy to promote the CSA elections during the nomination, campaign, and voting periods; and

**WHEREAS** Section 4.3.1 states that the promotional strategy should be submitted to the Board of Directors for information;

**MOTION:** That the Winter 2024 General Elections Promotional Strategy, as included in the Board Agenda Package, be received as information.

**Moved:** Shaima Alam, President

**Seconded:** Marcus Aldred-Ganhao

Shaima Alam, President, provided a brief overview of the promotional strategy document, noting that it's based on the strategy used in the Fall 2023 By-Election.

**Motion Carried**

### 13.11.8 2024-2025 CSA Board Meeting Schedule

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**MOTION:** that the CSA Board of Directors approve the 2024-2025 Board of Directors Meeting Schedule as included in the Board Agenda Package.

**Moved:** Shaima Alam, President

**Seconded:** Jonah Greenhut

**Motion Carried**

### 13.12. New Business

No New Business was presented at this meeting.

### 13.13 Announcements

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

The PTC thanked everyone for their attendance. She was glad that we were able to approve everything efficiently.

The VP Student Experience wanted to thank Lee Anne.

Member Jayden Khan hoped everyone's school is going well and congratulated the success of Clubs Day.

Member Hughes represents CASU. She is planning arts week to create a better sense of community from February 5 to 9. There will be an arts trivia on Wednesday night.

Member Legge is in the process of election and will have many programs next year.

Member Marcus says many positions are open for the CSAHS Student Alliance. There is a bracelet making event tomorrow.

Member Salloum is participating in a call for ceasefire event tomorrow.

Member Walia will be talking about housing insecurity, specifically in town hall meetings.

Member Fernandez says there will be a townhall meeting soon about housing.

Member Aldred-Ganhao noted the Senate will have a meeting next Monday at 4pm. Navitas has been mentioned in the senate package, please email the university

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secretariat if you have questions. Tabletop Games is currently occurring downstairs tonight.

Member Jacinto is the anime club's co-president and there is a collaboration with UofT, TMU, Laurier, and Waterloo for an anime convention. If any clubs want to participate, please reach out.

Member Greenhut encouraged everyone to attend Tabletop Games.

Member Amayaevbo says the cannon website is processing well. The website is good for cheaper textbooks and better opportunities for housing. Good luck on midterms. Black History Month starts tomorrow, February, there will be many events.

## 13.14 In Camera

**MOTION:** to move in-camera.

**Moved:** Nate Broughton  
**Seconded:** Marcus Aldred-Ganhao

**Motion Carried**

### 13.14.1 Approval of Past In-Camera Minutes

**MOTION:** That the In-Camera Minutes be approved for the following CSA Board of Directors Meeting:

13.14.1	CSA Board Meeting # 9	November 1, 2023
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**Moved:** Marcus Aldred-Ganhao  
**Seconded:** Jonah Greenhut

**Motion Carried**

**MOTION:** to call the question.

**Moved:** Marcus Aldred-Ganhao  
**Seconded:** Rachel Marcus

**Motion Carried**

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**MOTION:** To close the *In Camera* session.

**Moved:** Jonah Greenhut  
**Seconded:** Marcus Aldred-Ganhao

**Motion Carried**

## 13.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 13 on January 31, 2024 be adjourned at 9:05 pm.

**Moved:** Marcus Aldred-Ganhao  
**Seconded:** Jonah Greenhut

**Motion Carried**

<b>Approved by the Board of Directors</b>	<b>Date: February 28, 2024</b>
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____

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## Attendance – February 14, 2024

<b>Board of Directors</b>			
<b>At-Large Representatives (Elected)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Jonah Greenhut	College of Arts	Present	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Regrets	
Nour Kashlan	College of Biological Science	Present	d: 8:05pm
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	Regrets	
Reem Salloum	College of Social and Applied Human Sciences	Regrets	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	d: 7:56pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Bella Litvak	Ontario Agricultural College	Present	
Hillary Schneider	Ontario Agricultural College	Present	
Noam Einy	Ontario Veterinary College	Regrets	
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Sophie Hughes	College of Arts Student Union	Regrets	
Natalie Wilkinson	College of Biological Science Student Council	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	d: 6:25pm
Rachel Marcus	College of Social and Applied Human Sciences -Student Alliance	Regrets	
Vacant	Lang Students' Association		
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (OVC)		



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

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Nikki Tu	Scribe

<b>Guest</b>	<b>Affiliation</b>
William Coleman	CSA Chief Returning Officer
Joy Amyotte	CSA 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.*

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## Summary of Resolutions

### 14.2 Adoption of the Agenda

#### 14.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 14 on February 14, 2024, be approved as printed and distributed.

**Motion Carried**

### 14.5 Approval of Past Minutes

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

14.5.1	CSA Board Meeting # 8a	October 23, 2023
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**Motion Carried**

### 14.10 Committee Updates and Reports

#### 14.10.1 Summary of Committee Appointments

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

**Motion Carried**

#### 14.10.2 Policy & Bylaw Review Committee (PBRC) Minutes

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

Agenda Item #	Meeting #	Meeting Date
14.10.2	Meeting # 7	January 26, 2024

**Motion Carried**

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### 14.11 Business

#### 14.11.1 Ratify Referendum Question re. Fall Reading Week

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

**BE IT RESOLVED** that the CSA Board of Directors ratify the referendum question from the CSA Executive Committee, as presented in the Board Agenda Package, to be included on the ballot of the CSA Winter 2024 General Elections.

**Motion Carried**

#### 14.11.2 Job Description: Full-Time Clubs Coordinator

**MOTION:** that the CSA Board of Directors receive the attached letter and proposed job description for the position of full-time Clubs Coordinator as information;

**AND FURTHER** that the CSA Board of Directors approve the proposed job description for the position of full-time Clubs Coordinator, as presented in the board agenda package.

**Motion Carried**

#### 14.11.3 Notice: Appendix A (Executive Portfolios) Comprehensive Review re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on February 14, 2024.*

*This motion will be considered at the Board meeting on February 28, 2024.*

**WHEREAS** the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios); and

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**WHEREAS** the PBRC reached consensus to recommend forward the amendments resolved from the comprehensive review;

**BE IT RESOLVED** that the amendments to Appendix A (Executive Portfolios) be approved as recommended by the PBRC and as included in the Board Agenda Package.

### 14.11.4 Notice: Amendments to Bylaw 1 (Organizational) re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on February 14, 2024.*

*This motion will be considered at the Board meeting on February 28, 2024.*

**WHEREAS** the Board of Directors referred the topic of policies regarding board meeting minutes to the PBRC for review;

**WHEREAS** the PBRC implemented a Working Group to review this item and give recommendations to the committee; and

**WHEREAS** the PBRC has recommended forward the following amendments resolved from the review;

**BE IT RESOLVED** that Bylaw 1 – Organizational be amended to add the following to Section 4 (Board of Directors):

#### **Meeting Minutes:**

- Meeting minutes will be recorded for every meeting by the Board Scribe.
- Minutes will be written in a paraphrased format, including for all discussion that took place.
- Minutes will be approved at a subsequent meeting, once finalized.
  - Minutes are not to be posted to the public until they have been approved by the CSA Board of Directors.
- Minutes will include the names of members, along with the discussions.

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### 14.11.5 Notice: Amendment to Appendix D (Committees) re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on February 14, 2024.*

*This motion will be considered at the Board meeting on February 28, 2024.*

**MOTION:** that the Board of Directors approve the creation of a Statement Making Committee;

**AND FURTHER** that the Board of Directors approve the proposed terms of reference of the committee, as included in the board agenda package, to be added to Appendix D (Committees) of the CSA Policy Manual.

### 14.11.6 Notice: Amendment to CSA Rules of Order re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on February 14, 2024.*

*This motion will be considered at the Board meeting on February 28, 2024.*

**MOTION:** that the Board of Directors approve the following section to be added to the CSA Rules of Order:

#### **Political Statements:**

- Proposals to take a public stance on political matters must be referred to the Statement Making Committee for consideration and statement drafting if applicable. Political statements must pass with a 2/3 majority vote of the Board.
- All other statements may be passed by the board with a simple majority.
- Statements of any topic may be referred to the Statement Making Committee as proposed and passed by a simple majority vote of the Board.

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### 14.11.7 Appoint University Centre Board Undergraduate Student Representatives

**WHEREAS** the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

**WHEREAS** the University Centre Board currently has two vacancies for undergraduate student members and two vacancies for alternate undergraduate student members;

**BE IT RESOLVED** that the following Board Directors be appointed to the University Centre Board as members for a term of up to two years:

Nate Broughton
Marcus Aldred-Ganhao

**AND FURTHER** that the following Board Directors be appointed to the University Centre Board as alternates for a term of up to two years:

Jayden Khan
Abdul Rafe Khan

### Motion Carried

### 14.11.8 Appoint Directors to the University Centre (UC) Board Member Selection Committee

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

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

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

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

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

**BE IT RESOLVED** that the following CSA Directors be appointed to assist the Vice President Student Experience in selecting UC Board appointees for a two-year term beginning in the 2024-2025 academic year:

Marcus Aldred-Ganhao
Jonah Greenhut

### Motion Carried

#### 14.14.1 Approve Past In-Camera Minutes

**MOTION:** That the In-Camera Minutes be approved for the following CSA Board of Directors Meeting:

14.14.1	CSA Board Meeting # 8a	October 23, 2023
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### Motion Carried

#### 14.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 14 on February 14, 2024, be adjourned at 8:48pm

### Motion Carried

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## Agenda – February 14, 2024

<b>14.0</b>	<b>Call to Order</b>	
<b>14.1</b>	<b>Land Acknowledgement</b>	
<b>14.2</b>	<b>Adoption of the Agenda</b> 14.2.1 Approve the Agenda 14.2.2 Declarations of Conflicts	
<b>14.3</b>	<b>Ratifications and De-Ratifications</b>	
<b>14.4</b>	<b>Comments from the Chair</b> 14.4.1 Introductions and Pronouns	
<b>14.5</b>	<b>Approval of Past Minutes</b> 14.5.1 Meeting # 8a – October 23, 2023	
<b>14.6</b>	<b>Executive Committee Minutes</b>	
<b>14.7</b>	<b>Executive Updates</b> 14.7.1 President – February 14, 2024 14.7.2 VP Student Experience – February 14, 2024 14.7.3 VP Academic – February 14, 2024 14.7.4 VP External – February 14, 2024	
<b>14.8</b>	<b>Director Reports</b>	
<b>14.9</b>	<b>CSA Service Update and Report</b>	
<b>14.10</b>	<b>Committee Updates and Reports</b> 14.10.1 Summary of Committee Appointments 14.10.2 PBRC Minutes # 7 – January 26, 2024	
<b>14.11</b>	<b>Business</b> 14.11.1 Approve Referendum Question re. Fall Reading Week 14.11.2 Job Description: Full-Time Clubs Coordinator 14.11.3 Notice: Appendix A (Executive Portfolios) Comprehensive Review re. PBRC 14.11.4 Notice: Amendments to Bylaw 1 (Organizational) re. PBRC 14.11.5 Notice: Amendments to Appendix D (Committees) re. PBRC 14.11.6 Notice: Amendments to CSA Rules of Order re. PBRC 14.11.7 Appoint UC Board Undergraduate Student Representatives 14.11.8 Appoint Directors to the UC Board Member Selection Committee	
<b>14.12</b>	<b>New Business</b> 14.12.1	
<b>14.13</b>	<b>Announcements</b>	
<b>14.14</b>	<b>In Camera Session</b> 14.14.1 Approve In-Camera Minutes: October 23, 2023	



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<b>14.15</b>	<b>Adjournment</b>	
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## Minutes – February 14, 2024

### 14.0 Call to Order

The meeting was called to order at 6:16 pm.

### 14.1 Land Acknowledgement

The President, Shaima Alam, delivered the following land acknowledgement:

As we gather before our CSA board meeting, I'd like to recognize that the land where we work, live, and learn at the University of Guelph is unceded land from Indigenous people and how little land in Canada is with indigenous peoples today. The University of Guelph resides on the ancestral lands of the Attawandaron people and more recently the treaty lands and territory of the Mississaugas of the Credit.

This land is subject of the Dish With One Spoon Wampum Belt Covenant. The Dish With One Spoon is a treaty between the Haudenosaunee Confederacy and the 7 Nations of the Anishinabe to peaceably share and care for the lands and resources around the Great Lakes region.

As a second-generation settler and a guest of this land, I continue to benefit from the treaty lands and territory of the Mississaugas of the Credit in my everyday life. I have access to education, fresh drinking, and work on campus at the CSA. It's important to reflect on our personal relationship to the land, and in my own reflections, I reflect on my role as a student leader at the CSA, and how I can honour indigenous sovereignty in the work that I do.

As a part of the student movement, it remains essential that we recognize and establish the fight against colonialism as a point of unity across our student governments at the University and more broadly. As allies, settlers, and Indigenous and non-Indigenous people alike, we must play our role in consistently answering calls to action and amplifying Indigenous voices both on and off our campus. Our efforts to move towards meaningful reconciliation and relationship building require that each of us reflect on our history, acknowledge contemporary experiences, and to engage in thoughtful action, learning, unlearning, and work to develop an intentional future.

### 14.2 Adoption of the Agenda

#### 14.2.1 Approve the Agenda

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**MOTION:** That the agenda for the CSA Board of Directors Meeting # 14 on February 14, 2024, be approved as printed and distributed.

**Moved:** Jonah Greenhut  
**Seconded:** Marcus Aldred-Ganhao

**Motion Carried**

## 14.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

## 14.3 Ratifications and De-Ratifications

No ratifications or de-ratifications were considered.

## 14.4 Comments from the Chair

The Chair wants to draw attention that we have several notice items tonight which are not voteable. 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.

### 14.4.1 Introductions and Pronouns

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

## 14.5 Approval of Past Minutes

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

14.5.1	CSA Board Meeting # 8a	October 23, 2023
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**Moved:** Marcus Aldred-Ganhao  
**Seconded:** Nate Broughton

## MINUTES

Board of Directors Meeting # 14  
February 14, 2024 – 6:00 pm  
UC 442



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### Motion Carried

#### 14.7 Executive Updates

##### 14.7.1 President

The President shared that she compiled the executive portfolios with the PTC, Colleen.

She also has been working on the fall reading week referendum.

She has also been doing policy work with PBRC. This week was focused on more policies on social media.

The President conducted a presentation for the board of governors on the Student Budget Committee recommendations.

She attended the SEIF Committee meeting and cut down the amount of funds remaining by approving requests.

We support CUPE and ask undergraduates if they can support them. There are 800 signatures. They need support.

##### 14.7.2 VP Student Experience

Earlier this week, she collaborated with The Grove for mental wellness and food security awareness.

Menstrual Hygiene Initiative has partnered with a disc that caters towards people with uteruses. There will be a booth in the UC for conversation.

Due to the absence of prom for many students, there will be an event in the works with DJ and decorating at Brass Taps.

Sexy Bingo will occur tomorrow and be Valentine themed.

She has been filming TikToks to promote the CSA and will be available next week.

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### 14.7.3 VP Academic

VP Academic was not present tonight. He has been involved in leading the Teaching Excellence Award project.

### 14.7.4 VP External

VP External mentioned that the FoodBank hit over 20k in donations, shoutout to Joy. It is a great month for students who use the service. Shoutout to Member Amayaevbo for bringing a great crowd yesterday. Shoutout to VP Student Experience, McKenna, for serving breakfast every single week as well as her ideas.

For administration, I am focusing on updating manuals with outdated languages.

The Executives as well as Member Broughton will be attending Lobby Week. Thank you everyone who passed the word for it.

If anyone wants to sit on the Student Affordable Housing Task Force, please email me as we have a budget line for it.

Reading week, I will be visiting six buildings dedicated to counting water fountains. March 22 is Water Day, and it will be great to advocate against hospitality for the number of fountains they have given us. This will also allow the new VP External a directory.

## 14.8 Director Reports

Member Broughton had attended meetings including PBRC, SEIF, and Navitas. UoGuelph has paused discussion with them for now until the government rules are clearer on the partnership. Next meeting, I will amend a previous motion to get rid of the poster run as it is not relevant.

Member Jayden Khan sat in the SEIF meeting.

Member Legge sat in the Finance Committee meeting and plans to do more class talks for the elections.

Member Levy sat through several PBRC meetings.

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Member Wilkinson went to the Sustainability Action Fund meeting and they are starting on projects. Forms are open to develop green initiatives. We have interests from engineers looking to improve the greenhouses on-campus.

Member Amayaevbo sat in the PBRC meeting. The Cannon website will be promoted more and shoutout to Emma for her hard work.

Member Aldred-Ganhao attended the senate meeting and approved changes to a variety of degrees.

Samantha Scott promoted the Have a Heart Day.

## 14.10 Committee Updates and Reports

### 14.10.1 Summary of Committee Appointments

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

**Moved:** Jonah Greenhut

**Seconded:** Jake Levy

**Motion Carried**

### 14.10.2 Policy & Bylaw Review Committee (PBRC) Minutes

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

Agenda Item #	Meeting #	Meeting Date
14.10.2	Meeting # 7	January 26, 2024

**Moved:** Jonah Greenhut

**Seconded:** Nate Broughton

**Motion Carried**

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### 14.11 Business

#### 14.11.1 Ratify Referendum Question re. Fall Reading Week

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

**BE IT RESOLVED** that the CSA Board of Directors ratify the referendum question from the CSA Executive Committee, as presented in the Board Agenda Package, to be included on the ballot of the CSA Winter 2024 General Elections.

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

Fall Reading Week is asked about every semester, and the CSA has always been unsure on why we do not have one. Since 2012, we have never had referendums for whether students want a Fall Reading Week, only informal surveys that have skewed in favour. There will be multiple steps to this, such as advocating to the Senate, but the goal is to have this added to the schedule of dates for the year 2025-2026 if students are in favour of it.

**Motion Carried**

#### 14.11.2 Job Description: Full-Time Clubs Coordinator

**MOTION:** that the CSA Board of Directors receive the attached letter and proposed job description for the position of full-time Clubs Coordinator as information;

**AND FURTHER** that the CSA Board of Directors approve the proposed job description for the position of full-time Clubs Coordinator, as presented in the board agenda package.

**Moved:** Shaima Alam, President

**Seconded:** Marcus Aldred-Ganhao

We are understaffed and many staff do not have a work-life balance. Our Clubs Office serve over 5,000 students. To alleviate the workload of our current staff, we are hoping to have a full-time Clubs staff member for the new year. Their wage is around \$40,000 and they will have a work shift of 9-5.

