

# AGENDA

Board of Directors Meeting # 18

April 10, 2024 – 6:00 pm



## Agenda – April 10, 2024

<b>18.0</b>	<b>Call to Order</b>	
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# AGENDA

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## Motion

Board of Directors Meeting # 18  
April 10, 2024



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### Item 18.2.1 (a) Approve the Agenda

**MOTION:** that the agenda for the CSA Board of Directors Meeting # 18 on April 10, 2024, be approved as printed and distributed.

**Moved:**

**Seconded:**

### Item 18.2.1 (b) Amend the Agenda

**MOTION TO AMEND:** that the agenda be reordered so that **items 18.11.1** through **item 18.11.14** are moved to just after **item 18.4.1 Introductions**.

**Moved:**

**Seconded:**

### Item 18.2.1 (c) Approve the Amended Agenda

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 18 on April 10, 2024, be approved as amended with:

- The reordering of the agenda so that **items 18.11.1** through **item 18.11.14** are moved to just after **item 18.4.1 Introductions**.

## Motion

Board of Directors Meeting # 18

April 10, 2024



### Item 18.3.1 De-Ratify Directors

**WHEREAS** CSA Bylaw 1 (Organizational) section 4.10.1 states that the Board may decide to remove Directors who fail to perform their duties;

**WHEREAS** CSA Bylaw 1 section 6.2.3 states that the Board of Directors shall have power to de-ratify any Director should they be absent without reasonable cause for two or more consecutive meetings or, three or more regularly scheduled meetings, during one semester;

**WHEREAS** CSA Bylaw 1 section 6.2.4 states that the Board of Directors shall also have the power to de-ratify any Director who fails to complete any mandatory training;

**WHEREAS** the previous two meetings have lost quorum before all items could be dispensed with, creating delays and undue operational burden;

**WHEREAS** Member Daniel Spinner has been absent without notice from 6 Board of Directors Meetings in the Winter 2024 semester and has attended only 1 of 8 board meetings in the Winter 2024 semester;

**WHEREAS** Member Mason Friebe has been absent without notice from 4 Board of Directors Meetings in the Winter 2024 semester and has attended only 3 of 8 board meetings in the Winter 2024 semester;

**WHEREAS** Member Daniel Neiterman has been absent without notice from 3 Board of Directors Meetings in the Winter 2024 semester and was absent without notice from the mandatory Board Training in January 2024, and has attended only 2 of 8 board meetings in the Winter 2024 semester; and

**WHEREAS** Member Chikaima Ifezue has been absent without notice from 5 Board of Directors Meetings in the Winter 2024 semester and was absent without notice from the mandatory Board Training in the Winter 2024 semester, and has only attended 3 of 8 board meetings in the Winter 2024 semester;

**BE IT RESOLVED** that the following Board Directors be de-ratified from the 2023-2024 CSA Board of Directors, effective immediately:

- Daniel Spinner – Director at Large, College of Biological Sciences
- Mason Friebe – Director at Large, College of Social and Applied Human Sciences
- Daniel Neiterman – Director at Large, Lang School of Business
- Chikaima Ifezue – Director for GBSA

**Moved:** Shaima Alam, President

**Seconded:**

**Motion**

Board of Directors Meeting # 18  
April 10, 2024



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**Item 18.6**  
**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>
18.6.1	Meeting # 24	February 29, 2024
18.6.2	Meeting # 25	March 14, 2024
18.6.3	Meeting # 26	March 15, 2024
18.6.4	Meeting # 27	March 21, 2024
18.6.5	Meeting # 28	March 27, 2024
18.6.6	Meeting # 29	April 2, 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



**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**

## Minutes

Executive Committee Meeting (ECM)

Meeting #28 – March 27<sup>th</sup>, 2024 – 11:00 am

CSA Boardroom



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

**Regrets:** None

**Guests:** Jack Fisher (CSA Events Coordinator)

**1.0 Call to Order @ 11:00am**

**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**

Five weeks left – let's go! Get people to run in the election!!

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

Meeting #27 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

- Chair hiring is complete! They'll be coming to the Board Meeting tonight and they'll be transitioning throughout April, shadowing the old chair, and fully taking over the role in May.
- ARO hiring committee is moving along well – applications close this Friday with interviews beginning next week.
- Core- and All-Staff appreciation planning is underway – we're creating a different event for each. Board Staff appreciation planning is also almost complete!
- Wrote up the report for thecannon.ca Operations committee – editing happening now and will be going up for approval next week.
- Currently working on the SEIF Report for the Board alongside the SEIF Coordinator. We also added another SEIF deadline for a few clubs who requested – another meeting will be held in April
- Exec and Board Accountability policy – “immediate removal” policies for execs and directors will be moving forward to the Board ASAP with the criteria for removal in place.
- Chairing the Clubs Coordinator hiring committee!
- Website audit implementation starting tomorrow.

**5.1.2 Supervisory**

## Minutes

Executive Committee Meeting (ECM)

Meeting #28 – March 27<sup>th</sup>, 2024 – 11:00 am

CSA Boardroom



- Executive transition planning is underway!

### 5.1.3 Miscellaneous

- No miscellaneous updates.

## 5.2 VP Student Experience

### 5.2.1 Supervisory

- The CSA Clubs Office is working on wrapping up their year – all events are completed, and accreditation is done. Now working on completing the operations manual and hiring for the new full-time Clubs Coordinator will be starting next week.

### 5.2.2 Committees

- No committee updates!

### 5.2.3 Miscellaneous

- The nixit MHI giveaway closed this Monday in-person and on Instagram! We had so many excited people participate. Pick up is happening tomorrow, Thursday, from 10:30am-4:30pm.
- The Last Toast and After the Last Toast is happening next Wednesday! WOOHOO. Ticket sales for the Last Toast have been extended to Monday, April 2<sup>nd</sup>, which is more in line with what we've done in previous years. We're hoping this will allow folks to better understand their availability during this busy season.
- VPE and I will be taking part in the Alumni Resource Fair happening next week from 1:30-3:30pm on Tuesday. Here we're also going to be advertising and selling AFTER the Last Toast tickets.
- Stressbuster planning is well underway! UC Courtyard spaces have been booked for tentative dates, an email has been sent to The Grove to plan for another Wellness Breakfast, and Take a Paws is in the outreach phase with VPA.

## 5.3 VP Academic

### 5.3.1 Supervisory

- SHAC Assistant Coordinator has been hired! Woohoo!
- SHAC is getting a lot of academic cases again now that midterms are completed, same with human rights and tenancy rights.
- Art and Crafts event is tomorrow in UC441!
- SHAC helped out with the academic misconduct poster this week.

### 5.3.2 Committees

## Minutes

Executive Committee Meeting (ECM)

Meeting #28 – March 27<sup>th</sup>, 2024 – 11:00 am

CSA Boardroom



- Experiential Learning Committee met yesterday and talked about challenges students are facing – getting co-ops is definitely one of them.
- Student task force committee is finalizing the hiring of a software company for non-academic misconduct cases.
- Teaching learning network is bringing in a speaker to speak on the pedagogy of learning targeted to professors and admin mainly – anyone can join.

### 5.3.3 Miscellaneous

- Take a Paws got back to us about a stressbuster and let us know that it might be better to do a collaborative stressbuster with IHC – planning should wrap up shortly!

## 5.4 VP External

### 5.4.1 Supervisory

- Bike Auction is happening this week! The previous day is today in the UC; the auction itself is open over the weekend! Going well!
- BC Operations Manual will be created by April 12<sup>th</sup> – in the works currently.
- Foodbank – new priority lists are being set for next year. We're looking to increase our capacity to be able to host more visitors on our appointment schedule in hopes of removing any students on the waitlist.

### 5.4.2 Committees

- No committee updates!

### 5.4.3 Miscellaneous

- Tap In Campaign – meeting with Ed Townsley (Director of Hospitality) will be next week. We're hoping to have Omorowa from OPIRG join as well as Krishna from IHC.

## 6.0 Business

There is no business.

## 7.0 New Business

There is no new business.

## 8.0 In Camera

There was no in camera session.

## 9.0 Adjournment @ 12:00pm

**Next Meeting: April 4<sup>th</sup>, 2024**

## Minutes

Executive Committee Meeting (ECM)

Meeting #29 – April 2<sup>nd</sup>, 2024 – 1:00pm

CSA Boardroom



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 1:00pm**

**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**

Hey man! It's April!

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

Meeting #28 Minutes were approved.

**5.0 Executive Updates**

There were no executive updates.

**6.0 Business**

**MOTION:** to update Appendix C – Human Resources Policy of the CSA's Bylaws and Policies to include more inclusive language.

**Moved:** Samar Tariq

**Seconded:** Shaima Alam

**Motion carried.**

**MOTION:** To ratify the following executive candidates for the Spring By-Election.

CSA President Candidates: Adam Ratowski, Nate Broughton, Hartej Singh, and Varnika Karavadi.

CSA Vice-President Student Experience Candidates: Max Mancuso, Simran Kalra, and Manahil Zaid.

CSA Vice-President Academic Candidates: Bawneet Singh

CSA Vice-President External Candidates: Natalie Wilkinson

**Moved:** Shaima Alam

**Seconded:** Mckenna Williams

**Motion carried.**

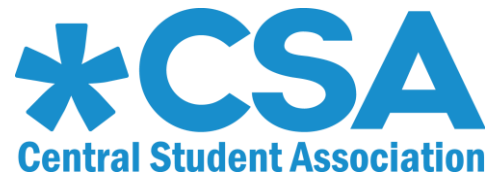
## Minutes

Executive Committee Meeting (ECM)

Meeting #29 – April 2<sup>nd</sup>, 2024 – 1:00pm

CSA Boardroom

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### 7.0 New Business

There were no new business items.

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 1:30pm

**Next Meeting: April 2<sup>nd</sup>, 2024**

**Item 18.7**  
**Executive Updates**

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

18.7.1	President	March 27, 2024
18.7.2	President	April 10, 2024
18.7.3	VP Student Experience	March 27, 2024
18.7.4	VP Student Experience	April 10, 2024
18.7.5	VP Academic	March 27, 2024
18.7.6	VP Academic	April 10, 2024
18.7.7	VP External	March 27, 2024
18.7.8	VP External	April 10, 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

President

April 10, 2024



### General Update:

April is the last month of our term and so the focus is on finishing the hiring and election of staff and executives and implementing the transition and training that we have been planning. Additionally, the submission of end of year reports from various committees and the planning of appreciation programming for CSA people.

### Ongoing Projects:

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

The All-Staff Appreciation event is going to be on April 18<sup>th</sup>, I've rebranded it to being the CSA Staff Carnival, and it will involve converting the entire office into a carnival fulfilling my term long wish for carnival related things (ahem ferris wheel). There will be game booths throughout the office, balloon animals, fair related foods, goldfish crackers and fish (fake) in a bag as prizes.

I planned the end of year appreciation event for the board, you folks were all there last week, I hope you enjoy the embossed binders, the toasts, and playing the mafia game. I'm glad to have reintroduced the Board Member of the Year Award, congrats to Nate and Mauricio for winning it, I hope the tradition continues. Figuring out a plan to nail the plaque onto our front office walls.

The appreciation programming for core staff is a lunch on the last day of our term, and a chill time at Brass Taps after we hold the Staff Carnival for the rest of the staff. Hiring is completed for most positions. The hiring committees I was chairing are finally complete. Transition and training plans have been figured out for the staff. Transition plan for executives have been solidified. Now the implementation has been scheduling the meetings and building the materials.

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

##### Media

For website have been reviewing the entire website, and using the recommendations collected and my experience, have been planning the new layout of the website, and reducing pages for accessibility and efficiency. The database of these changes are being formed, and Barking Dog Studios will be given this database to implement to the new version of the website on wordpress.

##### Newsletter

Last newsletter in April will be one to summarize the year and introduce new execs and promote bus opt ins and summer hours.

## Executive Update

President

April 10, 2024



### Degrees of Dysfunction

Campaign just completed. Posts have gotten a lot of uptake. Housing, Student Fees, Wellness, Food, and Navitas are up. Have heard from both admin and students alike about the large banner put up in the UC and kiosk, and the posters put out across the campus. The hope was to agitate and educate students, in hopes they get more involved in campus where these decisions are made, but also rally their voices, when the CSA and GSA are running actionable campaigns because they have learned that they are empowered and what the stem to root to a lot of issues are. The campaign was a very basic rendition of student issues but provides a simplest view and method for students to understand the big picture of what most of advocacy work of CSA and GSA are, and why student representation is so important, whether that's sitting on a committee or board, or at the very least showing up to an AGM or protest. The CSA has been struggling with their campaigns of getting student buy in for a long time due to increased apathy but also because a lot of students feel dejected and can't tell where they can make the difference. Hence why the campaign didn't just show the problems, but also the solutions that students can realistically create.

Nabhan and I put efforts into this for a month and ran it for 2 before the end of our terms in hopes that the education, agitation, and empowerment to students this year can be leveraged next year by the new executives to be able to run strong campaigns with student backing. This can be a point of reference of where all the campaigns fit in. It also helps with transitioning execs because sometimes knowledge is lost between executive terms how the administration is not always your friends, they can be as a relationship but not in your work.

Some actionable items already begun within this term is Nabhan and I's work in the Compulsory Fees Committee (see below).

### **Elections:**

Spring By-election is continuing, have a lot more candidates this time for candidates, it seems the push helped, hopefully the students get what they need now. Looks like an exciting competition, love to see it.

### **Committees:**

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

##### SEIF Committee

I chair this committee; a few more clubs requested funding after the last deadline, so decided to open an additional deadline. Had the last actual meeting, disbursed more

## Executive Update

President

April 10, 2024



SEIF funds to ensure students who paid fees this year, sees the benefits of it within this year. Report for the W24 has also been wrapped up, as can be seen in package. The policy changes, rebranding of name, the process changes, the implementation, the sticking to criteria, has served to create an effective and efficient way of running this committee, and providing students a transparent way of applying, and actually getting final reports. The one thing I won't be able to see play out from the changes I've made, is the transfer of the silos duty of a staff supporting the SEIF process to the new Full time Clubs Coordinator I created, but with the new hire and my experience of doing both part time roles of the clubs office for two years, I have optimism.

### theCannon.ca Operating Committee

I have written the end of year report for the committee to present to the board, I got some edits and contribution. Was passed at our last meeting of the year. I'm glad I was able to successfully reinstate the meeting, complete my goal of increasing the accessibility of the site (which was part of my election campaign platform), and build the foundations to continue its success by overhauling the terms of reference of the committee and rebuilding the relationship between the Guelph Campus Co-op office and the CSA.

### Policy, Bylaw and Review Committee

I've been part of basically every PBRC working group (>10), the active ones of the term are now finally all completed. My policy of the work my term are completed. The last priorities were the social media policy, the executive and director accountability, and the interim appointment process for executive. The only thing left over from that is the hearing committee for performance and subjective criteria that needs accountability, due to the HR component involved, but that can be easily written up within the summer months with the new team. For now, this policy will benefit the students greatly in establishing that folks that were elected are not bullet proof to stay on despite not fulfilling basic criteria of the job they were entrusted with.

### Finance Committee

I chair this committee; last meeting completed. Budget proposal was given notice to board last meeting. Approval this meeting.

### 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:**

## Executive Update

President

April 10, 2024



### 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 on behalf of the students in CFC. The letter is related to the work of Compulsory Fees Committee who overviews fee increases that University Departments want. The initial fees begin with a referendum and that is something that makes sense, for students to choose to take on fees. However, CFC has the ability to automatically increase the fee University departments already get by above 3% on top of CPI. In recent years, the University has forced departments to come to CFC to annually get this automatic increase. The letter is asking for the University to stop pushing the cost onto students, where the students are paying the cost to basically run the University on top of the tuition they already take. At the very least they should ask students through referendum rather than automatically getting increased by a committee that has a large amount of admin in it.

That's why its proposed to at least reduce the maximum limit that the CFC can approve above CPI, to 1.5% instead of 3%. Sent the email, and many student leaders were copied on and received positive feedback. The Provost replied that they will be consulting with the Board of Governors and providing a formal reply later.

### Student Budget Committee

The Student Report on the 2023-2024 operations and ancillary budgets has been completed and submitted to the Board of Governors.

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 Student Experience

April 10, 2024



Hi friends!

Happy April! I hope your semesters have wrapped up nicely and your exam season is looking promising! It's not been long since our last written updates, so this will be short and sweet.

So far, April has been a month of wrapping up this semester's big projects. From March 25<sup>th</sup>-28<sup>th</sup> we ran the MHI Giveaway in collaboration with nixit and it went amazing! We were able to give away over 100 menstrual discs, cleansers, and lube samples, and launched a 15% discount code (CSAMHI15) so all menstruating University of Guelph undergraduate students can access reusable feminine hygiene products at a reasonable price through nixit.

Additionally, the Last Toast and After the Last Toast both happened on Wednesday, April 3<sup>rd</sup>! We had nearly 200 students join us for each event; it was amazing to see so many graduating students come out to celebrate their achievements. Hopefully, we'll be able to keep both of these events running in future years as a UofG graduation tradition!

I'll be focusing the rest of my term on transitioning the new Clubs Coordinator when they get into the role, as well as transitioning the new VPSE once they're elected!

Thanks to you all for a fantastic year! I wish you all the best!

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 Academic

April 10, 2024



Hello People, I am sad and happy at the same time that the term is ending. I feel so satisfied with the work I did for the students and want to do more by the time I leave for this term. The biggest thing that I did the past weeks is the Academic Misconduct explanation video where I went to random students asking some basic questions of their rights and information on conduct and found 0 students out of the students were able to answer right. The video be out soon on CSA Instagram page. Thanks to SHAC who helped me with the questions for the video.

I took a step forward in pushing for late night study space campus by emailing the faculties constantly, but I am not getting any positive response yet. I am still looking for the reasons behind the deny to open library past midnight. Other conversation with Bryron and CEPS dean has been going on about addition of another major in School of Engineering called "Engineering Physics". Thanks to Abdul, Nate, and Jake for helping me with this.

Stressbusters planning is going on. I have connected with Residence Life and proposed to collaborate for "Take a Paws" as one of the stressbusters for March 16th , 5pm to 6pm. There are other stressbusters which would be discussed with Mckenna Willams, our Vice President Student Experience. Furthermore, I am also advocating lately for making it mandatory for professors to have class notes and class recording published to every student for convenience. If you have anything else to bring in, contact [csavpacademic@uoguelph.ca](mailto:csavpacademic@uoguelph.ca)

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!

## Executive Update

VP External

April 10, 2024

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Hello Board,

The services Bike Centre and FoodBank are going through operational changes to update the way we do things. It's been a very long time since we tackled the review of our forms, advertisement, and operations in relation to our costs.

These changes will follow through in the Summer with the new VPE taking them on. I am preparing all my transition info to make this change with the turnover as smooth as possible.

Bike Auction wrapped up very seamlessly. Feeling grateful for the team involved in running it, and all the students who engaged with the auction with so much love. All bikes were sold, and we generated a total of \$2566!

To follow up our campaign with World Water Day, we are also bringing a movie night on April 8th, showing a documentary on water privatization. The purpose of this follow up is to drive the message of our TapIn! Campaign home. This is a year long advocacy campaign, not a one-day campaign.

Lastly, I am looking to set up Mike Schreiner to visit our campus to talk about students on the funding for Post Secondary education. We all are struggling with finances immensely; we are unclear on what the future looks like. We want to bring our MPP to Guelph for a town hall where everyone can gain an understanding on how to navigate their years in university.

Feeling a lot of emotions amongst all my work these last few weeks. Thank you, Nate, Natalie, Omorowa, Sam, Abdul, Eknoor, Reem, Shaima and Mckenna for inspiring me in really special ways.

I have watched you from afar and learned so much from you. I will forever be grateful for sharing this space with you.

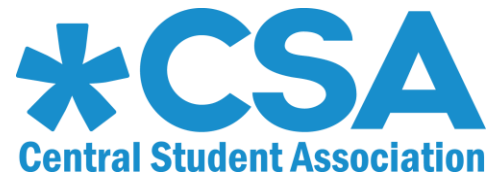
Thank you so much.

## Information Report

Board of Directors Meeting # 18

April 10, 2024

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### Item 18.10.1

#### 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 # 18

April 10, 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 # 18

April 10, 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 # 18

April 10, 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 # 18

April 10, 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 # 18

April 10, 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 # 18

April 10, 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 # 18

April 10, 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 # 18

April 10, 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 10, 2024



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### Item 18.10.2

#### 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 10, 2024



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### Item 18.10.3

#### 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 10, 2024



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### Item 18.10.4

#### 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 10, 2024



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### Item 18.10.5 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 10, 2024



### Item 18.10.6

## 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 10, 2024



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### Item 18.10.7

## 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 10, 2024



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### Item 18.10.8

#### 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 # 18  
April 10, 2024



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**Item 18.10.9**  
**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>
18.10.9	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



- 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

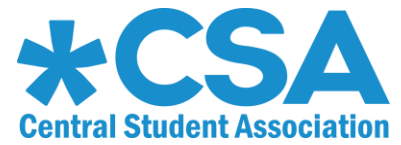
### a. Pipeline to Success – Jan 17<sup>th</sup> Application

- 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 # 18  
April 10, 2024



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**Item 18.10.10**  
**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>
18.10.10	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 # 18  
April 10, 2024



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**Item 18.10.11**  
**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>
18.10.11	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 # 18  
April 10, 2024



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**Item 18.10.12**  
**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>
18.10.12	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 # 18  
April 10, 2024



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**Item 18.10.13**  
**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>
18.10.13	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 # 18  
April 10, 2024



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**Item 18.10.14**  
**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>
18.10.14	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</i> Session</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 # 18  
April 10, 2024



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**Item 18.10.15**  
**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>
18.10.15	Meeting # 10	March 21, 2024

**Moved:**

**Seconded:**

# MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 10 – March 21, 2024 – 6pm – 7pm  
Microsoft Teams



## Attendance

### Members

Colleen Bovay	Policy & Transition Coordinator	Present
Shaima Alam	President	Present
Mauricio Fernandez	Director	Present
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 # 10 – March 21, 2024 – 6pm – 7pm  
Microsoft Teams




## 10.0 Call to Order

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

Called to order at 6:05 pm

10.0.1 Attendance

10.0.2 Chair

Member Nate Broughton was selected as the Chair for this meeting.

10.0.3 Introductions

## 10.1 Adoption of the Agenda

10.1.1 Approve the Agenda

Agenda approved with no additions.

10.1.2 Declarations of Conflicts

No conflicts were declared.

## 10.2 Ratifications and De-Ratifications

N/A

## 10.3 Comments from the Chair

## 10.4 Approval of Past Minutes

10.4.1 Meeting # 9 – March 6, 2024

Minutes were approved with no additions.

## 10.5 Working Group Updates and Reports

10.5.1 Executive and Director Responsibilities

The PTC explained that this working group was formed at the last meeting following the topic being referred by the Board of Directors. An update on the

## MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 10 – March 21, 2024 – 6pm – 7pm  
Microsoft Teams



progress must be provided to the Board at the meeting on March 27. Currently the working group has drafted some amendments but is waiting on feedback from the External HR Consultant. A verbal update will be provided to the Board on March 27 to discuss the work done so far.

### 10.6 Business

#### 10.6.1 Social Media Policy

The President explained that this year we've created social media guidelines to aid in having cohesive branding moving forward. We've now drafted a new document to add these guidelines to policy so that they are mandated.

The PTC added that the External HR Consultant has reviewed the document and came back with some finalized changes that differ from the version provided in the PBRC agenda package. The PTC displayed the recommended changes, which includes condensing two of the sections into one, and adding that the policy will be reviewed during the on-boarding of each employee, in addition to being reviewed at staff orientation.

The Committee reached consensus to recommend the social media policy forward to the Board of Directors.

#### 10.6.2 Disconnect From Work Policy

The PTC explained that this policy was drafted with the help of the External HR Consultant. The CSA is a unique organization, so it was important for the policy to reflect that, specifically acknowledging the different work hours among employees and ensuring the ability to disconnect in your off-hours.

The Committee reached consensus to recommend the disconnect from work policy forward to the Board of Directors.

#### 10.6.3 Executive Appointment Process

The PTC explained that this item is pertinent as we're currently hosting a spring by-election, and if it doesn't reach quorum, we will have to proceed with appointing executive officers. Currently the bylaw is not fleshed out enough, it only details that we are required to have a minimum of 3 executives at all times, and the Board has the power to appoint executives if we ever have less than 3. The PTC displayed the amendments that have been drafted so far, which are still undergoing final edits, and explained what has been added. The

## MINUTES

Policy & Bylaw Review Committee (PBRC)  
Meeting # 10 – March 21, 2024 – 6pm – 7pm  
Microsoft Teams



hope is to get feedback at this meeting and then approve the final version at the next PBRC meeting.
<b>10.7 New Business</b> 10.7.1 No new business was discussed.
<b>10.8 In Camera Session</b> No in camera session was held at this meeting.
<b>10.9 Adjournment</b> 10.9.1 Adjourn Meeting adjourned at 6:27 pm

## Next Meeting Dates

PBRC: TBD

Upcoming WG Meeting Date: TBD

**Motion**

Board of Directors Meeting # 18  
April 10, 2024



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**Item 18.10.16**  
**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>
18.10.16	Meeting # 4	March 19, 2024

**Moved:**

**Seconded:**



## MINUTES

### Finance Committee Meeting #4

Tuesday, March 19, 2024

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

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

**Regrets:** Mauricio Fernandez

**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. Approval of Minutes from:

##### a. January 10, 2024 (attachment)

**Motion:** Mckenna

**Second:** Lee Anne

**Motion carried.**

##### b. January 24, 2024 (attachment)

**Motion:** Taylor

**Second:** Lee Anne

**Motion carried.**

##### c. February 13, 2024 (attachment)

Amendment made to the bullring administration fee list to the correct percentage: 3.75%.

**Motion:** Taylor

**Second:** Mckenna

**Motion carried.**

#### 4. Financial Update

##### a. Schedule of Student Fees Receipts

No updates to report until next allotment of fees in mid-April

##### b. Bullring Financial Update

As at the period ending February 25<sup>th</sup>, the Bullring is in a deficit position of \$21,447.69.

February is a particularly short month with sales reduced further by Reading Week. Gains are anticipated in the month of March, especially with the high level of evening and weekend bookings. Currently wages are 75.49% of sales; 65% is the target. Even with the reduction to staffing hours and increased special events, it will be a challenge to break

even by year end. Wages for managers have been frozen for 2024-25.

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

After final YE entries from the 2022 YE Audit were posted in February, the May 1<sup>st</sup> opening balance (Member's Equity) increased from \$1,240,023.12 to \$1,286,594.418 . Other notable changes were as follows:

- Admin: Wage & benefit variance increased by \$4000 to \$60,000
- Admin: Professional Fees are not anticipated to be \$21,200 over budget due to the double audit scheduled in 2023-24
- Student Experience: Wage & benefit variance increased by \$2,900 to \$24,900
- Bike Centre: Wage & benefit variance increased by \$5,500 to \$13,600

As at February 29, 2024, the CSA has a General Operating Budget surplus of \$172,288, and \$293,401.18 available from the Accumulated Surplus for new initiatives to improve student experience.

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

- BDO LLP Interim Audit Fee for YE 2023 \$21,400
- Live Event @ Bullring April 5th, Animal Boy/Habit/PRRR, \$5,200

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

**a. Initial Review of Expenses**

Budget is based off the ~\$945,000 revenue as we discussed in previous meeting. Major changes from 2023-24 budget to the 2024-25:

- Academic
  - Art in the Bullring line is being increased to increase the prize money since it has not changed in years, from \$100 to \$200.
- Admin
  - Salaries
    - Increased due to general wage increases and for potential hires.
  - Professional fees
    - Due to increased audit fees
  - Purchase of equipment
    - Upgrades to multiple systems
  - Leasehold improvements
    - Decreased to half of last year, still have lights to improve however there is a global shortage. Should additional funds be required, a proposal would be submitted to the Board of Directors, via the Finance Committee
- Council
  - Exec visioning/Training/Transition
    - Increased to properly support the transition, has not increased and used in a while due to COVID. This year showed that to do so properly, need more funds.
  - Grants: Foodbank
    - This funding is provided to offset the cost of wages for one of the

two FoodBank Assistants. The GSA provides similar funding for the second position. In this way, the majority of the fees collected can be used majorly for the purchase of food.

- Travel & Conferences: CFS/CFS-O line
    - Increased to provide support for more CSA delegates to attend CFS and CSA-O conferences
  - Promo services
    - Increased wages, and sales revenue from various promotional services
    - Student experience
  - Bike Centre
    - Plan to reopen Bike Centre this summer for reduced operating hours for the remainder of the year
    - Restructuring staff model back to 3 part time student staff members
  - Clubs
    - Significant increase to wages and benefits to support one full time Clubs Coordinator, rather than two part time student staff. All other budget lines will be similar.
  - SHAC
    - Requested an increase in funding for Information & Awareness Events
- b. **Review of CSA Membership and Entertainment Fee Distribution** (attachment)  
Funds from the Entertainment Fee will be redistributed to streamline accounting and reduce overlap between the VP Student Experience and the Live Budget. The Bullring has requested additional support for their Open Mic and Daily Live Entertainment programme

## 7. Proposals for Funding:

- a. **College Royal 100th Anniversary – Proposal for \$2,000** (attachment)  
College Royal is having their 100th anniversary, and is having huge programming for it, this includes the centennial ceremony. Since the CSA is mandated to continue enhancing the student experience by supporting cross campus events, additionally the entertainment fee referendum question included college royal as an example of the events it supports, College Royal requested \$2000 to cover a large portion of the event. It was noted the funding would come out of the overage of Entertainment Fees received above budget projections for this year (~\$7,000 overage)

**Motion:** To approve the funding of \$2000 to College Royal for the centennial ceremony from the overage of Entertainment Fees as recorded in the Administration Budget.

**Moved:** Mckenna

**Second:** Taylor

**Motion carried.**

- b. **Bullring Live Entertainment - \$2,000**  
Bullring has programming very often now to enhance student experience. The vibe in the Bullring has improved and has received many compliments. The bullring now feels like a cozy welcoming place. The Bullring is supposed to be the living room on campus in addition to being a business that breaks even. Currently averaging \$1500 a month to create this programming, they have used the allocated \$15,000 to provide free live

entertainment for 2023-24. They want additional funding to support the continuation of the programming to the end of the semester. It is understood that any unspent funds will be returned to the Entertainment Fee surplus at year end.

**Motion:** To provide an additional \$2000 to the Bullring Entertainment budget from the overage in the Admin budget.

**Moved:** Mckenna

**Second:** Taylor

***Motion carried.***

**8. Next Meetings:**

- a. April 2, 2024, 5:30 pm, to review the budget presentation to the board
- b. April 9, 2024, 5:30 pm – HOLD, if required to revise budget

**Motion**

Board of Directors Meeting # 18

April 10, 2024



**Item 18.10.17**

**SEIF Committee Winter 2024 Report**

**MOTION:** That the Student Events and Initiatives Funding Committee Winter 2024 Report, as included in the board agenda package, be received as information;

**Moved:** Shaima Alam, President

**Seconded:**

## Semester Report

Student Events and Initiative Funding (SEIF) Committee

Winter 2024

April 10, 2024



## Winter 2024 Report

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

### SEIF Applications

- Total Applications Submitted: **77**
- Number of CSA Applications: **70**
- Number individual CSA Clubs: **36**
- Number of Fundraising Events: **2**
- Number of Community Engagement Events: **58**
- Number of Educational Events: **6**
- Number of Community Engagement / Educational Events: **11**

### Funding Requests:

- Total requested: **\$19,728.48**
- Average requested: **\$256.96**
- Number of funding requests over \$500: **3**
- Funding requested per category:
  - Fundraising events:
    - Total: **\$846.37**
    - Average: **\$423.19**
  - Community Engagement Events
    - Total: **\$15,088.57**
    - Average: **\$260.15**
  - Educational Events
    - Total: **\$1,442.54**
    - Average: **\$240.42**
  - Community Engagement / Educational Events
    - Total: **\$2,405.00**
    - Average: **\$218.64**

## Semester Report

Student Events and Initiative Funding (SEIF) Committee

Winter 2024

April 10, 2024

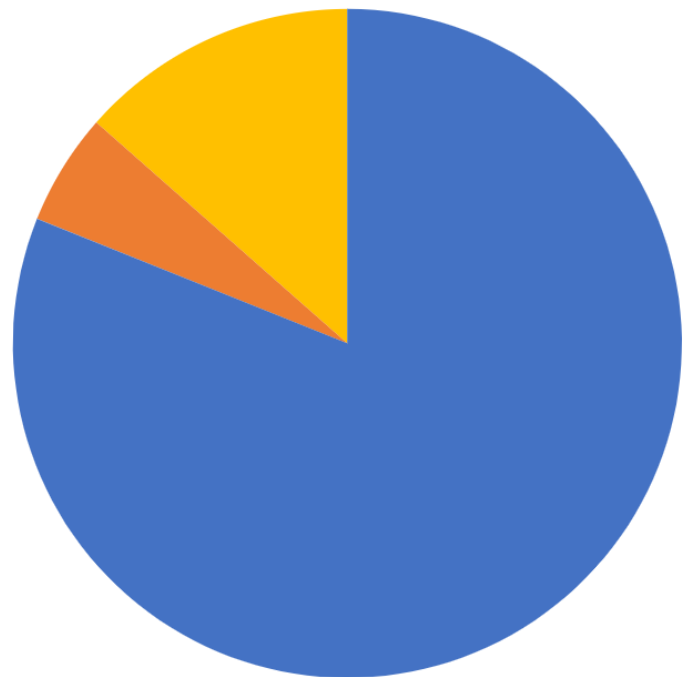


### Funding Allocated

- Total funding granted: **\$6,938.20**
- Total funding spent to date: **\$4,867.95**
- Average funding granted: **\$187.52**
- Funding allocated per category:
  - Fundraising events:
    - Total: **\$0**
    - Average: **\$0**
  - Community Engagement Events
    - Total: **\$3,934.14**
    - Average: **\$178.82**
  - Educational Events
    - Total: **\$274.21**
    - Average: **\$137.11**
  - Community Engagement / Educational Events
    - Total: **\$747.62**
    - Average: **\$149.52**

### Funding Allocated Based on Categories

- Community Engagement
- Educational
- Community Engagement / Educational Events



## Semester Report

Student Events and Initiative Funding (SEIF) Committee

Winter 2024

April 10, 2024



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### Impact on student body

- Total events on campus funded by CSA: **37**
- Total Final Reports Submitted to date: **28**

The committee recommends implementing a minimum application amount of \$50 going forward. This suggestion stems from the understanding that processing transactions and fulfilling requests incur costs for the organization, such as wages and time, which often exceed the actual amount awarded. Despite the challenges posed by the policy overhaul this year, the committee expresses enthusiasm for having supported numerous events and students. While acknowledging a learning curve, they are pleased that students were able to adapt to the changes. Looking ahead, the committee anticipates a smoother process in the upcoming year, particularly with the full-time clubs coordinator assuming the role of SEIF facilitator.

### Summary

CSA Budget: Grants (SEIF)	\$(10,000)
Club Balance Transfers (Defunct Clubs)	\$0
<b>Total SEIF Awards to Date (F23&amp;W24)</b>	<b>\$9,218.46</b>
Total SEIF Adjustments/Returned Funds to date	\$(702.77)
<b>Balance of Funds Remaining in SEIF Budget</b>	<b>\$(1,484.31)</b>

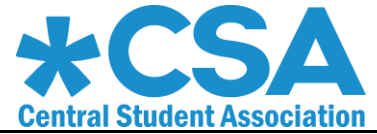
*\*The balance remaining does not include the funds that were absorbed into the SEIF Budget Line due to defunct clubs. It also does not include any SEIF Adjustments or Returned Funds from outstanding reports.*



**Motion**

Board of Directors Meeting # 18

April 10, 2024



**Item 18.10.18**

**theCannon.ca Operating Committee End-of-Year Report 2023-24**

**MOTION:** That theCannon.ca Operating Committee End-of-Year Report, as included in the board agenda package, be received as information;

**Moved:** Shaima Alam, President

**Seconded:**

# theCannon.ca Operating Committee End-of-Year Report 2023-24

Compiled: March 26, 2024 (Shaima)

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## Operating Committee Members

### Central Student Association

Shaima Alam (May 2023)	CSA President
Mckenna Williams (November 2023)	CSA VP Student Experience
Jack Fisher (May 2023)	CSA Events Coordinator
Emma Bradley (July 2023)	CSA Promotional Services Coordinator
Nate Broughton (February 2024)	CSA Board of Director

### Guelph Campus Co-op

Tom Klein Beernink (September 2003)	GCC Housing and Member Relations Manager
Naomi Amayaevbo (September 2023)	GCC Board of Director

### Staff Members

Lee Anne Clarke	CSA Business Manager
Tina Sorbora	GCC Finance and Administration Manager
John Bonnar	theCannon.ca Moderator

## Operations Summary

After seven years theCannon.ca Operating Committee got reinstated in the Summer 2023. After an evaluation process for the first few meetings, we decided we needed to bring a better focus on the website prioritizing what the students needs, and what would be helpful for the organization. At the same time, it needs to be more usable for students in the modern era while having a better aesthetic.

The focus was shifted on to the classifieds and promoting some specific parts of our respective organization. Additionally, we wanted to provide related resources from our organizations like SHAC and the Co-op bookstore in appropriate places.

After the CSA Promotional Services Coordinator joined the committee, the revamping began! Emma collaborated with Barking Dog Studios to transfer the website from the Drupal site to WordPress over the Fall semester, to ensure we meet accessibility standards and prioritize our focus. Those months includes many committee meetings deciding on the design and layout of the new website.

By the Winter website, the website was transferred and a launch was planned for January 25<sup>th</sup>, which by the performance analytics attached (pg. 6), it was very successful. The launch included tabling, posterings, social media posts, giveaways and more!

The rest of the winter semester was focused on the continued logistics of the committee to ensure a hiatus does not happen again. The Terms of Reference of the committee was updated and roles were assigned. For the rest of the year, Emma has ensured promotional content was updated, John Bonnar continued as the moderator, but was for the first time put into the minutes officially with a title. The Moderator is paid \$1,000 per month to filter and verify classified posts and answer questions. Emma has taken on working with Barking Dog Studios to take care or technical concerns of the new website. Options are being looked at on how to transfer this work to someone with more capacity. Barking Dog Studios has been paid throughout the year as seen in the Financial Statement to update the website, and to fix technical concerns.

After several years of suspending theCannon.ca referendum fee, we have reinstated the fee to work better on the site for the following year, but to also hire staff, and create better outreach. In addition, the terms of reference we updated, ensure that there is a monthly schedule of the committee, and folks are sharing the responsibilities of chairing and scribing the meetings.

All in all, this year has been a transformative year for theCannon.ca and has set up the foundation for the continued success of a website that the students rely on extensively.

# Updated Terms of Reference

Ratified in February 2024.

## theCannon.ca Operating Committee

### Terms of Reference

#### 1.0 Preamble

Thecannon.ca (hereafter referred to as “the Website”) is a joint venture of the Central Student Association and the Guelph Campus Coop.

Thecannon.ca Operating Committee is responsible to the Boards of Directors of the Central Student Association and the Guelph Campus Co-op (hereafter referred to as “the Partners”).

The union and subsequent responsibilities of these two Partners for the purpose of owning and operating the Website is legally bound in theCannon.ca Partnership Agreement (hereafter referred to as “the Partnership”)

A committee shall exist and it shall be called “thecannon.ca Operating Committee” (hereafter referred to as “the Committee”)

Meant to be an online meeting place for students, the Website is funded by student fees secured in a referendum with the following question:

“Since the fall of 2000, thousands of students have used Guelphbooks.com to buy and sell textbooks and other items. There are plans to transfer this service to theCannon.ca site, and expand its offerings. Provided that there are no transaction fees or external advertising on the site,

Do you support a refundable semesterly fee of \$1.00 per student (indexed to the cost of living) to go towards theCannon.ca?”

#### 2.0 Purpose

- 2.1 To develop a vision for the Website
- 2.2 To ensure that the Website meets the expectations set out in the vision
- 2.3 To manage the day-to-day business affairs of the Website
- 2.4 To develop and adhere to the CSA Human Resources gospel and procedure, including but not limited to, hiring and supervision of thecannon.ca staff
- 2.5 To oversee the development of content for the Website
- 2.6 To enter into third party agreements relating to the Website
- 2.7 To prepare and adhere to an annual budget
- 2.8 To develop and adhere to policy, procedure and protocol, as approved by the Partners
- 2.9 To ensure completion of additional responsibilities of the Committee as required in the Partnership and as indicated in Section 4.0 of this document
- 2.10 To act as an appeal body for any decisions made by the staff of the Website

### **3.0 Membership of the Committee**

- 3.1** The Operating Committee shall be made up of at least two voting representatives from each Partner
- 3.2** The voting representatives from the CSA shall be the CSA President, CSA VP Student Experience, CSA Promotional Services Coordinator, and 1 Board of Director
- 3.3** The voting representatives of the Guelph Campus Co-op shall be a GCC staff member and up to 4 GCC Board members
- 3.4** Non-voting members shall be appointed by the Committee as needed, however the following positions shall have permanent non-voting membership on the Committee: TheCannon.ca Moderator, CSA Business Manager, CSA Events Coordinator, and the GCC Human Resources and Finance Coordinator
- 3.5** Student members of the Committee shall be appointed for a term of one year, ending no later than April 30<sup>th</sup> of each year.
- 3.6** Under irregular circumstances, a leave of absence may be granted by the Partners to a voting member of the Committee at which point the responsible Partner must provide a substitute representative from its Board of Directors
- 3.7** A leave of absence may be requested by the member in question, the Committee, or a Partner

### **4.0 Responsibilities of the Committee**

- 4.1** thecannon.ca Operating Committee will meet regularly once a month
- 4.2** The committee will choose a chair at the end of each meeting, and the chair will be responsible for the following for the next meeting:
  - 4.1.1** Facilitate meeting
  - 4.1.2** Create Agenda
  - 4.1.3** Call meeting and book meeting place
  - 4.1.4** Ensure adherence to the Terms of Reference
- 4.3** A scribe will be appointed by the chair at the beginning of each meeting. Their role will be to:
  - 4.2.1** Take minutes
  - 4.2.2.** Circulate minutes to the committee
  - 4.2.3** Ensure copy of minutes is sent to both GCC and CSA Business Office
- 4.4** If thecannon.ca is looking to hire staff or contract out work, Job Descriptions will be approved by a vote of the committee, and a hiring committee of three (3) members will be formed from the membership present.
- 4.5** Promotional aspects on thecannon.ca will fall to the CSA Promotional Services Coordinator to manage on a day-to-day basis and any major changes can be taken to the committee for a vote
- 4.6** The committee will be responsible for gathering relevant information from whichever business office is currently managing thecannon.ca's books and use this information to compile the report for each board on an annual basis
- 4.7** The committee is to present semesterly reports to each Board of Directors, the presentation sub-group will contain one representative from each Partner.
- 4.8** If and when technical support is required, the committee, through the CSA Promotional Services Coordinator shall reach out to Barking Dog Studios for support

### **5.0 Financial**

- 5.1** The CSA Business Office OR the GCC Business Office shall have the following responsibilities:
  - 5.1.1** Prepare annual budget

- 5.1.2 Review monthly financial statements and report any major concerns that may arise to the committee
- 5.1.3 Ensure approval of all expenditures receives due process
- 5.1.4 Oversee preparation of audited statements
- 5.1.5 Oversee preparation of financial reports for Partners

## 6.0 Promotional Support

- 6.1 The CSA Promotion Services Coordinator shall have the following responsibilities:
  - 6.1.1 Ensure development of promotional materials on an annual basis for the Website
  - 6.1.2 Oversee development of ongoing innovative promotional strategies for the Website
  - 6.1.3 Assist Website staff and volunteers with general promotions of the Website as needed

## 7.0 Technical Support

- 7.1 thecannon.ca Operating Committee will contract Barking Dog Studios to assist with the following:
  - 7.1.1 Ensure ongoing maintenance and development of technical components of the Website
  - 7.1.2 Oversee purchasing of equipment, fonts and other technical components as needed in collaboration with the CSA Promotional Services Coordinator
  - 7.1.3 Ensure maintenance and security of operations on the website

## 8.0 Meetings

- 8.1 Meetings shall be held as required - monthly
- 8.2 Quorum for meetings must be at least one voting member from each Partner, to a total of at least four.
- 8.3 Meetings discussing the day-to-day operations of the Website may take place without quorum being met, provided any discussions are ratified at a later date at a meeting where quorum is achieved
- 8.4 Day-to-day operational meetings where quorum is not met are not able to bind the Partnership, approve expenditures, or make other similar decisions affecting the business affairs of the Partnership
- 8.5 Meetings shall be open to the public
- 8.6 The standing agenda will be as follows:
  - Scribe assignment
  - Introductions
  - Financial overview
  - Promotion review
  - Editorial
  - Operations overview
  - New Business
  - Chair assignment
  - Adjournment

## 9.0 Reports

- 9.1 The Committee shall prepare an annual report for submission to both Partners for their approval
- 9.2 The report must be presented to each Partner's board no later than March 30th
- 9.3 Each report must contain a summary of actions/minutes of the Committee for the Partners to ratify



**9.4** The report shall include:

- 9.4.1 A review of the management and performance of the Website
- 9.4.2 A review of any Human Resources matters
- 9.4.3 A review of operating policy, procedure and protocol of the Website
- 9.4.4 A review of future revenue requirements from student fees for the Website
- 9.4.5 The audited financial statements for the Website for the previous year
- 9.4.6 The annual operational budget
- 9.4.7 Any financial management arrangements that have been made for the upcoming fiscal year, including but not limited to the provision of bookkeeping and payroll services, and compensation for such services, audit fees, location of Head Office, and all other incidental activities which may be carried on in connection with the Business and are not the responsibility of the Operating Committee
- 9.4.8 The present thecannon.ca Operational Committee Terms of Reference

**10.0 Appeals**

- 10.1 The Committee shall act as an appeal body for any decisions made by the Website staff or members of the Committee
- 10.2 In the case of an appeal, the Committee member whose decision is under review may not be present during deliberations
- 10.3 Appeals for decisions of the Committee must be submitted to both Partners in writing by way of the Committee
  - 10.3.1 If each Partner comes to a conflicting decision, a subcommittee is struck with members of each Partner's board to come up with a final decision. Any member of the board who is also on the committee would have a conflict of interest and may not participate as a voting member of the subcommittee

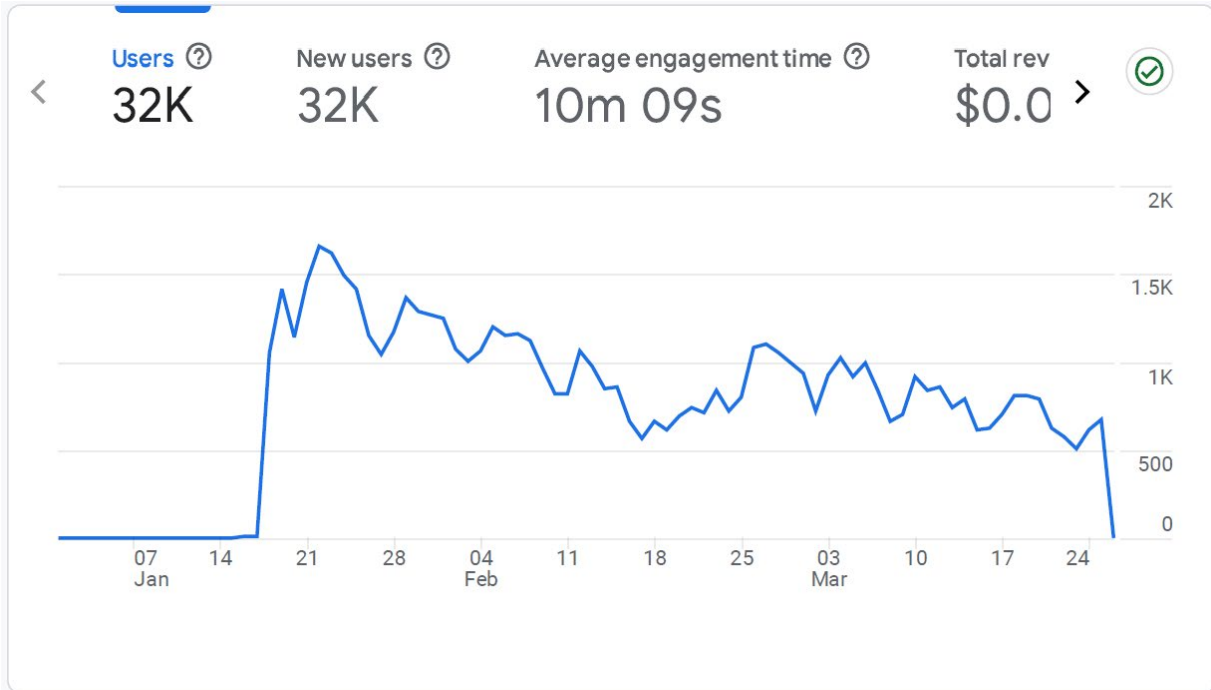
**11.0 Amendments**

- 11.1 The Terms of Reference must be approved annually by both Partners no later than April 1<sup>st</sup> of each year
- 11.2 Amendments to the Terms of Reference may be made at any point by the Committee, but must be approved by both Partners
- 11.3 The Committee must review the Terms of Reference in March of each year

## Performance Analytics

Before the transfer of the website to WordPress, the old platform did not collect analytics, hence there is no data between May 2023 - January 2024.

Below is the analytics of January to March 2024. As can be seen, there was a spike in numbers on the during our official launch of the website in mid-January, indicating that the promotional outreach was successful, and folks were interested in seeing the new website.



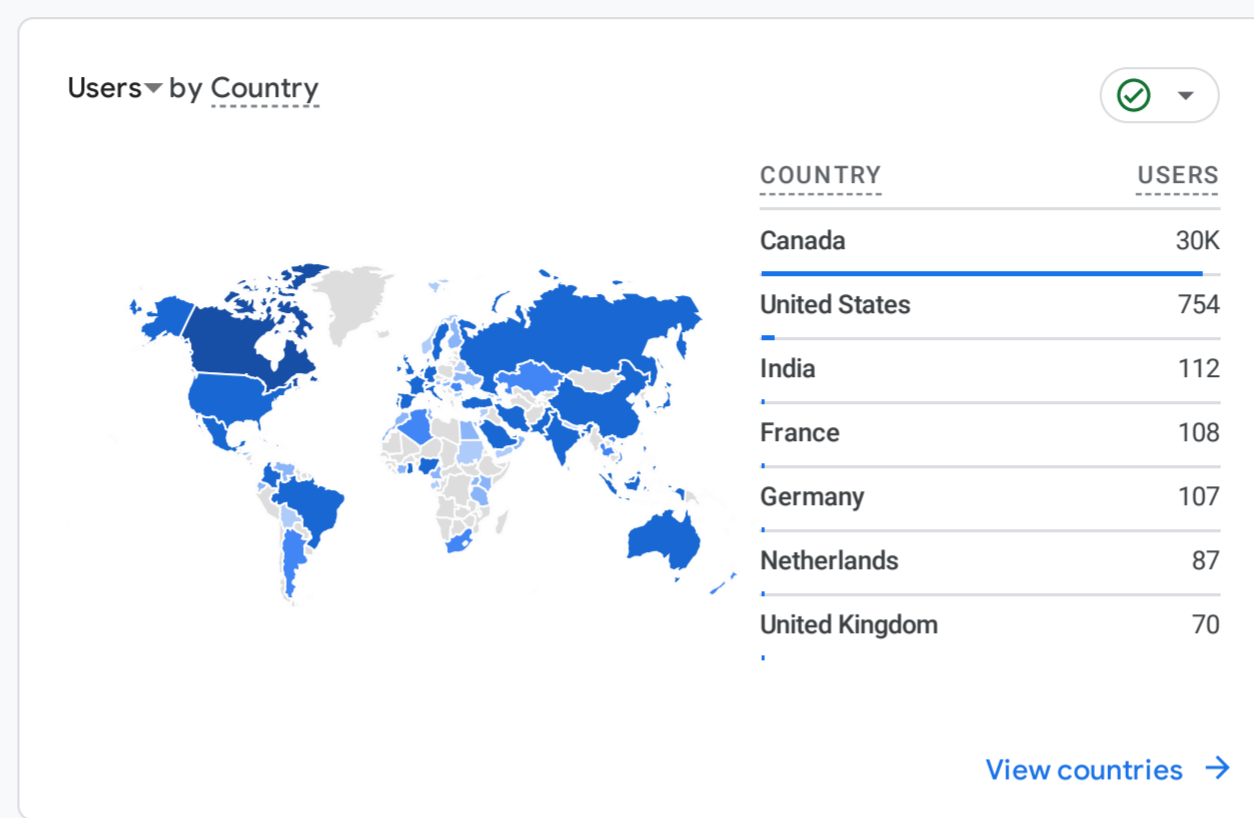
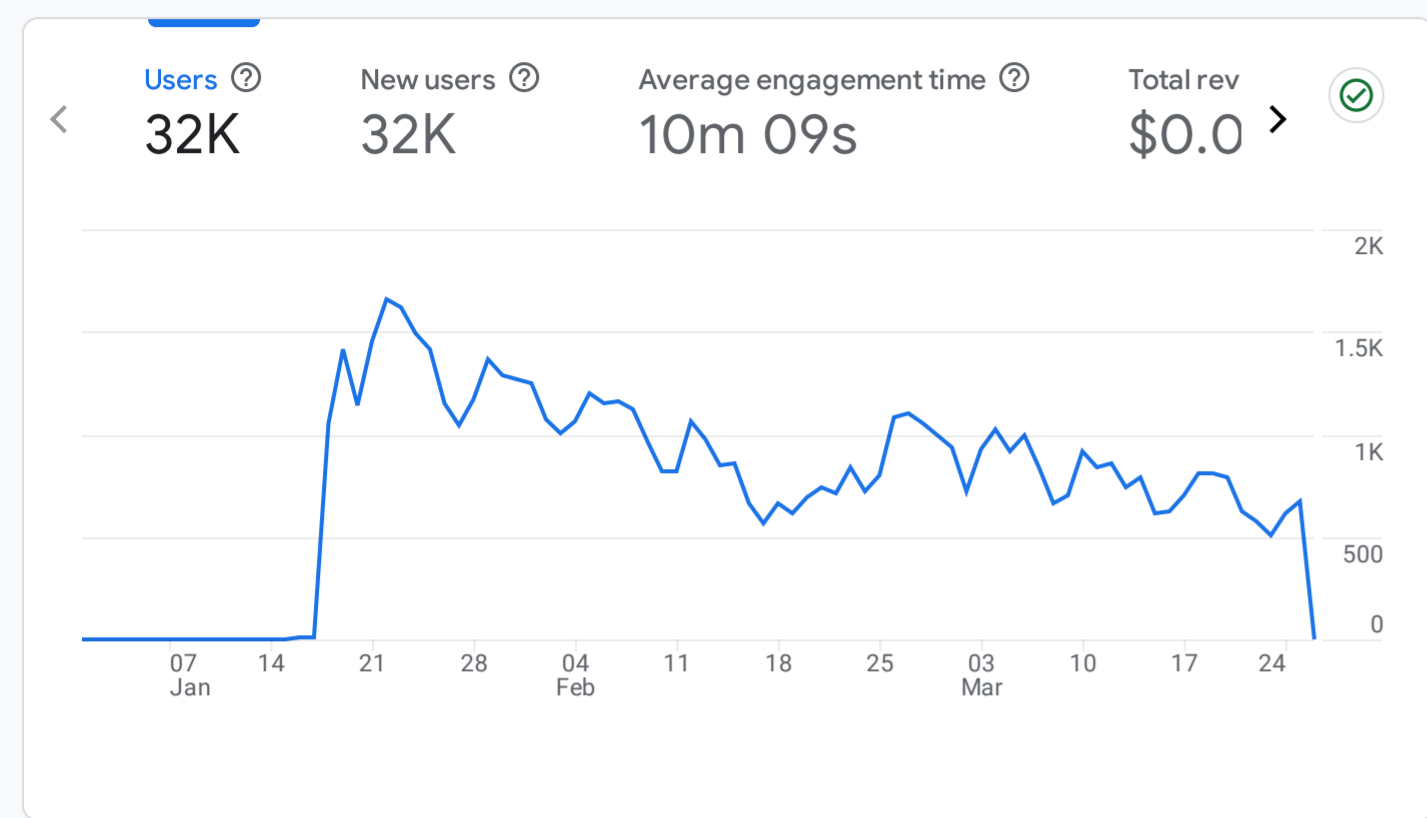
**Views by Page title and screen class** ✔

PAGE TITLE AND SCREEN CLASS	VIEWS
Housing Classifieds - thecannon.ca	273K
Home - thecannon.ca	45K
User Dashboard - thecannon.ca	16K
Page not found - thecannon.ca	15K
Login & Registration - thecannon.ca	15K
Wanted: House in Guelph - thecannon.ca	8.1K
General Classifieds - thecannon.ca	6.2K

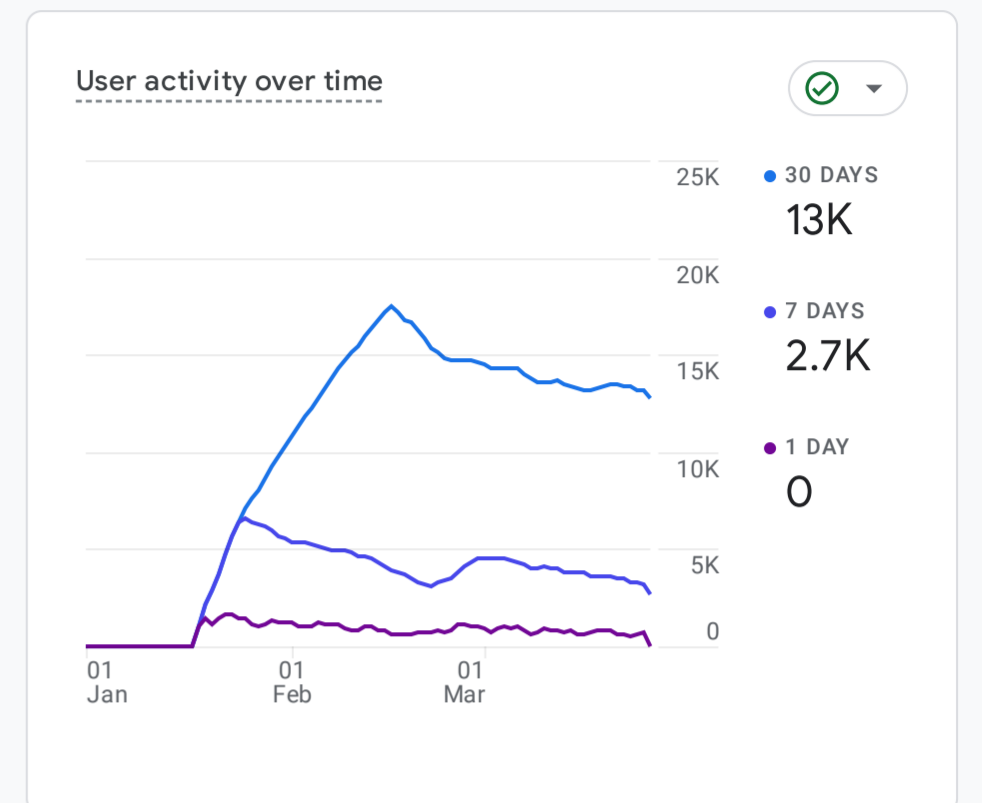
All Users [Add comparison](#)

Custom Jan 1 - Mar 26, 2024

### Reports snapshot



#### HOW ARE ACTIVE USERS TRENDING?



#### WHICH PAGES AND SCREENS GET THE MOST VIEWS?

PAGE TITLE AND SCREEN CLASS	VIEWS
Housing Classifieds - thecannon.ca	273K
Home - thecannon.ca	45K
User Dashboard - thecannon.ca	16K
Page not found - thecannon.ca	15K
Login & Registration - thecannon.ca	15K
Wanted: House in Guelph - thecannon.ca	8.1K
General Classifieds - thecannon.ca	6.2K

[View pages and screens](#)

#### WHAT ARE YOUR TOP EVENTS?

EVENT NAME	EVENT COUNT
page_view	693K
user_engagement	618K
scroll	323K
session_start	117K
form_start	71K
click	35K
first_visit	32K

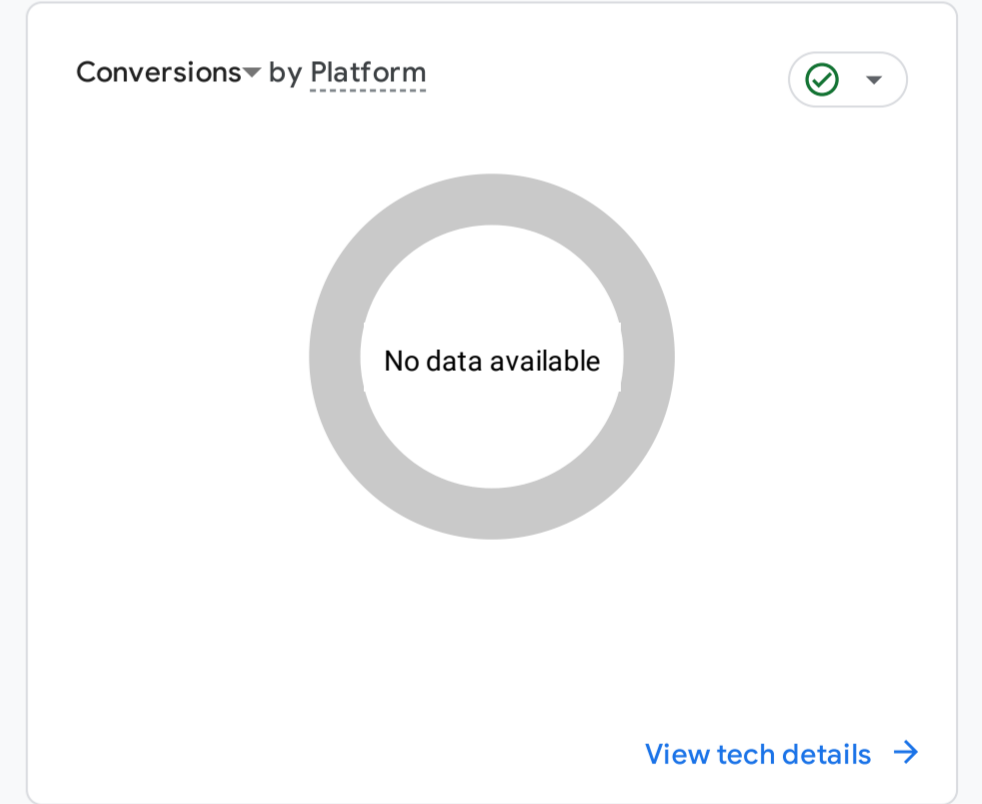
[View events](#)

#### WHAT ARE YOUR TOP CONVERSIONS?

EVENT NAME	CONVERSIONS
No data available	

[View conversions](#)

#### HOW DOES ACTIVITY ON YOUR PLATFORMS COMPARE?



## Minutes 2023-24

- September 28, 2024
- October 12, 2024
- October 26, 2023
- December 11, 2024
- January 11, 2024
- February 9, 2024
- March 8, 2024
- March 26, 2024
- April 5, 2024

September 28<sup>th</sup>, 2023

### **Cannon.ca operating committee**

September 28, 2023

Emma, Naomi, Shaima, Tom (Scribe), Lee Anne, Tina

- connect Dave @Barking Dog to Emma to discuss the logistics of switching over to WordPress.
- Dave to draw up a draft budget for the changes.
- Emma will begin to draft concepts for the rebrand. We're inclined to retain certain core colors as very small accents to provide continuity, but the look should be fresh.
- Shaima will circulate dates for next meeting. Shooting for end of October.
- Emma should have some drafts for us to consider by then.
- Ideally, the site should be re-branded and up and running for January.
- Bank account currently sits at about 80,000.
- Consensus of the group is to retain what continues to work best about the site: the classifieds, particularly housing and books. Work on ways to improve interface.
- CSA would like one visual slider on landing page for CSA promotions.
- The co-op is free to promote and utilize space however they see fit; focus on promoting the co-op bookstore.
- CSA is happy to help promote the co-op on their socials, particularly Instagram

October 12<sup>th</sup>, 2024

**thecannon.ca Committee Meeting # 1a**

Thursday October 12, 2023 – 12:00pm

Virtual

**Present:** Shaima (Chair), Jack, Naomi, Emma, Tom Klein Beernink

**Absent:**

**Minute Scribe:** Shaima

**Agenda:**

1. Approval of the Agenda
2. Budget and Quotes for Website Upgrade
3. Next meeting
4. Adjournment

**1. Approval of the Agenda**

**2. Quote Review**

- a. Motion to approve quote from Barking Dog studios to upgrade the website to WordPress and begin work. (attachment)
  - i. Motioned: Shaima
  - ii. Seconded: Emma
  - iii. Motion passed.

**3. Next Meeting**

- a. Oct 26 2023 10am

**4. Adjournment**



The following estimates may be revised once project details have been confirmed. All pricing is pre-tax.

<b>PLANNING &amp; DESIGN</b>	<b>Design &amp; Art Direction</b>	<b>Layout &amp; Production</b>	<b>Coding &amp; Database</b>	<b>Project Mgmt</b>	<b>Hours</b>	<b>SUBTOTAL</b>
<b>Information Architecture</b>						
Create prototype website to demonstrate planned functionality and to illustrate allocation of screen space for each key page or template using actual or representative content	0.0	4.0	0.0	2.0	6.0	\$750.00
<b>Art Direction and Interface Development</b>						
BDS to consult on a new CSA designed interface with updated branding. The site design will be responsive, offering desktop, tablet and mobile visitors an informative and user-friendly experience.	8.0	0.0	0.0	2.0	10.0	\$1,250.00
<b>SUBTOTAL</b>	<b>8.0</b>	<b>4.0</b>	<b>0.0</b>	<b>4.0</b>	<b>16.0</b>	<b>\$2,000.00</b>
<b>BUILD</b>						
<b>Core Components</b>						
• Global Theme Development (Header, Footer, Navigation)	0.0	8.0	0.0	1.6	9.6	\$1,200.00
• Home Page	0.0	3.0	1.0	0.8	4.8	\$600.00
• General Page Template	0.0	2.0	0.0	0.4	2.4	\$300.00
• Announcement Listing & Details Page Templates	0.0	1.0	1.0	0.4	2.4	\$300.00
<b>Classifieds</b>						
• Classifieds Listing/Grid/Map Page Templates	4.0	8.0	4.0	3.2	19.2	\$2,400.00
• Classifieds Details Page Templates	1.0	2.0	1.0	0.8	4.8	\$600.00
• Search by keyword, category and date)	1.0	2.0	3.0	0.5	6.5	\$812.50
• Housing Search (base search + housing specific attributes)	0.0	2.0	2.0	0.5	4.5	\$562.50
• Textbook Search (base search + textbook specific attributes)	0.0	2.0	2.0	0.5	4.5	\$562.50
• Rideshare Search (base search + rideshare specific attributes)	0.0	2.0	2.0	0.5	4.5	\$562.50
• Auto Expire old Classifieds (removed via daily process)	0.0	0.0	1.5	0.5	2.0	\$250.00
• Fraud Alert Notification Bar	0.0	0.5	0.0	0.5	1.0	\$125.00
<b>User Access &amp; Tools</b>						
• New User Registration Form	0.5	0.5	2.0	0.6	3.6	\$450.00
• User Login (all users/roles)	0.5	0.5	1.0	0.4	2.4	\$300.00
• My Classifieds (manage existing classified posts)	0.5	2.0	3.0	1.1	6.6	\$825.00
• My Favourites (save and manage favourited classified)	0.5	1.0	2.0	0.7	4.2	\$525.00
• My Searches (save and manage saved searches)	0.5	1.0	2.0	0.7	4.2	\$525.00
• New Classified Submission Form (variants for housing, textbook, ride share and other)	0.5	1.0	6.0	1.5	9.0	\$1,125.00
• Scan new Classified Submission for (admin-managed) stop words (mark as pending, notify admin)	0.0	0.0	3.0	0.5	3.5	\$437.50
• My Profile (contact info, privacy settings, reset password)	0.5	1.0	3.0	0.9	5.4	\$675.00
<b>Contact Forms &amp; Notification Emails</b>						
• Email Notice Template	1.0	0.5	0.0	0.3	1.8	\$225.00
• General Inquiries Form (includes email notifications and data export)	0.0	0.5	0.5	0.2	1.2	\$150.00
• Admin Notification (when post added by first-time user or if post contains stop words)	0.0	0.5	1.0	0.3	1.8	\$225.00
• Admin Notification (via Reported Abuse form)	0.0	0.5	1.0	0.3	1.8	\$225.00
• Seller Notification (via contact seller form)	0.0	0.5	1.0	0.3	1.8	\$225.00
• Inactive User Notification (sent via daily process > 2 years, w/ 2 weeks notice)	0.0	0.5	1.0	0.3	1.8	\$225.00
• Buyer Notification (sent via daily process when new items match saved search)	0.0	0.5	1.5	0.4	2.4	\$300.00
<b>Content Management</b>						
• Content Management System Setup & Customization	0.0	0.0	3.0	2.0	5.0	\$625.00
• Content entry and layout of existing pages (estimated 8-10)	0.0	5.0	0.0	1.0	6.0	\$750.00
• Training session with site administrators (web conference)	0.0	0.0	0.0	2.0	2.0	\$250.00
• Drag & Drop Content Block Editor (flexible and user friendly)	0.0	0.0	0.0	0.0	0.0	\$0.00
• Content Preview & Approval	0.0	0.0	0.0	0.0	0.0	\$0.00
• Content Scheduling & Archiving	0.0	0.0	0.0	0.0	0.0	\$0.00
• Content Embedding (videos, images, audio and media)	0.0	0.0	0.0	0.0	0.0	\$0.00
• Content Tagging (taxonomies per content-type)	0.0	0.0	0.0	0.0	0.0	\$0.00
• Notable and/or requested blocks (carousels, parallax images, tabs and accordions)	0.0	0.0	0.0	0.0	0.0	\$0.00
<b>Accessibility</b>						
• All BDS code developed to comply with WCAG 2.0 Level AA (does not include third-party code)	0.0	0.0	0.0	0.0	0.0	\$0.00
• Google Translate support (allows for machine generated translation based on selected languages)	0.0	1.0	0.0	0.5	1.5	\$187.50
• Text size adjustment and high contrast mode	0.0	1.0	0.0	0.5	1.5	\$187.50
• Template & Content Testing/Reporting	0.0	5.0	0.0	1.0	6.0	\$750.00
<b>SEO &amp; Analytics</b>						
• Google Analytics & Google Search Console Setup (basic integration)	0.0	0.0	0.0	0.5	0.5	\$62.50
• SEO Tool Setup (allows you to see how/where to improve content & meet objectives)	0.0	0.0	0.0	0.5	0.5	\$62.50
• Social Media Sharing Setup (optimize for Facebook/Twitter etc.)	0.0	0.0	0.0	0.5	0.5	\$62.50
• Setup & Submit xml sitemap	0.0	0.0	0.0	0.5	0.5	\$62.50
• Setup redirects (as needed)	0.0	0.0	0.0	0.5	0.5	\$62.50
• Human readable and SEO-Friendly URLs	0.0	0.0	0.0	0.0	0.0	\$0.00
<b>SUBTOTAL</b>	<b>10.5</b>	<b>55.0</b>	<b>48.5</b>	<b>28.2</b>	<b>142.2</b>	<b>\$17,775.00</b>
<b>PROJECT TOTAL</b>						<b>\$19,775.00</b>

October 26<sup>th</sup>, 2023

**thecannon.ca Committee Meeting # 2**

Thursday October 26, 2023 – 10:00am

Campus Co-op

**Present:** Shaima (Chair), Jack, Naomi, Emma, Tom Klein-Beernink

**Absent:**

**Minute Scribe:** Shaima

**Agenda:**

1. Approval of the Agenda
2. Approval minutes
3. Layout designs
4. Budget and Quotes for Website Upgrade
5. Review of Terms of Reference
6. Action List
7. Next meeting
8. Adjournment

**1. Approval of the Agenda**

- a. Agenda approved.

**2. Approval of minutes**

- a. Minutes from meeting #1
  - i. Minutes were approved.



- b. Minutes from meeting #1a
  - i. Minutes were approved.

### **3. Layout designs**

- a. Designs were discussed and a layout has been chosen. Emma will take designs to studio.

### **4. Review of Budget with Quote \$\$**

### **5. Overview of operations**

#### **a. Approve employment of John Bonnar**

- i. John Bonnar has been employed as thecannon.ca Moderator since 2021.  
This pay and duties will continue with the revamp.
  - 1. Motioned: Jack Fisher
  - 2. Second: Shaima
  - 3. Motion passed.

### **6. Review of Terms of Reference**

- a. Shaima brought the 2001 terms of reference as it is the latest she could find.
- b. Tom mentioned they would have a newer version. They will bring it to the next meeting.

### **7. Action List**

- a. Tom to bring the latest version of the ToF they have to next meeting.

### **8. Next Meeting**

- a. November 30<sup>th</sup> 10am.

### **9. Adjournment**

December 11, 2024

**thecannon.ca Committee Meeting # 3**

Monday December 11, 2023 – 2:00pm

Campus Co-op

**Present:** Shaima (Chair), Jack, Naomi, Emma, Tom Klein Beernink, Mckenna

**Absent:**

**Minute Scribe:** Shaima

**Agenda:**

1. Approval of the Agenda
2. Approval minutes
3. Layout designs and Barking Dog Update
4. Budget overview
5. Operation overview
6. Review of Terms of Reference
7. Action List
8. Next meeting
9. Adjournment

**10. Approval of the Agenda**

Motion 17 Shaima

Seconded Emma

Agenda were approved.

### **11. Approval of minutes**

#### **a. Minutes from meeting #2**

Motion Emma

Seconded tom

Minuters were approved.

### **12. Layout designs and Barking Dog Update**

- Emma gave an overview of the new layout design based on the ideas we approved last meeting, and what worked with the tools based on Dave's and Emma's expertise.
- Emma to send the screenshots to me to add to minutes.

### **13. Review of Budget**

- 79,800 buckaroos
  - Around 20k used for barking dog
  - 1k per month for john
  - Can use some in promo.
- Fees suspended for a while now, can have discussion on reinstating fees.
- Tom brought up that we should have a conversation for reinstating for fall.

### **14. Overview of operations**

- Might want to eventually hire people dedicated to the website, aside from John to amp it up.

### **15. Review of Terms of Reference**

- Members will come back in January with fully formed thoughts about the ToF. The file will be shared with members, to review and provide comments. Specifically, to think about how to assign up the different responsibilities involved in the committee.

### **16. Launch of new site**

#### **a. timeline**

- i. Emma thinks can be live on jan 8<sup>th</sup>

1. But to have jan 22<sup>nd</sup> being the week of hard launch
  2. Promo events and swag that week
    - a. The leftover swag – shirts and hand out
    - b. New swag in feb
- b. Promo**
- i. Mckenna – FB group for housing posts and classtalks

### **17. Action List**

- Members to review and comment on ToF.

### **18. Next Meeting**

Jan 11<sup>th</sup>, at 11am at coop office

### **19. Adjournment**

January 11<sup>th</sup>, 2024

Thecannon.ca Operating Committee  
Date: January 11<sup>th</sup> 2024  
Location: Guelph Campus Co-op Office



**Thecannon.ca Operating Committee**

Attendance: Shaima Alam (Chair), Emma Bradley, Mckenna Williams, Jack Fisher (Scribe), John Bonnar, Tom Klein Beernink

Decisions are in **bolded** font, discussions are not, but have been recorded for posterity

**Summary of motions:**

**Meeting called to order at 11:04am**

**MOTION: Approve minutes from meeting number 3.**

**Moved by Shaima**

**Seconded by Mckenna**

**Motion carried**

**For Hard Launch**

**January 24th or 25<sup>th</sup> (depending on available space)**

**Motioned by Mckenna**

**Seconded by Tom**

**Motion Carried.**

**Chair for next meeting: Shaima**

**Motioned by Jack**

**Seconded by Tom**

**Motion Carried.**

**Meeting adjourned. 12:48pm**

**Full Minutes:**

**Meeting called to order at 11:04am**

Discussion on the Terms of Reference

ON 4.0 Responsibilities of the committee

Remove the assignment of roles as an annual thing.

Financial - Business Manager

Technical Support - Barking Dog, but also John.

Chair: Could be a rotating chair, could be a static chair.

Chair should be a student executive

If there's a special initiative that someone wants, they can take charge of that meeting.

**Solution: Appoint a chair at each meeting (but assume that at first, it will be the student exec), appoint a scribe at each meeting**

**At the end of each meeting appoint the next meeting's chair. Taking on 4.8**

It is wise to have the duties split between the two organizations.

Rotate responsibilities between the Co-op and the CSA

4.9

**Scribe: Appoint someone at the beginning of each meeting.**

**Change the word Bind to Circulate**

4.9.3 - sent to CSA and Co-op business office

4.10

We used to hire people every year

News editors, reporters, video editors, columnists, etc.

Sometimes three to four separate staff.

The outgoing staff would often hire the incoming staff.

The hiring process did not follow the CSA process as strictly as other CSA jobs  
It was not anarchy, but did not follow the CSA hiring gospel

An HR Rep is not as relevant now. Since there's no staff currently being hired and this passage is mostly about hiring.

In the past we had HR reviews when we hired people.

In the past, we had a plagiarism issue. He had a great column and was doing very well.  
Then a prof on campus emailed and said it was his work.  
Then all of his work was checked and it turned out it was all copied. Long before AI.  
We needed a process to fire the person.

But we don't currently have an editor, we have John. He is omnipotent. He knows exactly what he needs to do, it's very cut and dry.

John does not have a contract. He's just invoicing every month. We have invoices for auditors.  
Dotting "i"s and crossing "t"s.

The editorial administration of thecannon.ca now falls to the committee.

This is about covering our ass. Making sure we avoid the bizzarro scenarios of CSA executive abusing their powers.

The reason John is doing what he's doing is because past exec didn't really want to have anything to do with thecannon.ca

There was no one around and John made it seamless.

But what if Tom was corrupt and wanted to pay his buddy?

**We should limit it to a vote. If there's something we need to post, let's set up a regular meeting to evaluate content that we're posting.**

What's the process for posting things? Do we send it around as an email chain?

It sounds like the answer is "yes"

Do we write that in to this document?

We will be adding a section to the Responsibilities of the Committee. This will be reflected in the document.

**The process for approving what is posted will be added to 4.0**

**The committee has spoken.**

**Promotional support will fall to the Promo Coordinator, Financial support to the business office.**

**JD review will happen at the committee level rather than falling to an individual.**

It's possible that the cannon will have a resurgence and become a platform for journalism, but who's to say?

Focusing on classifieds is the best option for now.

Is it every month that we decide what we will be updating? Or is it something that we can do sooner? Is that the promotional coordinator's job?

If we start selling ads, we might start making money

We're not supposed to do that based on the terms.

Once we figure it out,

Use the cannon like another social platform, as long as we're just cross posting, we're already following editorial guidelines.

Need to update the content at least once a month. - add to the document.

Update the whole section to make it cleaner.

**Standing agenda. Clarify who is doing which roles. In the terms of reference clarify the roles of the committee.**

The launch should be next week. All we need to do is give Barking Dog a date and they can do the whole data transfer. Website will be down for about an hour.

**Hard launch date: Week of the 22nd. 24th and 25th**

**Second Hard launch at the end of March to push last minute housing and textbook sales.**

Tabling in the UC. Getting rid of old merch in January and introduce new merch in March

**Point person for the hard launch is Mckenna**

**"Your online Marketplace"**

**"For students by students"**

**Standing Agenda**

**Intro**

**Promotion review**



**Operations overview**

**Editorial**

**Financial overview**

**Other**

Annual reports to respective B.O.D.

Elected members are the liaisons between the committee and the board

Promo support – Promo Coordinator

Tom's title: Housing and Member Relations Manager

Always look for parity

Notes and edits are reflected in Shaima's document.

What are the actual events we want to promote on the website right now?

**Bookstore runs the social media account for Guelph Books.**

**No one runs the Campus Co-op social media account.**

**Letting Guelph Books know that they will be added as a collaborator.**

**Send Tom an email informing him about cross posting, so he can forward**

**MOTION: Approve minutes from meeting number 3.**

**Moved by Shaima**

**Seconded by Mckenna**

**Motion carried**

Website reviews:

**Tom's doing the text to be written above classifieds for promotion of Campus Housing.**

**Above Books is Co-op bookstore and VP Academic**

**Shaima to write SHAC's**

**About Us page: History of thecannon.ca**

**Tom to review About Us page to see where we can add campus co-op.**

What do we want for the four blocks?

One for Co-op, one for Bookstore? Any upcoming events?

**Agreement: Keep it generic for now. Emma will need two graphic images for Co-op businesses.**

TikTok? Should Co-op join TikTok?

Not dominated by people you follow. It's more random (based on the algorithm)

You can get information to people as long as you present it in the right way.

There's an art form to it lest you bore people.

Instagram Reels, while similar to TikTok, are only popular because of TikTok.

Are there any qualms about the Chinese control of TikTok?

Well, if they don't have our information already it's fine.

There's a lot going on behind the scenes that is making people nervous.

The new iPhone has better security than the older one.

**For Hard Launch**

**January 24th or 25<sup>th</sup> (depending on available space)**

**Motioned by Mckenna**

**Secoded by Tom**

**Motion Carried.**

Social Media posts, kiosks, etc.

In-person: Mckenna and Naomi

Find a mid-day time when people are around. People to ask "What is this?" hand them stuff.

Postcards - Co-op has had success with this.

Classifieds! Books! Housing! BOOM!

Second Hard Launch

Week of March 18th

Thursday March 21st.

Do a contest with a decent prize, result to show up on thecannon.ca homepage.

Another tabling

Another social push

Have we done any geocaching recently? That might be cool.

After reading week we do a push for student engagement to create some promo. Then once we have that do a secondary launch

**Get a thecannon.ca table cloth**

**Discuss a second launch at the next cannon meeting in February**

January may be when they're looking for actual houses, but March is when they're looking for subletting. Let's focus on subletting.

Secondary goal: selling used textbooks.

Get something and get rid of something else.

Fuck Facebook.

No one wants Facebook, using Facebook for buying and selling is annoying.

Jack created a Teams channel

Next meeting February, Friday the 9th at 11am until 12:30pm in the CSA Boardroom

**Chair for next meeting: Shaima**

**Motioned by Jack**

**Seconded by Tom**

**Motion Carried.**

**Meeting adjourned. 12:48pm**

February 9<sup>th</sup>, 2024

**Thecannon.ca Operations Committee Meeting #4**

**February 9th, 2024.**

**The Brass Taps**

**Introductions**

Present: Shaima, Emma, Mckenna, Nate (guest), Naomi, Jack, Tom

**Scribe:** Mckenna

**Financial Overview**

- Review of budget
- Looking at hiring backend administrator for the website
  - Reinstating the cannon fee with the purposes of paying an administrator and purchasing merchandise

**Motion:** Reactivate thecannon.ca fee for 2024-2025 with the purposes of hiring an administrator and purchasing O-Week packages and redesigned merchandise.

**Motioned:** Jack; **Seconded:** Mckenna

**Motion passed.**

Tom may be falling into a diabetic coma after this meeting. Fair warning.

Tom get your act together on financial statements.

**Promotion Review**

Nate has brought attention to a few bugs on the website; those have been addressed.

Colour edits for accessibility.

Searchables – improved accessibility with the search bar

Note: All backend issues must come to Emma who will be in contact with Barking Dog.

Analytics updates: 700000 people have been on the website since the relaunch. 20000 were on the site the day we launched. 13000 users currently. Promo went very well.

Suggested investments: stand up banner and tablecloth. Digital signage will be up for the secondary launch in April (following elections).

**Motion:** purchase tablecloths and stand-up banner.

**Motioned: Shaima; Seconded: Jack**

**Motion passed.**

### **Editorial/technical**

CSA: elections, concert in PCH

Bookstore: providing new content

Co-op: no change

### **Operations overview**

Review of feedback

- Nate: feedback from reddit was explaining students' frustration towards not having house availability shown on the grid view
  - Current resolution: not able to make changes at the moment; prioritizing description and not adding to avoid making the mobile view too overwhelming visually
- Tom: landlord frustration on the backend
  - Resolution: its going to take some time for people to adjust; we can educate on our end and be available via email
- Nate: sort by distance or date not working
  - Resolution: Emma will work on that with Barking Dog to fix the algorithm

### **Terms of Reference overview**

- Large changes to ToR.
- Removing individual roles assigned to cmte at beginning of the year.
  - Changed per meeting: chair/scribe
  - Major: falls within job descriptions; formal language in ToR to specify
- Annual report to both boards; one member from each respective partner will do those updates on financial, operational, etc.

**Motion:** approve ToR with all current edits.

**Motioned: Shaima; Seconded: Jack.**

**Motion passed.**

### **New Business**

No new business.

### **Chair assignment**

Jack will chair the next meeting.

Next meeting date: Friday, March 8<sup>th</sup>, 2024.

**Motion:** To adjourn the meeting.

**Moved: Shaima; seconded: Mckenna**

**Motion passed.**

March 8<sup>th</sup>, 2024

**Thecannon.ca Operations Committee Meeting #5**

Friday, March 8<sup>th</sup>, 2024

Guelph Campus Co-op

Attendance: Naomi, Shaima, Tom, Mckenna, Nate, Emma,

Regrets: Jack

Minutes Scribe: Mckenna (VPSE)

**Financial Overview**

Shaima: a full financial update will be given in our year-end report provided in the next meeting.

Tom grabbed another handful of mini eggs.

**Promotional Review**

Emma:

- Co-op needs to provide material for a website update
- Table runner has been purchased and will be used in our service fair for the GMM
- Looking into getting a pop-up banner for thecannon.ca
  - \$169 for the stand + \$105 for the banner itself, approx \$300 total w tax

**MOTION:** To approve the purchase of a promotional pop-up banner for thecannon.ca up to \$200.

Motioned: Shaima

Seconded: Tom

**Motion carried.**

Emma: there has been some internal discussion regarding tote bags for thecannon.ca. We will not be moving forward with this, but it would be good to get some other residence stuffers for o-Week. Die-cut stickers are one option, and magnets may be another option. We could do both as they have both been very successful in the past.

Tom reminded the committee that we should be certain to keep sustainability in mind in all of our decisions, i.e., we should not be endorsing decisions that would result in large plastic waste.

**Editorial/technical Update**

Emma:

- website traffic is strong - checking in approx. twice a week. 3 comments now through the "contact us" forum on the website. One person was quite upset about the website on the assumption that a large company had taken it over and that "they" were going to start charging. John Bonnar responded promptly.
- One website bug has been resolved.



**New Business**

**MOTION:** to ratify a CSA Board of Directors representative, Nate Broughton, to thecannon.ca Operating Committee until the end of the fiscal year.

Moved: Shaima

Seconded: Tom

**Motion carried.**

**Chair Assignment**

Next Meeting: Tuesday, March 26th, 2024, from 12:30pm-1:30pm

Next Chair: Naomi

**MOTION:** To adjourn the meeting

Moved: Shaima

Seconded: Tom

**Motion carried.**

March 26<sup>th</sup>, 2024

**thecannon.ca Committee Meeting**

Tuesday March 26, 2024 – 12:30pm

CSA Boardroom

**Present:** Shaima, Jack, Naomi (Chair), Emma, Tom Klein Beernink, Nate, Mckenna

**Absent:**

**Minute Scribe:** Nate

**Agenda:**

1. Approval of the Agenda
  - a. The agenda was approved
2. Scribe Assignment
  - a. Nate Broughton was selected as the scribe
3. Approval of minutes
  - a. No minutes to approve
4. Introductions
  - a. Committee members introduced themselves
5. Financial/Budget overview
  - a. Tom gave financial/budget overview
  - b. Tina & Lee Anne are working on compiling final financial information
  - c. From preliminary review, we are in good shape
  - d. After financial report is prepared, it will be included in the Year-End Report
6. Promotion review
  - a. Emma gave promotions update
  - b. Over 20 contact us messages in past week

- i. People don't understand how site works
    - ii. Complaints with how guidelines are made
    - iii. John Bonnar has taken initiative to respond to some messages
    - iv. Sometimes people are requesting to delete their account after their listing is complete
  - c. Over 35 people currently on the website at about 11AM
  - d. Emma hasn't had full capacity to reply to messages, but in the next few weeks, her priority will be getting promo materials sourced and the banner
  - e. Tom to send information on GCC banner supplier to Emma
  - f. People listing new developments where addresses aren't on Google Maps yet
    - i. Only 1 report of this issue, not a big priority
- 7. Operations overview
  - a. Emma inquired if there's any content that needs to be swapped for GCC
  - b. GCC to send Emma a photo & sentence for homepage banner
  - c. Naomi asked Emma if reported accounts could be blocked from the website, Emma confirmed that this is possible
- 8. Review End of Year Report
  - a. Shaima prepared end-of-year report
    - i. Committee members instructed to read through and let Shaima know of any issues/requested changes
    - ii. Tom requested that a staff section be added to the committee membership to include John Bonnar/Tina/Lee Anne
    - iii. Jack to send some revisions to Shaima
    - iv. Section headings in the report were approved, final content pending review once edits proposed
- 9. Action List
  - a. Tina & Lee Anne to compile final financial report
  - b. Emma to source promo materials (stickers & banner)
  - c. Tom to send information on GCC banner supplier to Emma
  - d. GCC to send Emma a photo & sentence for homepage banner
  - e. Jack to send edit of report to Shaima
- 10. New Business
  - a. No New Business was presented at this meeting
- 11. Next meeting/Chair Assignment

- a. Next chair: Shaima
- b. Next meeting: Friday, Apr 5 at 11:00AM

12. Adjournment

- a. Meeting adjourned at 1:03 PM

April 5<sup>th</sup>, 2024

**thecannon.ca Committee Meeting #8**

Friday April 5, 2024 – 11:00am

Virtual

**Present:** Shaima (Chair), Jack, Emma, Tom Klein Beernink, Nate

**Absent:** Naomi

**Minute Scribe:** Nate

**Agenda:**

1. Approval of the Agenda
2. Scribe Assignment
3. Approval of Past Minutes
4. Operation and Financial Overview
5. Promotional Overview
6. End of Year Operations Report Approval
7. Action List
8. Next Meeting
9. Adjournment

**1. Approval of the Agenda**

Motioned: Nate

Seconded: Shaima

**2. Scribe Assignment**

Nate Broughton was selected as the scribe for this meeting.

Motioned: Shaima

Seconded: Nate

**3. Approval of Past Minutes**

- a. Minutes from February 9<sup>th</sup> meeting
- b. Minutes from March 8<sup>th</sup> meeting
- c. Minutes from March 26<sup>th</sup> meeting

There were no requested changes to the minutes. The minutes are approved.

Motioned: Tom

Seconded: Emma

**4. Operation and Financial Overview**

We're at a similar point as last meeting. By Tuesday (Apr 9<sup>th</sup>) Tina should send the financial report & assessment.

**5. Promotional Overview**

CSA promo has been updated for May: elections & Instagram promotion

Naomi to send update for GCC banners

**6. End of Year Operations Report Approval**

Report is mostly the same as the last time it came before the committee.

Jack sent some updates for grammar.

Tom to get Tina to send financial report & assessment by noon on Monday so that it can go to the CSA Board on time.

Shaima will write up final operations report once the financial report is available.

## **7. Action List**

GCC (Tom & Tina) to send financial report & assessment by noon on Monday, April 8<sup>th</sup>.

GCC (Naomi) to send updated info for promo banners to Emma.

## **8. Next Meeting**

The next meeting will be scheduled once the new CSA execs have transitioned in, sometime in June.

Next meeting's Chair will be Jack.

## **9. Adjournment**

The meeting was adjourned at 11:22 AM.

## Financial Statement 2023-24

Attached below is the financial statement of 2023-24. As you can see, we did not collect theCannon.ca fee, \$220 were bank charges, \$1738.70 were the charges for hosting the platform, an initial consult cost of \$706.25, Wage payments to our website's moderator for the classifieds of a total of \$13,190.00, and \$22,345.76 for the website upgrades.

Additionally, \$795.52 were the 4% administrative fee, it is charged by the GCC this year because they did the bookkeeping, the CSA and GCC takes turns doing it. Please reference the partnership agreement for more information.



**THE CANNON.CA**  
**Balance Sheet Prev Year Comparison**  
**As of 5 April 2024**

	<u>5 Apr 24</u>	<u>5 Apr 23</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Chequing/Savings</b>				
Meridian Credit Union	48,120.70	88,341.41	-40,220.71	-45.5%
Reserve Fund Held by CSA	6,585.19	6,585.19	0.00	0.0%
<b>Total Chequing/Savings</b>	54,705.89	94,926.60	-40,220.71	-42.4%
<b>Other Current Assets</b>				
Undeposited Funds	52.53	52.53	0.00	0.0%
<b>Total Other Current Assets</b>	52.53	52.53	0.00	0.0%
<b>Total Current Assets</b>	54,758.42	94,979.13	-40,220.71	-42.4%
<b>TOTAL ASSETS</b>	<b><u>54,758.42</u></b>	<b><u>94,979.13</u></b>	<b><u>-40,220.71</u></b>	<b><u>-42.4%</u></b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	795.52	0.00	795.52	100.0%
<b>Total Accounts Payable</b>	795.52	0.00	795.52	100.0%
<b>Total Current Liabilities</b>	795.52	0.00	795.52	100.0%
<b>Total Liabilities</b>	795.52	0.00	795.52	100.0%
<b>Equity</b>				
Reserve Fund - CSA	62,158.59	62,158.59	0.00	0.0%
Reserve Fund - GCC	62,158.58	62,158.58	0.00	0.0%
Retained Earnings	-31,358.04	-18,096.04	-13,262.00	-73.3%
Net Income	-38,996.23	-11,242.00	-27,754.23	-246.9%
<b>Total Equity</b>	53,962.90	94,979.13	-41,016.23	-43.2%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>54,758.42</u></b>	<b><u>94,979.13</u></b>	<b><u>-40,220.71</u></b>	<b><u>-42.4%</u></b>

7:34 PM

2024-04-05  
Accrual Basis

**THE CANNON.CA**  
**Profit & Loss Prev Year Comparison**  
**1 May 2023 through 5 April 2024**

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	<u>1 May '23 - 5 Apr 24</u>	<u>1 May '22 - 5 Apr 23</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>	0.00	0.00	0.00	0.0%
<b>Expense</b>				
<b>Bank Charges</b>	220.00	220.00	0.00	0.0%
<b>Hosting Charges</b>	1,738.70	0.00	1,738.70	100.0%
<b>Professional Fees</b>	795.52	0.00	795.52	100.0%
<b>Programming</b>	706.25	0.00	706.25	100.0%
<b>Software Licensing</b>	0.00	22.00	-22.00	-100.0%
<b>Wages</b>				
<b>Editor</b>	<u>13,190.00</u>	<u>11,000.00</u>	<u>2,190.00</u>	<u>19.9%</u>
<b>Total Wages</b>	13,190.00	11,000.00	2,190.00	19.9%
<b>Website Upgrades</b>	<u>22,345.76</u>	<u>0.00</u>	<u>22,345.76</u>	<u>100.0%</u>
<b>Total Expense</b>	<u>38,996.23</u>	<u>11,242.00</u>	<u>27,754.23</u>	<u>246.9%</u>
<b>Net Income</b>	<u><b>-38,996.23</b></u>	<u><b>-11,242.00</b></u>	<u><b>-27,754.23</b></u>	<u><b>-246.9%</b></u>

**THE CANNON.CA**  
**Profit & Loss Detail**  
1 May 2023 through 5 April 2024

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								0.00
<b>Expense</b>								
<b>Bank Charges</b>								
Cheque	2023-05-31	May 2...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	20.00
Cheque	2023-06-30	JUN 2...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	40.00
Cheque	2023-07-31	JUL 2...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	60.00
Cheque	2023-08-31	AUG ...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	80.00
Cheque	2023-09-30	SEP 2...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	100.00
Cheque	2023-10-31	OCT 2...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	120.00
Cheque	2023-11-30	NOV ...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	140.00
Cheque	2023-12-31	DEC 2...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	160.00
Cheque	2024-01-31	JAN 2...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	180.00
Cheque	2024-02-29	FEB 2...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	200.00
Cheque	2024-03-31	March...	Meridian Credit Union	Service Charge		Meridian Credit...	20.00	220.00
Total Bank Charges							220.00	220.00
<b>Hosting Charges</b>								
Bill	2023-05-01	8191	Barking Dog Studios			Accounts Paya...	1,683.70	1,683.70
Bill	2023-08-07	reimb...	John Bonnar	reimburseme...		Accounts Paya...	55.00	1,738.70
Total Hosting Charges							1,738.70	1,738.70
<b>Professional Fees</b>								
Bill	2023-05-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	72.32
Bill	2023-06-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	144.64
Bill	2023-07-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	216.96
Bill	2023-08-22		Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	289.28
Bill	2023-09-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	361.60
Bill	2023-10-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	433.92
Bill	2023-11-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	506.24
Bill	2023-12-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	578.56
Bill	2024-01-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	650.88
Bill	2024-02-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	723.20
Bill	2024-03-22	23001...	Guelph Campus Co...	23001397764...		Accounts Paya...	72.32	795.52
Total Professional Fees							795.52	795.52
<b>Programming</b>								
Bill	2023-07-14	8281	Barking Dog Studios			Accounts Paya...	706.25	706.25
Total Programming							706.25	706.25

**THE CANNON.CA**  
**Profit & Loss Detail**  
**1 May 2023 through 5 April 2024**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Wages</b>								
<b>Editor</b>								
Bill	2023-05-15	17	John Bonnar	April 16 to Ma...		Accounts Paya...	1,000.00	1,000.00
Bill	2023-06-12	18	John Bonnar	May 14 to Jun...		Accounts Paya...	1,000.00	2,000.00
Bill	2023-07-10	19	John Bonnar	June 11 to Jul...		Accounts Paya...	1,000.00	3,000.00
Bill	2023-08-07	20	John Bonnar	July 9 to Aug...		Accounts Paya...	1,000.00	4,000.00
Bill	2023-08-31	21	John Bonnar	August 6 to S...		Accounts Paya...	1,000.00	5,000.00
Bill	2023-10-02	22	John Bonnar	September 3 t...		Accounts Paya...	1,120.00	6,120.00
Bill	2023-10-30	23	John Bonnar	October 1 to ...		Accounts Paya...	1,120.00	7,240.00
Bill	2023-11-27	24	John Bonnar	October 29 to...		Accounts Paya...	1,120.00	8,360.00
Bill	2023-12-15	25	John Bonnar	November 26 ...		Accounts Paya...	1,120.00	9,480.00
Bill	2024-01-22	26	John Bonnar	December 20 ...		Accounts Paya...	1,470.00	10,950.00
Bill	2024-02-19	27	John Bonnar	January 21 to...		Accounts Paya...	1,120.00	12,070.00
Bill	2024-03-18	28	John Bonnar	February 18 t...		Accounts Paya...	1,120.00	13,190.00
Total Editor							13,190.00	13,190.00
Total Wages							13,190.00	13,190.00
<b>Website Upgrades</b>								
Bill	2023-10-02	8430	Barking Dog Studios	Initial payment		Accounts Paya...	5,586.44	5,586.44
Bill	2023-11-06	8455	Barking Dog Studios	Cannon Rede...		Accounts Paya...	5,586.44	11,172.88
Bill	2023-12-04	8487	Barking Dog Studios	Cannon Rede...		Accounts Paya...	5,586.44	16,759.32
Bill	2024-01-17	8536	Barking Dog Studios	Cannon Rede...		Accounts Paya...	5,586.44	22,345.76
Total Website Upgrades							22,345.76	22,345.76
Total Expense							38,996.23	38,996.23
<b>Net Income</b>							<b>-38,996.23</b>	<b>-38,996.23</b>

## Motion

Board of Directors Meeting # 18  
April 10, 2024



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### Item 18.11.1 Approve 2024-2025 CSA Budget

*Notice of this motion was provided at the Board Meeting on April 3, 2024.*

**MOTION:** that the 2024-2025 CSA Budget be approved as provided and as presented by the Business Manager at the April 3, 2024 board meeting.

**Moved:** Shaima Alam, President

**Seconded:**

## Notes

### 2024-2025 Budget Approval Process

- Directors will be provided with a copy of the draft budget prior to the April 3 Board Meeting.
- The Business Manager will present an overview of the draft budget at the April 3 Board Meeting.
- Questions and discussion are encouraged at both the April 3 and April 10 board meetings to fully understand the format and content.
- Debate on budget items (if applicable) and a vote to approve the draft budget will be scheduled at the April 10 Board meeting.
- If board members have questions regarding the draft budget between the April 3 and April 10 Board meetings, they are encouraged to reach out to members of the Finance Committee, the President, or the Business Manager.

# Central Student Association

***DRAFT***

## OPERATING BUDGET 2024 – 2025

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*Reviewed by Finance Committee on April 2, 2024*

*Served as Notice on April 3, 2024*

*Approved by CSA Board of Directors on XXX*

## Comments & General Overview of the 2024-2025 Budget

The 2024-2025 budget was set in consultation with the CSA Finance Committee and has been reviewed by the President, members of the Executive Committee, and assigned budget holders. On April 2, 2024, the Finance Committee reviewed and recommended forward the proposed budget for presentation to, and approval by, the CSA Board of Directors.

The CSA's operating budget is divided into 15 portfolios: each an area of concentration with an assigned budget holder responsible for overseeing expenses and managing the finances. The President is to be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization. Portfolios are expected to be spent out during the fiscal year (May 1 to April 30). Any net revenue remaining at year end from operations funded by CSA membership fees is transferred into the CSA's Accumulated Surplus. A portion of the surplus is internally restricted to ensure our long term financial viability. However, the balance remaining is available for special projects and initiatives that better provide service to students.

Funds received from the FoodBank, SafeWalk and Media/Entertainment fees have been proportionately allocated per the original referendum questions. Any net revenue at year end from these portfolios or any other budget line funded from these fees, is transferred to dedicated reserve accounts for future use.

The CSA student fee increases annually by the Consumer Price Index (CPI) for Ontario as announced by the University administration in January of every year; the CPI increase for 2024-2025 is 3.8%. CSA fees for full-time undergraduate students will increase from \$21.87 to \$22.70. Similarly, the part time undergraduate fee will increase from \$6.85 to \$7.11. Enrollment is not expected to increase beyond last year's unexpected increase. Total revenue from CSA membership fees is anticipated at \$945,000 for 2024-2025.

The CSA's budget is also dependent on revenue from 'other' sources to fund our operations. This revenue stream has been erratic since January 2019, however, with the detrimental impact of the Student Choice Initiative and COVID-19 behind us, non-student fee revenue continues to recover and is much more stable.

For the third year in a row, our budget is well funded, forward looking, and driven by the [CSA Mandate and Indicators of Success](#). The 2024-2025 budget continues to provide the financial opportunity to amplify our presence on campus and be central to the needs of students. This budget provides funds to increase our ability to engage and promote the CSA, support operational excellence, increase programming, meet our legislative requirements, provide valuable and relevant services, and support the addition of two new full-time positions: CSA Clubs Coordinator and CSA Events Coordinator.

**The significant variances to our budget when comparing year-over-year and/or year-to-date figures are a direct result of wage savings from vacancies and a redistribution of service funding.**

## STUDENT FEE & REVENUE SUMMARY 2024-2025

PORTFOLIO	CSA Fees	Entertain Fees	Other Revenue	Budget Total
Academic	\$ 51,500.00	\$ -	\$ 3,000.00	\$ 54,500.00
Administration	\$ 461,580.00	\$ 19,200.00	\$ 196,370.00	\$ 677,150.00
Bullring	\$ -	\$ 20,000.00	\$ 567,000.00	\$ 587,000.00
Council	\$ 95,950.00	\$ 8,055.00	\$ -	\$ 104,005.00
External	\$ 50,550.00	\$ -	\$ -	\$ 50,550.00
Films	\$ -	\$ -	\$ -	\$ -
FoodBank	\$ -	\$ -	\$ 194,100.00	\$ 194,100.00
Live Entertainment	\$ -	\$ 105,045.00	\$ 10,000.00	\$ 115,045.00
Programmer	\$ 56,250.00	\$ -	\$ 20,000.00	\$ 76,250.00
Promotion Service	\$ 61,000.00	\$ -	\$ 19,000.00	\$ 80,000.00
Student Experience	\$ 60,200.00	\$ 3,400.00	\$ -	\$ 63,600.00
<b>Service Programme Summary</b>				<i>(see below)</i>
Bike Centre	\$ 16,800.00	\$ -	\$ 2,250.00	\$ 19,050.00
Clubs	\$ 65,770.00	\$ -	\$ -	\$ 65,770.00
SafeWalk	\$ -	\$ -	\$ 39,050.00	\$ 39,050.00
Student Help & Advocacy Centre	\$ 25,400.00	\$ -	\$ -	\$ 25,400.00
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ 945,000.00</b>	<b>\$ 155,700.00</b>	<b>\$ 1,050,770.00</b>	<b>\$ 2,151,470.00</b>
<b>TOTAL ANTICIPATED FEES</b>	<b>\$ 960,000.00</b>	<b>\$ 155,700.00</b>		
<i>TOTAL PREVIOUS BUDGET 2023-24</i>	<i>\$ 915,000.00</i>	<i>\$ 141,750.00</i>	<i>\$ 1,097,870.00</i>	<i>\$ 2,154,620.00</i>

RESTRICTED FEES <small>Not part of CSA Operating Budget</small>	Actual	Receivable	Anticipated	Fees/Surplus
	YTD Feb 28/24	(Payable)	24-25 Fees/Rev	Revenue 24-25
<b>Affordable Housing</b>	\$ 223,603.66	\$ -	\$ -	\$ 223,603.66
<b>Bus Pass</b>	\$ -	\$ -	\$ 6,986,907.00	\$ 6,986,907.00
<b>Late Night Bus Pass</b>	\$ -	\$ -	\$ 480,000.00	\$ 480,000.00
<b>Late Night Service Reserve</b>	\$ 176,047.90	\$ 19,800.00	\$ -	\$ 195,847.90
<b>Cannon - CSA Portion of Surplus</b>	\$ 63,083.00	\$ (20,000.00)	\$ -	\$ 43,083.00
<b>Dental Plan</b>		\$ -	\$ 2,815,350.00	\$ 2,815,350.00
<b>Dental Plan Reserve</b>	\$ 832,994.53	\$ -	\$ (74,494.00)	\$ 758,500.53
<b>Entertainment Fee Reserve</b>	\$ 210,093.31	\$ 11,000.00	\$ -	\$ 221,093.31
<b>FoodBank Reserve</b>	\$ 115,990.36	\$ 20,000.00		\$ 135,990.36
<b>Health Plan</b>	\$ -	\$ -	\$ 5,498,896.00	\$ 5,498,896.00
<b>Health Plan Reserve</b>	\$ 442,616.43	\$ -	\$ (114,336.00)	\$ 328,280.43
<b>Menstrual Hygiene Products</b>	\$ 109,731.41	\$ 5,000.00	\$ 47,300.00	\$ 162,031.41
<b>SafeWalk Reserve</b>	\$ 33,357.06	\$ (26,995.00)	\$ 7,100.00	\$ 13,462.06



## ENTERTAINMENT / MEDIA FEE

\*\* Media Fee is split between CSA 60%, CFRU 20%, Ontario 20%

Distribution		2023-2024			2024-2025	
		Fee Charged Per Student	38000		Fee Charged Per Student	39825
			~Total 3 Semesters			
CFRU - Media	20%	\$ 1.52	\$ 57,760.00		\$ 1.58	\$ 62,923.50
Ontarion - Media	20%	\$ 1.52	\$ 57,760.00		\$ 1.58	\$ 62,923.50
CSA - Concerts/Speakers	40%	\$ 3.01	\$ 112,870.00	} CSA = \$3.91	\$ 3.12	\$ 124,238.25
CSA - Films	10%	\$ -	\$ -		\$ -	
CSA - Cross Campus Events	10%	\$ 0.76	\$ 28,880.00		\$ 0.79	\$ 31,461.75
<b>TOTALS</b>	<b>100%</b>	<b>\$ 6.81</b>	<b>\$ 141,750.00</b>		<b>\$ 7.07</b>	<b>\$ 155,700.00</b>

## Entertainment Fee (ENT)

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>CONCERTS</b>					
Live Ent - Concerts	\$ -	\$ -	\$ -	\$ 75,870.00	\$ 50,745.00
Live Ent - Free Concerts	\$ 85,000.00	\$ 75,000.00	\$ 22,000.00	\$ 5,000.00	\$ 3,000.00
Live Ent - O-Week (35%)	\$ -	\$ -	\$ -	\$ -	\$ 9,200.00
Live Ent - Speakers/Large Scale Event	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 25,000.00
Bullring Entertainment	\$ -	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 20,000.00
Coordination Expenses	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 15,000.00	\$ 15,600.00
TOTAL	\$ 100,000.00	\$ 102,000.00	\$ 44,500.00	\$ 112,870.00	\$ 123,545.00
ENTERTAINMENT FEE	\$ 100,068.00	\$ 102,375.00	\$ 44,500.00	\$ 112,870.00	\$ 124,238.25
Over (Under)	\$ (68.00)	\$ (375.00)	\$ -	\$ -	\$ (693.25)
<b>FILMS</b>					
Free Film Series	\$ 21,200.00	\$ 22,000.00	\$ 11,360.00	<i>Suspended</i>	<i>Suspended</i>
Film Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -
Coordination Expenses	\$ 3,500.00	\$ 3,500.00	\$ 1,750.00	\$ -	\$ -
TOTAL	\$ 24,700.00	\$ 25,500.00	\$ 13,110.00	\$ -	\$ -
ENTERTAINMENT FEE	\$ 24,924.00	\$ 25,500.00	\$ 13,110.00	\$ -	\$ -
Over (Under)	\$ (224.00)	\$ -	\$ -	\$ -	\$ -
<b>CAMPUS WIDE EVENTS</b>					
College Royal	\$ 6,892.00	\$ 7,020.00	\$ 7,265.00	\$ 7,760.00	\$ 8,055.00
O-Week Programming (LIVE) - 65%	\$ -	\$ -	\$ -	\$ -	\$ 17,100.00
O-Week Programming (Student Experience)	\$ 8,000.00	\$ 8,000.00	\$ 12,000.00	\$ 13,000.00	\$ -
Programming Fall/Winter (Student Experience)	\$ 6,500.00	\$ 7,000.00	\$ -	\$ 4,620.00	\$ 3,400.00
Coordination Expenses	\$ 3,500.00	\$ 3,500.00	\$ 1,750.00	\$ 3,500.00	\$ 3,600.00
TOTAL	\$ 24,892.00	\$ 25,520.00	\$ 21,015.00	\$ 28,880.00	\$ 32,155.00
ENTERTAINMENT FEE	\$ 24,924.00	\$ 25,500.00	\$ 21,015.00	\$ 28,880.00	\$ 31,461.75
Over (Under)	\$ (32.00)	\$ 20.00	\$ -	\$ -	\$ 693.25
<b>ACCUMULATED TOTALS</b>					
Budget Total	\$ 149,592.00	\$ 153,020.00	\$ 78,625.00	\$ 141,750.00	\$ 155,700.00
Anticipated ENT Fee Total	\$ 150,000.00	\$ 153,375.00	\$ 78,625.00	\$ 141,750.00	\$ 155,700.00
(Remaining to Spend)	\$ (408.00)	\$ (355.00)	\$ -	\$ -	\$ -

**Note:** Coordination Expenses are recorded as revenue in the Administration Budget.

In 2023-24, and again in 2024-25, the Films portion of the fee is suspended

## ACADEMIC: Budget 2023-2024

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
<b>Revenue</b>				
24100	CSA Student Fees	48,000	48,000	51,500
24120	Student Health Plan Reserve Support - Memorial	3,537	3,000	3,000
24140	Bullring Promotional Support - Artwork	-	500	-
<b>TOTAL REVENUE</b>		<b>51,537</b>	<b>51,500</b>	<b>54,500</b>
<b>Expenditure</b>				
24200	Salaries (Includes 3% RSP/Educ)	30,877	40,110	41,722
24220	Employee Benefits	5,352	6,285	6,543
24450	Academic Campaigns	108	350	350
24451	Student Artwork @ Bullring	1,062	1,100	2,100
24452	Student Memorial Tree Service	3,537	3,000	3,000
24453	Teaching Excellence Award	128	400	500
24600	Advertising & Promotion	-	100	100
24800	Supplies	63	100	100
24870	Photocopying	71	55	85
<b>TOTAL EXPENSES</b>		<b>41,198</b>	<b>51,500</b>	<b>54,500</b>
<b>Under (Over) Budget</b>		<b>10,339</b>	<b>-</b>	<b>-</b>

**Notes:**

**24120/24452** The total cost of the Student Memorial Tree Service is paid through the Student Health Plan Reserve. The reserve is managed by the Student Health & Dental Plan Committee. The VP Academic must submit a final report with all budget information to the committee before funds are released. Costs include annual tree maintenance in the UofG Arboretum (\$1,000 per year), memorial plaque, reception, programme, and musician.

Prepared March 2024

BS/LAC

Finance Committee

## ADMINISTRATION (President): Budget 2024-2025

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
<b>Revenue</b>				
82100	CSA Student Fees	462,092	446,280	461,580
82101	Entertainment Student Fee <i>(General Coordination)</i>	26,804	18,500	19,200
82200	Dental Plan - Admin Fee	-	18,000	18,000
82300	Health Plan - Admin Fee	-	28,500	28,500
82600	Other Income <i>(Admin Fees BR, MHI, SW, Cannon, misc)</i>	18,879	49,050	35,700
82620	Pro Ink - Net	13	120	60
82700	UCS - ROI (Digital Signs & Photo Arts Space)	-	11,250	7,000
82870	Black & White Photocopy Income	1,841	1,400	2,000
82875	Colour Photocopy Income	2,922	3,500	3,700
82910	Bus Pass - Net	23,221	44,000	44,500
82920	Interest Earned	51,528	45,000	57,000
	<b>TOTAL REVENUE</b>	<b>587,300</b>	<b>665,600</b>	<b>677,240</b>
<b>Expenditure</b>				
83200	Salaries/Wages <i>(includes RSP benefit)</i>	267,463	390,000	415,800
83210	Student Risk Management	3,445	600	600
83220	Employee Benefits	29,179	44,000	50,820
83380	Professional Fees <i>(Audit/Legal/HR)</i>	39,587	45,000	64,000
83390	Travel <i>(Business Office mileage, guest parking)</i>	280	300	380
83440	Temporary Wages	2,264	2,000	2,000
83500	Staff Appreciation <i>(incls coffee/water, mtg food, year end)</i>	4,241	4,000	5,000
83501	Staff Training (incls WSIB) & Transition	160	1,800	1,800
83550	Purchase of Equipment	16,442	10,000	14,000
83600	Advertising & Promotion	4,951	10,000	8,000
83610	Promotional Swag	1,112	5,000	3,000
83660	Software/Licensing/CCS Managed Desktops	2,640	16,000	16,000
83700	University Services <i>(lock/keys/minor repairs)</i>	435	3,000	2,240
83701	Leasehold Improvements	4,932	81,200	40,000
83800	Office Supplies <i>(includes postage chrgs)</i>	6,544	8,700	8,700
83820	Telephone and Internet <i>(all lines)</i>	7,515	11,800	10,000
83850	Maintenance & Repair	1,022	1,500	1,700
83870	Photocopier Expense	13,810	14,000	15,000
83900	Bank Charges	1,516	1,700	2,000
83930	Insurance	15,520	15,000	16,200
	<b>TOTAL EXPENSES</b>	<b>423,058</b>	<b>665,600</b>	<b>677,240</b>
	<b>Under (Over) Budget</b>	<b>164,242</b>	<b>-</b>	<b>-</b>

**Wages Include**

83200 President, Office Manager, Policy & Transition Coordinator, Business Manager  
 FT Bookkeeper, PT Bookkeeper, FT Admin Assistant, PT Front Office Assistants (2) F/W

Prepared March 2024

SA/LAC

Finance Committee

## BULLRING: Budget 2024-2025

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
<b>Revenue</b>				
92100	CSA Student Fees	-	-	-
92101	Entertainment Student Fee *(net zero, see #93400)	13,391	15,000	20,000
92425	Beverage Sales - Gross Margin	69,094	96,000	94,000
92465	Food Sales - Gross Margin	313,776	490,000	463,000
92490	Miscellaneous Income (less register/over)	8,466	10,000	10,000
	<b>TOTAL REVENUE</b>	<b>404,727</b>	<b>611,000</b>	<b>587,000</b>
<b>Expenditure</b>				
93200	Managerial Salaries (incls 10% RSP benefit)	134,357	162,800	163,800
93210	Hourly Wages	136,860	209,500	190,000
93220	Managerial Benefits	13,456	17,700	18,800
93225	Hourly Staff Benefits	10,761	15,800	17,100
93250	Staff Safety Training	360	1,000	500
93280	Staff Appreciation/Uniform (FixedTerm)	1,962	2,400	2,500
93380	Administrative Fee to CSA Operating	18,833	45,870	28,300
93390	Travel/Mileage	-	200	200
93400	Entertainment Costs *	13,391	15,000	20,000
93550	Purchase of Equipment/Furniture	-	6,000	4,000
93560	Lease of Equipment	1,290	4,500	1,600
93580	Maintenance of Equipment	3,544	3,000	4,400
93590	Maintenance of Front House	89	1,200	1,200
93600	Advertising & Promotion	1,388	4,000	1,500
93660	Memberships & Licenses	1,068	1,500	1,500
93700	University Services	-	1,000	2,000
93720	University Space Costs	16,507	17,500	21,000
93730	Express Card Commission/LCR Rental	26,059	44,000	50,000
93735	Debit Machine Commission/Rental	7,317	7,800	9,000
93800	Supplies (incls replacement flatware)	22,415	33,000	30,200
93810	Janitorial Supplies	2,266	2,800	3,000
93815	Janitorial Services	6,558	7,000	8,500
93870	Photocopying	50	30	70
93930	Insurance	7,644	7,400	7,830
	<b>TOTAL EXPENSES</b>	<b>426,175</b>	<b>611,000</b>	<b>587,000</b>
	<b>Under (Over) Budget</b>	<b>(21,448)</b>	<b>-</b>	<b>-</b>

## COUNCIL: Budget 2024-2025

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
<b>Revenue</b>				
22100	CSA Student Fees	99,950	99,950	95,950
22101	Entertainment Fee <i>(see below *)</i>	7,760	7,760	8,055
<b>TOTAL REVENUE</b>		<b>107,710</b>	<b>107,710</b>	<b>104,005</b>
<b>Expenditure</b>				
PDR Committee Motion Required				
23200	Grants - Fall & Winter	5,703	10,000	10,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	-	1,000	1,000
23391	Travel & Conference: CFS/CFS-O	517	1,700	2,200
23392	Travel & Conference: Student Leadership	-	500	500
23510	Executive Visioning/Training /Transition <i>50/50 split</i>	1,578	1,000	2,000
23515	Executive Discretionary Fund	-	1,000	1,500
President				
23225	Grants - CSA FoodBank Support	8,000	8,000	9,000
23228	Grants - College Royal * <i>(Entertainment Fee)</i>	7,760	7,760	8,055
23300	Elections	16,593	21,000	21,000
23440	Honoraria (Chair/Scribe)	4,912	5,500	5,500
23500	Board Training & Appreciation	5,096	10,000	9,000
23560	Residence Room Stuffer	23,888	30,000	26,000
23750	General Members Meeting (Fall & Winter)	3,980	10,000	8,000
23800	Supplies	-	200	200
23870	Photocopying	-	50	50
<b>TOTAL EXPENSES</b>		<b>78,027</b>	<b>107,710</b>	<b>104,005</b>
<b>Under (Over) Budget</b>		<b>29,683</b>	<b>-</b>	<b>-</b>

**Note:** \* Accounts are linked through the Entertainment Fees (College Royal grant is subject to COLA)

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<b>EXTERNAL: Budget 2024-2025</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 29/24</b>	<b>BUDGET 23-24</b>	<b>BUDGET 24-25</b>
<b>Revenue</b>				
25100	CSA Student Fees	48,640	48,640	50,550
	<b>TOTAL REVENUE</b>	<b>48,640</b>	<b>48,640</b>	<b>50,550</b>
<b>Expenditure</b>				
25200	Salaries <i>(incl 3% Education/RSP)</i>	33,016	40,110	41,722
25220	Employee Benefits	5,217	6,285	6,543
25450	Campaigns & Solidarity Events	693	1,800	1,800
25600	Advertising & Promotion	-	200	175
25660	Memberships & Subscriptions	-	50	50
25800	Supplies	63	100	100
25870	Photocopying	155	95	160
	<b>TOTAL EXPENSES</b>	<b>39,144</b>	<b>48,640</b>	<b>50,550</b>
	<b>Under (Over) Budget</b>	<b>9,496</b>	<b>-</b>	<b>-</b>

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## FILMS: Budget 2024-2025

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
			<i>Fee Suspended</i>	<i>Fee Suspended</i>
<b>Revenue</b>				
42101	Entertainment Student Fees	-	-	-
42400	Door Receipts/Misc Revenue	-	-	-
	<b>TOTAL REVENUE</b>	-	-	-
<b>Expenditure</b>				
43210	Temporary Wages	-		
43400	Film Rental	-		
43550	Purchase of Equipment/Upgrades	-		
43600	Advertising & Promotion	-		
43660	Memberships/Domain renewal	-		
43800	Supplies	-		
43840	Freight & Shipping	-		
43850	Maintenance of Film Equipment	-		
43870	Photocopying	-		
	<b>TOTAL EXPENSES</b>	-	-	-
	<b>Under (Over) Budget</b>	-	-	-

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<b>FOODBANK: Budget 2024-2025</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 29/24</b>	<b>BUDGET 23-24</b>	<b>BUDGET 24-25</b>
<b>Revenue</b>				
28100	FB Student Fees: Undergraduate	142,138	138,000	149,000
28120	Solicitations	4,045	5,000	5,000
28130	FB Student Fees: Graduate	21,000	21,400	23,600
28135	CSA Support	8,000	8,000	9,000
28136	GSA Support	7,500	7,500	7,500
28140	Bullring Support for Cooking Classes	-	-	-
	<b>TOTAL REVENUE</b>	<b>182,683</b>	<b>179,900</b>	<b>194,100</b>
<b>Expenditure</b>				
28210	Co-ordinators Wages	39,745	54,340	57,236
28220	Employee Benefits	3,916	6,920	6,434
28390	Transportation Costs	3	200	170
28450	Cooking Classes	-	400	400
28451	Garden Supplies (In & Out)	-	400	400
28500	Volunteer Appreciation	-	200	-
28501	Staff Training	90	220	220
28510	Compassionate Fund	-	300	-
28540	Food Acquisition	71,420	114,500	126,800
28600	Advertising & Promotion	186	150	230
28700	University Services	37	250	250
28800	Supplies	1,235	2,000	1,900
28870	Photocopying	39	20	60
	<b>TOTAL EXPENSES</b>	<b>116,671</b>	<b>179,900</b>	<b>194,100</b>
	<b>Under (Over) Budget</b>	<b>66,012</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	FoodBank Coordinator - FT (includes 3% RSP/ESP)	35 hrs/wk		\$	40,106.00
	Assistant - May 6 - April 18, 2025	12 hrs/wk	~ 564 Hours	\$	10,560.00
	Assistant - Sept 3 - April 18, 2025	12 hrs/wk	~ 360 Hours	\$	6,570.00
				<b>\$</b>	<b>57,236.00</b>

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## LIVE ENTERTAINMENT: Budget 2024-2025

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
<b>Revenue</b>				
32101	Entertainment Student Fees	82,870	82,870	105,045
32400	Tickets / Sales	4,574	33,000	10,000
<b>TOTAL REVENUE</b>		<b>87,444</b>	<b>115,870</b>	<b>115,045</b>
<b>Expenditure</b>				
33400	Performer Fees	53,850	82,200	50,600
33410	Performer Rider	1,065	3,000	1,500
33420	Setup & Sound/Streaming	20,301	17,000	4,200
33450	O-Week Live Programming	-	-	26,300
33600	Advertising & Promotion	878	1,000	1,450
33700	Facility Costs	1,095	5,000	2,000
33720	Free Concert Programming	2,688	5,000	3,000
33740	Partnership Events (large scale concerts/speakers)	-	2,000	25,000
33800	Supplies	826	600	920
33870	Photocopying	3	70	75
<b>TOTAL EXPENSES</b>		<b>80,706</b>	<b>115,870</b>	<b>115,045</b>
<b>Under (Over) Budget</b>		<b>6,738</b>	<b>-</b>	<b>-</b>

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## PROGRAMMER (Gen Entertainment): Budget 2024-2025

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
			<i>Student Experience</i>	<i>Event</i>
<b>Revenue</b>			<i>Coordinator</i>	<i>Coordinator</i>
72100	CSA Student Fees	54,700	54,700	56,250
72600	Imaginus Sales - Net	10,020	20,000	20,000
	<b>TOTAL REVENUE</b>	<b>64,720</b>	<b>74,700</b>	<b>76,250</b>
<b>Expenditure</b>				
73200	Salary/Wages	54,750	66,950	67,980
73220	Employee Benefits	6,569	7,450	8,070
73800	Supplies	26	300	200
	<b>TOTAL EXPENSES</b>	<b>61,345</b>	<b>74,700</b>	<b>76,250</b>
	<b>Under (Over) Budget</b>	<b>3,375</b>	<b>-</b>	<b>-</b>

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## PROMOTIONAL SERVICES: Budget 2024-2025

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
<b>Revenue</b>				
52100	CSA Student Fees	48,100	48,100	61,000
52300	Graphic Design & Finishing	255	1,000	1,000
52400	Postering - Net	2,634	6,500	4,000
52500	Large Format Service - Net	6,783	5,000	7,500
52600	Button Maker & Miscellaneous - Net	176	800	500
52700	Space Rentals - Kiosk & UC Banner	4,625	4,000	6,000
	<b>TOTAL REVENUE</b>	<b>62,573</b>	<b>65,400</b>	<b>80,000</b>
<b>Expenditure</b>				
53200	Wages - Promotional Services Coordinator	40,697	49,440	63,860
53210	Wages - Poster Runners	3,559	5,600	5,480
53220	Benefits - Promotional Services Coordinator	5,367	6,152	7,730
53225	Benefits - Poster Runners	235	238	360
53600	Advertising & Promotion	242	600	600
53660	Memberships & Subscriptions	371	370	370
53800	Supplies <i>(including poster stands, sandwich boards)</i>	2,372	3,000	1,600
53870	Photocopying	-	-	-
	<b>TOTAL EXPENSES</b>	<b>52,843</b>	<b>65,400</b>	<b>80,000</b>
	<b>Under (Over) Budget</b>	<b>9,730</b>	<b>-</b>	<b>-</b>

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## STUDENT EXPERIENCE: Budget 2024-2025

Account No.	Account Name	YTD Feb 29/24	BUDGET 23-24	BUDGET 24-25
<b>Revenue</b>				
27100	CSA Student Fees	57,080	57,080	60,200
27101	Entertainment Fee: Cross Campus Orientation	17,620	17,620	3,400
<b>TOTAL REVENUE</b>		<b>74,700</b>	<b>74,700</b>	<b>63,600</b>
<b>Expenditure</b>				
27200	Salaries <i>(Includes 3% Education/RSP)</i>	11,184	40,110	41,722
27220	Employee Benefits	1,528	6,285	6,543
27450	Orientation Week (from CSA Fees)	14,299	17,620	2,000
27451	Cross Campus Programming (ENT Fees)			3,400
27453	Summer Programming	1,281	800	300
27454	Fall Programming <i>(includes Stressbusters*)</i>	2,727	3,500	3,000
27455	Winter Programming <i>(Includes Stressbusters* &amp; Last Toast)</i>	864	5,500	5,000
27456	Stressbuster Programming*	-	-	800
27600	Advertising & Promotion	192	600	490
27800	Supplies	107	125	125
27870	Photocopying	191	160	220
<b>TOTAL EXPENSES</b>		<b>32,373</b>	<b>74,700</b>	<b>63,600</b>
<b>Under (Over) Budget</b>		<b>42,327</b>	<b>-</b>	<b>-</b>

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<b>SERVICE PROGRAMMES: Budgeted Allocation of Funding</b>						
<b>Account Name</b>	<b>PROGRAMMES</b>	<b>Bike Centre</b>	<b>Clubs</b>	<b>SafeWalk</b>	<b>SHAC</b>	
<b>REVENUE</b>						
CSA Student Fees	62100	107,970	16,800	65,770	-	25,400
Solicitations/SSF - Undergraduate	62120	39,000	2,000	-	37,000	-
SSF - Graduate	62130	2,050	-	-	2,050	-
Other Income from Sales	62400	250	250	-	-	-
		<b>149,270</b>	<b>19,050</b>	<b>65,770</b>	<b>39,050</b>	<b>25,400</b>
<b>EXPENDITURES</b>						
Co-ordinators/Temp Wages	63210	86,748	16,610	40,170	13,688	16,280
Employee Benefits	63220	8,832	1,210	5,415	1,022	1,185
Professional Fees (Legal Aid)	63380	6,000	-	-	-	6,000
CSA Administrative Fee - SW	63370	3,330	-	-	3,330	-
Conference/Taxi/Van Rental	63390	1,400	-	-	1,400	-
Campaigns/Events/Workshops/GM	63450	1,980	130	600	-	1,250
Volunteer Appreciation/Club Hub	63500	3,300	-	1,500	1,800	-
Purchase of Equipment (EV)	63550	8,700	-	-	8,700	-
Maintenance of Equipment	63580	2,200			2,200	-
Advertising & Promotion	63600	4,400	400	500	3,000	500
Schedule Software/Security Agmts	63660	15,000	-	15,000	-	-
Club Days Set Up	63700	2,440	-	2,440	-	-
Supplies	63800	3,940	700	100	3,000	140
Telephone/Internet x 53200	63820	840	-	-	840	-
Photocopying	63870	160	-	45	70	45
		<b>149,270</b>	<b>19,050</b>	<b>65,770</b>	<b>39,050</b>	<b>25,400</b>

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For Information Only: See Programmes Budget

<b>BIKE CENTRE: Budget 2024-2025</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 29/24</b>	<b>BUDGET 23-24</b>	<b>BUDGET 24-25</b>
BIKE 62100	CSA Student Fees	55,800	55,800	16,800
62120	Donations/Fundraising	761	4,000	2,000
62400	Sales - net	(554)	250	250
	<b>TOTAL REVENUE</b>	<b>56,007</b>	<b>60,050</b>	<b>19,050</b>
	<b>Expenditure</b>			
BIKE 63210	Co-ordinators Wages	37,646	51,700	16,610
63220	Employee Benefits (CPP & EI)	3,501	5,900	1,210
63450	Workshops	-	500	130
63500	Volunteer Appreciation	-	150	-
63600	Advertising & Promotion	144	800	400
63660	Scheduling Software/Licensing	266	300	-
63800	Supplies and tools	641	700	700
63870	Photocopying	-	-	-
	<b>TOTAL EXPENSES</b>	<b>42,198</b>	<b>60,050</b>	<b>19,050</b>
	<b>Under (Over) Budget</b>	<b>13,809</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	BC Coordinator - Jun 1 to Aug 1/Sept 3 to Apr 18/25	12.5 hrs/wk	475 Hours	\$	8,670.00
	BC Assistant - Sept 3 to Apr 18, 2025	7 hrs/wk F/W	217.5	\$	3,970.00
	BC Assistant - Sept 3 to Apr 18, 2025	7 hrs/wk F/W	217.5	\$	3,970.00
				<b>\$</b>	<b>16,610.00</b>

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<b>CLUBS: Budget 2024-2025</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 29/24</b>	<b>BUDGET 23-24</b>	<b>BUDGET 24-25</b>
<b>Revenue</b>				
CLUB 62100	CSA Student Fees	32,650	32,650	65,770
	<b>TOTAL REVENUE</b>			
		<b>32,650</b>	<b>32,650</b>	<b>65,770</b>
<b>Expenditure</b>				
CLUB 63210	Co-ordinators Wages	8,979	12,022	40,170
63220	Employee Benefits (CPP, EI)	648	675	5,415
63450	Meeting Expenses (food & incentives)	219	400	600
63500	Club Hub Events	-	-	1,500
63600	Advertising & Promo (includes engagement activity Winter Sem)	566	2,000	500
63660	UC Services - Security/Maintenance Club Hallway	-	15,000	15,000
63700	Club Days (Setup & incentive prizes, \$500 per semester)	2,205	2,440	2,440
63800	Supplies	49	80	100
63870	Photocopying	-	33	45
	<b>TOTAL EXPENSES</b>	<b>12,666</b>	<b>32,650</b>	<b>65,770</b>
	<b>Under (Over) Budget</b>	<b>19,984</b>	<b>-</b>	<b>-</b>

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<b>SAFEWALK: Budget 2024-2025</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 29/24</b>	<b>BUDGET 23-24</b>	<b>BUDGET 24-25</b>
<b>Revenue</b>				
Safe 62120	SW Student Fees - Undergraduate	35,655	34,100	37,000
62130	SW Student Fees - Graduate	1,927	2,000	2,050
	<b>TOTAL REVENUE</b>	<b>37,582</b>	<b>36,100</b>	<b>39,050</b>
<b>Expenditure</b>				
Safe 63210	Co-ordinators Wages	12,002	13,339	13,688
63220	Employee Benefits (CPP, EI)	906	781	1,022
63370	CSA Administrative Fee (equal to 9% of student fees)	-	3,130	3,330
63390	Taxi Expenses	266	1,400	1,400
63500	Volunteer Appreciation & Training	595	1,500	1,800
63550	Purchase of Equipment/Maintenance	1,395	12,500	8,700
63580	Maintenance of Equipment	-	-	2,200
63600	Advertising & Promotion	7,202	2,350	3,000
63800	Supplies	73	200	3,000
63820	Telephone Charges (including UoG x53200)	800	850	840
63870	Photocopying	59	50	70
	<b>TOTAL EXPENSES</b>	<b>23,298</b>	<b>36,100</b>	<b>39,050</b>
	<b>Under (Over) Budget</b>	<b>14,284</b>	<b>-</b>	<b>-</b>

<b>Staff</b>	SafeWalk Coordinator - Sept 3 to April 18, 2025	50 Flex + 15 hrs/wk	455	\$	8,304.00
	SafeWalk Assistant - Sept 3 to April 18, 2025	25 Flex + 10 hrs/wk	295	\$	5,384.00
				<b>\$</b>	<b>13,688.00</b>

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<b>STUDENT HELP &amp; ADVOCACY CENTRE: Budget 2024-2025</b>				
<b>Account No.</b>	<b>Account Name</b>	<b>YTD Feb 28/23</b>	<b>BUDGET 23-24</b>	<b>BUDGET 24-25</b>
SHAC 62100	CSA Student Fees	23,800	23,800	25,400
	<b>TOTAL REVENUE</b>	<b>23,800</b>	<b>23,800</b>	<b>25,400</b>
<b>Expenditure</b>				
SHAC 63210	Co-ordinators Wages	11,531	15,374	16,280
63220	Employee Benefits (CPP & EI)	812	800	1,185
63380	Professional Fees (Legal Aid Clinic)	5,000	6,000	6,000
63450	Information/Awareness Events	731	500	1,450
63500	Volunteer Training & Appreciation	-	500	-
63600	Advertising & Promotion	130	500	300
63800	Supplies (incls Resource Material)	84	80	140
63870	Photocopying	1	46	45
	<b>TOTAL EXPENSES</b>	<b>18,289</b>	<b>23,800</b>	<b>25,400</b>
	<b>Under (Over) Budget</b>	<b>5,511</b>	-	-

<b>Staff</b>	SHAC Coordinator - Sept 3 to April 18, 2025	50 Flex +12 hrs/wk	398 Hours	\$	7,264.00
	Assistant Coordinator - Sept 3 to April 18, 2025	15 Flex + 8 hrs/wk	247 Hours	\$	4,508.00
	Assistant Coordinator - Sept 3 to April 18, 2025	15 Flex + 8 hrs/wk	247 Hours	\$	4,508.00
				<b>\$</b>	<b>16,280.00</b>

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## Motion

Board of Directors Meeting # 18  
April 10, 2024

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### Item 18.11.2 Amendments to Bylaw 1 (Organizational) re. PBRC

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

*Notice of this motion was provided at the Board meeting on April 3, 2024.*

**WHEREAS** at the Board of Directors meeting on February 28, 2024 the Board passed a motion to refer the topic of Executive Officer Accountability within CSA bylaws and policies to the PBRC for consideration; and

**WHEREAS** the Policy & Bylaw Review Committee had formed a Working Group to review policies in relation to Executive and Director accountability;

**BE IT RESOLVED** that the amendments to Bylaw 1 (Organizational) be approved as recommended by the PBRC and as included in the Board Agenda Package.

**Moved:** Shaima Alam, President

**Seconded:**

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# Bylaw 1 Organizational



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*Note: Amendments to Bylaw 1 were approved by the Board of Directors on February 28, 2024  
Policy & Transition Coordinator*

## Table of Contents

### 1.0 General

#### 1.1 Introduction to the Central Student Association

1.1.1 The University of Guelph Central Student Association, referred to in these bylaws as the 'CSA', is a not-for-profit corporation, incorporated under the Ontario Corporations Act as of May 31, 1979. The CSA is the undergraduate students' union at the University of Guelph and Local 54 of the Canadian Federation of Students.

#### 1.2 Aims of the Central Student Association

1.2.1 The CSA is committed to serve and protect the rights of undergraduate students at the University of Guelph. The aims of the CSA is three-fold:

- a) **Advocacy** – We advocate with and on behalf of our members for accessible, quality, and public education. Through democratic representation, we protect our rights at the institutional, municipal, provincial, and federal level.
- b) **Enhance the Student Experience** – We work to build a community on-and off-campus free from all forms of oppression. We run services and events that support students including students from marginalized groups.
- c) **Provide Cost-Saving Services** – We offer members services to save money, like health and dental plans, affordable bus passes, and more.

#### 1.3 Definitions

In these bylaws, unless the context otherwise requires, these shall be the definitions:

"**Board**" means the Board of Directors of the CSA;

"**Bylaws**" means this bylaw and all other bylaws of the CSA as amended and which are, from time to time, in force;

"**Campaigning**" means the promotion of a position with respect to a candidate or referendum question in the current electoral period;

"**Chair**" means the Chair of the Board;

"**Director**" means an individual occupying the position of Director of the CSA by whatever name they are called;

"**Executive**", sometimes referred to as Executive Officers means one, or all of the four Executive of the CSA, namely, the President, Vice President Student Experience, Vice President Academic, and Vice President External;

"**Full-time undergraduate**" means a person who is registered at the University of Guelph as a full-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph;

"**Member**" means a member of the CSA, as defined in the bylaws;

"**Members**" means the collective membership of the CSA;

"**Officer**" means an officer of the Corporation;

"**Part-time undergraduate**" means a person who is registered at the University of Guelph as a part-time undergraduate student as the same is defined from time to time by the Registrar of the University of Guelph, or as a person who has been registered in one of the immediately preceding two semesters and who is eligible to continue in a recognized program at the University of Guelph;

"**Registered undergraduate student**" means a person who is registered at the University of Guelph as an undergraduate student; and

"**Special Status Groups**" in the context of the CSA, are defined as those groups not representing students through government, but rather that provide the entire University community with a special service. They specifically represent marginalized groups, and/or the causes of marginalized groups, and include: International Student Organization, CJ Munford Centre, Guelph Resource Centre for Gender Empowerment and Diversity, Guelph Queer Equality, the Indigenous Student Society, and the Ontario Public Interest Research Group - Guelph.

## 1.4 Interpretation

Other than as specified in Section 1.3 Definitions, all terms contained in this bylaw that are defined in any outside legislative documents applicable to the CSA,

including but not limited to the Not-for-Profit Corporations Act, 2010 (Ontario), Corporations Act (CA) and the Occupational Health and Safety Act, shall have the meanings given to such terms as outlined in those Acts.

## 2.0 Membership

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

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

2.2 Students appealing a decision, which affects their status as an undergraduate student, shall be deemed members of the CSA until such time as their appeal has been concluded.

2.3 Members of the Executive who are not enrolled in classes shall be deemed members of the CSA and have all the rights and privileges and responsibilities of the membership as per these bylaws.

2.4 No person shall be excluded from the CSA for reasons related to age, gender, race, nationality, ancestry, citizenship, marital status, illness or results from medical tests, sexual orientation or preference, place of residence, school of thought, beliefs, religious affiliations or activities, criminal record, any physical handicap or invalidity, or participation or non-participation within the CSA.

## 2.5 Cessation of Membership

Individuals shall cease to be members of the CSA when they cease to meet the requirements of Bylaw 1, the section of Bylaw 1 defining membership, or should they no longer be deemed in good standing with the CSA, as determined by the Board.

## 2.6 Membership Fee

2.6.1 The membership fee schedule shall be established by referendum of the membership, as stipulated within the CSA bylaws. Any changes made to the amount, through an authorized referendum, shall be entered below, into the bylaws of the CSA along with the date of the authorizing referendum.

‘The CSA membership fee shall be \$12.00 per semester for each full

time, registered, undergraduate student of the University of Guelph, also established by a general referendum held November 7, 1985. Part-time registered, undergraduate students of the University of Guelph shall pay a fee of \$3.00 per course per semester as passed by a part time student referendum and approved by the CSA Board of Directors on March 28, 1990 and ratified by the CSA Annual General Meeting on October 10, 1990. Student fees shall increase by the cost-of-living index yearly as determined by the University of Guelph as passed by a general referendum and approved by the CSA Board of Directors on April 3, 1991. In 2012-2013, these fees stood at \$15.50 per semester for full time undergraduate students and \$4.85 per course per semester for part time undergraduate students.'

- 2.6.2** It shall be the responsibility of the President to ensure that all fees owing to the CSA are collected in full and in a timely manner.

## **2.7 Changes to the CSA Fee**

- 2.7.1** Fees may increase by 3% plus cost-of-living as determined by the current Compulsory Non-Tuition Fees Protocol, by a two-thirds majority vote of a properly worded motion at a meeting of the CSA Board of Directors.

- 2.7.2** This change must be communicated to the membership via mass e-mail and the CSA website within two weeks of the decision made by the Board of Directors.

## **2.8 Rights, Privileges and Responsibilities of Membership**

### **2.8.1 Members of the CSA shall have the following rights and privileges:**

- a) To act as the sole authority of the CSA to make decisions through referenda or General Meetings on all questions of membership in the CSA, subject to the other provisions of the Letters Patent, Incorporation Documents, CSA bylaws and policies;
- b) To have their interests represented collectively in the CSA through the Board, but will not themselves have voting rights at Board Meetings, or Executive Meetings;
- c) To be represented collectively through membership in a national and provincial student association, to the federal and provincial governments;



- d) To the protection and support of the CSA in accordance with the aims and objectives of the CSA;
- e) To attend meetings of all decision-making bodies of the CSA, with the exception of In Camera sessions and other situations in which confidentiality is required;
- f) To speak and vote at General Meetings of the Members;
- g) To speak, at the discretion of the Chair, at Board Meetings;
- h) To seek nomination in CSA Elections to run for Executive and Non-Executive office;
- i) To vote in CSA elections, by-elections, recalls and referenda, subject to restrictions in these bylaws;
- j) To access all minutes of the CSA Board of Directors, and Executive Committee, subject to restrictions in these bylaws;
- k) To access the services, research, information, materials, and other resources of the CSA;
- l) To access the CSA's Health and Dental Plan within the provisions of the plan; and
- m) To access information on associations to which the CSA belongs.

## **2.8.2 Members of the CSA shall have the following responsibilities:**

- a) Payment of the designated CSA membership fee or the Co-Op work term fee;
- b) To respect the goals and objectives as they are specified in the CSA Letters Patent and documents of incorporation, the rules of the present bylaws, as well as any legal agreement adopted by the CSA in their name; and
- c) To respect the aims of the organization, and anti-oppressive mandate of the CSA.

## **2.9 Members Not-in-Good-Standing**

Failure to adhere to the responsibilities of membership, and following a two-thirds vote of the Board, individuals may be distinguished to be 'not in good standing' for a period of time as stated by the Board.

## **2.10 Member Colleges of the CSA**

**2.10.1** Member Colleges of the Central Student Association include the following:

- College of Arts Student Union;
- College of Biological Sciences Student Council;
- College of Physical and Engineering Science Student Council;
- College of Social and Applied Human Sciences Student Alliance;
- Gordon S. Lang School of Business and Economics Students Association;
- Student Federation of the Ontario Agricultural College;
- Central Veterinary Student Association.

## **3.0 Officers of the Corporation**

### **3.1 Signing Officers of the Corporation**

**3.1.1** The CSA Executive structure operates in a collaborative, hierarchical manner. However,

- a) the President shall serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.
- b) the Vice President Student Experience shall be also known as the 'Secretary' and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law or as the Board may determine from time to time.

## **4.0 Board of Directors**

**4.1** The affairs of the CSA shall be managed by a Board of Directors of 35 persons composed of both elected and appointed members. The Board of Directors shall be composed of the Executive of the CSA, at-large elected student Directors, an

appointed college representative for each of the member college governments, and representatives from student groups.

## 4.2 Board of Directors Composition

The composition of the Board of Directors shall be:

### 4.2.1 Executive (Ex-officio, non-voting)

- One President
- One Vice President Student Experience
- One Vice President Academic
- One Vice President External

### 4.2.2 At-Large (Elected) Representatives

- Two College of Arts
- Two College of Biological Sciences
- Two College of Physical and Engineering Sciences
- Two College of Social and Applied Human Sciences
- Two Gordon S. Lang School of Business and Economics
- Two Ontario Agricultural College
- Two Ontario Veterinary College

### 4.2.3 Member College Government Representatives (Appointed)

- One College of Arts Student Union
- One College of Biological Sciences Student Council
- One College of Physical and Engineering Science Student Council
- One College of Social and Applied Human Sciences Student Alliance
- One Lang Student Association
- One Central Veterinary Students Association
- One Student Federation of the Ontario Agricultural College

### 4.2.4 Student Organization Representatives (Appointed)

- One Student Representative appointed by the Indigenous Student Society
- One Student Representative appointed by the Guelph Black

## Students Association

- One Student Representative appointed by Guelph Queer Equality
- One Student Representative appointed by the Guelph Resource Centre for Gender Empowerment and Diversity
- One Student Representative appointed by the International Student Organization
- One Student Representative appointed by Interhall Council
- One Student Representative appointed by Guelph Campus Co-op
- One Student Representative appointed by Ontario Public Interest Research Group (OPIRG)
- One Student Representative appointed by the Student Senate Caucus
- One Student Representative appointed by the Board of Governors

**4.2.5** All 'At-Large (Elected) Representatives' shall be two (2) persons directly elected from and by members of each college during the CSA election, in accordance with CSA bylaws and policies. They shall be known as "At-Large (Elected) Representatives". All such representatives shall, at the time of their election, be members of the college they represent. An "At-Large (Elected) Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

**4.2.6** All 'Member College Government Representatives' shall be one (1) person appointed by each member college and having been elected through a recognized internal election process. This person must hold a position on the member college government. An appointed "Member College Government Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

**4.2.7** A "Student Organization Representative" is appointed by the member organization. This person must be an undergraduate and hold a position on the member organization council/board and shall report any policies or actions as will be desired between the CSA and the member organization. An appointed "Student Organization Representative" shall have a vote on the Board of Directors and shall be counted for quorum.

**4.3** There shall be no proxies, or 'alternate' members permitted.

**4.4** Each member representing the student body or a college or organization directly shall search the feelings and opinions of their electorate in regard to any policies or actions of the Central Student Association. They will then report to the Board of Directors or Executive whatever findings prevailing with their electorate.

- 4.5** The Scribe shall be a clerk of the Board of Directors. They shall attend all meetings of the Board of Directors and record all the facts and minutes of all proceedings in the books kept for that purpose.
- 4.6** Should at any time the membership of the CSA Board of Directors fall below three Directors, the representative(s) appointed to fill the vacancy will become ratified without the requirement for a Board motion.
- 4.7 Director Qualifications**
- 4.7.1** At all times, every Director shall:
- a) be at least eighteen (18) years of age;
  - b) not have the status of bankrupt; and
  - c) be a member of the CSA.
- 4.8 Term of the Board**
- 4.8.1** Each Director shall hold office from the first day of May of the current year, or their date of ratification by the Board, until the last day of April of the following year, or their date of de ratification by the Board. Following re-election or re-appointment, Directors may remain in their role, but must be re-ratified to the Board for an additional term.
- 4.8.2** No Director shall continue from term to term without following the processes laid out in the CSA bylaws and policies.
- 4.9 Indemnity**
- 4.9.1** All Directors, Officers and other employees and their respective heirs, executors and administrators shall at all times be indemnified and saved harmless by the corporation against all liability incurred as a result of the execution of duties owed to the CSA, except to the extent that such liability results for the individual's willful neglect or default.
- 4.10 Director Duties**
- 4.10.1 Each Director shall:**
- a) Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
  - b) Act in the best interest of the constituency that they are

representing;

c) Attend all Board meetings, Board retreats, Board training sessions, Annual General Meetings and General Members' Meetings;

d) Be prepared to speak to classes during times of significant importance to the CSA, including but not limited to AGMs, GMMs, Elections, hiring, large-scale programs and "Awareness Weeks";

e) Be an active and participating member of a minimum of one CSA committee;

f) At all times, uphold the bylaws and policies of the CSA. Where no policy or bylaw exists for a specific issue, to look to policies and practices of similar organizations;

g) Be at all times as objective, fair and impartial as possible when discussing issues and making decisions;

h) Be aware of and perform the responsibilities and qualifications as a member of the Board of Directors as outlined in the Ontario Corporations Act, and other relevant legislation;

i) Actively promote student involvement in CSA services, advocacy, events and campaigns;

j) Tender their resignation if two meetings are missed per semester without reasonable cause or without obtaining prior leave of absence;

k) Be aware that the Board may decide to remove Directors who fail to perform their duties; and

l) Carry out such other duties as the Board may from time to time assign them with, or as stipulated in CSA policies.

4.10.2 For the purposes of Section 4.10.1, the determination of reasonable cause a valid excuse shall be made by the Policy & Transition Coordinator in conjunction with the Chair of the Board.

## 4.11 Disciplining Directors

4.11.1 The CSA shall have the right to discipline its Directors. Grounds for disciplinary action include, but are not limited to, the following:

- a) poor attendance at Board meetings;
- b) just cause;
- c) theft, fraud, or embezzlement of funds;
- d) failure to disclose a significant or obvious conflict of interest;
- e) breach of confidentiality;
- f) failure to attend or complete applicable Board training;
- g) misuse of CSA property;
- h) failure to perform their duties as specified by the CSA Bylaws or Policies; or
- i) unprofessional behaviour, breach of the anti-oppression policy, code of conduct, harassment policy or other relevant policies related to appropriate behaviour.

**4.11.2** The disciplinary action to be taken against any Director shall be decided on a case by case basis in an In Camera session of the Board. Any disciplinary action must be approved by a two-thirds majority of Directors present. Disciplinary action can include, but is not necessarily limited to, verbal reprimand, letter of censure, and removal from the Board.

## **4.12 Vacancy in the Office of a Director**

**4.12.1** The office of a Director shall be automatically vacated upon the occurrence of any of the following events:

- a) if a Director is appointed to fill the vacancy of an Executive Officer or Chair, and such Director accepts the position, such Director shall be deemed to have immediately vacated her or his seat on the Board as a Director in favour of the new office;
- b) if a Director is adjudged a bankrupt under the Canada Bankruptcy and Insolvency Act;
- c) if an order is made declaring such Director to be a mentally incompetent person or incapable of managing her or his affairs;
- d) if by notice in writing to the Corporation, such Director resigns their office (in which case, such resignation, if not effective immediately, becomes effective in accordance with its terms);
- e) if a Director is employed by the CSA, and such Director accepts the position, such Director shall be deemed to have immediately

vacated her or his seat on the Board as a Director; or

f) upon their death.

## **4.13 Appointment of Directors**

- 4.13.1** If the position of a Director becomes vacant for any reason, that position may be filled by a person who meets the eligibility qualifications set forth in this bylaw.
- 4.13.2** “At-Large” Director vacancies, following a CSA General Election must first be filled through a CSA Fall By-Election, and if needed, through an appointment process as laid out in Bylaw 2 - Electoral, and in accordance with all CSA Bylaws and Policies.
- 4.13.3** A by-election shall be held in the Fall term for any vacancies in the Board that occur following a CSA general election, or before September 1 of that current year. The dates of the nomination and election period shall be approved by the Board based on a recommendation of the Policy & Transition Coordinator and Chief Returning Officer, provided that it must occur in the fall semester.
- 4.13.4** Any person elected to the Board under these circumstances, shall serve the unexpired remainder of the term.
- 4.13.5** If a seat remains vacant following a by-election, this seat will be filled through a majority vote of the Board.

## **4.14 Appointment of Chair of the Board**

- 4.14.1** The Chair of the Board shall be hired pursuant to CSA Human Resources Policy and ratified at the first meeting of the Board within the elected term.
- 4.14.2** In the event that the Chair of the Board is not ratified, the President or a Director (including a member of the Executive Committee) appointed by the Board shall serve as Chair, until an alternate Chair is appointed.
- 4.14.3** The Chair of the Board shall not have a vote in a meeting of the Board of Directors, even in the case of a tie vote.

## **4.15 Board Administration**



- 4.15.1** Board Administration staff, which includes the Policy & Transition Coordinator and the Board Scribe, shall have speaking rights for CSA Board Meetings on an ongoing basis.
- 4.15.2** When invited to address the Board, the Policy & Transition Coordinator and the Board Scribe may answer a question or provide advice in a brief and concise manner.
- 4.15.3** During a Board of Directors meeting, the Policy & Transition Coordinator and the Board Scribe shall maintain order and decorum and address the Board only with the permission of the Chair or the Board.

## **4.16 Board Meetings**

- 4.16.1** All meetings of the Board of Directors shall be open to the public. Members of the CSA are strongly encouraged to attend meetings.
- 4.16.2** The Board of Directors shall meet at least four (4) times during an academic semester.
- 4.16.3** An exception may be made for meetings during the summer semester, based on financial or other considerations.
- 4.16.4** The Policy & Transition Coordinator shall be responsible for scheduling Board Meetings.
- 4.16.5** In addition, meetings of the Board of Directors may be called on 48 hours notice, in three ways:
  - a) Decision of three members of the Executive Committee;
  - b) Student petition with 50 signatures presented to the Policy & Transition Coordinator,
  - c) Petition of one-half of ratified Directors (one signature per voting seat), to be presented to the Policy & Transition Coordinator.
- 4.16.6** The Board of Directors shall operate under the Central Student Association's Rules of Order.
- 4.16.7** Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same

time. Participation by such means shall constitute presence, in person, at a meeting.

- a) A member may attend a meeting and participate in board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or emergency; weather conditions, military service, employment obligations, or a scheduling conflict.

Members are expected to provide notice at least 48 hours in advance, or in the event of an emergency, as soon as possible, to the Policy & Transition Coordinator when they are anticipating attending a meeting virtually.

- b) The determination of a valid reason shall be made by the Policy & Transition Coordinator in conjunction with the Board Chair.

## **4.17 Meeting Minutes**

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

## **4.18 Powers of the Board**

- 4.18.1 The Board shall administer the affairs of the CSA in all things and may make or cause to be made for the CSA, in its name, any kind of contract which the CSA may lawfully enter into and, save as hereinafter provided, generally, may exercise all such powers and do all such other acts and things as the CSA, by its Letters Patent or otherwise, is authorized to exercise and do.
- 4.18.2 The Board shall have the power to authorize expenditures on behalf of the corporation and may delegate, by resolution, to Executive Committee the right to make such expenditures on such terms and

conditions as it deems appropriate.

- 4.18.3** The Board may appoint such agents and engage such employees as it may deem necessary and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment.
- 4.18.4** The Board is expressly empowered to purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of shares, stocks, rights, warrants, options, and other securities, lands, buildings and other property, movable or immovable, real or personal, or any right or interest therein owned, for such consideration and upon such terms and conditions as the Board may deem advisable.
- 4.18.5** The Board shall have the authority to establish committees to exercise any function of the CSA.
- 4.18.6** The Board shall exercise general supervision over all the disbursements of the members' monies to all members' organizations and generally exercise supervision over financial operations.
- 4.18.7** The Board shall consider the budgets of all committees, operations, and services, and approve the annual operating budget for the CSA no later than May 1 of the current fiscal year.
- 4.18.8** The Board shall have the power to inspect and audit any activity sponsored by the CSA.
- 4.18.9** The Board shall set down and implement any financial programs and procedures, including the method of requisition of funds, which shall govern the operations of the CSA and its committees.

## **5.0 Executive Officers ('Executive Committee')**

- 5.1** The CSA Executive Officers operate in a collaborative, hierarchical manner and shall include:
  - a) the President,
  - b) the Vice President, Student Experience,
  - c) the Vice President, Academic, and
  - d) the Vice President, External

## 5.2 Term of Office (Executive)

- 5.2.1 Each Executive Officer shall be elected by the general membership to serve a term of office, which shall begin no earlier than May 1 and end no later than April 30.
- 5.2.2 No person shall hold an Executive office for more than two terms.
- 5.2.3 At all times, there shall be a minimum of three Executive Officers.
  - a) If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers. This shall include ensuring that one individual is the Corporate President and one individual is the Corporate Secretary.

## 5.3 Executive Committee (Terms of Reference)

- 5.3.1 The voting members of the Executive Committee shall be the President, Vice President Student Experience, Vice President Academic, and Vice President External.
- 5.3.2 The President shall serve as the Chair of the Executive Committee.
- 5.3.3 Vice President Student Experience shall serve as secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.
- 5.3.4 Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.
- 5.3.5 The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.
- 5.3.6 The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
- 5.3.7 The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the Bylaws of the CSA or by any applicable statute or law are regularly and properly kept.

- 5.3.8 The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.
- 5.3.9 The Executive Committee shall recommend policy but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- 5.3.10 The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- 5.3.11 The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

## 5.4 General Executive Responsibilities

- 5.4.1 The Executive Committee shall:
  - a) Represent the CSA to all internal and external parties;
  - b) At all times take into consideration the CSA's welfare and mandate;
  - c) Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies;
  - d) Actively participate in Executive Committee meetings;
  - e) Actively seek opportunities to collaborate and involve other student organizations;
  - f) Actively strive for student involvement to inform and educate students around issues concerning them and to solicit student input and opinion on issues and initiatives;
  - g) At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization;
  - h) At all times ensure that any expenses can be met by their portfolio and to discuss portfolio finances with the Business Manager;
  - i) Assist with any service's programming, as requested by CSA

Service Coordinators.

- j) Submitting an activity log as requested by the Executive Evaluation Committee;
- k)
- l) Submitting a final report to the Board of Directors;
- m)
- n) Adhering to the requests and direction of the Board of Directors;
- o)
- p) Participate in ongoing leadership training;
- q)
- r) Receive inclusivity training from Diversity and Human Rights;
- s)
- t) Provide Executive Committee meeting minutes to the Board of Directors;
- u)
- h)v) Support with training and transition as required by the Policy & Transition Coordinator and the CSA President. General Manager.

**5.4.2** The Executive Committee must commit to:

- a) Working a minimum of 37 hours on-site per week from May 1 until April 30 primarily during the standard CSA business hours of Monday to Friday, 9:00am to 5:00pm;
- a)b) To not take part in additional employment that requires work during standard CSA business hours, or that conflicts with Board of Directors Meetings and other required commitments as listed in Appendix A (Executive Portfolios) that fall outside of standard CSA business hours. Any outside employment must be disclosed to the Policy & Transition Coordinator and the CSA President at the start of the term and as it arises for transparency regarding any potential conflicts of interest or schedule conflicts.
- c) Being enrolled in no more than 1.00 credit per semester or any co-op work terms from May 1 until April 30 and submit documentation in support of this each semester to the Policy & Transition Coordinator on the day following the applicable enrollment deadline;

Failure to abide by the listed commitments, if not resolved immediately, will be submitted to the Board of Directors. This will result in immediate removal of the Executive by a simple majority vote. This measure shall be used until such time that a committee has been developed to dispense with job performance issues of Executives and Directors.

- ~~b)d) Submitting an activity log as requested by the Executive Evaluation Committee;~~
- ~~e)e) Submitting a final report to the Board of Directors;~~
- ~~e)f) Adhering to the requests and direction of the Board of Directors;~~
- ~~e)g) Participate in ongoing leadership training;~~
- ~~f)h) Receive inclusivity training from Diversity and Human Rights;~~
- ~~g)i) Provide Executive Committee meeting minutes to the Board of Directors;~~
- ~~h)j) Support with training and transition as required by the Policy & Transition Coordinator and General Manager.~~

## 5.5 Conduct of Executive Committee Meetings

5.5.1 The President shall act as the Chair of the Executive Committee.

5.5.2 Quorum for Executive Committee Meetings is three voting members.

- a) This shall comprise no less than the President, and two Vice Presidents;
- b) If the President is unable to be present at an Executive Committee Meeting, and every attempt has been made to ensure their attendance, quorum may be the three Vice Presidents. Minutes from these meetings must be sent to the President within 24 hours.

## 5.6 Relationship Between Board of Directors and Executive Committee

5.6.1 To attend and actively participate in all CSA Board of Directors meetings as ex officio members, except where prior leave of absence is obtained;

5.6.2 To present regular and informative reports to the Board of Directors;

5.6.3 To adhere to decisions made by the Board of Directors and to respect the Board as the governing body of the CSA;

5.6.4 To be responsible for accomplishing additional tasks as assigned by the

Board of Directors;

**5.6.5** Executive Officers, with the exception of the President upon a draw, shall not be voting members on the Board of Directors;

**5.6.6** The President shall only vote to break a tie among the voting members.

## **5.7 The President of the CSA shall:**

**5.7.1** Act as the “Corporate President” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine;

**5.7.2** Report and be accountable to the Board of Directors;

**5.7.3** Receive initiatives from the Board of Directors and the general membership and is responsible for implementing them within the Executive Committee.

## **5.8 The Vice President Student Experience of the CSA shall:**

**5.8.1** Act as the “Corporate Secretary” of the CSA and serve as a signing officer of the CSA as well as fulfill any other duties as may be required by law in this capacity or as the Board may determine;

**5.8.2** Assume the duties of the President in the event of the absence or incapacity of the President.

## **5.9 The Vice President Academic of the CSA shall:**

**5.9.1** Assume the duties of the President in the event of the absence or incapacity of the President, and the Vice President Student Experience;

**5.9.2** Advocate for academic issues through regular attendance of academic-related committees.

## **5.10 The Vice President External of the CSA shall:**

**5.10.1** Assume the duties of the President in the event of the absence or incapacity of the President, the Vice President Student Experience, and the Vice President Academic;



- 5.10.2 Advocate for the University of Guelph undergraduate students to the municipal, provincial, and federal governments;
- 5.10.3 Defend and protect the rights and interests of University of Guelph undergraduate students within the context of Guelph, Ontario, and Canada.

## 6.0 Accountability and Removal from Office

### 6.1 Executive Officers

- 6.1.1 Members of the Executive Committee may be removed from office with the following options: ~~by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.~~

By a referendum of the members of the association. A referendum to remove an Executive Committee member may be initiated by either a petition from 10% of the general membership or a two-thirds vote of the Board. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the Executive Officer.

By resolution to de-ratify and subsequent simple majority vote of the Board of Directors for matters covered under Section 5.4.2.

By resolution to de-ratify and subsequent unanimous vote of the Board of Directors in the event that the subject of the removal from office is confidential or sensitive in nature. Discussion of an Executive removal will take place in-camera but the outcome and reason for removal shall be recorded in the public minutes.

### 6.2 Directors

- 6.2.1 Directors may be removed from office with the following options: ~~by a referendum of the members of the association, or by resolution to de-ratify and subsequent unanimous vote of the CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature.~~

- 6.2.2 By a referendum of the members of the association. A referendum to

remove a Director may be initiated by either a petition from 10% of the member college or student organization's members, or a two-thirds vote of the Board of Directors. The Elections Office shall validate any petitions submitted to the Board. Quorum for this referendum is 10% of the general membership. A simple majority of this is required to remove the ~~Director.~~ ~~Executive Officer.~~

**6.2.3** ~~The Board of Directors shall have power to~~ By resolution to de-ratify and subsequent simple majority vote for any Director, excluding the Executive Committee, should they be absent without notice and/or without reasonable cause for two or more consecutive meetings or, three or more regularly scheduled meetings, during one semester as defined by the Registrar of the University of Guelph. Notice of absence and reason for absence for a meeting must be written and submitted to the Policy & Transition Coordinator or a designated staff member at least ~~24~~ 48 hours in advance of the meeting.

**6.2.4** ~~By resolution to de-ratify and subsequent simple majority vote for~~ The Board of Directors shall also have the power to de-ratify any Director who fails to attend or complete any mandatory training, ~~by resolution to de-ratify and subsequent two-thirds vote of the Central Student Association Board of Directors.~~

**6.2.5** ~~By resolution to de-ratify and subsequent two-thirds majority vote of the~~ CSA Board in the event that the subject of the removal from office is confidential or sensitive in nature. Discussion of a Director removal will take place in-camera but the outcome and reason for removal shall be recorded in the public minutes.

~~6.2.46~~**6.2.6** Organizations that have appointed a member to represent them on the CSA Board of Directors shall have the power to remove that Director by sending a written statement to the Policy & Transition Coordinator.

~~6.2.56~~**6.2.7** ~~Any additional reasons for de-ratification shall follow a referendum process.~~

## 6.3 Reprimand

**6.3.1** Any Executive or Director may be reprimanded for violation of bylaws or policy, poor job performance or unprofessional behaviour. A reprimand requires a two-thirds vote of the Board. All discussions surrounding reprimands shall take place In Camera but the vote and reasons for the reprimand shall be recorded in the Board minutes.

- 6.3.2** The purpose of a reprimand is to be corrective and constructive. With this in mind, the Board may define the substance of the reprimand and any consequences at its discretion but always in accordance with CSA bylaws and policies. (It is recommended that CSA Human Resources policy on Positive Discipline be used as a guide.)
- 6.3.3** Proposals to reprimand must be presented to the Board in writing and should clearly state the problem, any immediate corrective action and future expectations. All discussions pertaining to positive discipline shall be held In Camera.
- 6.3.4** Proposals to reprimand can also be submitted in confidence ~~to the Executive Evaluation Committee Chair in the case of an Executive reprimand or~~ to the Policy & Transition Coordinator ~~in the case of a Director reprimand.~~

## 7.0 Executive Empowerment

- 7.1** Executive Empowerment is defined as the transference of limited decision-making powers from the Board of Directors to the Executive Committee. These limited powers can be implemented at any time by a simple majority vote of a properly worded motion of the Board of Directors. A motion for Executive Empowerment shall contain any additional limitations, to which the Executive shall be bound.
- 7.2** Unless otherwise determined by the Board by a properly worded motion and a simple majority vote, the Executive Committee shall automatically be empowered between semesters.
- 7.3** This empowerment shall start at the end of the last meeting of any given semester and conclude at the beginning of the first meeting of the following semester.
- 7.4** Under Executive Empowerment, the Executive Committee shall never have the power to amend the bylaws and policies or suspend any policy of the CSA. If it is felt that there is a pressing need to suspend any policy, the Executive Committee shall reconvene the Board of Directors.
- 7.5** Expenditures under Executive Empowerment shall be contained within a specified budgetary line item and shall not exceed \$4,999.99. An exception shall be made to cover payroll and any remittances to federal or provincial governments. If an expenditure must be made that surpasses any of these limitations, the Executive Committee shall reconvene the Board of Directors.

## 8.0 Standing Committees

8.1 The Board shall maintain the following Standing Committees:

- a) Executive Committee
- b) ~~Executive Evaluation Committee\*~~
- c) Finance Committee
- d) Petitions, Delegations and Representations (PDR) Committee
- e) Policy and Bylaw Review Committee (PBRC)
- f) Accessibility Committee
- g) Capacity, Analysis, and Planning Committee (CAPCOM)

[\*The Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the Board to replace the end of the 2021 calendar year.]

8.2 The Terms of Reference for the Executive Committee shall be found earlier in this Bylaw 1, specifically as Clause 5.3.

8.3 The Terms of Reference for the remaining CSA Standing Committees shall be found in CSA Policy Manual, Appendix D – CSA Committees.

## 9.0 Members' Meetings

### 9.1 Annual and Other Meetings of the Members

9.1.1 Every year, one annual meeting of the membership shall be held during the elected term.

9.1.2 Member Meetings, including the Annual General Meeting (AGM), shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

- a) Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors.

9.1.3 Notice for a meeting of the members shall not be less than 10 days.

- 9.1.4** Any significant changes to the structure and operations of the CSA must be brought forward to the membership.
- 9.1.5** The agenda and other such relevant material concerning the annual or special meetings of the membership shall be made available for distribution to the members not less than 48 hours prior to such meetings.
- 9.1.6** Quorum for annual or any other general meeting of the members shall be set at 100 members of the CSA; if no quorum is present, the meeting shall be adjourned.
- 9.1.7** Each member of the CSA shall at all meetings of the members in which they are present, be entitled to one vote.
- 9.1.8** At all meetings of the members, every question shall be decided by a simple majority of votes of the members present in person.
- 9.1.9** The President shall publicize a call-out for business to be presented to the AGM thirty (30) days before it is due as notice to the Board of Directors.
- 9.1.10** A motion passed by the Board of Directors or the Executive Committee shall have the power to call at any time a general meeting of the members of the Corporation.
- 9.1.11** Should the CSA fail to reach quorum at a general meeting twice consecutively, a special general meeting may be called within three weeks for the sole purpose of approving the auditor's report and appointing the following year's auditor. Quorum for this meeting shall be 50 members.
- 9.1.12** The order and content of the agenda for the Annual General Meeting shall be as follows:
- Call to Order
  - Comments from the Chair
  - Approval of the Agenda
  - Approval of the Minutes
  - Approval of the Auditor's Report (Motion to appoint the auditors)
  - Approval of Bylaw Amendments

- Report of the Organization
- Business

**9.1.13** The order of the agenda is set by this bylaw. However, the order of items within a particular agenda item can be reordered by a vote at a members' meeting. The Board may approve an agenda with additional items coming after "Business" on the agenda.

**9.1.14** The report of the organization should include Board, Executive, and Service updates. The report will be initiated by the Policy & Transition Coordinator and compiled by the President with input from the Executive Committee.

**9.1.15** The members may consider and transact any business either special or general at any meetings of members, provided that the following two conditions are met:

- a) Notice of such business must be served as information at a meeting of the Board of Directors, and
- b) Such a meeting of the Board of Directors must take place at least seven days before the members' meeting in question.

## **9.2 Error or Omission in Notice**

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the corporation shall invalidate such meeting or make void any proceedings taken thereat. Any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

## **9.3 Town Halls**

**9.3.1** The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA Members, are not restricted in topic or format, and must be accessible to all students.

**9.3.2** Town Halls are in addition to, and shall not be used as alternatives to, mandated 'annual and other meetings of the members' as identified in Section 9.1 Annual and Other Meetings of the Members.

## 10.0 Conflict of Interest

**10.1** It is in the best interest of the CSA to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest section is designed to assist Directors, Executive and staff to identify situations that present potential conflicts of interest and to provide the CSA with a process to appropriately manage conflicts in accordance with the requirements and the goals of accountability and transparency in the CSA business operations.

A conflict of interest arises in any situation where the duty of a Director, Executive, and/or staff member to act solely in the best interest of the CSA and to adhere to their fundamental duties is compromised or impeded by any other interest, relationship or duty. A conflict of interest should not provide benefit financially or otherwise from CSA events or activities or when relationships exist in matters related to the above.

A Director, Executive, and/or staff member shall be deemed as being in conflict of interest when any contract, proposed contract or transaction exist that are to the benefit or detriment of themselves, their family, partners, housemates, roommates, or other organizations to which they are currently affiliated, that do not pertain to their CSA job description or the CSA mandate.

All Directors, Executive, and staff shall comply with the requirements of this bylaw. It is not possible to outline all situations in which actual or potential conflict of interest may arise.

## 10.2 Process for Addressing a Conflict of Interest

Members of the Board, including Executive Officers and Directors, shall declare a conflict of interest before discussions or decisions about any matters in which they or anyone with whom they have a relationship could directly or indirectly benefit or where such a benefit could be perceived.

The process is as follows:

- a) At the start of each Board meeting, following approval of the agenda, the Chair shall ask for a declaration of any conflict of interest relating to any of the agenda items.
- b) If a Board member declares a real, potential or perceived conflict of interest the declaration shall be recorded in the minutes. Perceived conflicts of interest are situations in which an internal or external observer could interpret actions of the Board member as being in

conflict.

- c) Board members with a conflict of interest shall remove themselves from the room for discussion of the agenda item. The Board member shall not discuss nor vote on the issue. The Board member shall not discuss the issue with any other Board member at the time of the meeting or subsequently.
- d) If Board members are not certain that they are in a conflict of interest position, they may discuss the matter with the Board Chair, an Executive Officer or the HR Support Team for advice or guidance.
- e) It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of another Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board Chair, an Executive Officer or the HR Support Team.
- f) If there is any question or doubt about the existence of a conflict for any particular member, the Board shall determine by vote, if a conflict exists. The person who is subject of the vote shall be absent from the discussion and vote.
- g) If no quorum exists for the purpose of voting on a resolution due to declarations, the remaining Board members are deemed to constitute a quorum for the purposes of voting on the resolution.

**10.3** A conflict of interest shall not exist for a Director should a matter under consideration directly involve the constituency which they have specifically been elected or appointed to represent, nor shall it exist for political statements of support that do not involve contract, transactions or activity.

**10.4** If a declaration is made and the member has not voted in respect of the matter, they are not accountable to the Central Student Association for any profit realized from a contract.

**10.5** No member of the CSA shall personally benefit through gifts as a result of their position on the CSA.

**10.6** The minutes shall name the Director who declared the conflict and indicate the nature of conflict. The minutes shall also state whether the Board voted on the matter and whether the Director who declared the conflict voted or was absent.



## 11.0 Disclosure of Information

- 11.1** At the beginning of every meeting of the Board of Directors or a committee created by it, held in camera, the Chair of the meeting shall bring this bylaw, and the CSA's Privacy Policy, to the attention of all present.
- 11.2** All present will be bound to keep the proceedings confidential, unless otherwise directed by the Chair of the Board of Directors or any committee created by it with a support of the majority. Exiting and re-entering an In Camera session will be permitted with the understanding that all present are obligated to keep the proceedings confidential.
- 11.3** Non-members will be permitted to attend an In Camera session of the Board of Directors or any committee created by it only after a motion requesting attendance to an In Camera session is approved by a majority vote of members present and voting.

## 12.0 Adoption and Amendments of Bylaws

- 12.1** An amendment to the University of Guelph Central Student Association's Bylaws may be proposed at any Board of Directors meeting by two (2) voting members of the Board, or by receipt and presentation of a petition signed by ten percent (10%) of the membership of the Central Student Association.
- 12.2** Proposed amendments require one Board Meeting notice and require discussion and a vote at the subsequent Board meeting to either:
- a) postpone to a particular date; or
  - b) refer to a committee; or
  - c) approve or disapprove.
- 12.3** Amendments to the CSA bylaws require a two-thirds majority vote to pass.
- 12.4** To increase accountability and transparency, all votes taken on an amendment to the CSA Bylaws must be recorded by a roll call vote.
- 12.5** While preparing written notice is strongly encouraged, anyone who presents a verbal notice of motion must submit a written copy of the verbal notice given to the Policy & Transition Coordinator within 48 hours of the notice. The Policy & Transition Coordinator will distribute the written copy to all Directors within 24

# Bylaw 1 Organizational

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hours of receipt. If a written copy is not submitted within 48 hours, the motion must be presented again at the next available meeting of the Board of Directors.

- 12.6** Bylaw amendments passed by the Board of Directors must be confirmed by the membership at a duly called AGM. Amendments will be considered to be in effect until confirmation at an Annual General Meeting. However, significant changes which impact the structure and operations of the CSA must first be taken to a meeting of the members prior to confirmation. Bylaw amendments must pass the AGM with a simple majority.

## Motion

Board of Directors Meeting # 18  
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### Item 18.11.3

#### Amendments to Bylaw 1 (Organizational) and Bylaw 2 (Electoral) re. PBRC

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

*Notice of this motion was provided at the Board meeting on April 3, 2024.*

**MOTION:** that Bylaw 1 (Organizational) Section 5.2.3 be deleted and replaced with the following, as recommended forward by the Policy & Bylaw Review Committee.

5.2.3 At all times, there shall be a minimum of three Executive Officers.

- a) If for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers. This shall include ensuring that one individual is the Corporate President, and one individual is the Corporate Secretary. The Executive Officer Appointment Process is outlined in Bylaw 2 Electoral, Section 2.3.

**AND FURTHER** that the following section be added to Bylaw 2 (Electoral), as recommended forward by the Policy & Bylaw Review Committee.

#### 2.3 Executive Officer Appointment Process

As outlined in Bylaw 1 Organizational, Section 5.2.3, if for any reason the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers, using the following process.

- If there is a scheduled Board of Directors meeting within three business days of when it is first known that the CSA will be left with less than three Executive Officers, the Board will pass a motion to initiate the Executive Officer Appointment Process. If there is not a scheduled Board of Directors meeting within this timeline, the Executive Committee will be empowered to motion to initiate the process. Notice of this will be immediately provided to the Board of Directors via email by the President.
- In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms to advertise the Executive Officer Appointment Process.
- The CRO will provide all interested members with nomination forms to seek no less than 50 valid nomination signatures from CSA Members in Good Standing.
- Candidacy is exclusive, members may seek office for only one position.

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- All current CSA Members in Good Standing are eligible to run in the Executive Officer Appointment Process. In addition, individuals who have served as a CSA Board Director or CSA Executive in the past three academic years are also eligible to run.
- Nominations will remain open for a minimum of three business days. One additional business day will be granted to collect any remaining signatures for those who submit their nomination forms by the deadline but have less than 50 valid nomination signatures following the verification process .
- Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements will attend a meeting of the Board of Directors to provide a 150-word maximum statement of interest for the position. Board Members will be permitted to ask questions to each candidate following their statement.
- The Board of Directors will then hold a secret ballot vote where the successful candidate(s) is/are determined by a two-thirds majority vote if running uncontested, and a simple majority vote in the case of multiple candidates for one position. The successful candidate(s) will be subsequently ratified and appointed as Executive Officer(s).
- If the Executive Officer Appointment Process occurs following the Winter General Election or a Spring By-Election, the vacancies will be filled for the interim until the Fall By-Election is held. If the Executive Officer Appointment Process takes place after a Fall By-Election, or if the Fall By-Election does not produce a successful candidate to fill the role, the appointed Executive will continue to hold the position until April 30 of the current academic year.

**Moved:** Shaima Alam, President

**Seconded:**

**Motion**

Board of Directors Meeting # 18  
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**Item 18.11.4**

**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:**

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*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.

## Motion

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### Item 18.11.5

#### 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.

## Motion

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### Item 18.11.6

#### **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:**

## Motion

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### Item 18.11.7

#### 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.

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### Item 18.11.8 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 18.11.9

#### 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 18.11.10

#### 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 18.11.11**  
**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 [csevents@uoguelph.ca](mailto:csevents@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, Rm	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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## Motion

Board of Directors Meeting # 18  
April 10, 2024



### Item 18.11.12

#### 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 was provided at the Board meeting on April 3, 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

**Seconded:**

## Notice of Motion

Board of Directors Meeting # 18

April 10, 2024

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### Item 18.11.13

#### **Notice: Amendment to Appendix I (Issues Policy) Section 2.4**

*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 is hereby provided at the Board meeting on April 10, 2024.*

**WHEREAS** the language in Appendix I (Issues Policy), Section 2.4 is grammatically incorrect; and

**WHEREAS** the language in Section 2.4 should be amended to ensure the CSA has an inclusive and updated Issues Policy;

**BE IT RESOLVED** that the following paragraph in Appendix I (Issues Policy) Section 2.4 be deleted and replaced with the proposed wording below.

#### **Current Wording:**

The right to organize events of an athletic, cultural, educational or other nature which serve to promote a sense of identity and community among gay, lesbian, bisexual, transgender, transsexual and intersex people.

#### **Proposed Wording:**

“The right to access resources that aid in the development of a positive and healthy identity for lesbian, gay, bisexual, transgender, transsexual, and intersex people.”

**Moved:** Samar Tariq, VP External

## Motion

Board of Directors Meeting # 18  
April 10, 2024



### Item 18.11.14

#### Updated Job Description: CSA Events Coordinator

**WHEREAS** an Interim Student Experience Coordinator was hired in May 2022 when the former Programmer retired and VP Student Experience position remained vacant, and stayed on when the VP Student Experience became vacant again to ensure vital events happened;

**WHEREAS** a job description for Interim Student Experience Coordinator was approved on March 23, 2022 to manage the responsibilities of the VP Student Experience (annual events [i.e. Sexy Bingo], and duties [i.e. Clubs Office Supervision], and more), and also some of the Programmer's responsibilities (i.e. coordinating the Imaginus Poster Sale and hosting live music events);

**WHEREAS** the VP Student Experience role was filled in November 2023 and will be filled again, and has been redefined in the policy update from February 28, 2024 –, and now certain duties have become vital so we need a full-time staff to coordinate O-Week and Homecoming events, supervise the SE&RM coordinator and process, and be the continuing support for event facilitation for the CSA with respect to Live Entertainment, Risk Management, and logistical training;

**WHEREAS** the current Interim Student Experience Coordinator has – over this year – transitioned into fulfilling these essential responsibilities while we had no Programmer, and can use their preexisting skill and experience to amplify the role;

**WHEREAS** the current Student Experience Coordinator has proved to be fiscally and logistically responsible, and has become an integral part of the CSA Permanent Staff Team;  
**WHEREAS** the budget for the CSA Events Coordinator – as presented at the April 3rd Board meeting – was created with the current incumbent in mind;

**BIRT** the following job description for a CSA Events Coordinator be approved as a full-time position;

**FURTHER** it be recommend that the previous interim Student Experience Coordinator stays on and is onboarded into the CSA Events Coordinator position;

**Moved:** Shaima Alam, President

**Seconded:**



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing their collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the Bullring Café, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing, and promotional services.

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## CSA EVENTS COORDINATOR

This position will be responsible for planning events for the CSA, and supporting the Executive Committee's events over the course of the academic year. This includes, but is not limited to, large scale programming, internal events, risk management supervision, and collaborative promotion of all activities of the CSA.

This position will coordinate CSA Events and support annual CSA events including the Annual General Meeting, General Members Meeting, Student Memorial Tree Service and the All-Candidates Forum during elections. The Events Coordinator will ensure all CSA executive and service staff are trained in the campus events and risk management process.

The Events Coordinator will be the primary coordinator for Orientation Week programming and will facilitate a number of additional events over the course of the year with a focus on live entertainment and cross campus, collaborative, events.

This position will oversee the mandatory risk management process that all Recognized Student Organizations must follow. This includes supervising the Student Events & Risk Management Coordinator, co-chairing the SE&RM Committee meetings, providing training on the process in the Spring, and reviewing all CSA Clubs and Service events on Gryphlife.

This position will be a full-time member of the core staff team. This position be supervised by the CSA President. As a permanent staff member, the CSA Events and Programming Coordinator must uphold and support the [CSA's Mandate and Approach](#) and work towards the overall success of the CSA and the Team as we serve our members.

### JOB DESCRIPTION:

#### GENERAL RESPONSIBILITIES:

- Available to work between the hours of 9:30am – 5:30pm, Monday through Friday, less hours for SE&RM Committee meetings held twice per month
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times
- Actively participate in all general and core staff meetings
- Meet with your Executive Supervisor at least once a month, and as requested
- Prepare reports for the Board of Directors as requested
- Maintain a biweekly time log for submission to the Business Manager
- Be onsite and available to provide support and oversight during all planned events
- Any other duties as mutually agreed upon with your executive supervisor
- To provide continuity to each new year of executive through informing of past activities the CSA has undertaken and to provide institutional memory where needed

#### EVENT COORDINATION

- Organize one Summer event in collaboration with the VPSE and executive committee with the goal of involving at least 200 students

- Organize one event in both the Fall and Winter semester, with the goal of involving between 200 and 2000 students
- Collaborate with campus partners to connect with the staff communities on-campus

#### **O-WEEK PROGRAMMING**

- Create a robust event schedule for Orientation Programming with support from the VPSE
- Pursue collaborations with campus partners for events to build on the capacity of the CSA
- Expected to run traditional CSA O-Week events including, but not limited to Block Party (See below), Gryphfest (See below) and Sexy Bingo (see Below)
- Expected to work extended hours during O-Week – Including Labour Day weekend – expected to take an equivalent amount of scheduled lieu time as approved by the Business Manager
- During O-Week, be the point person for all event details, coordinate with the CSA Executive to provide support for CSA events

#### **CSA BLOCK PARTY**

- On the Saturday of Labour Day weekend put together live entertainment programming to act as a gathering space for first year students
- Collaborate with Student Housing Services and Student Experience to make this an event cross-promoted by all campus partners
- Hire security and coordinate stage costs to be split with the Department of Student Experience for both Block Party and Gryphfest (see below)

#### **GRYPHFEST**

- Assist Student Experience with the Gryphfest programming on the Sunday of Labour Day Weekend by supporting the live entertainment at the festival, creating a positive atmosphere
- Work with the Orientation Team over the Summer to plan the details of the event
- Hire security and coordinate stage costs to be split with the Department of Student Experience for both Block Party (see above) and Gryphfest

#### **O-WEEK SEXY BINGO**

- Work with the Orientation Team to find space for 1000+ students to partake in sex-positive bingo
- The event should feature educational aspects and should happen on the Monday of Labour day weekend (which is ostensibly Consent Day when it comes to O-Week programming)
- Consult with the Wellness Education Centre to generate educational content that can be included in the event.

#### **HOMECOMING**

- In consultation with the Executive Committee run at least one major event featuring the CSA that results in a high level of exposure for the organization that also gives back to the community
- In collaboration with Athletics Programming and UC Programming plan and support the Homecoming Half-time show

#### **EVENT SUPPORT**

- Support executives with facilitating a number of pop-up events over the course of the year, including, but not limited to executive office hours, and stressbusters
- Coordinate the space booking and set-up of large-scale annual programs run by the CSA (AGM, elections, GMM, Sexy Bingo, all-candidates forum, etc.)
- Act as a support resource for the VP Student Experience with any events or initiatives they choose to execute
- Assist the VP Academic by providing the setup and sound for the Student Memorial Tree Service usually scheduled on the 4<sup>th</sup> or 5<sup>th</sup> Friday of the Fall Semester at the Arboretum
- Meet with each CSA Service at the beginning of each Fall and Winter semester to discuss their plans for events for the semester, collaborate on space reservation, and SE&RM submission

### **IMAGINUS POSTER SALE**

- Book space, recruit temporary help, prepare staffing schedule, and offer general assistance for the September, November, and January posters sales in the UC Courtyard
- Work in consultation with the Imaginus General Manager
- Schedule back-up overnight staff people to ensure security is in place between days
- Always confirm that hired staff have shown up to their shifts so that proper compensation can be provide
- Communicate with the Business Office within two weeks (one week ideally) of the end of the sale, what hours need to be paid out

### **TEMPORARY STAFFING SUPPORT**

- Support CSA Services including, but not limited to, the Elections Office, and VP External in the hiring of temporary staff using the lists of interested students gathered during Orientation Week, and past lists of CSA Temporary staff
- Once staff are hired, ensure that a process to record their attendance at the temporary job is recorded – the completion of which will be the responsibility of the respective CSA Service or Executive

### **STUDENT EVENTS AND RISK MANAGEMENT**

- Co-supervise the SE&RM Coordinator alongside the Coordinator, Student Leadership from the Department of Student Experience as outlined in the SE&RM Policy
- Review the SE&RM events proposals from CSA clubs and services to ensure events are held in a safe manner; with support from the VPSE and Clubs Coordinator
- Attend regular check-ins with SE&RM Coordinator in collaboration with the Coordinator, Student Leadership from the Department of Student Experience
- Support the SE&RM Coordinator with Fall training for the SE&RM committee
- In collaboration with the Orientation Office, and L.E.A.D. Office of Student Experience deliver SE&RM Training in the Spring (April/May) for the joint Orientation Risk Management/SE&RM process
- Be a resource for CSA clubs, CSA Services, and CSA executive where it pertains to the SE&RM process
- Sit on the Student Events and Risk Management Committee as a co-chair
- Sit on the SE&RM Coordinator hiring committee

### **BUDGET MANAGEMENT & FINANCIAL REPORTING**

- Manage and be accountable for the Live Entertainment Budget portfolio
- To submit to the Business Manager a schedule of events in the first month of each semester (May, September, January), and to inform the Business Manager of any changes throughout the semester
- Provide a draft budget for each show to the Business Manager before confirming the booking
- Submit a copy of all invoices, contracts, riders negotiated, upon receipt, to the Business Manager and Bookkeeper
- Provide pre-show information on live shows/concerts (ie. Artists, ticket prices, venue, performer fees, cheques required, etc.) in advance of the show
- To prepare, in a timely fashion, any event or financial reports requested by the President

### **PROMOTION**

- Facilitate and edit, as requested by executive, any video content for promotional or communication purposes
- Communicate the details of events being planned to create promo in coordination with the CSA President, CSA VP Student Experience, and Promotional Coordinator

### **COMMITTEE MEMBERSHIPS**

- Sit on the Homecoming and St. Patrick's Day Internal Planning Committee as a member
- Sit on the Orientation Week Advisory Committee alongside the VP Student Experience as an advisor
- Sit on the Gryph to Grad Working group as a lead event planner for Grad Week
- Sit on the Student Events and Risk Management Committee as a co-chair
- Chair the SE&RM Coordinator hiring committee



**Motion**

Board of Directors Meeting # 18  
April 10, 2024



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**Item 18.14.1**  
**Approval of Past In-Camera Minutes**

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

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

## Motion

Board of Directors Meeting # 18

April 10, 2024

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### Item 18.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 18 on April 10, 2024 be adjourned at       pm.

**Moved:**

**Seconded:**