

# AGENDA

Board of Directors Meeting # 17

April 3, 2024 – 5:30 pm



## Agenda – April 3, 2024

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<b>17.7</b>	<b>Executive Updates</b> 17.7.1 President – March 27, 2024 17.7.2 President – April 3, 2024 17.7.3 VP Student Experience – March 27, 2024 17.7.4 VP Student Experience – April 3, 2024 17.7.5 VP Academic – March 27, 2024 17.7.6 VP Academic – April 3, 2024 17.7.7 VP External – March 27, 2024 17.7.8 VP External – April 3, 2024	17 18  21  23  24
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<b>17.9</b>	<b>CSA Service Update and Report</b>	
<b>17.10</b>	<b>Committee Updates and Reports</b> 17.10.1 Summary of Committee Appointments 17.10.2 Hiring Committee Report: Front Office Assistants 17.10.3 Hiring Committee Report: Poster Runners 17.10.4 Hiring Committee Report: SE&RM Coordinator 17.10.5 Hiring Committee Report: SHAC Coordinator 17.10.6 Hiring Committee Report: SHAC Assistant Coordinator 17.10.7 Hiring Committee Report: Board Chair 17.10.8 Hiring Committee Report: SafeWalk Coordinator 17.10.9 SEIF Committee Minutes # 4 – February 7, 2024 17.10.10 PBRC Minutes # 8 – February 9, 2024	25 34 35 36 37 38 39 40 41 47

## AGENDA

Board of Directors Meeting # 17

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## Motion

Board of Directors Meeting # 17

April 3, 2024



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### Item 17.2.1 (a) Approve the Agenda

**MOTION:** that the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2024, be approved as printed and distributed.

**Moved:**

**Seconded:**

### Item 17.2.1 (b) Amend the Agenda

**MOTION TO AMEND:** that the agenda be reordered so that **items 17.11.1** through **item 17.11.12** are moved to just after **item 17.5 Approval of Past Minutes**.

**Moved:**

**Seconded:**

### Item 17.2.1 (c) Approve the Amended Agenda

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2024, be approved as amended with:

- The reordering of the agenda so that **items 17.11.1** through **item 17.11.12** are moved to just after **item 17.5 Approval of Past Minutes**.

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.5**  
**Approval of Past Board Minutes**

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

17.5.1	CSA Board Meeting # 15	February 28, 2024
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**Moved:**  
**Seconded:**

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.6**  
**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>
17.6.1	Meeting # 24	February 29, 2024
17.6.2	Meeting # 25	March 14, 2024
17.6.3	Meeting # 26	March 15, 2024
17.6.4	Meeting # 27	March 21, 2024

**Moved:**

**Seconded:**

## Minutes

Executive Committee Meeting (ECM)

Meeting #24 – February 29<sup>th</sup>, 2024 – 3:00pm

Brass Taps



**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**

Excellent final in-person Board Meeting last night! Amazing to have all our motions approved smoothly.

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

Meeting #23 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

- Events Coordinator job description is formed and now being sent for rounds of approval.
- FOA hiring committee – Shaima is chairing. The deadline for applications is tomorrow.
- Put forward like 12 motions to the Board last night and they all passed! Hooray!
  - Most excitingly, executive portfolio updates are officially wrapped.
- Promo services
  - An email was sent out to all undergrads to advertise for the All-Candidates Forum and the March 1<sup>st</sup> concert in PCH.
  - Emma has only a few projects left – mainly wrapping up executive projects happening throughout March and April.
  - My projects left include Degrees of Dysfunction, elections (especially Fall Reading Week referendum), and the General Members Meeting (GMM).

**5.1.2 Committees**

- Compulsory fees committee rejected the Athletics Department compulsory fee increase. We had a long debate over the student health services fee

## Minutes

Executive Committee Meeting (ECM)

Meeting #24 – February 29<sup>th</sup>, 2024 – 3:00pm

Brass Taps



increase; it ended with a strong letter of recommendation to the BoG to match the fee increase that was agreed upon. (also, I chair this cmte). Because we only got through 2/8 proposals, we had to schedule another meeting to wrap up discussion on compulsory fee increase recommendations.

### 5.1.3 Miscellaneous

- Finished writing for “Degrees of Dysfunction” initiative in collaboration with GSA. Poster will be going up Monday.
- Went to lobby week! Woop woop! Frig MPP Lorne Coe.
- GMM is almost wrapped up. Nice.

## 5.2 VP Student Experience

### 5.2.1 Supervisory

- Accreditation is officially wrapped up! Woop woop!
- Club Hub promo is rolling out on the CSA Clubs Instagram – Save the Date post to be shared asap.

### 5.2.2 Committees

- Front Office Assistant hiring committee met last week to finalize questions and scoring – interviews beginning next week.

### 5.2.3 Miscellaneous

- Nixit MHI collaborative giveaway planning is underway, and promo is in the works!
- After the Last Toast planning is in full effect – working on securing DJ, photobooth, and creating the decorations committee.
- Working on planning new social media initiatives (i.e., exec TikToks!).
- Helping out with the CSA Bike Auction, supervising the social media team! Very exciting!

## 5.3 VP Academic

### 5.3.1 Supervisory

- Assisting SHAC with appeals for academic misconduct and chatting with faculty regarding any AM allegations.
- SHAC has been planning events, i.e., arts and crafts as well as a self-defense class.

### 5.3.2 Committees

## Minutes

Executive Committee Meeting (ECM)

Meeting #24 – February 29<sup>th</sup>, 2024 – 3:00pm

Brass Taps



- The student task force is asking software companies to present software to detect academic misconduct; the search for the ideal software for this initiative is ongoing.

### 5.3.3 Miscellaneous

- Yesterday was the first day of running the petition to include majors and minors on graduates' degrees.
- The Teaching Excellence Award deadline for nominations is tomorrow, March 1<sup>st</sup>.

## 5.4 VP External

### 5.4.1 Supervisory

- We hope to discuss opening the Foodbank on Thursdays in our Operations meeting next week.
- Excited to initiate website updates for the Foodbank, advocacy pages, and the Bike Centre.

### 5.4.2 Committees

- I've been organizing St Patrick's Day late night bus service! I'll also be looking at organizing executive presence downtown during St Patrick's Day.

### 5.4.3 Miscellaneous

- I'm excitedly working on my year-end breakdown for the GMM later in March!

## 6.0 Business

N/A

## 7.0 New Business

N/A

## 8.0 In Camera

There was no in camera session.

## 9.0 Adjournment @ 4:30pm

**Next Meeting: March 7th, 2024**



## Minutes

Executive Committee Meeting (ECM)

Meeting #25 – March 14<sup>th</sup>, 2024 – 2:30pm

CSA Boardroom #1



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 2:30pm**

**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**

GMM last night – it was okay. We’re closing our term, and this is wrap up time. If you have anything left to do, finish it off. Don’t start anything new.

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

Meeting #23 and #24 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

- We’ve been doing policy work related to executive and board member accountability.
- Working on our end of year report for thecannon.ca operations committee.
  - Tom and Shaima had their initial meeting to get the ball rolling earlier this week.
- Planning board appreciation, happening at Brass Taps, fully catered. We will be handing out the “Board Member of the Year” award at this event and presenting the engraved plaque.
- We had our last SEIF Committee meeting and handed out most of our funding for the year. Funding awarded has been sent out. The report will be in the works over the next week.
- The March Newsletter was sent out 2 days ago on Tuesday. This will be the last newsletter advertising events and activities. The following newsletter will be mainly focused at introducing the new executives to the membership and reminiscing on our year.
- The last Health and Dental Plan Committee meeting was held today, Thursday. We’ve committed to hosting a survey for a virtual health

## Minutes

Executive Committee Meeting (ECM)

Meeting #25 – March 14<sup>th</sup>, 2024 – 2:30pm

CSA Boardroom #1



program in the Fall semester (to be prepared this summer by the new executive). The new health fee will be \$208 and the new dental fee will be \$107.

- People are using this plan more than ever, so we've needed to place an increase to ensure that all students insurance is covered.
- The dental plan fee is subsidized using our reserve; it would have been approximately \$142.
- Certified athletic therapists are now part of the coverage.

### 5.1.2 Supervisory

N/A

### 5.1.3 Miscellaneous

- We had our GMM.
- Looking at quotes for projectors and other office technology improvements so we can invest before the end of our fiscal year.
- Front Office assistants have both accepted their positions; now moving on to sending out "congratulations" emails and training.
- We created interview questions for the Board Chair position; now working on scoring sheet.
- Degrees of Dysfunction captions have been created in collaboration with the GSA President.
- Looking at options to get previous execs names hung up on the wall in the CSA Office.
- Starting to write up the Student Budget Committee report to be presented to the Board of Governors; due April 1<sup>st</sup>.

## 5.2 VP Student Experience

### 5.2.1 Supervisory

- Club Hub is happening next Monday; the Clubs Office is prepped and ready to go!
- Accreditation is wrapped; website audit is wrapped.
- Clubs Ops manual review and editing is underway.

### 5.2.2 Committees

- Inclusive Space Subcommittee met for the first and last time today. We reviewed a handful of initiatives being run by university architects and expressed our concerns to the university.

## Minutes

Executive Committee Meeting (ECM)

Meeting #25 – March 14<sup>th</sup>, 2024 – 2:30pm

CSA Boardroom #1



- Some of our concerns included improving inclusivity on campus by implementing things like “quiet hours” to reduce overstimulation on campus for students, de-stimulation spaces (comfort rooms), affordable, accessible housing, and accessible residences (especially off-campus).

### 5.2.3 Miscellaneous

- Last Toast and After the Last Toast (ALT)
  - Last Toast and ALT promo has been released and ticket sales are underway.
  - Glasses, champagne and food have been ordered for the Last Toast.
  - DJ, 360 Camera and photobooth have been booked for After the Last Toast.
  - More promotion to be created over the next week as ticket sales continue.
  - Decorations committee has been called and will be going shopping for supplies next Monday (woohoo!).
  - Hiring needed for coat check.
- MHI Giveaway with nixit
  - Promo is to be approved by this Friday to be posted beginning Monday.
  - Products are in and will be bagged next week!

## 5.3 VP Academic

### 5.3.1 Supervisory

- SHAC will be hosting an Arts and Crafts night on March 28<sup>th</sup> to reduce stress.
- SHAC Coordinator interviews are underway.
- SHAC Assistant hiring has not begun yet.

### 5.3.2 Committees

- Late fee appeal committee happened this week.
  - Won a few cases. There's a 50/50 split between staff and students on the committee, with staff being the tiebreaker as needed.
- Academic misconduct cases put forward in the Fall semester have a delay in finding the result that affects graduation or course selection for the following semester.
  - You can add a course in the “late course add” period; there is no late fee applied for these students.

## Minutes

Executive Committee Meeting (ECM)

Meeting #25 – March 14<sup>th</sup>, 2024 – 2:30pm

CSA Boardroom #1



- VPA will be doing informational posts about this.
- The calendar review committee has passed a motion that any classes under 20 students enrollment will merge with another related class under the same major.

### 5.3.3 Miscellaneous

- The Teaching Excellence Selection Committee met yesterday with 5 board members; 2 candidates were chosen.
- 5 appreciation gifts have been handed out at the beginning of lecture so far; will be giving out 2 more. This will be used to promote the in-person award ceremony at The Bullring on March 19<sup>th</sup>, from 6pm-8pm.
  - Plaque is currently being engraved. 2 smaller plaques have been ordered to be awarded to the successful candidates.
  - Food has been ordered for the event.
- Stressbuster planning is underway – looking at meeting with Take a Paws sometime this week.

## 5.4 VP External

### 5.4.1 Supervisory

- Foodbank
  - We've had 15 more registrations as of yesterday; now sitting at 230 users and approximately 50 students are still on the waitlist (all graduate students, priority given to undergraduate students).
- Bike Centre
  - Working on BC plan for future semesters; we're looking to bring it to a part-time status based on data on service usage.

### 5.4.2 Committees

N/A

### 5.4.3 Miscellaneous

- Water fountain directory to be going up on the website; website updates for this campaign are almost complete.
- Drafting communication to coordinate Mike Schreiner's presence on campus to address student issues via a campus town hall. Meetings with CFS Lobby Week team will be held in the coming weeks to close the loop on this project.
- Coordinating gender and pronoun training for the incoming executive team with the Student Experience department.

## Minutes

Executive Committee Meeting (ECM)

Meeting #25 – March 14<sup>th</sup>, 2024 – 2:30pm

CSA Boardroom #1



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### 6.0 Business

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

Shaima Alam, CSA President (chair)

Nate Broughton, CSA Board Member (voting member)

Colleen Bovay, Policy and Transition Coordinator (voting member)

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion Carried.**

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

Lee Anne Clark, CSA Business Office Manager (chair)

Avneet Grewal, SafeWalk Volunteer Coordinator (voting member)

Samar Tariq, CSA Vice-President External (voting member)

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion Carried.**

### 7.0 New Business

N/A

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 4:00pm

**Next Meeting: March 21<sup>st</sup>, 2024**

## Minutes

Executive Committee Meeting (ECM)

Meeting #26 – March 15, 2024 – 4:00 pm

CSA Boardroom



**Members:** Shaima Alam (President, Chair & Secretary), Bawneet Singh (VP Academic), Samar Tariq (VP External)

**Regrets:** Mckenna Williams (VP Student Experience)

**Guests:** None

**1.0 Call to Order @ 4:00 pm**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Business**

**3.1 Emergency Board Meeting**

**3.1.1 Motion:**

**WHEREAS** the bylaws dictate the CSA must always have 3 executives

**WHEREAS** the executive candidates did not hit a 10% quorum in the Winter General Election

**WHEREAS** a Spring By-Election is mandated to be held after a general election to fill missing executive position

**WHEREAS** the Spring By-Election must be held as soon as possible to have the executive positions filled before the current executive term ends and to allow for transitioning

**BE IT RESOLVED** that an emergency virtual Board of Directors Meeting is held on Wednesday, March 20, 2024, 6:00 pm on Teams to propose the Spring By-Election schedule to the Board

**Moved:** Shaima Alam

**Seconded:** Bawneet Singh

**Motion Carried.**

**4.0 In Camera**

There was no in camera session.

**5.0 Adjournment @ 4:10 pm**

**Next Meeting: March 21, 2024**

## Minutes

Executive Committee Meeting (ECM)

Meeting #27 – March 21, 2024 – 2:30pm

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 @ 2:30pm**

**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**

The top priority is the Spring By-Election!

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

Meeting #25 & #26 (emergency) Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

- We had a working group for the accountability policy.
  - There are 3 parts, one is complete. The completed part is being brought forward to PBRC.
- The disconnect from work policy is being brought forward to PBRC tonight.
- Social media policy is still within HR.
- Still working on the report for thecannon.ca operations committee.
- Finance Committee – still working on the 2024-2025 budget.
- Statement-Making Committee – one person joined who will be ratified in the next CSA Board meeting.

**5.1.2 Supervisory**

- Still working on the budget portfolio for the CSA Events Coordinator.
- The Chair Hiring Committee – 2 interviews done and one more to go.
- We had our last All Staff meeting.
- Now starting to plan the All Staff and Core Staff Appreciation events.
- Getting trainings and contracts sent out to new hires for 2024-2025.
- End of year SEIF report is in the works with the SEIF Coordinator.

**5.1.3 Miscellaneous**

- Elections:

## Minutes

Executive Committee Meeting (ECM)

Meeting #27 – March 21, 2024 – 2:30pm

CSA Boardroom



- Doing as much outreach as possible now that the election is approved to occur.
- Core staff, executives, and hired staff will be doing class talks; posters and social media will be rolling out ASAP.
- Next week will be meeting with CSA Promotional Coordinator to review website update recommendations by staff members; official beginning of the CSA website overhaul.

### 5.2 VP Student Experience

#### 5.2.1 Supervisory

- Club Hub happened this week and went well!
- The CSA Clubs Coordinator is out-of-office for the week to get them back on track for hours.

#### 5.2.2 Committees

- UC Board Selection Committee met this week and approved the applications for 4 voting members.
- Gryph to Grad met this week as well to discuss upcoming grad events.

#### 5.2.3 Miscellaneous

- Nixit MHI giveaway opened on Instagram this past Wednesday; the in-person giveaway will be opening on Monday at 11am and both will close at 3pm.
- Stressbuster planning is underway! We're looking at hosting another round of minute to win it games, a collaborative event with Take a Paws and Residence Life, and another collaborative wellness breakfast giveaway with The Grove Hubs on campus.
- The Last Toast and After the Last Toast decorations have been purchased and ticket sales are underway! Looking forward to these amazing events on April 3<sup>rd</sup>!!

### 5.3 VP Academic

#### 5.3.1 Supervisory

- SHAC Coordinator Interviews happened, and we've found a successful candidate.
- SHAC's Arts and Crafts stressbuster event is happening March 28<sup>th</sup>, 2024, in UC 441 from 5:30-8pm!

#### 5.3.2 Committees



## Minutes

Executive Committee Meeting (ECM)

Meeting #27 – March 21, 2024 – 2:30pm

CSA Boardroom



- Board of Undergraduate Studies met this week to discuss addition and deletion of majors.

### 5.3.3 Miscellaneous

- The Teaching Excellence Award happened this week.
  - Plaques have been handed out and the annual plaque in the Bullring has been updated.
- In conversation with CEPS CSA Board representatives about adding a Engineering/Physics major.
- Honorarium for Art in the Bullring will be increased from \$100 to \$200 beginning in 2024-2025.
- Connecting with Residence Life representatives to organize a collaborative stressbuster event with Take a Paws for mid-April.

## 5.4 VP External

### 5.4.1 Supervisory

- Bike Auction is going live next week – contingency plans are in place to coordinate the elections running at the same time with the same staffing.

### 5.4.2 Committees

- SELI Committee met this week to review the questions asked in the applications, language surrounding safety considerations, constructive alignment in the ordering of questions, and changing questions to be more direct and clear.

### 5.4.3 Miscellaneous

- The Director of Hospitality and Student Housing has accepted a meeting to discuss the sale of bottled water on campus – just waiting on confirmation of the Interhall President to schedule the meeting.
- Will be reaching out to Mike Schreiner's assistant today to organize the townhall at UofG that he agreed to during CFS Lobby Week.

## 6.0 Business

**MOTION:** That the following be appointed to the Full-Time Clubs Coordinator Hiring Committee:

Shaima Alam, CSA President (chair)

Mckenna Williams, CSA Vice-President Student Experience (voting member)

Jack Fisher, CSA Events Coordinator (voting member)

**Moved:** Shaima Alam

## Minutes

Executive Committee Meeting (ECM)  
Meeting #27 – March 21, 2024 – 2:30pm  
CSA Boardroom



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**Seconded:** Mckenna Williams

**Motion Carried.**

**MOTION:** That the following be appointed to the Elections Assistant Returning Officer (ARO) Hiring Committee:

Shaima Alam, CSA President (chair)

Lauren Pyne, CSA Assistant Returning Officer (voting member)

Colleen Bovay, Policy and Transition Coordinator (voting member)

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion Carried.**

**MOTION:** To schedule a Board Meeting for April 10<sup>th</sup>, 2024, to discuss remaining board items for the rest of the year.

**Moved:** Shaima Alam

**Seconded:** Samar Tariq

**Motion Carried.**

### 7.0 New Business

There was no new business.

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 4:00pm

**Next Meeting: March 28<sup>th</sup>, 2024**

**Item 17.7**  
**Executive Updates**

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

17.7.1	President	March 27, 2024
17.7.2	President	April 3, 2024
17.7.3	VP Student Experience	March 27, 2024
17.7.4	VP Student Experience	April 3, 2024
17.7.5	VP Academic	March 27, 2024
17.7.6	VP Academic	April 3, 2024
17.7.7	VP External	March 27, 2024
17.7.8	VP External	April 3, 2024

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

## Executive Update

President

March 27, 2024



### General Update:

March has been the month to wrap up existing projects (e.g., policy, hiring, elections, budget report, committees, appreciation programming etc.) and begin no more new ones. Ensuring transition and training plans are made for both new staff as we hire them, and for new executives as we run the election for it.

### Ongoing Projects:

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

Held the last All Staff Meeting. Begun planning the end of year appreciation event for all of the staff of CSA, for specifically the core staff/Execs, and for the board.

Hiring is still ongoing for several positions, have been creating hiring committees and coordinating onboarding for the one selected. I chaired the Front Office Assistant, the Board Chair, the Assistant Returning Officer and the Full Time Clubs Coordinator hiring committees.

The Events Coordinator role has additions of budget responsibility which is being added to our new budget development process, and certain amendments are being made to the VPSE portfolio to better match the new JD.

Transition plan for executives have been mostly solidified.

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

##### Media

Doing a full website audit. Next week implementing the changes from the recommendations collected.

##### Newsletter

Sent March Newsletter, highlighting all of the projects and events left in the year. Sent one for election nominations and will be sending more. But last newsletter in April will be one to summarize the year and introduce new execs.

##### GMM

Held the GMM, with a resource fair and updates from staff and executives summarizing the year. Had a decent turnout.

##### Degrees of Dysfunction

Campaign is continuing. Posts have been getting a lot of uptake. Housing and Student Fees up. Wellness, Food and Navitas left.

## Executive Update

President

March 27, 2024

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### **Elections:**

Winter Elections concluded. Yay board members elected. Spring By Election initiated to fill executive positions. Outreach has been coordinated to be intensive. This includes executive class talk, tabling, staff supervising stations, exam outreach etc.

### **Committees:**

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

##### SEIF Committee

I chair this committee; held what we thought would be our last. A few more clubs requested, so decided to open an additional deadline. Motion in package.

##### theCannon.ca Operating Committee

I have been writing the end of year report for the committee to present to the board.

##### Policy, Bylaw and Review Committee

PBRC has several working groups, the ones I have been working on is the social media policy, the disconnect from work policy, executive and director policy and in turn the interim appointment process policy.

##### Finance Committee

I chair this committee; had another meeting, main topic budget development. Two more meetings left. Been doing investments into the office, to make proper usage of budget. Worked out an MOU with GSA for consistent funding of Foodbank.

##### Health & Dental Plan Committee

I chair; Last one of the year held. Motioned to hold a survey in Fall 2024 to gauge student interest of the myvirtualdoctor plan.

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

##### Compulsory Fees Committee

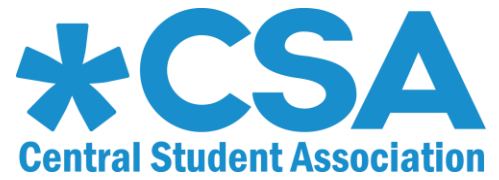
I chair this committee; in our meetings we rejected several compulsory student fee increases, mandated quite a few to run referendums if they want more of an increase, and accepted a few but at half the request. Also, I wrote a letter with GSA President to send to Board of Governors of the concerning state of pushing the cost of running the post secondary institution to the students.

## **Executive Update**

President

March 27, 2024

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### Student Budget Committee

Working on the final report, a long document, to submit to the Board of Governors for April.

Shaima Alam

## Executive Update

VP Student Experience

March 27, 2024

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Hello CSA Board Members!

I hope you've all had a great March and that your semester is wrapping up nicely! This month has been a busy one for student experience with lots of end-of-year events and initiatives. As such, most of my time has been spent putting the final touches on these events and wrapping up committee work as we reach the end of our term.

Committees:

- The UC Board Selection Committee met earlier this month to select successful candidates for next years UC Board. Four candidates were selected and we are in the process of finalizing the list of undergraduate student representatives to be ratified at the upcoming April meeting.
- The St. Patrick's Day Internal Committee met several times throughout this month to ensure U of G students had a fun but safe St. Patty's. In coordination with the VP External, the CSA offered late night bus service to get folks home safely and affordably.
- The Inclusive Space Committee met this month for the semesterly touch base to ensure all of campus is inclusive for students. We discussed matters like having accessible residence spaces, handicap buttons for all doorways, and more.

Supervision:

- The CSA Clubs Office hosted Club Hub on March 18th at the Bullring. CSA executive club members came out to play Kahoot with their club members, participate in a socializing bingo card activity to encourage connection amongst clubs, and win some money for their club's events! Fun times were had and overall the event was a success.

Events and Initiatives:

- The CSA Menstrual Hygiene Initiative (MHI) hosted an in-person and virtual giveaway in the UC Courtyard and on Instagram to give away 150 disc-style menstrual cups, feminine/cup cleansers, and lube samples. This giveaway was hosted in partnership with nixit and pick up will be happening on Thursday, March 28th. Additionally, until (at least) the end of the term, U of G undergraduates will have access to a 15% discount code at the nixit checkout to purchase feminine-friendly menstrual hygiene products (Code: CSAMHI15)!
- The Last Toast and After the Last Toast planning has been in full swing! This month we started ticket sales at the CSA Front Office, secured our DJ and photobooth services, and got tons of sweet decorations for our champagne theme! Ticket sales for

## Executive Update

VP Student Experience

March 27, 2024



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the Last Toast will be running until March 27th, and sales for After the Last Toast will be running until April 3rd! Get your ticket before they're gone!!

- Stressbuster planning is now underway! Nothing is totally confirmed yet, but as of now, we're thinking of running some Minute-to-Win-it games in the UC Courtyard again, and possibly partnering up with Take a Paws and The Grove to host a service dog event and another wellness breakfast! Stay tuned!

That's all for me this month! If you have any questions, please feel free to reach out, as always. And, I hope to see you all at our upcoming events!

Best of luck finishing up the year, folks.

Cheers,

Mckenna



## Executive Update

VP Academic

March 27, 2024

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Hello everyone,

The past couple weeks have been very satisfying for me with the successful organising of the "Teaching Excellence Award". Thanks to everyone in the selection committee who took out some time for me to select the winners. There were 16 nominations and among those the committee selected Prof. Mohamad Abou El Nasr and Prof. Ritu Chaturvedi. The award ceremony happened on March 19th, 6-8pm at the Bullring and the attendance was approximately 10-15 students. Their names have been on the plaque hung in the Bullring and, we gave them a personalised plaque too.

Our Business Manager Lee Anne Clarke and I met with Fine Arts Network (FAN) to discuss about the "Art in the Bullring" for the future. We decided on increasing the winning honorarium by \$100 , taking it to \$200 as the previous winning amount was set up in 2005.

Interviews are done for the SHAC Coordinator and SHAC Assistant Coordinator and the successful candidates will be announced soon. We took 4 interviews for the coordinator and 3 for the assistant coordinator.

A student approached me for the addition of "Engineering Physics" in the CEPS. So, me and CEPS reps of the Board will be in a conversation for this.

SHAC has "Arts and Crafts Night" happening on March 28th, Thursday in UC 441 from 5:30 pm to 8:00 pm. Join them to relax before exams with options like painting, colouring, beading or just hangout while having some snacks.

Always I come with a new thing from the policies and this time is that "Task Force on Student Conduct Policy and Practice" said that a student is never just expelled from school, it goes first to the hearing board. Thanks for reading this.

Best Regards,  
Bawneet Singh

## Executive Update

VP External

March 27, 2024



Hello Board,

For this month I will be setting up a meeting with Ed Townsley and Student Housing for the purpose of discussing the sale of bottled water on campus. This is a step forward for our Tap In! Campaign's mission to increase water fountains on campus and ending the sale of water on campus. I have invited the interhall council president to join the table so that we can represent resident students who have the least access to water fountains.

The Bike Auction is now about to start! Going live on March 25, we have contingencies in place with elections running at the same time, with some shared staff. We think this auction will be really successful and we hope to attract students to get involved with CSA simultaneously!

As well, we are now in the process of contacting Mike Schreiner's office to host a Town Hall at Guelph. The timeline for this was delayed by 1 week due to competing internal priorities, but the executives are aware that this is a high priority item, and we are working diligently to bring him on-campus before the examination period.

World Water Day is wrapped up with huge success, a number of students, and we have a 5ft banner with the demand to implement more water-fountains on campus. Hundreds of students signed the banner and voiced their concerns. This banner will be up at the UC for the whole month of April to raise our voice well after March 22. This also aligns perfectly with OPIRG x CSA collab documentary showing in April! The purpose of keeping the student movement alive well after our event is really important to show our commitment to the cause.

All hands-on deck for the elections for now!

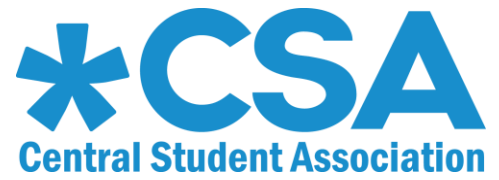
Thanks!