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### Motion Carried

#### 14.11.3 Notice: Appendix A (Executive Portfolios) Comprehensive Review re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on February 14, 2024.*

*This motion will be considered at the Board meeting on February 28, 2024.*

**WHEREAS** the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios); and

**WHEREAS** the PBRC reached consensus to recommend forward the amendments resolved from the comprehensive review;

**BE IT RESOLVED** that the amendments to Appendix A (Executive Portfolios) be approved as recommended by the PBRC and as included in the Board Agenda Package.

#### 14.11.4 Notice: Amendments to Bylaw 1 (Organizational) re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on February 14, 2024.*

*This motion will be considered at the Board meeting on February 28, 2024.*

**WHEREAS** the Board of Directors referred the topic of policies regarding board meeting minutes to the PBRC for review;

**WHEREAS** the PBRC implemented a Working Group to review this item and give recommendations to the committee; and



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**WHEREAS** the PBRC has recommended forward the following amendments resolved from the review;

**BE IT RESOLVED** that Bylaw 1 – Organizational be amended to add the following to Section 4 (Board of Directors):

### Meeting Minutes:

- Meeting minutes will be recorded for every meeting by the Board Scribe.
- Minutes will be written in a paraphrased format, including for all discussion that took place.
- Minutes will be approved at a subsequent meeting, once finalized.
  - Minutes are not to be posted to the public until they have been approved by the CSA Board of Directors.
- Minutes will include the names of members, along with the discussions.

The Chair clarified that this policy is for the Board of Directors meetings not for committee meetings, as committees have their own policies for recordkeeping.

### 14.11.5 Notice: Amendment to Appendix D (Committees) re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on February 14, 2024.*

*This motion will be considered at the Board meeting on February 28, 2024.*

**MOTION:** that the Board of Directors approve the creation of a Statement Making Committee;

**AND FURTHER** that the Board of Directors approve the proposed terms of reference of the committee, as included in the board agenda package, to be added to Appendix D (Committees) of the CSA Policy Manual.

# MINUTES

Board of Directors Meeting # 14  
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## 14.11.6 Notice: Amendment to CSA Rules of Order re. PBRC

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

*Notice of this motion is hereby provided at the Board meeting on February 14, 2024.*

*This motion will be considered at the Board meeting on February 28, 2024.*

**MOTION:** that the Board of Directors approve the following section to be added to the CSA Rules of Order:

### Political Statements:

- Proposals to take a public stance on political matters must be referred to the Statement Making Committee for consideration and statement drafting if applicable. Political statements must pass with a 2/3 majority vote of the Board.
- All other statements may be passed by the board with a simple majority.
- Statements of any topic may be referred to the Statement Making Committee as proposed and passed by a simple majority vote of the Board.

## 14.11.7 Appoint University Centre Board Undergraduate Student Representatives

**WHEREAS** the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

**WHEREAS** the University Centre Board currently has two vacancies for undergraduate student members and two vacancies for alternate undergraduate student members;

**BE IT RESOLVED** that the following Board Directors be appointed to the University Centre Board as members for a term of up to two years:

Nate Broughton
Marcus Aldred-Ganhao

**AND FURTHER** that the following Board Directors be appointed to the University Centre Board as alternates for a term of up to two years:

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Jayden Khan
Abdul Khan

**Moved:** Mckenna Williams, VP Student Experience

**Seconded:** Nate Broughton

The VP Student Experience reminded members of the importance of student representation on the UC Board and noted the time commitment of a couple hours per month. Members can sit on additional subcommittees if desired.

## Motion Carried

### 14.11.8 Appoint Directors to the University Centre (UC) Board Member Selection Committee

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

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

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

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

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

**BE IT RESOLVED** that the following CSA Directors be appointed to assist the Vice President Student Experience in selecting UC Board appointees for a two-year term beginning in the 2024-2025 academic year:

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Marcus Aldred-Ganhao
Jonah Greenhut

**Moved:** Mckenna Williams, VP Student Experience

**Seconded:** Jonah Greenhut

This committee will be low time commitment to determine the appointments once applications are received.

### **Motion Carried**

#### **14.12. New Business**

No New Business was presented at this meeting.

#### **14.13 Announcements**

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

The President mentioned that this hiring session has 12 job openings, if you have availability to help, we can add you in the hiring committee. The email sent to Navitas did get a response and will be presented as information in the next meeting.

Member Jayden Khan wishes everyone a happy Valentines Day and a good reading week.

Member Levy will be going to a conference in a few weeks to meet 600 people from around the world.

Member Walia has been focusing on food and housing insecurity. She will be attending student town halls and workshops.

Member Kashlan wished everyone good luck on their midterms.

Member Wilkinson states the CBSSC will be hosting a Hollywood Glam gala on March 23. Tickets will be sold after reading week.

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Member Amayaevbo wishes all a happy Valentine’s Day and super bowl weekend. On Friday, for Black History Month, there will be a movie in the art gallery and encourages everyone to watch it but be warned of racial, gender, and sexual trigger warnings.

Member Kalra wishes everyone a happy Valentines Day and encourages everyone to stay aware of the Navitas situation.

Member Aldred-Ganhao wished everyone who is running for elections good luck. He will be re-running for the Senate and decided to try for Board of Governors.

The Chair announced he will be leaving the CSA due to a new employment opportunity. He will do his best to support the transition of the new Chair.

## 14.14 In Camera

**MOTION:** to move in-camera.

**Moved:** Jake Levy  
**Seconded:** Jonah Greenhut

**Motion Carried**

**MOTION:** to have a 5-minute recess.

**Moved:** Jake Levy  
**Seconded:** Naomi Amayaevbo

**Motion Carried**

### 14.14.1 Approval of Past In-Camera Minutes

**MOTION:** That the In-Camera Minutes be approved for the following CSA Board of Directors Meeting:

14.14.1	CSA Board Meeting # 8a	October 23, 2023
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**Moved:** Shaima Alam, President  
**Seconded:** Naomi Amayaevbo

**Motion Carried**

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**MOTION:** to call the question on the approval of the minutes.

**Moved:** Marcus Aldred-Ganhao

**Seconded:** Nate Broughton

**Motion Carried**

**MOTION:** to have a 5-minute recess.

**Moved:** Jonah Greenhut

**Seconded:** Jake Levy

**Motion Carried**

**MOTION:** to reconsider the agenda.

**Moved:** Naomi Amayaevbo

**Seconded:** Shaima Alam, President

**MOTION:** to call the question on reconsidering the agenda.

**Moved:** Eknor Walia

**Seconded:** Naomi Amayaevbo

**Motion Carried**

**MOTION:** to reconsider the agenda.

**Motion Defeated**

**MOTION:** to adjourn the meeting.

**Moved:** Jake Levy

**Seconded:** Marcus Aldred-Ganhao

**Motion Defeated**

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**MOTION:** to close the *In-Camera* session

**Moved:** Jake Levy  
**Seconded:** Natalie Wilkinson

**Motion Carried**

**14.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 14 on February 14, 2024 be adjourned at 8:48 pm.

**Moved:** Jake Levy  
**Seconded:** Marcus Aldred-Ganhao

**Motion Defeated**

<b>Approved by the Board of Directors</b>		<b>Date: February 28, 2024</b>	
Signed: _____		Date: _____	
Cameron Olesen Board Chair			
Signed: _____		Date: _____	
Colleen Bovay Policy & Transition Coordinator			

**Motion**

Board of Directors Meeting # 15  
February 28, 2024



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**Item 15.6**  
**Executive Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
15.6.1	Meeting # 21	January 11, 2024
15.6.2	Meeting # 22	January 25, 2024
15.6.3	Meeting # 23	February 15, 2024

**Moved:**

**Seconded:**



## Minutes

Executive Committee Meeting (ECM)

Meeting #21 – January 11, 2024 – 3:00pm

CSA Boardroom



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 3:00pm**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

Text

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

Meeting #20 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

Board trainings created and presented

Core staff meetings held

Exec Portfolio updating

FT Job Description of new Events Coordinator development

FT Job Description of new Clubs Coordinator development

All staff meetings held

Finance committee meeting held

Next 11 weeks objectives for execs brainstorming session initiated and planned

**5.1.2 Supervisory**

Check-ins with all my core staff and execs to provide guidance on their priorities for the next month and this last semester

New SEIF deadlines created and presenting a summary report of all the changes made in the process this term.

**5.1.3 Miscellaneous**

Completed making the presentation for the Student Budget Committee, holding a Townhall for it and planned it's promo to get diverse student voice.

## Minutes

Executive Committee Meeting (ECM)

Meeting #21 – January 11, 2024 – 3:00pm

CSA Boardroom



January newsletter sent.

Exec winter photoshoot held.

Exec office hours rescheduled for semester, now includes coffee.

Cannon launch poster and online promo timeline set.

Election promo strategy confirmed

Referendum outreach planning

Supporting CUPE

Meeting w Jen and communications about migrating/creating new website

### 5.2 VP Student Experience

#### 5.2.1 Supervisory

##### CSA Clubs

##### *Clubs Days*

- Clubs Days prep is going smoothly! Applications are coming in steadily and we have a meeting this coming Monday to go over all the details to make sure all the materials are prepped at least a day in advance and everyone understands their duties on the day.

##### *Clubs Accreditation and General Meeting*

- Isha has been on top of accreditation. The form is now open and will close on January 28<sup>th</sup>.

##### *Social Media*

- Ana Maria, the Clubs Event Coordinator, has proposed a new social media initiative to be launched in the coming weeks. We plan to highlight clubs' events on the CSA Clubs Instagram via stories and weekly posts with reference to Gryphlife for more information.

#### 5.2.2 Committees

- In preparation for decisions regarding compulsory fees proposals for the next fiscal year, I will be meeting with my respective committees outlined in my portfolio to discuss recommendations from the undergraduate student perspective. Updates to come in the following weeks.

#### 5.2.3 Miscellaneous

N/A

### 5.3 VP Academic

#### 5.3.1 Supervisory

- SHAC participated in healthy conversations with students during rental housing fair happening in UC courtyard on November 28th.

## Minutes

Executive Committee Meeting (ECM)

Meeting #21 – January 11, 2024 – 3:00pm

CSA Boardroom



Stressbuster painting night happened- on November 27th, 2023, called “Pre- Exam Art Therapy” during 6-7:30 pm in Peter Clark Hall.

Going to work with SHAC on the TikTok/Instagram series on “Guidelines for academic misconduct”.

### 5.3.2 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 at [vpacademic@uoguelph.ca](mailto:vpacademic@uoguelph.ca)

### 5.3.3 Miscellaneous

- 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.

## 5.4 VP External

### 5.4.1 Supervisory

**FoodBank:** The service is opened for the winter and our visitors have returned back to visiting appointments. The social media templates for this service are on-going, to eventually use online platforms as resource banks for UofG students.

**BikeCentre:** The service will remain closed until the space contract for the building for 2024-2025 has passed renewal.

### 5.4.2 Committees

**Sexual & Gender-Based Violence Committee:** We discussed safe sex education for Consent Action week, Valentines day and expanding online and on-campus education resources. Potential collaborations were pointed out and folks volunteered to assist and host all events revolving around training and education on healthy relationships and mandatory consent.

**ACOC Advisory Committee:** The new governance framework was introduced to the members and the specific roles and system enhancements for the Advisory Committee of Council moving forward. Due to conflicting priorities I will be attending the one coming up next week & provide further updates.

## Minutes

Executive Committee Meeting (ECM)

Meeting #21 – January 11, 2024 – 3:00pm

CSA Boardroom



### 5.4.3 Miscellaneous

**CSA x S&GBV:** I will be helping the S&GBV during valentines day for a healthy relationship workshop event. I wanted a CSA presence as V-day events from their office are likely to have a healthy turnout!

**Green Square Campaign:** Planning and hosting a collaborative and awareness event in solidarity with victims of the Quebec Mosque attack in 2017, at the UC.

### 6.0 Business

No business items brought forward.

### 7.0 New Business

No new business.

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 5:00pm

**Next Meeting: January 25th, 2024**

## Minutes

Executive Committee Meeting (ECM)

Meeting #22 – January 25th, 2024 – 2:00-4:00pm

CSA Boardroom #1



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

**Regrets:** Bawneet Singh (VP Academic)

**Guests:** None

**1.0 Call to Order @ 2:00pm**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

Great first month! Lots of administrative work to do for the rest of the year; let's get at it!

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

Meeting #21 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

Social media policy

Ft clubs coordinator, exec portfolio overhaul

Hiring

VPSE portfolio overhaul, next the rest of the execs. Succinctly recognizable the focus, and people who run, can know exactly as a checklist what they're responsible for

Event coordinator – back to ground zero

Chair JD

**5.1.2 Supervisory**

Priorities of the semester → streamlining this organization

Text

**5.1.3 Miscellaneous**

Helped out with my last Sexy bingo

Elections, promo strat → info sessions on 1st and 5<sup>th</sup>

Fall Reading Week Referendum promo

Student involvement fair coordinated for CSA rep

Launched cannon

Seif approved 11ish out of 33, Have 2 more deadlines

Held Townhall for SBC

## Minutes

Executive Committee Meeting (ECM)

Meeting #22 – January 25th, 2024 – 2:00-4:00pm

CSA Boardroom #1



Finance committee – recommendations, budget

January newsletter

Student Executive Council

GMM planning

Election candidate eligibility → ERC

## 5.2 VP Student Experience

### 5.2.1 Supervisory

CSA Clubs

- The clubs general meeting happened this week! Now that the GM is finished, clubs should be set to wrap up their accreditation documents/requirements for this Sunday, January 28<sup>th</sup>.
- We are beginning talks about Club Hub planning now that accreditation and Clubs Days are both wrapped up.

### 5.2.2 Committees

- AAC and SWAG met on Monday, January 22<sup>nd</sup>, to discuss our recommendations for the compulsory fees committee. These recommendations will be finalized and set in by February 1<sup>st</sup>.
- The UC Operations Committee met earlier this week. Big year for the UC, this will be the 50<sup>th</sup> year of the UC! Stay tuned for fun programming being planned over the next year by the UC Operations team.

### 5.2.3 Miscellaneous

- Our first sexy bingo of the new year will be tonight from 8-9pm! Tonights event will be hosted by Anne Tique Doll – should be a great night!
- All event and budget planning happened earlier this week with the help of both Jack, CSA Events Coordinator, and Lee Anne, Business Office Manager. We're off to a great start for the new semester! More updates to come.
- Lee Anne and I met earlier this week to strategize our plan for the Menstrual Hygiene Initiative. We hope to be installing more machines in the JT Powell building, if possible, and launch another giveaway, similar to previous years, in collaboration with Nix It. More updates to come in next ECM.
- I met with folks from The Grove Hubs at UofG earlier this week to discuss a potential collaboration. Stay tuned for more exciting updates on this one! We're tentatively planning an initiative for early February.

## 5.3 VP Academic (absent)

## Minutes

Executive Committee Meeting (ECM)

Meeting #22 – January 25th, 2024 – 2:00-4:00pm

CSA Boardroom #1



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### 5.3.1 Supervisory

NA

### 5.3.2 Committees

NA

### 5.3.3 Miscellaneous

NA

## 5.4 VP External

### 5.4.1 Supervisory

FoodBank: I will be supervising the service for this week as one of our staff members has fallen ill. Campbell has donated loads of canned soup for us and we are also serving a variety of gluten free snacks now! The appointment schedule has also been fuller due to many students taken off the waitlist recently- which is awesome!

Bike Centre: We are aiming to start the hiring process in July of this year! Currently, still awaiting confirmation of space/lease renewal. The Bike Auction is coming up this March and with the help of Joseph the BC Assistant and Promo coordinator, we are excited to offer affordable bikes to the students.

### 5.4.2 Committees

Food Security Committee: We are moving the process of lease and space renewal for the FB. Examining all our progress this year, working on how we can assist the Food Prescription pilot program!

FoodBank Operation Committee: We are looking to replace our old fridges with new, bigger fridges! This will be super exciting as we will now have more room in storage and help accessibility.

### 5.4.3 Miscellaneous

Green Square Campaign: Green pin buttons will be distributed across campus through CSA spaces to honor the lives lost to the 2017 Quebec Mosque Attack, and fight against Islamophobia in our institutions. The campaign starts on January 29<sup>th</sup> and will continue for 1 week.

International Day of Commemoration in Memory of the Victims of the Holocaust: On January 26<sup>th</sup> we are launching our solidarity stance with the

## Minutes

Executive Committee Meeting (ECM)

Meeting #22 – January 25th, 2024 – 2:00-4:00pm

CSA Boardroom #1



Jewish students and community of UofG and against antisemitism and hate on campus. In respect to the Jewish day of rest which will fall on January 27<sup>th</sup>, this post will be going up a day before.

2024 Ontario Lobby Week: This is coming up end of February and the execs are getting prepared to advocate full throttle for student demands on behalf of the undergraduate students! It will take place in Toronto and we are currently in the process of getting feedback from students on what they want demanded from provincial leaders through a Feed Back form published on our Instagram and website!

Additional Planning: Lastly, I will be finalizing the advocacy calendar for February and booking in time in my calendar and everyone else's to make sure we are always working four weeks in advance. This will also be the time I will review my coordinator's operation manuals for their service as well as updating the VPE (my) transition manual along the way!

### 6.0 Business

There were no business items.

### 7.0 New Business

There were no new business items.

### 8.0 In Camera

There was no in-camera session.

### 9.0 Adjournment @ 4:00pm

**Next Meeting: February 15th, 2024**



## Minutes

Executive Committee Meeting (ECM)

Meeting #23 – February 15<sup>th</sup>, 2024– 2:00pm

CSA Boardroom #1



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

**Regrets:** Bawneet Singh (VP Academic)

**Guests:** None

**1.0 Call to Order @ 2:00pm**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

This is the last semester and we're  $\frac{3}{4}$  through our term, so it's a great time to wrap things up!

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

Meeting #22 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

- Portfolios for the President, VP Academic, and VP External have been in the works; the VP Student Experience portfolio was completed and went forward to the board.
- The Full-Time Clubs Coordinator job description was completed and went forward to the board in the February 14<sup>th</sup> Board Meeting.
- The Event Coordinator job description is currently in the works and will be proposed to the Board during the February 28<sup>th</sup> Board Meeting.
- The Fall Reading Week referendum question was supposed to be proposed in the February 14<sup>th</sup> Board Meeting, but
- We are currently entering our first hiring cycle; job postings will go up on the website and socials on February 15<sup>th</sup>.
  - Some of these postings will have deadlines for March 1<sup>st</sup>.

