

# AGENDA

Board of Directors Meeting # 7

October 4, 2023 – 6:00 pm



## Agenda – October 4, 2023

<b>7.0</b>	<b>Call to Order</b>	
<b>7.1</b>	<b>Land Acknowledgement</b> Member Mauricio Fernandez	
<b>7.2</b>	<b>Adoption of the Agenda</b> 7.2.1 Approve the Agenda 7.2.2 Declarations of Conflicts	1
<b>7.3</b>	<b>Ratifications and De-Ratifications</b> 7.3.1 Ratify Guelph Queer Equality Representative 7.3.2 Ratify CSAHS Student Alliance Representative	2 3
<b>7.4</b>	<b>Comments from the Chair</b> 7.4.1 Introductions and Pronouns	
<b>7.5</b>	<b>Approval of Past Minutes</b> 7.5.1 Meeting # 5 – August 30, 2023 7.5.2 Meeting # 6 – September 13, 2023	4 5 24
<b>7.6</b>	<b>Executive Committee Minutes</b> 7.6.1 Meeting # 13 – August 29, 2023 7.6.2 Meeting # 14 – September 11, 2023 7.6.3 Meeting # 15 – September 18, 2023	53 54 59 64
<b>7.7</b>	<b>Executive Updates</b> 7.7.1 President – October 4, 2023 7.7.2 VP Student Experience (vacant) 7.7.3 VP Academic – October 4, 2023 7.7.4 VP External – October 4, 2023	68
<b>7.8</b>	<b>Director Reports</b>	
<b>7.9</b>	<b>CSA Service Update and Report</b> 7.9.1 Student Help and Advocacy Centre Service Update	69
<b>7.10</b>	<b>Committee Updates and Reports</b> 7.10.1 Summary of Committee Appointments	70
<b>7.11</b>	<b>Business</b> 7.11.1 Ratify Fall 2023 By-Election Candidates 7.11.2 Ratify Referendum Question: The Arboretum Student Engagement Fee 7.11.3 CSA Annual General Meeting 2023: President’s Notice 7.11.4 Appoint Art in the Bullring Winner Selection Committee 7.11.5 CSA Winter 2024 General Elections Timeline	74 75 77 78 79
<b>7.12</b>	<b>New Business</b> 7.12.1	
<b>7.13</b>	<b>Announcements</b>	
<b>7.14</b>	<b>In Camera Session</b>	

## AGENDA

Board of Directors Meeting # 7

October 4, 2023 – 6:00 pm



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	7.14.1	
<b>7.15</b>	<b>Adjournment</b>	81

## Motion

Board of Directors Meeting # 7

October 4, 2023



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### Item 7.2.1 (a) Approve the Agenda

**MOTION:** that the agenda for the CSA Board of Directors Meeting # 7 on October 4, 2023, be approved as printed and distributed.

**Moved:**

**Seconded:**

### Item 7.2.1 (b) Amend the Agenda

**MOTION TO AMEND:** that the agenda be reordered so that item **7.9.1: Student Help and Advocacy Centre Service Update** is the first item of discussion.

**Moved:** Shaima Alam, President

**Seconded:**

### Item 7.2.1 (c) Approve the Amended Agenda

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 7 on October 4, 2023, be approved as amended with:

- The reordering of the agenda so that item **7.9.1: Student Help and Advocacy Centre Service Update** is the first item of discussion.

## **Motion**

Board of Directors Meeting # 7  
October 4, 2023

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### **Item 7.3.1 Ratify Guelph Queer Equality Representative**

**MOTION:** That Jayden Khan be appointed as the Guelph Queer Equality representative on the 2023-24 CSA Board of Directors, effective immediately.

**Moved:**

**Seconded:**

## **Motion**

Board of Directors Meeting # 7

October 4, 2023

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### **Item 7.3.2**

#### **Ratify CSAHS Student Alliance Representative**

**MOTION:** That Rachel Marcus be appointed as the College of Social and Applied Human Sciences Student Alliance representative on the 2023-24 CSA Board of Directors, effective immediately.

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 7  
October 4, 2023



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**Item 7.5**  
**Approval of Past Board Minutes**

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

7.5.1	CSA Board Meeting # 5	August 30, 2023
7.5.2	CSA Board Meeting # 6	September 13, 2023

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

# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



## Attendance – August 30, 2023

<b>Board of Directors</b>			
<b>At-Large Representatives (Elected)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Jonah Greenhut	College of Arts	Present	
Vacant	College of Arts		
Daniel Spinner	College of Biological Science	Present	d: 7:11pm
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Regrets	
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: 6:35pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Noam Einy	Ontario Veterinary College	Regrets	
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts Student Union		
Natalie Wilkinson	College of Biological Science Student Council	Regrets	
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 # 5  
 August 30, 2023 – 6:00 pm  
 Microsoft Teams



<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Samantha Scott	Indigenous Student Society (ISS)	Regrets	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Present	
Vacant	Guelph Queer Equality (GQE)		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Vacant	International Student Organization (ISO)		
Emma LeBrun	Interhall Council (IHC)	Present	a: 7:17pm
Naomi Amayaevbo	Guelph Campus Co-op	Absent	
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
<b>Executive (Ex-officio, Non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Shaima Alam	President	Present	
Vacant	Vice President Student Experience		
Junpyo Lee	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Kandace Blaker	Scribe
Nikki Tu	Scribe – in-training

<b>Guest</b>	<b>Affiliation</b>

*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 # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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## Summary of Resolutions

### 5.2.1 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.

**Motion Carried**

### 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

**Motion Carried**

### 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

**Motion Carried**

### 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)	

## MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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5.7.3	VP Academic	August 30, 2023
5.7.4	VP External	August 30, 2023

### **Motion Carried**

#### **5.10.1 PBRC Meeting Minutes – July 12, 2023**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
5.10.1	Meeting # 2	July 12, 2023

### **Motion Carried**

#### **5.10.2 Hiring Committee Report: Chief Returning Officer**

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

### **Motion Carried**

#### **5.10.3 Hiring Committee Report: Assistant Returning Officer**

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

### **Motion Carried**

#### **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.

### **Motion Carried**

# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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## 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.

### Motion Carried

## 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:

Jonah Greenhut

## MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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- 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

### **Motion Carried**

#### **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.

### **Motion Carried**

#### **5.14.1 Approve in-camera minutes – July 19, 2023**

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

### **Motion Carried**

**MOTION:** to approve the In-Camera minutes from July 19, 2023

## **MINUTES**

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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**Motion Carried**

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

**Motion Carried**

### **5.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 5 on August 30, 2023, be adjourned at 7:28 pm

**Motion Carried**

# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



## Agenda – August 30, 2023

<b>5.0</b>	<b>Call to Order</b>	
<b>5.1</b>	<b>Land Acknowledgement</b>	
<b>5.2</b>	<b>Adoption of the Agenda</b> 5.2.1 Approve the Agenda 5.2.2 Declarations of Conflicts	1
<b>5.3</b>	<b>Ratifications and De-Ratifications</b>	
<b>5.4</b>	<b>Comments from the Chair</b> 5.4.1 Introductions and Pronouns	
<b>5.5</b>	<b>Approval of Past Minutes</b> 5.5.1 Meeting # 4 – July 19, 2023 5.5.2 Meeting # 4a – August 2, 2023	
<b>5.6</b>	<b>Executive Committee Minutes</b> 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	
<b>5.7</b>	<b>Executive Updates</b> 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	
<b>5.8</b>	<b>Director Reports</b>	
<b>5.9</b>	<b>CSA Service Update and Report</b>	
<b>5.10</b>	<b>Committee Updates and Reports</b> 5.10.1 PBRC Meeting Minutes – July 12, 2023 5.10.2 Hiring Committee Report: Chief Returning Officer 5.10.3 Hiring Committee Report: Assistant Returning Officer 5.10.4 Summary of Committee Appointments	
<b>5.11</b>	<b>Business</b> 5.11.1 Revised Petitions, Delegations, and Representations (PDR) Deadlines and Meeting Schedule 5.11.2 Appoint Elections and Referendum Committee 5.11.3 VP Academic Scheduling Plan	
<b>5.12</b>	<b>New Business</b>	

# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



	5.12.1	
<b>5.13</b>	<b>Announcements</b>	
<b>5.14</b>	<b>In Camera Session</b>	
	5.14.1 Approve In-Camera Minutes – July 19, 2023	
<b>5.15</b>	<b>Adjournment</b>	

## MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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## Minutes – August 30, 2023

### 5.0 Call to Order

The meeting was called to order at 6:06pm.

### 5.1 Land Acknowledgement

Samar Tariq, VP External, provided the following Land Acknowledgment:

We acknowledge that the land on which we carry out our work in Guelph, Ontario, is the traditional territory of the Anishinaabe, the Attawandaron and Haudenosaunee people, and the treaty lands and territory of the Mississaugas of the Credit. It is regretful that the land on which we study, work, and live, is stolen, and it is with great privilege I acknowledge the opportunities we get to excel in this society. It is with the deepest respect that we honour the indigenous societies that held this land before us.

Thank you.

### 5.2 Adoption of the Agenda

#### 5.2.1 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:** Abdul Khan

**Seconded:** Chikaima Ifezue

**Motion Carried**

#### 5.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

### 5.3 Ratifications and De-Ratifications

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



# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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## 5.4 Comments from the Chair

The Board Chair thanked everyone for attending the final online meeting of the summer and reiterated the four interrupting motions that directors can make, which include:

A point of order, to call a meeting back into order when someone is violating the rules in one way or another, a point of parliamentary procedure, where you would simply raise your hand to clarify how to ask what you would like to do, a point of information, to request information, such as if someone fails to mention the date of an upcoming event, as well as a point of personal privilege. The Chair added that directors are welcome to ask questions if they have any and to direct all questions and comments directly to the Chair.

### 5.4.1 Introductions and Pronouns

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

## 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

The Chair recommended to discuss these minutes omnibus, which was approved by unanimous consent.

**Moved:** Samar Tariq, VP External

**Seconded:** Jonah Greenhut

**Motion Carried**

## 5.6 Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
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# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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:** Junpyo Lee, VP Academic

**Seconded:** Chikaima Ifezue

**Motion Carried**

## 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:** Jonah Greenhut

**Seconded:** Chikaima Ifueze

**Motion Carried**

### 5.7.1 President

The President shared that they look forward to kicking off O-Week events with START International the day following this meeting. The executives have been working diligently to prepare. A staff social event was held the day prior, which helped them get into the spirit of things. The President also shared that they were looking forward to the Board/Staff social, to which all directors are invited. The President asked everyone to contact her with their dietary restrictions.

The President added that the September 20 Board meeting has been rescheduled to September 13 so the incoming Chief Returning Officer can review the candidate and nomination packages before they are submitted to the Board for approval. They include that they plan to encourage undergraduates to participate as general members on the Elections Appeals Board during O-Week. Directors are encouraged to support the CSA in

## MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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outreach initiatives for the elections, including tabling in the University Centre and hosting class talks.

On a different note, the President shared that they have hired four new staff members, including the incoming Scribe who attended this meeting. They have also released the Health and Dental newsletter, with another newsletter set to be released later in the week. Another newsletter will be circulated in mid-September.

### 5.7.3 VP Academic

The Vice President Academic shared that the Student Memorial Service is planned and will take place as a private event on September 22, in collaboration with the GSA.

He shared that students will be receiving a survey seeking opinions on a fall reading week. The survey will be open until October 13 and the results will be posted on the CSA website.

For committees, the VP Academic shared that the UC Board Selection Committee have received notification that the five chosen applicants have all accepted the positions on the UC Board. They will be ratified at the next board meeting on September 13. For the Student Space Initiative Committee, there will be construction in the UC as seating areas are being increased, and other projects will be starting as well. Some will be focused on social space for students and others for study space.

The VP Academic shared that the Student Help and Advocacy Centre would be fully operational as of September 11, with a paralegal hosting 3 office hours weekly virtually, and the coordinators will host office hours throughout the week to provide flexible access to services.

### 5.7.4 VP External

The Vice President External shared that the new FoodBank Coordinator is now in their second week on the job and is doing great! The Bike Centre has posted their first set of promo materials on Instagram and will be tabling at Gryphfest and the Resource Fair.

The VP External was able to meet with University Admin, Sam Laban, and Sam Casey (Sustainability Services) for a meeting to discuss the issue of food insecurity on campus.

# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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The Affordable Housing Task Force held their second meeting to discuss action items moving forward. The VP External noted that membership to this committee is still open to Board members if anyone wants to join.

The VP External is excited to collaborate with Sustainability Services to promote the Sustainability Action Fund in the coming weeks.

## 5.8 Director Reports

No Director Reports were given.

## 5.10 Committee Updates and Reports

### 5.10.1 PBRC Meeting Minutes – July 12, 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
5.10.1	Meeting # 2	July 12, 2023

**Moved:** Jonah Greenhut

**Seconded:** Junpyo Lee, VP Academic

**Motion Carried**

### 5.10.2 Hiring Committee Report: Chief Returning Officer

**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:** Junpyo Lee, VP Academic

**Motion Carried**

## MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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### 5.10.3 Hiring Committee Report: Assistant Returning Officer

**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:** Jonah Greenhut

**Motion Carried**

### 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:** Jonah Greenhut

**Seconded:** Abdul Khan

**Motion Carried**

## 5.11 Business

### 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

# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



**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:** Junpyo Lee, Vice President Academic

The President shared that the development of the Administrative Assistant job description has been delayed due to competing priorities in the office and the need to consult with multiple staff members. The plan is to have it set to be approved at the September 13 meeting. The position will involve facilitating the entire PDR process, so the amended deadlines are meant to complement the availability of the incoming Administrative Assistant.

**Motion Carried**

## 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:

Member Greenhut

- 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:

## MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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

**Moved:** Shaima Alam, President

**Seconded:** Jonah Greenhut

Shaima Alam, President, shared that the CRO will consult with this committee regarding decisions made in the election process. The committee only meets as needed.

Member Greenhut requested a point of information to ask whether they can still sit on the committee if they are unsure whether they plan to run in the winter general elections.

The Policy and Transition Coordinator explained that they can sit on the committee, but they would be required to resign as soon as they can confirm that they plan to run in an upcoming election.

The Board Chair noted that as only one volunteer stepped forward for the committee, the motion can be brought forward at a future board meeting to appoint a second Director.

**Motion Carried**

### 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

## MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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**Seconded:** Member Khan

Shaima Alam, CSA President, shared that the current VP Academic has accepted a new position, and that this plan outlines his strategy for continuing to fulfill all duties and commitments in the interim until a new VP Academic can be ratified following the by-election. The by-election materials will indicate that there will be two executive positions opening, the VP Student Experience and VP Academic.

**Motion Carried**

### 5.12. New Business

No New Business items were considered at this meeting.

### 5.13 Announcements

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

Member Khan shared that the College of Biological Sciences Student Council will have a spin the wheel event and ice cream event during O-week.

Member Ifezue shared that the Guelph Black Students Association will be hosting two events during o-week, one in the UC and one on Johnson Green.

Member Legge shared that the Ontario Agricultural College will have a sub lunch and a learn to line dance workshop.

### 5.14 In Camera

#### 5.14.1 Approve In-Camera Minutes – July 19, 2023

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

**Moved:** Jonah Greenhut

**Seconded:** Abdul Khan

**Motion Carried**



# MINUTES

Board of Directors Meeting # 5  
August 30, 2023 – 6:00 pm  
Microsoft Teams



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**MOTION:** to approve the In-Camera minutes from July 19, 2023

**Moved:** Jonah Greenhut  
**Seconded:** Chikaima Ifezue

**Motion Carried**

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

**Moved:** Chikaima Ifezue  
**Seconded:** Jonah Greenhut

**Motion Carried**

## 5.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 5 on August 30, 2023 be adjourned at 7:28 pm.

**Moved:** Jonah Greenhut  
**Seconded:** Chikaima Ifezue

**Motion Carried**

<b>Approved by the Board of Directors</b>	<b>Date: October 4, 2023</b>
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____

# MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



## Attendance – September 13, 2023

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

# MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Samantha Scott	Indigenous Student Society (ISS)	Present	
Chikaima Ifezue	Guelph Black Students Association (GBSA)	Present	
Vacant	Guelph Queer Equality (GQE)		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Vacant	International Student Organization (ISO)		
Emma LeBrun	Interhall Council (IHC)	Present	a: 6:49pm
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Eknoor Walia	Ontario Public Interest Research Group (OPIRG)	Present	
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
<b>Executive (Ex-officio, Non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Shaima Alam	President	Present	
Vacant	Vice President Student Experience		
Junpyo Lee	Vice President Academic	Present	
Samar Tariq	Vice President External	Present	

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

<b>Guest</b>	<b>Affiliation</b>
William Coleman	Chief Returning Officer
Zohniyya Qutub	UC Board Undergraduates
Nicola Whitlock	UC Board Undergraduates

*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 # 6  
September 13, 2023 – 6:00 pm  
UC 442



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## Summary of Resolutions

### 6.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 6 on September 13, 2023, be approved as printed and distributed.

**Motion Carried**

**MOTION TO AMEND:** that the agenda be reordered so that item **6.11.8: Appoint University Centre Board Undergraduate Student Representatives** is the first item of discussion;

**AND FURTHER** that the agenda be reordered so that item **6.11.1: CSA Fall 2023 By-Election: Nomination and Candidates' Packages** is the second item of discussion.

**Motion Carried**

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 6 on September 13, 2023, be approved as amended with:

- The reordering of the agenda so that item **6.11.8: Appoint University Centre Board Undergraduate Student Representatives** is the first item of discussion; and
- The reordering of the agenda so that item **6.11.1: CSA Fall 2023 By-Election: Nomination and Candidates' Packages** is the second item of discussion.

**Motion Carried**

### 6.3.1 Ratification of OPIRG Representative

**MOTION:** That Eknor Walia be appointed as the Ontario Public Interest Group representative on the 2023-24 CSA Board of Directors, effective immediately.

**Motion Carried**

### 6.7 Executive Updates

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

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

6.7.1	President	September 13, 2023
6.7.2	VP Student Experience (vacant)	
6.7.3	VP Academic	September 13, 2023
6.7.4	VP External	September 13, 2023

### **Motion Carried**

#### **6.10.1 Revised Hiring Committee Report: FoodBank Coordinator**

**WHEREAS** Jude Akrey was selected as the successful candidate for the position of FoodBank Coordinator and had a start date of April 24, 2023;

**WHEREAS** Jude Akrey served in the role of FoodBank Coordinator until July 26, 2023;

**WHEREAS** given the short time frame from the previous hiring process, the other interviewees who met the scoring requirements were reconsidered for the role by the Executive Supervisor for the position, Samar Tariq, VP External, and members of the core staff team;

**WHEREAS** the interviewee with the second highest score, Joy Amyotte, accepted the position of FoodBank Coordinator with a start date of August 21, 2023; and

**WHEREAS** the Hiring Committee Report for Joy Amyotte as received by the Board of Directors at the July 19 Board Meeting did not include the above context to the hiring;

**BE IT RESOLVED** that the Board of Directors receive the revised hiring report for the position of FoodBank Coordinator as information.

### **Motion Carried**

#### **6.10.2 Hiring Committee Report: Business Office Assistant**

**MOTION:** That the hiring of Sabrina Tamilya for the position of Business Office Assistant be approved, as recommended by the Hiring Committee.

### **Motion Carried**

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

### 6.10.3 Hiring Committee Report: Board Scribe

**MOTION:** That the hiring of Nikki Tu for the position of Board Scribe be approved, as recommended by the Hiring Committee.

**Motion Carried**

### 6.10.4 Summary of Committee Appointments

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

**Motion Carried**

### 611.1 CSA Fall 2023 By-Election: Nomination and Candidates' Packages

#### (a) Speaking Rights: Chief Returning Officer

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

**BE IT RESOLVED** that speaking rights be extended to William Coleman, Chief Returning Officer, for a presentation regarding the CSA Fall 2023 By-Election.

**Motion Carried**

#### b) Presentation

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

**BE IT RESOLVED** That the presentation by William Coleman, Chief Returning Officer (CRO) regarding the CSA Fall 2023 By-Election be received by the Board of Directors as information;

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

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

### **Motion Carried**

#### **6.11.2 Fall 2023 By-Election Promotional Strategy**

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

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

**MOTION:** That the Fall 2023 By-Election Promotional Strategy, as included in the Board Agenda Package, be received as information.

### **Motion Carried**

#### **6.11.3 Director Class Talks: re Fall 2023 By-Election**

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

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

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

**BE IT RESOLVED** that each Director schedule and present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Fall 2023 By-Election;

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

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

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

### Motion Carried

#### 6.11.4 Appoint Elections Appeals Board (EAB)

**WHEREAS** CSA Policy Appendix G, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of the following:

- Three Directors and
- Two General Members of the CSA in good standing

**MOTION:** that the following Directors be appointed to the Elections Appeals Board (EAB) for the 2023-2024 academic year:

Emma Lebrun
Abdul Khan
Taylor Legge

**AND FURTHER** that the following General Members of the CSA be appointed to the Elections Appeals Board (EAB) for the 2023-2024 academic year:

Jadyn Koehler
Jasmine Gill

### Motion Carried

#### 6.11.5 Appoint Board Director to Elections and Referendum Committee

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

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



## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

**WHEREAS** at the Board of Directors Meeting on August 30, 2023, the motion to appoint the Elections and Referendum Committee received only one Director volunteer to join the committee, leaving a vacancy;

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

Mauricio Fernandez
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**Motion Carried**

### 6.11.6 Call For Nominations to Senate

**WHEREAS** the CSA VP Academic received a letter regarding a call for nominations to Senate; and

**WHEREAS** this student leadership opportunity may be of interest to Board Directors and General Members of the CSA;

**MOTION:** for the Board of Directors to receive the letter regarding the Call For Nominations to Senate as included in the Board Agenda Package, as information.

**Motion Carried**

### 6.11.7 Elections Report

**WHEREAS** at the Emergency Board Meeting on March 15, 2023 the Board of Directors approved a motion which included resolutions regarding a review of the CSA Elections Office and elections processes and policies; and

**WHEREAS** the motion resolved that the Board of Directors will receive a report to be updated on the progress of the resolutions ahead of the Fall 2023 By-Election;

**BE IT RESOLVED** that the Elections Report, as included in the Board Agenda Package, be received as information.

**Motion Carried**

# MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

## 6.11.8 Appoint University Centre Board Undergraduate Student Representatives

**WHEREAS** the University Centre is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees;

**WHEREAS** the CSA believes that the University Centre should be controlled by students;

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

**WHEREAS** the University Centre Board currently has five vacancies for undergraduate student members;

**BE IT RESOLVED** that the following undergraduate students be appointed to the University Centre Board for a term of up to two years, as recommended forward by the University Centre Board Selection Committee:

William Coleman
Zohniyya Qutub
Nicola Whitlock
Manahil Zaid
Aadya Kapoor

**FURTHER** to appoint Junpyo Lee, VP Academic to the University Centre Board;

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

Jonah Greenhut
Jake Levy
Samantha Scott

**Motion Carried**

## 6.11.9 Appendix D Section 7 (Petitions, Delegations, and Representations Committee) Policy Review re. PBRC

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

*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 August 2, 2023*

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

**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.

### **Motion Carried**

#### **MOTION TO AMEND:**

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

**WHEREAS** the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the review and gave notice as of August 2, 2023 to the Board of Directors;

**WHEREAS** since the notice of the amendments was given, staffing changes that impact the policy amendments have occurred; and

**WHEREAS** the Policy and Bylaw Review Committee has given approval to the further amendments to address the discrepancy;

**BE IT RESOLVED** that the Board of Directors allow further amendments to Appendix D Section 7 (Petitions, Delegations, and Representations Committee) to be considered as recommended by the Policy & Bylaw Review Committee;

**AND FURTHER** for the Board of Directors to approve the amendment of replacing all uses of “administrative assistant” in Appendix D Section 7 to “designated staff member”.

## **MINUTES**

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

### **6.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 6 on September 13, 2023, be adjourned at 7:40 pm

**Motion Carried**

# MINUTES

Board of Directors Meeting # 6  
 September 13, 2023 – 6:00 pm  
 UC 442



## Agenda – September 13, 2023

<b>6.0</b>	<b>Call to Order</b>	
<b>6.1</b>	<b>Land Acknowledgement</b> Member Taylor Legge	
<b>6.2</b>	<b>Adoption of the Agenda</b> 6.2.1 Approve the Agenda 6.2.2 Declarations of Conflicts	1
<b>6.3</b>	<b>Ratifications and De-Ratifications</b> 6.3.1 Ratify OPIRG Representative	
<b>6.4</b>	<b>Comments from the Chair</b> 6.4.1 Introductions and Pronouns	
<b>6.5</b>	<b>Approval of Past Minutes</b>	
<b>6.6</b>	<b>Executive Committee Minutes</b>	
<b>6.7</b>	<b>Executive Updates</b> 6.7.1 President – September 13, 2023 6.7.2 VP Student Experience (vacant) 6.7.3 VP Academic – September 13, 2023 6.7.4 VP External – September 13, 2023	
<b>6.8</b>	<b>Director Reports</b>	
<b>6.9</b>	<b>CSA Service Update and Report</b>	
<b>6.10</b>	<b>Committee Updates and Reports</b> 6.10.1 Revised Hiring Committee Report: FoodBank Coordinator 6.10.2 Hiring Committee Report: Business Office Assistant 6.10.3 Hiring Committee Report: Board Scribe 6.10.4 Summary of Committee Appointments	
<b>6.11</b>	<b>Business</b> 6.11.1 CSA Fall 2023 By-Election: Nomination and Candidates' Packages 6.11.2 Fall 2023 By-Election Promotional Strategy 6.11.3 Director Class Talks re. Fall 2023 By-Elections 6.11.4 Appoint Elections Appeals Board 6.11.5 Appoint Board Director to Elections and Referendum Committee 6.11.6 Call for Nominations to Senate 6.11.7 Elections Report 6.11.8 Appoint University Centre Board Undergraduate Student Representatives 6.11.9 Appendix D Section 7 (Petitions, Delegations, and Representations Committee) Policy Review re. PBRC	

# MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



<b>6.12</b>	<b>New Business</b> 6.12.1	
<b>6.13</b>	<b>Announcements</b>	
<b>6.14</b>	<b>In Camera Session</b> 6.14.1	
<b>6.15</b>	<b>Adjournment</b>	

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



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## Minutes – September 13, 2023

### 6.0 Call to Order

The meeting was called to order at 6:18 pm.

### 6.1 Land Acknowledgement

Member Taylor Legge delivered the following land acknowledgement:

Good evening, everyone. I sit on the board as the Ontario Agricultural College representative and have been raised in agriculture my whole life. Because of this I feel a distinct connection to the land, and what it means to call a certain geography yours. The concept of land stewardship and land ownership is so important to acknowledge. Today we have the privilege to meet in this building, which sits on the ancestral lands of the Attawandaron people, and the treaty lands of the Mississaugas of the Credit. From this I encourage everyone to remain thoughtful about the land they stand on, and the history behind it. We are grateful to be able to use this land today, and we use this gratitude to acknowledge the significance of the Dish with One Spoon Covenant as we strive to strengthen our relationships between indigenous people and settlers. I come from Bruce County, which is bordered by 2 reserves, and in the past month we have had a mayor resign due to culturally insensitive comments about the new funding received to take the Neyashingaming reserve off of a boil water advisory and build a new water treatment plant. We are reminded that, while we work every day, to repair damaged relationships with the Indigenous community, we are far from where we need to be. Thank you.

### 6.2 Adoption of the Agenda

#### 6.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 6 on September 13, 2023, be approved as printed and distributed.

**Moved:** Jake Levy

**Seconded:** Abdul Khan

**Motion Carried**

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

**MOTION TO AMEND:** that the agenda be reordered so that item **6.11.8: Appoint University Centre Board Undergraduate Student Representatives** is the first item of discussion;

**AND FURTHER** that the agenda be reordered so that item **6.11.1: CSA Fall 2023 By-Election: Nomination and Candidates' Packages** is the second item of discussion.

**Moved:** Shaima Alam, President

**Seconded:** Jonah Greenhut

**Motion Carried**

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 6 on September 13, 2023, be approved as amended with:

- The reordering of the agenda so that item **6.11.8: Appoint University Centre Board Undergraduate Student Representatives** is the first item of discussion; and
- The reordering of the agenda so that item **6.11.1: CSA Fall 2023 By-Election: Nomination and Candidates' Packages** is the second item of discussion.

**Motion Carried**

### 6.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

### 6.3 Ratifications and De-Ratifications

#### 6.3.1 Ratification of OPIRG Representative

**MOTION:** That Eknoor Walia be appointed as the Ontario Public Interest Group representative on the 2023-24 CSA Board of Directors, effective immediately.

**Moved:** Jonah Greenhut

**Seconded:** Mauricio Fernandez

**Motion Carried**



# MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



## 6.4 Comments from the Chair

If at any point during the meeting you wish to request the Speaker's List, please raise your placard.

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

### 6.4.1 Introductions and Pronouns

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

## 6.7 Executive Updates

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

6.7.1	President	September 13, 2023
6.7.2	VP Student Experience (vacant)	
6.7.3	VP Academic	September 13, 2023
6.7.4	VP External	September 13, 2023

**Moved:** Jake Levy

**Seconded:** Emma Lebrun

**Motion Carried**

### 6.7.1 President

We had a successful orientation week with numerous student interactions, established the presence of CSA through distinguishable capes and events.

September will be a busy month of preparation for elections, homecoming, and clubs day next week.

We have onboarded four CSA staff and three more positions are in the process of hiring.

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

We have reached 5K followers on our CSA Instagram page. We will be using it more as a tool for resources, deadlines, services, newsletters, and events across campus.

For future events, we are hoping to have a monster mash for Halloween and a Taylor Swift night for November. There will be a couple of Sexy Bingos coming up.

The Bullring's renovation is completed, it will be opening this week. Open Mic will be starting on September 20.

We finished our informational session for elections and have started initiating promotions and bookings.

### 6.7.3 VP Academic

Regarding the Student Space Initiative's projects, out of six, two are in the UC, one in front of the chiropractor's office and the other in the Booster Juice area. This is to increase space for students to study or socialize.

The University of Guelph Senate issued a call for nomination to Senate. There are eleven vacant undergraduate seats differed by colleges. The deadline to apply is on September 19 at 1 PM.

The Student Memorial Service is happening September 22 from 4-6 PM.

The fall reading week referendum campaign will begin on September 18 to ask students if they want a reading week in the fall semester.

### 6.7.4 VP External

Has been working on outreach and initiating campaigns, including "Tap In!", Consent Matters, and Fight the Fees which have been successfully executed during O-Week.

Has also been meeting with CSF for logistics in planning National Day of Action in November.

Collaborating with campus partners to work on continuing to tackle food insecurity on campus as well as counts on water fountains.

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

The Sustainability Action Funds Launch Party will occur on September 14 at Branion Plaza.

Sat on the Possibility of Seeds Committee and are currently working to centralize a website where all campus and off-campus food resource, donations centres, and food supplies can be found.

Blue Triton Committee continues the conversation of privatization of water, including advocacy research and conversational materials.

The process of hiring a second foodbank assistant is ongoing.

### 6.8 Director Reports

Member Amayaevbo and Member Fernandez attended the Student Affordable Housing Taskforce meeting.

### 6.10 Committee Updates and Reports

#### 6.10.1 Revised Hiring Committee Report: FoodBank Coordinator

**WHEREAS** Jude Akrey was selected as the successful candidate for the position of FoodBank Coordinator and had a start date of April 24, 2023;

**WHEREAS** Jude Akrey served in the role of FoodBank Coordinator until July 26, 2023;

**WHEREAS** given the short time frame from the previous hiring process, the other interviewees who met the scoring requirements were reconsidered for the role by the Executive Supervisor for the position, Samar Tariq, VP External, and members of the core staff team;

**WHEREAS** the interviewee with the second highest score, Joy Amyotte, accepted the position of FoodBank Coordinator with a start date of August 21, 2023; and

**WHEREAS** the Hiring Committee Report for Joy Amyotte as received by the Board of Directors at the July 19 Board Meeting did not include the above context to the hiring;

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

**BE IT RESOLVED** that the Board of Directors receive the revised hiring report for the position of FoodBank Coordinator as information.

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

**Motion Carried**

### 6.10.2 Hiring Committee Report: Business Office Assistant

**MOTION:** That the hiring of Sabrina Tamilya for the position of Business Office Assistant be approved, as recommended by the Hiring Committee.

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

**Motion Carried**

### 6.10.3 Hiring Committee Report: Board Scribe

**MOTION:** That the hiring of Nikki Tu for the position of Board Scribe be approved, as recommended by the Hiring Committee.

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

**Motion Carried**

### 6.10.4 Summary of Committee Appointments

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

**Moved:** Abdul Khan  
**Seconded:** Jonah Greenhut

**Motion Carried**

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



---

### 6.11 Business

#### 6.11.1 CSA Fall 2023 By-Election: Nomination and Candidates' Packages

##### (a) Speaking Rights: Chief Returning Officer

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

**BE IT RESOLVED** that speaking rights be extended to William Coleman, Chief Returning Officer, for a presentation regarding the CSA Fall 2023 By-Election.

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

##### **Motion Carried**

The CRO summarized the primary changes applied to the candidate's packages and nomination packages for the Fall 2023 By-Election. They noted the key dates of the election, including the two general information sessions that have been newly added, to be led by the CSA President.

The CRO noted that the main change to the packages is regarding the system for infractions, moving from a budget reduction system to a demerit point system.

The CRO reviewed the list of commitments for executive candidates and noted that they have been updated to reflect that candidates will be expected to work a minimum of 20 hours per week for the remainder of the fall semester, recognizing that candidates may already be in a full courseload, and that the separate requirements for the winter semester are listed.

##### **b) Presentation**

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

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



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**BE IT RESOLVED** That the presentation by William Coleman, Chief Returning Officer (CRO) regarding the CSA Fall 2023 By-Election be received by the Board of Directors as information;

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

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

Member Greenhut raised a point of parliamentary procedure to ask if the board can amend the packages in any way.

The PTC noted that the motion is to receive the packages as information, but if any members have concerns with anything in the packages, they can discuss the changes they would like to see and bring forward a motion to amend the packages with those changes if needed.

Member Greenhut inquired if the Candidate's Forum is guaranteed and why it isn't included in the list of campaigning commitments.

The PTC answered that the Candidate's Forum will be happening as it was recently added to the electoral policy, as it was a previous fixture within CSA Elections, but it hasn't been undertaken post-covid. The PTC noted that the hope is that all executive candidates will attend, despite it not being listed as a requirement.

### **Motion Carried**

#### **6.11.2 Fall 2023 By-Election Promotional Strategy**

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

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

**MOTION:** That the Fall 2023 By-Election Promotional Strategy, as included in the Board Agenda Package, be received as information.

**Moved:** Shaima Alam, President

# MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



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**Seconded:** Jake Levy

The President highlighted key changes to the promotional strategy, including using hybrid in-person polling stations where students can vote using the electronic ballot at the stations on campus. The President also noted that there will be a Candidate's Forum to help voters be informed to cast their vote and give all candidates a platform to promote their campaigns. In addition, the President discussed the new general information sessions, which will provide students the opportunity to learn more about what the executive positions entail and information about the election. The President reviewed the different stages of the promotional strategy, to align with the different periods of the election.

**Motion Carried**

## 6.11.3 Director Class Talks: re Fall 2023 By-Election

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

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

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

**BE IT RESOLVED** that each Director schedule and present at least one class talk before or during the Nomination Period and at least one class talk during the Voting Period of the Fall 2023 By-Election;

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

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

**Moved:** Shaima Alam, President

**Seconded:** Jake Levy

# MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



Member Neiterman inquired if posting on a courselink page can count as a class talk, as it's not easily feasible for directors on co-op to complete class talks on campus.

The PTC confirmed that having a professor post on the class courselink page will count as a class talk for directors who are unable to complete in-person class talks. The PTC added that directors will just need to ensure they're updating the CRO with the outreach they have completed, whether online or in-person.

## Motion Carried

### 6.11.4 Appoint Elections Appeals Board (EAB)

**WHEREAS** CSA Policy Appendix G, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of the following:

- Three Directors and
- Two General Members of the CSA in good standing

**MOTION:** that the following Directors be appointed to the Elections Appeals Board (EAB) for the 2023-2024 academic year:

Emma Lebrun
Abdul Khan
Taylor Legge

**AND FURTHER** that the following General Members of the CSA be appointed to the Elections Appeals Board (EAB) for the 2023-2024 academic year:

Jadyn Koehler
Jasmine Gill

**Moved:** Shaima Alam, President

**Seconded:** Jonah Greenhut

The President motivated that the Elections Appeals Board only meets on an as-needed basis if a candidate files an appeal. The President noted that the executive did outreach during orientation week since the EAB requires two general members of the CSA along with three board members, so the undergraduate students listed in the motion completed the application to join the EAB.



## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



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### Motion Carried

#### 6.11.5 Appoint Board Director to Elections and Referendum Committee

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

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

**WHEREAS** at the Board of Directors Meeting on August 30, 2023, the motion to appoint the Elections and Referendum Committee received only one Director volunteer to join the committee, leaving a vacancy;

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

Mauricio Fernandez
--------------------

**Moved:** Shaima Alam, President

**Seconded:** Chikaima Ifezue

### Motion Carried

#### 6.11.6 Call For Nominations to Senate

**WHEREAS** the CSA VP Academic received a letter regarding a call for nominations to Senate; and

**WHEREAS** this student leadership opportunity may be of interest to Board Directors and General Members of the CSA;

**MOTION:** for the Board of Directors to receive the letter regarding the Call For Nominations to Senate as included in the Board Agenda Package, as information.

**Moved:** Junpyo Lee, VP Academic

**Seconded:** Mauricio Fernandez

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



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### Motion Carried

#### 6.11.7 Elections Report

**WHEREAS** at the Emergency Board Meeting on March 15, 2023 the Board of Directors approved a motion which included resolutions regarding a review of the CSA Elections Office and elections processes and policies; and

**WHEREAS** the motion resolved that the Board of Directors will receive a report to be updated on the progress of the resolutions ahead of the Fall 2023 By-Election;

**BE IT RESOLVED** that the Elections Report, as included in the Board Agenda Package, be received as information.

**Moved:** Shaima Alam, President

**Seconded:** Jonah Greenhut

### Motion Carried

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

**WHEREAS** the University Centre is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees;

**WHEREAS** the CSA believes that the University Centre should be controlled by students;

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

**WHEREAS** the University Centre Board currently has five vacancies for undergraduate student members;

**BE IT RESOLVED** that the following undergraduate students be appointed to the University Centre Board for a term of up to two years, as recommended forward by the University Centre Board Selection Committee:

William Coleman
-----------------

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



Zohniyya Qutub
Nicola Whitlock
Manahil Zaid
Aadya Kapoor

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

Jonah Greenhut
Jake Levy
Samantha Scott

**Moved:** Junpyo Lee, VP Academic

**Seconded:** Jake Levy

**MOTION TO AMEND:** to add Junpyo Lee, VP Academic, as a member to be appointed to the University Centre Board.

**Moved:** Junpyo Lee, VP Academic

**Seconded:** Jake Levy

### **Motion Carried**

The VP Academic noted that the selection committee went through the appropriate process and selected 5 undergraduate student candidates to join the UC Board and start the role in October. He requested 3 volunteers to be appointed as alternates and noted that there may be additional alternates needed, which will be brought at another meeting if required.

### **Motion Carried**

#### **6.11.9 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 was provided at the Board meeting on August 2, 2023*

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



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

**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.

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

The President motivated that the changes are to make the PDR process more efficient and to include more specific criteria for the committee to use when considering applications.

The President requested to propose the following amendment to the motion.

### **MOTION TO AMEND:**

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

**WHEREAS** the Policy & Bylaw Review Committee has recommended forward the amendments as resolved from the review and gave notice as of August 2, 2023 to the Board of Directors;

**WHEREAS** since the notice of the amendments was given, staffing changes that impact the policy amendments have occurred; and

**WHEREAS** the Policy and Bylaw Review Committee has given approval to the further amendments to address the discrepancy;

**BE IT RESOLVED** that the Board of Directors allow further amendments to Appendix D Section 7 (Petitions, Delegations, and Representations Committee) to be considered as recommended by the Policy & Bylaw Review Committee;

**AND FURTHER** for the Board of Directors to approve the amendment of replacing all uses of “administrative assistant” in Appendix D Section 7 to “designated staff member”.

## MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



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**Moved:** Shaima Alam, President

**Seconded:** Noam Einy

The President motivated that the process of developing a job description for the new administrative assistant position is going to take a longer timeline than expected, which will also delay the hiring of an administrative assistant to begin the duties outlined in the amendments to the PDR policy. The hope is to further amend the policy to say “designated staff member” instead of “administrative assistant” so that the implementation of the new process and policy is not delayed.

### **Motion Carried**

#### **6.12. New Business**

No New Business was presented at this meeting.

#### **6.13 Announcements**

The President will be sending out training modules for directors to complete by the next board meeting.

Member Legge shared that the Student Federation of the Ontario Agricultural College is hosting their first pub night tonight in the basement of the UC.

Member Neiterman shared that the Accounting Recruiting Event will take place on September 14 in Peter Clark Hall at 5:30 PM.

Member Levy noted that Guelph Hillel hosted many events during o-week.

Member Ifezue noted that the Guelph Black Student Association is interested in a larger club space as their room for meetings is too small due to the influx of student members.

Member Scott shared that the Indigenous Student Society are working on Truth and Reconciliation Day on September 30.

Member Lebrun noted that Interhall Council hosted 35 events throughout o-week.

Member Greenhut shared that on September 18, Guelph Hillel will be having an event at Franks where the five-dollar cover fee goes to the club as fundraising.

# MINUTES

Board of Directors Meeting # 6  
September 13, 2023 – 6:00 pm  
UC 442



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## 6.14 In Camera

No In-Camera session was held at this meeting.

## 6.15 Adjournment

**MOTION:** That the CSA Board of Directors Meeting # 6 on September 13, 2023 be adjourned at 7:40 pm.

**Moved:** Mauricio Fernandez

**Seconded:** Jonah Greenhut

**Motion Carried**

**Approved by the Board of Directors**

**Date: October 4, 2023**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Cameron Olesen  
Board Chair

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Colleen Bovay  
Policy & Transition Coordinator

**Motion**

Board of Directors Meeting # 7  
October 4, 2023



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**Item 7.6**  
**Executive Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
7.6.1	Meeting # 13	August 29, 2023
7.6.2	Meeting # 14	September 11, 2023
7.6.3	Meeting # 15	September 18, 2023

**Moved:**

**Seconded:**

## Minutes

Executive Committee Meeting (ECM)

Meeting #13 – August 29, 2023 – 4:30 pm

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 @ 4:30 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**

Excited for the O week!

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

Meeting #12 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

The four hiring committees that I chaired are now complete. After shortlisting, and interviews, phone call offers were given to the 4 chosen candidates. They have all accepted their positions, and congratulation emails have been sent to kick off the onboarding process. Had our core staff social to regroup before start of year.

**5.1.2 Supervisory**

**Promo**

Health and Dental Newsletter sent, and Health and dental plan social media posts were requested from Gallivan. Got a lot back and a few assets, hoping to post throughout the term. Hoping to do a reel on how to use plan. Mocktail reels in collab with WEPC to promote our services.

**Events**

Separated out duties from VPSE and Student Experience Coordinator in preparation for by-election. Hoco will be just a ferris wheel and the halftime show. We have our large-scale programming set for OWeek, and need to decide where else we want to drop in.

**Elections**



## Minutes

Executive Committee Meeting (ECM)

Meeting #13 – August 29, 2023 – 4:30 pm

CSA Board Room



Preparing information session presentation decks with EC. Confirming bookings for tabling. With PTC working towards nomination and candidates' packages.

### 5.1.3 Miscellaneous

#### PDR

Took away the first deadline so more in line with the admin assistant hiring.

### 5.2 ~~VP Student Experience (Vacant)~~

### 5.3 VP Academic

#### 5.3.1 Supervisory

##### SHAC

SHAC website is updated with the lawyer's virtual office hours link, and schedule of each coordinator as well. The office will start operating as of September 11.

#### 5.3.2 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

-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

## Minutes

Executive Committee Meeting (ECM)

Meeting #13 – August 29, 2023 – 4:30 pm

CSA Board Room



- 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  
Pelase 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.

### **5.3.3 Miscellaneous**

#### **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**

## Minutes

Executive Committee Meeting (ECM)

Meeting #13 – August 29, 2023 – 4:30 pm

CSA Board Room



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.

### 5.4 VP External

#### 5.4.1 Supervisory

**FoodBank:** The FB coordinator is transitioning into their new role, and we are getting prepared to open operations with our new hire! They are currently finishing up all their onboarding training.

#### 5.4.2 Committees

**Food Insecurity:** This week we are determining specific goals/action items to improve building space and operations responsible to tackle food insecurity on campus. This is being done with Sam Laban and the Chief of Staff.

#### 5.4.3 Miscellaneous

**CSA/GSA: IEDI Focus Meeting:** Both organizations met with Irene Thompson and other members from admin to discuss ways in which the university is moving toward their process of indigenization integration in our building spaces, education, and culture.

## 6.0 Business

**6.1 Motion:** Human Rights and Advocacy Group membership will be renewed for the term 2023-2024, CSA representative will be VP External.

**Moved:** Samar

**Seconded:** Shaima

**Motion Carried.**

**6.2 Motion:** On October 6, at the bus stop, Shaima will distribute treats from 2:00 pm - 5:00 pm, and Samar will distribute treats from 3:30 pm – 5:00 pm.

**Moved:** Shaima

**Seconded:** Samar

**Motion Carried.**

## 7.0 New Business

**7.1 Motion:** Board of Directors Meeting on September 20<sup>th</sup> 6:00 pm to be held on September 13<sup>th</sup> 6:00 pm instead in order to ratify the election appeal board members, approve the candidates and nominations packages that were overseen by CRO and the elections and referendum committee, approve the PDR committee, and

## Minutes

Executive Committee Meeting (ECM)

Meeting #13 – August 29, 2023 – 4:30 pm

CSA Board Room



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the job description for the administrative assistant before the nomination period and the PDR closing date.

**Moved:** Shaima Alam

**Seconded:** Junpyo Lee

**Motion Carried.**

### 8.0 In Camera

There was no in-camera session.

### 9.0 Adjournment @ 6:00pm

**Next Meeting: September 11, 2023**

## Minutes

Executive Committee Meeting (ECM)

Meeting #14 – September 11, 2023 – 6:30 pm

MS Teams



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 6:30 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**

O-Week was busy, Fall has begun.

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

Meeting #13 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

We have our four new hires on board and are transitioning in well. We have another round of hiring open now with SE&RM Coordinator, Front Office Assistant, and Foodbank Assistant. After the board/staff social, we are having our first All-Staff on the 21st/22nd. To start the year on the right foot with all the services and their coordinators, the OMES and I have created an exhaustive training deck that includes all the procedures and norms of the CSA office. This addresses the gaps felt last year of what the boundaries were between the CSA being a corporation with offices, versus the feeling that it is a space to hang out for students who worked here sometimes. The training will also allow all the coordinators to understand where their services fit into CSA as whole, its structure and mandate. This includes the responsibilities they hold toward the organization, like board updates, staff evaluations, legislative training, the structure of our budget from students, following our branding to create cohesiveness and recognition, etc.

Kandace and I are hoping to have the deck set and ready to circulate by the end of this week.

**5.1.2 Supervisory**

**Bullring**

## Minutes

Executive Committee Meeting (ECM)

Meeting #14 – September 11, 2023 – 6:30 pm

MS Teams



Bullring roof renovation done, opening on the 14th. Open mic will begin on the 20th! Will be introducing the first one. Am trying to drop into a training to welcome new staff. Lease negotiations will be completed by December.

### **Elections**

Transitioning of elections staff have been completed. They have the information on the outreach and policy developments that have been done over the summer. With the promotional items that are already made, and the tabling bookings done, they are kicking off with that base, and will create additional items for a robust outreach strategy. We will soon have dates on the all-candidates forum and will be asking for the directors' help in tabling and class talks. More details are in the agenda item for promotional strategy. We have been chipping away at creating a comprehensive introduction to our roles in a presentation format for the info sessions. We have it this week, I will transfer to deck.

### **Clubs Days**

CSA Executives will be tabling on clubs days, Jun (September 18: 10:00 am – 4:00 pm), Shaima (September 18: 1:30 pm – 3:00 pm, September 19: 10:00am – 12:00 pm), Samar (September 19: 2:00 pm – 4:00 pm)

### **5.1.3 Miscellaneous**

#### **PDR**

To get the PDR policy ratified, to change the name to SEIF, and implement a more efficient process, making an amendment to the policy from Administrative Assistant being mentioned to designated staff member. This is due to wanting to ensure we have a new core staff's duties, responsibilities and training fully fleshed out before hiring. Conversation is being longer than anticipated, so will be looping back to in a month. In the meantime, having a different staff member cover the admin responsibilities of SEIF for efficiency, and to ensure one process for the year.

#### **Newsletter**

Sent an O-Week newsletter with all large-scale orientation events. This week I will be sending a newsletter reintroducing CSA to students. This includes the executives, the organization as whole, but also all our services. From here restarting services' spotlights, 2 services to a month. This month is Clubs and SafeWalk, to focus on Clubs Days and volunteer registration. These spotlights are to offer a deep dive into all our services by the end of the semester.

## Minutes

Executive Committee Meeting (ECM)

Meeting #14 – September 11, 2023 – 6:30 pm

MS Teams



Additionally, the newsletter will highlight the elections, opening of bullring and our hirings.

### **Social Media**

We just crossed the 5k mark! For O-week we've done giveaways and leveraged each event to increase viewing to our page, so folks are informed of the services we offer. Services have now been allowed to post, templates have been made for all, in a bit of a transition period. Reminders are being done frequently to make sure they use only proper branding and add csaguelph as a collaborator. We have been increasing Instagram as a tool to inform students more about deadlines and how to use campus resources, so they are better equipped as a whole. Creating a new mocktail recipes series to promote harm reduction, and to co-promote CSA, its services, and the Student Wellness Services.

### **Consultation for VPSA Search**

Did initial chat. Interviews next.

## **5.2 ~~VP Student Experience (Vacant)~~**

## **5.3 VP Academic**

### **5.3.1 Supervisory**

#### **SHAC**

Just began first day of office hours, and had weekly meeting this morning, 9:00 am – 10:00 am. Diva cup distribution has been started for the 50 winners, and a summer report is being prepared for the service presentation at the Board of Director's Meeting on October 4.

### **5.3.2 Committees**

#### **Board of Undergraduate Studies Meeting**

The meeting will be held on September 14, and submissions from subcommittees (Calendar Review Committee and Joint Editorial Awards Committee) will be discussed. There will be a change in Undergraduate Curriculum Course Changes for the Bachelor of Commerce (B.Comm.) Program. Further updates will be made once the discussion is over.

### **5.3.3 Miscellaneous**

#### **Private Appointments**

Private appointments are coming in, now they are mainly focused on financial issues. I expect more academic inquires will come in as semester passes.

## **5.4 VP External**

### **5.4.1 Committees**

## Minutes

Executive Committee Meeting (ECM)

Meeting #14 – September 11, 2023 – 6:30 pm

MS Teams



### **Possibility of Seeds Committee**

Currently we are taking the first steps to explore a centralized website where all campus and off campus food resources and donation centers + possible partnerships with sources for food supply can be found. This step is a merger of all campus student support partners to assist the university in establishing an official standing against food insecurity for UofG students.

### **Blue Triton Committee**

This month an update was provided on the privatization of water and further mitigation on the privatization of water on the UofG campus was discussed. Members of this team will be assisting to comprise the data collected from our campus in appropriate ways. As well, advocacy research and conversational material will be acquired from the members of this committee to expand on our promo materials for TapIn! On campus.

### **5.4.2 Miscellaneous**

#### **We Believe You Day**

The planning for this event is still underway, with current promo designs being developed for launch. The sexual and gender-based violence office + the CSA will be hosting tables at this event among other campus support partners.

#### **Sustainability Action Fund**

All the resources are being gathered and applications formalized to get prepared for the launch of this fund! The launch party we will host in Branion Plaza and applications will open up shortly after.

## **6.0 Business**

**6.1 Motion:** To strike Front Office Assistant Hiring Committee and that the following be appointed to the Front Office Assistant Hiring Committee: Shaima Alam (CSA President, Chair), Kandace Blaker (Office Manager and Executive Support), Jack Fisher (Student Experience Coordinator).

**Moved:** Shaima Alam

**Seconded:** Junpyo Lee

**Motion Carried.**

**6.2 Motion:** To strike FoodBank Assistant Hiring Committee and that the following be appointed to the FoodBank Assistant Hiring Committee: Samar Tariq (Vice President External, Chair), Kandace Blaker (Office Manager and Executive Support), Joy Amyotte (FoodBank Coordinator).

**Moved:** Samar Tariq

**Seconded:** Shaima Alam



## Minutes

Executive Committee Meeting (ECM)

Meeting #14 – September 11, 2023 – 6:30 pm

MS Teams



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**Motion Carried.**

### **7.0 In Camera**

There was no in camera session.

### **8.0 Adjournment @ 8:15 pm**

**Next Meeting: September 18, 2023**

## Minutes

Executive Committee Meeting (ECM)

Meeting #15 – September 18, 2023 – 6:30 pm

MS Teams



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 6:30 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**

The election is coming, and we are going back to the normal admin hours.

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

Meeting #14 Minutes was approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

**All staff**

After long last all staff meetings are finally happening. Food ordered. Writing up 40 slides and hoping to cover all the basics. From what and who is CSA to staff responsibilities like evaluations and board introductions.

**Board staff social**

Happened. 27 people came. A good mix of core staff, part time staff, and board members.

**HR conflict process**

Because I was unfamiliar and several situations arising of folks having conflicts and coming to me with it, wanted to understand the process. Hence brought it up as training in core staff.

**Hirings**

Had SERM coordinator onboard. Two position deadlines are this Friday.

**5.1.2 Supervisory**

**Bullring**

Lease renegotiations are in progress. Made demands for a discounted rent and longer-term renewable lease to support a student owned space, and so the food is still affordable. They will be coming back with their offer back. Bullring opened last Thursday. First open mic this week, I am hoping to drop by to

## Minutes

Executive Committee Meeting (ECM)

Meeting #15 – September 18, 2023 – 6:30 pm

MS Teams



introduce it. Managers are doing interview with Ontario to promote the opening and its history.

### **SEIF**

Looking for someone to take on the admin duties of SEIF now that policy is passed with a 'designated core staff' to take on responsibilities and support an efficient process. If you know someone, let me know. The new SEIF policy is passed with new name, specific criteria, and better process.

### **Elections**

Staff has picked up on taking charge of the promotional items created and posting. Created handouts. Digital signage for voting is being developed. Polling stations are being booked next week. Having all candidate's forum at UC on Oct 5th. The Nomination period has begun today and have quite a few interests for VPSE. Need more interest for VPA. Did an interview with Ontario to increase interest in elections.

### **Events**

Couldn't get ferris wheel for HoCo. So just half-time show. Have a very full October. So, after Imaginus, clubs days, noon hour show, Student Memorial Service, next big thing is planning the AGM. Starting next week, securing our Halloween events like OCUS collabs, monster mash, hypnotist show, and Taylor Swift night.

### **Rickson Park Community Event**

Talked to community folks and students about support for living off campus.

## **5.1.3 Miscellaneous**

### **Mocktail series**

Released introductory post. First recipe next week Monday, with reels on Fridays. Filming of mocktail making with wellness and us done.

### **Newsletter**

Is working my way through to get September one out this week.

### **Cannon**

Met with co-op to reinitiate the cannon committee. Hoping to update the cannon website with better accessibility and make it cleaner.

### **Info session**

Deck completed with 37 slides. Can be reused for winter election. Hoping to have better turnout in this week's info session. But by-election might not pull a demographic who is only just now thinking of running.

### **Accreditation**

**Minutes**

Executive Committee Meeting (ECM)  
Meeting #15 – September 18, 2023 – 6:30 pm  
MS Teams



Accreditation of CSA mostly done. Just waiting on 2 documents.

**Board of directors**

Amended PDR policy was put for approval after last board meeting’s notice. I had put an amendment to the amended to policy to change from admin assistant to designated core staff. Additionally, election items were put forward, like the packages, the promotional strategy, and electing folks to committees. Was able to get 2 general CSA members to join the Election Appeal Board. Additionally, the elections report on the policy and procedural changes made from last elections to address the past issues, was put forward and approved.

**5.2 ~~VP Student Experience (Vacant)~~**

**5.3 VP Academic**

**5.3.1 Supervisory**

**SHAC**

A previously volunteered articling student, now a lawyer, is unable to volunteer any longer due to personal reasons.

**5.3.2 Committees**

**Board of Undergraduate Studies**

Bachelor of Commerce Curriculum Changes - 2024-2025:

Program Committee	Department/ School	Code	Title	Status	Fields Modified
BCPC	Economics and Finance	FIN*3900	FIN*3900: Intermediate Special Study in Finance	Added	new course - requesting early offering W24

**5.3.3 Miscellaneous**

**Fall Reading Week Survey**

First day of clubs’ day has been completed successfully completed, 205 responses so far. Once the survey is closed, I will be posting them around the campus.

**5.4 VP External**

**5.4.1 Supervisory**

## Minutes

Executive Committee Meeting (ECM)

Meeting #15 – September 18, 2023 – 6:30 pm

MS Teams



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### **FoodBank**

We are in the process of updating the processes of the food bank operations. This means that the system we currently use to register our users and hold the wait list using, are being reevaluated in potential partnership with CCS.

### **Bike Centre**

The bike centre is continuing tabling all through club days and other CSA events! The coordinator is also planning events for students to be held at the bike centre come later in the fall!

## **5.4.2 Committees**

### **SAF**

The launch day has been moved to this week! So, this event will officially launch this Thursday.

## **5.4.3 Miscellaneous**

### **We Believe You Day**

CSA's statement of solidarity to wellness was submitted! We are now awaiting the launch day this week! We are so excited for all students to attend and spread awareness of the vitality of this day.

### **National Day of Action**

The timeline planning, promo resources and organizational help from CFS is currently underway.

## **6.0 In Camera**

There was no in-camera session.

## **7.0 Adjournment @ 7:19 pm**

**Next Meeting: September 25, 2023**

**Item 7.7**  
**Executive Updates**

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

7.7.1	President	October 4, 2023
7.7.2	VP Student Experience (vacant)	
7.7.3	VP Academic	October 4, 2023
7.7.4	VP External	October 4, 2023

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

## Motion

Board of Directors Meeting # 7  
October 4, 2023



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### Item 7.9.1

#### Student Help & Advocacy Centre (SHAC) Service Update

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

**WHEREAS** CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

**WHEREAS** CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

**MOTION:** to extend speaking rights to Riya Roy, Yuha Khan, and Pirinda Perazhakan to present the SHAC Service Update.

**Moved:**

**Seconded:**

##### (b) Receive the SHAC Service Update Presentation

**MOTION:** to receive the SHAC Service Update as presented by Riya Roy, Yuha Khan, and Pirinda Perazhakan, as information.

**Moved:**

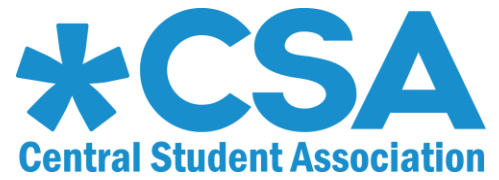
**Seconded:**

## Information Report

Board of Directors Meeting # 7

October 4, 2023

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### Item 7.10.1

#### Summary of Committee Appointments

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

**Moved:**

**Seconded:**



## Information Report

Board of Directors Meeting # 7

October 4, 2023



The following Summary of Committee Appointments is provided as information:

### University Centre Board

Appointed: September 13, 2023

William Coleman	UC Board Member
Zohniyya Qutub	UC Board Member
Nicola Whitlock	UC Board Member
Manahil Zaid	UC Board Member
Aadya Kapoor	UC Board Member
Junpyo Lee, VP Academic	UC Board Member
Jake Levy	Alternate UC Board Member
Samantha Scott	Alternate UC Board Member
Jonah Greenhut	Alternate UC Board Member

### Elections Appeals Board

Appointed: September 13, 2023

Emma Lebrun	Director
Taylor Legge	Director
Abdul Rafe Khan	Director
Jasmine Gill	General CSA Member
Jadyn Koehler	General CSA Member

### Elections and Referendum Committee

Appointed: September 13, 2023

Mauricio Fernandez	Director
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### Elections and Referendum Committee

Appointed: August 30, 2023

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

### Petitions, Delegations, and Representations Committee

Appointed: July 19, 2023

Shaima Alam	President
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## Information Report

Board of Directors Meeting # 7

October 4, 2023



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
Mauricio Fernandez	Director

### Late Payment Fee Appeals Committee

Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
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## Information Report

Board of Directors Meeting # 7

October 4, 2023



Abdul Rafe Khan	CSA Member/Director
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### 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 # 7  
October 4, 2023



### Item 7.11.1 Ratify Fall 2023 By-Election Candidates

**WHEREAS** CSA policy manual Appendix G (Electoral) section 5.1.5 states that the CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nominations, the Executive Committee is empowered to ratify the list of candidates;

**BE IT RESOLVED** that the Board of Directors ratify the following individuals as candidates in the Fall 2023 By-Election:

#### Executive Positions

Tavia Kiwanuka-Quinlan	VP Student Experience
Adam Ratkowski	VP Student Experience
McKenna Williams	VP Student Experience
Bawneet Singh	VP Academic

#### Director Positions (At-Large Representatives)

Nate Broughton	College of Engineering and Physical Sciences
Sarah Dent	Ontario Agricultural College
Bella Litvak	Ontario Agricultural College
Hillary Schneider	Ontario Agricultural College

**Moved:** Shaima Alam, President

**Seconded:**

## Motion

Board of Directors Meeting # 7  
October 4, 2023



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### Item 7.11.2

#### **Ratify Referendum Question: The Arboretum Student Engagement Fee**

**WHEREAS** CSA Policy Appendix G – Electoral, Section 7.3 states that referendum questions shall be included in the Elections period as approved by the Board of Directors; and

**WHEREAS** at the Board of Directors Meeting on July 5, 2023, the CSA Board of Directors voted to suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot;

**BE IT RESOLVED** that the CSA Board of Directors ratify the referendum question from The Arboretum and Jane Goodall's Roots & Shoots, as presented in the Board Agenda Package, to be included on the ballot of the CSA Fall 2023 By-Election.

**Moved:** Shaima Alam, President

**Seconded:**

## Motion

Board of Directors Meeting # 7  
October 4, 2023



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## The Arboretum Student Engagement Fee Referendum Question Submission

### Preamble:

The Arboretum and Jane Goodall's Roots & Shoots: University of Guelph Chapter are proposing a joint fee to be paid by undergraduate students to increase capacity and student experience in the Arboretum. The internationally-accredited Arboretum, 400 acres of green space located on campus, focuses on habitat restoration, educating youth about nature, and conserving Canada's rare and endangered woody plant species. The Jane Goodall's Roots & Shoots: University of Guelph Chapter club is a recognized post-secondary chapter that aims to create engaged community leaders who understand sustainability issues and their impact on people, animals, and the environment.

The Arboretum does not currently collect any undergraduate student fees. This is a new fee. The fee amount proposed is \$2.50 per semester from full-time undergraduate students and \$0.50 per 0.5 credit per semester from part-time undergraduate students.

The fee will fund a new Arboretum staff member to provide year-round, accessible, student-centred programming and services differentiated for undergraduate needs, and will increase inclusive access and offerings in various formats for UofG students in the Arboretum, as well as direct engagement with UofG students to access, experience, learn from, and participate in the Arboretum.

A separate referendum was approved by the Graduate Student Association (GSA).

### Referendum Question:

The University of Guelph Arboretum and Roots & Shoots: Guelph Chapter currently do not collect undergraduate fees.

Do you support the collection of a student fee of \$2.50 per semester from full-time undergraduate students, and \$0.50 per 0.5 credit per semester from part-time undergraduate students, to expand student experience in the Arboretum and hire an employee to provide additional programming and services for students?

This fee will be collected each semester (Winter/Fall/Summer), beginning Fall 2024, and continue indefinitely, subject to increase annually per the Statistics Canada consumer price index average for Ontario. Students may not opt out of this fee.

## **Motion**

Board of Directors Meeting # 7

October 4, 2023



### **Item 7.11.3**

## **CSA Annual General Meeting (AGM) 2023: President's Notice**

### **President's Notice**

As per CSA Bylaw 1, Section 9.1.3, I hereby give notice that the Annual General Meeting of the Central Student Association shall take place on:

**Wednesday, November 22, 2023 at 6:00 pm**  
**Location: Peter Clark Hall**

### **Call for Business Items**

As per Bylaw 1, Section 9.1.9., I hereby invite any business items for the CSA Annual General Meeting be provided to the CSA Policy & Transition Coordinator (csaptc@uoguelph.ca) no later than:

**Friday, November 3, 2023 at 5:00 pm**

**Shaima Alam**

CSA President

October 4, 2023

**MOTION:** that the President's Notice of the CSA's 2023 Annual General Meeting, to be held on Wednesday, November 22, 2023, beginning at 6:00 pm in Peter Clark Hall; and of the call to members to submit AGM business items no later than Friday, November 3, 2023 at 5:00 pm, be received as information by the CSA Board of Directors.

**Moved:** Shaima Alam, President

**Seconded:**

**Motion**

Board of Directors Meeting # 7  
October 4, 2023

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**Item 7.11.4**

**Appoint Art in the Bullring Winner Selection Committee**

**WHEREAS** the Art in the Bullring Winner Selection Committee is tasked with selecting the winner of the Art in the Bullring event; and

**WHEREAS** the CSA VP Academic and Fine Arts Network Event Coordinator mutually agreed on having three undergraduate student representatives appointed by the CSA and three undergraduate student representatives appointed by FAN for the Art in the Bullring Winner Selection Committee;

**BE IT RESOLVED** that the following Board Directors be appointed to the Art in the Bullring Winner Selection Committee:

[3 Board Directors]

**Moved:** Junpyo Lee, VP Academic

**Seconded:**



**Motion**

Board of Directors Meeting # 7  
October 4, 2023

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**Item 7.11.5**  
**CSA Winter 2024 General Elections Timeline**

**MOTION:** that the Board of Directors approve the timeline for the CSA Winter 2024 General Elections, as presented in the Board Agenda Package.

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

**Motion**

Board of Directors Meeting # 7  
October 4, 2023

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**Proposed CSA Winter 2024 General Elections Timeline:**

<b>General Elections Promotions</b>	Monday, January 22 – Friday, February 2, 2024
<b>Nomination Period</b>	Monday, February 5 – Wednesday, February 14, 2024
<b>Promo &amp; Signature Verification</b>	Thursday, February 15 – Friday, February 23, 2024
<b>Campaigning Period</b>	Monday, February 26 – Friday, March 1, 2024
<b>Voting Period</b>	Monday, March 4 – Friday, March 8, 2024
<b>Voting Extension</b>	Saturday, March 9 – Wednesday, March 13, 2024

## **Motion**

Board of Directors Meeting # 7

October 4, 2023

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### **Item 7.15 Adjournment**

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

**Moved:**

**Seconded:**