

AGENDA

Board of Directors Meeting # 4

July 19, 2023 – 6:00 pm



Agenda – July 19, 2023

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4.4	Comments from the Chair 4.4.1 Introductions and Pronouns	
4.5	Approval of Past Minutes 4.5.1 Meeting # 18 – April 19, 2023 4.5.2 Meeting # 1 – May 31, 2023 4.5.3 Meeting # 2 – June 21, 2023 4.5.4 Meeting # 3 – July 5, 2023	2 3 29 55 72
4.6	Executive Committee Minutes 4.6.1 Meeting # 6 – June 26, 2023 4.6.2 Meeting # 7 – July 4, 2023	89 90 94
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4.9	CSA Service Update and Report	
4.10	Committee Updates and Reports 4.10.1 PBRC Meeting Minutes – June 15, 2023 4.10.2 Summary of Committee Appointments 4.10.3 Hiring Committee Report – FoodBank Coordinator	103 109 112
4.11	Business 4.11.1 CSA Fall 2023 By-Election Timeline 4.11.2 Appoint Petitions, Delegations, and Representations (PDR) Committee	113 115
4.12	New Business 4.12.1	
4.13	Announcements	
4.14	In Camera Session 4.14.1 Approve in-camera minutes – July 5, 2023	
4.15	Adjournment	121

Motion

Board of Directors Meeting # 4
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Item 4.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 19, 2023, be approved as printed and distributed.

Moved:

Seconded:

Item 4.2.1 (b) Amend the Agenda

MOTION TO AMEND:

Moved:

Seconded:

Item 4.2.1 (c) Approve the Amended Agenda

AMENDED MOTION:

Motion

Board of Directors Meeting # 4
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Item 4.5
Approval of Past Board Minutes

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

4.5.1	CSA Board Meeting # 18	April 19, 2023
4.5.2	CSA Board Meeting # 1	May 31, 2023
4.5.3	CSA Board Meeting # 2	June 21, 2023
4.5.4	CSA Board Meeting # 3	July 5, 2023

Moved:
Seconded:

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Microsoft Teams



Attendance – April 19, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Present	d: 7:00pm
Simran Kalra	College of Biological Science	Present	a: 6:17pm
Jake Levy	College of Engineering and Physical Sciences	Present	
Jesse Varkul	College of Engineering and Physical Sciences	Regrets	
Ella Odeh	College of Social and Applied Human Sciences	Regrets	
Jacob Miller	College of Social and Applied Human Sciences	Present	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	d: 8:06pm
Isha Maharaj	Ontario Agricultural College	Present	
Jenna Scharnowski	Ontario Agricultural College	Present	
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Regrets	
Michaela Hishon	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Regrets	
Alec Moyle	Lang Students' Association	Regrets	
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Duncan McGuire	Indigenous Student Society (ISS)	Absent	
Martha Yiridoe	Guelph Black Students Association (GBSA)	Present	
Olivia Smith	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Present	
Anthony Pereira	Interhall Council (IHC)	Present	
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Vacant	Ontario Public Interest Research Group (OPIRG)		
Michelle Wilk	Student Senate Caucus	Present	
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	
Jena-Lee Ashley	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Sean Lloyd	Scribe

Guest	Affiliation
Junpyo Lee	Incoming CSA VP Academic
Samar Tariq	Incoming CSA VP External
Shaima Alam	Incoming CSA President
Cora Soda	Arboretum Student Engagement Fee Referendum Team
Jessica Hewitt	Arboretum Student Engagement Fee Referendum Team
Olivia Fournier	Arboretum Student Engagement Fee Referendum Team

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Justine Richardson	Arboretum Student Engagement Fee Referendum Team
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*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
If they leave before Adjournment, their departure time (d) is shown.
If no time is shown in the column, they were present for the entire meeting.*

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Summary of Resolutions

18.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 18 on April 19, 2023, be approved as printed and distributed.

Motion Carried

18.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
18.6.1	Meeting # 21	February 10, 2023
18.6.2	Meeting # 22	February 15, 2023
18.6.3	Meeting # 23	February 22, 2023
18.6.4	Meeting # 24	February 27, 2023
18.6.5	Meeting # 25	March 8, 2023

Motion Carried

18.7 Executive Updates

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

18.7.1	President	April 19, 2023
18.7.2	VP Student Experience (vacant)	
18.7.3	VP Academic	April 19, 2023
18.7.4	VP External	April 19, 2023

Motion Carried

18.10.1 Hiring Committee Report: SHAC Coordinator

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MOTION: That the hiring of Riya Roy for the position of Student Help and Advocacy Centre Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

18.10.2 Hiring Committee Report: SHAC Assistant Coordinator

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

Motion Carried

18.10.3 Hiring Committee Report: SafeWalk Volunteer Coordinator

MOTION: That the hiring of Avneet Grewal for the position of SafeWalk Volunteer Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

18.10.4 Hiring Committee Report: SE&RM Coordinator

MOTION: That the hiring of Anindita Ponkshe for the position of Student Events and Risk Management Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

18.10.5 Hiring Committee Report: Bike Centre Assistant

MOTION: That the hiring of Joseph Train for the position of Bike Centre Assistant be approved, as recommended by the Hiring Committee.

Motion Carried

18.11.1 Approve the 2023-2024 CSA Budget

Notice of this motion was provided at the Board Meeting on April 3, 2023.

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Approve the 2023-2024 CSA Budget

MOTION: that the 2023-2024 CSA Budget be approved as included in the Board Package and as presented by the Business Manager at the April 3, 2023 board meeting.

Motion Carried

18.11.2 Winter 2023 Elections Report and Ratification of Results

BE IT RESOLVED:

- a) that the Winter 2023 Elections Report, as included in the Board Package, be received as information;
- b) that the results of the Winter 2023 Elections, as included in the Elections Report, be ratified and declared official;
- c) that the following Members be ratified as CSA Executives for a term of May 1, 2023 to April 30, 2024:

CSA President	Shaima Alam
CSA VP Academic	Junpyo Lee
CSA VP External	Samar Tariq

- d) that the following Members be ratified as At-Large College Representatives on the 2023-24 CSA Board of Directors for a term of May 1, 2023 to April 30, 2024:

College of Arts	Jonah Greenhut
College of Biological Sciences	Daniel Spinner
College of Engineering and Physical Sciences	Jake Levy
Ontario Veterinary College	Noam Einy

Motion Carried

MOTION: to ratify the three candidates that were unable to reach quorum in the election, but still received a majority “Yes” vote.

College of Social and Applied Human Sciences	Mason Friebe
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Lang School of Business and Economics	Mauricio Fernandez
Lang School of Business and Economics	Daniel Neiterman

Motion Carried

MOTION: to extend speaking rights to Cora Soda, Justine Richardson, Jessica Hewitt, and Olivia Fournier for the duration of the item.

Motion Carried

MOTION: to extend Justine Richardson's speaking time by 3 minutes.

Motion Carried

18.11.3 University of Guelph Partnership with Navitas

WHEREAS Navitas is a private recruiting corporation that has partnerships with universities in Canada and internationally to increase internationalization, diversity, and revenue for post-secondary institutions;

WHEREAS the University of Guelph has released the strategic plan for 2022-2027 which includes aims to increase internationalization and enhance revenue streams;

WHEREAS the University is currently in discussion with Navitas and have visited multiple campuses that are partnered with Navitas;

WHEREAS Navitas would operate as a private college on campus by accepting international students below the University of Guelph admission standard with the stipulation of an extended study term for additional development;

WHEREAS the University will be meeting with the Board of Governors and Senate in the summer 2023 semester for approval of a partnership with Navitas; and

WHEREAS this initiative conflicts with the CSA's advocacy efforts regarding free education for all and fairness for international students;

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BE IT RESOLVED that the CSA Board of Directors receive the University of Guelph Strategic Plan for 2022-2027 as information;

AND FURTHER that the CSA collaborate with the Board of Governors and Senate to draft a letter of opposition addressed to the President and Vice-Provost regarding the concerns among students on the proposed partnership with Navitas.

Motion Carried

18.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 18 on April 19, 2023, be adjourned at 8:36 pm

Motion Carried

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18.3	Ratifications and De-Ratifications	
18.4	Comments from the Chair 18.4.1 Introductions and Pronouns	
18.5	Approval of Past Minutes	
18.6	Executive Committee Minutes 18.6.1 Meeting # 21 – February 10, 2023 18.6.2 Meeting # 22 – February 15, 2023 18.6.3 Meeting # 23 – February 22, 2023 18.6.4 Meeting # 24 – February 27, 2023 18.6.5 Meeting # 25 – March 8, 2023	
18.7	Executive Updates 18.7.1 President – April 19, 2023 18.7.2 VP Student Experience (vacant) 18.7.3 VP Academic – April 19, 2023 18.7.4 VP External – April 19, 2023	
18.8	Director Reports	
18.9	CSA Service Update and Report	
18.10	Committee Updates and Reports 18.10.1 Hiring Committee Report: SHAC Coordinator 18.10.2 Hiring Committee Report SHAC Assistant Coordinator 18.10.3 Hiring Committee Report: SafeWalk Volunteer Coordinator 18.10.4 Hiring Committee Report: SE&RM Coordinator 18.10.5 Hiring Committee Report: Bike Centre Assistant	
18.11	Business 18.11.1 Approve the 2023-2024 CSA Draft Budget 18.11.2 Winter 2023 Elections Report and Ratification of Results 18.11.3 University of Guelph Partnership with Navitas	
18.12	New Business 18.12.1	
18.13	Announcements	

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18.14	In Camera Session	
18.15	Adjournment	

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Minutes – April 19, 2023

18.0 Call to Order

The meeting was called to order at 6:05 pm.

18.1 Land Acknowledgement

Member Jena-Lee Ashley, VP External, presented the following Land Acknowledgement:

I just want to acknowledge that the University of Guelph is situated on the ancestral lands of the Attawandaron people and the treaty land and territory of the Mississaugas of the credit. We have a collective responsibility to honor the dish with one spoon covenant to this land, which was a peace agreement between nations that encourages sharing the land to mutually benefit all. As we're tuning into this meeting virtually, I just want to stress the importance of recognizing and offering your respect to the land that you're occupying. The great way to do this is by checking out native-land.ca and once again I want to take my time to offer my respects to my brothers and sisters as we continue our efforts in building a strong and authentic relationship with our neighbors.

Jena-Lee Ashley, VP External

18.2 Adoption of the Agenda

18.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 18 on April 19, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Sanya Sareen

Motion Carried

18.2.2 Declarations of Conflicts

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The VP Academic, Member Levy, Member Neiterman, and Member Fernandez declared conflicts of interest as candidates in the CSA General Elections.

Meeting guests Cora Soda, Olivia Fournier, Jessica Hewitt, and Justine Richardson declared conflicts of interest as members of the Arboretum Referendum Team.

Meeting guests Shaima Alam, Samar Tariq, and Junpyo Lee declared conflicts of interest as candidates in the CSA General Elections.

18.4 Comments from the Chair

The Board Chair provided an overview of key meeting rules in relation to online board meetings, and reviewed the incidental motions that can be utilized such as point of information and point of order. The Chair also reviewed that the members would need to motion to extend speaking rights to meeting guests if they wish to speak to any items on the agenda.

18.4.1 Introductions and Pronouns

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

18.6 Executive Committee Minutes

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

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18.6.2	Meeting # 22	February 15, 2023
18.6.3	Meeting # 23	February 22, 2023
18.6.4	Meeting # 24	February 27, 2023
18.6.5	Meeting # 25	March 8, 2023

Moved: Jake Levy

Seconded: Michelle Wilk

Motion Carried

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18.7 Executive Updates

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

18.7.1	President	April 19, 2023
18.7.2	VP Student Experience (vacant)	
18.7.3	VP Academic	April 19, 2023
18.7.4	VP External	April 19, 2023

Moved: Anthony Pereira

Seconded: Sanya Sareen

Motion Carried

18.7.1 President

The President noted that this is her last update after two years in the President role. She advised Board members that the quarter zip sweaters for board appreciation have arrived and can be picked up at the CSA main office.

The President shared that her focus now is working on Executive transition with the PTC. The mandatory 4-day transition with outgoing and incoming Executives takes place next week, but each Executive has been meeting individually with the incoming Executive already.

The President thanked the directors who did class talks as promotion for the CSA General Elections. She gave a shout out to Michaela, Martha, and Anthony for doing more than one class talk each, and a special shout out to Naomi for doing 10 class talks total.

Member Levy asked the President why she wasn't present at the Annual General Meeting.

The President indicated that she has documentation for her absence and that she was advised to not attend for the best interest of her mental health. She shared that she has been harassed online for weeks throughout the elections and has continued to be personally attacked and bullied, which resulted in filing police reports. The President noted that it is not a listed requirement for Executive members to be in attendance for general members meetings and that she prepared a document with answers to anticipated questions in advance of

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the AGM to ensure that answers from her could be provided to students if needed.

18.7.3 VP Academic

The VP Academic noted that his time has been spent working on transition and setting up meetings for the incoming VP Academic as well as the incoming SHAC staff members to ensure a smooth transition. He noted that he has also continued doing his regular casework assisting students, especially with exam season underway. He's currently wrapping everything up and finalizing all the documents on events, committees, and academic initiatives to pass on to the incoming VP Academic.

18.7.4 VP External

The VP External noted that she received an invitation to meet with the VP of Finance and Operations for the University regarding the tap-in campaign, which will be taking place next week.

The VP External shared that hiring has wrapped up for the Bike Centre Assistant and Bike Centre Coordinator. She expressed excitement for the Bike Centre to be open over the summer as it has been closed in the summer months since the pandemic.

The VP External met with the CFS Ontario Food Insecurity Task Force today to review the draft of questions for a survey that will be sent province-wide and was able to provide feedback on the questions.

The VP External concluded that she's been preparing her transition document for the incoming VP External.

18.8 Director Reports

Simran Kalra attended a meeting with the VP Academic regarding the library.