**5.1.2 Supervisory**

- All-staff meeting hosted January 31<sup>st</sup> and February 1<sup>st</sup>

**5.1.3 Miscellaneous**

- Student Budget Committee presentation provided to the Board of Governors earlier this month.

## Minutes

Executive Committee Meeting (ECM)

Meeting #23 – February 15<sup>th</sup>, 2024– 2:00pm

CSA Boardroom #1



- Statement-making policy working group meeting for the finalized proposal happened last week, hopefully to go to the Board next week.

### 5.2 VP Student Experience

#### 5.2.1 Supervisory

- Clubs accreditation is coming along! Some clubs have outstanding documentation still.
- Club Hub is well on its way to being planned – space and food are both booked; now, Clubs Event Coordinator is working on planning the activities and prizes for the event.

#### 5.2.2 Committees

- The Finance committee met and discussed several funding proposals.
- SLEF review committees via UofG Student Experience wrapped up last week.
- BHM is off to a great start!

#### 5.2.3 Miscellaneous

- The Grove X CSA mental wellness breakfast collaboration went amazing! Looking for ways to make this a sustainable initiative in the future with VPE.
- Sexy Bingo #5 is tonight with Vanity Affair – super exciting!
- Last Toast promo is planned, location decided, now working on sorting out the committee and DJ.

### 5.3 VP External

#### 5.3.1 Supervisory

- Foodbank social media strategy confirmed and will be going in writing to store in the G:Drive/Operations Manual for future staff.

#### 5.3.2 Committees

N/A

#### 5.3.3 Miscellaneous

- World Water Day promotional materials are being finalized and are awaiting approval.
- Executives are going to CFS Lobby Week in Toronto next week!

## 6.0 Business

**MOTION:** That the following be appointed to the After the Last Toast Committee:

Mckenna Williams, VP Student Experience (Chair)

Shaima Alam, President (voting member)

## Minutes

Executive Committee Meeting (ECM)

Meeting #23 – February 15<sup>th</sup>, 2024– 2:00pm

CSA Boardroom #1



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Samar Tariq, VP External (voting member)  
Bawneet Singh, VP Academic (voting member)  
Kandace Blaker, Office Manager and Executive Support (voting member)  
Emma Bradley, Promotional Services Coordinator (voting member)  
Jack Fisher, Events Coordinator (voting member)  
Liza Rizzarda, Undergraduate Student (voting member)

**Moved:** Mckenna Williams

**Seconded:** Shaima Alam

**Motion Carried.**

**MOTION:** That the following be appointed to the Front Office Assistant Hiring Committee:  
Shaima Alam, CSA President (chair)  
Kandace Blaker, Office Manager and Executive Support (voting member)  
Mckenna Williams, Vice-President Student Experience (voting member)

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion Carried.**

**MOTION:** That the following be appointed to the Poster Runner Hiring Committee:

Kandace Blaker, Office Manager and Executive Support (chair)  
Emma Bradley, Promotional Services Coordinator (voting member)  
Bawneet Singh, Vice-President Academic (voting member)

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion Carried.**

**MOTION:** That the following be appointed to the SHAC Coordinator Hiring Committee:

Bawneet Singh, Vice-President Academic (chair)  
Riya Roy, SHAC Coordinator (voting member)  
Samar Tariq, Vice-President External (voting member)

**Moved:** Shaima Alam

## Minutes

Executive Committee Meeting (ECM)

Meeting #23 – February 15<sup>th</sup>, 2024– 2:00pm

CSA Boardroom #1



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**Seconded:** Mckenna Williams

**Motion Carried.**

**MOTION:** That the following be appointed to the SE&RM Coordinator Hiring Committee:

Mckenna Williams, Vice-President Student Experience (chair)

Lisa Kazuhara, University of Guelph Student Experience (voting member)

Jack Fisher, Events Coordinator (voting member)

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion Carried.**

**MOTION:** That the following be appointed to the Hiring Committee:

Shaima Alam, CSA President (chair)

(voting member)

(voting member)

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion Carried.**

**MOTION:** That the following be appointed to the SHAC Assistant Hiring Committee:

Bawneet Singh, Vice-President Academic (chair)

Yuha Khan, SHAC Assistant (voting member)

Samar Tariq, Vice-President External (voting member)

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion Carried.**

## 7.0 New Business

**MOTION:**

**WHEREAS** per CSA Bylaw 5.4.2. (b) CSA requires all executives to take a maximum of 1.0 credits during their term;

## Minutes

Executive Committee Meeting (ECM)

Meeting #23 – February 15<sup>th</sup>, 2024– 2:00pm

CSA Boardroom #1



**WHEREAS** there are potential candidates is currently a registered University of Guelph international student;

**WHEREAS** registered international students are required to take at least 2.5 credits in order to maintain their international student study permit;

**WHEREAS** a candidate has declared that they will be changing their international student status to domestic student status in the S24 semester in order to comply with CSA Bylaws;

**WHEREAS** the Elections and Referendum Committee may propose a contract stating all candidates must agree to comply to CSA Bylaws for the duration of their term in order to remain eligible for election;

**BE IT RESOLVED** an Emergency Board Meeting is being called for Wednesday, February 21st at 6pm to bring this contract for approval to the Board of Directors.

**Moved: Shaima Alam**

**Seconded: Mckenna Williams**

**Motion carried.**

**MOTION:**

**WHEREAS** the Chair has relocated to a different country for work;

**BE IT RESOLVED** all Board meetings will be held virtually as of March 27<sup>th</sup>, 2024, until the end of the term.

**Moved: Shaima Alam**

**Seconded: Mckenna Williams**

**Motion Carried.**

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 5:00pm

**Next Meeting: February 22<sup>nd</sup>, 2024**

**Item 15.7**  
**Executive Updates**

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

15.7.1	President	February 28, 2024
15.7.2	VP Student Experience	February 28, 2024
15.7.3	VP Academic	February 28, 2024
15.7.4	VP External	February 28, 2024

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

## Executive Update

President

February 28, 2024



### General Update:

February has been one of the busiest months. Truly pushed out a lot of items overall to create permanent change. A glimpse into a single week of mine this month (Feb 5<sup>th</sup>-9<sup>th</sup>): presented to the Board of Governors the Student Priorities for the University's Budget Development Process, researched and wrote up the Fall Reading Week Referendum questions and preamble, finished writing the Clubs Coordinator Job Description and motivation letter to the Board, finished writing the executive portfolio bylaws for all four executives, initiated the hiring cycle for the end of the year, held Election Info Sessions, had a SEIF committee meeting, finished the statement making committee policy, finished reviewing all the SLEF applications, held All Staff meetings, presented the new Terms of Reference to the Cannon.ca Operating Meeting and chaired the committee and PBRC, and begun planning for the GMM.

### Ongoing Projects:

#### **CSA Staff & HR Update + Training:**

Held the February All Staff Meeting. This month's activity was building the longest structure in groups that diverts to an anti-oppression and privilege assessment training. Reminders for the elections, the GMM and fair, website review deadline, hiring, and updates on organizational changes and service evaluations. Initiated the big cycle of hiring for the end of term, first 7 positions have been posted, and struck hiring committees for them.

New Full-Time Clubs Coordinator job description was developed combining the two part time coordinators and adding on the duties of SEIF and referendum fee collecting club's accountability to ensure student funding is going to proper places. I wrote a letter to the board as well to explain the reasoning behind the development and the goals involved. It is now approved, and now the posting is being worked out, so we can hire by April. The Event Coordinator JD is completed but will be presented in the March 27 Board Meeting, it provides a structure for big, large-scale programming so we can do better in consistently enhancing the student experience while also giving execs their ownership of events.

The Executive portfolios of all four executives were also completed this month and presented to the board. The executives now have distinctive areas of focus and liaison with students, organizations, government, and administration.

The job description was also further developed for the Administrative Assistant to the Office of the President, some initial thoughts for a website administrator, and the retirement plan of a staff.

## Executive Update

President

February 28, 2024

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

#### Media

Doing a full website review because am hoping to transfer it to wordpress through an external contract. Have a quote that was presented to the finance committee, have 700 pages currently on website need to reduce to under 100 for a sane website. Have delegated all staff to thoroughly review specific sections by the end of the month with recommendations for removal, conciseness, and prioritization.

We changed up the exec stories on Instagram to be once collaboration to take into account the increased workload currently of the executives.

#### Newsletter

Sent February Newsletter, highlighting elections, CFS lobby survey, board meetings, teaching excellence award, the new look launch of thecannon.ca and the Grove collab. Sending another email out next week specifically to promote our concert with Texas King and the elections.

#### GMM

Began the planning for the General Members Meeting, coordinating promo, incentivization, and logistics. Introducing a resource fair with our services with a passport to increase engagement and to show the variety of ways we help the students.

#### Degrees of Dysfunction

Collaborating with GSA President to bring attention to students how a lot the struggles they face like food insecurity, housing, and high tuition are stemmed from the decisions the university administration is making due to the underfunding from the provincial government to post secondary education. Also includes way students lobby against these decisions and the systemic issue. Includes a giant flow chart for the UC, kiosks, and Instagram posts, and specific information for specific topics in poster runs and additional posts.

Have had also CUPE meetings to see how CSA can provide support.

### **Elections:**

Elections nominations has concluded, campaign period begins, voting next week. Increasing outreach rapidly to get awesome quorum. Board will need to support that cause. Have had several Election Info sessions.



## Executive Update

President

February 28, 2024



### Fall Reading Week Referendum

After combing through every Board Package Agenda and Minutes from the years 2013-14, 2014-15, 2015-16, 2016-17, and reading the Fall Reading Week Expansion White Pages, and the poll results from March 2019 (<https://csaonline.ca/system/files/Fall-Reading-Break-Information-Package-2019.pdf>), I have concluded that the referendum for Fall Reading Week will pivot in its perspective, because it is now actually the CSA asking in a referendum to at least 20% of our student population to tell us once and for all, do they want a Fall Reading Week. In an informational campaign, I have tried to include as much information as possible on why there is a such a debate about it and include all historical efforts. If this answer fails, then we have a definitive way to say why there is no Fall reading week for a very long time, because we actually ran a referendum question that is very public, and if it passes with all risks explained, then as the student reps, we must advocate for what our constituents want. I wrote up the preamble and the question that was approved in the last Board meeting.

### Committees:

#### **Internal/Operational Committees:**

##### Board

Have had several board motions submitted for both board meetings to implement policy changes, creation of job description, presentation of information, and advocating for the rights of our membership. Also had an emergency board meeting scheduled that was cancelled. Since this will be our last board meeting in-person, wanted to have good food for it. Will begin hiring of Chair soon as we update the job description.

##### SEIF Committee

I chair this committee; Held a SEIF committee meeting to deny and approve applications. Many were approved with an increase of better quality submissions. Only have one deadline left with a few thousand dollars left in the budget line. However, will have additional funding going into the line due to a club being deactivated.

##### theCannon.ca Operating Committee

I have been chairing this committee; New Terms of Reference I wrote was proposed and approved for the committee, and now the new website is in a phase for minor tweaks and usage for promotion. Will have an additional launch later.

## Executive Update

President

February 28, 2024



### PBRC

PBRC has several working groups, the ones I brought forward are the in-camera policy update, to include actual criteria of what is deemed necessary for an in-camera session, and for items that one would not usually need an in-camera session for to have a higher threshold of a vote to ensure the rights of students to our organizational transparency. Additionally, working on a social media policy to mandate the social media guidelines I made up this year to enforce a brand, oversight, and cohesiveness across the organization. Also working on an HR policy update and proposed to the board the political statement making committee policy to ensure student voice is consulted when the CSA is taking a stance in a political matter. Executive portfolio bylaw update is completed and will be up for approval in this meeting as well. Will also be updating bylaws to better enforce executive requirements once they're in position so we stop having executives who come into the role and don't do their job but there is no provision for them to face any repercussion for it due to removal requiring an unanimous vote, and there is no other awareness to the board of the ongoings of their work.

### Finance Committee

I chair this committee; Three proposals for quotes to the Finance Committee have been made to make investment purchases considering the sufficient funds we have and needing certain things updated within the organization like tech setup. I will be bringing a few more proposals to update the CSA before I leave. The work for budget development process of the next year is beginning. Have also proposed to the committee several recommendations for reactivation and suspension of fees based on the usage of the referendum service.

### **External/University Committees:**

#### Compulsory Fees Committee

I chair this committee; our next meeting for additional proposals of compulsory fee increases is happening on the day of our Board Meeting. Met with the students of the committee beforehand to decide which fees to reject to ensure students are being forced to pay for budget cuts when they're already struggling financially.

#### Student Budget Committee

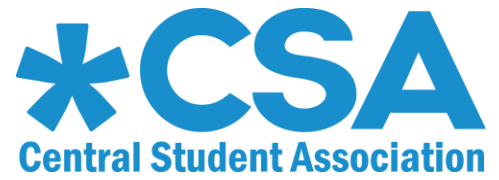
Presented to the Finance Committee of Board of Governors about recommendations to the University's budget development process in regard to student priorities. Took it well enough, will follow up to see what they are doing with those recommendations. Need to now make the final report, a long document, to submit to the Board of Governors for April.

## Executive Update

President

February 28, 2024

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### SLEF

Reviewed several SLEF applications and provided recommendations on what to accept and reject.

Shaima Alam

## Executive Update

VP Student Experience

February 28, 2024

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Hello CSA Board members!

I hope your semester is starting to wrap up nicely as we move into March. February has definitely felt busy over here, and it's looking like March will be even busier with all that we have planned.

Throughout this month, I've spent most of my time planning events and initiatives to support the undergraduate student experience, as well as supporting CSA Clubs with their events and initiatives. Thankfully, everything is shaping up nicely.

### CSA Clubs Supervision

The Club's office has finally started to wrap up accreditation after sorting out a few details for clubs with outstanding accreditation requirements. At this point, all clubs either have their documentation in and are accredited or they have been notified that they will need to reapply for next semester.

The Club's Event Coordinator has been working hard to plan Club Hub for the Winter 2024 semester. This event is intended to celebrate CSA clubs for their hard work this year, and to encourage networking and collaborative event planning amongst clubs. Clubs will have the opportunity to win monetary prizes to fund their club's events; additionally, there will be free food and lots of opportunity to mingle with other student leaders! This event is planned to be at the Bullring in the evening on Monday, March 18th. You should be seeing more promotion for this event via the CSA and CSA Clubs socials in the coming weeks.

Finally, edits for the Clubs Office operations manual are underway. The Clubs Coordinator and I will be working hard to develop this manual to comprehensively support the incoming full-time Clubs Coordinator.

### The Last Toast and After the Last Toast

The Last Toast is a tradition started by the CSA in 2016, in which we come together for a meal with friends, listen to wise words from our guest speakers, and toast to the graduating class! This year, we've been eagerly planning, especially in consideration that this will be the first year in a few now that COVID and social distancing is no longer a concern. So far, we have the space and food booked, glasses ordered, and promotional materials designed. Speaker selection will happen in the next week or so once Student Experience chooses a speaker for the Last Lecture. Ticket sales will run from March 6th-27th via the CSA Front Office; \$15.00, cash only!

AFTER the Last Toast is a new tradition we're hoping continues for years to come! This event was inspired by a student who had expressed the want for a Prom by the

## Executive Update

VP Student Experience

February 28, 2024

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graduating class of 2024, seeing that most students graduating this year lost their Prom experience due to COVID. In lieu of months to plan, we opted to throw a similar semi-formal event at the Brass Taps as an extension of the celebrations we already host. This past month, we've secured the space, DJ, promotional materials, and just recently launched the "Prom" committee (so to speak) that will be assisting with decorations and event execution. The theme will be "champagne celebration," of course. Tickets will be \$5.00, also available at the CSA Front Office (cash-only) as of March 6th until the night of the event. Tell your friends! Let's make this event a big one to end the year right!

### **Menstrual Hygiene Initiative - Nix It X CSA Collaborative Giveaway!**

We've partnered up with NixIt, a female-run, Canadian company, to give away menstrual discs to undergraduate students. This is an initiative that was first run in 2019 by the previous VPSE; they gave away menstrual cups via a collaboration with Diva. Now that reusable menstrual products have been around for a few years, I felt it was important to prioritize a female-run company with a physiologically friendlier product. For that reason, I am SO excited to work with Nix It on this initiative.

We will be running this giveaway both in-person and via Instagram with the goal of distributing 120 products to menstruating undergraduate students. The Instagram giveaway will run from Wednesday, March 20th, at noon until Monday, March 25th, at 3pm. Similar to most IG giveaways, we will be asking students to like the post, follow @csaguelph, and tag friends in the comments to enter (each tag/comment = 1 entry). 60 undergraduates will be contacted via DM to confirm that they have won; all winners will need to reply by 5pm the following day with their name, uoguelph email, and student number to claim their prize. The in-person giveaway will run in tandem with the IG giveaway on Monday, March 25th, from 11am-3pm by the North elevators in the UC Courtyard. Participants can enter by signing up at the table and will be asked to provide their name, student number, and uoguelph email as well. All winners will be randomly selected, and students cannot win twice (i.e., via both IG and in-person). Pick up will happen on Thursday, March 28th, in the CSA Boardroom from 10:30am-4:30pm. A representative from Nix It will be present at both in-person events to ensure proper communication to winners on how to use and care for the product hygienically and effectively.

### **The Grove X CSA Mental Wellness Breakfast**

This initiative occurred on Monday, February 12th, from 8:30am-11:30am near the South elevators in the UC Courtyard. We were able to give away nearly \$800 of free food and coffee to undergraduate students with the help of the Grove staff! This event allowed us to share word of The Grove to hundreds of undergraduate students as well. The Grove is an on-campus wellness hub with a plethora of free services, including tutoring, mental health counselling, addictions support, quiet spaces, therapy dogs, and

## **Executive Update**

VP Student Experience

February 28, 2024

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tons of other fun wellness programming, as well as free food available in their open kitchen. Next month, we'll be exploring ways to continue this initiative and relationship with The Grove sustainably.

That's all for me this month! If you have any questions, please feel free to reach out. :)

Cheers,

Mckenna

## **Executive Update**

VP Academic

February 28, 2024



### **Teaching Excellence Award Committee Update:**

The deadline for the nomination is March 1st. I encourage the board to put a nomination to show support to the initiative.

The award ceremony will be held on March 19th, 6pm to 8pm at Bullring. The committee will sit once the deadline for nomination pass.

### **Upcoming Meeting with VPA Byron:**

I was not able to meet Byron due to me being in a different time zone, but I will be discussing the following issues with him shortly:

- The establishment of late-night study spaces on campus.
- The implementation and implications of AI detectors for professors.
- Clarification on whether the use of Grammarly constitutes academic misconduct.

### **Personal Update :**

I am back in office and have started working in full capacity again.

### **SHAC Initiative - Arts and Crafts Night**

- Duration: 2 hours (on drop-in basis)
- Date: End of March
- Description/Reason: We want to create a relaxing space for students before exams with many options like painting, colouring, beading, etc.

Bawneet Singh, VP Academic

## Executive Update

VP External

February 28, 2024

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Hello Board,

My priorities as we move to close February include a lot of brainstorming. In regard to World Water Day coming up on March 22nd, we are getting close to finishing the water fountain and refill station count, so that we can use this data in % to assess and demand improved free water accessibility on campus. I have also been in touch with resident leaders to explore what access to water looks like for students living on campus, not just studying on campus.

Further, I am zooming in on FoodBank again, as there may be another opportunity to pull students from our waitlist by opening up appointments on Thursdays. This will also allow us to book in more appointments every week, and thus can fit more people on our registrar. The improvements in the FoodBank have been pretty drastic this year, and we don't want to stop just yet.

I will also let you know that operational manuals for both Bike Centre and FoodBank are going to be on hold for now. Operationally, making updates does not make sense yet as we are in the midst of changes still. This will be picked back up during the summer.

Other than that, I am looking to produce meaningful promo and programming for the last month of March for now. I am slowly approaching the last bit of time I have left to create and produce projects. So, I am looking forward to making advocacy programs as meaningful as possible.

Thank you so much!

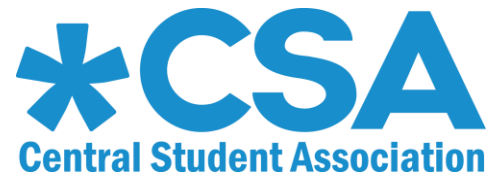


## Information Report

Board of Directors Meeting # 15

February 28, 2024

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### Item 15.10.1

#### 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 # 15

February 28, 2024



The following Summary of Committee Appointments is provided as information:

### University Centre Board

Appointed: February 14, 2024

Marcus Aldred-Ganhao	Member
Nate Broughton	Member
Jayden Khan	Alternate Member
Abdul Rafe Khan	Alternate Member

### UC Board Selection Committee

Appointed: February 14, 2024

Mckenna Williams	VP Student Experience
Marcus Aldred-Ganhao	Director
Jonah Greenhut	Director

### Elections and Referendum Committee

Appointed: January 31, 2024

Rachel Marcus	Director
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### Teaching Excellence Award Selection Committee

Appointed: January 17, 2024

Bawneet Singh	VP Academic
Jonah Greenhut	Director
Naomi Amayaevbo	Director
Abdul Rafe Khan	Director
Reem Salloum	Director
Danielle Callaghan	Director
Daniel Neiterman	Director
Marcus Aldred-Ganhao	Director

### Elections and Referendum Committee

Appointed: January 17, 2024

Marcus Aldred-Ganhao	Director
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### University Centre Board

Appointed: January 17, 2024

## Information Report

Board of Directors Meeting # 15

February 28, 2024



Nour Kashlan	Alternate Undergraduate Member
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### CSA/GSA Transit Committee

Appointed: November 29, 2023

Mauricio Fernandez	Director
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### Student Events and Initiatives Funding Committee

Appointed: November 29, 2023

Nate Broughton	Director
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### Clubs Conduct Tribunal

Appointed: November 29, 2023

Abdul Rafe Khan	Director
Jonah Greenhut	Director

### Experiential Learning Advisory Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### Late Fee Appeal Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### Student Financial Services Student Fee Advisory Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### The Senate Meeting

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### Student Senate Caucus

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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## Information Report

Board of Directors Meeting # 15

February 28, 2024



### Task Force of Student Conduct Policy and Practice

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### Student Rights & Responsibilities Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### UoG Information Technology Student Advisory Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### Board of Undergraduate Studies

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### Compulsory Fees Committee

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### Mental Health Advisory Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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### Athletics Advisory Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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### Student Life Enhancement Fund (SLEF) Committee

Appointed: November 24, 2023

Shaima Alam	President
Mckenna Williams	VP Student Experience

## Information Report

Board of Directors Meeting # 15

February 28, 2024



### Student Events & Risk Management (SE&RM) Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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### Student Events and Initiatives Funding (SEIF) Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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### O-Week Advisory Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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### Black History Month Planning Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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### UC Board Operations and Programming Committee

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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### University Centre (UC) Board

Appointed: November 24, 2023

Mckenna Williams	VP Student Experience
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### 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

## Information Report

Board of Directors Meeting # 15

February 28, 2024



### 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
Noam Einy	Director

### 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

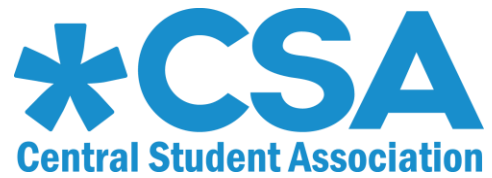
Appointed: October 18, 2023

Naomi Amayaevbo	UC Board Member
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## Information Report

Board of Directors Meeting # 15

February 28, 2024



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

### Athletics Advisory Council

Appointed: October 18, 2023

Jake Levy	CSA Representative
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### 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
Jake Levy	Alternate UC Board Member
Samantha Scott	Alternate UC Board Member
Jonah Greenhut	Alternate UC Board Member

### 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

## Information Report

Board of Directors Meeting # 15

February 28, 2024



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

### Student Events and Initiatives Funding Committee

Appointed: July 19, 2023

Shaima Alam	President
Daniel Spinner	Director
Noam Einy	Director
Natalie Wilkinson	Director

### Co-curricular Experiential Learning Integrity Committee

Appointed: July 5, 2023

Samar Tariq	VP External
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### Finance Committee

Appointed: June 21, 2023

Shaima Alam	President
Mauricio Fernandez	Director
Mason Friebe	Director
Taylor Legge	Director

### Student Affordable Housing Taskforce

Appointed: May 31, 2023

Samar Tariq, VP External	Committee Chair
Mauricio Fernandez	Director
Mason Friebe	Director
Naomi Amayaevo	Director

### Policy and Bylaw Review Committee

Appointed: May 31, 2023

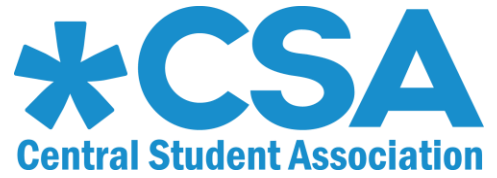
Colleen Bovay	Policy and Transition Coordinator
Shaima Alam, President	Executive Member
Jake Levy	Director
Mason Friebe	Director



## Information Report

Board of Directors Meeting # 15

February 28, 2024



Mauricio Fernandez	Director
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### Late Fee Appeal Committee

Appointed: May 31, 2023

Abdul Rafe Khan	CSA Member/Director
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### UC Board Selection Committee

Appointed: May 31, 2023

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 # 15  
February 28, 2024



---

**Item 15.10.2**  
**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:

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
15.10.2	Meeting # 3	January 24, 2024

**Moved:**

**Seconded:**

## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



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

**Regrets:** Natalie Wilkinson (Board Member)

**Absent:** Daniel Spinner (Board Member)

**Guests:**

### 1.0 Welcome & Introductions

#### a. Land Acknowledgement

### 2.0 Adoption of the Agenda

#### a. Approve the Agenda

#### b. Declarations of Conflicts

- i. Jayden Khan for BMSSA

### 3.0 Comments from the Chair

- a. We have a lot of applications to get through.

### 4.0 Approval of the Previous Minutes

#### a. Meeting 2: November 20<sup>th</sup>, 2023

### 5.0 Review of the SEIF Budget Line: \$7,964.39

### 6.0 Review of SEIF Applications – January 17, 2023, Deadline

#### a. 1 – Anime Club Genshiken - Initiative

- i. **Application:** Club fundraiser where they're selling t-shirts of the mascot to help get funding and spread awareness about the club
- ii. **Funding Request:** 450.87
- iii. **Committee Discussion:** Not SERM Approved, not considering, not an initiative.
- iv. **Decision:** Denied based on no SERM submission and profit, not an initiative

#### b. 2 – Chess Club of Guelph - Initiative

- i. **Application:** Selling Krispy Kreme at the UC Courtyard to fundraise money for Chess Club equipment as they're using the previous president's equipment

## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



- ii. **Funding Request:** 395.50
  - iii. **Committee Discussion:** Not SERM Approved, not considering, not an initiative.
  - iv. **Decision:** Denied based on no SERM submission and profit, not an initiative
  
- c. **3 – Guelph Poets Society - Application 4 (Initiative)**
  - i. **Application:** Celebration of World Poetry Day in the UC Courtyard with different tables, a poetry presentation, poetry tarot cards, collaborative poem, button making, poetry display
  - ii. **Funding Request:** 50
  - iii. **Committee Discussion:** good event but not SERM Approved, therefore not considering.
  - iv. **Decision:** Denied based on no SERM submission, not an initiative
  
- d. **4 – Meal Care - Initiative**
  - i. **Application:** Food pans and non-perishable for the community fridge
  - ii. **Funding Request:** 500
  - iii. **Committee Discussion:** very good initiative, funding!
  - iv. **Decision:** fully funded!
  
- e. **5 – Pipeline to Success - Initiative**
  - i. **Application:** Multiple MCAT Prep Sessions
  - ii. **Funding Request:** 490
  - iii. **Committee Discussion:** not an initiative, not unique, not a large enough impact
  - iv. **Decision:** denied, consider partnership with MCAT prep companies and then requesting funding so sessions can be free, not an initiative
  
- f. **6 – University of Guelph Journal of Health Advocacy and Medicine - Initiative**
  - i. **Application:** Student Run Journal. Application is to print it and hand them out.
  - ii. **Funding Request:** 251.98
  - iii. **Committee Discussion:** not very sustainable, don't print but keep the website.
  - iv. **Decision:** partially fund for website, half of the posters + poster run service to save club members time (total \$44.21)

## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



### g. 7 – Best Buddies

- i. **Application:** Painting Event
- ii. **Funding Request:** 200
- iii. **Committee Discussion:** Good event, no SERM approval, apply for next deadline.
- iv. **Decision:** Denied

### h. 8 – College Royal Society

- i. **Application:** College Royal Ball
- ii. **Funding Request:** 500
- iii. **Committee Discussion:** Budget indicates only \$150.00 deficit after ticket sale revenue.
- iv. **Decision:** Partial approval (\$150.00)

### i. 9 – Curtain Call Productions

- i. **Application:** Annual Production. They are doing Legally Blonde
- ii. **Funding Request:** 500
- iii. **Committee Discussion:** Projected profit, apply for final SEIF deadline if event ends up going over budget resulting in a deficit.
- iv. **Decision:** Denied

### j. 10 – Girl Talk Guelph

- i. **Application:** Prof Q&A Panel where people learn about the prof's perspective
- ii. **Funding Request:** 250
- iii. **Committee Discussion:** No SERM submission, apply for following deadline.
- iv. **Decision:** denied

### k. 11 – Google Developer Student Club

- i. **Application:** Resume and Speaker night where people learn about creating resumes and the job application process
- ii. **Funding Request:** 510
- iii. **Committee Discussion:** Tablecloths were essential to the nature of the event, banner and banner stand were operational costs not associated with the event, 18 hats didn't need to be given away to run the event, so we'll fund \$50 worth of them.
- iv. **Decision:** Partial funding awarded (\$230)

### l. 13 – Guelph Afghan Student Association - Application 1

## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



- i. **Application:** Nawruz (Afghan New Year) celebration with music, performances and food
- ii. **Funding Request:** 200
- iii. **Committee Discussion:** Good event but no SERM submission, apply for next deadline.
- iv. **Decision:** Denied

### m. 14 – Guelph Afghan Student Association - Application 2

- i. **Application:** Afghan Iftar Night for Muslim students to break Ramadan Fast
- ii. **Funding Request:** 250
- iii. **Committee Discussion:** Good event, no SERM submission, apply for next deadline.
- iv. **Decision:** Denied

### n. 15 – Guelph Correctional Service Volunteers - Application 1

- i. **Application:** Screening of Just Mercy
- ii. **Funding Request:** 50.28
- iii. **Committee Discussion:** No SERM submission, budget indicates a profit – importantly: consider costs of a movie license. Ideally do not charge cost for attendees and consider running the event at the library with an educational component to avoid needing to pay for a screening license.
- iv. **Decision:** Denied.

### o. 16 – Guelph Correctional Service Volunteers - Application 2

- i. **Application:** Clothing Drive
- ii. **Funding Request:** 26.54
- iii. **Committee Discussion:** Good event!
- iv. **Decision:** Approved:)

### p. 17 – Guelph Croatian Student Association

- i. **Application:** Bowling Night
- ii. **Funding Request:** 500
- iii. **Committee Discussion:** Less expensive to do a group booking (rent 3 lanes total for a party), low impact on undergraduate community, preferably run the event with no cost to participants.
- iv. **Decision:** Partial funding (\$200)

### q. 18 – Guelph Global Medic

## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



- i. **Application:** Trivia Night to raise awareness
  - ii. **Funding Request:** 250
  - iii. **Committee Discussion:** Good event, no SERM submission, recommended less food with the amount of people anticipated to attend.
  - iv. **Decision:** Denied
  
- r. **19 – Guelph Poets Society - Application 1**
  - i. **Application:** Table for College Royal
  - ii. **Funding Request:** 17.50
  - iii. **Committee Discussion:** Good event, no SERM submission, apply for next deadline.
  - iv. **Decision:** Denied
  
- s. **20 – Guelph Poets Society - Application 2**
  - i. **Application:** Cannon Painting
  - ii. **Funding Request:** 50
  - iii. **Committee Discussion:** Good event, no SERM submission, apply for next deadline.
  - iv. **Decision:** Denied
  
- t. **21 – Guelph Poets Society – Application 3**
  - i. **Application:** Board game and dinner night. The application is for the food.
  - ii. **Funding Request:** 90
  - iii. **Committee Discussion:** Good event!
  - iv. **Decision:** Approved
  
- u. **22 – Guelph Poets Society – Application 5**
  - i. **Application:** art exhibit to spread awareness about sexual violence. Funding for CSA printing
  - ii. **Funding Request:** 20
  - iii. **Committee Discussion:** Good event, no SERM submission, apply for next deadline.
  - iv. **Decision:** Denied
  
- v. **23 – Guelph Poets Society – Application 6**
  - i. **Application:** Snow days escape room.
  - ii. **Funding Request:** 7
  - iii. **Committee Discussion:** Good event!

## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



iv. **Decision:** Approved

### w. 24 – Guelph Tamil Student Association

- i. **Application:** Speed dating
- ii. **Funding Request:** 300
- iii. **Committee Discussion:** Budget indicates a profit, no SERM submission, add detail to budget (where is University funding from? What are the prizes? What food are you purchasing?)
- iv. **Decision:** Denied

### x. 25 – Guelph Vietnamese Student Association

- i. **Application:** Banh Mi making workshop.
- ii. **Funding Request:** 414
- iii. **Committee Discussion:** no SERM submission
- iv. **Decision:** Denied

### y. 26 – Muslim Students' Association - Application 1

- i. **Application:** provide students with insight and encourage them to reflect. It will be held in Peter Clark Hall, and Dr. Khaled Selim will delve into the topic of the Day of Judgment and the importance of preparing for the Hereafter. They will begin with prayer and then head to the discussion. Want attendees to gain practical wisdom as Dr. Khaled Selim shares insights derived from the Quran.
- ii. **Funding Request:** 150
- iii. **Committee Discussion:** No meal or travel costs required (speaker is in Guelph and event is only 1.5hr long), funding given for honorarium.
- iv. **Decision:** Partial approval (\$50)

### z. 27 – Muslim Students' Association - Application 2

- i. **Application:** Middle Eastern Bazaar with 10 GTA businesses. Percentage of sales from each vendor donated to Palestine through Islamic Relief Canada's Palestine Emergency Relief efforts. The percentage of sales that will be going to Palestine from each vendor varies. They will also be accepting donations and raising awareness at their own booths. The application is for the cost of the UC Courtyard tables and booking fees.
- ii. **Funding Request:** 163
- iii. **Committee Discussion:** budget is not specific enough. Good event but resubmit with a more specific budget.
- iv. **Decision:** Not considered but please resubmit with a more specific budget



## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



### aa.28 – Muslim Students' Association - Application 3

- i. **Application:** event featuring Hosam Helal, an accomplished speaker with diverse expertise. As the Imam at ISNA Canada and Chaplain at Brock University, he brings a unique perspective. With a completed PhD in Tafsir & Evolution from the University of Toronto and being a graduate of Al-Azhar University, Helal combines traditional Islamic knowledge with contemporary insights. The event aims to provide valuable insights into Tafsir and Evolution, fostering intellectual discourse within the community. They believe Helal's background and expertise will contribute to an enlightening and enriching experience for attendees.
- ii. **Funding Request:** 200
- iii. **Committee Discussion:** good event, no SERM submission, budget must be more specific, apply for next deadline.
- iv. **Decision:** Denied

### bb.29 – Pakistani Students Association

- i. **Application:** Games Night with food and snacks
- ii. **Funding Request:** 500
- iii. **Committee Discussion:** no SERM submission, apply for next deadline.
- iv. **Decision:** Denied

### cc.31 – Thaqalayn Muslim Association

- i. **Application:** Celebrate a religious saint's birthdate with poetry, prayer and ice breakers where the community comes together to share food and discuss religious topics, campus life, etc.
- ii. **Funding Request:** 300
- iii. **Committee Discussion:** Event did not run, SERM denied past proposed date – if you still plan to run in the future, please resubmit.
- iv. **Decision:** Denied

### dd.32 – The African Student Association

- i. **Application:** This event will be a gathering for the community to celebrate their 2nd year anniversary. It will be a social to welcome the African community and beyond with fun, music, food, beverages, and fun games to engage in cultural sharing.

## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



- ii. **Funding Request:** 230
- iii. **Committee Discussion:** no SERM submission, apply for next deadline.
- iv. **Decision:** Denied

### ee.33 – University of Guelph Debate Club

- i. **Application:** taking 4 teams to a debate tournament at The University of Ottawa. It will include 5 rounds of BP debate.
- ii. **Funding Request:** 500
- iii. **Committee Discussion:** No SERM submission, budget does not include total estimated revenue, very low impact for amount of funding requested.
- iv. **Decision:** Denied

### ff. 34 – University of Guelph Eating Disorder Awareness Society - Application 1

- i. **Application:** Exam stress buster handing out buttons that were designed by members with mental health and eating disorder recovery themed designs. Also handing out timbits
- ii. **Funding Request:** 60
- iii. **Committee Discussion:** no SERM submission, apply for next deadline.
- iv. **Decision:** Denied

### gg.35 – University of Guelph Eating Disorder Awareness Society - Application 2

- i. **Application:** seminar where one of their executives will be discussing the research on eating disorders that she is doing as a part of her master's thesis and discussing how students can get involved in mental health and eating disorder research.
- ii. **Funding Request:** 34
- iii. **Committee Discussion:** no SERM submission, apply for next deadline.
- iv. **Decision:** Denied

### hh.36 – University of Guelph Eating Disorder Awareness Society - Application 3

- i. **Application:** 20 participants will be able to attend a mindful cooking class led by one of their executives where food will be provided, and participants will be able to cook at a station and

## Minutes

Student Events and Initiative Funding (SEIF) Committee  
Meeting #3 – January 24, 2024 – 5:30 pm  
CSA Boardroom



watch our presentation about mindful cooking and learning to cook and enjoy nourishment in eating disorder recovery

- ii. **Funding Request:** 300
- iii. **Committee Discussion:** no SERM submission, apply for next deadline.
- iv. **Decision:** Denied

### ii. 38 – Bio-Medical Science Student Association

- i. **Application:** BSc Career Days with keynote speakers
- ii. **Funding Request:** 100
- iii. **Committee Discussion:** no SERM submission, apply for next deadline.
- iv. **Decision:** Denied

## 7.0 Review of Questionable Applications

### a. 30 – TedxGuelphU

- i. **Application:** TedxEvent
- ii. **Funding Request:** 500
- iii. **Committee Discussion:** No budget, resubmit for next deadline.
- iv. **Decision:** Denied

### b. 37 – University of Guelph Mock Trial Team

- i. **Application:** McGill University Mock Trial
- ii. **Funding Request:** 500
- iii. **Committee Discussion:** No SERM submission, low impact for amount requested, resubmit for next deadline.
- iv. **Decision:** Denied

## 8.0 Review of Applications Not Being Considered

### a. 12 – Gryphons Give

- i. **Reason For Not Being Considered:** Wrong Budget Template used.
- ii. **Committee Discussion:** Ineligible
- iii. **Decision:** Denied

## 9.0 Adjournment

***Next Meeting: TBD!***

## **Motion**

Board of Directors Meeting # 15  
February 28, 2024

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### **Item 15.10.3 PBRC Report re. Meeting Minutes**

**WHEREAS** on November 1, 2023 the Board of Directors resolved to table the approval of the meeting minutes from the October 18, 2023 meeting;

**WHEREAS** in addition to tabling the approval of the meeting minutes, the Board resolved to refer the topic of meeting minutes to the Policy & Bylaw Review Committee (PBRC) for deliberation; and

**WHEREAS** the PBRC has submitted suggested amendments to Bylaw 1 (Organizational) in reference to Board meeting minutes as result of the review by the committee.

**BE IT RESOLVED** that the Board of Directors receive the attached PBRC report as information.

**Moved:** Shaima Alam, President

**Seconded:**

## **Motion**

Board of Directors Meeting # 15

February 28, 2024



---

## **PBRC Report re. Meeting Minutes**

### **Background**

At the Board of Directors meeting on November 1, 2023, it was resolved to refer the topic of meeting minutes to the Policy & Bylaw Review Committee (PBRC). The minutes from October 18, 2023 were resolved to be tabled until PBRC returned with recommendations regarding meeting minutes.

### **Committee Discussion**

The PBRC first discussed the issue of meeting minutes policy at the committee meeting on November 3, 2023, where after discussion, the committee reached consensus to form a working group to further discuss and draft proposed amendments.

### **Working Group**

The working group made proposed amendments and presented the recommendations to the committee on January 26, 2024. The committee offered feedback and returned the topic to the working group for further amendments before final discussion and approval for submission to the Board.

### **Committee Decision**

The further amendments made by the working group were presented to the committee on February 9, 2024. After deliberations, the committee reached consensus to make additional amendments to strike the proposed content regarding a procedure for redacting names from the meeting minutes. The final recommendation of the committee was submitted as notice at the February 14, 2024 Board of Directors meeting and will be up for consideration on February 28, 2024.

## Motion

Board of Directors Meeting # 15  
February 28, 2024



### Item 15.11.1 Declaration of Executive Officer Eligibility

**WHEREAS** CSA Bylaw 1 (Organizational) Section 5.4.2 (b) states that Executive Officers of the CSA must commit to being enrolled in no more than 1.00 credit per semester during their term;

**WHEREAS** registered international students with study permits are required to actively pursue their studies and must maintain a full-time courseload with limited exceptions;

**WHEREAS** violation of a study permit is grounds to be asked to leave Canada, per Canadian Immigration and Refugee Protection Regulations, which can result in needing to leave the country for a period of 6 months before applying for a new study permit, visitor visa, or work permit;

**WHEREAS** the process for removing an Executive Officer, as outlined in CSA Bylaw 1 (Organizational) Section 6.6.1, is unreliable, even in cases of direct violation of CSA bylaws and policies;

**WHEREAS** the salaries of Executive Officers are funded by student fees;

**WHEREAS** the CSA Membership is entitled to Executive representatives that fulfill all obligations and responsibilities as outlined in CSA Bylaw 1 (Organizational), CSA Appendix A (Executive Portfolios), and the General Elections Executive Candidates' and Nomination Packages;

**WHEREAS** it is detrimental and a high-level risk to the organization to have one or more Executive Officers who do not fulfill their responsibilities to the full extent, due to limited recourse for Executive reprimand or removal currently outlined in the CSA Policy and Bylaw Manual; and

**WHEREAS** this temporary measure will be used to protect the interests of the membership and the needs of the organization until amendments for greater Executive accountability can be established in the CSA Policy & Bylaw Manual.

**BE IT RESOLVED** that the CSA Board of Directors receive the Declaration of Executive Officer Eligibility as information;

**AND FURTHER** that the CSA Board of Directors approve the Declaration of Executive Officer Eligibility and its terms for use in the Winter 2024 General Elections for all Executive candidates, to be enforced during the 2024-2025 academic year, as recommended by the Elections and Referendum Committee.

**Moved:** Shaima Alam, President

**Seconded:**

## Declaration of Executive Officer Eligibility



Whereas CSA Bylaw 1 (Organizational) Section 5.4.2 (b) states that Executive Officers of the CSA must commit to being enrolled in no more than 1.00 credit per semester during their term.

Whereas registered international students with study permits are required to actively pursue their studies and must maintain a full-time courseload with limited exceptions.

Whereas violation of a study permit is grounds to be asked to leave Canada, per Canadian Immigration and Refugee Protection Regulations, which can result in needing to leave the country for a period of 6 months before applying for a new study permit, visitor visa, or work permit.

By signing this form, you are entering an agreement with the following terms:

- That if elected, you will uphold CSA Bylaw 1 (Organizational) Section 5.4.2 (b) to be enrolled in no more than 1.00 credit per semester during your term from May 1, 2024 to April 30, 2025;
- That if you are currently residing in Canada on a study permit, and if elected, you will disclose your status as an international student and provide documentation to the CSA Business Manager and CSA President no later than August 30, 2024 to support that your residence in Canada is no longer contingent of a study permit that requires a full-time courseload at the University of Guelph;
- That if the above conditions, as applicable, are not met, you will be immediately removed from your position as an Executive of the CSA, contrary to the process of removal as stated in CSA Bylaw 1 (Organizational) Section 6.6.1;
- That if removed, the vacated Executive position will be filled by a new candidate in the Fall 2024 By-Election, if applicable.

Refusal to enter this agreement will result in your ineligibility to run as an Executive candidate in the Winter 2024 General Elections.

This agreement and its terms were approved by the CSA Board of Directors on \_\_\_\_\_

Candidate Signature:

Date:

Witness Signature:

Date:

Witness Signature:

Date:

## **Motion**

Board of Directors Meeting # 15  
February 28, 2024

---



### **Item 15.11.2**

#### **Reconsideration of Item 12.12.1: CSA Statement on Navitas**

**WHEREAS** the CSA Board of Directors adopted item 12.12.1: CSA Statement on Navitas on January 17, 2024; and

**WHEREAS** the University of Guelph has paused a discussion of partnership with Navitas;

**BE IT RESOLVED** that item 12.12.1 be amended to strike “AND FURTHER to add that the CSA will conduct a poster run containing material to inform the student body of the issue regarding contracting Navitas by February 29, 2024.”

**Moved:** Nate Broughton

**Seconded:**



## Motion

Board of Directors Meeting # 15  
February 28, 2024



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### Item 15.11.3

#### Appendix A (Executive Portfolios) Comprehensive Review re. PBRC

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

*Notice of this motion was provided at the Board meeting on February 14, 2024.*

**WHEREAS** the Policy & Bylaw Review Committee (PBRC) implemented a Working Group to conduct a comprehensive review of Policy Appendix A (Executive Portfolios); and

**WHEREAS** the PBRC reached consensus to recommend forward the amendments resolved from the comprehensive review;

**BE IT RESOLVED** that the amendments to Appendix A (Executive Portfolios) be approved as recommended by the PBRC and as included in the Board Agenda Package.

**Moved:** Shaima Alam, President

**Seconded:**

**DRAFT**

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*Note:*

## **1.0 Executive Officer General Duties**

- 1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, and more.
- 1.3 Each Executive member shall work collectively as the Executive Committee to complete short-term and long-term objectives, led by the President.
- 1.4 Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.5 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services, and initiatives.
- 1.6 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio, which includes updating the transition manual for their role in the Winter semester.
- 1.7 Each Executive member will work on-site at the CSA office, with the majority of hours to be completed during standard office hours of 9am to 5pm.
- 1.8 Each Executive member will attend and actively engage in key CSA events, including but not limited to, AGMs / GMMs, Orientation Week, and CSA Elections.
- 1.9 Each Executive member will attend core staff meetings, all-staff meetings, and Executive Committee meetings, in addition to all other committee requirements.

## **2.0 President**

- 2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association and ensure its viability as a functioning organization that meets the needs of University of Guelph undergraduate students. Core responsibilities include:
  - 2.1.1 To act as CSA representative in legal matters and be knowledgeable of all legally binding contracts signed on behalf of the CSA.

- 2.1.2** To act as the “Corporate President” and to be a primary signing authority of the CSA.
- 2.1.3** To be Executive Supervisor for all CSA permanent staff.
- 2.1.4** To act as the primary contact between the CSA Executive, Board of Directors, and staff.
- 2.1.5** To provide guidance, oversight, and lead the Executive Committee.
- 2.1.6** To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently.
- 2.1.7** To oversee human resources, training, and the work environment for staff, Executive, Directors, and volunteers.
- 2.1.8** To oversee all finances and ensure the financial viability of the organization.
- 2.1.9** To act as the primary and public spokesperson of the CSA.
- 2.1.10** To promote and protect the image of the CSA to the general membership and public.
- 2.1.11** To be knowledgeable of the CSA Policy & Bylaw Manual and all CSA contracts.
- 2.1.12** To advocate for increasing student engagement and representation on committees with Executive, staff, and the Board of Directors.

## **2.2 Leading the Executive Committee**

- 2.2.1** To be knowledgeable of the elements of each Executive Portfolio to present a cohesive view of the CSA, both internally and externally.
- 2.2.2** To give guidance to Executives for completing their projects and have oversight that they align with their portfolio and CSA mandate.
  - Provide motivation for Executives to pursue initiatives and expand projects within their portfolio area.
  - Monitor progress through regular check-ins and provide support as needed.
- 2.2.3** To ensure the Executive Committee collaborate in an effective and

respectful manner.

- Coordinate team bonding activities throughout the term, in particular during the initial transition period.

**2.2.4** To set collective goals and objectives for the year for the Executive Committee.

- Develop a realistic strategy within the Executive Committee to ensure completion of individual portfolios and collective goals for the term.

**2.2.5** To oversee the timeline for completion of Executive transition manuals, in collaboration with the Policy & Transition Coordinator.

**2.2.6** To act as the representative of the Executive Committee to CSA staff and the Board of Directors.

**2.2.7** To delegate committee membership and participation in other events and initiatives to Executives as required.

## **2.3 Operations**

**2.3.1** To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSAs position as a Primary Student Organization (PSO) at the University of Guelph.

**2.3.2** To be knowledgeable of all CSA operations and services and ensure they are managed effectively and efficiently.

**2.3.3** To assess operations and services and identify gaps.

- Review service functionality and viability on a regular basis.
- Ensure data is collected on all operations.
- Implement assessment of data to mandate improvement and reduction of operations where applicable.
- Oversee the completion of operations manuals for each CSA service, in collaboration with the Office Manager and Executive Support.

**2.3.4** To initiate new projects and organizational changes that address the needs of the students and the organization.

**2.3.5** To have oversight of administration of the Board of Directors, in

collaboration with the Policy & Transition Coordinator.

- In collaboration with the Policy & Transition Coordinator, ensure Board Members are aware of their responsibilities as outlined in the CSA Bylaw & Policy Manual and support their success in their role.

**2.3.6** To have oversight of the electoral process of CSA general elections and by-elections.

- Work collaboratively with the Chief Returning Officer, Assistant Returning Officer, and the Policy & Transition Coordinator.
- Plan the promotional strategy of all CSA elections, in collaboration with the Promotional Services Coordinator, to ensure successful elections.

**2.3.7** To organize and coordinate the Annual General Meeting and General Members Meeting with support from the Policy & Transition Coordinator, and in collaboration with the permanent staff team.

- Schedule regular meetings with the permanent staff team to delegate responsibilities and track progress.

**2.3.8** To ensure Bullring Operations Committee meetings are scheduled and held monthly.

- Be knowledgeable of Bullring operations.
- Provide input and inform the student body and Board.
- Be the liaison from the committee to the Board.

**2.3.9** To ensure the FoodBank Operating Committee and Bike Centre Operating Committee are formed and meeting regularly.

**2.3.10** To be knowledgeable of the planning of the year, both events and responsibilities, and give guidance as needed, in collaboration with the Executives and permanent staff.

- Ensure that all CSA staff members are made aware of the “Year at a Glance”.

**2.3.11** To keep staff informed of Executive and Board initiatives and actions through, but not limited to, regular staff meetings and emails as relevant.

**2.3.12** To be responsible for the oversight of CSA designated spaces.

- Be responsible for the arrangement, upgrades, renovations, and allocation of office spaces.
- Investigate and coordinate CSA-specific space and building

initiatives and work to expand space as needed and feasible.

## 2.4 Human Resources

- 2.4.1** To oversee and manage all aspects of human resources with the support of the Business Manager, Policy and Transition Coordinator, Office Manager & Executive Support, Human Resources (HR) Support Team, and the External Human Resources Consultant.
- 2.4.2** To promote positive working relationships among staff.
- Coordinate all “meet and greet” and appreciation events with the staff, Executive, Board of Directors, and volunteers.
  - Host monthly all-staff meetings to raise awareness of ongoing activities, HR policies and timelines, and to build working relationships across the CSA staff.
- 2.4.3** To foster an inclusive and safe work environment for all staff, Executives, Board of Directors, and volunteers.
- Support the Joint Health & Safety Committee to ensure all Health & Safety policies, programs, training, and protocols are followed.
  - Review and update the CSA Statement of Commitment to AODA and ensure staff are aware of CSA Accessibility policies.
  - Ensure the CSA complies with the Occupational Health & Safety Act.
- 2.4.4** To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence, or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.
- 2.4.5** To act as the Executive supervisor for all permanent staff, the Elections Office staff, and Board administration staff.
- 2.4.6** To, in collaboration with the Business Manager and External Human Resources Consultant, establish a comprehensive Human Resources training schedule for CSA staff and volunteers.
- Notify staff of their online training requirements, provide links, receive certificates, and follow-up to ensure all on-boarding modules have been completed.
  - Ensure in-person training sessions are scheduled at the beginning of every semester; offer alternate times as required.
  - File certificates and record all online and in-person training

- completion dates on Employee Training Checklist cards.
  - Ensure staff hired after the primary onboarding period are fully trained.
  - Review training requirements with Business Manager and external HR consultant early in the Winter semester in readiness for the job description review and hiring period in mid-February.
- 2.4.7** To maintain employee files, ensuring all required information is included and up to date, per Employee Files – Content and Maintenance Guidelines.
- 2.4.8** To ensure that staff evaluations occur within the first three months of employment, and as required.
- 2.4.9** To complete staff evaluations for the permanent staff annually within the winter semester, and/or within the first 3 months of a new permanent staff members' employment.
- 2.4.10** To oversee the primary Hiring Period (mid-February to end of March) in collaboration with the Business Manager and Office Manager & Executive Support.
- Review job descriptions and staff contract changes for accuracy and relevance, in collaboration with the Business Manager.
  - Ensure hiring committees are struck at the last Executive Committee meeting prior to the close of the job posting period and immediately notify the Office Manager of all hiring committee members.
  - Ensure the chair of each hiring committee is fully trained and familiar with the duties and processes.
- 2.4.11** To, in collaboration with the Policy & Transition Coordinator, develop a comprehensive Director Training schedule by July 1st and assist in the development and implementation of the various components of Board Training in compliance with CSA bylaws and policies.
- 2.4.12** To, in collaboration with the Policy & Transition Coordinator, review and solicit input from Executive and staff as to the effectiveness of the primary Executive Transition and Training period (late April through May).
- Together with the Policy & Transition Coordinator, and in preparation for the next primary Executive and Training period, incorporate feedback and update the Executive Transition &



- Training modules by July 1st.
- Work with the Policy & Transition Coordinator and members of the permanent staff, early in the Winter semester, to review and finalize the Executive Training schedule for the upcoming year.

**2.4.13** To, at all times, take into consideration the relations between Executives, staff, and the Board of Directors, and to be impartial and fair when dealing with these interactions.

## 2.5 Finances

**2.5.1** To act as the “Corporate President” and to be a primary signing authority of the CSA.

**2.5.2**

**2.5.3** To be knowledgeable of all aspects of the budget, day to day finances, and at all times, take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization.

**2.5.4** To meet with the Business Manager on a regular basis to review the statements of Revenues and Expenditures for each portfolio.

- Oversee new revenue generating opportunities consistent with the association’s mandate, in collaboration with the Business Manager.
- Meet with the Business Manager on an as-needed basis to discuss critical financial matters as they arise.

**2.5.5** To be the Chair of the Finance Committee and ensure the committee fulfills all responsibilities, objectives, and reporting requirements, in an effort to maintain financial transparency.

**2.5.6** To oversee expenses and manage the finances of the Administration and Council budget portfolios.

**2.5.7** To ensure the annual operating budget and the most recent approved audited statements are posted to the CSA website.

**2.5.8** To act as the Executive contact for all matters related to CSA ancillary student fees, in collaboration with the Business Manager.

- This includes but is not limited to, changes to fees, fee suspensions, letters of direction, and dissolution of fees.

**2.5.9** To oversee and coordinate the annual budget development process, in collaboration with the Business Manager.

- Ensure that the budgeting process is equitable, manageable, and adheres to the goals and directives set out in the Bylaws and Policies.
  - Ensure the annual budget is presented to the Board of Directors for approval by the Business Manager.
- 2.5.10** To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.
- To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.
- 2.5.11** To administer the Student Events and Initiatives Funding (SEIF) process by setting application deadlines for the Fall and Winter semesters and chairing the committee that awards grants for relevant applications.
- 2.5.12** To engage in the planning of the annual University budget.
- Create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.
  - Communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic.

## 2.6 CSA Spokesperson

- 2.6.1** To act as the primary and public spokesperson of the CSA.
- 2.6.2** To ensure transparency to the membership regarding CSA activities and decision-making to allow for accountability and awareness of the organization.
- 2.6.3** To visit and speak at CSA-run events, student events, and external events as appropriate as the primary CSA representative.
- 2.6.4** To act as the primary CSA representative with the CSA membership, University Senior Administration, the City of Guelph, and Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).

- 2.6.5 To speak on behalf of the staff, Executive Committee, and the Board of Directors through announcements, statements, and other forms of communication.
- 2.6.6 To act as the primary advocate for increasing student engagement and representation on committees.
- 2.6.7 To work towards university-wide student space initiatives in collaboration with the Executive Committee.
- 2.6.8 To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

## 2.7 Media and Promotions

- 2.7.1 To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
- 2.7.2 To educate and enforce policies regarding media management to staff and the Executive Committee.
- 2.7.3 To advise the Executive Committee on all promotional and media items to protect the image of the CSA.
- 2.7.4 To act as the executive supervisor of the Promotional Services Coordinator and give guidance for maximizing the CSAs promotional outreach and prioritizing projects as needed.
- 2.7.5 To oversee the direction and implementation of the CSA brand in collaboration with the Promotional Services Coordinator.
  - Ensure all promotional assets and services follow the CSA brand as developed for the current term.
  - Contribute to increasing the recognizability of the CSA.
- 2.7.6 To coordinate the social media presence of the CSA in collaboration with the Promotional Services Coordinator.
  - Ensure consistent communication to the CSA membership through social media regarding current operations.
  - Provide guidance to the Executive Committee for developing social media content in alignment with their portfolio.
  - Implement social media series' that provide insight into the activities of the Executives and contribute to their recognizability.

- 2.7.7** To inform and educate the student body on all CSA initiatives, campaigns, programs, and events.
- In collaboration with the Promotional Services Coordinator, prepare the monthly CSA newsletter regarding current activities and events of the organization.
  - Ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.
  - Promote the CSA through advertising efforts by use of campus media.
- 2.7.8** To approve and provide guidance for all media requests for the CSA.
- Act as the primary contact of the CSA for the Ontario and all other on and off-campus publications.
  - Pursue opportunities for publicizing activities of the CSA.

## **2.8 Contracts, Agreements, and Policy**

- 2.8.1** Deeds, transfers, licenses, contracts, and engagements on behalf of the University of Guelph Central Student Association Incorporated shall be signed by the President and Vice President Student Experience.
- 2.8.2** To review and be knowledgeable of all existing contracts, including but not limited to, the Student Health and Dental Plan, U-Pass transit contract, University Centre Agreement, lease agreements, and all other contracts, agreements, and memorandums of understanding.
- 2.8.3** To Co-Chair the Student Health and Dental Plan Committee and ensure pertinent deadlines are provided to students.
- Coordinate the distribution of information and promotion of the Student Health and Dental Plan, in collaboration with the Business Manager. This includes sending a mass email in late August and December.
  - Be the liaison with the insurance broker for promotion and outreach.
- 2.8.4** To act as the leaseholder for all CSA designated spaces and oversee compliance with the terms of the agreements.
- 2.8.5** To ensure all CSA staff members and Executives are aware of the CSA Policy & Bylaw Manual and provide guidance as needed for understanding relevant polices.

- 2.8.6** To support the Policy and Transition Coordinator with maintaining the policy review cycle.
- Sit on the Policy & Bylaw Review Committee.
  - Contribute to the policy review process and identify policy gaps in collaboration with the Policy & Transition Coordinator.

## 2.9 Committees

### 2.9.1 Internal CSA Committees

- Executive Committee (Chair)
- Finance Committee (Chair)
- Student Events and Initiatives Funding Committee (Chair)
- Student Health and Dental Plan Committee (Co-Chair)
- Policy and Bylaw Review Committee (member)
- Elections and Referendum Committee (member)
- Bullring Operating Committee (member)
- CSA/GSA Transit Committee (member)
- thecannon.ca Operating Committee (member)

### 2.9.2 External Committees

- Student Executive Council (member)
- Student Leaders and Administration Meeting (member)
- Student Budget Committee (member)
- Student Life Enhancement Fund Committee (member)
- Compulsory Fees Committee (member)

## 3.0 Vice President Student Experience

The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus. Core responsibilities include:

- 3.1** The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus. Core responsibilities include:

**3.1.1** To follow the leadership and direction of the CSA President.

**3.1.2** To be a primary signing authority of the CSA.

**3.1.3** To be knowledgeable of CSA finances and be prepared to assume the duties of the President in the event of the absence or incapacity of the

President.

- 3.1.4** To oversee the expenses of the Vice President Student Experience budget portfolio in collaboration with the Business Manager.
- 3.1.5** To ensure the effective operation of CSA Clubs and CSA SafeWalk services.
- 3.1.6** To be a key presence representing the CSA both online and on campus in support of increasing outreach, student engagement, and related events.
- 3.1.7** To support the health and wellbeing of all undergraduate students through advocacy, initiatives, and related events.
- 3.1.8** To be an advocate for maintaining and enhancing student space on campus.
- 3.1.9** To be a member and actively participate with internal and external committees in relation to the Vice President Student Experience portfolio.

## **3.2 Services**

- 3.2.1** To act as the Executive supervisor of the SafeWalk and Clubs service staff.
- 3.2.2** To be knowledgeable of all aspects of the CSA Clubs Office and oversee all operations.
  - Be well versed in the contents of the CSA Clubs Handbook to effectively provide support to the Clubs Coordinator as needed.
  - Be aware of club accreditation and training deadlines each semester.
  - Attend and provide support for key events including but not limited to the Clubs General Meetings and Clubs Days.
- 3.2.3** To be knowledgeable of all aspects of the SafeWalk service and oversee all operations.
- 3.2.4** To be the CSA Executive representative on the Student Events and Risk Management Committee. When needed, support the CSA Events Coordinator with checking CSA ASO GryphLife submissions and commenting or approving events.

## 3.3 Outreach and Engagement

- 3.3.1** To coordinate day-to-day interactions on social media for increased student engagement with the CSA.
- Reply to comments and inquiries on CSA social media posts.
  - Be knowledgeable of and participate in trends to attract a larger student audience.
  - Explore methods of expanding the CSAs social presence onto new platforms.
- 3.3.2** To advocate for increasing student engagement and representation on committees.
- 3.3.3** To act as a liaison with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), and Special Status Groups (SSG) to support engagement in their student events.
- 3.3.4** To support the CSA Events Coordinator with organizing and running Orientation Week events.
- 3.3.5** To coordinate events and programming for graduating students in the Winter semester, including but not limited to the Last Toast.
- 3.3.6** To acquire and document feedback from students regarding events and initiatives within the Vice President Student Experience portfolio.
- 3.3.7** To work with other student groups and university departments to build long-term relationships with campus partners in relation to the Vice President Student Experience portfolio.

## 3.4 Student Health and Wellness

- 3.4.1** To engage in and promote awareness regarding campaigns, initiatives, and committees that support undergraduate student mental health and well-being.
- 3.4.2** To be the prime facilitator of the CSA Menstrual Hygiene Initiative and referendum fee, in collaboration with the CSA Business Manager regarding budget, inventory, and program expansion.
- Be knowledgeable of day-to-day operations.
  - Run events and campaigns to promote awareness of the initiative, including but not limited to, a minimum of one event per semester



with the goal of distributing 200 free reusable menstrual products to students.

- Research methods to expand and improve the service.
- Act as the primary point person for communications with students and campus partners.
- Act as the connection with external parties to provide students with reusable menstrual product options.
- Maintain a comprehensive operating manual and prepare an annual report regarding all aspects of the service, to be completed in the Winter Semester.

**3.4.3** To organize stressbusters during midterms and final exams periods, in collaboration with the Vice President Academic.

**3.4.4** To promote sexual health education on campus, which includes but is not limited to running Sexy Bingo events.

**3.4.5** To advocate for and participate in initiatives regarding inclusivity and student support.

- To act as a support person for special status groups, under-represented groups, and the Office of Diversity and Human Rights.
- To advocate for under-represented and marginalized undergraduate students at the University of Guelph, in collaboration with the VP External.
- To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.

## **3.5 Student Space**

**3.5.1** To work towards University-wide student space initiatives.

**3.5.2** To advocate for expansion of student study and lounge space on campus, in collaboration with the Vice President Academic.

**3.5.3** To recruit students to fill the CSA (primary and alternate) positions on the UC Board through a general call-out for members, as required.

**3.5.4** To facilitate student caucus meetings of the CSA representatives on the UC Board before the start of UC Board meetings to review the agenda together.



## 3.6 Committees

### 3.6.1 Internal CSA Committees:

- Executive Committee (Secretary)
- CSA Finance Committee (member)
- Student Events and Risk Management Committee (member)
- thecannon.ca Operating Committee (member)

### 3.6.2 External Committees

#### Student Experience and Events Committees:

- Student Leaders and Administration Meeting (member)
- Student Experience Advisory Committee (member)
- Orientation Week Advisory Committee (member)
- Gryph to Grad Committee (member)
- Homecoming and St. Patrick's Day Internal Planning Committee (member)
- Innovation Fund Committee (member)

#### Student Space Committees:

- University Centre Board (lead member)
- University Centre Board Selection Committee (chair)
- Student Space Initiative (member)

#### Student Wellness Committees:

- Student Wellness Advisory Group (member)
- OUTline Advisory Committee (member)
- Athletics Advisory Committee (member)

- 3.6.3** In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

## 4.0 Vice President Academic

- 4.1** The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students. Core responsibilities include:

- 4.1.1** To follow the leadership and direction of the CSA President.

- 4.1.2 To oversee the expenses of the Vice President Academic budget portfolio in collaboration with the Business Manager.
- 4.1.3 To ensure the effective operation of the Student Help and Advocacy Centre.
- 4.1.4 To represent undergraduate students with all matters pertaining to accessibility and academics, and to be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in academic areas.
- 4.1.5 Act as a liaison between University staff and faculty and the CSA Executive Committee on academic matters.
- 4.1.6 To provide campaigns and events that support undergraduate students' academic journeys, including but not limited to, the Student Memorial Service and the Teaching Excellence Award.
- 4.1.7 To be a member and actively participate with internal and external committees in relation to the Vice President Academic portfolio.

## 4.2 Student Help and Advocacy Centre (SHAC)

- 4.2.1 To act as the Executive supervisor of the Student Help and Advocacy Centre staff.
- 4.2.2 To be knowledgeable of all aspects of the Student Help and Advocacy Centre and oversee all operations.
  - Support the SHAC Coordinator in contracting and citing the work terms for a legal professional.
  - Act as a resource for SHAC on issues related to the Residential Tenancies Act.
  - Act as a resource for SHAC on issues related to academic advocacy.
- 4.2.3 To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.
- 4.2.4 To refer students to the appropriate community organization when advocacy requires a legal opinion.

- 4.2.5** To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

## **4.3 Academic and Financial Advocacy**

- 4.3.1** To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).
- 4.3.2** To actively engage with students on academic issues and initiatives that are currently relevant to the undergraduate student body.
- 4.3.3** To promote the financial aid available to students.
- 4.3.4** To be knowledgeable of the Undergraduate Degree Regulations and Procedures.
- 4.3.5** To represent undergraduate students on all academic and accessibility related committees.
- 4.3.6** To advocate for accessibility in academic settings on behalf of undergraduate students who self-identify as having a disability.
- 4.3.7** To work with student leaders and organizations to increase access to support services for academic and accessibility needs.
- 4.3.8** To advocate for increasing student engagement and representation on committees.
- 4.3.9** To act as an ex-officio member of Senate.
- Represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

## **4.4 Liaison**

- 4.4.1** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External
- 4.4.2** To act as a support resource for CSA executives regarding internal university information as sourced from external committees, to support

their lobbying efforts.

**4.4.3** To provide financial and accessibility recommendations regarding the University budget development process, by communicating them to the President of the CSA.

**4.4.4** To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the President.

## **4.5 Events**

**4.5.1** To coordinate the annual Teaching Excellence Award and Chair the Selection Committee.

**4.5.2** To coordinate the annual Student Memorial Tree Dedication with support from the Business Manager.

- Collaborate with the Graduate Student Association to divide responsibilities and coordinate the event.
- Provide a final report including a statement of expenses to the Student Health and Dental Plan Committee by the end of the fall semester.

**4.5.3** To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.

**4.5.4** To organize stressbusters during midterms and final exams periods, in collaboration with the Vice President Student Experience.

**4.5.5** To seek out additional programming opportunities to support students' academic studies and career needs.

## **4.6 Committees**

### **4.6.1 Internal CSA Committees**

- Executive Committee (member)
- Teaching Excellence Award Selection Committee (chair)

### **4.6.2 External Committees**

Academic:

- Student Leaders and Administration Meeting (member)
- Academic Policy and Procedures Committee (member)

- Calendar Review Committee (member)
- Committee of Undergraduate Academic Advising (member)
- Judicial Committee (member)
- Student Rights and Responsibilities (member)

Financial:

- Compulsory Fees Committee (member)
- Late Fee Payment Committee
- Student Budget Senate Caucus (member)

**4.6.3** In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

## 5.0 Vice President External

**5.1** The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial, and federal levels of government. Core responsibilities include:

- 5.1.1** To follow the leadership and direction of the CSA President.
- 5.1.2** To oversee the expenses of the Vice President External budget portfolio in collaboration with the Business Manager.
- 5.1.3** To ensure the effective operation of the CSA Bike Centre and the Guelph Student FoodBank.
- 5.1.4** To represent undergraduate student voices and concerns regarding all aspects of the Student U-Pass and Late-Night Service.
- 5.1.5** To coordinate advocacy campaigns regarding social, environmental, and governmental issues that impact the CSA membership.
- 5.1.6** To be a resource to the membership regarding government activities and build relationships with all levels of government.
- 5.1.7** To be a member and actively participate with internal and external committees in relation to the Vice President External portfolio.

## 5.2 Services

- 5.2.1** To act as the Executive supervisor of the FoodBank and Bike Centre service staff.
- 5.2.2** To be knowledgeable of all aspects of the FoodBank and oversee all operations.
- Complete training regarding food safety, foodbank appointments, and portioning. Be available to provide coverage as needed due to staffing shortages.
  - Participate in advocacy regarding food insecurity.
- 5.2.3** To be knowledgeable of all aspects of the Bike Centre and oversee all operations.
- 5.2.4** To Chair and schedule meetings of the FoodBank Operating Committee and the Bike Centre Operating Committee on a regular and as-needed basis.

## 5.3 The Student U-Pass and Late-Night Service

- 5.3.1** To represent undergraduate student voices and concerns regarding all aspects of the Student U-Pass and Late-Night Service.
- Outreach to undergraduate students to regularly investigate student satisfaction of the bus service and improvements needed via Feedback form and tabling.
  - Serve as Co-Chair on the GSA/CSA Transit Committee.
  - Be knowledgeable of the U-Pass and Late-Night Service, including the terms of both contracts.
  - Provide updates to the Transit Advisory Committee (TAC) on university transit needs and / or concerns.
- 5.3.2** To coordinate the outreach of the CSA Bus Pass, in collaboration with CSA permanent staff.
- Have awareness of daily operations and deadlines. Be prepared to assist the front office with after hours bus pass opt-in appointments.
  - Work with the Promotional Services Coordinator to ensure creation of a robust promotional strategy. This includes for bus pass opt-in periods and the Late-Night Service.
  - Organize the promotional launch and outreach of special holiday bus service, late night bus service, early bird bus pass opt-in, and

Winter and Fall bus pass opt-ins in all the relative timeframes throughout the year.

## 5.4 Advocacy, Lobbying, and Campaigns

- 5.4.1** To coordinate campaigns and events centered around municipal, provincial, federal, and human rights issues affecting students and our community.
- Inform, educate, mobilize, and involve as many students as possible in these campaigns.
  - Initiate awareness, lobbying, and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.
  - Work against discrimination of students on campus in the form of student advocacy initiatives, campaigns, and education methods.
  - Research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding, or social programs.
- 5.4.2** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic.
- 5.4.3** To advocate for increasing student engagement and representation on committees.
- 5.4.4** To coordinate with the CSA President alongside other campus student advocacy/support groups for responses to hate activity on campus.
- 5.4.5** To be the liaison between CSA and the Canadian Federation of Students - Ontario (CFS-O), and the Canadian Federation of Students (CFS).
- Coordinate attendance at CFS-O and CFS conferences, ensuring that CSA members are represented.
  - Collaborate with CFS-O and CFS on campaigns when the CSA memberships' interests align with the subject of the campaign materials being offered.

- 5.4.6** To collaborate and build campaign coalitions surrounding social and environmental justice with:

Campus groups, clubs, and organizations committed to social / environmental justice, which may include, but are not limited to:

- Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
- Ontario Public Interest Research Group Guelph (OPIRG)
- Indigenous Student Association (ISS)
- Guelph Black Students Association (GBSA)
- Guelph Queer Equality (GQE)
- International Student Organization (ISO)
- CFRU FM

Other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, and Council of Canadians, among others.

Labour unions, on and off campus, that are committed to worker rights, which may include but are not limited to:

- Ontario Federation of Labour
- Canadian Union of Public Employees (Locals 1334 and 3913)
- Ontario Public Service Employees Union
- United Steel Workers
- Guelph District Labour Council
- Future labour unions on campus.

## **5.5 Federal, Provincial, and Municipal Governance**

- 5.5.1** To act as a liaison to the City of Guelph, the Ontario government, and the Canadian government:

- Monitor initiatives, programs, policies, and legislation that impact students and inform undergraduate students about the effect upon students.
- Be knowledgeable of City bylaws, programs, and initiatives that impact students:
- Represent the CSA at municipal events, meetings, and initiatives when it aligns with the memberships' interests.
- Communicate student issues with community members.

- 5.5.2** To establish and maintain working relationships with the MPP and MP for the Guelph riding.



- 5.5.3** To disseminate municipal, provincial, or federal election information to students.
- Educate and promote voting dates and locations on campus and within the community.
  - Encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.
  - Record information about student issues mentioned in party platforms and to follow-up with elected candidates.
  - Remain non-partisan during the campaigning period and voting days, both in person and online.

## 5.6 Committees

### 5.6.1 Internal CSA Committees

- Executive Committee (member)
- CSA/GSA Transit Committee (co-chair)
- Student Affordable Housing Taskforce (chair)
- FoodBank Operating Committee (Chair)
- Bike Centre Operating Committee (Chair)

### 5.6.2 External Committees

#### Municipal Committees:

- Town & Gown Committee (member)
- Guelph Transit Advisory Committee (member)
- Guelph District Labour Council (member).

#### Advocacy and Ethics Committees:

- Code of Suppliers Conduct Advisory Committee (Co-Chair)
- Human Rights Advisory Group (member)
- Food Security Committee/ Student Food Security Working Group (member)

#### Student Experience Committees:

- Student Leaders and Administration Meeting (member)

- 5.6.3** In addition to further committees as delegated by the CSA President, based on Executive Portfolios.

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**Note:**

*Vocabulary revisions were approved by the Board of Directors on March 1, 2023*

*Policy & Transition Coordinator*

## **1.0 Executive Officer General Duties**

- 1.1 Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 1.2 Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.
- 1.3 Each Executive member shall take direction from the CSA Board of Directors when given.
- 1.4 Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives.
- 1.5 Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio.

## **2.0 President**

- 2.1 The primary purpose of the President is to uphold the mandate of the Central Student Association:
  - 2.1.1 To work with a team of Executive, Directors and staff to make decisions with the collective interests of students in mind.
  - 2.1.2 To ensure that CSA operations and services are managed effectively and efficiently.
  - 2.1.3 To lead the Executive Committee.
  - 2.1.4 To support the coordination of human resources and the development of training and transition for staff, Executive, Directors and volunteers, and to ensure that appropriate resources and support are available.
- 2.2 To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA
- 2.3 To advocate for increasing student engagement and representation on committees.

## 2.4 Public Relations

- 2.4.1** To act as the primary spokesperson of the CSA.
- 2.4.2** To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph.
- To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design.
  - To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations.
  - To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs).
- 2.4.3** To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience.
- 2.4.4** To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities.
- 2.4.5** To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters.
- To coordinate all “meet and greet” and appreciation events with the CSA membership, staff, volunteers and Executive.
- 2.4.6** To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students.

## 2.5 Human Resources

- 2.5.1** To review job descriptions and staff contract changes for accuracy and relevance and to ensure that staff evaluations occur as required.
- 2.5.2** To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked.

- 2.5.3** To direct that training plans exist in all service areas, to promote participation in orientation programs, training days, and all-staff meetings and to support corporate priorities.
- 2.5.4** To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee.
- 2.5.5** To support the Policy & Transition Coordinator and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers.
- 2.5.6** To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy.

## **2.6 Finances**

- 2.6.1** To act as “Corporate President” and to be a primary signing authority of the CSA.
- 2.6.2** To be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization.
- 2.6.3** To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager.
- 2.6.4** To present financial reports to the Board of Directors and the CSA membership.
- 2.6.5** To act as the Executive liaison with the Business Office, especially on matters relating to the budget.
- 2.6.6** To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies.
- 2.6.7** To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio.
- 2.6.8** To seek new revenue generating opportunities consistent with the association’s mandate.

**2.6.9** To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association.

- To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.

**2.6.10** To engage in the planning of the annual University budget.

**2.6.11** To manage Affordable Housing Initiative funding requests.

## **2.7 Operations**

**2.7.1** To be knowledgeable of the operations of all CSA services.

**2.7.2** To be Executive Supervisor for all CSA permanent staff.

**2.7.3** To uphold the CSA's general objectives, according to the Board of Directors.

**2.7.4** To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph.

**2.7.5** To act as the Executive contact for all matters related to CSA ancillary student fees.

**2.7.6** To coordinate the Annual General Meeting with the Policy & Transition Coordinator, in collaboration with the Executive Committee.

**2.7.7** To be responsible for the oversight of CSA designated spaces.

**2.7.8** To ensure the planning of the "Year at a Glance" calendar of events and responsibilities for the year, in collaboration with CSA staff.

**2.7.9** To initiate new projects that address the needs of the students.

**2.7.10** To contribute to the CSA's Strategic Plan review every five years.

## 2.8 Committees

- a) Executive Committee (Chair)
- b) Finance Committee (Chair)
- c) Student Executive Council (member)
- d) Policy and Bylaw Review Committee (member)
- e) Student Leaders and Administration Meeting (member)
- f) Student Budget Committee (member)
- g) Petitions, Delegations and Representations (PDR) Committee (Chair)
- h) thecannon.ca Operating Committee (member)
- i) Committees with GSA:
  - CSA/GSA Transit Committee (Co-Chair)
  - Student Health and Dental Plan Committee (Co-Chair).

## 3.0 Vice President Student Experience

- 3.1 The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.
- 3.2 To follow the leadership and direction of the CSA President.
- 3.3 To be a primary signing authority of the CSA.
- 3.4 To be involved in event planning pertaining to University of Guelph undergraduate students.
  - 3.4.1 To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.
  - 3.4.2 To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.
  - 3.4.3 To coordinate and plan Orientation Week events.
- 3.5 To advocate for increasing student engagement and representation on committees.
- 3.6 To seek alternative ways of publicizing CSA events to students.

- 3.7** To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant.
- 3.8** To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic.
- 3.9** To supervise CSA Clubs and SafeWalk staff.
- 3.10** To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department.
- 3.11** To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator.
- 3.12** To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office.
- 3.13 Collaboration**
- 3.13.1** To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights.
- 3.13.2** To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External.
- 3.13.3** To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.
- 3.13.4** To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
- 3.13.5** To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.
- 3.14 Club Space**
- 3.14.1** To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President.



**3.14.2** To assist the clubs coordinators to assign bookable club space and lockers to accredited clubs, as required.

**3.14.3** To assist the clubs coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required.

**3.14.4** To manage the CSA Clubs Hallway poster boards, in collaboration with the Clubs office.

## **3.15 Student Space Initiatives**

**3.15.1** To investigate and report CSA-specific space and building initiatives.

**3.15.2** To work towards University-wide student space initiatives in collaboration with the Executive Committee.

**3.15.3** To be knowledgeable of and advocate for campus accessibility, in collaboration with the Vice President Academic.

## **3.16 Committees**

- a) Executive Committee (Secretary)
- b) University Centre Board (member)
- c) Student Leaders and Administration Meeting (member)
- d) Athletics Advisory Committee (member)
- e) CSA Finance Committee (member)
- f) Orientation Week Advisory Committee (member)
- g) Student Life Advisory Committee (member)
- h) Sexual Violence Committee and sub-committees (member)
- i) Student Wellness Advisory Group (member)
- j) 1 in 5 Planning Committee (member)
- k) OUTline Advisory Committee (member)
- l) thecannon.ca Operating Committee (member)
- m) Innovation Fund Committee (member)
- n) Student Events and Risk Management Committee (Co-Chair)

## **4.0 Vice President Academic**

- 4.1 The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.
- 4.2 To follow the leadership and direction of the CSA President.
- 4.3 To represent undergraduate students with all matters pertaining to accessibility and academic programming.
- 4.4 To coordinate the annual Teaching Excellence Award.
- 4.5 To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee.
- 4.6 To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager.
- 4.7 To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience.
- 4.8 To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas.
- 4.9 To supervise the Student Help and Advocacy Centre staff.
- 4.10 Financial Support**
  - 4.10.1 To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA).
  - 4.10.2 To promote the financial aid available to students.
  - 4.10.3 To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President External.

## 4.11 Academics

- 4.11.1 To collaborate with and act as a resource to other student leaders and student organizations.
- 4.11.2 To communicate with students regarding various academic initiatives that are occurring on campus.
- 4.11.3 To be knowledgeable of the Undergraduate Degree Regulations and Procedures.
- 4.11.4 To represent undergraduate students on all academic and accessibility related committees.
- 4.11.5 To actively engage with students on academic issues that are currently relevant to the undergraduate student body.
- 4.11.6 To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

## 4.12 Advocacy

- 4.12.1 To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External [see VPE 14.6.10a]
- 4.12.2 To advocate on behalf of undergraduate students who self-identify as having a disability.
- 4.12.3 To work with student leaders and organizations to increase access to support services for academic advocacy.
- 4.12.4 To advocate for increasing student engagement and representation on committees.

## 4.13 Tenancy Rights

- 4.13.1 To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students.
- 4.13.2 To refer students to the appropriate community organization when

advocacy requires a legal opinion.

**4.13.3** To act as a resource for SHAC on issues related to the Residential Tenancies Act.

**4.13.4** To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

## **4.14 Senate**

**4.14.1** To act as an ex-officio member of Senate.

**4.14.2** To represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

## **4.15 Committees**

- a) Executive Committee (member)
- b) Student Leaders and Administration Meeting (member)
- c) Academic Policy and Procedures Committee (member)
- d) Campus Accessibility Committee (member)
- e) Compulsory Fees Committee (member)
- f) Calendar Review Committee (member)
- g) Committee of Undergraduate Academic Advising (member)
- h) Judicial Committee (member)
- i) Student Budget Caucus (member)
- j) Student Rights and Responsibilities (member)
- k) Special service fee committees (member)
- l) Accessibility and/or Academic Working Groups and Task Forces, wherever possible.

## **5.0 Vice President External**

**5.1** The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial and federal levels of government.

**5.2** To follow the leadership and direction of the CSA President.

**5.3** To supervise the CSA Bike Centre and the Guelph Student FoodBank staff.

**5.4** To coordinate with the CSA President for responses to hate activity on campus.

**5.5** To advocate for increasing student engagement and representation on committees.

## **5.6 Campaigns**

**5.6.1** To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community:

- To inform, educate, mobilize and involve as many students as possible in these campaigns.
- To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector.

**5.6.2** To research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs.

## **5.7 Federal, Provincial and Municipal Governance**

**5.7.1** To act as a liaison to the City of Guelph, the Ontario government and the Canadian government:

- To monitor initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students.

**5.7.2** To be knowledgeable of City bylaws, programs, and initiatives that impact students:

- To represent the CSA at municipal events, activities and initiatives where appropriate.
- To communicate student issues with community members.

**5.7.3** To establish and maintain working relationships with the MPP and MP

for Guelph.

- 5.7.4** To disseminate municipal, provincial or federal election information to students.
- 5.7.5** To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups.
- 5.7.6** To record information about student issues mentioned in party platforms and to follow-up with elected candidates.
- 5.7.7** To remain non-partisan during the campaigning period and voting days, both in person and online.

## **5.8 Social and Environmental Justice and Coalition Work**

- 5.8.1** To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:
  - Office of Diversity & Human Rights (DHR)
  - Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
  - Ontario Public Interest Research Group Guelph (OPIRG)
  - Indigenous Student Association (ISS)
  - Guelph Black Students Association (GBSA)
  - Guelph Queer Equality (GQE)
  - International Student Organization (ISO)
  - CFRU FM
  - The Peak
- 5.8.2** To address issues of sustainability on and off campus, in collaboration with campus and community partners.
- 5.8.3** To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

## **5.9 Labour Unions**

**5.9.1** To collaborate and build coalitions with labour unions, on and off campus, that are committed to worker rights, which may include:

- Ontario Federation of Labour
- Canadian Union of Public Employees (Locals 1334 and 3913)
- Ontario Public Service Employees Union
- United Steel Workers
- Guelph District Labour Council
- Future labour unions on campus.

## **5.10 Advocacy / Lobbying**

**5.10.1** To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic. [see VPE 14.5.12a]

**5.10.2** To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic. [see 14.5.10c]

**5.10.3** To disseminate information and research with other areas regarding post-secondary education matters. [from 14.6.8]

**5.10.4** To establish and maintain positive working relationships with student lobby groups.

## **5.11 Bus Pass Distribution**

**5.11.1** To coordinate the CSA Bus Pass Distribution, in collaboration with the Office Manager & Executive Support, in consultation with CSA core staff.

## **5.12 Committees**

- a) Executive Committee (member)
- b) Code of Suppliers Conduct Advisory Committee (member)
- c) Hate Activity Sub-Committee (member)
- d) Human Rights Advisory Group (member)
- e) Town & Gown Committee (member)
- f) Guelph Transit Advisory Committee (member)
- g) CSA/GSA Transit Committee (member)
- h) Student Leaders and Administration Meeting (member)
- i) Guelph District Labour Council (member).

## Motion

Board of Directors Meeting # 15  
February 28, 2024



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### Item 15.11.4 Amendments to Bylaw 1 (Organizational) re. PBRC

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

*Notice of this motion was provided at the Board meeting on February 14, 2024.*

**WHEREAS** the Board of Directors referred the topic of policies regarding board meeting minutes to the PBRC for review;

**WHEREAS** the PBRC implemented a Working Group to review this item and give recommendations to the committee; and

**WHEREAS** the PBRC has recommended forward the following amendments resolved from the review;

**BE IT RESOLVED** that Bylaw 1 – Organizational be amended to add the following to Section 4 (Board of Directors):

#### **Meeting Minutes:**

- Meeting minutes will be recorded for every meeting by the Board Scribe.
- Minutes will be written in a paraphrased format, including for all discussion that took place.
- Minutes will be approved at a subsequent meeting, once finalized.
  - Minutes are not to be posted to the public until they have been approved by the CSA Board of Directors.
- Minutes will include the names of members, along with the discussions.

**Moved:** Shaima Alam, President

**Seconded:**



## Motion

Board of Directors Meeting # 15  
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### Item 15.11.5 Amendment to Appendix D (Committees) re. PBRC

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

*Notice of this motion was provided at the Board meeting on February 14, 2024.*

**MOTION:** that the Board of Directors approve the creation of a Statement Making Committee;

**AND FURTHER** that the Board of Directors approve the proposed terms of reference of the committee, as included in the board agenda package, to be added to Appendix D (Committees) of the CSA Policy Manual.

**Moved:** Shaima Alam, President

**Seconded:**

## Motion

Board of Directors Meeting # 15  
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## Statement Making Committee – Terms of Reference (DRAFT)

### Responsibilities:

- To meet on an as-needed basis to discuss and draft statements on topics that impact members of the CSA and/or the organization as a whole. Statements regarding political matters must be brought to the committee. Other topics can be referred, including but not limited to, local, national, and global events, University of Guelph activities, and more as determined appropriate.
  - The CSA Board of Directors may refer topics to the committee for their consideration. This requires a simple majority vote of the Board.
- To operate in a manner that is as objective, fair, and impartial as possible when discussing issues and making decisions.
- To consult with impacted student groups throughout the statement making process, if applicable, and use appropriate fact checking methods.
  - Consultation may occur during or outside of committee meetings, as determined by the committee membership.
  - Impacted student groups may attend meetings of the committee when invited or as requested.
- To act in the best interest of the organization and the membership when developing statements.
- To ensure statements comply with the mandate, bylaws and policies, and approach of the CSA.
- To submit all draft statements to the CSA Board of Directors for discussion and approval before posting publicly or sending directly to the attention of University Administration or other external parties.
  - The Board of Directors must approve all statements provided and approve the recommended methods and timeline of publishing the statements.
  - All political statements must pass via a 2/3 majority vote of the Board.
- To submit reports to the CSA Board of Directors as mandated regarding progress and decisions made on topics referred by the Board.
- To notify members of the Board of Directors via email when the committee plans to meet to discuss items. In addition, notice of committee meetings must be publicized on the CSA Instagram page.
  - Executives, Directors, and General Members may attend meetings of the committee as guests. Interested individuals will email the Vice President External to obtain meeting information.
  - Guests will not have speaking rights at committee meetings unless extended by consensus or majority vote of the committee membership. Guests will not have voting rights.

## Motion

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### Membership and Formation:

- Membership of the Statement Making Committee will be organized by the Vice President External and ratified by the Board of Directors no later than the second Board meeting of the fall Semester.
- The membership will consist of:
  - The Vice President External;
  - Three Directors; and
  - Two General Members of the CSA in good standing as per the requirements in Bylaw 1, Section 2.1.
- The Board will nominate and approve the Directors who will sit on the committee as per Robert's Rules.
- General Members of the CSA to sit on the committee will be selected as follows:
  - General Members of the CSA will be informed of the volunteer opportunity through advertising via mass-email, social media/CSA website, and posters as determined necessary to form a volunteer pool. The Vice President External will organize promotions and the application process.
  - All interested General Members shall submit a 150-word statement of interest to be reviewed by the Board.
  - The Board will select and ratify General Members to be on the committee as per Robert's Rules.
- Advertising to, and the selection process of General Members of the CSA to sit on the Statement Making Committee shall take into consideration candidate equity.
  - A candidate who falls within a marginalized group will be selected when that candidate is of comparable qualifications to the other most qualified candidates. Marginalized shall be defined as a person from groups that face systemic barriers to such volunteer opportunities, including but not limited to women, racialized people, indigenous people, queer people, persons with disabilities, and international students.

### Structure:

- The Vice President External shall act as Chair of the committee and be responsible for scheduling meetings, drafting the agenda, and circulating the agenda as required.
- Members shall be entitled to request meetings and submit agenda items to be considered.
- Quorum shall be three ratified members, one of which must be a Director of the CSA, and one of which must be a General Member of the CSA.
  - The Vice President External must attend all meetings.
- A Scribe will be selected from the membership at the beginning of each meeting. Meetings will be recorded.

## Motion

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### Decision-Making:

- The committee will operate by consensus of ratified members; it is understood that the committee is open to examining other procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the committee will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.
  - When consensus cannot be reached, all decisions must be passed by a 2/3 majority vote to be recommended forward to the Board.

### Working Groups:

- A working group is defined as a committee of no set membership with an interest in a specific issue and its role will be to gather information and present recommendations to the committee. A working group may also work to wordsmith, in a small group setting, draft statements to then be presented to the committee for review and possible recommendation to the CSA Board of Directors.
- The committee will strike working groups as necessary for specific issues. Working groups of the committee may only be created by the support of the committee and/or a clear directive from the CSA Board of Directors.
- There shall be at least one member in a working group. Each working group will be responsible for reporting back to the committee as appropriate.

## Motion

Board of Directors Meeting # 15  
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### Item 15.11.5 Amendment to CSA Rules of Order re. PBRC

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

*Notice of this motion was provided at the Board meeting on February 14, 2024.*

**MOTION:** that the Board of Directors approve the following section to be added to the CSA Rules of Order:

#### **Political Statements:**

- Proposals to take a public stance on political matters must be referred to the Statement Making Committee for consideration and statement drafting if applicable. Political statements must pass with a 2/3 majority vote of the Board.
- All other statements may be passed by the board with a simple majority.
  - Statements of any topic may be referred to the Statement Making Committee as proposed and passed by a simple majority vote of the Board.

**Moved:** Shaima Alam, President

**Seconded:**

## Motion

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### Item 15.11.7

#### Finance Committee Recommendation re. Arboretum Proposal

**WHEREAS** the Arboretum has brought a funding request proposal of \$10,000 to the Finance Committee for a \$55,000 project to improve the backbone Ivey trail from the Arboretum Centre to the Memorial Forest Grove as a fully wheelchair accessible trail before Fall 2024;

**WHEREAS** the CSA is mandated to enhance the student experience and to contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;

**WHEREAS** the trail would increase accessibility for students on this campus;

**WHEREAS** a section of the trail is used in the Student Memorial Service organized by the CSA and GSA to honour students who passed away;

**WHEREAS** the CSA has sufficient funds available for new initiatives from our accumulated surplus;

**WHEREAS** a plaque will be installed in the trail to acknowledge the CSAs' contribution to the trail; and

**WHEREAS** the Finance Committee voted unanimously to support this proposal and recommend to the Board to consider the "Request for Support for Trail Accessibility Project";

**BE IT RESOLVED** that \$10,000 is contributed to making the Ivey trail fully wheelchair accessible trail before the next Student Memorial Service in the Fall 2024 semester.

**Moved:** Shaima Alam, President

**Seconded:**



February 12, 2024

RE: Request for Support for Trail Accessibility Project

Dear Members of the Central Student Association,

As Director of the University of Guelph Arboretum, I am writing to request CSA funding toward a highly needed and impactful accessibility upgrade to the Ivey Trail in the Arboretum which runs through the student memorial grove.

As you know, The Arboretum is a land-based hub, home to thousands of plants collections and conservation gene banks, as well as gardens, wetlands, trails and forests, in which a wealth of biodiversity has come to live. We are dedicated to research, teaching, and community outreach, with a strong focus on conservation. The integrity and health of these plant and tree collections form the foundation of the Arboretum, serving every aspect of the University's mission, with particular benefits to student experience.

*Accessible Trail Upgrade: Summer 2024*

This summer we intend to improve the backbone Ivey trail from the Arboretum Centre to the Memorial Forest Grove as a fully wheelchair accessible trail. To provide this access, the trail requires widening in some places, grading and leveling with packed stonedust, graduated sloping at the Flying Fish Bridge, and tree root protection treatment in areas where roots have grown above ground across the path causing a tripping risk. When completed, this accessibility project will create a 2.5km accessible loop passing through the formal gardens, the student memorial Katsura grove, the World of Trees, over the Flying Fish Bridge, through chinquapin oak and cucumber magnolia gene banks, to the Memorial Forest and back along the Promenade.

The whole project is estimated to cost \$55,000 and we are seeking \$10,000 from the Central Student Association to contribute to this project. (We have \$20,500 raised already, and have requested \$24,000 in funding from other sources.) CSA's contribution will be recognized in a plaque on the trail, and at a trail launch celebration during Arboretum Expo.

Thank you for consideration. I would be happy to answer any questions and hope you will support this proposal as we strive to make sure the Arboretum is truly accessible for everyone.

Sincerely,

Justine Richardson, Director

**The Arboretum**  
University of Guelph  
Guelph, Ontario, Canada N1G 2W1  
T 519-824-4120 x52356  
justine.richardson@uoguelph.ca  
[arboretum.uoguelph.ca](http://arboretum.uoguelph.ca)

**IMPROVE LIFE.**

**Motion**

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**Item 15.11.8**

**Director Class Talks re. General Members Meeting**

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

**WHEREAS** it is important to maximize promotional efforts encouraging undergraduate members to attend the General Members Meeting so that we realize a successful process;

**BE IT RESOLVED** that each Director schedule and present at least one class talk for the GMM, before the date of the GMM on Wednesday, March 13, 2024;

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

**AND FURTHER** that Directors provide the date and location of their class talks to the PTC.

**Moved:** Shaima Alam, President

**Seconded:**



## **Motion**

Board of Directors Meeting # 15  
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### **Item 15.11.9**

#### **Appoint Director to theCannon.ca Operating Committee**

**WHEREAS** theCannon.ca Operating Committee has updated their Terms of Reference to include a CSA Board of Directors representative for student representation;

**WHEREAS** theCannon.ca had a new look launch that has reached many people but also is in a transition phase to fix any technical/students' issues that may arise;

**WHEREAS** Board Director Nate Broughton has participated as a guest in the last theCannon.ca Operating Committee on February 9, 2024 to provide several insights into the student perspective and concerns to the committee; and

**WHEREAS** Member Broughton has demonstrated the ability to provide key information in the student perspective, interest in the committee, and now already understands the operations of the committee;

**BE IT RESOLVED** that Nate Broughton is appointed to theCannon.ca Operating Committee, effect immediately.

**Moved:** Shaima Alam, President

**Seconded:**

***See next pages for theCannon.ca Operating Committee Terms of Reference***

## Motion

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## theCannon.ca Operating Committee

### Terms of Reference

#### 1.0 Preamble

Thecannon.ca (hereafter referred to as “the Website”) is a joint venture of the Central Student Association and the Guelph Campus Coop.

Thecannon.ca Operating Committee is responsible to the Boards of Directors of the Central Student Association and the Guelph Campus Co-op (hereafter referred to as “the Partners”).

The union and subsequent responsibilities of these two Partners for the purpose of owning and operating the Website is legally bound in theCannon.ca Partnership Agreement (hereafter referred to as “the Partnership”)

A committee shall exist and it shall be called “thecannon.ca Operating Committee” (hereafter referred to as “the Committee”)

Meant to be an online meeting place for students, the Website is funded by student fees secured in a referendum with the following question:

“Since the fall of 2000, thousands of students have used Guelphbooks.com to buy and sell textbooks and other items. There are plans to transfer this service to theCannon.ca site, and expand its offerings. Provided that there are no transaction fees or external advertising on the site,

Do you support a refundable semesterly fee of \$1.00 per student (indexed to the cost of living) to go towards theCannon.ca?”

#### 2.0 Purpose

- 2.1 To develop a vision for the Website
- 2.2 To ensure that the Website meets the expectations set out in the vision
- 2.3 To manage the day-to-day business affairs of the Website
- 2.4 To develop and adhere to the CSA Human Resources gospel and procedure, including but not limited to, hiring and supervision of thecannon.ca staff
- 2.5 To oversee the development of content for the Website
- 2.6 To enter into third party agreements relating to the Website
- 2.7 To prepare and adhere to an annual budget
- 2.8 To develop and adhere to policy, procedure and protocol, as approved by the Partners
- 2.9 To ensure completion of additional responsibilities of the Committee as required in the Partnership and as indicated in Section 4.0 of this document
- 2.10 To act as an appeal body for any decisions made by the staff of the Website

#### 3.0 Membership of the Committee

- 3.1 The Operating Committee shall be made up of at least two voting representatives from each Partner
- 3.2 The voting representatives from the CSA shall be the CSA President, CSA VP Student Experience, CSA Promotional Services Coordinator, CSA Events Coordinator, and 1 Board of Director

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**3.3** The voting representatives of the Guelph Campus Co-op shall be a GCC staff member and up to 4 GCC Board members

**3.4** Non-voting members shall be appointed by the Committee as needed, however the following positions shall have permanent non-voting membership on the Committee: TheCannon.ca Moderator, CSA Business Manager, and the GCC Human

Resources and Finance Coordinator

**3.5** Student members of the Committee shall be appointed for a term of one year, ending no later than April 30<sup>th</sup> of each year.

**3.6** Under irregular circumstances, a leave of absence may be granted by the Partners to a voting member of the Committee at which point the responsible Partner must provide a substitute representative from its Board of Directors

**3.7** A leave of absence may be requested by the member in question, the Committee, or a Partner

## 4.0 Responsibilities of the Committee

**4.1** thecannon.ca Operating Committee will meet regularly once a month

**4.2** The committee will choose a chair at the end of each meeting, and the chair will be responsible for the following for the next meeting:

**4.1.1** Facilitate meeting

**4.1.2** Create Agenda

**4.1.3** Call meeting and book meeting place

**4.1.4** Ensure adherence to the Terms of Reference

**4.3** A scribe will be appointed by the chair at the beginning of each meeting. Their role will be to:

**4.2.1** Take minutes

**4.2.2.** Circulate minutes to the committee

**4.2.3** Ensure copy of minutes is sent to both GCC and CSA Business Office

**4.4** If thecannon.ca is looking to hire staff or contract out work, Job Descriptions will be approved by a vote of the committee, and a hiring committee of three (3) members will be formed from the membership present.

**4.5** Promotional aspects on thecannon.ca will fall to the CSA Promotional Services Coordinator to manage on a day-to-day basis and any major changes can be taken to the committee for a vote

**4.6** The committee will be responsible for gathering relevant information from whichever business office is currently managing thecannon.ca's books and use this information to compile the report for each board on an annual basis

**4.7** The committee is to present semesterly reports to each Board of Directors, the presentation sub-group will contain one representative from each Partner.

**4.8** If and when technical support is required, the committee, through the CSA Promotional Services Coordinator shall reach out to Barking Dog Studios for support

## 5.0 Financial

**5.1** The CSA Business Office OR the GCC Business Office shall have the following responsibilities:

**5.1.1** Prepare annual budget

**5.1.2** Review monthly financial statements and report any major concerns that may arise to the committee

**5.1.3** Ensure approval of all expenditures receives due process

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**5.1.4** Oversee preparation of audited statements

**5.1.5** Oversee preparation of financial reports for Partners

### 6.0 Promotional Support

**6.1** The CSA Promotion Services Coordinator shall have the following responsibilities:

**6.1.1** Ensure development of promotional materials on an annual basis for the Website

**6.1.2** Oversee development of ongoing innovative promotional strategies for the Website

**6.1.3** Assist Website staff and volunteers with general promotions of the Website as needed

### 7.0 Technical Support

**7.1** thecannon.ca Operating Committee will contract Barking Dog Studios to assist with the following:

**7.1.1** Ensure ongoing maintenance and development of technical components of the Website

**7.1.2** Oversee purchasing of equipment, fonts and other technical components as needed in collaboration with the CSA Promotional Services Coordinator

**7.1.3** Ensure maintenance and security of operations on the website

### 8.0 Meetings

**8.1** Meetings shall be held as required - monthly

**8.2** Quorum for meetings must be at least one voting member from each Partner, to a total of at least four.

**8.3** Meetings discussing the day-to-day operations of the Website may take place without quorum being met, provided any discussions are ratified at a later date at a meeting where quorum is achieved

**8.4** Day-to-day operational meetings where quorum is not met are not able to bind the Partnership, approve expenditures, or make other similar decisions affecting the business affairs of the Partnership

**8.5** Meetings shall be open to the public

**8.6** The standing agenda will be as follows:

Scribe assignment

Introductions

Financial overview

Promotion review

Editorial

Operations overview

New Business

Chair assignment

Adjournment

### 9.0 Reports

**9.1** The Committee shall prepare an annual report for submission to both Partners for their approval

**9.2** The report must be presented to each Partner's board no later than March 30th

**9.3** Each report must contain a summary of actions/minutes of the Committee for the Partners to ratify

## **Motion**

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### **9.4** The report shall include:

**9.4.1** A review of the management and performance of the Website

**9.4.2** A review of any Human Resources matters

**9.4.3** A review of operating policy, procedure and protocol of the Website

**9.4.4** A review of future revenue requirements from student fees for the Website

**9.4.5** The audited financial statements for the Website for the previous year

**9.4.6** The annual operational budget

**9.4.7** Any financial management arrangements that have been made for the upcoming fiscal year, including but not limited to the provision of bookkeeping and payroll services, and compensation for such services, audit fees, location of Head Office, and all other incidental activities which may be carried on in connection with the Business and are not the responsibility of the Operating Committee

**9.4.8** The present thecannon.ca Operational Committee Terms of Reference

## **10.0 Appeals**

**10.1** The Committee shall act as an appeal body for any decisions made by the Website staff or members of the Committee

**10.2** In the case of an appeal, the Committee member whose decision is under review may not be present during deliberations

**10.3** Appeals for decisions of the Committee must be submitted to both Partners in writing by way of the Committee

**10.3.1** If each Partner comes to a conflicting decision, a subcommittee is struck with members of each Partner's board to come up with a final decision. Any member of the board who is also on the committee would have a conflict of interest and may not participate as a voting member of the subcommittee

## **11.0 Amendments**

**11.1** The Terms of Reference must be approved annually by both Partners no later than April 1<sup>st</sup> of each year

**11.2** Amendments to the Terms of Reference may be made at any point by the Committee, but must be approved by both Partners

**11.3** The Committee must review the Terms of Reference in March of each year

## **Motion**

Board of Directors Meeting # 15  
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### **Item 15.11.10**

#### **Board of Governors Response re. CSA Statement on Navitas**

**WHEREAS** the CSA Board of Directors adopted item 12.12.1: CSA Statement on Navitas on January 17, 2024, which included a resolution for the CSA to deliver a statement labeled “Letter to the Board of Governors” to the Board of Governors, cc: President Charlotte Yates, Provost Gwen Chapman, and AVPA Byron Sheldrick within one (1) week; and

**WHEREAS** the CSA President received an email response from the Chair of the Board of Governors on Wednesday, February 7, 2024;

**BE IT RESOLVED** that the Board of Directors receive the email response, as provided in the board agenda package, as information.

**Moved:** Shaima Alam, President

**Seconded:**

**Motion**

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Dear Shaima,

On behalf of the Board of Governors, I want to thank the Central Student Association for its thoughtful contribution to the dialogue around this important topic. This ongoing dialogue has been vital to ensuring a comprehensive understanding of the challenges and opportunities associated with this matter.

As you may know, at Senate on February 5 it was announced that the University has paused further consideration of a partnership with Navitas given recent and evolving developments with regard to provincial and federal international student policy.

Thank you again for engaging with the Board on this important topic.

Sincerely,

Nancy

**Nancy Brown Andison**  
Chair, Board of Governors  
University of Guelph

## **Motion**

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### **Item 15.11.11 Presentation on the Lang Tax Clinic**

#### **(a) Speaking Rights**

**WHEREAS** CSA Rules of Order Section 3.3 states that visitors shall be allowed to speak following a motion to extend speaking rights;

**BE IT RESOLVED** to extend speaking rights to Carter Sorensen, Director of the Lang Tax Clinic, for a presentation regarding the Lang Tax Clinic.

**Moved:** Daniel Neiterman

**Seconded:**

#### **(b) Receive Presentation**

**MOTION:** That the presentation by Carter Sorensen, Director of the Lang Tax Clinic , regarding the Lang Tax Clinic, be received as information by the Board of Directors.

**Moved:** Daniel Neiterman

**Seconded:**



**Motion**

Board of Directors Meeting # 15  
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**Item 15.14.1**  
**Approval of Past In-Camera Minutes**

**MOTION:** That the In-Camera Minutes be approved for the following CSA Board of Directors Meeting:

15.14.1	CSA Board Meeting # 13	January 31, 2024
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**Moved:**  
**Seconded:**

**Motion**

Board of Directors Meeting # 15  
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**Item 15.14.2**  
**Approval of Past In-Camera Minutes**

**MOTION:** That the In-Camera Minutes be approved for the following CSA Board of Directors Meeting:

15.14.2	CSA Board Meeting # 14	February 14, 2024
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**Moved:**  
**Seconded:**

## Motion

Board of Directors Meeting # 15  
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### Item 15.14.3

#### Publicize In-Camera Minutes: October 23, 2023 and November 1, 2023

**WHEREAS** an emergency meeting, including an in-camera session, was convened by the CSA Board of Directors on October 23, 2023;

**WHEREAS** an in-camera session was convened by the CSA Board of Directors on November 1, 2023;

**WHEREAS** neither in-camera session discussed items that are considered necessary to be confidential under any CSA policy or bylaw by harming the corporation or the privacy of an individual;

**WHEREAS** the CSA is mandated to represent and amplify the voice of undergraduate students at the University of Guelph;

**WHEREAS** all undergraduate students are represented by their respective elected and/or appointed At-Large Director(s) and have a right to transparency of how they are being represented by the CSA Board of Directors; and

**WHEREAS** it is in the best interest of CSA Members to understand the positions their representatives are taking during Board meetings and view the discussion of business items before a decision is made;

**BE IT RESOLVED** that the minutes of the in-camera session from the CSA Board of Directors meeting on October 23, 2023 are made public and posted to the CSA website;

**AND FURTHER** that the minutes of the in-camera session from the CSA Board of Directors meeting on November 1, 2023 are made public and posted to the CSA website.

**Moved:** Shaima Alam, President

**Seconded:** Nate Broughton

## **Motion**

Board of Directors Meeting # 15

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### **Item 15.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 15 on February 28, 2024 be adjourned at       pm.

**Moved:**

**Seconded:**