## Information Report

Board of Directors Meeting # 17

April 3, 2024

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### Item 17.10.1

#### 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 # 17

April 3, 2024



The following Summary of Committee Appointments is provided as information:

### **TheCannon.ca Operating Committee**

Appointed: February 28, 2024

Nate Broughton	Director
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### **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

## Information Report

Board of Directors Meeting # 17

April 3, 2024



Marcus Aldred-Ganhao	Director
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### University Centre Board

Appointed: January 17, 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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## Information Report

Board of Directors Meeting # 17

April 3, 2024



### Student Senate Caucus

Appointed: November 24, 2023

Bawneet Singh	VP Academic
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### 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

## Information Report

Board of Directors Meeting # 17

April 3, 2024



Shaima Alam	President
Mckenna Williams	VP Student Experience

### 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

## Information Report

Board of Directors Meeting # 17

April 3, 2024



Nour Kashlan	Director
Jack Geikie	CSA Member
Samantha Fischer	CSA Member
Hana Hassan	CSA Member
Roodiya Awosanmi	CSA Member

### Student Events and Initiatives Funding Committee

Appointed: November 15, 2023

Jayden Khan	Director
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### Elections Appeals Board

Appointed: November 15, 2023

Krishna Ratnarajah	Director
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### Student Health and Dental Plan Committee

Appointed: November 15, 2023

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

Appointed: at Sub-Committee Meeting

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



## Information Report

Board of Directors Meeting # 17

April 3, 2024



### University Centre Board

Appointed: October 18, 2023

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

### Athletics Advisory Council

Appointed: October 18, 2023

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

## Information Report

Board of Directors Meeting # 17

April 3, 2024



Mauricio Fernandez	Director
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### Elections and Referendum Committee

Appointed: August 30, 2023

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

### 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 Amayaevbo	Director

### Policy and Bylaw Review Committee

Appointed: May 31, 2023

## Information Report

Board of Directors Meeting # 17

April 3, 2024



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

### 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

## Hiring Committee Report

Front Office Assistant

April 3, 2024



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### Item 17.10.2

#### Hiring Committee Report

Front Office Assistant (2 positions)

**Posting Date:** Thursday, February 15, 2024

**Closing Date:** Friday, March 1, 2024

#### Hiring Committee Members:

Shaima Alam, CSA President

Mckenna Williams, CSA VP Student Experience

Kandace Blaker, CSA Office Manager & Executive Support

**Number of Applicants:** 55

**Number of Interviews:** 3

**Successful Candidate:** Arshia Puri & Ada Sencio

**Start Date:** TBD

**MOTION:** That the hiring of Arshia Puri & Ada Sencio for the positions (2) of Front Office Assistant be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

Poster Runner

April 3, 2024



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### Item 17.10.3

#### Hiring Committee Report

Poster Runner (2 positions)

**Posting Date:** Thursday, February 15, 2024

**Closing Date:** Friday, March 1, 2024

#### Hiring Committee Members:

Bawneet Singh, CSA VP Academic

Emma Bradley, CSA Promotional & Graphic Design Coordinator

Kandace Blaker, CSA Office Manager & Executive Support

**Number of Applicants:** 39

**Number of Interviews:** 3

**Successful Candidate:** Hannah Riley & Ellena Song

**Start Date:** TBD

**MOTION:** That the hiring of Hannah Riley & Ellena Song for the positions (2) of Poster Runner be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

Student Events & Risk Management Coordinator

April 3, 2024



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### Item 17.10.4

#### Hiring Committee Report

Student Events & Risk Management Coordinator

**Posting Date:** Thursday, February 15, 2024

**Closing Date:** Friday, March 1, 2024

#### Hiring Committee Members:

Mckenna Williams, CSA VP Student Experience  
Jack Fisher, CSA Student Experience Coordinator  
Kristina Eisenbach, Student Experience

**Number of Applicants:** 21

**Number of Interviews:** 3

**Successful Candidate:** Patience Akankwasa

**Start Date:** TBD

**MOTION:** That the hiring of Patience Akankwasa for the position of Student Events & Risk Management Coordinator be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

SHAC Coordinator

April 3, 2024



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### Item 17.10.5

#### Hiring Committee Report

SHAC Coordinator

**Posting Date:** Thursday, February 15, 2024

**Closing Date:** Friday, March 1, 2024

#### Hiring Committee Members:

Bawneet Singh, CSA VP Academic

Riya Roy, CSA SHAC Coordinator

Samar Tariq, CSA VP External

**Number of Applicants:** 17

**Number of Interviews:** 4

**Successful Candidate:** Danielle Callaghan

**Start Date:** TBD

**MOTION:** That the hiring of Danielle Callaghan for the position of SHAC Coordinator be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

SHAC Assistant Coordinator

April 3, 2024



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### Item 17.10.6

#### Hiring Committee Report

SHAC Assistant Coordinator

**Posting Date:** Thursday, February 15, 2024

**Closing Date:** Friday, March 1, 2024

**Hiring Committee Members:**

Bawneet Singh, CSA VP Academic  
Yuha Khan, CSA SHAC Assistant Coordinator  
Samar Tariq, CSA VP External

**Number of Applicants:** 42

**Number of Interviews:** 3

**Successful Candidate:** Isabella Ramirez

**Start Date:** TBD

**MOTION:** That the hiring of Isabella Ramirez for the position of SHAC Assistant Coordinator be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**



## Hiring Committee Report

Board Chair

April 3, 2024



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### Item 17.10.7

## Hiring Committee Report

Board Chair

**Posting Date:** Tuesday, March 5, 2024

**Closing Date:** Monday, March 18, 2024

### Hiring Committee Members:

Shaima Alam, CSA President

Colleen Bovay, CSA Policy and Transition Coordinator

Nate Broughton, Director at Large, CEPSC

**Number of Applicants:** 13

**Number of Interviews:** 3

**Successful Candidate:** Samuel Skelhorn

**Start Date:** TBD

**MOTION:** That the hiring of Samuel Skelhorn for the position of Board Chair be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

Safewalk Coordinator

April 3, 2024



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### Item 17.10.8

#### Hiring Committee Report

Safewalk Coordinator

**Posting Date:** Friday, March 1, 2024

**Closing Date:** Monday, March 18, 2024

**Hiring Committee Members:**

Lee Anne Clarke, CSA Business Manager  
Avneet Grewal, Safewalk Volunteer and PR Coordinator  
Samar Tariq, CSA VP External

**Number of Applicants:** 7

**Number of Interviews:** 2

**Successful Candidate:** Kennedy McGregor

**Start Date:** TBD

**MOTION:** That the hiring of Kennedy McGregor for the position of Safewalk Coordinator be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.10.9**  
**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>
17.10.9	Meeting # 4	February 7, 2024

**Moved:**

**Seconded:**

## Agenda

Student Events and Initiative Funding (SEIF) Committee  
Meeting #4 – February 7<sup>th</sup> 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

##### i. Amend – Reconsider Pipeline to Success from Jan 17 Deadline

#### b. Declarations of Conflicts

##### i. Jayden Khan for BMSSA

### 3.0 Comments from the Chair

- a. This is our second last meeting. Hopefully we approve most of these so we can give the money back to students to enhance the student experience.

### 4.0 Approval of the Previous Minutes

#### a. Meeting 3: January 24<sup>th</sup> 2024

### 5.0 Review of the SEIF Budget Line: \$6,666.64

### 6.0 Review of SEIF Applications – February 1, 2023 Deadline

#### a. 1 – Best Buddies

- i. **Application:** Best Buddies Painting palooza
- ii. **Funding Request: \$200**
- iii. **Committee Discussion:** Really good event! Great community engagement. For future reference, the actual expense is what you actually spend
- iv. **Decision: Approved! Fully Fund**

#### b. 2 – Girl Talk Guelph

## Agenda

Student Events and Initiative Funding (SEIF) Committee  
Meeting #4 – February 7<sup>th</sup> 2024 – 5:30 pm  
CSA Boardroom



- i. **Application:** Prof Q&A Panel where people learn about the prof's perspective
  - ii. **Funding Request:** \$250
  - iii. **Committee Discussion:** Flowers are not integral to the event, good event and good way to engage students
  - iv. **Decision:** \$230
  
- c. **3 – Gryphons Give (Initiative)**
  - i. **Application:** The Giving Games: Blood Donation Drive and Competition between other Universities
  - ii. **Funding Request:** \$290.45
  - iii. **Committee Discussion:** Not sure how much available banner space there is, reduced funding for realistic banner space. Say we know that we cant get all the space. Request that the promo is given straight to budget line. Report would be due Feb 28<sup>th</sup>.
  - iv. **Decision:** Approved! Fully Fund
  
- d. **4 - Guelph Afghan Student Association - Application 2**
  - i. **Application:** Chaikhana - Early Nawrooz Celebration
  - ii. **Funding Request:** \$285.00
  - iii. **Committee Discussion:** They're giving out really yummy food, really great event
  - iv. **Decision:** Approved! Fully Fund
  
- e. **5 - Guelph Correctional Service Volunteers**
  - i. **Application:** Screening of Just Mercy
  - ii. **Funding Request:** \$50.28
  - iii. **Committee Discussion:** No SERM submission, budget indicates a profit, cannot charge admission because it turns it commercial
  - iv. **Decision:** denied
  
- f. **6 – Guelph Global Medic**
  - i. **Application:** Trivia Night to raise awareness
  - ii. **Funding Request:** \$200
  - iii. **Committee Discussion:** submitted to SERM, good event
  - iv. **Decision:** fund \$197.22
  
- g. **7 – Guelph Tamil Student Association**
  - i. **Application:** Jalsa Panalama
  - ii. **Funding Request:** \$150

## Agenda

Student Events and Initiative Funding (SEIF) Committee  
Meeting #4 – February 7<sup>th</sup> 2024 – 5:30 pm  
CSA Boardroom



- iii. **Committee Discussion:** chaotic event but sounds great, approved by serm
- iv. **Decision:** fund \$100 based on budget

### h. 8 – Guelph Vietnamese Student Association - Initiative

- i. **Application:** Banh Mi Event
- ii. **Funding Request:** \$414
- iii. **Committee Discussion:** really cool event, serm approved
- iv. **Decision:** \$345, no button maker

### i. 9 – Pakistani Students Association

- i. **Application:** Sardi Ki Raunak
- ii. **Funding Request:** \$500
- iii. **Committee Discussion:** serm submitted but not for samosas or carrom board
- iv. **Decision:** \$385, no samosas, carrom board is an operational expense

### j. 10 – TedxGuelphU

- i. **Application:** Patterns and Chaos
- ii. **Funding Request:** \$500
- iii. **Committee Discussion:** Fund only for Videography, hire a student
- iv. **Decision:** \$200

### k. 11 – University of Guelph Eating Disorder Awareness Society - Application 1

- i. **Application:** Eating Disorder Seminar
- ii. **Funding Request:** \$34
- iii. **Committee Discussion:** really good event
- iv. **Decision:** fully fund

### l. 12 – University of Guelph Eating Disorder Awareness Society - Application 2

- i. **Application:** Mindful Cooking Class
- ii. **Funding Request:** \$300
- iii. **Committee Discussion:** really good event!
- iv. **Decision:** fully fund!

### m. 13 – University of Guelph Eating Disorder Awareness Society - Application 3

## Agenda

Student Events and Initiative Funding (SEIF) Committee  
Meeting #4 – February 7<sup>th</sup> 2024 – 5:30 pm  
CSA Boardroom



- i. **Application:** Exam Stress Buster
- ii. **Funding Request:** Exam stress buster handing out buttons that were designed by members with mental health and eating disorder recovery themed designs. Also handing out timbits
- iii. **Committee Discussion:** good event!
- iv. **Decision:** fund \$23.50, that's all that's left in the allowed amount

### n. 14 – University of Guelph Mock Trial Team

- i. **Application:** McGill University Mock Trial
- ii. **Funding Request:** \$500
- iii. **Committee Discussion:** really expensive, low student body impact,
- iv. **Decision:** fund \$500 to lower registration fee

### o. 15 – BioMedical Science Student Association

- i. **Application:** BSc Career Days with keynote speakers
- ii. **Funding Request:** \$100
- iii. **Committee Discussion:** access to other sources of funding
- iv. **Decision:** denied based on funds from other sources

## 7.0 Review of Applications Not Being Considered

### a. 16 - Guelph Afghan Student Association - Application 1

- i. **Reason For Not Being Considered:** wrong budget template used
- ii. **Committee Discussion:** ineligible
- iii. **Decision:** ineligible

## 8.0 Review of Application being reconsidered

### a. Pipeline to Success – Jan 17<sup>th</sup> Application

- i. **Committee Discussion:** There are many other clubs on campus that are running MCAT Prep courses for free. These are in collaboration with MCAT prep companies so courses are run by professionals. Doesn't support running diverse events on campus. Denying due to amount of funding left.
- ii. **Decision:** denied

## **Agenda**

Student Events and Initiative Funding (SEIF) Committee  
Meeting #4 – February 7<sup>th</sup> 2024 – 5:30 pm  
CSA Boardroom

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### **9.0 Adjournment**

***Next Meeting: March 11<sup>th</sup>, 2024!***



**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.10.10**  
**Policy & Bylaw Review Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
17.10.3	Meeting # 8	February 9, 2024

**Moved:**

**Seconded:**

# MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 8 – February 9, 2024 – 1pm – 2:30pm  
Microsoft Teams



## Attendance

### Members

Colleen Bovay	Policy & Transition Coordinator	Regrets
Shaima Alam	President	Present
Mauricio Fernandez	Director	Regrets
Mason Friebe	Director	Regrets
Jake Levy	Director	Regrets
Samar Tariq	VP External	Present
Mckenna Williams	VP Student Experience	Present
Natalie Wilkinson	Director	Regrets
Naomi Amayaevbo	Director	Present
Nate Broughton	Director	Present
Nour Kashlan	CSA Member	Regrets
Jack Geikie	CSA Member	Regrets
Roodiya Awosanmi	CSA Member	Regrets
Samantha Fischer	CSA Member	Present
Hana Hassan	CSA Member	Regrets
Avneet Grewal	CSA Member	Regrets

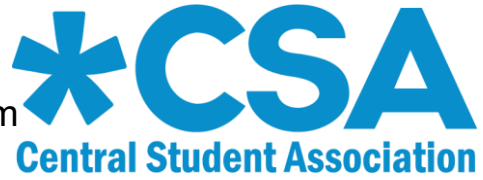
### Scribe

Colleen Bovay	Policy & Transition Coordinator
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### Guests

# MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 8 – February 9, 2024 – 1pm – 2:30pm  
Microsoft Teams




<p><b>8.0 Call to Order</b></p> <p>‘Quorum shall be three ratified members, one of which must be a Director of the CSA.’</p> <p>Called to order at 1:06 pm</p> <p>8.0.1 Attendance</p> <p>8.0.2 Chair</p> <p>Member Shaima Alam, President was selected as the Chair for this meeting.</p> <p>8.0.3 Introductions</p>
<p><b>8.1 Adoption of the Agenda</b></p> <p>8.1.1 Approve the Agenda</p> <p>Agenda approved with no additions.</p> <p>8.1.2 Declarations of Conflicts</p> <p>No conflicts were declared.</p>
<p><b>8.2 Ratifications and De-Ratifications</b></p> <p>N/A</p>
<p><b>8.3 Comments from the Chair</b></p> <p>The President noted that she’s excited to present the executive portfolios as it’s been a project with the PTC for around two months and it will hopefully bring positive structural changes. In addition, the other two working group items can hopefully bring more consensus on how we operate.</p>
<p><b>8.4 Approval of Past Minutes</b></p> <p>8.4.1 Meeting # 7 – January 26, 2024</p> <p>Minutes were approved with no additions.</p>
<p><b>8.5 Working Group Updates and Reports</b></p>

# MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 8 – February 9, 2024 – 1pm – 2:30pm

Microsoft Teams



No Working Group Updates were provided.

## 8.6 Business

### 8.6.1 Executive Portfolios

The President explained that the executive portfolios have gone through a complete overhaul. The document used to be 14 pages and following all the edits and additions it's now 24 pages. She explained that the structure was improved to start with bullets of the general duties and then have bullets with summary lines that correspond to each of the sections below. The President's portfolio was adjusted to add a full section regarding leading the executive committee, which was previously omitted. The Operations section was expanded upon to include language regarding assessing CSA services and implementing new projects. The HR and Finances sections were also expanded upon to be more specific in the role of the President in these areas. What used to be the Public Relations section was split into two, CSA Spokesperson and Media and Promotions, to better differentiate between these roles. A new section was added for Policy and Contracts, as this part of the President's role was previously not included in the policy. The VP portfolios were adjusted with the same overall structure, to ensure that the key components of each role are thoroughly explained and accurate. The committee section of each portfolio was also updated to reflect current committee membership and separate out internal and external committees.

The committee reached consensus to recommend forward the proposed amendments from the comprehensive review to the Board of Directors.

### 8.6.2 Board Meeting Minutes Guidelines

Nate Broughton explained that the language previously agreed upon by the committee is still included, such as the required unanimous vote to redact names. The working group has since added more specific language for what would constitute a safety concern. One area that needs more consideration is regarding the motion itself to redact names, any discussion, and listing the motioning member, as that would indicate whose name has been redacted from the prior minutes.

The VP External noted that she prefers the updated language that's now included in comparison to the previous version, but still feels the changes are redundant when the Board has the option to go in-camera in the first place. The VP External motivated for the committee to not recommend these amendments forward to the board.

# MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 8 – February 9, 2024 – 1pm – 2:30pm

Microsoft Teams



The President clarified if the VP External wishes for all the amendments to be declined, or just the rules of order portions regarding redaction of the minutes, as some of the amendments are general points about how the minutes are written and approved, which could still be proposed.

The VP External agreed and motivated for only section 4.18 to go forward.

Nate Broughton pointed out that one of the clauses under 4.18 mentions the option to retract names, as it's coupled with the proposed content from the rules of order. He recommended that this point should also be removed if the rules of order amendments are being removed.

The VP External and the President were agreeable to this suggestion.

The committee reached consensus to remove the content as suggested, and to recommend forward the remaining proposed amendments.

### 8.6.3 Statement Making Policy

The President explained that this item is recommended forward by the working group for this topic. The recommendation is to form a committee that is responsible for the process of making political statements, and the board can also refer other topics to the committee for statement writing. The committee will be required to consult with impacted student groups when preparing statements. All political statements will have to be recommended by the committee and then pass by a 2/3 majority vote of the board. The President gave an overview of the required membership of the committee and the structure. In addition to the proposed terms of reference for the committee, this item also includes a proposed amendment to the CSA rules of order to briefly explain the statement making committee and the rules regarding political statements.

The committee reached consensus to recommend forward the proposed amendments to the Board of Directors.

### 8.7 New Business

8.7.1 No new business was discussed.

### 8.8 In Camera Session

No in camera session was held at this meeting.

### 8.9 Adjournment

8.9.1 Adjourn

**MINUTES**

Policy & Bylaw Review Committee (PBRC)

Meeting # 8 – February 9, 2024 – 1pm – 2:30pm

Microsoft Teams



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Meeting adjourned at 1:45 pm
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**Next Meeting Dates**

**PBRC:** TBD

**Upcoming WG Meeting Date:** TBD

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.10.11**  
**Finance Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
17.10.11	Meeting # 1	January 10, 2024

**Moved:**

**Seconded:**

## MINUTES

### Finance Committee Meeting #1

Wednesday, January 10, 2024

4:00 p.m. to 6:00 p.m., CSA Boardroom

**Present:** Lee Anne Clarke, Shaima Alam, Mckenna Williams, Taylor Legge

**Regrets:** N/A

**Absent:** Mason Friebe, Mauricio Fernandez

**Scribe:** Shaima Alam

#### 1. Welcome & Introduction

All committee members provided a brief introduction.

#### 2. Approval of the Agenda

*Agenda approved unanimously.*

#### 3. Orientation

*Presented by Lee Anne Clarke*

- a. Review of Terms of Reference
  - i. Appendix A, Section 2.4 Finance Committee Terms of Reference
- b. Review of Bylaw 3 – Financial
- c. General Timeline & List of Responsibilities for the Year
  - i. A working schedule of the timeline was presented.
- d. General 2023-2024 Budget Overview
  - i. Comments & General Overview
  - ii. Student Fee & Revenue Summary
  - iii. Entertainment Fees
  - iv. Restricted Fees
  - v. Portfolio Budgets (15)

*Orientation to the CSA Finance Committee was received as information unanimously.*

#### 4. Financial Update to November 30, 2023

##### a. Schedule of Student Fees Receipts (attachment)

In the budget development process for this year, \$915,000.00 was budgeted for the CSA Fees per 2023-2024 Annual Budget and with a buffer of \$9000.00, \$924,000.00 was the Total Anticipated CSA Fees. As of November 30, 2023 we have received 52% of Anticipated Fees (with \$9,000 buffer). We are in receipt of 6.55% more Student Fees than anticipated at this date, equalling a difference of \$31,476.66, due to the increased enrolment of students and CPI. Similarly, there is a difference of \$6,720.11 (9.12%) between anticipated and received for the Entertainment fee.



Based on Current Trend Factor Over Anticipated of 6.55%, the Projection to Year End for CSA Fees is \$974,932.50.

**b. Bullring Financial Update**

The Finance Committee reviewed the financial update for the Bullring since it is the CSA service with the largest budget and has the potential to change the financial position of the CSA. The Bullring tends to profit; however, the service is currently in a deficit due to the delays in opening during the roof repairs (July-September), causing us to be closed during our most profitable time (September). Compared to 2022, the Bullring has gone from a net profit of \$25,097.03 to a net loss of \$22,519.34. Our Cost to Sales Margin to Date is right where we want it to be, and we had an uptick in profit from Event sales.

**c. Financial Position to date**

An update on the financial position of the Central Student Association as of November 30, 2023, was reviewed with the committee. The entertainment fees have \$223,020.91 available for entertainment programming. There is \$220,932.00 available for CSA general operations. There is a significant number of unspent funds due to wage variances with the VP Student Experience position and the Bike Centre, a student fee revenue 6.55% above budget projections, savings from the tote bags purchased for the resident room stuffers, leasehold improvements cost variance to the estimate of the year end, and we have yet to finalize the Admin Assistant role. We are over budget from the Bullring due to the deficit as mentioned earlier.

The CSA currently has \$246,830.12 available for one-time new initiatives and projects. Given the overall financial position, the CSA is able to investigate new initiatives for students.

*Financial Update to November 30, 2023, was received as information unanimously.*

**5. Salary & Wage Recommendations for 2024-2025 – motion required (attachment)**

The Finance Committee reviews the salary and wage recommendations prior to the start of the budget development for the upcoming fiscal year since wages are our largest expense. Given the time of year when the Consumer Price Index (CPI) is released for the upcoming year and the timing of our hiring period, the CSA applied average of CPI of the last three fiscal years, to better estimate the CPI for the next year (4.05%).

Minimum wage was increased October 2023 from \$16 to \$16.55, therefore the Bullring staff wage was set to \$17.22 in 2023-24 to keep above minimum wage and bumped up a bit mor for the following year. The hourly rate for Part Time Bullring Staff is less than CSA wages given the following considerations: they receive tips, uniforms, and discounted meals during their shift.

Proposed changes included:

- a. 4.05% increase to hourly rate for contract part time student staff (\$17.55 to \$18.25).
- b. 4.05% increase to the full time FoodBank & Bike Centre Coordinator wages

- c. 4.05% increase for Executive wages
- d. 1.17% for Bullring part time minimum wage, noting the 6.83% increase in the year of 2023-24, due to an increase in minimum wage in October 2023

**MOTION:** *The Finance Committee supports the salary and wage increase recommendations for 2024-2025 as presented and recommends it forward for approval at the January 31 Board Meeting.*

**Moved:** *Shaima*

**Seconded:** *Taylor*

**Motion Carried**

*Salary & Wage Recommendations supported unanimously.*

**6. Audit Process Review** (attachment)

The process for how the CSA audits for the year end presented by Lee Anne Clarke and was reviewed by the Finance Committee.

*Audit process review was received as information unanimously.*

**7. Expenditures Over \$5,000**

As outlined in policy, the Finance Committee reviews any expenditures over \$5000.

- a. CSA Tote Bags, Residence Room Stuffers (5,500) - \$21,700
- b. Admin – Purchase of Equipment \$14,372 (multiple purchases): 2 computer systems, double-monitor and stand, desks, chairs, credenzas for VP Ext, VP SE, President, SafeWalk, SHAC, Business Office
- c. O-Week Show: Dwayne Gretzky/DJ Shub + Setup & Sound - \$42,537.43
- d. Homecoming Half-Time Show: Owen Riegling + Setup & Sound - \$14,928.19

**8. Next Meeting**

(within 2 weeks)

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.10.12**  
**Finance Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
17.10.12	Meeting # 2	January 24, 2024

**Moved:**

**Seconded:**

## MINUTES

### Finance Committee Meeting #2

Wednesday, January 24, 2024

4:00 p.m. to 6:00 p.m., MS Teams

**Present:** Lee Anne Clarke, Shaima Alam, Mckenna Williams, Taylor Legge, Mason Friebe

**Regrets:** N/A

**Absent:** Mauricio Fernandez

**Scribe:** Shaima Alam

#### 1. Welcome & Introduction

All committee members provided a brief introduction.

#### 2. Approval of the Agenda

*Agenda approved unanimously.*

#### 3. Review of Updated Timelines

*Presented by Lee Anne Clarke*

Updates were made to the timeline presented in the last finance committee meeting, and review by the committee.

*Updated timeline was received as information unanimously.*

#### 4. Financial Update to December 31, 2023 (attachment)

##### a. Bullring Financial Update (attachment)

i. As of December 25<sup>th</sup>, we are at a net loss of \$38,571.27.

##### b. Financial Position to date (attachment)

i. As of December 31st, we have 458,862.12 available funds after internal commitments, within which \$212,032.00 is designated for CSA General Operations and \$246,830.12 for New Initiatives and Projects. In addition, we have \$223,020.91 for Entertainment Programming.

*Financial Update to December 31, 2023 was received as information unanimously.*

#### 5. Review of Audited Statements: Year Ending April 2022 (attachment)

**Motion:** *To recommend forward for approval to the Board of Directors the Audited Statements: Year Ending April 2022.*

**Motioned:** *Shaima Alam*

**Seconded:** *Taylor Legge*

*Motion carried.*

#### 6. Expenditures Over \$5,000

a. No expenditures over \$5,000 since prior meeting on January 10<sup>th</sup>

**7. Next Meetings:**

- a. Week of February 12<sup>th</sup> – Budget Development: Revenue & Restricted Fees
- b. Week of March 11<sup>th</sup> – Budget Development: Overview of Expenditures
- c. Week of March 18<sup>th</sup> – Review of Draft Budget for 2024-2025
- d. Week of April 8<sup>th</sup> – Hold date should budget amendments be required

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.10.13**  
**Finance Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
17.10.13	Meeting # 3	February 13, 2024

**Moved:**

**Seconded:**

## MINUTES

### Finance Committee Meeting #3

Wednesday, February 13, 2024

5:30 p.m. to 7:30 p.m., CSA Boardroom

**Present:** Lee Anne Clarke, Shaima Alam, Mckenna Williams, Taylor Legge, Mauricio Fernandez

**Regrets:** N/A

**Absent:** Mason Friebe

**Scribe:** Shaima Alam

#### 1. Welcome & Introduction

All committee members provided a brief introduction.

#### 2. Approval of the Agenda

Agenda approved unanimously.

#### 3. Review of Updated Timelines

Minor changes to meeting schedules.

#### 4. Financial Update

##### a. Schedule of Student Fees Receipts (attachment)

To February 15, 2024, 97.6% of Anticipated Fees received with \$9,000 buffer. Actual to date of Feb 15, Student Fees received is \$930,811.66 with a 3.21% difference from anticipated, and \$150,054.11 Entertainment Fees with 10% suspended from the Films portion (difference of 8.46% from anticipated). Using 3.21% difference projection to year end, expecting \$943,987.66 in CSA Fees.

##### b. Bullring: general update

##### c. Financial Position to date (attachment)

As of January 25th, we have \$427,918.12 available funds after internal commitments, within which \$181,088.00 is designated for CSA General Operations and \$246,830.12 for New Initiatives and Projects. In addition, we have \$221,799.31 for Entertainment Programming.

#### 5. Expenditures Over \$5,000

##### a. Entertainment:

- i. Performer Fees total \$10,100 for March 1<sup>st</sup> event in PCH Texas King/New Friends/Straats

#### 6. Budget Development (Bylaw, Section 5.0)

##### a. Estimate of Revenues for 2024-2025

To begin the budget process for the upcoming fiscal year, an estimate of all operational revenue must be made, per in Bylaw 3, section 5.1.2. Student fees are calculated based on projected enrollment and cost of living increases. The Consumer Price Index for 2024-2025 is 3.80%.

The committee discussed that a standard has been set to charge administrative fees for several of the referendum supported CSA services and initiatives. This is to cover the cost of HR, staffing, accounting, and other background work the CSA must do to run the operation. This was implemented as a safeguard and practicality after the Student Choice Initiative showed that students may opt in for a specific service fee to keep it running but could technically opt out of paying the CSA fee that pays for the administrative work behind it. Therefore, to make this standard across the board, we discussed continuing to have an Administration Fee for the Bullring but tying it to the Bullring sales so it does not hit them hard when they have low sales.

**MOTION:** To set a percentage of Bullring Sales for Administration fees at 3.75%

**Moved:** Shaima

**Seconded:** Mckenna

**Motion Carried**

The CSA Fee revenue is projected at \$960,000 for 2024-25. The Committee supported a contingency buffer of \$15,000.

Additionally, there is revenue from coordination and administrative fees for the Bullring, Entertainment Fee, Dental Plan, Health Plan, Safewalk, Bus Pass, and Menstrual Hygiene Initiative fees, and revenue from UCS partnerships, printing service, interest earned and other miscellaneous sources.

In total the estimate of operational revenue for 2024-2025 is \$ 1,170,270.00.

*Estimate supported unanimously.*

**b. Restricted Fees**

**i. Entertainment Fee, specifically Film portion (attachment)**

**Whereas** students do not engage with regular film events like they used to due to the rise in streaming services;

**Whereas** the CSA is committed to saving student money, and using student funds towards services they actually need or want;

**Motion:** To suspend the films fee indefinitely

**Moved:** Shaima

**Second:** Mauricio

*Motion Carried*

**ii. Affordable Housing Fee (attachment)**

**Whereas** the Affordable and Accessible Housing fee was a fee charged to fund the creation of student controlled affordable housing

**Whereas** there is no other student controlled housing that can be created other than by the Co-op

**Whereas** there has been no projects to create new housing in a long time creating a sizeable reserve

**Motion:** To suspend the Affordable Housing Fee for 2024-25

**Moved:** Shaima

**Second:** Mauricio

*Motion Carried*



**7. Proposals for Funding:**

**a. Plan, Design, Build new CSA Website: Barking Dog Studios Inc - \$12,000 (attachment)**

**i. From Current Operating Budget Overage**

There is currently an overage of funds from our operating budget, and it has been recognized for years that our website is out of date, not accessible to students, and has a very hard to work with backend. The best route for website improvement and for better usage has been decided to do a transfer to WordPress, as similarly done for thecannon.ca. The studio that we used for the aforementioned website was Barking Dog studios, so a quote was requested for the CSA website transfer to begin soon.

*The committee approved the quote.*

**b. Arboretum Accessibility Initiative: \$10,000 (attachment)**

**i. From CSA Unrestricted Funds**

The Arboretum brought forward 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. The trail would increase accessibility for students on this campus and a section of the trail is used in the Student Memorial Service organized by the CSA and GSA to honour students who passed away. The CSA has sufficient funds available for new initiatives from our accumulated surplus, that could be used for a project like this. A member brought up if the CSA's contribution will be acknowledged in some form, and it was said that the Arboretum would be followed up on it.

***Motion:*** *To recommend to the board to consider a \$10,000 contribution to the financial request proposal from the Arboretum to making the Ivey trail fully wheelchair accessible trail.*

***Moved:*** *Mauricio*

***Seconded:*** *Taylor*

***Motion Carried***

*Committee supported the proposal unanimously.*

**8. Next Meetings:**

- a. March 12, 2024, 5:30 pm - Budget Development: Estimate of Expenses
- b. March 19, 2024, 5:30 pm - Review of Draft Budget for 2024-2025
- c. April 9, 2024, 5:30 pm – HOLD, if required to revise budget

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.10.14**  
**Policy & Bylaw Review Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
17.10.14	Meeting # 9	March 6, 2024

**Moved:**

**Seconded:**

# MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 9 – March 6, 2024 – 4:30pm – 6pm  
Microsoft Teams



## Attendance

### Members

Colleen Bovay	Policy & Transition Coordinator	Present
Shaima Alam	President	Present
Mauricio Fernandez	Director	Regrets
Mason Friebe	Director	Regrets
Jake Levy	Director	Present
Samar Tariq	VP External	Present
Mckenna Williams	VP Student Experience	Present
Natalie Wilkinson	Director	Regrets
Naomi Amayaevbo	Director	Regrets
Nate Broughton	Director	Present
Nour Kashlan	CSA Member	Regrets
Jack Geikie	CSA Member	Regrets
Roodiya Awosanmi	CSA Member	Regrets
Samantha Fischer	CSA Member	Regrets
Hana Hassan	CSA Member	Regrets
Avneet Grewal	CSA Member	Regrets

### Scribe

Colleen Bovay	Policy & Transition Coordinator
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### Guests

# MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 9 – March 6, 2024 – 4:30pm – 6pm  
Microsoft Teams




<p><b>9.0 Call to Order</b></p> <p>‘Quorum shall be three ratified members, one of which must be a Director of the CSA.’</p> <p>Called to order at 4:37 pm</p> <p>9.0.1 Attendance</p> <p>9.0.2 Chair</p> <p>Member Jake Levy was selected as the Chair for this meeting.</p> <p>9.0.3 Introductions</p>
<p><b>9.1 Adoption of the Agenda</b></p> <p>9.1.1 Approve the Agenda</p> <p>Agenda approved with no additions.</p> <p>9.1.2 Declarations of Conflicts</p> <p>No conflicts were declared.</p>
<p><b>9.2 Ratifications and De-Ratifications</b></p> <p>N/A</p>
<p><b>9.3 Comments from the Chair</b></p> <p>N/A</p>
<p><b>9.4 Approval of Past Minutes</b></p> <p>9.4.1 Meeting # 8 – February 9, 2024</p> <p>Minutes were approved with no additions.</p>
<p><b>9.5 Working Group Updates and Reports</b></p> <p>9.5.1 HR Policy Working Group</p> <p>The President explained that this working group was formed specifically for drafting a social media policy and a disconnect from work policy. Both drafts</p>

## MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 9 – March 6, 2024 – 4:30pm – 6pm  
Microsoft Teams



have been completed and will be submitted to the committee for approval once the external HR consultant looks them over and suggests any final changes.

### 9.6 Business

#### 9.6.1 Rules of Order (In-Camera Proceedings)

The President reviewed the suggested amendments to the Rules of Order regarding procedures for in-camera sessions, as determined by the working group. The changes include a stricter voting threshold for entering an in-camera session if the item doesn't meet the criteria for needing to enter an in-camera session for confidential matters. The changes also include specific rules and voting threshold for making the minutes of an in-camera session public.

The committee agreed with the suggested changes and reached consensus to submit the amendments forward to the Board of Directors.

#### 9.6.2 Executive and Director Accountability

The President explained that this item was referred by the Board of Directors in relation to the Executive Eligibility Declaration that was approved by the Board. The hope is to form a working group to draft amendments for the bylaws in relation to increasing accountability, as there currently isn't a workable procedure in place for if an executive or director isn't fulfilling their obligations.

The Committee reached consensus to form a working group consisting of the President, Member Broughton, and the PTC.

#### 9.6.3 Rules of Order (Suspending the Rules of Order)

Member Nate Broughton explained that he has submitted this business item as lately the Board has relied too heavily on suspending the Rules of Order to add new business items, which goes against the purpose of the rules to keep the flow of the meetings and ensure members know what they're voting on. He presented his suggested amendment to the Rules of Order, which is to change the vote threshold from a two-thirds majority vote to a three-fourths majority vote to suspend the Rules of Order, to make the bar higher to successfully use it.

## MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 9 – March 6, 2024 – 4:30pm – 6pm  
Microsoft Teams



The committee discussed and were all in favour of this change. The committee reached consensus to submit this amendment forward to the Board of Directors.	
<b>9.7</b>	<b>New Business</b> 9.7.1 No new business was discussed.
<b>9.8</b>	<b><i>In Camera Session</i></b> No in camera session was held at this meeting.
<b>9.9</b>	<b>Adjournment</b> 9.9.1 Adjourn Meeting adjourned at 4:58 pm

## Next Meeting Dates

**PBRC:** TBD

**Upcoming WG Meeting Date:** TBD

## **Motion**

Board of Directors Meeting # 17  
April 3, 2023

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### **Item 17.11.1**

#### **Overview of the 2024-2025 Draft CSA Budget – Lee Anne Clarke, Business Manager**

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

**WHEREAS** CSA Rules of Order section 3.3 states that visitors may be extended speaking rights following a motion to the Board;

**MOTION:** to extend speaking rights to Lee Anne Clarke, Business Manager, for the duration of item 17.11.1 to present an overview of the contents of the CSA 2024-2025 Draft Budget and to respond to questions that arise from members during discussion of this item;

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

**Moved:**

**Seconded:**

##### **(b) Presentation: Business Manager**

**MOTION:** that the presentation from Lee Anne Clarke, Business Manager, regarding the overview of the CSA 2024-2025 Draft Budget, be received as information by the Board of Directors.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



**Item 17.11.2**

**Winter 2024 General Elections: Ratification of Results**

**BE IT RESOLVED:**

- a) that the Winter 2024 General Elections Unofficial Results, as included in the board agenda package, be received as information;
- b) that the results of the Winter 2024 General Elections, as included in the board agenda package, be ratified, and declared official;
- c) that the following CSA Members be ratified as At-Large College Representatives on the 2024-25 CSA Board of Directors, for a term ending April 30, 2025:

<b>College of Engineering and Physical Sciences</b>	Nate Broughton
<b>College of Engineering and Physical Sciences</b>	Jake Levy
<b>Gordon S. Lang School of Business</b>	Daniel Neiterman
<b>Gordon S. Lang School of Business</b>	Manpreet Rattan
<b>Ontario Agricultural College</b>	Chadha Gursimran
<b>Ontario Agricultural College</b>	Bella Litvak
<b>Ontario Veterinary College</b>	Noam Einy

**Moved:** Shaima Alam, President

**Seconded:**



## Motion

Board of Directors Meeting # 17  
April 3, 2024



*Please note, during the post-verification process of the voting results, 75 votes cast were found to be invalid as the student id numbers entered were not on record as registered undergraduate students in the Winter 2024 semester. These votes are not included in the final voting results below.*

### Referendum:

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

2200 votes were cast. The results are as follows:

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

The Fall Reading Week Referendum has not passed.

### Executives:

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

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

2200 votes were cast. The results are as follows:

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

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

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

There was one candidate for the position of Vice President, Academic: Bawneet Singh.  
2200 votes were cast. The results are as follows:

- Yes (In favor of the candidate): 1449

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

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

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

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

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

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

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

There was one candidate for the position of Vice President, External: Natalie Wilkinson. 2200 votes were cast. The results are as follows:

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

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

### **Board of Directors:**

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

There was one candidate for the College of Arts: Jonah Greenhut. 155 votes were cast. The results are as follows:

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

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

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

There were two candidates for the College of Biological Science: Yael Lazebnik and Isaac Maas. 465 votes were cast. The results are as follows:

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

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

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

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

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

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

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

There were three candidates for the Lang School of Business and Economics: Manpreet Rattan, Mauricio Canedo Fernandez, and Daniel Neiterman. 429 votes were cast. The results are as follows:

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

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

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

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

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

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

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

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

- Yes (In favor of the candidate): 45
- No (Not in favor of the candidate): 1
- Decline: 4

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

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### Item 17.11.3

#### Amendments to CSA Rules of Order Section 6 (In-Camera Policy and Procedures) 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 March 27, 2024.*

**MOTION:** That the Board of Directors approve the amendments resolved from a comprehensive review of CSA Rules of Order Section 6 (In-Camera Policy and Procedures), as included in the board agenda package, and as recommended forward by the Policy & Bylaw Review Committee.

**Moved:** Shaima Alam, President

**Seconded:**

## **6.0 In Camera Policy and Procedures (DRAFT)**

### **6.1 Background**

A motion to move in camera is made when there are matters to discuss that cannot be made public. All debate in camera is strictly confidential because its content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the in-camera session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in-camera session only if their presence is necessary and with a majority vote of the Board of Directors. Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in-camera session.

### **6.2 In Camera Session**

6.2.1 The board may enter an in-camera session if an item will violate an individual's privacy and/or harm the corporation through a simple majority vote. This can include, and is limited to:

- a) Human Resources matters;
- b) Legal proceedings;
- c) Approving past in-camera minutes;
- d) Financial matters;
- e) Other items that will harm the corporation, at the discretion of the Chair.

6.2.2 If the item does not meet any of the requirements listed in 6.2.1, the board may enter an in-camera session with a protected minority vote of three.

### **6.3 In-Camera Minutes**

6.3.1 In-camera minutes shall be recorded at any time the Board decides to move in-camera to discuss an agenda item.

6.3.2 The Board Scribe and Policy & Transition Coordinator shall be included in in-camera sessions to be the official recorders of the minutes and motions that arise from in-camera sessions.

- a) The Board Scribe and Policy & Transition Coordinator shall not be included in in-camera sessions where the topic of discussion pertains to

any staff, Director, or Executive Human Resources issue. Exceptions can be made in cases if they are privy to the subject by virtue of their position.

- b) In the absence of both the Board Scribe and Policy & Transition Coordinator, the Secretary of the organization will complete the in-camera minutes. In the absence of the secretary, another Executive shall be designated the scribe by the President.

6.3.3 Any Director, including an Executive Officer, who is currently ratified to the Board of Directors, shall have access to any approved in-camera minutes stored by the organization by contacting the Policy & Transition Coordinator.

- a) The Board Chair shall also have access to in-camera minutes.
- b) The Board of Directors shall have the power to grant access to in-camera minutes, either in full or in part, to anyone not previously mentioned by a two-thirds majority vote.

6.3.4 A copy of the in-camera minutes shall be displayed on the projected screen in-camera at a subsequent Board Meeting to be approved by the Board by a simple majority vote.

6.3.5 All motions decided during in-camera sessions shall be recorded in public minutes.

6.3.6 In-camera minutes will be stored electronically by the Policy & Transition Coordinator.

6.3.7 The minutes from in-camera sessions entered that do not meet the requirements of 6.2.1, can be publicized by two-thirds majority vote of the Board. Minutes from in-camera sessions that do meet the requirements listed in 6.2.1, cannot be publicized.

## **6.4 Procedures Following Accusations of a Breach of Confidentiality**

6.4.1 All accusations of a breach of confidentiality must be made to the Chair of the Board via email.

6.4.2 A brief presentation of the allegation shall be made by the Chair at the first Board Meeting following knowledge of the allegation. This shall take place under New Business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.

6.4.3 The Board shall then appoint a committee to hear the allegations. The committee shall consist of four Board members. Although not necessary, it would

be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this Board Meeting and must make a presentation at the next Board Meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it must have more meetings, the matter can be deferred to (but no later than) the next Board Meeting after that.

- The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure that the person accused of the breach in confidence is fully aware of all the accusations against them. It is also an opportunity for the accused to plead their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved.
- Committee members will also take this opportunity to review the evidence against the individual in question and recommend to their accuser(s) any additional information that the Board may ask for.
- Hopefully, the committee will be able to ensure that all of the relevant information is brought to the Board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the Board level.
- When the case is brought to the Board by the committee, all proceedings shall move in camera.

## **6.5 Order of Proceedings**

6.5.1 The Chair of the committee shall make a brief introduction. First, they shall state the charge that has been made. Second, they shall outline the procedures that the committee followed to assure the Board that the committee has acted properly.

6.5.2 The person(s) charging a breach of confidence shall present all their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.

6.5.3 The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.



6.5.4 The Board of Directors shall then deliberate on the matter and reach a decision as to whether the accused has violated the confidence of the in-camera session. The Board must decide at the first regularly scheduled meeting after the committee has finished meeting.

6.5.5 If found to have breached the confidentiality of an in-camera session, the person(s) in question may appeal, if and only if, significant new information is disclosed. Whether or not this information is substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases where the information has no merit or relevance.

6.5.6 The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of in camera, at which time the decision shall be written and voted on in a formal motion.

## **6.6 Suggested Penalties**

6.6.1 Directors and Executive (in order of severity):

- a) A written apology to those directly affected.
- b) A written apology to the CSA and those affected to also be sent to the Ontario.
- c) Removal from the Board of Directors (which for an Executive Officer would include impeachment procedures).

6.6.2 CSA Staff:

- a) If a staff member is found to have violated the confidentiality of an in-camera session, appropriate disciplinary action may be taken because they have demonstrably harmed or hindered the activities or interests of the CSA.
- b) All disciplinary action must be in accordance with CSA By-laws and the Human Resources Policy.

## **6.0 In Camera Policy and Procedures (Current)**

### **6.1 Background**

A motion to move in camera is made when there are matters to discuss that cannot be made public. All debate in camera is strictly confidential because its content may violate an individual's privacy and/or harm the corporation.

This has been the traditional understanding of the in camera session within the Board of Directors, and members of the Board have respected and obeyed it. The importance of confidentiality is, however, important enough to necessitate the establishment of a clear set of guidelines outlining the repercussions faced by any individual breaking this confidence.

Since it is more difficult to monitor and address the actions of non-directors, visitors should be allowed to attend an in camera session only if their presence is necessary and with a majority vote of the Board of Directors. Non-directors and visitors shall sign a Confidentiality and Conflict of Interest Agreement before participating and/or presenting in an in camera session.

### **6.2 In Camera Minutes**

6.2.1 In camera minutes shall be recorded at any time the Board decides to move in camera to discuss an agenda item.

6.2.2 The Board Scribe and Policy & Transition Coordinator shall be included in in-camera sessions to be the official recorders of the minutes and motions that arise from in-camera sessions.

- a) The Board Scribe and Policy & Transition Coordinator shall not be included in in camera sessions where the topic of discussion pertains to any staff, Director, or Executive Human Resources issue.

6.2.3 Any Director, including an Executive Officer, who is currently ratified to the Board of Directors, shall have access to any approved in camera minutes stored by the organization by contacting the Policy & Transition Coordinator.

- The Board Chair shall also have access to in-camera minutes.
- The Board of Directors shall have the power to grant access to in camera minutes, either in full or in part, to anyone not previously mentioned by a two-thirds majority vote.

6.2.4 A hard copy of in camera minutes shall be displayed on the projected screen in camera at a subsequent Board Meeting to be approved by the Board by a simple majority vote.

6.2.5 All motions decided during in camera sessions shall be recorded in public minutes.

6.2.6 In camera minutes will be stored electronically by the Policy & Transition Coordinator.

### **6.3 Procedures Following Accusations of a Breach of Confidentiality**

6.3.1 All accusations of a breach of confidentiality must be made to the Chair of the Board via email.

6.3.2 A brief presentation of the allegation shall be made by the Chair at the first Board Meeting following knowledge of the allegation. This shall take place under New Business. This presentation shall not include the names of any of those involved, or any information that would directly lead to the identity of any of those individuals.

6.3.3 The Board shall then appoint a committee to hear the allegations. The committee shall consist of four Board members. Although not necessary, it would be beneficial to have the Chair of the Board also sit on this committee. This committee shall meet within three days of this Board Meeting and must make a presentation at the next Board Meeting. Hopefully, this report will lead into a full hearing into the case. If, however, the committee feels that it must have more meetings, the matter can be deferred to (but no later than) the next Board Meeting after that.

The purpose of this committee is not to bring forward recommendations to the Board of Directors. Instead, this committee is designed to ensure that the person accused of the breach in confidence is fully aware of all the accusations against them. It is also an opportunity for the accused to plead their case to their accuser(s) that no breach had occurred on their part. If they are successful, the committee would simply report to the Board that the issue has been resolved.

Committee members will also take this opportunity to review the evidence against the individual in question and recommend to their accuser(s) any additional information that the Board may ask for.

Hopefully, the committee will be able to ensure that all of the relevant information is brought to the Board. It will ensure that the accused has sufficient time to prepare their case. This will aid in the fair treatment of the accused, as well as ensure that a more organized and thorough discussion can take place at the Board level.

6.3.4 When the case is brought to the Board by the committee, all proceedings shall move in camera.

## **6.4 Order of Proceedings**

6.4.1 The Chair of the committee shall make a brief introduction. First, they shall state the charge that has been made. Second, they shall outline the procedures that the committee followed to assure the Board that the committee has acted properly.

6.4.2 The person(s) charging a breach of confidence shall present all of their evidence. They may not present any information that the committee and the accused have not heard. If this evidence is presented, the proceedings shall come to an immediate close.

6.4.3 The accused shall then have the opportunity to defend themselves. They too may not present any evidence that has not been heard before the committee.

6.4.4 The Board of Directors shall then deliberate on the matter and reach a decision as to whether or not the accused has violated the confidence of the in camera session. The Board must make a decision at the first regularly scheduled meeting after the committee has finished meeting.

6.4.5 If found to have breached the confidentiality of an in camera session, the person(s) in question may appeal, if and only if, significant new information is brought to light. Whether or not this information is substantive enough to warrant hearing an appeal shall be decided upon by the Board, but they should only rule against the accused in cases where the information has no merit or relevance.

6.4.6 The Board will then decide what action is to be taken. This requires a simple majority of the Board. When a decision has been reached, the Board shall move out of in camera, at which time the decision shall be written and voted on in a formal motion.

## **6.5 Suggested Penalties**

6.5.1 Directors and Executive (in order of severity):

- a) A written apology to those directly affected.
- b) A written apology to the CSA and those affected to also be sent to the Ontario.
- c) Removal from the Board of Directors (which for an Executive Officer would include impeachment procedures).

6.5.2 CSA Staff:

- a) If a staff member is found to have violated the confidentiality of an in camera session, appropriate disciplinary action may be taken because they have demonstrably harmed or hindered the activities or interests of the CSA.
- b) All disciplinary action must be in accordance with CSA By-laws and the Human Resources Policy.

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### Item 17.11.4

#### **Amendment to CSA Rules of Order Section 3 (Efficiency of Board Meetings) 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 March 27, 2024.*

**MOTION:** that the Board of Directors approve the addition of the following sub-section be added to CSA Rules of Order Section 3 (Efficiency of Board Meetings), as recommended forward by the Policy and Bylaw Review Committee:

#### **3.13: Suspending the Rules of Order**

3.13.1: For the suspension of the Rules of Order, the procedures outlined in Robert's Rules of Order shall be followed with one exception. Where Robert's Rules of Order require a two-thirds vote to suspend the rules, instead a three-fourths vote is required.

**Moved:** Nate Broughton

**Seconded:**

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### Item 17.11.5 Amendment to Appendix C (Human Resources) 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 March 27, 2024.*

**MOTION:** that the Board of Directors approve the Right to Disconnect From Work Policy to be included in Appendix C (Human Resources), as included in the board agenda package, and as recommended forward by the Policy and Bylaw Review Committee.

**Moved:** Shaima Alam, President

**Seconded:**

## **Right to Disconnect Policy (DRAFT)** – to be added to Appendix C (HR Policy)

The Central Student Association is committed to supporting employees' mental health and wellbeing, which includes promoting a sustainable work-life balance, reducing work-related stress, and helping prevent burnout, with the ultimate goal of creating a psychologically safe workplace. The purpose of this policy is to establish fair and reasonable conditions to support employees' right to disconnect in accordance with the CSA's operational needs and the requirements outlined in the Ontario's *Employment Standards Act, 2000* ("ESA") and its applicable regulations. This policy applies to all Central Student Association employees.

As per the ESA, "disconnecting from work" is defined as not engaging in work-related communications, including emails, telephone calls, video calls, or sending or reviewing other messages, and to be free from the performance of work.

### **Working Hours**

The standard business hours of the Central Student Association are 9am to 5pm, Monday to Friday. It is understood that working hours will vary by employee, depending on the position, contract details, and/or CSA Bylaw. Any variations from your established working hours should be discussed with your respective supervisor.

We strongly encourage employees to disconnect from all forms of work-related communications upon completion of their scheduled shift, during lunch breaks, or when they are away for reasons including vacation and other personal time off.

You may receive communications outside your regular hours of work; however, unless told otherwise, you are not expected to check or respond to these communications until you return to your regularly scheduled work.

We acknowledge that there may be special circumstances where communication outside work hours may be required, but we are committed to ensuring that these are as infrequent as possible and not a regular occurrence. These situations may include, but are not limited to:

- Staff shortages or requests to cover absenteeism
- Sensitive deadlines
- Managing a crisis or an unforeseen circumstance

Communications related to scheduling and reporting an absence are exempt from this policy.

### **CSA Executives & Managerial Staff**

It is understood that CSA Executives and Managerial staff have different work and scheduling expectations due the nature and role of their positions within the organization. It is our goal to ensure these individuals have the ability to sufficiently disconnect from work, however, there are times when work will be necessary outside of



regular hours, such as attending meetings, addressing essential operational needs, or completing time-sensitive responsibilities. These requirements will be communicated with as much notice as possible. Executives and Managerial staff must use their professional experience and judgement to appropriately balance their workload and other commitments to ensure an appropriate work-life balance while meeting the expectations outlined in their portfolios. Concerns from Executives and Managerial staff about their right to disconnect should be raised with the CSA President.

## **Company Commitment**

To encourage a culture where employees feel they can disconnect from work, we commit to respecting the working hours of employees when setting deadlines, sending communications, and scheduling meetings. We encourage employees to speak with their supervisor if they are unable to sufficiently disconnect from work and we commit to supporting them in addressing the underlying concerns.

## **Employee Responsibilities**

To ensure their ability to properly disconnect from work, employees are responsible for the following:

- Adhere to CSA policies about core and normal working hours, whether working onsite or remote.
- Have a mutual agreement with their supervisor about established working hours.
- Respect other employees' normal working hours and their right to disconnect; avoid scheduling meetings, calling, or emailing them about business matters outside their normal working hours.
- Responsibly manage their time, workload, and deliverables during their normal working hours.
- Avoid responding to work related matters outside of normal working hours, when possible.
- Use "out of office" or "high volume" automated messages when applicable (example: vacation, conference, O-week, or extended absences).
- Speak with their supervisor if they are experiencing any concerns with not being able to disconnect from their work.

## **Conclusion**

It is our hope that this policy will contribute to our ongoing efforts to support employee mental health and wellbeing. If you have questions about this policy, please speak with the President or a member of the HR Support Team.

## **Motion**

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### **Item 17.11.6 Amendment to Appendix J (Internal) 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 March 27, 2024.*

**MOTION:** that the Board of Directors approve the Social Media Policy to be included in Appendix J (Internal), as included in the board agenda package, and as recommended forward by the Policy and Bylaw Review Committee.

**Moved:** Shaima Alam, President

**Seconded:**

## **Social Media Policy (DRAFT)** – to be added to Appendix J (Internal CSA Policy)

The Central Student Association requires a cohesive and recognizable brand to ensure the organization and its' services can properly engage with the undergraduate student body, and to provide transparency and accountability regarding the ongoings of the CSA. Social media has become an integral part of the outreach efforts to students regarding CSA activities and initiatives. In order to build a connection with the membership on how the CSA represents them and to communicate effectively on these platforms (e.g., Instagram), proper guidelines have been established.

These guidelines must be provided to all staff members electronically during their onboarding training and reviewed at the CSA Staff Orientation training session.

### **CSA Primary and Service Accounts**

CSA social media accounts are designed to promote all activities of the CSA and to engage directly with the membership.

The following guidelines apply to all CSA Accounts:

- Accounts may be used to share promotions of other campus initiatives.
- Templates have been created and must be used for all CSA services.
- All posts and stories must follow the CSA Brand.
- All posts must be designed by the CSA Promotional Services Coordinator.
- All posts must be collaborated with the @csaguelph account.
- Stories must also be designed by the Promotional Services Coordinator, except for videos, pictures, and reshares; brand assets must still be used. These stories must be of value to students and be pre-approved by the CSA President in writing.
- For approved platforms, stories are permitted to be posted by service coordinators without prior approval, provided the CSA branded template is used and the story is related to a brief service announcement or a live update from a service event.
- No additional primary accounts shall be created without the Executive Committee's written approval.

Social media activity that is harmful, malicious, violates this Social Media policy, or adversely affects the CSA's reputation is prohibited.

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### Item 17.11.7

#### Amendment to Appendix A (Executive Portfolios) Section 3.3.4

*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 March 27, 2024.*

**WHEREAS** within the development of the CSA Events Coordinator position and the VP Student Experience portfolio, it was agreed upon for a permanent staff member to organize Orientation Week programming due to it being an annual undertaking with large-scale events that need to be planned up to six months before;

**WHEREAS** for a staff member to be able to authorize expenses for programming, the budget line for O-Week programming needs to be in their budget portfolio;

**WHEREAS** the O-Week programming budget line is currently in VPSE, and is under consideration to be moved to the Events Coordinator budget; and

**WHEREAS** the Executive Portfolios should be as specific as possible in understanding where their role begins and ends for their responsibilities;

**BE IT RESOLVED** that the attached amendment to Section 3.3.4 of Appendix A (Executive Portfolios) be made to clarify the support the VP Student Experience is to provide to the CSA Events Coordinator regarding Orientation Week.

#### **Current wording:**

3.3.4 To support the CSA Events Coordinator with organizing and running Orientation Week events.

#### **Proposed Wording:**

3.3.4 To be responsible for robust and successful Orientation Week programming in collaboration with the CSA Events Coordinator.

- To support the CSA Events Coordinator with organizing and running Orientation Week events.
- To ensure that the Executive Committee is fully informed about their participation and understands their responsibilities as pertaining to Orientation week events.

**Moved:** Shaima Alam, President

**Seconded:**

**Motion**

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**Item 17.11.8**  
**CSA Events Report**

**MOTION:** that the Board of Directors receive the CSA Events Report by Jack Fisher, CSA Events Coordinator, as included in the board agenda package, as information.

**Moved:** Shaima Alam, President  
**Seconded:**

Hello CSA Board of Directors,

As part of my job, I have been asked to provide an annual report of the events that the CSA has run over the course of the academic year. This will be my first time making this report and I'm excited to showcase the variety of things we have accomplished since the start of May.

This year has been a good one for CSA events. I have provided a breakdown of the activities we've run for students in the attached chart.

The chart includes the events that have been run by all of our services, the VP Student Experience, the President, and the CSA Events Coordinator (me).

## **Annual/Semesterly Programs**

**Imaginus** - I fully took over management of the Imaginus Poster Sale this year. In September there were just about 10,000 transactions at the sale. In November and January we had between 8,000 and 9,000 transactions. The CSA gets a 30% cut of all sales from the Poster Sale and it's one of our only external sources of revenue.

**Exec Office Hours** - During the summer semester the Executive ran an experimental version of the Office Hours they have maintained over the course of the year. We found that this one-hour a week was useful for some students who would approach the table with wayfinding questions, curiosity and interest. In the summer these Office Hours were held outside in Branion, and in the Fall and Winter were held in the UC Courtyard. The Exec estimate that about 60-120 people a semester engaged with them during these Office Hours.

**Sexy Bingo** - This is an event that we have a contract with the University Centre to run three times a semester. In the Fall semester we ran two, and in the Winter we will have run four (the last one is the day after the board meeting this report is going to, March 28<sup>th</sup>).

The contract with the UC was signed in Fall 2018 and that year the exec were the hosts of the event. Since Fall 2019, we have been contracting host duties to drag queens.

Sara Kuwatly, the previous VP Student Experience (VPSE May 2020 - Jan 2022) started our relationship with Doll Haus Productions in 2021 and we've been working with them ever since. They are a wonderful partner for the event that packs the Brass Taps. We have worked with Anne Tique Doll, Vanity Affair, and Ultraviolet.

This event typically is fully booked weeks ahead of time. Sexy Bingo's only cost is the host; as part of our contract Brass Taps – through the University Centre – pays for the prizes.

**Student Memorial Tree Service** – This event isn't advertised to the public, but is for the families of those students who have passed away during the previous academic school year. Unfortunately, this event has had attendees for the last sixteen years. We lose between five and ten students every year and last year was no exception. We host this at the Arboretum Centre and walk over to the grove of Japanese Maples that are planted in the arboretum. These trees have leaves that are shaped like hearts and when you walk among them you can read plaques that memorialize the students that have passed away in each academic year since the early 2000s.

**Art In The Bullring** - Our annual collaboration with the Fine Arts Network happens at the Bullring every year where student artists get to showcase their work and a series of judges – including a CSA executive (normally the VP Academic) evaluate the submission and a number are chosen to hang in The Bullring for the year. The event has featured live music and free food in the past and this year was no exception.

## **Summer Programming**

We also tried to bring back the CSA Community Barbeque, an event that used to be a staple of campus in the summertime. We had about 150 attendees and had positive feedback about the event. The BBQ featured live music from Trick Vilbar and burgers and hotdogs, we had seating outside in Branion Plaza where attendees were encouraged to draw on the brown paper we taped to the table tops. This was also a good chance for the exec to run an event for a medium sized group, and lessons were learned about logistics and event planning.

## **Orientation Week**

During O-Week we ran twelve events that reached about 13,000 unique students. (with only about 5,000 students in the incoming class this means that we had many students attend multiple events).

You'll notice that the Sexy Bingo during O-Week has a 1,000 in brackets. This is because, unfortunately, we had to turn about that many students away due to room capacity.

The CSA Block Party and our Gryphfest concert continue to be our most well-attended events. These are both free music that is provided on Johnston Green and follow the spirit of the Live Entertainment fee to provide free, local, and big name artists for the University of Guelph students. This year our O-Week programming featured Dwayne Gretzky, Texas King, and DJ Shub along with local acts Courtyard, Animal Boy, MOONBEAN, and SHEBAD.

Our goal for the future is to maintain this level of programming for each incoming class. These events are also where we get a significant influx of followers on our Instagram and are critical to our communication with students as they continue their undergraduate journey.

## **Fall Programming**

The Fall semester marked the sixth semester the CSA had gone without a VP Student Experience, and the CSA President filled in where needed advising me about what kind of events we should run for students and actively filling in the gaps where we were missing a VP. Shaima was an incredible support and the face of the CSA at every event we ran from O-Week until, really the end of the Fall semester. She went above and beyond and I'm thankful for all of her support.

From the CSA main office, we participated in Homecoming activities – providing the Halftime entertainment for the second year in a row, and doing community outreach the weekend before Homecoming. We leaned in to Halloween, running a Halloween Dance at Brass Taps and co-sponsoring a

trip to Halloween Haunt with OCUS and IHC. For any of a number of reasons, the dance – The Monster Mash – did not have a very large turn-out, but the Halloween Haunt trip filled four busses.

In November, we hosted a Taylor Swift themed dance. This was inspired by our Promotions Coordinator, Emma, who planned most of the decorations for an Eras Tour event. We ran this along with Doll Haus Productions who also support our Sexy Bingo events and just under 400 students came down to PCH to celebrate the music of Taylor Swift.

Our capstone event for the Fall semester was an EP release party with local band, and UofG graduates, Excuse Me who played a show at The Bullring on December 1<sup>st</sup>. We had a full house for this show and Straats and Solar Feel helped Excuse Me rock the house!

## **Winter Programming**

We started this Winter semester by supporting Student Experience with Sn-O Days (the “O-Week” for students who start in January instead of September, but events run for the first three weeks back rather than being condensed into one week). For this, we ran a long-time running escape room program as well as lending some of our club room space to the department of Student Experience so they could facilitate programming for new transfer students.

This semester has been full of classic CSA shenanigans. This is the first full semester since 2021 that we’ve had a VP Student Experience and that has allowed us to expand into student engagement opportunities we haven’t had over the past two years. Mckenna has partnered with The Grove Hub a mental health group that is located on campus on the other side of Gordon.

We hosted a big name band – Texas King in Brass Taps on March 1<sup>st</sup>. They were supported by London-founded New Friends and Guleph grads Straats.

Our last concert of the year is still coming up as I write this. On April 5<sup>th</sup>, Animal Boy underground punk legends from Guelph will be playing The Bullring.

The winter semester also brings our grad week programming (which is yet to come). This year we are hosting our traditional Last Toast event – where the graduating class can lift a glass to toast their success in graduating at Brass Taps.

We are also introducing AFTER (The Last Toast), and event for those students who missed Prom due to the pandemic. A number of fourth-year students this year won’t have had the traditional graduating experience from their high-schools. Mckenna had the wonderful idea to host a prom-like event for them on campus. This AFTER (The Last Toast) event will be held on April 3<sup>rd</sup> just after the Last Toast.

## **Service Events**



Our services like SafeWalk, SHAC, The Bike Centre, The Clubs Office, and The Foodbank have hosted numerous events this year. I have tried to include as many of those as possible in the spreadsheet attached.

For the most part the service name is mentioned in the title of the event, but if not, they are in the “CSA Service or VP” line.

## **In Conclusion**

This is the first year in a while we’ve had this kind of review. I’ll be using this report as a benchmark for improvement. I think we can do more and achieve more if we’re able to start the year with a full exec team. The CSA really does function best when we have four full-time executive who can dedicate their energy to providing for students. I know we were able to run more events than last year, and I think we started the Fall with more engagement, but this Winter semester has seen levels of apathy I have never encountered before on campus here at Guelph, so hopefully some of that melancholy dissipates as we enter the 2024-25 school year.

We already know that we will be maintaining our level of O-Week programming and activities during Homecoming – leading to a busy September. It remains to be seen if we can increase our level of programming into the Fall, because that will fully depend on whether or not we have a VP Student Experience.

That’s all from me for now,

If you have questions about this year’s programming, I’d be happy to answer any of your questions!

To contact me you can email or Teams [cсаevents@uoguelph.ca](mailto:cсаevents@uoguelph.ca) or come by my office in UC 242.

Thanks for all of your work on the board this year.

Best,

Jack Fisher

CSA Events Coordinator

Date	Time	Event	Location	CSA Service or VP	Campus Partner	External Group	Attendance (Est.)	Semester
20-Jul	4pm-6pm	CSA Community BBQ	Branion Plaza/UC Courtyard	Events Coordinator	Hospitality		150	S23
Weekly	Wednesdays	Executive Office Hours	Branion Plaza	All Exec			60	S23
29-Aug	5pm-7pm	START Int'l Trivia	Brass Taps	Events Coordinator	Student Experience		85	O-Week
31-Aug	4:30pm-7pm	START Int'l BBQ	Johnston Green	SHAC, Events Coordinator	Student Experience	CFS-O	200	O-Week
2-Sep	8pm-11pm	CSA Block Party	Johnston Green	Safewalk, Events Coordinator	UC Services	MOONBEAN, Dwayne Gretzky	3500	O-Week
3-Sep	12pm-2pm	Freezies with Safewalk	Johnston Green	Safewalk			100	O-Week
3-Sep	4pm-6pm	Fix a Flat and Win!	Johnston Green	Bike Centre			150	O-Week
3-Sep	4pm-11pm	Gryphfest	Johnston Green	Events Coordinator	Student Experience	DJ Shub, Texas King, Courtyard, Animal Boy, SHEBAD	4000	O-Week
3-Sep	5pm-7pm	Trivia with SHAC	UC 442	SHAC			40	O-Week
4-Sep	12pm-1pm	CSA Subs & Clubs	Johnston Green	Clubs Office	Hospitality		3500	O-Week
4-Sep	7pm-9pm	CSA Sexy Bingo (O-Week)	Rozanski Hall (101 +104)	Events Coordinator		Doll Haus Productions	1000 (1000)	O-Week
5-Sep	8pm-10pm	CSA/College Gov Movie	Johnston Green	Events Coordinator		Playhouse Cinemas	600	O-Week
7-Sep	11am-3pm	Resource Fair	University Centre Courtyard	All	Student Experience	Transit, CFS-O	500	O-Week
8-Sep	6:30pm-9:30pm	Hypnotist Show	War Memorial Hall	Events Coordinator	Residence Life	Jeff West	495	O-Week
11-Sep	Mon-Wed	Imaginus Poster Sale	University Centre Courtyard	Events Coordinator		Imaginus	10000	F23
12-Sep	5pm-7pm	CSA Staff/Board Social	The Arboretum Centre	All	Hospitality		30	F23
Weekly	Wednesdays	Executive Office Hours	University Centre Courtyard	All Exec			60	F23
16-Sep	10am-3pm	Community Engagement Event	Rickson Park	VP External, Events Coordinator & President	Student Experience		70	F23
18-Sep	Mon-Tues	CSA Clubs Days	University Centre Courtyard	Clubs Office			1000	F23
22-Sep	4pm-6pm	Student Memorial Service	The Arboretum Centre	Business Manager, VP Academic, & Events Coordinator	Arboretum/Hospitality		200	F23
23-Sep	9am-4pm	Homecoming Halftime Show	Alumni Stadium	Events Coordinator & President	Athletics, UC Services	Owen Riegling	7000	F23
27-Sep	5pm-6:30pm	Clubs General Meeting	Peter Clark Hall, Online	Clubs Office			180	F23
11-Oct	5:30pm-6:30pm	All-Candidates Forum	University Centre Courtyard	Elections			25	F23
16-Oct	Mon-Next Wed	CSA Fall By-Election	UC Courtyard, Lang, Roz, SSC, GC	Elections	Athletics, Hospitality, UC Services, Lang		5644	F23
19-Oct	8pm-10pm	Sexy Bingo 2	Brass Taps	Events Coordinator & President	Brass Taps	Doll Haus Productions	250	F23
23-Oct	8am-3pm	Safewalk Candy Giveaway	University Centre Courtyard	Safewalk			150	F23
25-Oct	12pm-2pm	Campus Open House w/ Student Exp	Front Office	Events Coordinator	Student Experience		10	F23
27-Oct	8pm-11pm	Monster Mash	Brass Taps	Events Coordinator & President	Brass Taps	Tricity DJ Services	75	F23
28-Oct	5pm-12am	Halloween Haunt w/ OCUS	Canada's Wonderland	President	OCUS & IHC	Wonderland	180	F23
30-Oct	6pm-8pm	Trick or Trivia	Brass Taps	SHAC			35	F23
31-Oct	5pm-12am	Halloween Movie Marathon	UC 442	Safewalk			25	F23
2-Nov	7:30pm-9pm	Hypnotist Show	Peter Clark Hall	Events Coordinator & President		Jeff West	70	F23
16-Nov	8pm-10pm	Sexy Bingo 3	Brass Taps	President & VP Student Experience	Brass Taps	Doll Haus Productions	250	F23
20-Nov	Mon-Wed	Imaginus Poster Sale 2	University Centre Courtyard	Events Coordinator		Imaginus	9000	F23
22-Nov	6pm+	Annual General Meeting	Peter Clark Hall	All			100	F23
23-Nov	6pm-9pm	Art in the Bullring	The Bullring	Bullring & VP Academic	Fine Arts Network		100	F23
24-Nov	8pm-12am	Taylor Swift Dance	Peter Clark Hall	President, VP Student Experience, Events Coordinator		Doll Haus Productions, Instabooth GTA	345	F23
27-Nov	6pm-8pm	Pre-Exam Art Therapy	Peter Clark Hall	SHAC			30	F23
1-Dec	7pm-12am	Excuse Me. @ The Bullring	The Bullring	Bullring		ExcuseMe., Straats, Solar Feel	150	F23
4-Dec	Twice an exam week	Hot Chocolate and Candy Canes	University Centre Courtyard	Safewalk			50	F23
4-Dec	12pm-3pm	Minute-to-Win-It Stressbuster	University Centre Courtyard	VP Student Experience			50	F23
5-Dec	12pm-3pm	Pictures with Santa Stressbuster	University Centre Courtyard	VP Student Experience			75	F23
14-Dec	2pm-4:30pm	CSA Staff Festivus	CSA Boardroom	All			35	F23
9-Jan	10am-11:30pm	Sn-O Days Transition Student Info	UC 225	Events Coordinator	Student Experience		5	W24
Weekly	Tuesdays	Executive Office Hours	University Centre Courtyard	All Exec			120	W24
15-Jan	Mon-Wed	Imaginus Poster Sale 3	University Centre Courtyard	Events Coordinator		Imaginus	8000	W24
16-Jan	2pm-3:30pm	Sn-O Days Transition Student Info	UC 225	Events Coordinator	Student Experience		5	W24
16-Jan	4pm-5pm	Sn-O Days Escape Room 1	UC 225	Events Coordinator	Student Experience		15	W24
17-Jan	5:30pm-6:30pm	Sn-O Days Escape Room 2	UC 303	Events Coordinator	Student Experience		20	W24
18-Jan	Thurs-Fri	CSA Clubs Days	University Centre Courtyard	Clubs Office			600	W24
18-Jan	11am-2pm	Campus Resource Fun Fair	Peter Clark Hall	VP External, VP Academic, Events Coordinator	Student Experience		100	W24
19-Jan	3:30pm-4:30pm	Student Budget Committee Townhall	UC 442	President	Student Budget Committee &GSA		15	W24
23-Jan	10am-3pm	Student Involvement Fair	University Centre Courtyard	President & VP Student Experience	Student Executive Council		120	W24
23-Jan	1pm-2:30pm	Sn-O Days Transition Student Info	UC 225	Event Coordinator	Student Experience		5	W24
24-Jan	1pm-2:30pm	Clubs General Meeting (Winter)	UC 225, Online	Clubs Office			30	W24
25-Jan	8pm-10pm	Sexy Bingo 4	Brass Taps	VP Student Experience	Brass Taps	Doll Haus Productions	250	W24
29-Jan	11am-3pm	thecannon.ca new site launch	University Centre Courtyard	thecannon.ca Committee		Guelph Campus Co-op	120	W24
5-Feb	6pm-8pm	Jeopardy With SHAC	Brass Taps	SHAC			50	W24
12-Feb	8:30am-11:30am	The Grove x CSA Free Breakfast	UC Courtyard	VP Student Experience		The Grove	150	W24
13-Feb	12pm-3pm	Ink For Impact: Letter Making	UC 225	VP External			25	W24
15-Feb	8pm-10pm	Sexy Bingo 5	Brass Taps	VP Student Experience	Brass Taps	Doll Haus Productions	250	W24
24-Feb	Sat-Wed	CFS Lobby Week	Toronto	VP External, VP Student Experience, President		CFS-O	N/A	W24
29-Feb	4pm-5pm	All-Candidates Forum	University Centre Courtyard	Elections			20	W24

1-Mar	6pm-7pm	Empowerment Through Self-Defence with	Combat Rm. 242 (GGAC)	SHAC			25	W24
1-Mar	7pm-11pm	CSA Presents: Texas King	Peter Clark Hall	Events Coordinator	UC Services	Texas King, New Friends, Straats	100	W24
4-Mar	Mon-Next Wed	CSA Winter General Election	UC Courtyard, MacDonald Hall, R	Elections	Athletics, Hospitality, UC Services, Lang		2200	W24
13-Mar	5:30pm-8pm	General Members Meeting	Peter Clark Hall	Board	Brass Taps		95	W24
14-Mar	8pm-10pm	Sexy Bingo 5	Brass Taps	VP Student Experience	Brass Taps	Doll Haus Productions	250	W24
18-Mar	7pm-9pm	Club Hub	The Bullring	Clubs Office, Bullring			35	W24
21-Mar	6pm-9pm	SafeWalk Volunteer Appreciation	Brass Taps	SafeWalk			25	W24
TBD	TBD	Teaching Excellence Award	The Bullring	VP Academic			20	W24
25-Mar	Mon-Sun	Bike Auction	UC Courtyard, Bullring, Online	Bike Centre, Bullring	UC Services		TBD	W24
28-Mar	5:30pm-8pm	SHAC Arts and Crafts Night	UC 441	SHAC			35	W24
28-Mar	8pm-10pm	Sexy Bingo 6	Brass Taps	VP Student Experience	Brass Taps	Doll Haus Productions	250	W24
2-Apr	12pm-4pm	Grad Week Resource Fair	Peter Clark Hall	Events Coordinator	Student Experience, Alumni Affairs, Experiential Learning Hub		TBD	W24
3-Apr	3:30pm-5:30pm	The Last Toast	Brass Taps	VP Student Experience & Events Coordinator	Brass Taps, Alumni Affairs		TBD	W24
3-Apr	7:30pm-11pm	After The Last Toast Formal	Brass Taps	VP Student Experience & Events Coordinator	Brass Taps	Instabooth GTA, (TBD DJ)	TBD	W24
5-Apr	7:30pm-11pm	Animal Boy @ The Bullring	The Bullring	Events Coordinator & Bullring		Animal Boy, Habit, PRRR	TBD	W24
TBD	TBD	Minute-to-Win-It Stressbuster	TBD	VP Student Experience			TBD	W24
TBD	TBD	Take A Paws Stressbuster	TBD	VP Academic	Student Housing		TBD	W24
18-Apr	2pm-4:30pm	Staff Appreciation	CSA Boardroom	All			35	W24

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### Item 17.11.9

#### **Appendix G (Electoral Policy) and Bylaw 2 (Electoral) Update to Include Ongoing Voter Verification**

*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.*

*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 March 20, 2024.*

**WHEREAS** the Winter 2024 General Election failed to meet quorum in multiple races, including executives;

**WHEREAS** the CSA is now in a position of spending more money, stopping other responsibilities to focus on ensuring we are a viable organization after April 30<sup>th</sup>;

**WHEREAS** candidates believed they had reached quorum and stopped the campaign to the same extent. This does not mean they stopped fully, as each candidate's goal should be to achieve maximum support. Still, we understand candidates are often students and have to balance elections and academics, and so reaching a quorum then shifts the balance;

**WHEREAS** only during the post-election verification did it become clear that over 125 votes from multiple races needed to be disqualified; and

**WHEREAS** new elections are forthcoming, and we want to ensure that this election and future elections are successful;

**BE IT RESOLVED** every Election, the CRO emails all voters explicitly outlining which programs correspond with which college, and a similar message is posted on the CSA Election Instagram co posted on the CSA's main page;

**BE IT RESOLVED** that the following policy/appendix amendments be accepted to allow for ongoing quorum verification:

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**FURTHER:** Section 2.3.2 of the Bylaw 2- Electoral is changed to read as follows:  
“Following the CRO’s will **engage in ongoing validation of the nomination signatures and updating candidates.** [A]ll candidates who meet the allotted requirements will have their interest presented at a meeting of the Board of Directors in a 150-word statement; and

**FURTHER** Appendix G (Electoral) be amended to add the following to Section 5 Nomination Process:

5.2.4 The CRO, with help from the ARO, will verify the signatures throughout the nomination process, providing potential candidates with accurate daily updates of verified signatures.

**FURTHER:** Appendix G (Electoral) be amended to add the following to Section 23 Ballot Counting Process:

23.2 New votes should be verified daily, and a verified quorum update should be shared with candidates and posted to the CSA website daily.

**Moved:** Jonah Greenhut

**Seconded:**

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### Item 17.11.10

#### Appendix G (Electoral Policy) and Bylaw 2 (Electoral) Update to Quorum

*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.*

*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 March 20, 2024.*

**WHEREAS** the Winter 2024 General Election failed to meet quorum in multiple races, including executives;

**WHEREAS** the CSA has a quorum requirement of 10% in all elections;

**WHEREAS** quorum exists to represent students; and

**WHEREAS** there is currently no policy for quorum not being met in any election besides in the case of the online contingency plan Appendix G section 26.8 or Bylaw 2 section 2.2.4 about open executive positions;

**BE IT RESOLVED** that the following policy/appendix amendments be accepted to allow for lower quorum verification in specific circumstances;

**BE IT RESOLVED** a New Section be added to Appendix G that is Labeled section 28-Quorum Contingency, that reads as follows:

28.1.1 In the event that quorum is not reached by the end of the voting period of an election (by-election, winter general, etc.), the CSA Board of Directors shall have the authority to vote to ratify the results of the election under the conditions specified in section 28.2. This requires a two-thirds majority vote and can be applied only to Executive and Board of Directors positions, not referendums.

#### 28.2 Eligibility

28.2.1 The candidate must be in an uncontested election. This means that there is no opposing candidate for any of the executive positions or only two directors running for a

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director position, **AND** the remaining votes to reach quorum would not change the election outcome.

28.2.2 If there is a contested election, this policy can be invoked if the remaining votes to obtain quorum would not change the election outcome.

28.2.3 At least 8.5% of the general membership of the applicable constituency must have voted in the Election.

28.3 Positions achieved through this policy only serve until the next election, where they will be required to resign to re-run **AND** must achieve the 10% quorum in this election. If they do not, this policy cannot be invoked, as the candidate has demonstrated that they are not capable of rallying support on multiple occasions.

**FURTHER** Bylaw 2 - Electoral is updated as follows:

2.1.2 Quorum shall be 10% of the general membership of the applicable constituency.

a) or 8.5% and other requirements outlined in Appendix G, section 28

2.2.2 Quorum shall be 10% of the general membership of the applicable constituency.

a) or 8.5% and other requirements outlined in Appendix G, section 28

**Moved:** Jonah Greenhut

**Seconded:**

**Motion**

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**Item 17.11.11  
Appoint Statement Making Committee**

**WHEREAS** CSA Policy Appendix D (Committees) Section 14.2.2 states that the Statement Making Committee shall consist of the following:

- 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.

**MOTION:** that Samar Tariq, VP External, be appointed to the Statement Making Committee for the remainder of the 2023-2024 academic year;

**FURTHER** that the following Directors be appointed to the Statement Making Committee for the remainder of the 2023-2024 academic year:


**AND FURTHER** that the following General Member of the CSA be appointed to the Statement Making Committee for the remainder of the 2023-2024 academic year:

Hamza Kamal
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**Moved:** Shaima Alam, President

**Seconded:**

***See following pages for General Member Applicants' Statements of Interest and Statement Making Committee information.***



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### CSA Member Statement of Interest

**Hamza Kamal:** As a criminal justice and public policy student deeply engaged in the realm of politics, I am impassioned to join the CSA Political Statement Committee. My academic background and practical experience equip me to contribute meaningfully to crafting policies that address pressing issues within our society. With a keen understanding of the intricate intersection between law enforcement, public policy, and social justice, I am eager to lend my insights to the committee's endeavors. My commitment to effecting positive change, coupled with my dedication to promoting equitable and fair solutions, align seamlessly with the objectives of the committee. Joining this esteemed group presents an invaluable opportunity to collaborate with like-minded individuals and advocate for statements that uphold justice and advance the common good.

## 1.0 Statement Making Committee

### Responsibilities

- 1.1.1 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.
- 1.1.2 To operate in a manner that is as objective, fair, and impartial as possible when discussing issues and making decisions.
- 1.1.3 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.
- 1.1.4 To act in the best interest of the organization and the membership when developing statements.
- 1.1.5 To ensure statements comply with the mandate, bylaws and policies, and approach of the CSA.

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- 1.1.6** 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.
- 1.1.7** To submit reports to the CSA Board of Directors as mandated regarding progress and decisions made on topics referred by the Board.
- 1.1.8** 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.

## Membership and Formation

- 1.1.9** 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.
- 1.1.10** 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.
- 1.1.11** The Board will nominate and approve the Directors who will sit on the committee as per Robert's Rules.
- 1.1.12** 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

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- 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.
- 1.1.13** 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

- 1.1.14** 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.
- 1.1.15** Members shall be entitled to request meetings and submit agenda items to be considered.
- 1.1.16** 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.
- 1.1.17** A Scribe will be selected from the membership at the beginning of each meeting. Meetings will be recorded.

## Decision-Making

- 1.1.18** 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.

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## Working Groups

- 1.1.19** 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.
- 1.1.20** 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.
- 1.1.21** 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.

## Notice of Motion

Board of Directors Meeting # 17  
April 3, 2024



### Item 17.11.12

#### **Notice: Appendix F (Clubs Handbook) Policy Manual Update**

*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 April 3, 2024.*

*This motion will be considered at the Board meeting on April 10, 2024.*

**WHEREAS** the Clubs Garage and Clubs Garage Overflow located on the University Centre's Second Floor is accessible to many CSA clubs; and

**WHEREAS** security of the space and items stored in Club Garage and Garage Overflow Space is an ongoing concern;

**BE IT RESOLVED** that Section 9.5 The Garage (UC 219) of Appendix F be amended to add the following:

9.5 A written or electronic record of all club office hours within the Clubs Garage and Clubs Garage Overflow must be kept. All club executives with access to the space must sign in and sign out when using the space and must include the time and date. This record will include the name of the Club conducting the office hours, the name of the executives hosting the office hours, the student number of the executives, the date, time, and length of the office hours, the sign in time and the sign out time.

All clubs with access to the Clubs garage and Clubs Garage Overflow must provide a list of executives who have access to the space to the Clubs Coordinator and CSA Vice President Student Experience.

Only clubs with lockers and items stored within the Clubs Garage will be able to have a key to the room in order to protect the property stored within the space.

Only clubs with lockers and items stored within the Clubs Garage Overflow will be able to have a key to the room in order to protect the property stored within the space.

No club executive shall use the Club Garage or the Club Garage Overflow other than for Club activities such as office hours, meetings, and events.

Any club found in violation of this section will be striped of the right to access the Clubs Garage and Clubs Garage Overflow and store any items there. Any clubs in violation will also be required to return the key to the CSA.

**Moved:** Marcus Aldred-Ganhao

**Motion**

Board of Directors Meeting # 17  
April 3, 2024



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**Item 17.14.1**  
**Approval of Past In-Camera Minutes**

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

17.14.1	CSA Board Meeting # 15	February 28, 2024
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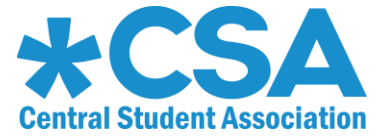
**Moved:**  
**Seconded:**

## **Motion**

Board of Directors Meeting # 17

April 3, 2024

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### **Item 17.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 17 on April 3, 2024 be adjourned at       pm.

**Moved:**

**Seconded:**