18.10 Committee Updates and Reports

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18.10.1 Hiring Committee Report: SHAC Coordinator

MOTION: That the hiring of Riya Roy for the position of Student Help and Advocacy Centre Coordinator be approved, as recommended by the Hiring Committee.

Moved: Mason Friebe, VP Academic

Seconded: Isha Maharaj

Motion Carried

18.10.2 Hiring Committee Report: SHAC Assistant Coordinator

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

Moved: Mason Friebe, VP Academic

Seconded: Sanya Sareen

Motion Carried

18.10.3 Hiring Committee Report: SafeWalk Volunteer Coordinator

MOTION: That the hiring of Avneet Grewal for the position of SafeWalk Volunteer Coordinator be approved, as recommended by the Hiring Committee.

Moved: Jake Levy

Seconded: Anthony Pereira

Motion Carried

18.10.4 Hiring Committee Report: SE&RM Coordinator

MOTION: That the hiring of Anindita Ponkshe for the position of Student Events and Risk Management Coordinator be approved, as recommended by the Hiring Committee.

Moved: Isha Maharaj

Seconded: Jake Levy

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Motion Carried

18.10.5 Hiring Committee Report: Bike Centre Assistant

MOTION: That the hiring of Joseph Train for the position of Bike Centre Assistant be approved, as recommended by the Hiring Committee.

Moved: Jena-Lee Ashley, VP External

Seconded: Isha Maharaj

Motion Carried

18.11 Business

18.11.1 Approve the 2023-2024 CSA Budget

Notice of this motion was provided at the Board Meeting on April 3, 2023.

Approve the 2023-2024 CSA Budget

MOTION: that the 2023-2024 CSA Budget be approved as included in the Board Package and as presented by the Business Manager at the April 3, 2023 board meeting.

Moved: Isha Maharaj

Seconded: Jake Levy

Member Maharaj spoke to her time sitting on the Finance Committee and outlined the amount of work put into the draft budget, which she feels is putting the CSA in a good place for the coming year.

Motion Carried

18.11.2 Winter 2023 Elections Report and Ratification of Results

BE IT RESOLVED:

- a) that the Winter 2023 Elections Report, as included in the Board Package, be received as information;

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- b) that the results of the Winter 2023 Elections, as included in the Elections Report, be ratified and declared official;
- c) that the following Members be ratified as CSA Executives for a term of May 1, 2023 to April 30, 2024:

CSA President	Shaima Alam
CSA VP Academic	Junpyo Lee
CSA VP External	Samar Tariq

- d) that the following Members be ratified as At-Large College Representatives on the 2023-24 CSA Board of Directors for a term of May 1, 2023 to April 30, 2024:

College of Arts	Jonah Greenhut
College of Biological Sciences	Daniel Spinner
College of Engineering and Physical Sciences	Jake Levy
Ontario Veterinary College	Noam Einy

Moved: Nicole Walker, President

Seconded: Sanya Sareen

The President noted that there is an opportunity to discuss the quorum consideration clause for the colleges and the referendum which did not reach quorum. The President motivated that the candidates who didn't reach quorum should speak to their campaign efforts, as all candidates are required to commit to certain campaigning requirements, and these were the only colleges to not reach quorum. The President noted that members from the referendum team will have the opportunity to speak to the referendum, but motivated that the university has advised us to maintain the 20% quorum requirement, and that she doesn't think it's appropriate for our Board to amend the motion to pass the referendum without having reached quorum.

Member Neiterman raised a point of information regarding whether members who have declared a conflict of interest will be permitted to speak to this item in order to discuss their campaigning efforts as recommended by the President.

The Chair motivated that it would be appropriate in this instance to allow the members to speak to the item and then step out of the meeting for the remainder of the discussion. The Chair also made a recommendation for members to start by voting on and approving the current motion for those who reached quorum,

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and then propose a subsequent motion to discuss the colleges that did not reach quorum.

Member Levy abstained from the vote due to conflict of interest.

Motion Carried

The Chair recommended to now discuss the members whose colleges did not reach quorum and give the opportunity for the members to speak to it.

Member Neiterman noted that he and Member Fernandez raised concerns regarding the extension of the election and the likelihood of reaching quorum for the Lang School of Business, given the traditional difficulties in reaching quorum for this college. Member Neiterman noted that he is currently on a co-op term and took considerable time off work during the initial online election to ensure quorum would be met. He discussed campaign efforts of messaging hundreds of students and reaching out to professors regarding class talks. Member Neiterman noted that he was unable to take more time off to campaign during the extended election and had less success with reaching out to students individually to encourage voting as there was confusion surrounding the second voting period. He motivated that he tried to campaign as best he could with the time he had available, and Lang reached more than 8% quorum.

Member Fernandez noted similar difficulties with taking time from work and dealing with confusion when reaching out to peers to vote again. He noted that many of his classes are online which is the case for many Lang Business School courses, making it more difficult to engage on campus. Member Fernandez motivated that they were less than 50 votes away from reaching quorum.

Mason Friebe, VP Academic, noted that he focussed more on in-person campaigning for the second voting period of the election. He noted that he contacted many professors to request that they post announcements as well. The VP Academic noted similar difficulties as Member Neiterman and Member Fernandez regarding confusion following the online election as well as difficulties due to the number of online courses in his college making the in-person engagement more challenging.

The Chair requested for the members with a noted conflict of interest to step out of the meeting to allow for discussion.

MOTION: to ratify the three candidates that were unable to reach quorum in the election, but still received a majority “Yes” vote.

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College of Social and Applied Human Sciences	Mason Friebe
Lang School of Business and Economics	Mauricio Fernandez
Lang School of Business and Economics	Daniel Neiterman

Moved: Isha Maharaj
Seconded: Jake Levy

Member Maharaj motivated that the candidates made their case very well, and Board members were expecting this outcome given the policy amendment to allow for a quorum consideration within the election contingency plan. She concluded that it was a strange election, and everyone tried their best.

Motion Carried

MOTION: to extend speaking rights to Cora Soda, Justine Richardson, Jessica Hewitt, and Olivia Fournier for the duration of the item.

Moved: Anthony Pereira
Seconded: Nicole Walker, President

Motion Carried

Justine Richardson thanked the CSA and the Board of Directors for their efforts in the unusual circumstances of the election and efforts to shape the Arboretum referendum plan. She summarized that they have been working on the Arboretum Student Engagement Fee referendum for two years and have gained feedback from the CSA President and others along the way, which contributed to improving the plan to better speak to student experience and increase the impact. Justine spoke to the conversations she's had with students and staff members over past semesters regarding their experiences with the Arboretum and how it showcases the broad range of impact of the Arboretum in relation to student experience at Guelph.

The Board Chair interjected to note that the 3-minute speaking time had been reached and recommended that a member of the Board could motion to extend the speaking time.

MOTION: to extend Justine Richardson's speaking time by 3 minutes.

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Moved: Simran Kalra

Seconded: Daniel Neiterman

Motion Carried

Justine Richardson continued and motivated that the Board has the opportunity and administrative authority to make a decision. She highlighted that the CSA is an independent organization, and the Student Experience Office does not govern the CSA's processes. She motivated that the Arboretum Student Engagement Fee advances the CSA's core aim to enhance student experience, the results from collecting signatures twice and both the online and in-person election voting demonstrates 75% of student voters do support the referendum, and she noted the challenges of reaching 20% quorum with an in-person election. She motivated the referendum team worked very hard to encourage students to vote, and experienced the challenges associated with the confusion of moving to in-person voting. She thanked the Board for their consideration.

The President thanked the referendum team for attending the meeting and recognized the effort and steps involved with running a referendum. The President reiterated that the intention of the quorum consideration clause was to ensure that the CSA would have the required corporate officers, Executive and Directors, for the organization before the end of the current fiscal year on April 30, 2023. The President highlighted that the 20% quorum requirement for referendums should be upheld as this would pass a mandatory fee that's being proposed for all students, subject to CPI, and collected indefinitely. Although 75% of voting students said yes, that's only 13% of the population, and the CSA Board is here to represent all students. We should be mindful that there were students who voted no, declined, or did not vote, and we have to represent everyone. The President proposed an alternative of suspending the section of policy that places a moratorium on re-running failed referendum questions, to allow the arboretum to re-run the question without having to wait a full year. The President noted that the CSA has spoken to the University regarding expediting the referendum process to allow the arboretum to re-propose the question to the membership in the Fall 2023 or Winter 2024 elections.

Member Pereira noted as a STEM-stream student that the Arboretum is a big part of working in biology and the University of Guelph is known for being a top school in this field. He motivated the importance of the programming offered in the Arboretum and

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noted that the vote represented a lot of students despite not reaching quorum. He also recognized the challenges of moving to an in-person election.

Member Maharaj asked the President to elaborate on the advice given from the university on this matter.

The President noted that the staff who support the work of the Compulsory Fee Committee and the process that happens for referendums offered a recommendation that we maintain the 20% quorum requirement regardless of the quorum consideration clause. They motivated for this given that it's a mandatory fee that will be charged to all students. They also offered options for potentially bypassing the signature collection stage of the referendum process to reduce the workload of re-proposing the question.

Cora Soda motivated that the referendum did hit the 20% quorum for the online election, although she recognized the vote was invalidated. She highlighted the number of students who voted with good intentions and with support for the Arboretum, as well as the canvassing efforts put in by the referendum team. Cora noted the fatigue of students after hearing from the referendum team repeatedly due to the rounds of signature collection and the two voting periods.

Member Miller motivated that delaying the collection of the fee puts the Arboretum further behind and wouldn't be in the best interest of students. He agreed with previous statements regarding the importance of the Arboretum and the support shown for the referendum in the previous vote.

The President noted that she isn't arguing the merits or value of the Arboretum, but rather she's motivating the responsibility of the CSA to follow the due process for introducing compulsory fees. She reminded members that the results of the online election shouldn't be considered as part of the discussion as the results were not considered valid due to not knowing who voted. She has spoken to students that have self-reported about using the email addresses of other students to vote for the Arboretum referendum in the online election.

The Chair requested for the guests with a noted conflict of interest with the item to step out of the meeting to allow for the discussion to continue.

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Member Smith noted that it's important to consider that since the referendum didn't meet quorum, we may not be receiving votes that represent the interests of the student population, and it's impossible to know if the majority would be in favour if more students had voted.

The President motivated that it would be irresponsible for the Board to set this precedence for future referendums and noted that the Board is currently comprised of 22 undergraduate students who would be making a decision on a mandatory fee applicable for 22,000 students. She motivated that in terms of democracy, it would be most appropriate for the decision to go back to the student body as a whole.

Member Schamowski motivated that the fees students pay can add up, even if it's only a couple of dollars per semester, it can make a difference over the course of your degree depending on your financial standing. She noted that it's important to make sure all student voices are heard, and take into consideration the different situations that each of them may be in.

No motion was proposed to ratify the results of the Arboretum Student Engagement Fee.

18.11.3 University of Guelph Partnership with Navitas

WHEREAS Navitas is a private recruiting corporation that has partnerships with universities in Canada and internationally to increase internationalization, diversity, and revenue for post-secondary institutions;

WHEREAS the University of Guelph has released the strategic plan for 2022-2027 which includes aims to increase internationalization and enhance revenue streams;

WHEREAS the University is currently in discussion with Navitas and have visited multiple campuses that are partnered with Navitas;

WHEREAS Navitas would operate as a private college on campus by accepting international students below the University of Guelph admission standard with the stipulation of an extended study term for additional development;

WHEREAS the University will be meeting with the Board of Governors and Senate in the summer 2023 semester for approval of a partnership with Navitas; and

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WHEREAS this initiative conflicts with the CSA's advocacy efforts regarding free education for all and fairness for international students;

BE IT RESOLVED that the CSA Board of Directors receive the University of Guelph Strategic Plan for 2022-2027 as information;

AND FURTHER that the CSA collaborate with the Board of Governors and Senate to draft a letter of opposition addressed to the President and Vice-Provost regarding the concerns among students on the proposed partnership with Navitas.

Moved: Michelle Wilk

Seconded: Isha Maharaj

Motion Carried

Member Wilk motivated that as a member of the Student Senate Caucus she has been involved in a lot of conversations regarding this potential partnership recently and wants to extend the discussions to other student groups beyond the Student Senate Caucus. Member Wilk provided an overview that Navitas is a private international recruiting company that the University of Guelph is considering partnering with to further commodify international students. She noted that in the university's strategic plan for 2022-2027 it discusses further internationalization of the campus. She highlighted concerns with the increase of international student enrollment such as the housing crisis in Guelph and the lack of sufficient mental health supports. Member Wilk indicated that they are looking to form an opposition letter about the partnership and would like to open discussion with the CSA Board.

Member Amayaevbo spoke to her experiences as an international student and noted the already higher cost that international students pay, and expressed the view that this partnership would be further commoditizing international students.

Member Maharaj noted that the university has paused enrollment for a number of programs in response to budget cuts, and inquired if entering this partnership will cost the university money, and what the rationale is for that cost.

Member Wilk confirmed that the partnership would be a two-way transaction where the university would pay Navitas and enter an approximately 5-year deal to receive their recruiting services.

The VP External noted from a meeting with Byron Sheldrick that the number of international students enrolled in the first year would be approximately 30 to 40, and it would ideally increase every year.

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The VP Academic noted there are risks associated with the partnership and supported the effort of forming an opposition letter. However, he noted that there are also currently risks to programs and services due to the budget deficit, and the partnership could offset some of those risks. He noted that the impact may be minimal over the initial years of the partnership due to the small number of students initially expected. The VP Academic motivated for contacting universities that have partnerships with Navitas and those who have declined to partner with Navitas.

Member Amayaevbo noted that the international students would have to pay not only for the tuition costs but also for the recruiting services offered by Navitas, and she motivated that there would be more cost than benefit from the partnership.

Member Hishon requested clarification on what the motion brought forward is requesting, as the conversation has become repetitive in forming an opinion of the Navitas partnership.

The Board Chair clarified the content of the motion proposed.

Member Pereira inquired for more information on why we're opposed the partnership and what Navitas gains from the partnership.

Member Wilk explained that the opposition is out of concern for the well-being of international students who would be exploited. She noted that she's spoken to faculty and students and thinks there must be other ways to increase internationalization. She noted that the university has been facing economic decline and is motivated in that way to pursue the partnership. She thinks that the partnership is beneficial financially for the university and for Navitas, but not for the education and well-being of international students.

Member Smith noted that it's important for the university to be aware of our concerns regarding the partnership.

MOTION: to call the question.

Moved: Jake Levy

Seconded: Michaela Hishon

The Board Chair explained that the motion to call the question will immediately end all discussion and move to the vote directly.

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Motion Carried

18.12. New Business

No New Business was presented at this meeting.

18.13 Announcements

Members provided personal updates and spoke to their experiences on the CSA Board through the 2022-2023 term.

The Board Chair thanked the Board for the work they do for the students at the University of Guelph as their representatives.

18.14 In Camera

No In Camera session was held at this meeting.

18.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 18 on April 19, 2023 be adjourned at 8:36 pm.

Moved: Isha Maharaj

Seconded: Anthony Pereira

Motion Carried

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Approved by the Board of Directors

Date: July 19, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

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Attendance – May 31, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Regrets	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	d: 7:47pm
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	d: 7:41pm
Vacant	College of Engineering and Physical Sciences		
Mason Friebe	College of Social and Applied Human Sciences	Present	
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Regrets	
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Natalie Wilkinson	College of Biological Science Student Council	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Vacant	College of Social and Applied Human Sciences - Student Alliance		
Ethan Gouveia	Lang Students' Association	Regrets	
Taylor Legge	Student Federation of the Ontario Agricultural College	Regrets	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Sean Lloyd	Scribe

Guest	Affiliation
Samantha Casey	Communications & Engagement Coordinator – UoG Sustainability

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

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Summary of Resolutions

1.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 1 on May 31, 2023, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **Item 1.11.1 Sustainability Action Fund Presentation** is the first item of discussion.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 1 on May 31, 2023, be approved as amended with:

- The reordering of the agenda so that Item 1.11.1 Sustainability Action Fund Presentation is the first item of discussion.

Motion Carried

1.3.1 Ratify Appointed Directors

MOTION: That the following appointed **College Government representatives** be ratified as Members of the 2023-2024 CSA Board of Directors, effective immediately:

Natalie Wilkinson	College of Biological Science Student Council
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council
Ethan Gouveia	Lang Students' Association
Taylor Legge	Student Federation of the Ontario Agricultural College

MOTION: That the following **Student Organization representatives** be ratified as Members of the 2023-2024 CSA Board of Directors, effective immediately:

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Samantha Scott	Indigenous Student Society (ISS)
Chikaima Ifezue	Guelph Black Students Association (GBSA)
Emma LeBrun	Interhall Council (IHC)
Naomi Amayaevbo	Guelph Campus Co-op

Motion Carried

1.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
1.6.1	Meeting # 26	March 13, 2023
1.6.2	Meeting # 27	March 22, 2023
1.6.3	Meeting # 28	April 12, 2023
1.6.4	Meeting # 29	April 21, 2023
1.6.5	Meeting # 1	May 9, 2023

Motion Carried

1.7 Executive Updates

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

1.7.1	President	May 31, 2023
1.7.2	VP Student Experience (vacant)	
1.7.3	VP Academic	May 31, 2023
1.7.4	VP External	May 31, 2023

Motion Carried

1.10.1 Hiring Committee Report: Bike Centre Coordinator

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MOTION: That the hiring of Nik Valkova for the position of Bike Centre Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

1.10.2 Hiring Committee Report: Poster Runner

MOTION: That the hiring of Shareca Manoharan for the position of Poster Runner be approved, as recommended by the Hiring Committee.

Motion Carried

1.10.3 Hiring Committee Report: Promotional Services Coordinator

MOTION: That the hiring of Emma Bradley for the position of Promotional Services Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

1.11.1 Sustainability Action Fund Presentation: Samantha Casey, Communications & Engagement Coordinator

(a) Speaking Rights: Communications & Engagement Coordinator

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

MOTION: to extend speaking rights to Samantha Casey, Communications & Engagement Coordinator for the duration of item 1.11.1 to present an overview of the Sustainability Action Fund and to respond to questions that arise from members during discussion of this item.

Motion Carried

(b) Presentation: Sustainability Action Fund

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MOTION: that the presentation from Samantha Casey, Communications & Engagement Coordinator, on the Sustainability Action Fund be received as information by the CSA Board of Directors.

Motion Carried

1.11.2 Appoint Members to Sustainability Action Fund (SAF) Working Group

WHEREAS the purpose of the SAF Working Group is to provide funding to student-initiated projects that provide experiential learning opportunities related to campus sustainability and climate action, advance the University of Guelph's sustainability and climate action goals by improving the operations of the University of Guelph campus, and address an improvement area as identified in the 2020 Sustainability Tracking, Assessment & Rating System (STARS) self-reporting framework; and

WHEREAS membership of the SAF Working Group includes three undergraduate students, to be selected by and representative of the Central Student Association;

BE IT RESOLVED that the following CSA Members be appointed to the Sustainability Action Fund Working Group for the 2023-2024 academic year:

Mauricio Fernandez
Natalie Wilkinson

Motion Carried

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

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

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

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

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

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

BE IT RESOLVED that the following CSA Directors be appointed to assist the Vice President Academic, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2023-2024 academic year:

Naomi Amayaevbo
Mauricio Fernandez

Motion Carried

1.11.4 Appoint Members to Late Fee Appeals Committee

WHEREAS the Terms of Reference of the Late Fee Appeals Committee states that its’ membership shall include two student voting members, including a Central Student Association (CSA) Executive Representative and one other registered undergraduate student to be appointed by the CSA Board of Directors; and

WHEREAS a Late Fee Appeals Committee voting member shall consider and render decisions on Late Fee Appeals;

BE IT RESOLVED that the CSA Board of Directors appoint the following Executive member to the Late Fee Appeals Committee for the 2023-2024 academic year:

Junpyo Lee, VP Academic

AND FURTHER that the following CSA Board Director be appointed to the Late Fee Appeals Committee for the 2023-2024 academic year:

Abdul Rafe Khan

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Motion Carried

1.11.5 Appoint Policy & Bylaw Review Committee (PBRC)

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

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

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

BE IT RESOLVED that the following CSA Board Directors be appointed to the Policy & Bylaw Review Committee for the 2023-24 academic year:

Mauricio Fernandez
Mason Friebe
Jake Levy

AND FURTHER that the following Executive Officer be appointed to the Policy & Bylaw Review Committee for the 2023-24 academic year:

Shaima Alam, President

Motion Carried

1.11.6 Proposed Dates for PDR Deadlines and Meetings

MOTION: That the proposed dates for Petitions, Delegations, and Representations (PDR) deadlines and meetings for the 2023-24 academic year be approved as presented in the Board Agenda Package.

Motion Carried

1.11.7 Update Terms of Reference and Appoint Members to Student Affordable Housing Task Force

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WHEREAS the CSA formed a Student Affordable Housing Task Force in the Winter 2023 semester with the purpose of gathering student feedback and developing recommendations to be brought forward to the CSA Board of Directors, as it pertains to affordable housing for students and addressing the housing crisis;

WHEREAS the Student Affordable Housing Taskforce Terms of Reference require the membership to include the CSA President (Committee Chair), a minimum of one additional CSA Executive Member, and a minimum of three CSA Board Directors; and

WHEREAS campaigns and advocacy for students' rights and interests is primarily associated with the portfolio of the Vice President External;

BE IT RESOLVED that the Terms of Reference for the Student Affordable Housing Task Force be updated to list the VP External as committee Chair;

FURTHER that the following additional CSA Executive be appointed to the Student Affordable Housing Task Force for the 2023-2024 academic year:

Junpyo Lee, VP Academic

AND FURTHER that the following CSA Directors be appointed to the Student Affordable Housing Task Force for the 2023-2024 academic year:

Naomi Amayaevbo
Mauricio Fernandez
Mason Friebe

Motion Carried

1.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 1 on May 31, 2023, be adjourned at 7:55 pm

Motion Carried

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Agenda – May 31, 2023

1.0	Call to Order	
1.1	Land Acknowledgement Samar Tariq, VP External	
1.2	Adoption of the Agenda 1.2.1 Approve the Agenda 1.2.2 Declarations of Conflicts	
1.3	Ratifications and De-Ratifications 1.3.1 Ratify Appointed Directors	
1.4	Comments from the Chair 1.4.1 Introductions and Pronouns	
1.5	Approval of Past Minutes	
1.6	Executive Committee Minutes 1.6.1 Meeting # 26 – March 13, 2023 1.6.2 Meeting # 27 – March 22, 2023 1.6.3 Meeting # 28 – April 12, 2023 1.6.4 Meeting # 29 – April 21, 2023 1.6.5 Meeting # 1 – May 9, 2023	
1.7	Executive Updates 1.7.1 President – May 31, 2023 1.7.2 VP Student Experience (vacant) 1.7.3 VP Academic – May 31, 2023 1.7.4 VP External – May 31, 2023	
1.8	Director Reports	
1.9	CSA Service Update and Report	
1.10	Committee Updates and Reports 1.10.1 Hiring Committee Report: Bike Centre Coordinator 1.10.2 Hiring Committee Report: Poster Runner 1.10.3 Hiring Committee Report: Promotional Services Coordinator	
1.11	Business 1.11.1 Sustainability Action Fund Presentation – Samantha Casey, Communications & Engagement Coordinator 1.11.2 Appoint Members to Sustainability Action Fund (SAF) Working Group 1.11.3 Appoint Directors to the UC Board Member Selection Committee 1.11.4 Appoint Members to Late Payment and Reinstatement Fee Appeals Committee 1.11.5 Appoint Policy and Bylaw Review Committee	

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	1.11.6 Proposed Dates for PDR Deadlines and Meetings 1.11.7 Update Terms of Reference and Appoint Members to Student Affordable Housing Taskforce	
1.12	New Business 1.12.1	
1.13	Announcements	
1.14	In Camera Session	
1.15	Adjournment	

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Minutes – May 31, 2023

1.0 Call to Order

The meeting was called to order at 6:08 pm.

1.1 Land Acknowledgement

Member Samar Tariq, VP External, presented the following Land Acknowledgement:

We respectfully acknowledge that the University of Guelph is situated on the traditional territory of the Attawandaron, Anishinaabe and Haudenosaunee peoples. This land has been a site of gathering, sharing knowledge and learning for thousands of years. We recognize the enduring presence and contribution of indigenous peoples to this region, and we honour their stewardship of the land, waterways, and resources. We acknowledge the harms and injustices indigenous communities have faced due to colonization, and we commit to fostering an inclusive and respectful environment that supports the revitalization of indigenous cultures and traditions as a learning institute. We strive to collaborate with indigenous communities, organizations, and knowledge-keepers, and we are committed to incorporating indigenous perspectives, histories and teachings into our curriculum and practices. We encourage all members of the university community to engage in ongoing learning and reconciliation efforts and continue to work towards reconciliation, truth, and a future of mutual respect on this shared land.

1.2 Adoption of the Agenda

1.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 1 on May 31, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **Item 1.11.1 Sustainability Action Fund Presentation** is the first item of discussion.

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Moved: Shaima Alam, President

Motion passed by unanimous consent.

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting be approved as amended with:

- The reordering of the agenda so that Item 1.11.1 Sustainability Action Fund Presentation is the first item of discussion.

Motion Carried

1.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

1.3 Ratifications and De-Ratifications

1.3.1 Ratify Appointed Directors

MOTION: That the following appointed **College Government representatives** be ratified as Members of the 2023-2024 CSA Board of Directors, effective immediately:

Natalie Wilkinson	College of Biological Science Student Council
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council
Ethan Gouveia	Lang Students' Association
Taylor Legge	Student Federation of the Ontario Agricultural College

MOTION: That the following **Student Organization representatives** be ratified as Members of the 2023-2024 CSA Board of Directors, effective immediately:

Samantha Scott	Indigenous Student Society (ISS)
Chikaima Ifezue	Guelph Black Students Association (GBSA)

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Emma LeBrun	Interhall Council (IHC)
Naomi Amayaevbo	Guelph Campus Co-op
Michelle Wilk	Student Senate Caucus

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

MOTION TO AMEND: that Member Michelle Wilk, who had given notice to the Policy and Transition Coordinator before the meeting was called to order that they would not be able to serve on the board, be removed from the list.

Motion passed by unanimous consent.

1.4 Comments from the Chair

The Chair thanked those in attendance for their time, and reiterated the following information:

Should you wish to propose a motion or discuss an item on the agenda, please type “speakers list” in the chat.

Throughout the meeting, you can raise your hand at any time to raise a point of order, a point of information, a point of parliamentary procedure, or a point of personal privilege.

Please raise your hand to indicate that you are motioning or seconding an item.

If you would like to volunteer for a committee, please type “volunteer” in the chat. Knowing that there are capacity restrictions to those committees, please be judicious in your offers to volunteer. Please understand that more opportunities to participate will be presented throughout the year.

To vote on an item, the link to the poll will be shared in the chat and you will be asked to vote either for or against.

1.4.1 Introductions and Pronouns

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

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1.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
1.6.1	Meeting # 26	March 13, 2023
1.6.2	Meeting # 27	March 22, 2023
1.6.3	Meeting # 28	April 12, 2023
1.6.4	Meeting # 29	April 21, 2023
1.6.5	Meeting # 1	May 9, 2023

Moved: Jake Levy
Seconded: Naomi Amayaevbo

Motion Carried

1.7 Executive Updates

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

1.7.1	President	May 31, 2023
1.7.2	VP Student Experience (vacant)	
1.7.3	VP Academic	May 31, 2023
1.7.4	VP External	May 31, 2023

Moved: Jake Levy
Seconded: Abdul Khan

Motion Carried

1.7.1 President

We hired a new Promotional Services Coordinator. Her name is Emma and we're looking forward to her starting with us next week.

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We have also been working a lot on our social media to have the executives be more accessible to the students. This will include public office hours and Instagram story updates and live Q&A's. They have been working on training and have some conferences coming up to learn more.

We are planning a CSA BBQ for July 13 and I really encourage the Board to come. It'll be a great time to meet all of us in person and have a casual meal together.

We've made some changes to the PDR process. These will be presented at an upcoming board meeting. We have also been working on the elections policy and had some meetings with the referendum team.

I'm hoping to get the Cannon website updated so we're trying to restrike that committee.

The Bullring will be going through renovations in July and will shut down for the later portion of the summer for that.

1.7.3 VP Academic

For ongoing projects, Jun has been in talks with the Presidential Office to arrange the date for the Student Memorial Service and is working with the Student Experience Coordinator on Stress Buster plans for the upcoming year.

Regarding committee work, Jun shares that the OACCTF textbook user survey was released. The board of Undergraduate Research Studies are initiating a new Bachelor of Creative Arts program. This has not been approved yet but will go forward to Senate for discussion on June 5. Jun will provide an update on that in a future board meeting.

1.7.4 VP External

Samar is working with the new FoodBank Coordinator who, with the help of the FoodBank Assistant, is working on producing zines that discuss recipes and tips on food storage and handling. These will be available to FoodBank visitors.

Samar has started weekly check-ins with FoodBank and Bike Centre staff. The Bike Centre has been consistent in terms of traffic to the space.

Regarding committee work, Samar shares that she met with the Blue Triton Committee to discuss the TAP IN campaign to reduce the sale of bottled water on campus. Their request to faculty was denied. They have drafted a letter of opposition and consideration

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and are also discussing a potential press release highlighting these events to keep the student body engaged and aware of the delegations regarding the initiative.

Samar also met with the Town and Gown committee. Samar noted that City officials introduced their plans to build Conestoga College in the downtown core.

Member Khan asked the VP External how the quality of the food that is distributed from the FoodBank is examined for health and safety.

The VP External responded saying the food is ordered fresh from local suppliers and our fridge and freezer temperatures are monitored daily. Staff at the FoodBank are certified in safe food handling procedures and are in compliance with Public Health standards.

1.8 Director Reports

No reports were made.

1.10 Committee Updates and Reports

1.10.1 Hiring Committee Report: Bike Centre Coordinator

MOTION: That the hiring of Nik Valkova for the position of Bike Centre Coordinator be approved, as recommended by the Hiring Committee.

Moved: Jake Levy

Seconded: Abdul Khan

Motion Carried

1.10.2 Hiring Committee Report: Poster Runner

MOTION: That the hiring of Shareca Manoharan for the position of Poster Runner be approved, as recommended by the Hiring Committee.

Moved: Jake Levy

Seconded: Abdul Khan

Member Khan abstained from the vote.

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Motion Carried

1.10.3 Hiring Committee Report: Promotional Services Coordinator

MOTION: That the hiring of Emma Bradley for the position of Promotional Services Coordinator be approved, as recommended by the Hiring Committee.

Moved: Shaima Alam, CSA President

Seconded: Abdul Khan

The President motivated that Emma excelled in the interview, especially regarding the creative piece that interviewees were tasked with designing.

Motion Carried

1.11 Business

1.11.1 Sustainability Action Fund Presentation: Samantha Casey, Communications & Engagement Coordinator

(a) Speaking Rights: Communications & Engagement Coordinator

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

MOTION: to extend speaking rights to Samantha Casey, Communications & Engagement Coordinator for the duration of item 1.11.1 to present an overview of the Sustainability Action Fund and to respond to questions that arise from members during discussion of this item.

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

Samantha Casey, Communications & Engagement Coordinator for the University of Guelph Sustainability Office, presented the following information:

The Sustainability Office works to improve campus sustainability through action, collaboration, and education. We work within the physical resources department.

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In 2019 there was a student-led referendum to renew the Student Energy Retrofit fund to expand to meet the growing demands for a broader fund for campus sustainability and climate action projects. We were able to get quorum and we received a majority “yes” vote creating what is now the Sustainability Action Fund. It sees undergraduate students now contributing \$10 a semester until 2050, matched dollar by dollar, by the University of Guelph.

Looking ahead, we are excited to have this fund up and running for the fall semester. We'll be offering a Designing Change workshop as well as a launch party.

The Student Fund mandate is to build and foster a culture of sustainability at the University of Guelph by providing seed funding and institutional support for student-initiated projects that advance campus sustainability and climate action on campus.

The student working group's purpose is to provide stewardship of the Sustainability Action Fund's student fund and assist in allocating funding from SAF to student-led projects/initiatives that work to advance campus sustainability and climate action at UofG.

We started collecting student funds in 2022 and now have roughly \$600,000 in a reserve. Since the funding is meant for larger-scale projects, we anticipate each one to cost a minimum of \$10,000.

(b) Presentation: Sustainability Action Fund

MOTION: that the presentation from Samantha Casey, Communications & Engagement Coordinator, on the Sustainability Action Fund be received as information by the CSA Board of Directors.

Moved: Mauricio Fernandez

Seconded: Jake Levy

Motion Carried

1.11.2 Appoint Members to Sustainability Action Fund (SAF) Working Group

WHEREAS the purpose of the SAF Working Group is to provide funding to student-initiated projects that provide experiential learning opportunities related to campus sustainability and climate action, advance the University of Guelph's sustainability and climate action goals by improving the operations of the University of Guelph campus, and address an improvement area

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as identified in the 2020 Sustainability Tracking, Assessment & Rating System (STARS) self-reporting framework; and

WHEREAS membership of the SAF Working Group includes three undergraduate students, to be selected by and representative of the Central Student Association;

BE IT RESOLVED that the following CSA Members be appointed to the Sustainability Action Fund Working Group for the 2023-2024 academic year:

Mauricio Fernandez
Natalie Wilkinson

Moved: Abdul Khan

Seconded: Mauricio Fernandez

Motion Carried

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

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

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

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

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

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

BE IT RESOLVED that the following CSA Directors be appointed to assist the Vice President Academic, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2023-2024 academic year:

Naomi Amayaevbo
Mauricio Fernandez

Moved: Jake Levy

Seconded: Mauricio Fernandez

The PTC provided context that this committee will have a low time commitment and will only be active in the short-term to select UC Board members from the applications that have been submitted.

Member Levy inquired about opportunities to join the UC Board as a member.

The President noted that the application process for UC Board members has now closed, but opportunities do come up for CSA board members to volunteer for the UC Board if there are vacancies and for the five alternate positions.

Motion Carried

1.11.4 Appoint Members to Late Fee Appeals Committee

WHEREAS the Terms of Reference of the Late Fee Appeals Committee states that its' membership shall include two student voting members, including a Central Student Association (CSA) Executive Representative and one other registered undergraduate student to be appointed by the CSA Board of Directors; and

WHEREAS a Late Fee Appeals Committee voting member shall consider and render decisions on Late Fee Appeals;

BE IT RESOLVED that the CSA Board of Directors appoint the following Executive member to the Late Fee Appeals Committee for the 2023-2024 academic year:

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Junpyo Lee, VP Academic

AND FURTHER that the following CSA Board Director be appointed to the Late Fee Appeals Committee for the 2023-2024 academic year:

Abdul Khan

Moved: Junpyo Lee, VP Academic
Seconded: Abdul Khan

The VP Academic motivated that this committee considers and renders decisions on late payment fee appeals from students. Mainly the source of late fees is for paying their tuition late. He noted that the committee is expected to meet once per semester.

Motion Carried

1.11.5 Appoint Policy & Bylaw Review Committee (PBRC)

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

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

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

BE IT RESOLVED that the following CSA Board Directors be appointed to the Policy & Bylaw Review Committee for the 2023-24 academic year:

Jake Levy
Mason Friebe
Mauricio Fernandez

AND FURTHER that the following Executive Officer be appointed to the Policy & Bylaw Review Committee for the 2023-24 academic year:

Shaima Alam, President

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Moved: Shaima Alam, President
Seconded: Abdul Khan

The President motivated that we're striking this committee quite early as there has already been a lot of work done with the PTC on the PDR policy and the electoral policy, both of which need to be finalized and approved by the end of the summer semester. The President noted that in terms of time commitment, the committee will be meeting multiple times throughout the summer, approximately once per month, for hour and a half long sessions.

The PTC noted that there is no maximum number of members for this committee and any CSA member can request to join, not just members of the CSA Board specifically. Any undergraduate student interested in joining can email the PTC directly at any point throughout the year.

Motion Carried

1.11.6 Proposed Dates for PDR Deadlines and Meetings

MOTION: That the proposed dates for Petitions, Delegations, and Representations (PDR) deadlines and meetings for the 2023-24 academic year be approved as presented in the Board Agenda Package.

Moved: Shaima Alam, President
Seconded: Abdul Khan

The President motivated that these deadlines and meeting dates line up with the dates used in the last academic year. She noted that there are three deadlines in the fall semester and two in the winter semester, one of which is an additional deadline which is only used if there are still remaining PDR funds leftover.

The President shared that the PDR committee is responsible for using the funding line for student initiatives and allocating it to clubs and groups that apply for the funding. CSA clubs get priority, but it's also available for other groups.

Motion Carried

1.11.7 Update Terms of Reference and Appoint Members to Student Affordable Housing Task Force

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WHEREAS the CSA formed a Student Affordable Housing Task Force in the Winter 2023 semester with the purpose of gathering student feedback and developing recommendations to be brought forward to the CSA Board of Directors, as it pertains to affordable housing for students and addressing the housing crisis;

WHEREAS the Student Affordable Housing Taskforce Terms of Reference require the membership to include the CSA President (Committee Chair), a minimum of one additional CSA Executive Member, and a minimum of three CSA Board Directors; and

WHEREAS campaigns and advocacy for students' rights and interests is primarily associated with the portfolio of the Vice President External;

BE IT RESOLVED that the Terms of Reference for the Student Affordable Housing Task Force be updated to list the VP External as committee Chair;

FURTHER that the following additional CSA Executive be appointed to the Student Affordable Housing Task Force for the 2023-2024 academic year:

Junpyo Lee, VP Academic

AND FURTHER that the following CSA Directors be appointed to the Student Affordable Housing Task Force for the 2023-2024 academic year:

Mauricio Fernandez
Mason Friebe
Naomi Amayaevbo

Moved: Shaima Alam, President

Seconded: Mauricio Fernandez

The President motivated that the housing crisis is an important issue for students right now, so we want to ensure that the committee is appointed promptly. Regarding the change in the Chair of the committee, the purpose aligns more with the campaign work within the VP External's portfolio, and she has more capacity to prioritize the task force. The VP Academic is joining the committee as he supervises SHAC which has a focus on legal issues, including housing.

The President shared that the committee requires a minimum of three directors, and the meeting times are determined internally by the committee.

Motion Carried

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1.12. New Business

No New Business was presented at this meeting.

1.13 Announcements

The PTC reminded members that they need to review and submit signed copies of the Code of Conduct and the Conflict of Interest & Confidentiality Agreement as soon as possible, as the deadline for submissions is today.

The President told members that the next board meeting has been rescheduled to June 21, as she has an event to attend on campus that conflicts with the previously selected meeting date. She also encouraged members that are in Guelph for the summer to drop by for Executive office hours to meet in-person.

The VP External announced that the FoodBank received a donation today of vegetable plants which is exciting as they are currently fixing up the garden outside the FoodBank.

Members expressed excitement for the start of the term on the Board and for all the work that will be accomplished this year.

1.14 In Camera

No In Camera session was held at this meeting.

1.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 1 on May 31, 2023 be adjourned at 7:55 pm.

Moved: Mason Friebe

Seconded: Abdul Khan

Motion Carried

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Approved by the Board of Directors

Date: July 19, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

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Board of Directors Meeting # 2
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Microsoft Teams



Attendance – June 21, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Regrets	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Absent	
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	
Vacant	College of Engineering and Physical Sciences		
Mason Friebe	College of Social and Applied Human Sciences	Present	
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	d: 6:45pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	d: 6:56pm
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Regrets	
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Natalie Wilkinson	College of Biological Science Student Council	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Vacant	College of Social and Applied Human Sciences - Student Alliance		
Ethan Gouveia	Lang Students' Association	Regrets	
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Kandace Blaker	Scribe

Guest	Affiliation

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

MINUTES

Board of Directors Meeting # 2
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Microsoft Teams



Summary of Resolutions

2.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 2 on June 21, 2023, be approved as printed and distributed.

Motion Carried

2.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
2.6.1	Meeting # 2	May 23, 2023
2.6.2	Meeting # 3	May 29, 2023
2.6.3	Meeting # 4	May 31, 2023

Motion Carried

2.7 Executive Updates

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

2.7.1	President	June 21, 2023
2.7.2	VP Student Experience (vacant)	
2.7.3	VP Academic	June 21, 2023
2.7.4	VP External	June 21, 2023

Motion Carried

2.10.1 PBRC Meeting Minutes – February 8, 2023

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

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Microsoft Teams



Agenda Item #	Meeting #	Meeting Date
2.10.1	Meeting # 3	February 8, 2023

Motion Carried

2.10.2 Summary of Committee Appointments

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

Motion Carried

2.11.1 Appoint Finance Committee

WHEREAS CSA Policy Appendix D, Section 6.3.1 requires the following membership for the Finance Committee:

- CSA President
- Second member of the Executive Committee
- Three Directors
- Business Manager

MOTION:

- a) That the following Directors be appointed to the Finance Committee for a term ending April 30, 2024:

Taylor Legge
Mauricio Fernandez
Mason Friebe

- b) That the following second member of the Executive Committee be appointed to the Finance Committee for the term ending April 30, 2024:

Junpyo Lee, VP Academic

Motion Carried

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2.11.2 Notice: Suspension of Electoral Policy Sections

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a 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 June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

WHEREAS the Arboretum Student Engagement Fee referendum was submitted for inclusion on the ballot of the CSA Winter 2023 General Elections;

WHEREAS the CSA Winter 2023 General Elections had to utilize the Online Elections Contingency Plan as set out in the CSA Electoral Policy due to a compromised online ballot;

WHEREAS the Arboretum Student Engagement Fee referendum team was disproportionately impacted by the move to in-person paper ballots due to the higher required quorum for referendum questions and subsequently did not reach quorum to pass the referendum;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.7 states that there shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.3 states that referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties;

WHEREAS due to the circumstances of the Winter 2023 General Elections it would be unfair to impose the standard moratorium period for a failed referendum; and

WHEREAS the Arboretum Student Engagement Fee referendum team already fulfilled all requirements to be put on the ballot including petition signature collection which demonstrated the support of undergraduate students for the referendum;

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BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot.

2.11.3 Notice: Internal Policy Amendment re. PBRC

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

Notice of this motion is hereby provided at the Board meeting on June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

MOTION: That CSA Policy Appendix J – Internal Policy be amended as follows:

- That Section 10.3.3 be deleted and replaced with the following wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

2.11.4 Appoint Member to Co-curricular Experiential Learning Integrity Committee

MOTION: for the Vice President Academic to engage with the undergraduate populace to find a volunteer for the Co-curricular Experiential Learning Integrity Committee, and that the deadline to recruit volunteers be July 19.

Motion Carried

2.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 2 on June 21, 2023, be adjourned at 7:03 pm

Motion Carried

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Agenda – June 21, 2023

2.0	Call to Order	
2.1	Land Acknowledgement Junpyo Lee, VP Academic	
2.2	Adoption of the Agenda 2.2.1 Approve the Agenda 2.2.2 Declarations of Conflicts	
2.3	Ratifications and De-Ratifications	
2.4	Comments from the Chair 2.4.1 Introductions and Pronouns	
2.5	Approval of Past Minutes	
2.6	Executive Committee Minutes 2.6.1 Meeting # 2 – May 23, 2023 2.6.2 Meeting # 3 – May 29, 2023 2.6.3 Meeting # 4 – May 31, 2023	
2.7	Executive Updates 2.7.1 President – June 21, 2023 2.7.2 VP Student Experience (vacant) 2.7.3 VP Academic – June 21, 2023 2.7.4 VP External – June 21, 2023	
2.8	Director Reports	
2.9	CSA Service Update and Report	
2.10	Committee Updates and Reports 2.10.1 PBRC Meeting Minutes – February 8, 2023 2.10.2 Summary of Committee Appointments	
2.11	Business 2.11.1 Appoint Finance Committee Members 2.11.2 Notice: Suspension of Electoral Policy Sections 2.11.3 Notice: Internal Policy Amendment re. PBRC 2.11.4 Appoint Member to Co-curricular Experiential Learning Integrity Committee	
2.12	New Business 2.12.1	
2.13	Announcements	
2.14	In Camera Session	
2.15	Adjournment	

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Minutes – June 21, 2023

2.0 Call to Order

The meeting was called to order at 6:05 pm.

2.1 Land Acknowledgement

Junpyo Lee, VP Academic, presented the following Land Acknowledgement:

The University of Guelph resides on the treaty lands and territory of the Mississaugas of the Credit. We recognize this gathering place where we work and learn is home to many past, present, and future First Nations, Inuit, and Métis peoples. Our acknowledgement of the land is our declaration of our collective responsibility to this place and its peoples' histories, rights, and presence. I would like to remind everyone that our work does not end at this acknowledgement. We must continue educating ourselves, remember the history, and strengthen our relationship with indigenous people.

2.2 Adoption of the Agenda

2.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 2 on June 21, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Emma Lebrun

Motion Carried

2.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

2.3 Ratifications and De-Ratifications

No ratifications or de-ratifications were considered at this meeting.

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2.4 Comments from the Chair

The Chair referenced to the two notice items in the business item section of the agenda which address a motion to amend CSA policy and/or bylaw. The Chair explained that the process for such items is to present the item as notice to the Board, to be considered as information and voted on at a subsequent Board meeting. The Chair welcomed discussion regarding the proposed amendments and any suggestions regarding potential changes to be made ahead of the next meeting. The Chair reiterated that these items will require a 2/3 majority vote to be successful, as they are amendments to existing policy.

2.4.1 Introductions and Pronouns

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

2.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
2.6.1	Meeting # 2	May 23, 2023
2.6.2	Meeting # 3	May 29, 2023
2.6.3	Meeting # 4	May 31, 2023

Moved: Jake Levy

Seconded: Natalie Wilkinson

Members inquired about the minutes from previous Board of Directors meetings that haven't yet been submitted to the Board for approval. The Policy and Transition Coordinator recognized that there has been a delay in submitting the minutes from previous meetings and that they are prioritizing sharing them ahead of the next board package being sent out, once completed.

Motion Carried

2.7 Executive Updates

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

2.7.1	President	June 21, 2023
2.7.2	VP Student Experience (vacant)	
2.7.3	VP Academic	June 21, 2023
2.7.4	VP External	June 21, 2023

Moved: Natalie Wilkinson

Seconded: Mason Friebe

Motion Carried

2.7.1 President

The President shared that the focus this month is to learn more about CSA daily operations and get to know the staff and their roles, as well as attend conferences, complete further training, and learn about the CSA’s HR procedures.

The CSA welcomed a new Promotional Services Coordinator, Emma Bradley, and the transition has been going well. Her work will be seen later this month as the CSA rolls out its new branding in kiosk and banner spaces, as well as on social media.

The President noted that she is currently continuing to develop the job descriptions for the administrative assistant and social media coordinator positions, with the hopes of completing the hiring process by the end of the summer.

She is also working on an internal newsletter to be shared with staff and will host a community barbecue for students in July.

The President encouraged board members to participate in the “Frank Friday” livestream, where they’ll be playing Minecraft and answering questions to provide transparency regarding the CSA.

The CSA is partnering with the Wellness Group to produce a mocktail resource guide.

The President and the Policy and Transition Coordinator are reviewing the Elections policy and PDR Committee policy with the Policy & Bylaw Review Committee (PBRC). The PBRC is open for new members. If anyone is interested in helping to update the elections policy, feel free to reach out to Shaima or Colleen to get involved.

The Bullring is closed for July and August for renovations.

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2.7.3 VP Academic

The VP Academic shared that he has been sitting on multiple committees and has been posting individual updates on Instagram and on the CSA website, as well as holding regular office hours in the University Centre.

They are wrapping up their training for SHAC events and are in the planning stages for fall and winter semester stressbusters.

CSA and GSA executives were invited to attend a meeting with the University's Vice Provost Irene Thompson and staff from the University's budgeting office to discuss their strategic plan and budget, which is available to the public. The VP Academic attached the link to the document in the meeting chat. Any questions can be forwarded to him directly.

They are currently preparing the nomination package for the Teaching Excellence Award, as well as the structure of the award ceremony. They are hoping to award one professor in the fall and winter semesters. The committee for this will be formed by September.

2.7.4 VP External

The VP External shared that the Physical Resources staff were able to fix the FoodBank air conditioner, which broke the week prior.

The VP External has been analyzing the level of undergraduate student participation on committees they sit on, such as the Ethical Code of Conduct Advisory Committee, with the aim to encourage more students to participate.

She attended the CFS Skills conference along with the other executive staff.

Collaborating with the Sustainability Office on the Sustainability Action Fund and hope to host a launch party in Branion Plaza in September. The main theme of the promo for this event will be artwork submitted by the student body that encompasses what sustainability means to them. Samar has been working with the CSA President on a Terms of Reference for the release of funding.

The VP External will be touring campus with a representative from the Blue Triton committee to revise information regarding the Tap In campaign to end the sale of bottled water on campus. The letter to Sharmilla is being extended to six different organizations outside the CSA.

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Regarding committees, she will attend a summit being hosted by the Ontario Health Coalition on the privatization of healthcare. Looking forward to learning the perspectives of public interest groups and how this will affect young people.

For the Affordable Housing Committee, she is in the process of setting an agenda package and is eager to hold the first meeting by the end of July. If anyone is interested in joining this committee, please reach out to Samar directly.

Samar is excited to announce the revival of the CSA Birthday committee, to celebrate staff around the office and services.

2.8 Director Reports

Member Levy attended the first PBRC meeting and began the discussion about the CSA electoral policy. He's attending the electoral policy working group meeting tomorrow.

2.10 Committee Updates and Reports

2.10.1 PBRC Meeting Minutes – February 8, 2023

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

Agenda Item #	Meeting #	Meeting Date
2.10.1	Meeting # 3	February 8, 2023

Moved: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

2.10.2 Summary of Committee Appointments

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

Moved: Natalie Wilkinson

MINUTES

Board of Directors Meeting # 2
June 21, 2023 – 6:00 pm
Microsoft Teams



Seconded: Mason Friebe

Motion Carried

2.11 Business

2.11.1 Appoint Finance Committee

WHEREAS CSA Policy Appendix D, Section 6.3.1 requires the following membership for the Finance Committee:

- CSA President
- Second member of the Executive Committee
- Three Directors
- Business Manager

MOTION:

- a) That the following Directors be appointed to the Finance Committee for a term ending April 30, 2024:

Taylor Legge
Mauricio Fernandez
Mason Friebe

- b) That the following second member of the Executive Committee be appointed to the Finance Committee for the term ending April 30, 2024:

Junpyo Lee, VP Academic

Moved: Shaima Alam, President

Seconded: Jake Levy

The President motivated that the Finance Committee is responsible for monitoring our finances and providing input on the budgeting process. The VP Academic will be the second executive on the committee as he's the second financial signing officer. The President noted that the membership for the committee is limited to three Directors, and there's a requirement as Directors to sit on at least one CSA committee. She motivated for members to volunteer if they aren't yet sitting on a committee.

MINUTES

Board of Directors Meeting # 2
June 21, 2023 – 6:00 pm
Microsoft Teams



Motion Carried

2.11.2 Notice: Suspension of Electoral Policy Sections

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a 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 June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

WHEREAS the Arboretum Student Engagement Fee referendum was submitted for inclusion on the ballot of the CSA Winter 2023 General Elections;

WHEREAS the CSA Winter 2023 General Elections had to utilize the Online Elections Contingency Plan as set out in the CSA Electoral Policy due to a compromised online ballot;

WHEREAS the Arboretum Student Engagement Fee referendum team was disproportionately impacted by the move to in-person paper ballots due to the higher required quorum for referendum questions and subsequently did not reach quorum to pass the referendum;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.7 states that there shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.3 states that referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties;

WHEREAS due to the circumstances of the Winter 2023 General Elections it would be unfair to impose the standard moratorium period for a failed referendum; and

WHEREAS the Arboretum Student Engagement Fee referendum team already fulfilled all requirements to be put on the ballot including petition signature collection which demonstrated the support of undergraduate students for the referendum;

MINUTES

Board of Directors Meeting # 2
June 21, 2023 – 6:00 pm
Microsoft Teams



BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot.

2.11.3 Notice: Internal Policy Amendment re. PBRC

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

Notice of this motion is hereby provided at the Board meeting on June 21, 2023

This motion will be considered at the Board meeting on July 5, 2023.

MOTION: That CSA Policy Appendix J – Internal Policy be amended as follows:

- That Section 10.3.3 be deleted and replaced with the following wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

The PTC provided context for this amendment by explaining that this section currently references a requirement for CSA Directors to sit on at least one hiring committee. The PTC explained that the Human Resources Policy was amended in the previous academic year to remove the hiring committee requirement for Directors, so this amendment is reflective of that change.

2.11.4 Appoint Member to Co-curricular Experiential Learning Integrity Committee

WHEREAS the purpose of the Co-curricular Experiential Learning Integrity Committee is to provide oversight to the quality of co-curricular experiential learning across campus in support of the new institutional [Professional and Career Development Record](#); and

WHEREAS the Terms of Reference for Co-curricular Experiential Learning Integrity Committee requires one undergraduate student representative;

BE IT RESOLVED that the following undergraduate student be appointed to the Co-curricular Experiential Learning Integrity Committee:

MINUTES

Board of Directors Meeting # 2
June 21, 2023 – 6:00 pm
Microsoft Teams



Moved: Junpyo Lee, VP Academic
Seconded: Jake Levy

The VP Academic provided an overview of the committee, explaining that the primary duty is oversight of the quality of co-curricular experiential learning on campus. This involves processing proposal reviews and discussing feedback. He noted that committee members will receive five hours of on-boarding training, and will attend five meetings throughout the academic year.

There were no volunteers for the committee, so the motion was ruled out of order.

MOTION: for the Vice President Academic to engage with the undergraduate populace to find a volunteer for the Co-curricular Experiential Learning Integrity Committee, and that the deadline to recruit volunteers be July 19, 2023.

Moved: Junpyo Lee, VP Academic
Seconded: Jake Levy

Motion Carried

2.12. New Business

No New Business was presented at this meeting.

2.13 Announcements

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

The President noted that by attending conferences this month she's been learning a lot about student unions and advocacy and is very excited and hopeful to do a lot of new things this year.

2.14 In Camera

No In Camera session was held at this meeting.

MINUTES

Board of Directors Meeting # 2
June 21, 2023 – 6:00 pm
Microsoft Teams



2.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 2 on June 21, 2023 be adjourned at 7:03 pm.

Moved: Junpyo Lee, VP Academic

Seconded: Jake Levy

Motion Carried

Approved by the Board of Directors

Date: July 19, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

MINUTES

Board of Directors Meeting # 3

July 5, 2023 – 6:00 pm

Microsoft Teams



Attendance – July 5, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Jonah Greenhut	College of Arts	Regrets	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	
Vacant	College of Engineering and Physical Sciences		
Mason Friebe	College of Social and Applied Human Sciences	Present	a: 6:23pm
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Absent	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Present	
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Natalie Wilkinson	College of Biological Science Student Council	Present	
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council	Present	
Vacant	College of Social and Applied Human Sciences - Student Alliance		
Ethan Gouveia	Lang Students' Association	Regrets	
Taylor Legge	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 3
 July 5, 2023 – 6:00 pm
 Microsoft Teams



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Absent	
Vacant	Guelph Queer Equality (GQE)		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Vacant	International Student Organization (ISO)		
Emma LeBrun	Interhall Council (IHC)	Present	
Naomi Amayaevbo	Guelph Campus Co-op	Present	a: 6:31pm
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Shaima Alam	President	Present	
Vacant	Vice President Student Experience		
Junpyo Lee	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Kandace Blaker	Scribe

Guest	Affiliation

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Summary of Resolutions

3.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 3 on July 5, 2023, be approved as printed and distributed.

Motion Carried

MOTION: to reconsider the agenda to include an in-camera session.

Motion Carried

MOTION TO AMEND: that the agenda be amended to include an in-camera session for an HR matter.

Motion passed by unanimous consent.

AMENDED MOTION: to approve the agenda as amended with:

- The addition of an in-camera session for an HR matter.

Motion Carried

3.5 Approval of Past Board Minutes

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

3.5.1	CSA Board Meeting # 16	March 29, 2023
3.5.2	CSA Board Meeting # 17	April 3, 2023

Motion Carried

3.6 Executive Committee Minutes

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

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Agenda Item #	Meeting #	Meeting Date
3.6.1	Meeting # 5	June 12, 2023

Motion Carried

3.7 Executive Updates

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

3.7.1	President	July 5, 2023
3.7.2	VP Student Experience (vacant)	
3.7.3	VP Academic	July 5, 2023
3.7.4	VP External	July 5, 2023

Motion Carried

3.10.1 Summary of Committee Appointments

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

Motion Carried

3.11.1 Appoint Member to Co-curricular Experiential Learning Integrity Committee

WHEREAS the purpose of the Co-curricular Experiential Learning Integrity Committee is to provide oversight to the quality of co-curricular experiential learning across campus in support of the new institutional [Professional and Career Development Record](#); and

WHEREAS the Terms of Reference for Co-curricular Experiential Learning Integrity Committee requires one undergraduate student representative;

BE IT RESOLVED that the following undergraduate student be appointed to the Co-curricular Experiential Learning Integrity Committee:

Samar Tariq

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Motion Carried

3.11.2 Suspension of Electoral Policy Sections

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a 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 June 21, 2023

WHEREAS the Arboretum Student Engagement Fee referendum was submitted for inclusion on the ballot of the CSA Winter 2023 General Elections;

WHEREAS the CSA Winter 2023 General Elections had to utilize the Online Elections Contingency Plan as set out in the CSA Electoral Policy due to a compromised online ballot;

WHEREAS the Arboretum Student Engagement Fee referendum team was disproportionately impacted by the move to in-person paper ballots due to the higher required quorum for referendum questions and subsequently did not reach quorum to pass the referendum;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.7 states that there shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.3 states that referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties;

WHEREAS due to the circumstances of the Winter 2023 General Elections it would be unfair to impose the standard moratorium period for a failed referendum; and

WHEREAS the Arboretum Student Engagement Fee referendum team already fulfilled all requirements to be put on the ballot including petition signature collection which demonstrated the support of undergraduate students for the referendum;

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot.

Motion Carried

3.11.3 Internal Policy Amendment 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 June 21, 2023

MOTION: That CSA Policy Appendix J – Internal Policy be amended as follows:

- That Section 10.3.3 be deleted and replaced with the following wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

Motion Carried

3.14 In Camera

MOTION: to move in-camera.

Motion Carried

MOTION: to close the in-camera session.

Motion Carried

3.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 3 on July 5, 2023, be adjourned at 7:04 pm

Motion Carried

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Agenda – July 5, 2023

3.0	Call to Order	
3.1	Land Acknowledgement	
3.2	Adoption of the Agenda 3.2.1 Approve the Agenda 3.2.2 Declarations of Conflicts	
3.3	Ratifications and De-Ratifications	
3.4	Comments from the Chair 3.4.1 Introductions and Pronouns	
3.5	Approval of Past Minutes 3.5.1 Meeting # 16 – March 29, 2023 3.5.2 Meeting # 17 – April 3, 2023	
3.6	Executive Committee Minutes 3.6.1 Meeting # 5 – June 12, 2023	
3.7	Executive Updates 3.7.1 President – July 5, 2023 3.7.2 VP Student Experience (vacant) 3.7.3 VP Academic – July 5, 2023 3.7.4 VP External – July 5, 2023	
3.8	Director Reports	
3.9	CSA Service Update and Report	
3.10	Committee Updates and Reports 3.10.1 Summary of Committee Appointments	
3.11	Business 3.11.1 Appoint Member to Co-curricular Experiential Learning Integrity Committee 3.11.2 Motion: Suspension of Electoral Policy Sections 3.11.3 Motion: Internal Policy Amendment re. PBRC	
3.12	New Business 3.12.1	
3.13	Announcements	
3.14	In Camera Session 3.14 re. HR Matter	
3.15	Adjournment	

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Minutes – July 5, 2023

3.0 Call to Order

The meeting was called to order at 6:07 pm.

3.1 Land Acknowledgement

Shaima Alam, President, presented the following Land Acknowledgement:

While we are all currently located on different ancestral lands across Turtle Island, as we gather before our CSA board meeting, we acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people and more recently the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land, and offer our respect to our Anishinaabe, Haudenosaunee, and Métis neighbours as we strive to strengthen our relationships with them. Today, this gathering place is home to many First Nations, Métis, and Inuit peoples and acknowledging them reminds us of our important connection to this land where we learn and work. Our efforts to move towards meaningful reconciliation and relationship building require that each of us reflect on our history, acknowledge contemporary experiences, and to engage in thoughtful action, learning, and work to develop an intentional future.

3.2 Adoption of the Agenda

3.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 3 on July 5, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Shaima Alam, President

Motion Carried

MOTION: to reconsider the agenda to include an in-camera session.

Moved: Shaima Alam, President

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Seconded: Jake Levy

Motion Carried

MOTION TO AMEND: that the agenda be amended to include an in-camera session for an HR matter.

Moved: Shaima Alam, President

Seconded: Jake Levy

Motion passed by unanimous consent.

AMENDED MOTION: to approve the agenda as amended with:

- The addition of an in-camera session for an HR matter.

Motion Carried

3.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

3.3 Ratifications and De-Ratifications

No ratifications or de-ratifications were considered at this meeting.

3.4 Comments from the Chair

The Chair thanked everyone for attending the meeting and reminded members that a minimum of at least 50% of members must be present to debate the two motions related to policy (items 3.11.2 and 3.11.3). Since these items either amend or suspend policy, they require a 2/3 majority vote.

The Chair reminded members of various points of meeting etiquette in relation to virtual meetings.

3.4.1 Introductions and Pronouns

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



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

3.5 Approval of Past Board Minutes

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

3.5.1	CSA Board Meeting # 16	March 29, 2023
3.5.2	CSA Board Meeting # 17	April 3, 2023

Moved: Jake Levy

Seconded: Natalie Wilkinson

Member Levy raised a point of information to request an update regarding when the board can expect to receive the minutes from the March 15 meeting.

The Policy and Transition Coordinator deferred to the President, who suggested discussing it at an in-camera session at the next scheduled meeting.

Motion Carried

3.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
3.6.1	Meeting # 5	June 12, 2023

Moved: Abdul Khan

Seconded: Jake Levy

Motion Carried

3.7 Executive Updates

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

3.7.1	President	July 5, 2023
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MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



3.7.2	VP Student Experience (vacant)	
3.7.3	VP Academic	July 5, 2023
3.7.4	VP External	July 5, 2023

Moved: Jake Levy
Seconded: Mauricio Fernandez

Motion Carried

3.7.1 President

Shaima Alam, President, shared that the CSA Community BBQ will be held next week, with ticket sales currently ongoing.

The executive team will be participating in leadership training, hosted by Student Experience. If you are interested in joining, reach out to Shaima and she will forward you the links.

Promotional branding for the year has been finalized, with new materials expected to be posted around campus as early as next week. This includes social media templates for our various services and initiatives, as well as the coupon book that will be in the residence Room Stuffers.

Executive office hours will be changing. The new times will be posted on our website and on Instagram.

Currently, Shaima is working with the CSA Business Manager on lease negotiations for the Bullring.

Shaima attended the Gallivan conference two weeks ago and learned a lot about our health and dental plan.

3.7.3 VP Academic

Junpyo Lee, VP Academic, shared that he, along with Student Help and Advocacy Centre staff, have completed Active Listening training through Student Experience.

He has also been researching the current housing crisis in Guelph and plan to bring their findings to the Student Affordable Housing Task Force.

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Jun attended a Teaching and Learning at Work meeting to discuss how to enhance students' learning experience.

They finalized the terms of reference for the Late Fee Appeals committee.

Jun has also completed the onboarding process for the Co-curricular Experiential Learning Integrity committee.

3.7.4 VP External

Samar Tariq, VP External, shared that she is currently working with the Promotional Services Coordinator to develop signage for the Tap-In campaign, with the intention to release materials in time for move-in weekend.

The agenda package for the Affordable Student Housing Task Force has been circulated, with the first meeting slated for next week.

The FoodBank is currently closed due to a shortage of staff. This has been communicated with visitors, and the time will instead be used to thoroughly clean the space.

Samar is working with Bike Centre staff to plan events for the fall semester. The plans for a launch party for the Sustainability Action Fund have been finalized and the focus is now on preparing the terms of reference.

Samar plans to attend the Canadian Federation of Students annual general meeting next month.

3.8 Director Reports

Member Khan shared that he sat on the Late Fee Appeals committee last week and that it went well. He noted that the committee will be meeting again this semester to discuss the remaining appeals.

Member Levy shared that he is part of a PBRC working group that will be examining and updating the election policy. The first meeting last week went well, and they will be meeting again tomorrow.

3.10 Committee Updates and Reports

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



3.10.1 Summary of Committee Appointments

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

Moved: Abdul Khan

Seconded: Junpyo Lee, VP Academic

Motion Carried

3.11 Business

3.11.1 Appoint Member to Co-curricular Experiential Learning Integrity Committee

WHEREAS the purpose of the Co-curricular Experiential Learning Integrity Committee is to provide oversight to the quality of co-curricular experiential learning across campus in support of the new institutional [Professional and Career Development Record](#); and

WHEREAS the Terms of Reference for Co-curricular Experiential Learning Integrity Committee requires one undergraduate student representative;

BE IT RESOLVED that the following undergraduate student be appointed to the Co-curricular Experiential Learning Integrity Committee:

Samar Tariq, VP External

Moved: Junpyo Lee, VP Academic

Seconded: Shaima Alam, President

Motion Carried

3.11.2 Suspension of Electoral Policy Sections

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Notice of this motion was provided at the Board meeting on June 21, 2023

WHEREAS the Arboretum Student Engagement Fee referendum was submitted for inclusion on the ballot of the CSA Winter 2023 General Elections;

WHEREAS the CSA Winter 2023 General Elections had to utilize the Online Elections Contingency Plan as set out in the CSA Electoral Policy due to a compromised online ballot;

WHEREAS the Arboretum Student Engagement Fee referendum team was disproportionately impacted by the move to in-person paper ballots due to the higher required quorum for referendum questions and subsequently did not reach quorum to pass the referendum;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.7 states that there shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.3 states that referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties;

WHEREAS due to the circumstances of the Winter 2023 General Elections it would be unfair to impose the standard moratorium period for a failed referendum; and

WHEREAS the Arboretum Student Engagement Fee referendum team already fulfilled all requirements to be put on the ballot including petition signature collection which demonstrated the support of undergraduate students for the referendum;

BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot.

Moved: Shaima Alam, President

Seconded: Jake Levy

The President motivated that as discussed at the prior board meeting, this suspension will allow the Arboretum referendum team to skip certain requirements that have already been completed and allow them to re-run the

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



same referendum question given all the issues that occurred during the previous election.

Motion Carried

3.11.3 Internal Policy Amendment 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 June 21, 2023

MOTION: That CSA Policy Appendix J – Internal Policy be amended as follows:

- That Section 10.3.3 be deleted and replaced with the following wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

Moved: Shaima Alam, President

Seconded: Jake Levy

The President explained that this item is related to a motion from last year that ended the requirement for board members to sit on hiring committees.

Member Levy inquired how strict this rule would be in terms of a board member missing one meeting when sitting on a committee that was only required to meet twice during their membership, and therefore not meeting the 70% threshold.

The Policy and Transition Coordinator clarified that the rule isn't too strict as its purpose is specifically to ensure that students who request co-curricular transcripts only do so after sufficiently participating in any given committee or as a CSA Board member.

Motion Carried

3.12. New Business

No New Business was presented at this meeting.

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



3.13 Announcements

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

Member Levy encouraged other members to participate by sharing their personal updates to make the meetings livelier.

Member Legge shared that SFOAC met recently, and she will share upcoming details regarding summer events as they come.

3.14 In Camera

MOTION: to move in-camera.

Moved: Jake Levy

Seconded: Mauricio Fernandez

Before moving in-camera, the Board Chair provided an overview of expectations regarding in-camera sessions, in relation to confidentiality.

Motion Carried

MOTION: to close the in-camera session.

Moved: Jake Levy

Seconded: Abdul Khan

Motion Carried

3.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 3 on July 5, 2023 be adjourned At 7:04 pm.

Moved: Abdul Khan

Seconded: Mason Friebe

Motion Carried

MINUTES

Board of Directors Meeting # 3
July 5, 2023 – 6:00 pm
Microsoft Teams



Approved by the Board of Directors

Date: July 19, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

Motion

Board of Directors Meeting # 4
July 19, 2023



Item 4.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
4.6.1	Meeting # 6	June 26, 2023
4.6.2	Meeting # 7	July 4, 2023

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)

Meeting #6 – June 26, 2023 – 11:00 am

CSA Boardroom



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

Regrets: None

Guests: None

1.0 Call to Order @ 11:00 am

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

No comment

4.0 Approval of the Previous Executive Committee Minutes

Meeting #5 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Admin Assistant Job Description

Focus meetings for JD are happening this week.

Volunteers

Conferences and staff make it seem like volunteers are needed. Should I develop infrastructure and policy for it?

5.1.2 Supervisory

Promotional Services

Branding finalized for the year. Social media templates are being made for main page. Working on coupon book for room stuffers.

5.1.3 Committees

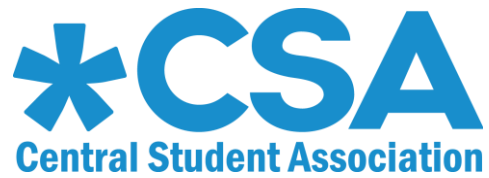
PBRC

Had our first meeting, focusing on elections, and working away on PDR.

Elections development includes an election and referendum committee to be a discussion place with board members to make decisions for issues during the election, information session for election before election to give insight into roles so it's not individual coffees, demerit point system instead of taking away budget for infractions, mandating a debate/all candidate forum every election, CRO not being a voting member, making voting online but with lots of in person stations, maybe hosting online voting through 3rd party platform.

Minutes

Executive Committee Meeting (ECM)
Meeting #6 – June 26, 2023 – 11:00 am
CSA Boardroom



5.1.4 Miscellaneous

Gallivan conference

Learned a lot about other student unions and their services and how they work. Learned the process on how specific categories/services can be upped the \$\$ limit, needs to be a referendum to increase the cap on psychological and vision services. Interesting plan they have is myvirtualdoctor, would be beneficial for students so they can access a doctor anywhere, and is usually preferred anyways. Would be fully opt out, but can run a referendum to allow the option to opt in.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

SHAC team completed active listening training on June 20.

5.3.2 Committees

CELIC

CSA VP External decided to be a new undergraduate representative and will be ratified by the board in the next meeting, July 5.

Operations Working Group

The centralized conduct department will be newly created, more updates to be announced.

5.3.3 Miscellaneous

Housing Demand Analysis

The housing demand survey will be done early fall semester and the result will come out at the end of October.

5.4 VP External

5.4.1 Supervisory

Bike Centre

Joseph's standing schedule is in. Nik is away today, so the Bike Centre is closed just for today June 26th. Nik and I are meeting sometime this week to discuss ways to draw more traffic to the Bike Centre for the summer!

Food Bank

Morla's standing schedule is in. I am gathering user statistics this week to better comprehend the operations of the FB. Further, GSA VP External's business cards will now be distributed at the FB to all graduate students looking for further financial and resource need guidance.

Minutes

Executive Committee Meeting (ECM)
Meeting #6 – June 26, 2023 – 11:00 am
CSA Boardroom



5.4.2 Committees

Affordable Housing Committee

Agenda package is complete as of end of day June 26th. Meeting invites will be going out within this week. Very exciting.

Blue Triton Committee

The topic of houseless people not having access to fountain water is being explored. A potential fund raising and finding willing people to install public water fountains around the city of Guelph is underway. As we advocate for Tap-In! including all demographics in the fight for free water as a human right is crucial.

CELIC

New sitting member representing the undergraduate students, with VP Academic. *To be ratified.*

5.4.3 Miscellaneous

Text

6.0 Business

Ontario General Meeting

Registration forms have come in for August 12-20!!! Let's gather everyone that we can take with us and represent Guelph strong!

7.0 New Business

Motion: President to update the volunteer policy for the CSA and centralize, that can be applied to all CSA services and operation.

Moved: Samar Tariq

Seconded: Junpyo Lee

Motion Carried.

Further: that the President create specific infrastructure and policy for SAHC, SafeWalk, and FoodBank service for volunteers.

Moved: Samar Tariq

Seconded: Junpyo Lee

Motion Carried.

Motion: CSA VP Academic to advocate for referendum question: bringing back the fall reading week.

Moved: Shaima Alam

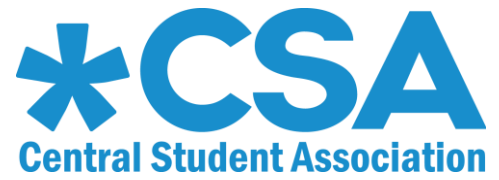
Seconded: Junpyo Lee

Minutes

Executive Committee Meeting (ECM)

Meeting #6 – June 26, 2023 – 11:00 am

CSA Boardroom



Motion Carried.

8.0 In Camera

There was no in-camera session.

9.0 Adjournment @ 12:20 pm

Next Meeting: July 3, 2023

Minutes

Executive Committee Meeting (ECM)

Meeting #7 – July 4, 2023 – 10:56 am

CSA Board Room



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

Regrets: None

Guests: None

1.0 Call to Order @ 10:56 am

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

Lots of admin work to be done this week, and BBQ is happening next week.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #6 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Admin Assistant

Last meeting for HR left, and the writing stage is required to finish hiring preparation.

Internal Newsletter

Being sent this week.

5.1.2 Supervisory

Promo

Coupon book is almost done, putting order in Thursday. Social media main page templates made and finalized, shifting to services. Organizing PSC priorities for the year. So going over mine, and then taking from execs through scheduled meetings, putting into calendar so PSC is organized for the year.

Bullring

Closed for repair. Lease negotiation is happening, have some conflict with trying to increase costs, so advocating for equitable terms.

5.1.3 Miscellaneous

Office hours

How it is going, where to move forward – business

Frank Fridays

Now happening once a month.

Minutes

Executive Committee Meeting (ECM)

Meeting #7 – July 4, 2023 – 10:56 am

CSA Board Room



Instagram Stories

Board summary reel posted.

All stories should be reviewed with the second pair of eyes.

All other posts need to go through Emma to be in line with branding.

Social media calendar is created, there will be a meeting to go through the calendar.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

SHAC is going to be responsible for the distribution of Diva cup give away.

5.3.2 Committees

Late Payment Fee Appeals Committee

17/30 cases are reviewed, another meeting will happen on July 7.

Education and Integration Working Group

First time attending on July 4, I'll update how it was on July 10's ECM.

5.3.3 Miscellaneous

Weekly update

Posted as Instagram story.

Promo Content Meeting

Making the list of promotions I require for the year and their contents.

Meeting with Byron Sheldrick (AVPA)

Accepting questions to be asked for the meeting with AVPA on July 10.

5.4 VP External

5.4.1 Supervisory

Food Bank

The service is closed this week due to our coordinator being away.

Maintenance and notice emails have been sent to everyone and in the meantime, our part time coordinator will be able to take this time to deep clean and reset the facility to start back up hopefully next week.

Bike Centre

The service traffic is increasing since last week! Wohoooo. I am currently trying to promote it heavily through our Instagram and office hours. Official promo meeting for the service will occur within the coming weeks.

5.4.2 Miscellaneous

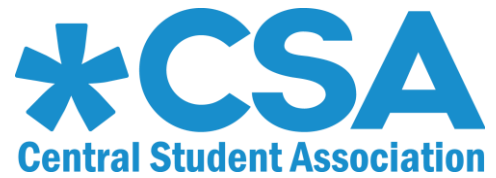
External Resource Bank

Minutes

Executive Committee Meeting (ECM)

Meeting #7 – July 4, 2023 – 10:56 am

CSA Board Room



This week I will be initiating the creation of a resource pool for undergraduate students who may be struggling to locate resources financially, residentially, and health-wise. There are many issues faced by students which fall outside the purview of the different roles and services. This document is intended to provide guidance on all the issues we may not have control over, but someone else who does.

6.0 Business

Office hours

Three hours of group tabling and one hour of individual office hours from each executive will be done.

7.0 In Camera

There was no in-camera session.

8.0 Adjournment @ 11:52 am

Next Meeting: July 10, 2023

Item 4.7
Executive Updates

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

4.7.1	President	July 19, 2023
4.7.2	VP Student Experience (vacant)	
4.7.3	VP Academic	July 19, 2023
4.7.4	VP External	July 19, 2023

Moved:
Seconded:

Executive Update

President

July 19, 2023



General Update:

Trying to wrap administrative things up so we can ramp up things for O-Week, elections, Fall programming, and service restart in August. In August we have a lot of staff and us on vacation, so there will be a slow down before speeding up. I have some hiring updates related to the special board meeting but did want to let you know that our BBQ is tomorrow, so please come by!!

Ongoing Projects:

CSA Staff Update: We do a lot of hiring in August so we can have staff for Fall, this includes the Bike Centre Assistant, FoodBank Assistant, Scribe, CRO, ARO, Front Office Assistant, etc., similarly we need to hire the Administrative Assistant for August. Therefore, its new job description needs to be presented to the board for approval before then, hence the specially scheduled meeting for the position on August 2. We are hoping to have it completed by the end of next week. Additionally, we had a recent vacancy in the FoodBank Coordinator position. Since the hiring happened in the last 2 months, to ensure the continuous operation of the FB, with the least amount of suspension, after reviewing the second candidates resume, and them having scored the necessary amount on their interview, an offer was extended for them to become the next FoodBank Coordinator. Their transitioning is being planned. We are also doing small updates to the CRO, ARO and Scribe's JD. Our Executive office hours have changed to having 3 hours of group and 1 hour of individual.

Training & Transition: Legislated workplace respect training was completed. Based on feedback, changes are being made including having more CSA specific examples. Developing a positive space and CSA orientation legislated training. Internal newsletter included options for student leadership training.

Outreach, Publicity, & Promotion: Promotional and branding items are being updated across campus. Coupon books were put to print, as well as tote bags, looking into additional promotional items. Input on what the VPs plan to do for the year so we can prioritize promo design based on projects.

Social Media: Social media is now fully transitioned to new branding. Main page of CSA has standard templates now in place, and developing the same with services, with Bike Centre being the first trial. Continuing our postings: board summary reel, weekly stories, frank Friday highlights, June updates, ongoing July for social media and website. Introduced the four icons of our branding and broke down their meanings for posting. Working with Bike Centre to create a specific template for a series. Continuing frank Fridays on twitch playing Minecraft, happening this Friday!

Executive Update

President

July 19, 2023



Newsletter: Sent July newsletter, highlighting the BBQ and Bike Centre. The August newsletter will focus on Health and Dental Plan.

Events: BBQ pushed to following week due to rain, will try to market in residences more. Looking into fall programming planning and finalizing specific O-week details.

Policy: Final electoral policy edits have happened, bringing notice to this board meeting. Will bring PDR policy notice once admin assistant approved due to a lot of mentions of the position. Started working on AODA Compliance Report, with a goal of completing it before end of summer.

Services:

Bullring: Had our meeting with PR at the site to point out structural deficiencies that would require the additional amount stated. Looking to see where we can go from there once we have specific breakdown with numbers.

Shaima Alam

Executive Update

VP Academic
July 19, 2023



Thank you for joining tonight.

General Update:

Attending various committees, posting updates, holding office hours, and discussions with administration of University of Guelph.

Ongoing Projects:

Student Memorial Service

September 22, 4:00 pm – 6:00 pm is the date of the event, Invitations to families will be sent out on July 21.

Fall Reading Week Referendum

Discussion with Byron is done, we can aim for 1) a survey to students in Fall 23 to ask if they want it and how they would use it, and 2) a referendum in Winter General Election.

Committees:

Co-curricular Experiential Learning Integrity Committee

The committee's on-boarding training was completed on July 10. We are now reviewing submissions of Co-Curricular Activity Proposals.

Education and Integration Working Group

Went through the consultation questions list regarding the policy change on student misconduct.

Late Payment Fee Appeals Committee

All cases have been reviewed, and the results of appeals are notified to students.

Operations Working Group

The centralized conduct department will be newly created, more updates to be announced.

Services:

Student Help and Advocacy Centre (SHAC) has been given the social media guideline and all the trainings are completed. Now they are in the process of contacting lawyer service for the Fall semester.

All the best,

Junpyo Lee, VP Academic

Executive Update

VP External

July 19, 2023



Services:

Foodbank: The FoodBank will be holding interim scheduling to offset the burden of being closed for the last two weeks. This interim schedule is during Tuesday, July 18 and Wednesday, July 19. After which the FoodBank will be closed from August 7 to 21 before reopening for the Fall!

Bike Centre: The BC coordinator, Shaima, and I are working to establish some events for the year and a cohesive social-media branding for the service! We hope to utilize these two assets to promote the BC to the incoming students in the Fall, so that as many users as possible can take advantage of what it's got to offer.

Committees:

Blue Triton Committee: The Guelph Alumni who sit on this committee with many other folks from different interest groups have expressed their solidarity with the Tap-In! initiative. We are currently planning to gather and include opinion quotes/pieces from them to strengthen the validity of our formal letter to VP of Finance for UofG.

Student Action Fund: The sustainability office and I got some help this month from Shaima on identifying key points to add and revise on the terms of reference for the Action Fund. We are trying to look over all the ways we can create an agreement that will follow the path of least resistance and be clear enough to use as guidelines for projects in the years to come, involving all interest groups. This month we also invited Emma, our promo coordinator, to brainstorm designs for the launch of SAF come September.

Affordable Student Housing Task Force: The guidelines, expectations, goals, and target audience were successfully identified in our first meeting. The committee has decided to meet once a month, for an hour and a half. With the expectation that when an urgent item must be discussed, a meeting shall be called regardless of the meeting schedule. The discussions were highly passionate and knowledgeable, with initiatives to advocate on behalf of the students right in city hall and aiming to create a comprehensive research report highlighting the current status of students with housing issues for the city and admin to use as they delegate expansion of student allocated housing in Guelph. Lastly, in our exec meeting with Irene Thompson, she provided valuable insights of the surveys administration is conducting this year exploring similar items on this topic, and offered to connect us with the consultant they're using so that the start of this task force can be on the right foot. I will also be sending out the meeting schedule for the whole year, as well the agenda package for our next meeting before the end of the month!

Executive Update

VP External

July 19, 2023



Miscellaneous:

On-going projects: I am still working on creating the external resource pool for all students struggling financially and academically. As the discussion and goals of the committees I chair and sit on progress, I will be adding the resources and resolutions we gather and create into this document to be shared on our website by the end of the year.

CFS Annual General Meeting: The executives will be attending the annual general meeting in August, this time will be utilized to further expand, collaborate, and strategize the initiatives mentioned by all of us with other unions and CFS's mentorship! We are very excited. To add, we will also be attending about three more events with CFS in the year. This includes national lobby week, National Day of Action, and year wrap-up update conference. I would invite all board members who are interested to please email me to inquire details and express interest in attending these alongside myself. Advocating you folks is crucial for our students and we would love to get you on board.

Motion

Board of Directors Meeting # 4
July 19, 2023



Item 4.10.1
Policy & Bylaw Review Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
4.10.1	Meeting # 1	June 15, 2023

Moved:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 – June 15, 2023 – 6pm – 7:30pm
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	Present

Scribe

Colleen Bovay	Policy & Transition Coordinator
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Guests

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1.0 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

1.0.1 Attendance

1.0.2 Chair

The PTC was selected as the Chair for this meeting.

1.0.3 Introductions

1.1 Adoption of the Agenda

1.1.1 Approve the Agenda

Agenda approved with no additions.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 – June 15, 2023 – 6pm – 7:30pm
Microsoft Teams



1.1.2	Declarations of Conflicts No conflicts were declared.
1.2	Ratifications and De-Ratifications No ratifications or de-ratifications were considered at this meeting.
1.3	Comments from the Chair Excited to start PBRC early this year and work on the important projects that we have for the summer.
1.4	Approval of Past Minutes The Minutes were approved for the following PBRC Meeting: 1.4.1 PBRC Meeting # 3 – February 8, 2023 The PTC mentioned that a small edit was made to the minutes since sending them out for member review, due to an error with the item numbers.
1.5	Working Group Updates and Reports No Working Group Updates or Reports were heard.
1.6	Business 1.6.1 Internal Policy (Appendix J) Amendment (Section 10.3.3) The PTC explained that this suggested amendment is meant to align with the hiring policy amendment that removed the requirement for Directors to sit on hiring committees. The committee reached consensus that this amendment can go forward to the Board of Directors for approval, as written in the agenda package. Current Wording: Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings). Proposed Wording: Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification. 1.6.2 PDR Committee Terms of Reference Review

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 1 – June 15, 2023 – 6pm – 7:30pm

Microsoft Teams



The PTC explained that this is a continuation of a project that was identified during the 2022-2023 academic year. The PTC explained the suggested changes throughout the policy and noted that the mentions of an Administrative Assistant and their suggested duties within the PDR committee is contingent on the Board approving the new position and completing the hiring process. The PTC also asked for input on a new name for the committee that's more clearly related to its' purpose. Members agreed to think about options for a new name.

The PTC and the CSA President also drew attention to the additional elaboration added to the section on the final reports submitted by groups that receive funding. The President highlighted that several groups who received funding in the Winter 2023 term have not fulfilled the requirement of submitting a final report with receipts by the deadline, and we may want to reconsider the penalty attributed to this, as currently the punishment falls on the club rather than the individual in the club responsible for the report submission. The President suggested that it should be the individual who cannot make submissions for PDR funding in the following academic year, regardless of whether they are part of the same club/organization as the previous year. The committee discussed the different options, such as penalizing both the club and the individual, and decided to consult with other staff members before finalizing the language in this section.

The committee had no other notes on the suggested changes at this stage. The committee reached consensus that the PTC and the President can continue revising the policy and bring a final draft to the PBRC for approval at a future meeting, with the goal of having the policy changes finalized and approved by the Board by the end of the summer semester.

1.6.3 Electoral Bylaw and Policy Review

The PTC gave an overview reminding members that a full review is underway regarding the elections office, online ballot security, and the elections bylaw and policy appendix. The results of this review, including a comprehensive review of the policy will be presented to the Board of Directors for approval prior to the end of the summer semester, to be implemented for the Fall 2023 by-election. The PTC explained that some track changes had been made prior to the Winter 2023 General Elections, as the electoral policy was already identified as needing a full review and a working group had been formed by the previous PBRC. The PTC gave an overview of work that has been done so far in the summer semester, including conversations with CSA staff and research on the elections policies of other student unions to compare what processes and rules that they have. The PTC covered a few significant differences in other policies that may be positive changes to consider including shifting to a

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 – June 15, 2023 – 6pm – 7:30pm
Microsoft Teams



demerit point system for campaign infractions, creating an elections committee, hiring only non-undergrads on the elections team, and hosting informational sessions prior to the start of the nomination period. The PTC then opened the floor for input from the committee.

Member Levy agreed that creating an election committee to help oversee elections activities could be a good addition. He was also onboard with adding a requirement for the CRO to not be an undergrad student, but it does raise the question of who the CRO would be. The PTC agreed and added that stipulating in policy that the CRO cannot be an undergraduate student doesn't align well with the CSA hiring policy, and it could make it difficult to get enough applicants. However, the committee agreed that it is a good option to have more separation between candidates and the elections team, to limit the chance of conflict of interest. Increasing advertisement of the positions to graduate students was proposed as an option.

Member Levy inquired if any updates will be made to the contingency plan section. The PTC indicated that there will be needed updates once we start working on that section of the policy, as it needs more detail added.

Member Fernandez suggested that part of the contingency plan should be a back-up online platform, as opposed to in-person paper ballots.

The committee discussed the merits of conducting the voting online or in-person, as staff members have indicated interest in using in-person paper ballots in the future. The committee was in agreement that online voting is preferable to the student body but having "hybrid" polling stations in-person with devices for students to vote electronically could be a good system to get in-person engagement through the voting period without using paper ballots. The President indicated that at the CFS Skills Conference this weekend she can engage with representatives from other student unions regarding the voting systems they use for their elections.

The President discussed the appeal of hosting information sessions pre-election and bringing back an in-person Executive Forum/debate. It was discussed that these items should be added to the policy to ensure consistency. The President also highlighted that the structure of the CRO and ARO and any changes to the job descriptions will need to be discussed further.

The committee agreed that moving to a demerit point system from the current budget reduction model for campaign infractions is a positive change since it will be more straightforward and fairer. The President noted that we'll need to create a list of infractions and set the demerit point values.

The PTC raised the issue of anonymous social media accounts interfering in the elections and noted that there isn't likely a direct solution. Members

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 1 – June 15, 2023 – 6pm – 7:30pm
Microsoft Teams



proposed that the CSA should focus on countering the misinformation with positive and correct information, as well as encouraging students and candidates specifically to follow the CSA elections account. The President discussed the measures that the new Executive team have been implementing to increase the CSA's presence on social media and have consistent branding across all CSA-related accounts. The PTC noted that it will be important to make sure the elections account is consistently used and housing the most up-to-date information on the elections.

The committee reached consensus to form a working group to continue working on the electoral policy and report back to the PBRC at the next meeting. The working group will consist of the PTC, the President, and Member Levy.

1.7 New Business

1.7.1 No new business was discussed.

1.8 In Camera Session

No in camera session was held at this meeting.

1.9 Adjournment

1.9.1 Adjourn

Meeting adjourned at 7:02pm

Next Meeting Dates

PBRC

TBD

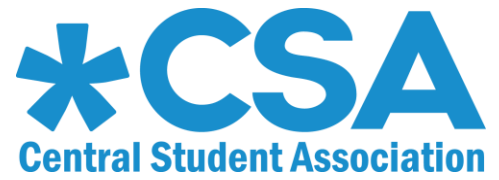
Upcoming WG Meeting Dates

Electoral Policy Working Group – TBD

Information Report

Board of Directors Meeting # 4

July 19, 2023



Item 4.10.2

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 # 4

July 19, 2023



The following Summary of Committee Appointments is provided as information:

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

Student Affordable Housing Taskforce

Appointed: May 31, 2023

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

Policy and Bylaw Review Committee

Appointed: May 31, 2023

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

Late Payment Fee Appeals Committee

Appointed: May 31, 2023

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

UC Board Selection Committee

Appointed: May 31, 2023

Information Report

Board of Directors Meeting # 4

July 19, 2023



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

Sustainability Action Fund Student Working Group

Appointed: May 31, 2023

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

Hiring Committee Report

FoodBank Coordinator

July 19, 2023



Item 4.10.3 Hiring Committee Report FoodBank Coordinator

Posting Date: Monday, February 13, 2023

Closing Date: Wednesday, March 15, 2023

Hiring Committee Members:

Jena-Lee Ashley, CSA VP External
Alanna Wyllie, FoodBank Coordinator
Kandace Blaker, CSA Office Manager

Number of Applicants: 7

Number of Interviews: 4

Successful Candidate: Joy Amyotte

Start Date: August 21, 2023

MOTION: That the hiring of Joy Amyotte for the position of FoodBank Coordinator be approved, as recommended by the Hiring Committee.

Moved:

Seconded:

Motion

Board of Directors Meeting # 4
July 19, 2023



Item 4.11.1
CSA Fall 2023 By-Election Timeline

MOTION: that the CSA Board of Directors approve the timeline for the CSA Fall 2023 By-Election, as presented in the Board Agenda Package.

Moved: Shaima Alam, President
Seconded:

Motion

Board of Directors Meeting # 4
July 19, 2023



Proposed CSA Fall 2023 By-Election Timeline:

General Elections Promotions	Monday, September 4 to Friday, September 15
Nomination Period	Monday, September 18 to Wednesday, September 27
Promo & Signature Verification	Thursday, September 28 to Wednesday, October 4
Campaigning Period	Thursday, October 5 to Friday October 13
Voting Period	Monday, October 16 to Friday, October 20
Voting Extension	Saturday, October 21 to Wednesday, October 25

Motion

Board of Directors Meeting # 4
July 19, 2023



Item 4.11.2
Appoint Petitions, Delegations and Representations (PDR) Committee

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

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

MOTION:

a) That the following Directors be appointed to the Petitions, Delegations and Representations Committee for the 2023-2024 academic year:

[1 At-Large or College Government representative]
[1 Student Organization representative]
[2 additional Directors]

b) That the following additional member of the Executive Committee be appointed to the PDR Committee for the 2023-2024 academic year:

Junpyo Lee, VP Academic

Moved: Shaima Alam, President
Seconded:

See next page for PDR Committee information.

Motion

Board of Directors Meeting # 4
July 19, 2023



Petitions, Delegations and Representations (PDR) Committee

7.1 Preamble

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

The Petitions, Delegations and Representations Committee (“the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on and making decisions regarding PDR requests.

7.2 Purpose

7.2.1 To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.

7.2.2 To maintain a standardized PDR request form or method

7.2.3 To make recommendations to the Finance Committee for annual funding for PDR lines.

7.2.4 To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

7.3 Membership of the Committee

7.3.1 The Committee shall consist of a maximum of six members.

7.3.2 The President shall be a member of this Committee.

7.3.3 One (1) seat on this Committee shall be reserved for an At-Large or College representative.

7.3.4 One (1) seat on this Committee shall be reserved for a Student Organization representative.

7.3.5 One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.

7.3.6 The remaining seats may be filled by up to two (2) Directors.

7.3.7 The membership of this Committee shall be selected by the Board of Directors.

7.4 Responsibilities of the Committee Members

7.4.1 The President shall be the Chair of the Committee.

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7.4.2 The Vice-Chair shall be selected by the membership of the Committee.

7.4.3 The Scribe shall be selected by the membership of the Committee.

7.4.4 Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.

7.4.5 Each member shall act as a member of the CSA, and not as a member of their own constituency.

7.4.6 Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

7.4.7 The Chair shall have the following responsibilities:

- a) Facilitate meetings.
- b) Ensure that proper minutes are taken for every meeting.
- c) Book meeting locations.
- d) Compile semesterly reports for the Board.
- e) Manage all communications to and from the Committee.

7.4.8 The Vice-Chair shall have the following responsibilities:

- a) Assist the Chair in their duties.
- b) Assume the responsibilities of the Chair in their absence.

7.4.9 The Scribe shall have the following responsibilities:

- a) Take meeting minutes and record decisions.
- b) Forward minutes to the Policy & Transition Coordinator for distribution to the Members of the Board.

7.5 Meetings

7.5.1 PDR Committee meetings shall be held as required to receive and to review PDR applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.

7.5.2 The schedule of meetings shall be at the discretion of the Committee.

7.5.3 Quorum for meetings shall be set at a simple majority of members.

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7.5.4 If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.

7.5.5 During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

7.6 Reports

7.6.1 Reports shall be compiled by the Chair and the Vice-Chair of the Committee.

7.6.2 A report shall be submitted to the Board of Directors following each semester. These reports shall include:

- a) A list of all PDRs entertained by the Committee (whether the PDR was successful or not).
- b) The amount granted for each PDR request, and the line from which that grant was taken.

7.6.3 A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.

7.7 PDR Requirements

7.7.1 An applicant for PDR funds must be a CSA member of good standing.

7.7.2 Each year, the CSA will budget funds to be made available by request to qualifying groups.

7.7.3 Funds from the Petitions, Delegations and Representations line item, commonly known as the "Grants" line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

7.7.4 Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the "Grant" line items, found in the CSA Council budget.

7.7.5 Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA's involvement.

7.7.6 A completed PDR Report Form, available on the CSA website, will be required by the Committee for future funding.

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7.7.7 Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to cosponsor an event after the Committee has granted funding, the PDR must be re-submitted to the Committee where the original PDR request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

7.8 PDR Application Process

7.8.1 The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.

7.8.2 Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.

7.8.3 Qualifying groups must submit a completed PDR Request Form, available on the CSA website, to the Committee through the President.

7.8.4 All parties must also disclose as to whether their organization/ group collects student fees.

7.8.5 Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.

7.8.6 In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.

7.8.7 Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph. Groups and individuals who choose not to be invoiced for the CSA fee will not receive PDR funding.

The PDR Committee will rank each funding application based on the following priority system:

- i. Internal accredited CSA clubs.
- ii. Special Status Groups.
- iii. University of Guelph accredited undergraduate student organizations, other CSA members.
- iv. Non-members.

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7.8.8 The PDR Committee will also consider the following:

- Number of students attending the event.
- Number of students impacted by the initiative.

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

7.8.10 The President will notify organizations within 72 hours of a PDR Committee decision.

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Item 4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 19, 2023 be adjourned at pm.

Moved:

Seconded: