

AGENDA

Board of Directors Meeting # 5

August 30, 2023 – 6:00 pm



Agenda – August 30, 2023

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Motion

Board of Directors Meeting # 5
August 30, 2023



Item 5.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 5 on August 30, 2023, be approved as printed and distributed.

Moved:

Seconded:

Item 5.2.1 (b) Amend the Agenda

MOTION TO AMEND:

Moved:

Seconded:

Item 5.2.1 (c) Approve the Amended Agenda

AMENDED MOTION:

Motion

Board of Directors Meeting # 5
August 30, 2023



Item 5.5
Approval of Past Board Minutes

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

5.5.1	CSA Board Meeting # 4	July 19, 2023
5.5.2	CSA Board Meeting # 4a	August 2, 2023

Moved:

Seconded:

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Microsoft Teams



Attendance – July 19, 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	a: 6:16pm
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: 6:42pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	d: 6:28pm
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		
Vacant	College of Social and Applied Human Sciences - Student Alliance		
Ethan Gouveia	Lang Students' Association	Present	d: 6:44pm
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	
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
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.*

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Microsoft Teams



Summary of Resolutions

4.2.1 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.

Motion Carried

MOTION TO AMEND: That **Item 4.12.1: Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC** be added as a new business item.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 19, 2023, be approved as amended with:

- Adding **Item 4.12.1: Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC** as a new business item.

Motion Carried

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

Motion Carried

4.6 Executive Committee Minutes

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

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Board of Directors Meeting # 4
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Microsoft Teams



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

Motion Carried

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

Motion Carried

4.10.1 PBRC Meeting Minutes – June 15, 2023

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

Motion Carried

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.

Motion Carried

4.10.3 Hiring Committee Report: FoodBank Coordinator

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Board of Directors Meeting # 4
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Microsoft Teams



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

Motion Carried

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.

Motion Carried

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:

Noam Einy
Emma Lebrun
Daniel Spinner
Natalie Wilkinson

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

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Microsoft Teams



Junpyo Lee, VP Academic

Motion Carried

4.14.1 Approve in-camera minutes – July 5, 2023

MOTION: to move in-camera.

Motion Carried

MOTION: to approve the In-Camera minutes from July 5, 2023.

Motion Carried

MOTION: to close the In-Camera session.

Motion Carried

4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 19, 2023, be adjourned at 7:18 pm

Motion Carried

MINUTES

Board of Directors Meeting # 4
July 19, 2023 – 6:00 pm
Microsoft Teams



Agenda – July 19, 2023

4.0	Call to Order	
4.1	Land Acknowledgement Naomi Amayaevbo	
4.2	Adoption of the Agenda 4.2.1 Approve the Agenda 4.2.2 Declarations of Conflicts	
4.3	Ratifications and De-Ratifications	
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	
4.6	Executive Committee Minutes 4.6.1 Meeting # 6 – June 26, 2023 4.6.2 Meeting # 7 – July 4, 2023	
4.7	Executive Updates 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	
4.8	Director Reports	
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	
4.11	Business 4.11.1 CSA Fall 2023 By-Election Timeline 4.11.2 Appoint Petitions, Delegations, and Representations (PDR) Committee	
4.12	New Business 4.12.1 Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC	
4.13	Announcements	

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4.14	In Camera Session 4.14.1 Approve in-camera minutes – July 5, 2023	
4.15	Adjournment	

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Board of Directors Meeting # 4
July 19, 2023 – 6:00 pm
Microsoft Teams



Minutes – July 19, 2023

4.0 Call to Order

The meeting was called to order at 6:04 pm.

4.1 Land Acknowledgement

Member Naomi Amayaevbo presented the following Land Acknowledgement:

Hi everyone! I would like to acknowledge that I and a lot of others are guests on this Land we call home. The Land that the University of Guelph resides on is the traditional land of the Attawandron people and the Treaty Lands of the Mississaugas of the Credit. We honour our Haudenosaunee, Anishinaabe, and Metis neighbours and recognize the significance of the Dish with One Spoon Covenant, reminding us that we have a responsibility to use and protect the Land and its resources sustainably. As a member of the African diaspora, whose homeland was also colonized, I can testify that colonization is not of the past and is still deeply rooted in our society today. As such, let us educate ourselves on the impact of colonization on Indigenous people and support them against these impacts. And offer genuine respect and appreciation for this Land and its people, while participating to work towards reconciliation with our Indigenous communities. Thank you.

4.2 Adoption of the Agenda

4.2.1 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: Jake Levy

Seconded: Mauricio Fernandez

Motion Carried

MOTION TO AMEND: That **Item 4.12.1: Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC** be added as a new business item.

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Microsoft Teams



Moved: Shaima Alam, President

Seconded: Jake Levy

Shaima Alam, President, shared that this item is time sensitive, as it must be given as notice tonight in order to approve it at the special board meeting on August 2 and implement the policy changes in August.

The Chair agreed with the provided reasoning that the item is time sensitive.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 4 on July 19, 2023, be approved as amended with:

- Adding **Item 4.12.1: Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC** as a new business item.

Motion Carried

4.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

4.3 Ratifications and De-Ratifications

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

4.4 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.

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If you would like to volunteer for a committee, please type “volunteer” in the chat.

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.

4.4.1 Introductions and Pronouns

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

4.5 Approval of Past Board Minutes

The Chair recommended a motion to discuss these items omnibus.

Moved: Noam Einy

Seconded: Abdul Khan

Passed by unanimous consent

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: Abdul Khan

Seconded: Mason Friebe

Motion Carried

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

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4.6.2	Meeting # 7	July 4, 2023
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Moved: Jake Levy
Seconded: Abdul Khan

Motion Carried

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: Abdul Khan
Seconded: Jake Levy

Motion Carried

4.7.1 President

Shaima Alam, President, is excited to host the CSA Community BBQ tomorrow and encourage folks to attend. It had initially been scheduled for last week but was postponed due to inclement weather. In the future, there will be more focus on promoting the event in university residence buildings.

Currently, staff are preparing for an August hiring blitz to bring on new employees for the following positions:

- Bike Centre Assistant
- FoodBank Assistant
- Board Scribe
- Chief Returning Officer (CRO)
- Assistant Returning Officer (ARO)
- Front Office Assistant
- Administrative Assistant

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Microsoft Teams



An impromptu board meeting has been scheduled for August 2, 2023, so that the job description for the Administrative Assistant can be approved by the Board. Small changes to the CRO, ARO, and Board Scribe's job descriptions are also underway.

Due to a recent vacancy for the FoodBank Coordinator position, the next-choice candidate from the initial interview process that took place two months ago was contacted and offered the position. This was done to ensure the continuous operation of the FoodBank with the least amount of disruption to the service. An onboarding plan for this new hire is currently in the works.

Executive office hours have changed to three hours of group tabling and one hour of individual tabling.

The legislated workplace respect training was completed by staff. Based on feedback, changes are being made to include CSA-specific examples.

An internal newsletter was circulated that included information regarding student leadership training.

Promotional and branding items are being updated across campus. The coupon books were sent to the printers, as well as tote bags. The executives are looking into additional promotional items for the year, with the intent to prioritize design based on CSA projects. The CSA's social media accounts have now fully transitioned to our new branding. Four branding icons and what they represent have been introduced in our posts. Service accounts, starting with the Bike Centre, are slowly being updated with the same templates. The executives are continuing to post their weekly stories, the board summary reel, and Frank Fridays. Be sure to tune in this Friday- Shaima will be playing Minecraft!

The July newsletter has been circulated. It highlighted the Community BBQ and the Bike Centre Service. The August newsletter will focus on the Health and Dental Plan.

The PBRC committee has finalized their edits to the electoral policy, to be discussed later in this meeting.

Notice of changes to the PDR policy will be brought forward to the board once the administrative assistant job description has been approved.

The President has started working on the AODA Compliance Report, with the goal of completing it before the end of the summer.

The President as well as the CSA Business Manager met with Physical Resources at the Bullring to discuss the building's structural deficiencies. A go-forward plan will be developed once a breakdown of costs is provided.

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Otherwise, Shaima is looking forward to O-Week planning, elections, F23 programming, and to services reopening in August.

4.7.3 VP Academic

Junpyo Lee, VP Academic, shared that he has been attending various committees, posting updates to social media, holding regular office hours, and has been entertaining discussions with the University administration.

The Student Memorial Service will be held on September 22, 2023, from 4:00 pm until 6:00 pm. Invitations to families will go out on July 21.

Regarding the referendum for a Fall reading week, the aim is to circulate a survey amongst the student body in F23 to determine whether a reading week is wanted and how students would plan to utilize the time. The results of this survey will inform a referendum during the Winter General Election.

Training for members of the Co-curricular Experiential Learning Integrity Committee wrapped up on July 10. Members are now in the process of reviewing proposals that have been submitted.

The Education and Integration Working Group reviewed the consultation questions list regarding the policy change on student misconduct.

The Late Payment Fee Appeals Committee has reviewed all existing cases. Students have been notified of the results of their appeals.

Social media guidelines have been reviewed with the Student Help and Advocacy Centre (SHAC) staff. They are now in the process of arranging the lawyer service for the Fall semester.

4.7.4 VP External

Samar Tariq, VP External, shared the following updates:

The FoodBank held appointments yesterday and today to provide interim support to visitors before the service closes to onboard the new Coordinator. It will reopen in the Fall.

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The VP External and the President have been working with Bike Centre staff to plan events for the upcoming year and to implement a cohesive social media strategy for the service.

The Guelph Alumni who sit on the Blue Triton committee, along with many other folks from different interest groups, have expressed their solidarity with the Tap-In! initiative. Samar is planning to gather and include opinion quotes/pieces from them to strengthen the validity of the formal letter to the University's VP of Finance.

Samar is working with the President and the Sustainability Office on revisions to the terms of reference for the Action Fund. The CSA Promotional Services Coordinator was enlisted to help design the launch in September.

The guidelines, expectations, goals, and target audience of the Student Affordable Housing Task Force were successfully identified in the first committee meeting. The committee will meet once a month for an hour and a half, except in cases where impromptu meetings are called to discuss urgent items. Samar will be releasing a meeting schedule, as well as the next meeting's agenda package, by the end of this month. Committee members recommended the generation of a comprehensive research report that highlights the current issues students are facing regarding securing affordable housing in Guelph. This report would be presented to City and University administration, to be considered when expanding student-allocated housing. Irene Thompson provided valuable insight into existing surveys that explore similar issues and recommended the consultant that was hired to oversee these projects.

Samar is currently working on creating a list of external resources that students can go to should they be struggling financially or academically. Information will be gathered from committee work and will be posted to the CSA website by the end of the year.

Samar added that the executives will be attending the CFS Annual General Meeting in August. This will be in addition to three other CFS events this year, which include National Lobby Week, National Day of Action, and their year-end conference. Any members who are interested in attending can reach out to Samar directly.

4.8 Director Reports

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Member Levy shared that he has been sitting on the PBRC committee and is looking forward to discussing the finalized election policy with members at the next board meeting.

Member Friebe shared Member Levy’s sentiments, as he also sat on the PBRC committee.

Member Fernandez shared that he sat on the PBRC committee as well as the Student Affordable Housing Task Force committee.

Member Amayaevbo shares that she sat on the Student Affordable Housing Task Force committee as well.

4.10 Committee Updates and Reports

4.10.1 PBRC Meeting Minutes – June 15, 2023

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: Jake Levy
Seconded: Abdul Khan

Motion Carried

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: Jake Levy
Seconded: Abdul Khan

Motion Carried

MINUTES

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Microsoft Teams



4.10.3 Hiring Committee Report: FoodBank Coordinator

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

Moved: Abdul Khan

Seconded: Samar Tariq, VP External

Motion Carried

4.11 Business

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.

Shaima Alam, President, shared that the timeline for this election was developed in reference to past election timelines.

Moved: Shaima Alam, President

Seconded: Abdul Khan

Motion Carried

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:

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

Noam Einy (at large)
Daniel Spinner (at large)
Natalie Wilkinson (College Government)
Emma Lebrun (Student Organization)

- 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: Abdul Khan

Shaima Alam, President, shared that this committee is responsible for allocating CSA funds to help empower student groups to host their own events. She added that the schedule of meetings for this committee has been shared to be transparent about the time commitment.

Motion Carried

4.12. New Business

4.12.1 Notice: Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and must be recorded by a roll call vote.

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 July 19, 2023

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Microsoft Teams



This motion will be considered at the Board meeting on August 2, 2023.

WHEREAS the Policy & Bylaw Review Committee implemented a Working Group to conduct a comprehensive review of the Electoral Bylaw and Electoral Policy Appendix; and

WHEREAS the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the comprehensive review;

BE IT RESOLVED that the amendments to Bylaw 2 (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package; and

FURTHER that the amendments to Appendix G (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package.

4.13 Announcements

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

Shaima Alam, President, announced that they are working to plan a CSA Social for board members and staff. It is tentatively scheduled for September 12.

The Policy and Transition Coordinator thanked everyone for attending and reminded members that for the August 2 meeting a minimum attendance of 50% must be achieved in order to vote on the policy items. If you can't attend, please let her know.

4.14 In Camera

4.14.1 Approve In-Camera Minutes – July 5, 2023

MOTION: to move in-camera.

Moved: Abdul Khan

Seconded: Jake Levy

Motion Carried

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Microsoft Teams



MOTION: to approve the In-Camera minutes from July 5, 2023

Moved: Jake Levy
Seconded: Naomi Amayaevbo

Motion Carried

MOTION: to close the In-Camera session.

Moved: Jake Levy
Seconded: Samar Tariq, VP External

Motion Carried

4.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4 on July 19, 2023 be adjourned at 7:18 pm.

Moved: Natalie Wilkinson
Seconded: Mason Friebe

Motion Carried

Approved by the Board of Directors	Date: August 30, 2023
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____

MINUTES

Board of Directors Meeting # 4a
 August 2, 2023 – 7:00 pm
 Microsoft Teams



Attendance – August 2, 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	
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	Present	a: 7:06pm
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 # 4a
 August 2, 2023 – 7:00 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)	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)	Absent	
Naomi Amayaevbo	Guelph Campus Co-op	Absent	
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 # 4a
August 2, 2023 – 7:00 pm
Microsoft Teams



Summary of Resolutions

4a.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 4a on August 2, 2023, be approved as printed and distributed.

Motion Carried

4a.11.1 Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and must be recorded by a roll call vote.

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 July 19, 2023

WHEREAS the Policy & Bylaw Review Committee implemented a Working Group to conduct a comprehensive review of the Electoral Bylaw and Electoral Policy Appendix; and

WHEREAS the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the comprehensive review;

BE IT RESOLVED that the amendments to Bylaw 2 (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package; and

FURTHER that the amendments to Appendix G (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package.

Motion Carried

MINUTES

Board of Directors Meeting # 4a
August 2, 2023 – 7:00 pm
Microsoft Teams



4a.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4a on August 2, 2023, be adjourned at 7:29 pm

Motion Carried

MINUTES

Board of Directors Meeting # 4a
August 2, 2023 – 7:00 pm
Microsoft Teams



Agenda – August 2, 2023

4a.0	Call to Order	
4a.1	Land Acknowledgement	
4a.2	Adoption of the Agenda 4a.2.1 Approve the Agenda 4a.2.2 Declarations of Conflicts	
4a.3	Ratifications and De-Ratifications	
4a.4	Comments from the Chair 4a.4.1 Introductions and Pronouns	
4a.5	Approval of Past Minutes	
4a.6	Executive Committee Minutes	
4a.7	Executive Updates	
4a.8	Director Reports	
4a.9	CSA Service Update and Report	
4a.10	Committee Updates and Reports	
4a.11	Business 4a.11.1 Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC 4a.11.2 Notice: Appendix D Section 7 (Petitions, Delegations, and Representations Committee) Policy Review re. PBRC	
4a.12	New Business 4a.12.1	
4a.13	Announcements	
4a.14	In Camera Session 4a.14.1	
4a.15	Adjournment	

MINUTES

Board of Directors Meeting # 4a
August 2, 2023 – 7:00 pm
Microsoft Teams



Minutes – August 2, 2023

4a.0 Call to Order

The meeting was called to order at 7:03 pm.

4a.1 Land Acknowledgement

Colleen Bovay, Policy and Transition Coordinator, presented the following Land Acknowledgement:

I'll begin by acknowledging that the University of Guelph is situated on the ancestral lands of the Attawandaron People and the treaty lands of the Mississaugas of the Credit. As we're currently meeting virtually, and many of us may not be in Guelph, we must recognize the histories of all First Nations, Inuit, and Metis peoples across Canada. We mourn the loss of life, identity, and culture of Indigenous people which was imposed to exploit this land and its resources for the benefit of settlers. I encourage everyone to reflect on the history of where you live, work, and study, and to consider your role in the process of truth and reconciliation. As a collective, we must commit to evolving past the age of apologies and acknowledgment with no meaningful action to follow. I'll conclude with a quote by Michelle Good, an author of Cree ancestry, from her book, "Truth Telling": "Reconciliation in its most fundamental form is very simple. It's about restoring balance to the relationship between the Crown and Indigenous Nations. Think of the scales of justice. If one plate is laden with riches and the other empty, there can be no balance. Until there is a redistribution of the riches held by Canada and they are restored to Indigenous Nations, the scale will not balance."

4a.2 Adoption of the Agenda

4a.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 4a on August 2, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Abdul Khan

Motion Carried

MINUTES

Board of Directors Meeting # 4a
August 2, 2023 – 7:00 pm
Microsoft Teams



4a.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

4a.4 Comments from the Chair

The only business item tonight that requires a vote is 4a.11.1, Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC. Because this item requires a bylaw amendment, we will hold a “Roll Call” vote, which requires a 2/3 majority to succeed. If it does not receive a 2/3 majority, then the motion will be defeated. I will walk you all through the process of the “Roll Call” vote once we’ve reached that item.

If at any point during the meeting you wish to request the Speaker’s List, please type “Speaker’s List” in the chat.

If you need to raise a Point of Information, a Point of Personal Privilege, a Point of Parliamentary Procedure, or a Point of Order, please raise your hand.

4a.4.1 Introductions and Pronouns

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

4a.11 Business

4a.11.1 Bylaw 2 (Electoral) and Appendix G (Electoral) Comprehensive Review re. PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and must be recorded by a roll call vote.

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 July 19, 2023

MINUTES

Board of Directors Meeting # 4a
August 2, 2023 – 7:00 pm
Microsoft Teams



WHEREAS the Policy & Bylaw Review Committee implemented a Working Group to conduct a comprehensive review of the Electoral Bylaw and Electoral Policy Appendix; and

WHEREAS the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the comprehensive review;

BE IT RESOLVED that the amendments to Bylaw 2 (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package; and

FURTHER that the amendments to Appendix G (Electoral) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package.

Moved: Shaima Alam, President

Seconded: Jake Levy

The President shared that the Policy & Bylaw Review Committee has worked diligently to provide clarity of the procedures we go through for better transparency and to ensure the process is efficient and fair. She motivated that the changes we've presented be approved by the Board.

All voting members present voted in favour of the amendments during the roll-call vote. There were no abstentions.

Motion Carried

4a.11.2 Notice: Appendix D Section 7 (Petitions, Delegations, and Representations Committee) Policy Review re. PBRC

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

Notice of this motion is hereby provided at the Board meeting on August 2, 2023

This motion will be considered at the Board meeting on August 30, 2023.

WHEREAS the Policy & Bylaw Review Committee implemented a Working Group to conduct a review of the Petitions, Delegations, and Representations Committee Policy; and

MINUTES

Board of Directors Meeting # 4a
August 2, 2023 – 7:00 pm
Microsoft Teams



WHEREAS the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the review;

BE IT RESOLVED that the amendments to Appendix D Section 7 (Petitions, Delegations, and Representations Committee) be approved as recommended by the Policy & Bylaw Review Committee and as presented in the Board Agenda Package.

The Policy and Transition Coordinator discussed that this project was identified last term by PBRC but had not been started. The review was conducted primarily by the Policy and Transition Coordinator and the President. The PTC explained that this policy outlines the PDR process and the membership of the committee and noted that no changes were made to the overall purpose or membership of the committee. Changes include the addition of factors that are considered by the committee when deciding which groups and initiatives to allocate funding to, as well as including responsibilities previously held by the Chair of the committee that we're hoping will instead be carried out by a new Administrative Assistant later this year. Some of the amendments were already part of the process used by the PDR committee but were not reflected in the policy.

4a.13 Announcements

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

The President reminded members of the Board Social which has been scheduled for September 12.

4a.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 4a on August 2, 2023 be adjourned at 7:29 pm.

Moved: Abdul Khan

Seconded: Jake Levy

Motion Carried

MINUTES

Board of Directors Meeting # 4a
August 2, 2023 – 7:00 pm
Microsoft Teams



Approved by the Board of Directors

Date: August 30, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

Motion

Board of Directors Meeting # 5
August 30, 2023



Item 5.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
5.6.1	Meeting # 8	July 10, 2023
5.6.2	Meeting # 9	July 17, 2023
5.6.3	Meeting # 10	July 24, 2023
5.6.4	Meeting # 11	July 31, 2023
5.6.5	Meeting # 12	August 21, 2023

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)
Meeting #8 – July 10, 2023 – 11:00 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 @ 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

4.0 Approval of the Previous Executive Committee Minutes

Meeting #7 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Admin assistant

Almost done JD, so need additional board meeting to approve so can begin hiring in August.

Hiring

Scribe, FB assistant, BC assistant, FO assistant, ARO and CRO are all in August. Therefore, a lot of time is being spent to ramp up for posting and tweaking JDs.

Training

Legislate workplace respect training was completed, based on feedback changes are being made including having more CSA specific examples. Developing on positive space and CSA orientation.

5.1.2 Supervisory

Promotional and branding items are being updated across campus, and 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. Input on what the VPs plan to do for the year so can prioritize promo design based on project.

BBQ pushed to following week due to rain, will try to market in residences more.

Minutes

Executive Committee Meeting (ECM)
Meeting #8 – July 10, 2023 – 11:00 am
CSA Board Room



5.1.3 Miscellaneous

Electoral policy

Final edits, bringing notice to board meeting soon.

PDR policy

Will bring notice once admin assistant approved due to a lot of mentions of the position.

AODA Compliance Report

Started working on, with a goal of completing before end of summer.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

Monthly Check-In Meeting happening on July 11, in-person. President will be there as well and provide some guidelines for social media postings.

5.3.2 Committees

CELIC

The VP External is joining CELIC, and an on-boarding meeting is happening today.

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.

5.3.3 Miscellaneous

Reviewing Provisional Recommendations on the Use of Generative AI

Comments from the discussion have been sent out and more input is welcome by July 11.

Fall Reading Week Referendum

Discussion with Byron is done, he is supportive to bring back fall reading week. Things that we need to work on: 1) Talk to Guelph-Humber about how they managed to bring back the fall reading week. 2) aim for Fall by-election to do referendum if we are bringing back for the 2024-2025 academic year. Senate will take place on the third week of November. 3) Conduct a survey "How would you use the fall reading week?" to provide data for the senate presentation.

5.4 VP External

Minutes

Executive Committee Meeting (ECM)
Meeting #8 – July 10, 2023 – 11:00 am
CSA Board Room



5.4.1 Supervisory

Food Bank

The service remains closed for this week. Produce from last week has been donated to the downtown FoodBank and to any service users who stopped by to pick some up last week.

Bike Centre

Currently in the process of planning Bike Centre events for the year with the CSA President and the BC coordinator. As well, working on revising the BC service social media templates and branding.

5.4.2 Committees

Student Affordable Housing Task Force

First meeting set for tomorrow, July 11!

Sustainable Action Fund

First working group meeting will be held at the end of the month. However, as of now a revision of the terms of reference is being focused on and a logo is being developed by the Sustainability office.

5.4.3 Miscellaneous

CFS Annual General Meeting

The execs have registered for a CFS conference in August to present our plans for the year and discuss strategy with other unions!

6.0 Business

WHEREAS The Executive Committee can call a Board Meeting with 48 hours' notice; and
WHEREAS there is a need to schedule an additional board meeting to approve the Administrative Assistant job description before commencing the hiring process in August;

MOTION: To call a board meeting for August 2, 2023, at 7 PM.

Moved: Shaima Alam

Seconded: Junpyo Lee

Motion Carried.

7.0 New Business

8.0 In Camera

There was no in-camera session.

9.0 Adjournment

Next Meeting: July 17, 2023

Minutes

Executive Committee Meeting (ECM)
Meeting #9 – July 17, 2023 – 11:13 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 @ 11:13 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

BBQ this week, excited to see all and O week!

4.0 Approval of the Previous Executive Committee Minutes

Meeting #8 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Hiring

JD tweaks for mass hiring in August. Begun process of hiring FB Coordinator.

5.1.2 Supervisory

Promo

Posted our monthly updates in our new branding. Continuing to post board summary reels. 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.

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.

Events

BBQ this week. Looking into fall programming planning and finalizing specific O week details.

5.1.3 Miscellaneous

Electoral Policy

Near the tail end now. Putting notice on July 19 board meeting, and motion for passing will be made on August 2 meeting.

Minutes

Executive Committee Meeting (ECM)

Meeting #9 – July 17, 2023 – 11:13 am

CSA Boardroom



5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Miscellaneous

Student Memorial Service

Invitation package will be sent out to families on July 21. The Quote is decided as “there are special people in our lives who never leave us, even after they are gone” by D. Morgan.

Board of Director Meeting

Monthly update is submitted.

Social Media Post

1 minute video will be posted today on @csaguelph.

5.4 VP External

5.4.1 Supervisory

FoodBank: The appointment schedule is completed and posted. We have some users who are still inquiring about missing the scheduling deadline. These users are being guided by Morla as she will be finding any availability to offer these users during Tuesday 18th and Wednesday 19th. After this, we will have one more day of opening, that being Tuesday 25th. This day will be dedicated to any users who experienced emergencies and could not attend their schedule in the previous week.

Bike Centre: We are currently organizing a promotional strategy for the BC to be out during o-week, to introduce the service to all new incoming students.

5.4.2 Committees

BT committee: We are currently discussing ways to offer a dignified alternative to bottled water on the campus of UofG, as well as gathering the support of Guelph Alumni toward the letter to faculty addressing the sale of bottled water.

TAC committee: The new fair-cap pricings have been released for Guelph transit users. This includes affordable pay-as-go prices, day passes and loading rates.

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

Minutes

Executive Committee Meeting (ECM)

Meeting #9 – July 17, 2023 – 11:13 am

CSA Boardroom



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' rights in city hall and aiming to create a comprehensive research report highlighting the 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!

5.4.3 Miscellaneous

6.0 In Camera

There was no in-camera session.

7.0 Adjournment @ 12:00 pm

Next Meeting: July 24, 2023

Minutes

Executive Committee Meeting (ECM)
Meeting #10 – July 24, 2023 – 11:00 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 @ 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

BBQ went well!

4.0 Approval of the Previous Executive Committee Minutes

Meeting #9 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Updated scribe, cro and aro JDs. Swag items for year – keychain, bookmarks, our look is a cape and white fanny pack. Hiring timeline for August includes only Business Office Assistant, CRO, ARO, and Scribe because of pertinent need. Had another 4 positions we wanted to hire but logistically not possible therefore: Bike Centre Assistant closing date in Nov, and FoodBank Assistant, Front Office Assistant in Sept beginning. Admin Asst moved to Sept end due to training and space needed to onboard full time position. So won't be needing to approve JD in the specially scheduled board meeting on August 2nd.

5.1.2 Supervisory

Homecoming parties- to decrease traffic and harm at chancellors I wanted to create alternative programming on campus. Responsibility is usually within university to create a fun HoCo atmosphere here to keep students in a safe place to party, but haven't, therefore chancellors partying has been created. For harm reduction, CSA will do it instead. So, Ferris wheel for most of day, we do the half time show, and then a DJ dance at PCH with shared licensing to allow alcohol. Staff/Board Social will be Sept 12th Tuesday 5-7pm, BBQ machine being rented to grill it up in the Arboretum gazebo, lawn games abound, corn on the cob, coleslaw, burgers, and a paper airplane competition!

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – July 24, 2023 – 11:00 am

CSA Board Room



BBQ happened last week. Promo is working on hiring postings, elections, and O-Week.

5.1.3 Miscellaneous

Board meeting on August 2nd is now only for electoral policy approval. Cannot put PDR policy notice in without Admin Asst JD, so shifted schedule.

Administrative Assistant will be brought for approval at August 30th BoD meeting, and PDR policy notice. Sept PDR policy approval. Will just be working with old PDR policy till then, which is fine because for initial pieces not much changes in policy without Admin Assist.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

SHAC is under hiring process for the lawyer for fall semester. CSA has received the invoice from the Legal Clinic of Guelph and Wellington County, \$2500 for 3 hours weekly for 12 weeks, commencing September 11th to December 4th (No hours the week of October 9th).

5.3.2 Committees

CELIC

Five proposals that were allocated to me have been reviewed, including: Community Engaged Scholarship Institute (CESI) Research Assistant, Student-Athlete Mentor Program, First Year Transition Program, Project Serve, and Sustainable Residence Committee. Please inquire about more details if needed.

Teaching and Learning Network Meeting

ToR is being discussed, goals for the meeting will be like “building educational leadership capacity, and recognize, value, and celebrate teaching and learning.”

5.3.3 Miscellaneous

Update on OTL resources for teaching in the context of AI

Update to the question about instructor supports for teaching in the context of AI. There will be a partial release of the supports on TLN website Monday (today), which will include the "Tool for Determining Allowable Uses for AI" in the course, and the "Annotated Resources on Generative AI". There is a pause on the release of the "OTL Provisional Recommendations for Instructors on AI in Teaching and Learning". However, OTL will be released shortly following the

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – July 24, 2023 – 11:00 am

CSA Board Room



release of the other supports. TLN will also still have a newsletter focused on AI that will come out next week that will have additional content on teaching in the context of AI.

5.4 VP External

5.4.1 Supervisory

FoodBank

The new FB coordinator, Joy, will be starting their training by August 21st and the FB will re-open for the Fall on August 28th. Maintenance of the space will continue as the weeks of closure pass by.

Bike Centre

The service's social media template is finalized! We look forward to promoting and preparing the service for Fall in the coming weeks.

5.4.2 Committees

CEILIC

The first round of review and approval/advising of submitted co-circular applications was completed last week. It went well and presented great opportunities for students coming to Guelph in association with numerous colleges.

5.4.3 Miscellaneous

The executives will be attending numerous leadership workshops this week, hosted and facilitated by student experience.

6.0 Business

MOTION: That the following be appointed to the Chief Returning Officer (CRO) Hiring Committee:

Shaima Alam, CSA President (chair)

Samar Tariq, CSA VP External (voting member)

Colleen Bovay, Policy & Transition Coordinator (voting member)

Moved: Shaima Alam

Seconded: Samar Tariq

Motion Carried.

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

Shaima Alam, CSA President (chair)

Samar Tariq, CSA VP External (voting member)

Colleen Bovay, Policy & Transition Coordinator (voting member)

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – July 24, 2023 – 11:00 am

CSA Board Room



Moved: Shaima Alam

Seconded: Samar Tariq

Motion Carried.

MOTION: That the following be appointed to the Scribe (Board) Hiring Committee:

Shaima Alam, CSA President (chair)

Junpyo Lee, CSA VP Academic (voting member)

Colleen Bovay, Policy & Transition Coordinator (voting member)

Moved: Shaima Alam

Seconded: Junpyo Lee

Motion Carried.

MOTION: That the following be appointed to the Business Office Assistant Hiring Committee:

Shaima Alam, CSA President (chair)

Junpyo Lee, CSA VP Academic (voting member)

Lee Anne Clarke, Business Manager (voting member)

Moved: Shaima Alam

Seconded: Junpyo Lee

Motion Carried.

7.0 In Camera

There was no in camera session.

8.0 Adjournment @ 12:22 pm

Next Meeting: July 31, 2023

Minutes

Executive Committee Meeting (ECM)
Meeting #11 – July 31, 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

Vacation season is coming up and everything such as elections, homecoming and more is getting planned smoothly.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #10 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Hiring postings are up after comprehensive JD editing. Hiring committee meetings scheduled for JD review, interview questions and scoring review, shortlisting candidates, and blocks for interviews. Please try to avoid booking meetings during that block.

5.1.2 Supervisory

Promo

Elections promo is the new big thing. Doing in 4 batches. A lot of different designs starting from Sept 11. A lot of signage will be booked up for until Oct 27th. Avoid booking UC banner and kiosk during that time to make space for election campaigns.

Had our meeting for next month's social media, will do for every month, so we can plan out resource and holiday posting in addition to our regular and event postings, so things are spaced out and we are knowing ahead of time what we need to send to Emma at what time.

Policy

Staff, and PBRC are leaning for Microsoft Forms to be the new platform for elections. Putting in notice for PDR policy edits and motioning approval of Elections policy edits for this board meeting.

Minutes

Executive Committee Meeting (ECM)

Meeting #11 – July 31, 2023 – 11:00 am

CSA Boardroom



Events

Have completed bookings for the year. This includes bookings for elections hybrid polling stations and general information sessions. In the process of confirming this for board/staff social and HoCo.

O-Week is firmed up for us to go to additional events in between to have the most coverage. Need to decide what club events we want to join.

Executives

Did reflection on what we want to accomplish for the year to be satisfied with our impact in our roles. Holding each other accountable, so we can leave happy even if everything else goes wrong. Our look has all been ordered and set up to get customized with vinyl.

5.1.3 Miscellaneous

Menstrual hygiene runs expanded to Lang.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

Lawyer invoice is received and will begin office hours from September 11th to December 4th (no hours the week of October 9th, 2023) for office hours, 3 hours weekly for 12 weeks, every Monday 1-4pm.

5.3.2 Committees

Education and Integration Working Group

Survey regarding the policy approach and operationalization/process is drafted.

CELIC

All the proposals were reviewed.

5.4 VP External

5.4.1 Supervisory

FoodBank: The service is officially closed for the summer. Morla, the FoodBank assistant is conducting regular check-in's and ensuring that we keep up with the best-before dates on all items and also collecting any new non-perishable items from the downtown FoodBank.

Bike Centre: The service is doing well, and Joseph and Nik have also designed new info post-cards to distribute as a resource come beginning of Fall.

5.4.2 Committees

Minutes

Executive Committee Meeting (ECM)

Meeting #11 – July 31, 2023 – 11:00 am

CSA Boardroom



Hiring Committee: I will be sitting on the CRO and ARO hiring committee coming August. These positions will be for the purpose of running CSA by-elections in the Fall.

5.4.3 Miscellaneous

Tap-In!: Horeen and I will be taking a campus tour this week and recording all of our data on the availability and functioning of the water fountains on campus.

Campus Security: We will also be meeting with Haven Nelson to discuss their initiative to centralize UofG campus security protocols into one app. With recent developments at Waterloo, this is an exciting initiative to hear out.

Leadership Training: I will be attending the Foundations of Leadership training this week, hosted by student experience. The workshops have been highly impactful thus far, so I look forward to continuing these through August!

6.0 New Business

6.1 Motion: Approve CSA President, CSA VP Academic, CSA VP External, and CSA Student Experience Coordinator attending CFS Skills Symposium from June 16 to 18 and pay \$150.00 from the budget line 23391, Travel & Conference: CFS/CFS-O.

Moved: Samar Tariq

Seconded: Junpyo Lee

Motion Carried.

6.2 Motion: Approve CSA President, CSA VP Academic, CSA VP External to attend CFS Annual General Meeting from August 17 to 20 and pay \$366.67 from the budget line 23391, Travel & Conference: CFS/CFS-O.

Moved: Samar Tariq

Seconded: Shaima Alam

Motion Carried.

7.0 In Camera

There was no in-camera session.

8.0 Adjournment @ 12:00 pm

Next Meeting: August 11, 2023

Minutes

Executive Committee Meeting (ECM)

Meeting #12 – August 21, 2023 – 12:25 pm

Virtual, MS Soft Teams



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

Regrets: None

Guests: None

1.0 Call to Order @ 12:25 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

We are back to ECM after attending conference and vacation.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #11 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Hiring Committee

Chairing 4 committees for hiring, shortlisting for scribe, CRO, ARO, and Business Office Assistant being completed today, interviews will be holding up my time the next three days. Hiring was boosted for CRO and ARO, but still low applications compared to scribe and BOA, will interview 2 candidates and hope for the best. Does not seem we will be able to fulfill the preference for a grad student to be a CRO. SE&RM Coordinator position is vacant as of today, and the hiring process will begin from now on.

Training for Executives and Staff

Training for services and executives is being reviewed for Sept, will be sending follow-ups this week if there is anything left behind.

Transition Sessions for Executive

Working with Colleen to get the rest of transition sessions completed before Sept, should see some holds.

Training Session/CSA Orientation for All Staff

Kandace and I are working towards making an exhaustive training session/CSA orientation for the first all staff meeting. Want to make sure all the staff are starting off on the right foot, with awareness of all our procedures, their responsibility as a CSA staff, our norms, and what CSA is and its structure. This

Minutes

Executive Committee Meeting (ECM)

Meeting #12 – August 21, 2023 – 12:25 pm

Virtual, MS Soft Teams



way staff become ambassadors of CSA instead of working in silos within services.

Bullring Lease

Bullring lease work continues, have a meeting with Harry upcoming. Crew for roof construction has walked off, opening delayed by 3 weeks.

Volunteers Policy

Due to demand for volunteers, despite our HR policy as a whole being out of date, we are working towards creating a base and infrastructure for volunteers we already have i.e., SafeWalk and hoping to have a general policy of what all volunteer positions requires, including staff files, contracts, and job descriptions.

Staff/Board Social

Have a staff/board social setup for Sept 12th so all CSA people can put faces to the different levels and bubbles within CSA. Starts the year off with us all being part of the same team.

Core Staff Social

Core staff social tomorrow on Aug 22, ending the summer off with a reprieve for all the full-time staff that have been working tirelessly, before we starting the next swing.

5.1.2 Supervisory

Promo

Digital signage is up and running, hoping to use up the hours we paid for this year. Swag is ordered and here and setup. O-Week swag being made more CSA branded. Meetings with services with social media is almost complete. This is a time where we are done most of our major projects for promo, O week, elections, hiring, branding etc., so brief intermission from me before we work on AGM, and HoCo. This is a good time to get VP projects and services done for promo.

Events

Quite a few moving parts: HoCo (DJ dance, Ferris wheel, half time show), O week events (our roles will be a lot stage and booth work, while Jack does behind the scenes, most of the prep is done, he is just figuring out the stuff with the bands and their requests, he will updating staff on what we need from them in next core staff, mainly photography), board/staff social location and food we are figuring out, monster mash, sexy bingos etc. Got our bookings back for Office hours to continue from September, need to talk to him about

Minutes

Executive Committee Meeting (ECM)

Meeting #12 – August 21, 2023 – 12:25 pm

Virtual, MS Soft Teams



having some in front of wellness. Need to hear back on election info sessions and tabling.

Policy

Electoral policy approved, PDR next, AODA compliance and exec transition is the next projects. Afterwards, volunteer base policy, and general HR and finance.

5.1.3 Miscellaneous

Filmed our board summary reel, highlights electoral policy changes so may get questions. Frank Fridays coming up.

Released the health and dental newsletter to first years.

Will be posting August newsletter with benefits and o week events next week

Hoping to do social media posts for H&D next week

Hoping to humanize our social media main grid, corrected too much for

branding, so making the covers lifestyle imagery again instead of second slide.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

O-week event's promo materials are being created from the promo office.

5.3.2 Committees

CSA/GSA/Scion Members

Scion will be conducting on-campus housing demand survey in the beginning of the fall semester and the result will be released to the general public by late October/early November.

5.3.3 Miscellaneous

Student Memorial Service

Received seven out of seven RSVPs, finalizing the details of the attendance.

ISO Instagram Live

Went successfully on August 9, it is posted on ISO's IG account.

Fall Common Office Hours

Will happen every Wednesdays, 3:00 pm – 6:00 pm, at the UC Courtyards

5.4 VP External

5.4.1 Supervisory

FoodBank

Minutes

Executive Committee Meeting (ECM)

Meeting #12 – August 21, 2023 – 12:25 pm

Virtual, MS Soft Teams



Joy is starting their training this week at FB! This week they will be transitioned into but not limited to the building space, admin training, scheduling and email set-up. We are so excited to have our new coordinator join us for the Fall and Winter term. I will be supporting Joy next week with appointments and stock sorting. While our FB assistant coordinator returns to work following the first week of opening.

Bike Centre

Nik and Joseph have been fixing up bikes in the garage all summer and getting their service promo ready as the semester starts! This week the service opens up from the two-week summer closure as well! It is so exciting to see everyone rejuvenated.

5.4.2 Committees

TapIn! Campaign

Water fountains are being calculated around campus for statistics purposes. As well, to determine the level of improvements necessary for the students to have a dignified alternative to purchasing water bottles. This information will be produced in the form of graph charts and released to the mass student body and administration.

We Believe You Day

The CSA is collaborating with the Sexual Health and Gender Violence office on hosting We Believe You Day 2023 on Sep 20th. The students require protection and support, most especially during o-week when so much is going on. Thus, the CSA hopes to promote the values of consent and all individuals with experiences they have shared in relation to consent and gender-based violence.

SAF

The logo designs were finalized and the mock workshops that students applying to this fund will be offered, was practiced by all groups involved! It was very successful and created to offer students a clear guideline on how to utilize the funds for their project, most optimally.

6.0 Business

CFS Conference

The executives attended the Annual General Meeting this week and dedicated time to plan the Day of Action for free education and engaged in the launch of the new campaign for International Student Free Education. We networked with numerous unions from GTA and garnered support for CSA initiatives planned for the 2023-2024 year. This year the

Minutes

Executive Committee Meeting (ECM)

Meeting #12 – August 21, 2023 – 12:25 pm

Virtual, MS Soft Teams



GSA proxied their vote to CSA, and thus the executive team this time voted on behalf of both unions at this AGM, to elect the representatives and constituency chairs for CFS.

7.0 New Business

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 1:30 pm

Next Meeting: August 28, 2023

Item 5.7
Executive Updates

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

5.7.1	President	August 30, 2023
5.7.2	VP Student Experience (vacant)	
5.7.3	VP Academic	August 30, 2023
5.7.4	VP External	August 30, 2023

Moved:
Seconded:

Executive Update

President

August 30, 2023



General Update:

This month has been hectic trying to wrap up projects and complete hiring, but we're excited to welcome all the first years next week with our CSA branded O-Week swag! Will be doing a callout for the Elections Appeals Board for general members, let people know! For its promotion and various other approvals related to PDR and election items, we are rescheduling our Sept 20 meeting to Sept 13. On Sept 11, I will send you all Counselink training to do that week and the Chair shall do a refresh of Robert's Rules at the Sept 13 meeting, in lieu of a full training session. Board/Staff Social is confirmed to be at the Arboretum Centre on Sept 12, and we are very excited to see you all there! Please do RSVP and give your dietary restrictions, I saw a lot of you already have! Lastly, I held a reflection session for the Executives on what we specifically want to accomplish for the year to be satisfied of our impact in our roles and can hold each other accountable.

Ongoing Projects:

CSA Staff Update: Chaired 4 hiring committees to fill the vacant positions of CRO, ARO, Scribe, and Business Office Assistant. This meant coordinating job description review, interview questions and scoring review, shortlisting candidates, and interviews. SE&RM Coordinator position became vacant as of today, so the hiring process for that has begun as well and the job posting is up. Had a social for our core staff to regroup before the start of the Fall semester and have confirmations from most of the people associated with CSA, contract, part-time, full-time staff, and board that they will be coming to the board staff social.

Training & Transition: Training for services and executives is being reviewed for Sept, will be sending follow-ups if there is anything left behind. Working with PTC to get the rest of executive transition sessions completed before Sept. OMES and I are working towards making an exhaustive training session/CSA orientation for the first all staff meeting. Want to make sure all the staff is starting off on the right foot, with awareness of all our procedures, their responsibility as a CSA staff, our norms, what CSA is, and its structure. This way staff become ambassadors of CSA instead of working in silos within services.

Outreach, Publicity, & Promotion: Digital signage is up and running, hoping to use up the hours we paid for. Swag is ordered and here and setup. O-Week swag being made more CSA branded. Meetings with services for social media is complete. This is a time where we are done most of our major projects for promo: O week, elections, hiring, branding etc. So, PSC has had a brief intermission from me before we work on AGM, and HoCo, to work on VP projects and services.

Social Media

Executive Update

President

August 30, 2023



Had our meeting for next month's social media, will do for every month, so we can plan out resource and holiday posting in addition to our regular and event postings, so things are spaced out and we are knowing ahead of time what we need to send to PSC at what time. Check out our insta, putting more information on resources now like deadlines and the Health and Dental Plan. Hoping to humanize our social media main grid, corrected too much for branding, so making the covers lifestyle imagery again instead of second slide.

Newsletter

Sent Health and Dental Plan newsletter to incoming first years. Sending an August newsletter with Bus opt in and O Week event information. Beginning of Sept, services and general H&D info for everyone.

Events

Have completed bookings for the year. This includes bookings for elections hybrid polling stations, general information sessions, board/staff social and HoCo. Have a lot of O Week events so our next week will be super hectic, constantly outside. Hoping to have a Taylor Swift Night and Monster Mash for Fall.

Policy: Due to demand for volunteers, despite our HR policy as a whole needing updates, we are working towards creating a base and infrastructure for volunteers we already have i.e., SafeWalk, and hoping to have a general policy of what all volunteer positions requires, including staff files, contracts, and job descriptions. AODA compliance is an ongoing project. PDR policy with administrative assistant job description will be presented for approval in Sept 13 meeting.

Services:

Bullring: Bullring lease work continues, have a meeting with Harry upcoming. Crew for roof construction has walked off, opening delayed by 3 weeks.

Shaima Alam

Executive Update

VP Academic

August 30, 2023



Great to see you all again, hope everyone is excited for the Orientation Week!

General Update:

Keep attending various committees, posting updates on Instagram, holding office hours, discussions with administration of University of Guelph regarding Fall Reading Week, and more.

Ongoing Projects:

Student Memorial Service

September 22, 4:00 pm – 6:00 pm is the date of the event, RSVP is nearly finalized, and promotional materials, musician, refreshments, and all the rest is on schedule as planned initially with collaboration with Emily, GSA VP Internal.

Fall Reading Week Referendum

We will be sending out a survey and start promoting students to participate starting from September 18. The survey will open till October 13. Once the survey result comes out in favor of having Fall Reading Week, Referendum question at the Winter General Election will be prepared.

Committees:

University Centre (UC) Board Member Selection Committee

Five applicants have been selected after the discussion with the committee members, Naomi Amayaevbo and Mauricio Canedo Fernandez, and the letter of acceptance is sent out on August 25. 20 minutes brief info session for those five will be happening on August 31, 8:00 pm – 8:30 pm. Ratification of those five members would be motioned on September 13 Board of Directors Meeting.

Student Space Initiative Committee

Room 124:

- painting & electrical prep will be done this week, PF3 & PF4 lights are installed
- still waiting on carpet dates, but it's looking favourable it'll be in before the end of August.
- the overhead wood pieces, mural crown & custom tables should be installed this week.
- as the lights over the custom tables & between the wood don't arrive until mid Sept, we'll keep the right side of the space cordoned off, to facilitate install of lights & furniture.

Executive Update

VP Academic

August 30, 2023



-I'll work with UC Admin to bring in temp seating to make the rest of the space functional, in the interim.

-Chatime & Booster juice have staff in next week for training & they open Sept 5, we'll provide safe access to their space while work continues.

C366:

-we'll wait & install carpet just before furniture install end of Oct.

East Concourse:

-track lights are installed and electrical prep is complete.

Mackinnon Niche:

-waiting on carpet, again it should be here by end of Aug.

-temp lighting will be installed.

Mackinnon 060:

-waiting on carpet, again it should be here by end of Aug.

-contractor is hoping to fit paint & tackboards in still, we didn't want to demo, until they have time to complete.

Mackinnon 060A:

-tables and chairs have been delivered & are being stored in 060.

-we were able to add outlets & I have monuments for the tables.

-SW entrance construction will dictate when the space will be open.

SW Entrance lounge C001:

-construction completion is at least end of Oct.

-we ordered the ezoBord clouds.

-furniture will be delivered early Oct, install will wait until flooring is complete.

-we were able to add outlets & monuments are ordered for the lounge furniture.

Rm 134:

-tables and chairs are ordered.

-we were able to add outlets & monuments have been ordered for the tables.

-SW entrance construction will dictate when the space will be open.

Please email me if you would like to know a full timeline of installation and colour codes of furniture's.

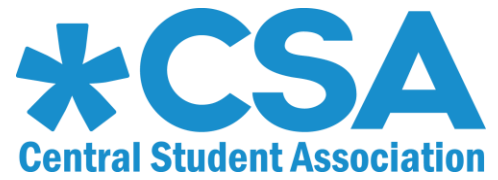
Teaching and Learning Network

Two items: TLN Priorities and UofG T&L Initiatives and Activities inventory is under review, to be approved by August 30th.

Executive Update

VP Academic

August 30, 2023



Service:

SHAC

Student Help and Advocacy Centre (SHAC) is ready to fly for fall semester, the lawyer's contract is signed 3hrs/week and coordinators are ready to hold office hours 13hrs/week, starting on September 11.

All the best,

Junpyo Lee

Executive Update

VP External

August 30, 2023



Services

FoodBank

Joy is starting their training this week at FB! This week they will be transitioned into, but not limited to the building space, admin training, scheduling, and email set-up. We are so excited to have our new coordinator join us for the Fall and Winter term. I will be supporting Joy next week with appointments and stock sorting. While our FB assistant coordinator returns to work following the first week of opening.

Bike Centre

Nik and Joseph have been fixing up bikes in the garage all summer and getting their service promo ready as the semester starts! This week the service opens up from the two-week summer closure as well! It is so exciting to see everyone rejuvenated.

Committees

TapIn! Campaign

Water fountains are being calculated around campus for statistics purposes. As well, to determine the level of improvements necessary for the students to have a dignified alternative to purchasing water bottles. This information will be produced in the form of graph charts and released to the mass student body and administration.

We Believe You Day

The CSA is collaborating with the Sexual Health and Gender Violence office on hosting We Believe You Day 2023 on Sep 20th. The students require protection and support, most especially during o-week when so much is going on. Thus, the CSA hopes to promote the values of consent and all individuals with experiences they have shared in relation to consent and gender-based violence.

SAF

The logo designs were finalized and the mock workshops that students applying to this fund will be offered, was practiced by all groups involved! It was very successful and created to offer students a clear guideline on how to utilize the funds for their project, most optimally.

Business

CFS Conference

The executives attended the Annual General Meeting this week and dedicated time to plan the Day of Action for free education and engaged in the launch of the new campaign for International Student Free Education. We networked with numerous unions from GTA and garnered support for CSA initiatives planned for the 2023-2024 year. This year the GSA proxied their vote to CSA, and thus the executive team this

Executive Update

VP External

August 30, 2023



time voted on behalf of both unions at this AGM, to elect the representatives and constituency chairs for CFS.

Miscellaneous

Student leaders and student service offices from across the campus took a tour of the FoodBank led by me last week. We viewed the condition of the space, talked about storage and food quality, we toured the basement of the service building and discussed ways to improve the service for all the users. Everyone provided so many donations as we visited the service, and all of us made connections to follow up with everyone's unique expertise and resources.

I will be following up with everyone of these folks in the coming month and moving the things we discussed along.

Motion

Board of Directors Meeting # 5
August 30, 2023



Item 5.10.1
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
5.10.1	Meeting # 2	July 12, 2023

Moved:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 2 – July 12, 2023 – 6pm – 7:30pm
Microsoft Teams



Attendance

Members

Colleen Bovay	Policy & Transition Coordinator	Present
Shaima Alam	President	Regrets
Mauricio Fernandez	Director	Present
Mason Friebe	Director	Present
Jake Levy	Director	Present

Scribe

Colleen Bovay	Policy & Transition Coordinator
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Guests

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2.0 Call to Order

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

Called to order at 6:04 pm

2.0.1 Attendance

2.0.2 Chair

Member Mason Friebe was selected as the Chair for this meeting.

2.0.3 Introductions

2.1 Adoption of the Agenda

2.1.1 Approve the Agenda

Agenda approved with no additions.

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 2 – July 12, 2023 – 6pm – 7:30pm
Microsoft Teams



<p>2.1.2 Declarations of Conflicts</p> <p>No conflicts were declared.</p>
<p>2.2 Ratifications and De-Ratifications</p> <p>No ratifications or de-ratifications were considered at this meeting.</p>
<p>2.3 Comments from the Chair</p>
<p>2.4 Approval of Past Minutes</p> <p>The Minutes were approved for the following PBRC Meeting:</p> <p>2.4.1 PBRC Meeting # 1 – June 15, 2023</p>
<p>2.5 Working Group Updates and Reports</p> <p>2.5.1 Electoral Policy Working Group</p> <p>Member Jake Levy provided an update that the Working Group met twice since the last PBRC meeting and made a lot of amendments to the electoral policy and bylaw. This will be discussed further in Business Item 2.6.2.</p> <p>2.5.2 PDR Policy Update</p> <p>The PTC provided an update that herself and the President have made some additional amendments to the PDR policy since the last PBRC meeting. The revised policy will be brought to the PBRC for discussion and approval at the next meeting, prior to submitting it to the Board of Directors.</p>
<p>2.6 Business</p> <p>2.6.1 Accessibility Policy</p> <p>The PTC explained that the CSA is required to create an accessibility policy to ensure compliance with recently updated legislation. The policy needs to be in place before December 2023. The PTC noted that the External HR Consultant has provided us with a template to use, and the goal is to work on finalizing it in August. The PTC suggested that herself and the President could work on this project and then bring it to the PBRC for approval. The PTC offered that any members interested in working on the accessibility policy can volunteer to do so. Members reached consensus to allow the PTC and the President to work on the policy and report back to the Committee.</p>

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 2 – July 12, 2023 – 6pm – 7:30pm
Microsoft Teams



2.6.2 Electoral Bylaw and Policy Review

The PTC provided an overview of some of the main amendments made by the Working Group, including the addition of an Elections and Referendum Committee, a change to a demerit point system, and additional points added to the Online Elections Contingency Plan. The PTC invited members to share any areas of the policy that they have questions or concerns about.

The Committee focussed on discussing the new Elections and Referendum Committee, the Elections Appeals Board, and the Online Elections Contingency Plan. There were discussions about the President's role with both the new Elections committee as well as a facilitator and tie-breaker vote for the Elections Appeals Board. The Committee considered alternatives such as appointing a different Executive to fill the role on one of the committees or having the President as a non-voting member of the Elections Committee or the Appeals Board.

The Committee discussed the issue of conflict of interest regarding the President sitting on hiring committees for Elections Office Staff when they may become a candidate in a future election run by these staff members. Members determined that it would be appropriate for the President to not sit on Elections Office hiring committees if they are eligible for re-election.

The Committee reviewed the suggested amendments to the Electoral Bylaw and after some minor edits the members were satisfied with the changes.

The Committee discussed the Online Elections Contingency Plan and considered whether it would be appropriate to make an amendment for the contingency plan to be an electronic ballot on a different platform than the compromised ballot. Members motivated that it would be more appropriate to move to paper ballots in the case of a compromised online ballot, given that it could be compromised due to severe security issues that could reappear on other online ballot platforms. Members noted that the issue of the ballot not being password protected would not reoccur, and ideally the contingency plan will not need to be utilized again.

Given that the meeting was approaching the end time and there were still additional sections to discuss, the Committee reached consensus to schedule an additional PBRC meeting early next week to finish the electoral policy review. The PTC noted that there will be an additional board meeting scheduled for August 2, so the amendments will need to be finalized in time to be presented as notice at that meeting, and subsequently approved at the August 30 board meeting.

2.7 New Business

MINUTES

Policy & Bylaw Review Committee (PBRC)
Meeting # 2 – July 12, 2023 – 6pm – 7:30pm
Microsoft Teams



2.7.1	No new business was discussed.
2.8	<i>In Camera Session</i> No in camera session was held at this meeting.
2.9	Adjournment 2.9.1 Adjourn Meeting adjourned at 7:29 pm

Next Meeting Dates

PBRC

TBD

Upcoming WG Meeting Dates

TBD

Hiring Committee Report

Chief Returning Officer

August 30, 2023



Item 5.10.2

Hiring Committee Report

Chief Returning Officer

Posting Date: July 26, 2023

Closing Date: August 18, 2023

Hiring Committee Members:

- Shaima Alam, CSA President
- Colleen Bovay, CSA Policy & Transition Coordinator
- Samar Tariq, CSA VP External

Number of Applicants: 3

Number of Interviews: 2

Successful Candidate: William Coleman

Start Date: September 5, 2023

MOTION: That the hiring of William Coleman for the position of Chief Returning Officer be approved, as recommended by the Hiring Committee.

Moved: Shaima Alam, President

Seconded:

Hiring Committee Report

Assistant Returning Officer

August 30, 2023



Item 5.10.3

Hiring Committee Report

Assistant Returning Officer

Posting Date: July 26, 2023

Closing Date: August 18, 2023

Hiring Committee Members:

- Shaima Alam, CSA President
- Colleen Bovay, CSA Policy & Transition Coordinator
- Samar Tariq, CSA VP External

Number of Applicants: 3

Number of Interviews: 2

Successful Candidate: Lauren Pyne

Start Date: September 5, 2023

MOTION: That the hiring of Lauren Pyne for the position of Assistant Returning Officer be approved, as recommended by the Hiring Committee.

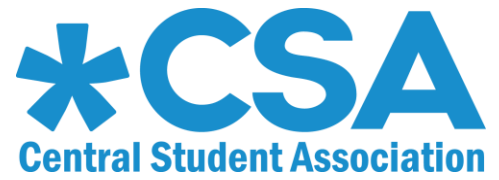
Moved: Shaima Alam, President

Seconded:

Information Report

Board of Directors Meeting # 5

August 30, 2023



Item 5.10.4

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 # 5

August 30, 2023



The following Summary of Committee Appointments is provided as information:

Petitions, Delegations, and Representations Committee

Appointed: July 19, 2023

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

Co-curricular Experiential Learning Integrity Committee

Appointed: July 5, 2023

Samar Tariq	VP External
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Finance Committee

Appointed: June 21, 2023

Shaima Alam	President
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

Information Report

Board of Directors Meeting # 5

August 30, 2023



Mauricio Fernandez	Director
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Late Payment Fee Appeals Committee

Appointed: May 31, 2023

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

UC Board Selection Committee

Appointed: May 31, 2023

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

Sustainability Action Fund Student Working Group

Appointed: May 31, 2023

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

Motion

Board of Directors Meeting # 5
August 30, 2023



Item 5.11.1 Revised Petitions, Delegations, and Representations (PDR) Deadlines and Meeting Schedule

WHEREAS the PDR Committee policy has undergone review and the suggested amendments have been submitted as notice to the Board of Directors as recommended forward by the Policy & Bylaw Review Committee;

WHEREAS the amendments include the involvement of the new position of an Administrative Assistant to support the President in the facilitation of the committee and the PDR application process;

WHEREAS there have been delays in the completion of the Administrative Assistant job description and subsequent hiring for the proposed position; and

WHEREAS the new timeline for job description approval and hiring of the Administrative Assistant does not align with the PDR Schedule as approved by the Board of Directors on May 31, 2023;

BE IT RESOLVED that the revised 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:

Motion

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PDR deadlines 2023:

F23	
PDR Orientation	Wednesday, Oct. 11 (time TBD)
PDR Deadline #1	Wednesday, Oct. 18 @11:59pm
Front Office forwards applications to President in Zip file	Friday, Oct. 20 by 11:59pm
Committee meeting #1	Wednesday, Oct. 25 (time TBD)
PDR Deadline #2	Wednesday, Nov. 15 by 11:59pm
Front Office forwards applications to President in Zip file	Friday, Nov. 17 by 11:59pm
Committee meeting #2	Wednesday, Nov. 22 (time TBD)
W23	
PDR Deadline #3	Wednesday, Jan. 17 by 11:59pm
Front Office forwards applications to President in Zip file	Friday, Jan. 19 by 11:59pm
Committee meeting #3	Wednesday, Jan. 24 (time TBD)
PDR Deadline #4	Wednesday, Feb. 28 by 11:59pm
Front Office forwards applications to President in Zip file	Friday, Mar. 1 by 11:59pm
Committee meeting #4	Wednesday, Mar. 6 (time TBD)
Final PDR Meeting: End of Year Wrap up	Wednesday, Mar. 20 (time TBD)

Green boxes are tentative dates, pending remaining PDR funding

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**Item 5.11.2
Appoint Elections and Referendum Committee**

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

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

MOTION:

- a) That the following Directors be appointed to the Elections and Referendum Committee for the 2023-2024 academic year:

[2 Directors]

- b) That Shaima Alam, President, be appointed to the Elections and Referendum Committee for the 2023-2024 academic year; and

- c) That the following CSA staff members be appointed to the Elections and Referendum Committee for the 2023-2024 academic year:

- Colleen Bovay, Policy and Transition Coordinator;
- William Coleman, Chief Returning Officer;
- Lauren Pyne, Assistant Returning Officer

Moved: Shaima Alam, President

Seconded:

See next page for Elections and Referendum Committee information.

Motion

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Elections and Referendum Committee

3.1 The role of the Elections and Referendum Committee shall be to oversee the operations of CSA Elections and exercise decision making power as authorized with regards to elections and referenda. The committee will ensure the electoral bylaw and policy of the CSA are upheld throughout the elections.

3.2 Membership and Meetings

3.2.1 Membership of the committee shall consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors. If the President is a candidate in the General Elections, another Executive will be selected.

3.2.2 The committee Chair shall be the CRO. The Chair shall be responsible for scheduling committee meetings and developing the meeting agenda.

3.2.3 The committee scribe shall be the Policy & Transition Coordinator.

3.2.4 Quorum for meetings is a minimum of three members which must include at least one Director.

3.2.5 Members of the Elections and Referendum Committee cannot be members of the Elections Appeals Board or candidates in the elections. The President is permitted to act in their role with the Elections Appeals Board.

3.3 Elections Oversight

3.3.1 The Elections and Referendum Committee shall engage in the following activities regarding CSA Elections, along with other tasks as assigned by resolution of the Board of Directors:

- Approve updates to the candidate's and nomination packages before submission to the Board of Directors.
- Approve any changes to the elections schedule and extensions to the nomination period or voting period.
- Receive regular updates regarding elections operations and provide input as needed.
- Receive regular updates regarding any candidate infractions and complaints. Committee meetings may be called on short notice to make determinations on infractions or disqualifications at the discretion of the CRO.
- Consider and approve the Elections Report of the CRO before it's

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submitted to the Board of Directors as information following the elections.

- Provide feedback and recommendations following the conclusion of all elections.
- Receive and approve the updated Elections Office Manual following the conclusion of the Winter General Elections.

3.4 Referendums

3.4.1 The Elections and Referendum Committee shall engage in the following activities regarding referendum questions, along with other tasks as assigned by resolution of the Board of Directors:

- Receive all submitted referendum questions from the CSA Elections Office.
- Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks. Must ensure the question adheres to all requirements and regulations of the university.
- Approve the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

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Item 5.11.3 VP Academic Scheduling Plan

WHEREAS Junpyo Lee, VP Academic, has submitted his resignation from the CSA Executive to be effective November 1, 2023;

WHEREAS the VP Academic will be commencing a new employment opportunity as of September 11, 2023;

WHEREAS the VP Academic has committed to fulfilling the CSA Executive requirement of working a minimum of 37 hours per week from September 11 to November 1, 2023; and

WHEREAS the VP Academic has formulated a scheduling plan that outlines how he will continue to complete all VP Academic portfolio duties during this period;

BE IT RESOLVED the Board of Directors receives as information the VP Academic Scheduling Plan, as included in the Board Agenda Package.

Moved: Shaima Alam, President

Seconded:



VP Academic Scheduling Plan

- **Schedule**
 - As of September 11, the VPA will be able to work 12.5 hours during the regular business hours (9:00 am - 5:00 pm), and 25 hours outside of the regular business hours (7:00 am -9:00 am, 5:00 pm – 9:00 pm). The VPA will resign as of November 1, when a new VPA candidate, as elected via the Fall 2023 By-Election, can be ratified at the Board of Directors meeting on November 1, 2023.
 - Exact work hours of the current VPA will be marked on the VPA calendar four weeks ahead and updated every week to provide CSA staff with the ability to set up meetings if required.

- **Events**
 - Fall Reading Week:
 - Survey question, promotion timeline, and content of the campaign is ready to be distributed. As the campaign is scheduled to begin on September 18 to October 13, daytime in person campaigning will be distributed amongst CSA staff and two executives. All other duties such as managing promotional materials, online survey result collection, and more will still be conducted by VPA.
 - Student Memorial Service:
 - Event planning is finalized including the RSVP list, event site booking, speakers, and attendance. VPA will be at the event as scheduled, facilitating the whole event on September 22.

- **Roles**
 - Second Financial Officer:
 - Urgent documents will be reviewed and signed virtually within 24 hours.
 - Regular documents will be reviewed and signed as usual, within 48 hours.
 - University Admin Committees:
 - Will be attending important committees such as Board of Undergraduate Studies, Task Force on Student Conduct Policy, Senate, Student Senate Caucus, etc. with best ability. If VPA cannot attend a meeting, either the CSA President or CSA VP External will be attending to represent union members.
 - CSA Committees:
 - Will be attending and chairing committees that I've been contributing, including Executive Committee Meetings, CSA Board of Directors meetings, All-Staff Meetings, and UC Board Selection Committee. As mentioned above, If VPA cannot attend a meeting,



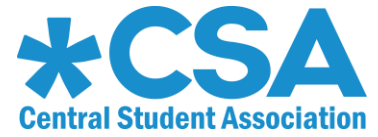
either the CSA President or CSA VP External will be attending to represent union members.

- Service Supervision:
 - Will continue supervising Student Help and Advocacy Centre staff as the VPA. Support for Housing and Tenancy rights, events, approving office hours schedule for Fall semester, conducting private appointments with clients regarding academic issues when requested, and solving escalated cases from the coordinators.
- General Student Support:
 - Whenever there's a student requesting private appointment or conversation regarding, including, but not limited to, academic and human rights, university policy, and financial concerns, VPA will set up appointments with best accommodation to student, and provide solution with the best ability.

Motion

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Item 5.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 5 on August 30, 2023 be adjourned at pm.

Moved:

Seconded: