

AGENDA

Board of Directors Meeting # 13

February 2, 2022 – 6:00 pm

Microsoft Teams



13.0 Call to Order	
13.1 Land Acknowledgement Damilola Oguntala	
13.2 Adoption of the Agenda 13.2.1 Approve the Agenda 13.2.2 Declarations of Conflicts	Pg. 3
13.3 Ratifications and De-Ratifications 13.3.1 Appoint Interhall Council (IHC) Student Organization Representative	Pg. 5
13.4 Comments from the Chair 13.4.1 Introductions and Pronouns	
13.5 Approval of Past Board Minutes 13.5.1 Meeting # 12 – January 19, 2022	Pg. 6
13.6 Executive Committee Minutes 13.6.1 Meeting # 23 – January 12, 2022	Pg. 39
13.7 Executive Updates 13.7.1 President 13.7.2 VP Student Experience (position currently vacant) 13.7.3 VP Academic 13.7.4 VP External	Pg. 44 N/A Pg. 46 N/A
13.8 Director Reports	
13.9 CSA Services Update and Report 13.9.1 N/A	
13.10 Committee Updates and Reports 13.10.1 APPOINTMENTS: UC Board Member Selection Committee 13.10.2 APPOINTMENTS: 2022 Teaching Excellence Award Selection Committee 13.10.3 MOTION: Bike Centre Assistant Job Description APPOINTMENT: Hiring Committee - Bike Centre Assistant 13.10.4 PRESENTATION: Financial Position as of Dec 31, 2021 – Lee Anne Clarke, Business Manager PRESENTATION: Finance Committee Update, Nicole Walker, President MOTION: Suspension of the Entertainment Portion of the Media/Entertainment Fee MOTION: Bullring Promotional Plan Prioritization 13.10.5 APPOINTMENT: Hiring Committee - Promotional Services & Graphic Designer	Pg. 50 Pg. 52 Pg. 53 Pg. 56 Pg. 57 Pg. 58 Pg. 59 Pg. 61 Pg. 63

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13.10.6	MOTION: Executive Members Ratifications and De-ratifications	Pg. 64
13.11 Business		
13.11.1	PRESENTATION: Winter 2022 General Election Update – Chief Returning Officer (CRO), Jewel Lindemann	Pg. 65
	MOTION: Ratify W22 General Election Candidates	Pg. 66
	MOTION: By-Election Timing for Vacant Executive Position(s)	Pg. 67
	MOTION: Director Outreach for W22 General Election	Pg. 68
13.11.2	Presidents Notice of AGM and Call for Business	Pg. 69
13.11.3	MOTION: Revision to Appendix G – Electoral, 4.2 Nomination Process, c) [Nomination signature requirements for Directors and Executive]	Pg. 74
13.11.4	MOTION: Revision to Bylaw 1- Organizational, 9.1 Annual and Other Meetings of the Members, [Permitted AGM location & option to hold virtual meetings]	Pg. 75
13.11.5	MOTION: Revision to CSA Rules of Order, Section 3.12 Secret Ballot	Pg. 77
13.11.6	MOTION: Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee	Pg. 80
13.12 New Business		
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13.13 Announcements		
13.14 In Camera Session		
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Motion

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Item 13.2.1 Approve the Agenda

MOTION that the agenda for the CSA Board of Directors Meeting # 13 on **February 2, 2022**, be approved as distributed in the board agenda package.

Moved:
Seconded:

MOTION TO AMEND: To reorder the agenda so that item 13.10.4 Presentation of Financial Position as of Dec 31, 2021 immediately follows item 13.4.1 Introductions and Pronouns.

Moved: Nicole Walker, President
Seconded:

MOTION TO AMEND: To reorder the agenda so that item 13.11.1 PRESENTATION: Winter 2022 General Election Update immediately follows item 13.10.4 Presentation of Financial Position as of Dec 31, 2021.

Moved: Nicole Walker, President
Seconded:

POSSIBLE AMENDMENT (REORDER)

MOTION TO AMEND: To reorder the agenda so that:
- Items ... follows item ... above.

Moved:
Seconded:

POSSIBLE AMENDMENT (NEW BUSINESS ITEM)

MOTION TO AMEND: To add item ... under New Business items.

Moved:

Motion

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Seconded:

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 13 on **February 2, 2022**, be approved as amended:

- a) To reorder the agenda so that :
 - i. Item 13.10.4 Presentation of Financial Position as of Dec 31, 2021 immediately follows item 13.4.1 Introductions and Pronouns.
 - ii. Item 13.11.1 Presentation of Winter 2022 General Election Update immediately follows item 13.10.4 Presentation of Financial Position as of Dec 31, 2021
 - iii. ?
- b) To add item ... under New Business items?
- c) ?

Moved: Same as original motion

Seconded: Same as original motion

Motion

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Item 13.3.1
Ratify Interhall Council (IHC)
Appointed Student Organization Representative

MOTION to ratify Liz (Elizabeth) Powell as the Interhall Council (IHC) appointed student organization representative, effective immediately.

Moved: Nicole Walker, President

Seconded:

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**Attendance for January 19, 2022**

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Valeria Telles	College of Engineering and Physical Sciences		
Anton Naim Ibraim	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences	Present	Departed 7:47
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance		
Quinton Stummer	Lang Students' Association		
Hudson Bell	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Jena Ashley	Indigenous Student Society (ISS)		

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Damilola Oguntala	Guelph Black Students Association (GBSA)	Present	
Amanda Conibear	Guelph Queer Equality (GQE)		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Keshini Digamber	International Student Organization (ISO)	Present	
Vacant	Interhall Council (IHC)		
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)	Present	
Justin Mihaly	Student Senate Caucus	Present	Departed 7:19
Michael Pacheco	Board of Governors		
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Sara Kuwatly	Vice President Student Experience		
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

Guests	Affiliation
Stefanie Hebel	SHAC Coordinator, CSA

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

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**Summary of Significant Resolutions****12.5.1 Meeting # 11 – November 24, 2021**

MOTION that the Minutes be approved for CSA Board Meeting # 11 – November 24, 2021.

Motion carried.

12.6 Executive Committee Minutes

MOTION that Executive Committee Minutes be received as information for the following meetings:

- 12.6.1 Meeting # 20 – November 10, 2021
- 12.6.2 Meeting # 21 – December 1, 2021
- 12.6.3 Meeting # 22 – December 8, 2021

Motion carried.

12.7 Executive Updates

- 12.7.1 President
- 12.7.2 ~~VP Student Experience~~ (position currently vacant)
- 12.7.3 VP Academic
- 12.7.4 VP External

Motion carried.

12.10.1 Policy & Bylaw Review Committee (PBRC) # 7 – November 12, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 7 – November 12, 2021, as information.

Motion carried.

12.10.2 Hiring Committee – Poster Runner

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MOTION that the hiring of Eric Mailhot for the Poster Runner Position be ratified, as recommended by the Hiring Committee.

Motion carried.

12.10.3 Hiring Committee – Board Scribe

MOTION that the hiring of Olivia Wells for the Board Scribe position be ratified, as recommended by the Hiring Committee.

Motion carried.

12.10.4 Hiring Committee – Office Manager & Executive Support

MOTION that the hiring of Kandace Blaker for the Office Manager & Executive Support Position be ratified, as recommended by the Hiring Committee.

Motion carried.

12.10.5 (a) Revised FoodBank Coordinator Job Description

RESOLVED that the job description of the FoodBank Coordinator be approved as provided in the January 19, 2022, board agenda package.

Motion carried.

12.10.5 (b) Hiring Committee - FoodBank Coordinator

RESOLVED that:

- a) The following CSA Director be appointed to the hiring committee for the position of FoodBank Coordinator:

Isha Maharaj

- b) The former FoodBank Coordinator, now the current Office Manager & Executive Support, be appointed to the hiring committee to satisfy the CSA Staff person

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membership requirement for the position of FoodBank Coordinator.

- c) The Vice President External be appointed to the hiring committee to satisfy the Executive membership requirement for the position of FoodBank Coordinator.

Motion carried.

12.10.6 University Centre (UC) Board

RESOLVED that the following CSA Members be appointed to UC Board for a two-year term including the remainder of the 2021-2022, and for the 2022-2023, academic year:

Meryam Tawfik, Undergraduate Student

Motion carried.

12.11.2 Revised AGM Date to March 30, 2022

RESOLVED that the date of the 2022 Annual General Meeting (AGM) be moved from February 9, 2022 to Wednesday, March 30, 2022, at 5:00 pm, via Microsoft Teams.

Motion carried.

12.12.1 Alternate for Elections Supervision

RESOLVED that the CSA Elections Office report to Shilik Hamad, VP External for the Winter 2022 General Elections, as recommended by the Executive Committee.

Motion carried.

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**Agenda – January 19, 2022**

- 12.0 Call to Order**
- 12.1 Land Acknowledgement**
Isha Maharaj
- 12.2 Adoption of the Agenda**
 - 12.2.1 Approve the Agenda
 - 12.2.2 Declarations of Conflicts
- 12.3 Ratifications and De-Ratifications**
 - 12.3.1 De-Ratify Interhall Council (IHC) Member Appointed Student Organization Representative
- 12.4 Comments from the Chair**
 - 12.4.1 Introductions and Pronouns
- 12.5 Approval of Past Board Minutes**
 - 12.5.1 Meeting # 11 – November 24, 2021
- 12.6 Executive Committee Minutes**
 - 12.6.1 Meeting # 20 – November 10, 2021
 - 12.6.2 Meeting # 21 – December 1, 2021
 - 12.6.3 Meeting # 22 – December 8, 2021
- 12.7 Executive Updates**
 - 12.7.1 President
 - 12.7.2 ~~VP Student Experience~~ (position currently vacant)
 - 12.7.3 VP Academic
 - 12.7.4 VP External
- 12.8 Director Reports**
- 12.9 CSA Services Update and Report**
 - 12.9.1 Student Help and Advocacy Centre (SHAC) Service Update - Stefanie Hebel, SHAC Coordinator
- 12.10 Committee Updates and Reports**
 - 12.10.1 MINUTES: Policy & Bylaw Review Committee (PBRC) # 7 – November 12, 2021
 - 12.10.2 REPORT: Hiring Committee – Poster Runner
 - 12.10.3 REPORT: Hiring Committee – Board Scribe
 - 12.10.4 REPORT: Hiring Committee – Office Manager & Executive Support
 - 12.10.5 (a) MOTION: Revised FoodBank Coordinator Job Description
(b) APPOINT: Hiring Committee - FoodBank Coordinator
 - 12.10.6 APPOINTMENTS: University Centre (UC) Board
- 12.11 Business**
 - 12.11.1 NOTICE: Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee
 - 12.11.2 MOTION: Revised AGM Date to March 30, 2022

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- 12.11.3 NOTICE: Revision to Appendix G – Electoral, 4.2 Nomination Process, c) [Nomination signature requirements for Directors and Executive]
- 12.11.4 NOTICE: Revision to Bylaw 1- Organizational, 9.1 Annual and Other Meetings of the Members, [Permitted AGM location & option to hold virtual meetings]
- 12.11.5 NOTICE: Revision to CSA Rules of Order, Section 3.12 Secret Ballot

12.12 New Business

- 12.12.1 MOTION: Alternate for Elections supervision

12.13 Announcements

12.14 In Camera Session

12.15 Adjournment

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**Minutes – January 19, 2022:****12.0 Call to Order**

The meeting was called to order at 6:02 pm.

12.1 Land acknowledgement

I would like to acknowledge that although we are all in different places right now, the University of Guelph brings us together. The land resides on the traditional land of the Attawandaron people, and the Treaty Lands of the Mississauga of the Credit. We also honour our Anishinaabe, Haudenosaunee, and Metis neighbours, and recognize the significance of the Dish with One Spoon Covenant. I currently call this land my home, but Canada is a place pillaged by colonialism, so I would like to use this moment to recognize the land stolen from the Tainos of the Caribbean to the Chukchis of Russia. Land acknowledgements aren't meant to be performative statements, but reminders of the ongoing journey to dismantling the oppressive systems that were put in place around the world. I encourage you all to take some time to learn about any land you have had the opportunity to visit in the past or will visit in the future, and how you benefit from it even in the smallest ways because although we live in Canada, it is important to acknowledge the land that was stolen worldwide.

Isha Maharaj

12.2. Adoption of the Agenda**12.2.1 Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 12 on **January 19, 2022**, be approved as distributed in the board agenda package.

Moved: Shilik Hamad, VP External

Seconded: Justin Mihaly

MOTION TO AMEND: To add item 12.12.1 Alternate for Elections supervision under New Business Items.

Moved: Nicole Walker, President

Seconded: Maya Persram

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President Nicole Walker shared that this is a time sensitive item as the nomination period for elections is this week and wants to maintain the integrity of the election process. Currently, there is a direct conflict of interest if the President supervises elections while also running for re-election and it should be passed onto an executive not running for re-election to ensure the process is fair. Therefore, this item warrants being added as New Business to this meeting rather than the next.

Motion to amend carried.

MOTION TO AMEND: To reorder the agenda so that item 12.9.1 Student Help and Advocacy Centre (SHAC) Service Update immediately follows item 12.4.1 Introductions and Pronouns.

Moved: Lisa Kazuhara, VP Academic

Seconded: Justin Mihaly

VP Academic Lisa Kazuhara motivates because she recognizes that Stefanie Hebel, the SHAC Coordinator who is presenting, does have a class that she would like to attend and this reordering will ensure she can attend it.

Motion to amend carried.

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 12 on January 19, 2022, be approved as amended:

- a) To add item 12.12.1 Alternate for Elections supervision under New Business Items.
- b) To reorder the agenda so that item 12.9.1 Student Help and Advocacy Centre (SHAC) Service Update immediately follows item 12.4.1 Introductions and Pronouns.

Moved: Same as original motion

Seconded: Same as original motion

Amended motion carried.

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**12.12.2 Declarations of Conflicts**

No conflicts declared tonight.

12.3 Ratifications and De-Ratifications**12.3.1 De-Ratify Interhall Council (IHC) Appointed Student Organization Representative**

MOTION to de-ratify Shawna Perritt as the Interhall Council (IHC) appointed student organization representative, effective immediately.

Moved: Nicole Walker, President

Seconded: Shilik Hamad, VP External

President Walker expresses her regret about the need to de-ratify a member of the board. She provides context for this by explaining that the member has been unresponsive to several well-documented attempts to contact her since the summer by the Policy and Transition Manager.

Motion carried.

12.4 Comments from the Chair

Chair Cameron Oleson thanked everyone for being here tonight and wished Members a Happy New Year and a successful semester. Additionally, he explained how Members could participate in discussions and volunteering.

12.4.1 Introductions and Pronouns

All Members introduced themselves and shared their pronouns and roles on the Board.

12.5 Approval of Past Board Minutes**12.5.1 Meeting # 11 – November 24, 2021**

MOTION that the Minutes be approved for CSA Board Meeting # 11 – **November 24, 2021**, as presented in the board package.

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**Moved:** Lisa Kazuhara, VP Academic**Seconded:** Leila Stevens**Motion carried.****12.6 Executive Committee Minutes****MOTION** that Executive Committee Minutes be received as information for the following meetings:

12.6.1 Meeting # 20 – November 10, 2021

12.6.2 Meeting # 21 – December 1, 2021

12.6.3 Meeting # 22 – December 8, 2021

Moved: Lisa Kazuhara, VP Academic**Seconded:** Leila Stevens**Motion carried.****12.7 Executive Updates****12.7.1 President**

President Nicole Walker acknowledges she is looking forward to meeting in person. She has included a chart in her written update from the CSA's Covid Planning and Response for context, because she aims to be transparent about protocols for the return to campus. Additionally, she has provided information in a memo included in the Board package regarding the delegation of the Vice President Student Experience Portfolio. Taking on a by-election over halfway through the year, especially with general elections coming up, would be too large of an undertaking. As a result, they have chosen not to conduct a by-election and will instead be delegating the responsibilities for this task among the executives. There is also lots of hiring that has been happening at the CSA recently. Finally, she is working on some committee work right now but will leave the updates regarding this committee work to the Members who have attended these meetings. She is also preparing the Student Budget Committee presentation that is going to the Board of Governors Finance Committee. She ends by noting that she is excited to be meeting with the board again for the semester.

12.7.2 — VP Student Experience (position currently vacant)

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**12.7.3 VP Academic**

The VP Academic Lisa Kazuhara has been adjusting to additional responsibilities that she has taken on since the VP Student Experience position became vacant. This includes student events and risk management responsibilities, which continued throughout the winter break. There have also been many changes related to the return to campus in-person to navigate due to the Omicron variant. She has begun work related to the Teaching Excellence award and reminded the board of the success of the Art in the Bullring last semester. The artwork that won during this event will be displayed for the remainder of the year in the Bullring. Additionally, she has been attending meetings regarding compulsory fees and non-academic fees, and other meetings about experiential learning and open affordable course content. She thanks SHAC for presenting their service update, and acknowledges the success of SHAC during this academic year despite being online as they have had record amounts of students accessing the service during the past week. Safewalk is currently on hold, but should be starting again when students return to campus. Finally, she is debating conducting a survey for students about the return to campus. While she is unsure of when exactly it will be sent out, she asks that when services receive the announcement regarding this survey that they would share it with their students to receive as many results as possible. This will help to gain a more accurate idea of how students are truly feeling regarding the return to campus.

President Nicole Walker clarifies that the survey aims to better understand the opinions of the student body, so that the CSA can better advocate for their needs. There is a mixed response from the student body regarding whether they'd prefer to stay online, return to in-person classes, or have the university offer a hybrid option for classes. Due to this divide, the CSA is creating this survey, so that they can further clarify the wants of students and more accurately reflect students' needs when communicating with university administration.

12.7.4 VP External

The VP External Shilik Hamad updates Members that she was working in the CSA FoodBank during the past week and that it was a great learning experience. While she has worked at the FoodBank before, the past week allowed her to learn about their operations more in depth and gain a greater appreciation of the work they do as a result. She acknowledges the great work done by the FoodBank Coordinator and the challenges that the FoodBank has faced responding to changing Covid protocols. The FoodBank also receives donations from various food companies and the VP External often accompanies the FoodBank Coordinator to pick up these donations. The pandemic has been an obstacle to fundraising and outreach goals for the FoodBank, but they are

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endeavouring to reach out to students despite this obstacle and are continuing with operational meetings to ensure that communication is maintained, and the FoodBank feels supported by the CSA. The Bike Centre is in a similar position regarding Covid restrictions and the VP External has been having one-on-one meetings with the Bike Center Coordinator. There have also been discussions between the CSA and an organization called ARCH in regards to using ARCH's services for CSA trainings on education and prevention training. If any Directors would like to get involved, they can let the VP External know. The VP External reminds Members of the process for obtaining the U-Pass and that the GSA was contacted throughout this process. There has been a successful turnout with a limited number of tapping failures. Some students have reached out due to confusion surrounding this charge on their tuition and the VP External has been working to educate people on the U-Pass and how they can access it in response. Additionally, there will be a new late night bus service on Sunday nights for the remainder of the semester. Guelph Transit paired up with the CSA to respond to the need for additional routes for students beyond 7 pm on Sunday nights. The VP External has also been working with the Black History Month Planning Committee and Guelph Women in Leadership, as well as the Cultural Diversity Office to bring in a keynote speaker event for which details will likely be finalized this week. The VP External also attended a CFS Ontario Executive Committee meeting this past week which allowed her to learn more about lobbying and campaigning. She will be joining lobbying and campaigning working groups with CFS to continue to improve her skills in these areas. The VP External is also collaborating with the Two Rivers Festival to pair up with different organizations in Guelph. Additionally, she has been working with OPIRG to organize a garbage pick-up and invites Members to reach out to her if they have interest in helping to organize this event. This coming week she will have her first meeting with the Student Wellness Advisory Group since this responsibility has been delegated to her from the VP Student Experiences' portfolio. She also got to sit with the Student Rights and Responsibilities Committee earlier during the day which was a great opportunity. There were presentations from housing and the Campus Safety Office. Finally, the U of G administration reached out to say they are conducting a community census as part of their anti-racism strategy. To help with this, the VP External will be sending an email to the Board of Directors to encourage the students from their respective colleges and groups to fill this survey out, so the University of Guelph can gain additional input from students.

Member Persram asked the VP External whether the survey she was referring to is the same as the one that was sent out roughly a month or two ago.

VP External Shilik Hamad responded by explaining that she is no longer a student and was unsure whether this was the same survey or not as a result as she no longer receives all the emails that students receive.

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VP Academic Lisa Kazuhara clarified that it was sent out on January 19th at 2:18pm from the Office of Diversity and Human Rights and that it should be in the email inboxes of all students.

Member Persram clarified that this means there was a separate survey sent out in November.

MOTION that the following Executive Updates be received as information:

- 12.7.1 President
- 12.7.2 ~~VP Student Experience~~ (position currently vacant)
- 12.7.3 VP Academic
- 12.7.4 VP External

Moved: Leila Stevens

Seconded: Maya Persram

Motion carried.

12.8 Director Reports

Member Maharaj attended a UC Board Meeting in which a working group was formed, but she is not on the committee so she passed on this announcement to Member Joshua Vito who sits on the committee.

Member Joshua Vito also sits on the UC Board as the Vice Chair and explains that the UC Board is working on editing a working agreement between the Board of Governors and the UC Board and that this group will be meeting several times over the course of the next month to produce this updated working agreement, so that it is presentable for the University. Additionally, the Policy & Bylaw Review Committee (PBRC)'s working group on the joint referendum with the GSA continues and Member Vito acknowledges the work of Pete and Nicole on this to develop one joint referendum policy between the CSA and the GSA. The Board of Directors will be asked to vote on dissolving the SHAC advisory committee as it is now obsolete since the VP Academic oversees, and reports to the board on SHAC activities. Additionally, Member Vito indicated that PBRC is looking to add an exemption pertaining to the hiring of the SERM position to policy, which would allow the University's Student Experience staff person to sit on the hiring committee, while maintaining the limit of three people on CSA hiring committees. Member Vito also stated that PBRC has been doing some work regarding

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signatures for nominations, not for this upcoming election, but to amend the policy for next years' elections.

Member Leila Stevens acknowledges her work sitting on the hiring committee for the new Board Scribe and gives a warm welcome to Olivia Wells as the Board Scribe.

12.9 CSA Services Update and Report**12.9.1 Student Help and Advocacy Centre (SHAC) Service Update**

This item was discussed earlier in the Meeting, after 12.4.1 Introductions and Pronouns, as the Agenda was amended.

12.9.1(a) Extend Speaking Rights to Stefanie Hebel, SHAC Coordinator

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 10-minutes.

MOTION to extend speaking rights to Stefanie Hebel, SHAC Coordinator, for the duration of item 12.9.1 to present the Student Help and Advocacy Centre (SHAC) Service Update and respond to questions that arise from Members regarding the presentation.

Moved: Lisa Kazuhara, VP Academic

Seconded: Maya Persram

Motion carried.

Stefanie Hebel introduces her position as the SHAC Coordinator. She gives a service update on SHAC using the presentation slides included in the board agenda package and explains the wide variety of services that SHAC provides for University of Guelph Students. Stefanie notes the efforts at SHAC to provide equitable help to as many students as possible. The regular office hours and drop-in legal clinic services are both online as a result of the pandemic. SHAC has a variety of advocacy initiatives that occur throughout the academic year that people can find information about online. Finally, she introduced the rest of the SHAC team and noted their work to expand SHAC's social media presence and make their website more user friendly.

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**12.9.1(b) Receive the Student Help and Advocacy Centre (SHAC) Service Update**

MOTION to receive the SHAC Service Update as presented by Stefanie Hebel, SHAC Coordinator, as information.

Moved: Ariel Oleynikov

Seconded: Maya Persram

The Policy & Transition Manager thanked Stefanie for her presentation.

Stefanie Hebel thanked the board for the opportunity to present and left the presentation in order to attend a class at 6:32 pm.

Motion carried.

12.10 Committee Updates and Reports**12.10.1 MINUTES: Policy & Bylaw Review Committee Meeting # 7 – November 12, 2021**

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 7 – November 12, 2021, as information.

Moved: Joshua Vito

Seconded: Leila Stevens

Motion carried.

12.10.2 Hiring Committee Report: Poster Runner (1 Position)

Posting Date: Thursday, November 11, 2021

Closing Date: November 25, 2021

Hiring Committee Members:

- Nicole Walker, CSA President
- Irene Castellano, Promotional Services & Graphic Designer
- Isha Maharaj, Board Member

Number of Applicants: 8

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**Number of People Interviewed:** 3**Successful Candidate:** Eric Mailhot**Start Date:** Wednesday, January 12, 2021

MOTION that the hiring of Eric Mailhot for the Poster Runner Position be ratified, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded: Isha Maharaj

President Nicole Walker expresses her excitement for this hiring, but acknowledges the start date is not accurate since classes have not returned in-person yet.

Motion carried.

12.10.3 Hiring Committee Report: Board Scribe (1 Position)**Posting Date:** Thursday, November 11, 2021**Closing Date:** Thursday, November 25, 2021**Hiring Committee Members:**

- Nicole Walker, CSA President
- Pete Wobschall, Policy & Transition Manager
- Leila Stevens, Board Member

Number of Applicants: 5**Number of People Interviewed:** 3**Successful Candidate:** Olivia Wells**Start Date:** Wednesday, January 12, 2021

MOTION that the hiring of Olivia Wells for the Board Scribe position be ratified, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded: VP Academic

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President Nicole Walker expresses her excitement for hiring Olivia Wells for the position of the Board Scribe and is confident in her ability to fulfill this role.

Policy and Transition Manager Pete Wobschall notes that Olivia Wells is a former CSA staff member who worked for the FoodBank.

Motion carried.

12.10.4 Hiring Committee Report: Office Manager & Executive Support

Posting Date: Wednesday, December 15, 2021

Closing Date: Monday, January 10, 2022

Hiring Committee Members:

- Nicole Walker, CSA President
- Lee Anne Clarke, Business Manager
- Lori Wilson, External HR Consultant

Number of Applicants: 54

Number of People Interviewed: 2

Successful Candidate: Kandace Blaker

Start Date: Monday, January 24, 2022

MOTION that the hiring of Kandace Blaker for the Office Manager & Executive Support Position be ratified, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded: Shilik Hamad, VP External

President Nicole Walker notes that Front Office Assistant Meghan Goodall would have conducted the interviews, but was unable to due to the short timeline. As a result, the President conducted the interviews and explains that Kandace Blaker, who is currently the FoodBank Coordinator, is the successful candidate for the Office Manager & Executive Support (OMES) position. She is excited for Kandace to switch positions to the OMES position and is confident that Kandace will be successful in this new role.

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**Motion carried.****12.10.5(a) FoodBank Coordinator Revised Job Description****WHEREAS** Appendix C – Human Resources, Section 4.2.4 states that:

- A job description must be completed and previously approved by the CSA Board,
- Any substantive changes to a job description requires Board approval;

WHEREAS the CSA Board of Directors has previously approved the FoodBank Coordinator job description, however desires to extend the term of the contract from 54-weeks to 75-weeks, so continuity is provided in the position until the end of the 2022-2023 year, including a 2-week transition period into the 2023-2024 year; and

WHEREAS no other substantive changes beyond the term of the contract are included in the FoodBank Coordinator job description.

RESOLVED that the job description of the FoodBank Coordinator be approved as provided in the January 19, 2022, board agenda package.

Moved: Shilik Hamad, VP External

Seconded: Leila Stevens

VP External Shilik Hamad explains she has been having operational conversations with the new Office Manager Kandace Blaker due to the overlap in training requirements between this new position and her current position as the FoodBank Coordinator. The amendments to the FoodBank Coordinator job description will help to ensure enough time for training of the new FoodBank Coordinator and to ensure continuity for this position between the current academic year and the next.

Motion carried.**12.10.5(b) Appoint Hiring Committee – FoodBank Coordinator**

WHEREAS the CSA recognizes the need to fill a vacancy in the position of the FoodBank Coordinator for a 75-week term;

WHEREAS Appendix A – Executive Portfolios, Section 5.3 states that the Vice President External supervises the Guelph Student FoodBank staff; and

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WHEREAS Appendix C – Human Resources, Section 4.2.2 requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member.

RESOLVED that:

- a) The following CSA Director be appointed to the hiring committee for the position of FoodBank Coordinator:

Isha Maharaj

- b) The former FoodBank Coordinator, now the current Office Manager & Executive Support, be appointed to the hiring committee to satisfy the CSA Staff person membership requirement for the position of FoodBank Coordinator.
- c) The Vice President External be appointed to the hiring committee to satisfy the Executive membership requirement for the position of FoodBank Coordinator.

Moved: Shilik Hamad, VP External

Seconded: Isha Maharaj

VP External Shilik Hamad explains that someone from the Board of Directors should volunteer for the position on the hiring committee as it is a great opportunity and she would appreciate their contribution.

Motion carried.

12.10.6 Appoint Directors to the University Centre (UC) Board

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

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

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WHEREAS '[Alternates](#)' may fill temporary absences of regular Members of the Board at Board meetings;

WHEREAS an application from undergraduate student Meryam Tawfik to represent undergraduate students on the UC Board was submitted via GryphLife on January 12, 2022, sent to board Members via email by the Policy & Transition Manager on January 17, 2022, and is being recommended forward by the CSA President in the absence of a Vice President Student Experience; and

WHEREAS there are two (2) vacancies to fill for CSA Members on the UC Board.

RESOLVED that the following CSA Members be appointed to UC Board for a two-year term including the remainder of the 2021-2022, and for the 2022-2023, academic year:

Meryam Tawfik, Undergraduate Student

Moved: Nicole Walker, President

Seconded: Shilik Hamad, VP External

President Nicole Walker explained that the CSA received an application from undergraduate Meryam Tawfik, and indicated that they are eager to become more involved on campus and that the administrative services representative reached out to the President to ask about recruiting additional undergraduate students. Meryam Tawfik took the initiative to fill out an application for this position and the CSA has sufficient information to consider this application.

Motion carried.

12.11 Business**12.11.1 NOTICE: Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee**

WHEREAS Appendix D – CSA Committees, Section 13.0 states that the purpose of the Student Help and Advocacy Centre (SHAC) Advisory Committee is: "...to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate.";

WHEREAS the terms of reference for the SHAC Advisory Committee was developed under the CSA's commissioner-based organizational model, which pre-dates the CSA's

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transition to a hierarchical model in 2018 that altered the Executive's system of planning and reporting, ultimately rendering the SHAC advisory Committee redundant;

WHEREAS Appendix A – Executive Portfolios includes management of SHAC operations as a duty within the Vice President Academic's portfolio;

WHEREAS the VP Academic's portfolio includes the supervision of SHAC staff, planning, monitoring, reporting, and evaluating SHAC activities, and reporting SHAC activities to the board as a component of their regular board updates; and

WHEREAS references to the SHAC Advisory Committee are included in the CSA Policy Manual in Appendix D – Committees:

- Section 3.11 Operational Committees: listed as one of the CSA's 'Operational Committees',
- Section 13.0 Student Help and Advocacy Centre (SHAC) Advisory Committee: includes the terms of reference for the committee.

RESOLVED that the Student Help and Advocacy Centre (SHAC) Advisory Committee be dissolved effective immediately and that all references to it be removed from the CSA Policy Manual.

Motivated: Lisa Kazuhara, VP Academic

The Chair explained that because this item of business is a policy change it will not be voted on during this meeting but can still be discussed by the Board.

The Policy & Transition Manager confirmed that this item falls under multiple areas of the CSA's policy.

The Chair continued by adding that any changes to policy or bylaw require a meetings' notice before it can be voted on, require a 2/3 majority, and that bylaw revisions require a Roll Call vote.

VP Academic Lisa Kazuhara motivated because reporting is done in a different structure now, this advisory committee is no longer necessary. Information is directed through Board of Directors meetings directly, instead of through the committee.

Notice of this item was provided for consideration at the next meeting.

12.11.2 Revised 2022 AGM Date

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WHEREAS the CSA Board of Directors previously approved to hold the 2022 Annual General Meeting (AGM) on Wednesday, February 9, 2022, at 5:00 pm, via Microsoft Teams;

WHEREAS the CSA has traditionally held the AGM in February to provide a forum to promote Winter General Election candidates;

WHEREAS a primary function of the AGM is for Members to review the most recent financial audited statements;

WHEREAS the CSA's auditor is not expected to have the 2020-2021 financial statements completed by February 9, but is expected to have them completed by Wednesday, March 30, 2022;

WHEREAS the 2021 AGM was held on March 16, 2021, establishing precedent to hold the AGM in March;

WHEREAS staff workloads and responsibilities are more able to accommodate the successful planning and execution of the AGM at the end of March.

RESOLVED that the date of the 2022 Annual General Meeting (AGM) be moved from February 9, 2022 to Wednesday, March 30, 2022, at 5:00 pm, via Microsoft Teams.

Moved: Nicole Walker, President

Seconded: Maya Persram

President Nicole Walker explains that this motion was brought forward to ensure financial statements can be included in the meeting. In addition, the current date for the meeting is not ideal due to it being during the elections period and that there is hiring responsibilities being fielded by staff during this time as well. President Nicole Walker also notes that the AGM last year was held at a similar time to the revised date and that they were able to meet quorum by a significant amount. Due to this, the President feels the proposed March date better accommodates the schedules of students.

Motion carried.

12.11.3(b) NOTICE: Nomination Signature Requirements for Directors & Executive

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WHEREAS the purpose of nomination signatures is for CSA elections candidates to secure multiple supporters that endorse their character, and are willing to speak to their ability to serve in the desired role;

WHEREAS the CSA has reduced the number of nomination signatures required by candidates running for Executive and Director positions on several occasions over the past two-years due to the uncertainty of conducting this activity within a virtual environment;

WHEREAS the CSA is planning a hybrid model for the Winter 2022 General Election where candidates may use a combination of electronic and paper methods to secure nomination signatures from undergraduates; and

WHEREAS Appendix G – Electoral, Subsection 4.2.1 currently requires:

- Executive Officer: minimum of 50 verified signatures.
- Director: minimum of 10 verified signatures.

RESOLVED that:

- a) The requirement for Executive Officers be maintained at a minimum of 50 nomination signatures.
- b) The requirement for Directors be increased from 10 nomination signatures to 25, effective immediately following the Winter 2022 General Election cycle.
- c) The CSA Board of Directors reassess the minimum number of nomination signatures for Executive and Directors when/if the university environment is no longer limited by restrictions due to covid.

Motivated: Joshua Vito, Director

Member Joshua Vito explains that there have been multiple rounds of readjustments for the number of required signatures for nominations for elections. He is proposing that these numbers be revised again for the 2022 academic year. Member Vito recognizes the work of the Policy & Transition Manager Pete Wobschall in learning about what other student unions at nearby universities require for a comparison. While there are more technically fair options available for some of the signature requirements, these potential options were far more complicated than those selected and would require re-evaluation every election cycle, and this is why sometimes the most technically fair option was not selected. The purpose of these signatures is to verify that there are a number of people attending a nominee's school that are willing to vouch for them.

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Notice of this item was provided for consideration at the next meeting.

12.11.4 NOTICE: Member & Board Meeting Location & Format

WHEREAS due to restrictions to hold in-person meetings resulting from the introduction of covid, and in anticipation of hosting a virtual AGM in February 2021, at their meeting on February 10, 2021, the CSA Board of Directors removed the following clause from Bylaw 1 – Organizational, Section 9.1.2:

‘The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.’;

WHEREAS the CSA Policy Manual, which includes all of the CSA's policy appendices and bylaws, does not explicitly permit the CSA to conduct virtual or hybrid board meetings, or member meetings such as the AGM;

WHEREAS the CSA recognizes the importance of attending in-person meetings, while allowing Members to participate virtually in extenuating circumstances, and that holding virtual meetings is sometimes preferred, such as over the Summer Semester; and

WHEREAS the following resolutions are recommended by the Policy & Bylaw Review Committee (PBRC).

RESOLVED that Bylaw 1 – Organizational be revised by:

- a) Adding the following subsection to permit virtual participation in Board Meetings and set expectations and responsibilities of staff and board members:

4.16 Board Meetings

4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

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

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

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

- b) Reinstating the following section, with the addition of a subsection explicitly permitting in-person, virtual, or hybrid Member Meetings, including Annual General Meetings (AGMs):

9.0 Members Meetings

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

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

Motivated: Nicole Walker, President

President Nicole Walker explains that as specified in the motion, the preference is still for in-person meetings to occur. However, as the pandemic has made clear, the past two years have required amendments to accommodate extenuating circumstances. These contingencies will allow the CSA to better prepare for the future regardless of what type of planning is required.

Notice of this item was provided for consideration at the next meeting.

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**12.11.5 NOTICE: Revision to CSA Rules of Order, Section 3.12 Secret Ballot**

WHEREAS covid-related University policy restricted in-person meetings in early 2020, resulting in CSA Board Meetings being conducted within a virtual environment;

WHEREAS on September 9, 2020 the CSA Board of Directors approved a motion to replace the paper-based secret ballot voting system with a virtual secret ballot voting system at board meetings;

WHEREAS the CSA board has returned to in-person meetings effective in January 2022, and may return to virtual meetings for summer semesters, therefore requiring reinstatement of the option to conduct paper-based secret ballot voting, in addition to maintaining a procedure to conduct secret ballot voting during virtual meetings;

WHEREAS the pre-covid, current, and proposed revision to this policy are included in the January 19, 2022 and February 2, 2022 board agenda packages; and

WHEREAS the proposed revision to this section prescribes a paper ballot system for in-person meetings, and permits virtual secret ballot voting as required; which includes providing a procedure that verifies each member's vote, and maintains voter anonymity.

RESOLVED that the CSA Rules of Order, Section 3.12 Secret Ballot be revised as presented in the January 19, 2022 board agenda package.

Motivated: Nicole Walker, President

President Nicole Walker provides context that this revision will both help to build in contingencies and to ensure the current operation of Board meetings will be better reflected in CSA bylaws, policies, and the CSA's Rules of Order. Specifically, the addition of an option for secret ballot voting in a virtual format.

The Chair notes that there are times in which a secret ballot vote is required. An example would be any time there is a selection between candidates, a secret ballot vote is required. There have not been any secret ballot votes yet this year, however, Members can also request one if necessary.

Notice of this item was provided for consideration at the next meeting.

12.12 New Business

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**12.12.1 Alternate Elections Executive Supervisor New Business**

WHEREAS Bylaw 2 – Election, Section 1.1.3 states: CSA Elections Office staff shall report to, and be supervised by the President;

WHEREAS Bylaw 2- Electoral, Section 1.1.3 a) states: In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive Members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board;

WHEREAS the current CSA President, Nicole Walker, intends on running for re-election in the upcoming Winter 2022 CSA General Elections;

WHEREAS it was discussed at the most recent Executive Committee Meeting to recommend that the CSA Elections Office report to Shilik Hamad, VP External for the CSA Winter 2022 General Elections.

RESOLVED that the CSA Elections Office report to Shilik Hamad, VP External for the Winter 2022 General Elections, as recommended by the Executive Committee.

Moved: Nicole Walker, President

Seconded: Leila Stevens

The President Nicole Walker explains this motion is to ensure the elections are a fair and unbiased process. By removing herself from this process, she feels the integrity of the electoral process is maintained.

Motion carried.

12.13 Announcements

Board Scribe Olivia Wells is excited to attend her first board meeting for the position and is looking forward to the rest of the semester.

Member Maya Persram wishes everyone a Happy New Year and hopes everyone's semester is off to a great start. She is a tour guide on campus along with Member Alyssa Ahmed, and last semester they toured roughly 5,000 students and hopes they will be able to do more this semester. This is exciting because last year they did not conduct any tours due to the pandemic. She enjoyed spending part of her winter break in Cornwall with her partner's family. She did not enjoy how cold it was there but still enjoyed spending time with her

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partner and his family. She hopes everyone enjoyed the snow day on Monday and took a break during it.

Member Leilani Rocha shares the feeling that transitioning back to classes after the break has been busy. Last week she had to change her whole schedule, so she has been busy. Thankfully these changes are settled now. She enjoyed her break despite it not being as busy because of the pandemic. She relaxed and spent some time with family and friends. She is glad to be back at school and see everyone again. The Guelph Students for Environmental Change is accepting executive applications right now. She invited Members to check out the positions available online if anyone is interested in joining this club.

Member Lily Taylor-Stackhouse is currently in Nova Scotia with family but is excited to return to Guelph for in-person learning. They are working to plan a couple events in February including a six-day conference for women in STEM that they welcome everyone to attend.

Member Leila Stevens commented that she loved the idea of the conference for women in STEM and wished the Board a Happy New Year. She had a busy break due to taking on extra hours at work. She shared that she is currently watching season fourteen of RuPaul's Drag Race and hoped other Members are a fan of the show. She is grateful for all the snow and finds it very beautiful.

Member Keshini Digamber has not returned to Guelph yet and feels like she is still in vacation-mode rather than school-mode as a result, but prefers to enjoy the heat instead of dealing with snow. She is enjoying time with friends and family. She announced that the Hindu Students' Society is hiring new executives and invited Members or anyone they know who is interested in a religious club to consider joining or applying through their Instagram.

Member Joshua Vito also wished the Board a Happy New Year and is excited to return to board meetings in-person. He is excited to try the food that will be available at in-person meetings. He and Member Digamber are in a class together and he congratulated her on a presentation she did well. He had a good winter break and says that his family was sad to learn of the passing of Betty White as they are big fans.

Member Isha Maharaj wished the Board a Happy New Year. She does not enjoy the snow, but her dogs like it so she faces the cold for them. Her break was very busy since she was able to reunite with her best friend who recently moved here from Trinidad. She enjoyed spending Christmas with family. She is looking forward to in-person meetings but will miss being able to keep her dog on her lap during meetings. She is currently planning a birthday party for her dog, whose

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birthday is on April 1st or April Fools. She invited the Board to her dog's birthday party in April in Cambridge, assuming gathering limits allow for it. She has enjoyed having her younger brother home as he has been shovelling the snow, but will soon be returning to Ottawa.

Member Bell had a good winter break and is working with the SFOAC to transition things online and plan the end of year banquet virtually.

Member Damilola Oguntala had a relaxing break after a tough semester. She is busy with school and work again.

VP External Shilik Hamad had an enjoyable break. Her roommate had Covid, so she couldn't go back to her house for a week. Despite this, she had plenty of time to rest. She wished the Board a Happy New Year. She does not leave her house often in the winter due to the cold.

VP Academic Lisa Kazuhara was happy to return to Japan for the first time since before Covid and enjoyed seeing her family and friends again. Last time she saw her brother he was still shorter than her, but now he is taller than her. She had to take a lot of Covid tests over the break and quarantine for two weeks and does not recommend it. She had to spend ten hours waiting for a PCR test at the airport. Despite this, she managed to have an enjoyable break and avoid spikes of the Omicron variant in Japan and Canada. Her housemates are not home, so her house is a little lonely and she is happy to chat on the phone with anyone if they'd like to. With elections happening, she encourages Members to consider applying for executive positions at the CSA as she has found her position to be a very rewarding experience. The position has allowed her to balance still feeling somewhat like a student, but also have the opportunity to learn about the workforce and different university departments. If anyone has any questions for her, she would be happy to share more in detail about her experience.

President Nicole Walker encourages people to run in the elections and expresses her support for those who choose to do so. She wants the best candidates to be brought forward to represent the students, and is happy to support this process in whatever way possible, such as by answering any questions people may have. In particular, she has enjoyed attending the student memorial service, attending student events, and painting the referendum aggie board. She also cut her hair recently. She donated 10 inches to make wigs for pediatric cancer patients. Her grandmother is a breast cancer survivor, so it was really important for her to donate her hair and make sure that her grandmother knew about it. When her grandmother had cancer, she was self-conscious about her lack of hair during the process. Relay for Life is also coming up soon and the President suggests potentially making a CSA Relay for Life Team if Members are interested. It would

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provide an opportunity for everyone to get involved and get to know each other, and service staff could also be included. It is also her birthday this coming Tuesday and she is turning 24. She is looking for any ideas people have for potential ways to celebrate her birthday. She may be celebrating it alone due to the pandemic and her housemates not being home currently, otherwise she would be having all-you-can-eat sushi with her friends. She is also bringing Lisa cookies after the meeting, and in exchange she is hoping Lisa will give her dumplings as that is what she had requested. She is also feeling a bit scrambled at the beginning of this semester, but is hoping for the best for everyone.

The Policy & Transition Manager is trying to get back into the rhythm of things after six weeks away from board meetings. He notes that the next board meeting will also be virtual, but after that they should be back in-person again and is looking forward to that. He hopes that issues surrounding the pandemic will come to an end soon and that they will not arise again for at least another century. Pete also enjoyed being on the hiring committee for the Board Scribe as this was his first experience being on a hiring committee. He welcomes Olivia Wells to this position and is confident in her ability to do the job well. The Ontario Not-For-Profit Corporations Act just came into effect in October and the Policy & Transition Manager invited Members to read it if they are interested in policy. He encouraged those attending the meeting to share with their colleges and clubs about the upcoming election and encouraged Members to run.

Member Bella Harris recently tried the new vegan chicken sandwich from Mary Brown's, but felt that it was just okay. They were supposed to go to Mexico for three weeks but cancelled this trip because of the pandemic. So, instead of going on the trip she booked three different therapy appointments and cleaned her room. She gave Members a quick virtual tour of her room and the changes made to it. They also responded to the request from the President for ideas to celebrate her birthday by proposing a PowerPoint night virtually with her friends. They also offered Nicole a spare ticket for an escape room that she could do with a friend or two. Plans for a Queer Prom and a night market are being postponed due to the pandemic. She misses everyone, but is glad she doesn't have to go out in the snow to attend this meeting.

Member Ariel Oleynikov shared that OPIRG is planning a non-symposium virtually and a staff retreat. This event will allow them to hang out with their action groups and do a variety of interesting workshops. There have been some new students hired for work-study positions and she is excited to have these new students join. She wished the Board a Happy New Year. In terms of her personal life, she has dyed her hair a dark purple, but accidentally stained part of her wall purple by leaning against it afterwards. She is not feeling very motivated about school, but is excited to be in her last semester. She has been offered a position

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at Wyndham House and is excited to begin work there soon. She begins her onboarding for this position tomorrow. Like some of the other board members, she also has not been enjoying the cold.

Member Alyssa Ahmed would be happy to help Leila learn to speak French. She is from Cambridge and was excited to learn that Member Isha Maharaj is also in Cambridge. Her birthday is on March 31, so she will be celebrating her birthday close to Member Isha's dog. She also cut her hair and is adjusting to it being shorter. She is enjoying the weather and a skating rink nearby her house. She has started a paint-by numbers, but is realizing that it will take her a long time to complete. She went skating this morning and found it very relaxing because she had the rink to herself.

The Board Chair visited his hometown in North Carolina during the winter break and enjoyed eating fried food, hiking in the warm weather, and relaxing. He spent lots of quality time with his younger brother. He also wished everyone a Happy New Year. He is happy to be back and looks forward to in-person meetings, but is happy to be doing this regardless of the format.

12.14 In Camera Session

No in camera session was held during this meeting.

12.15 Adjourn

MOTION to adjourn the CSA Board of Directors Meeting # 12 of **January 19, 2022**, at 8:15 pm.

Moved: Shilik Hamad, VP External

Seconded: Maya Persram

Motion carried.

Motion

Board of Directors Meeting # 13
February 2, 2022



Item 13.5.1

Approval of Past Board Minutes – January 19, 2022

MOTION that the Minutes be approved for CSA Board Meeting # 12 – **January 19, 2022**, as presented in the board package.

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)

Meeting #23 – January 12, 2022 – 11:15 am

Microsoft Teams



Members: Nicole Walker (President, Chair), Lisa Kazuhara (VP Academic, Secretary), Shilik Hamad (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 11:15 AM**2.0 Adoption of the Agenda****2.1 Approve the Agenda**

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair**4.0 Approval of the Previous Executive Committee Minutes**

Meeting #22 Minutes are approved.

5.0 Executive Updates**5.1 President****5.1.1 HR/Operations Update:**

- **Return to Campus:** RTC Application updates were not implemented due to the rapidly evolving COVID-19 changes from the provincial government and the University. A memo was sent out to all CSA employees and the Board of Directors on December 17, 2021, and January 7, 2022, which included the temporary change to the operation of CSA Services until at least January 24, 2022. Will be reviewing changes to our operations once we receive an update from the University on January 14.
- **Office Manager Hiring:** Our External HR consultant reviewed applications over the winter break and shortlisted to two

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Executive Committee Meeting (ECM)

Meeting #23 – January 12, 2022 – 11:15 am

Microsoft Teams



candidates. Interviews were conducted Monday, January 10. We have offered the position to one of the candidates and they have accepted.

- **UC Board:** I have taken on this responsibility from the VPSE portfolio. I was ratified as a board member at the January 11 meeting and am also on the task force for reviewing the UC Working Agreement.

5.1.2 Supervisory (JD Objective check-in, Demand, & time

log check): Clubs staff are working to pivot club's days to a virtual format.

5.2 Vice President Academic**5.2.1 Supervisory (JD Objective check-in, Demand, & time**

log check)

- **SHAC:**
 - Beginning of semester check-in. Busiest office hours for the lawyer since the September
 - Working on a case right now
- **SafeWalk:** Meeting today to discuss how the first few weeks of classes will look like
- **SE&RM:** going over events submission and adjusting the approvals to follow public guidelines. Check-in with SE&RM Coordinator and Coordinator, Student Leadership

5.2.2 Professional and Career Development Record

- Updates coming

5.2.3 Committees

- Many meetings postponing or moving to an online voting format.

Minutes

Executive Committee Meeting (ECM)

Meeting #23 – January 12, 2022 – 11:15 am

Microsoft Teams

**5.3 Vice President External****5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)**

- **Food Bank:** Worked at the Foodbank on Monday and Tuesday to support the FB and FB Coordinator while she is sick. Will be discussing some concerns regarding COVID-19. Will continue to have 1-on-1 check ins bi-weekly.
- **Bike Centre:** Working with Julian to gauge training opportunities for CSA staff for LGBTQ+ inclusivity workshops and education. Will continue to have 1-on-1 check ins bi-weekly.

5.3.2 Transit: Receiving many inquiries for students to opt-out of the bus pass, hearing many concerns about being charged for the bus pass or not having access to the bus pass. Will have meeting with GTC folks to ensure fare implementation systems are working effectively. Will be having a meeting with Guelph Transit on Thursday.

5.3.3 Committees

BHM Planning 2022: Working to organize an online event for a keynote speaker for Black Heritage Month.

SCECAC: Will continue working with the working group to create ToR and policy changes.

CFS Ontario Executive Committee: Having our OEC meeting on Thursday.

5.3.4 Events

Minutes

Executive Committee Meeting (ECM)

Meeting #23 – January 12, 2022 – 11:15 am

Microsoft Teams



2Rivers Festival: Collaborating with Guelph community members for the 2Rivers Festival in May/June. Hoping CSA can put together a virtual or in-person event.

6.0 Business**7.0 New Business**

7.1 Delegating of Supervising W22 Elections – A motion will go to the Board on January 19 for Shilik (VP External) to supervise elections as it is a conflict of interest for the CSA President.

7.2 Advocacy Focus for W22 Discussion - Will be asking the Board of Directors where they think students want us to focus our efforts on

8.0 In Camera

There was no in camera.

9.0 Adjournment @ 12:15 pm

Next Meeting: January 28th, 2022

Motion

Board of Directors Meeting # 13

February 2, 2022



Item 13.6

Executive Committee Minutes

MOTION that Executive Committee Minutes be received as information for the following meeting:

13.6.1 Meeting # 23 – January 12, 2022

Moved: Lisa Kazuhara, VP Student Experience

Seconded:

Executive Update

President

February 2, 2022



Hello Board of Directors,

Welcome back to campus! The executive has been busy trying to accurately advocate for the needs of our student body. As such, we decided a return to campus survey would be most appropriate and are excited to read the feedback from our students about what you would like us to focus our advocacy efforts on. We look forward to continuing advocating for you throughout the winter semester and welcome feedback or suggestions you have. If you would like to get involved, let us know!

Ongoing Projects:

Return to Campus: The Ontario Government announced the framework for Steps to Cautiously and Gradually Ease Public Health Measures effective January 31, 2022. The University of Guelph also released several updates on January 14, January 19 and January 25 outlining additional information for the Winter 2022 semester. A memo was sent out to all CSA Staff and Board of Directors on Friday, January 28. We are monitoring the changes to Public Health measures and look forward to the continued easing of restrictions while prioritizing the health & safety of our staff and students throughout the semester. Additionally, safety measures have been added, as well as acquiring PPE, such as medical masks and face shields for employees.

Based on these announcements, the following changes to the operations of our services will be effective January 31:

Service	Updated COVID-19 Safety Measures
Bike Centre	Return to two people per appointment
Board of Directors	Remote format for February 2 and February 16 meetings
Bullring	Expanded hours Monday to Friday 9 am – 5 pm, dine in at 50% capacity until at least February 21st
Business Office	On site Monday through Thursday; continue enhanced cleaning protocols
Clubs	Continue remote service
Core Staff	Executive: Hybrid, generally Friday's will be remote Business Manager: Hybrid, primarily on site Policy & Transition Manager: Hybrid, minimum 1 day a week on site Promotional & Graphics Designer: Hybrid, minimum 1 day a week on site
Elections Office	Continue remote service; on-campus promotions will resume February 3
FoodBank	No changes
Front Office	Hours are Monday to Thursday 10 am – 3 pm

Executive Update

President

February 2, 2022



Promotional Services	On-campus promotions will resume February 3, including poster runs
SafeWalk	Service will resume week of January 31, 2022
SE&RM	Continue remote service
SHAC	Continue remote service

General Updates

CSA Staff Update: We currently are working on a six-week transition plan for Kandace Blaker, our new Office Manager & Executive Support as she transitions from the FoodBank Coordinator to the full responsibilities of her new position. This transition will take place over the next six weeks as we hire for a new FoodBank Coordinator. Additionally, our recently hired full-time Bookkeeper is no longer an employee with the CSA as we have chosen to shift our operational strategy to a different direction. We realize now, a full charge bookkeeper is not what the CSA actually needs, given the significant overlap of positions in the Business Office that we didn't anticipate there to be. We will be reassessing the needs of the Business Office in light of this realization.

AGM Planning: Planning for the AGM is currently underway, which includes a comprehensive promotional strategy to encourage students to submit motions and attend. Stay tuned for information in the upcoming weeks!

Committees:

Petitions, Delegations, and Representations (PDRs): Our next deadline for PDR's is Thursday, February 3rd. Please encourage anyone who has questions about the PDR process to reach out. The funding is there to support student initiatives and events!

Student Budget Committee (SBC): The presentation on behalf of the SBC was submitted on Tuesday, January 25. The presentation is currently circulating to the committee for feedback prior to my presentation at the Board of Governors Finance Committee on Thursday, February 10. There is also a report from SBC due to the Board of Governors in April as an additional opportunity to express feedback

UC Board: The UC Working Agreement Task Group has been meeting regularly over the past several weeks, continuing to review the working agreement and discuss improvements that can be made. Our next UC Board Meeting is Tuesday, February 8 at 5:30 pm.

SLEF Committee: The committee reviewed and provided feedback on reports from F21 SLEF funding recipients. At current and upcoming meetings, we will be reviewing applications for W22 to allocate SLEF funding.

Executive Update

CSA VP Academic

January 31, 2022

**CSA VP Academic Update: Feb 2nd, 2022, CSA Board Meeting**

I hope your semesters are going well.

The CSA Executive have sent out a survey regarding Return to Campus to get a better understanding of what our students are wanting from the University and the CSA. Currently (Monday, January 31st) the response rate has slowed down, and I have started to look at and analyze the data. We have received over 5000 responses with valuable comments from students. I will be sharing more information verbally during the Board Meeting.

Student Groups are allowed to have events on campus now. I've attached the details below. It is very nice to see Clubs submitting event requests on GryphLife. With the increased number of submissions, and to make sure that they are held in a safe way, I have been spending some more time on reviewing events. Capacities are still limited, but I am happy for students to be able to connect in-person again.

I also presented the last toast at the Final Year Information on January 26th on behalf of the Present and the vacant VP Student Experience position.

Ongoing Projects:

- Teaching Excellence Award
 - Start planning next week

Committees:

- Students Rights and Responsibility Committee Meeting – Jan 19th
 - Reviewed unit reports from Student Housing Services and Campus Safety Office
- Compulsory Fees Committee (CFC) Meeting – Jan 20th
 - Consumer Price Index update for 2022/23
 - Update from the Compulsory Non-Tuition Fees Protocol
- Student Events & Risk Management Meeting – Jan 20th
 - First meeting of the semester, reviewed some events that happened last semester
- PCDR Badging Committee
 - Starting the review process of the application, hoping to approve more projects in the close future. Pilot project coming along and working on getting CSA positions (service staff and Board of directors) approved
- Experiential Learning Advisory Committee – Jan 25th

Executive Update

CSA VP Academic

January 31, 2022



- Updates from the Cocurricular and Experiential Learning Inventory Committee
- Discussion about the Experiential Learning section in the MacLean's rankings
- Mapping out students' experiential Learning opportunities during their undergraduate studies
- PCDR badging updates
- OACCTF (Open and Affordable Course Content Task Force) Meeting – Jan 25th
 - Welcomed 2 new faculty members to further promote the use of Open Educational Resources in courses.
 - Feedback and Discussion on the Course Material Evaluation form – How we can evaluate course material if they are accessible and affordable
- SLEF Application Review – Jan 28th, Jan 31st
 - Reviewed F21 Reports
 - Review and discuss W22 SLEF applications
- Student Senate Caucus – Feb 1st
- Orientation Week Advisory Committee – Feb 2nd

Upcoming Committees:

- Student Leaders and Admin Meetings – Feb 7th
- Senate – Feb 7th
- PCDR Badging Committee – Feb 8th
- Compulsory Fees Committee – Feb 9
- OACCTF – Feb 10th
- CFC – Working Group - Compulsory Non-Tuition Fees Protocol – Feb 10th
- Academic Policy and Procedure working group – Feb 14th
- Council on Undergraduate Academic Advising – Feb 15th

Services:

- Student Help and Advocacy Centre (SHAC)
 - Service will stay remote until restrictions change.
 - Increased use of services. Assistance have been continuing to work on advocacy work.
 - VP Academic working on a few academic cases.
 - Winter 2022 office hours updated on website and Instagram
- SafeWalk
 - Service will resume January 31st with limited hour (10:00 pm – 1:30 am). To ensure safety for volunteers, shift changes won't be happening, instead a pair of volunteers will complete the shorted hours. Website to be updated

Executive Update

CSA VP Academic

January 31, 2022

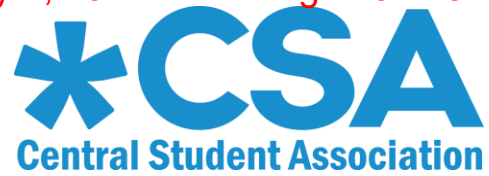


- Service staff working on transition documents and other check lists and documents while service is on hold
- SE&RM
 - Winter 2022 office hours updated on website and Instagram
 - Student groups are able to hold in-person events in limited capacity now (details below)
 - New/Updated rules for events**
 - The University Centre and the Department of Athletics are accepting booking requests from student organizations as of February 1st.
 - Other classroom/building spaces are not bookable by student organizations at this time.
 - Provincial guidelines currently permit gatherings of no more than 10 persons indoors, or 25 persons outdoors.
 - For events with larger anticipated attendance and/or featuring guest speakers, students are advised to plan for a virtual setting, to allow for greater programming certainly in case of future shifts
 - The University has updated masking requirements for anyone on campus. These requirements will need to be met for all attendees of in-person events. Only medical masks are to be worn, with cloth masks no longer being considered acceptable protection
 - Access to office/lounge space is limited to 1 person at a time, for essential club/organization administrative work only that cannot be completed remotely

Motion

Board of Directors Meeting # 13

February 2, 2022



Item 13.7
Executive Updates

MOTION that the following Executive Updates be received as information:

13.7.1 President

~~13.7.2 VP Student Experience~~ *(position currently vacant)*

13.7.3 VP Academic

13.7.4 VP External

Moved:

Seconded:

Motion

Board of Directors Meeting # 13
February 2, 2022



Item 13.10.1
Appoint Directors to the
University Centre (UC) Board Member Selection Committee

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

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

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

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

WHEREAS undergraduate appointees are to be submitted to the Administrative Officer, University Centre Services, by March 16, 2022; and

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

RESOLVED that the following CSA Directors be appointed to assist the President, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2022-2023, academic year:

[1 st vacancy for a Director volunteer]
[2 nd vacancy for a Director volunteer]

Moved: Nicole Walker, President

Seconded:



Motion

Board of Directors Meeting # 13

February 2, 2022

Notes:

[Appendix J – Internal CSA Policy](#)

5.0 University Centre Board

5.2 Appointments

5.2.1 To ensure a broad-based cross-section of student representation to the University Centre (UC) Board, the Vice President Student Experience will post a call for applicants interested in sitting on the University Centre Board of Directors. The call must be posted for a minimum of one week on the website and distributed via mass email.

5.2.2 The Vice President Student Experience and two (2) Board of Director members will select, from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.

5.2.3 The criteria for selecting candidates shall be as follows: understanding of issues of student space, understanding of being an undergraduate student representative, relevant experience to the position, understanding of the role of the University Centre Board of Directors and ability to fulfill the time requirements expected.

5.2.4 Appointments to the University Centre Board of Directors shall be for a term of two (2) years, as defined by the University Centre Board of Directors Constitution.

Motion

Board of Directors Meeting # 13
February 2, 2022



Item 13.10.2
Appoint Directors to the
2022 Teaching Excellence Award Selection Committee

WHEREAS the [Teaching Excellence Award](#) (TEA) is presented annually by the Central Student Association (CSA) to recognize and show appreciation for the contributions of outstanding instructors on the University of Guelph campus;

WHEREAS the CSA VP Academic is responsible for awarding up to two recipients of the TEA annually as per CSA Policy Appendix A, Section 4.4, which states 'to coordinate the annual Teaching Excellence Award'; and

WHEREAS the process the CSA 2022 TEA is currently being planned by the Vice President Academic and nominations are expected to open in the coming weeks.

RESOLVED that:

- a) The CSA Board strike a 2022 Teaching Excellence Award Selection Committee with the mandate to review nominations and select two recipient(s) of the award.
- b) The VP Academic, Chair the 2022 TEA Selection Committee.
- c) The following two Director(s) be appointed to the 2022 Teaching Excellence Awards Selection Committee.

[vacancy for volunteer Director]
[vacancy for volunteer Director]

Moved: Lisa Kazuhara, VP Academic

Seconded:



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

BIKE CENTRE ASSISTANT (FORMERLY REPAIR COORDINATOR)

The Bike Centre is a do-it-yourself bike repair centre. It seeks to empower student cyclists by teaching them how to repair their bikes and by raising awareness of cycling and cycling initiatives for the Guelph community. The Bike Centre is well stocked and provides tools, fluids, equipment, and knowledgeable staff and, when circumstances permit, volunteers to keep your bike working safely. The Bike Centre is open to all members of the campus community regardless of skill level.

The Bike Centre Assistant, in close collaboration with the Bike Centre Coordinator is primarily responsible for acting as a resource around safe bike repairs and maintenance. This includes being present in the Bike Centre for shifts and office hours, running bicycle repair workshops each semester, and assisting with management of the repairs of the bicycles in inventory, particularly in preparation for the annual Spring Auction in March.

Term	Wednesday, March 2 to April 29, 2022 Total of 9 Weeks
Hours	10 hours per week, 90 hours total (average hours vary from week to week)
Wages	\$1,498 (includes vacation pay)
Immediate Supervisor	Bike Centre Coordinator
Executive Supervisor	Vice President External

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
 - Workplace Health & Safety (2.5 hrs)
 - Anti-Oppression (1 hr)
 - Workplace Violence & Harassment (1.5 hrs)
 - Accessible Service Provision (1 hr)
 - Workplace Hazardous Material Information System (WHMIS) (1 hr)
 - Covid Infection, Prevention and Control Awareness (.5 hr)

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:

- Be available to work 10 hours on-site during Bike Centre hours of operation
- Support the Bike Centre Coordinator, by ensuring the Bike Centre is operating smoothly and effectively
- Ensure the Bike Centre operates in an inclusive manner
- Maintain a digital time log (where possible, stored on your G:drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract
- Participate in weekly team meetings as coordinated by the Bike Centre Coordinator

- Together with the Bike Centre Coordinator, ensure the Bike Centre space is well maintained, organized, safe, tidy, and always respectful and aware of the shared space with the Student FoodBank and neighbours
- Assist the Bike Centre Coordinator to update and maintain the Bike Centre Operations Manual

PROMOTION & EVENTS:

- Work collaboratively with Bike Centre Coordinator and assist in the planning and execution of the annual bike auction held during Sustainability Week (March)
- In collaboration with the Bike Centre Coordinator, design and facilitate at least three (3) bicycle how-to workshops per semester

SHOP RESPONSIBILITIES:

- During shop hours, teach cycling related skills such as safety, basic mechanics, theft prevention, and seasonal maintenance on a drop-in basis
- Work with the Bike Centre Coordinator to organize restocking of the Bike Centre inventory, including, but not limited to, new tools, fluids, and items for related sales
- Work with the Bike Centre Coordinator to manage repairs of the bicycle inventory, in preparation for the annual Spring Auction in March
- Clean and organize the shop before and after hours with the guidance of the Bike Centre Coordinator
- Work with the Bike Centre Coordinator to explore new Bike Centre programs

QUALIFICATIONS:

- Be available to work all contract hours during Bike Centre hours of operation [Mon 9-6, Tues 8-5, Wed 12-8, Thur 9:30-6]
- In depth knowledge of bicycle repair and maintenance
- Good communication skills
- Experience teaching and delivering educational workshops
- Organizational abilities, multitasking and ability to prioritize
- Dedicated, reliable and team oriented
- Strong understanding of, and commitment to inclusivity
- Strong enthusiasm for cycling/ cycling related issues
- Ability to work independently

Deadline for applications is Friday, February 11, 2022, at 4:00 PM

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix C of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students, and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual's needs

Motion

Board of Directors Meeting # 13

February 2, 2022



Item 13.10.3(a)
Bike Centre Assistant Job Description

WHEREAS Appendix C – Human Resources, Section 4.2.4 states that:

- A job description must be completed and previously approved by the CSA Board,
- Any substantive changes to a job description requires Board approval;

WHEREAS at their meeting on July 7, 2021, the CSA Board of Directors approved amalgamating the responsibilities and costs of the two previously approved part-time positions of Bike Centre Repair Coordinator and the Bike Centre Coordinator into one full-time Bike Centre Coordinator position;

WHEREAS the Bike Centre Operating Committee, in concert with return to campus activities, plans to expand services and undergraduate engagement, requiring additional staffing resources in the form of a Bike Centre Assistant;

WHEREAS the proposed Bike Centre Assistant job description is based on the previously board-approved Bike Centre Repair Coordinator job description, which includes no substantive changes to the job description apart from the job title and limited minor formatting; and

WHEREAS during this meeting, the Board approved the Finance Committee's recommendation to fund the Bike Centre Assistant position until the end of the 2021-2022 year.

RESOLVED that the job description of the Bike Centre Assistant be approved as provided in the February 2, 2022, board agenda package.

Moved: Shilik Hamad, VP External

Seconded:

Motion

Board of Directors Meeting # 13

February 2, 2022

**Item 13.10.3(b)****Appoint Hiring Committee – Bike Centre Assistant**

WHEREAS the CSA recognizes the need to fill a vacancy in the position of the Bike Centre Assistant for a term beginning asap and ending at the end of the 2021-2022 year;

WHEREAS Appendix A – Executive Portfolios, Section 5.3 states that the Vice President External supervises the CSA Bike Centre staff; and

WHEREAS Appendix C – Human Resources, Section 4.2.2 requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member.

RESOLVED that:

- a) The CSA strike a Hiring Committee for the position of Bike Centre Assistant.
- b) The Vice President External be appointed to the hiring committee to satisfy the Executive membership requirement.
- c) The Bike Centre Coordinator be appointed to the hiring committee to satisfy the CSA Staff person membership requirement.
- d) The following CSA Director be appointed to the hiring committee for the position of Bike Centre Assistant:

[one Director]

Moved: Shilik Hamad, VP External

Seconded:

Central Student Association Financial Position

As at December 31, 2021

Members Equity - Unrestricted Net Assets as at April 30, 2021 (estimate) **\$ 1,126,046.17**

Current Fiscal Year Considerations as at December 31, 2021

CSA Operating

Student fee revenue 7.53% above budget projections for this period	\$ 30,069.00
Administration - Entertainment General Coordination	\$ (493.00)
Administration - Bus Pass Admin Fee, Winter 2022 (\$1 per PT/FT UG)	\$ 22,000.00
Administration - Wage Variance	\$ 10,000.00
Council - Portfolio Variance	\$ 3,400.00
Student Experience - Portfolio Variance	\$ 22,000.00
Programmer Early Retirement expenses over annual budget	<u>\$ (31,765.00)</u>

\$ 55,211.00

Bullring

Bullring Net Revenue - under (over) budget as at December 31, 2021

\$ (70,212.00)

Estimated Members Equity as at December 31, 2021

\$ 1,111,045.17

Internal Commitments

CSA Operating Contingency (15% of Annual Budget - adj for Covid)	\$ (270,000.00)
Estimated Expenses over Revenues to October 15, 2022	\$ (630,000.00)
Bullring Net Revenue	\$ -
Business Office Renovations	\$ (10,000.00)
Business Office Accounting Software	<u>\$ (30,000.00)</u>

\$ (940,000.00)

Available Funds less Internal Commitments

\$ 171,045.17

Internal Designation for Available Funds

CSA General Operations	\$ (15,001.00)
New Initiatives and Projects	\$ 186,046.17

\$ 171,045.17

Entertainment Fees

Entertainment Fees per CSA Budget 2021-2022	\$ 153,020.00
Fees Above (Below) Anticipated Receipts	\$ (493.32)
Estimate of Expenses to Year End	<u>\$ (35,000.00)</u>

Projected year end surplus for current fiscal year **\$ 117,526.68**

Bullring Request for Entertainment Funding -\$ 12,000.00

Entertainment Reserve Fund as at April 30, 2021 \$ 119,197.00

Estimated Entertainment Reserve Fund at Year End April 2022 **\$ 224,723.68**

Finance Committee Update

Meeting #3 - January 26, 2022, at 5:30 pm

Microsoft Teams



The Finance Committee presents the following update from their January 26, 2022, meeting. Those in attendance were: Nicole Walker (CSA President, Chair), Lee Anne Clarke (Business Manager), Lisa Kazuhara (VP Academic), Maya Persram (Board Director), Justin Mihaly (Board Director), Leila Stevens (Board Director)

Financial Update to December 31, 2021: The committee reviewed the schedule of Student Fee Receipts, Bullring, Financial Update, Financial Position to December 31, 2021, and reviewed pertinent sections of Financial Bylaw 3.

Finance Committee Funding Proposal (Bylaw 3, Section 7.5-7.7): A funding proposal was submitted to the Finance Committee by Julian Kuntz (Bike Centre Coordinator) and Shilik Hamad (CSA VP External) to request \$1500 to support the wages for a Bike Centre Assistant (formerly BC Repair) for the remainder of the Winter Semester. The Finance Committee approved the funding proposal of \$1,500. Note: With approved funds, the position was posted on Thursday, January 27, 2022.

Budget Development (Bylaw 3, Section 5): In preparation for the development of the 2022-23 CSA budget, confirmations of revenues and expenditures must be determined. The University of Guelph announced the Consumer Price Index (CPI) for 2022-2023 is 3.5%, which equates to an increase in student fee revenue of ~ \$27,000. Therefore, the anticipated CSA Fee Revenue for next fiscal year is \$795,000.

Recommendations for Consideration (Bylaw 3, Section 2.3): The Finance Committee discussed at length the Live Entertainment Reserve Fund, the impact of the pandemic on our programming and Bullring operations, the CSA's current Financial Position as of December 31, 2021, and the appropriate course of action to best address the substantial projected Entertainment Fee surplus, and the current CSA General Operations deficit of \$15,001.

Recommendation #1: Suspension of the Entertainment portion of the Media/Entertainment Fee for S22 and F22

Recommendation #2: Prioritize the development and implementation of a strategic and robust promotional campaign to increase sales at the Bullring

Attachment: Statement of Financial Position to December 31, 2021

**Motion**

Board of Directors Meeting # 13
February 2, 2022

Item 13.10.4(a)
Suspension of the Entertainment Portion of the
Media/Entertainment Fee for S22 and F22

Re: Finance Committee Recommendation #1

WHEREAS the Media (Communications)/Entertainment Referendum was passed by undergraduate students in 1975, in which 20% each is provided to the Ontario and CFRU as the “Media” portion of the fee, and 60% is provided to the CSA as the ‘Entertainment’ portion of the fee for the purposes of providing subsidized concerts, speakers, smaller shows, film screenings, and cross campus community events;

WHEREAS the CSA administers the Entertainment portion of the Media/Entertainment Fee;

WHEREAS the Programmer oversees the spending of the “Entertainment” Fee and after dedicating 35 years to the CSA, our Programmer, John Bonnar, took an early retirement in October resulting in the current vacancy in the position;

WHEREAS due to the increased Public Health restrictions and impact to programming as a result of the Omicron variant, on-campus events are occurring in a limited capacity, and it is unlikely the annual budget surplus of funds can be used before the end of the fiscal year;

WHEREAS any net revenue or deficit in a budget year is retained in a restricted Entertainment Fee Reserve bank account, which currently holds a balance of \$119,197;

WHEREAS the current budget year is projected to net a surplus of \$117,527, for a total estimated Entertainment Reserve Fund of \$224,724 by year end;

WHEREAS the CSA’s mandate is to organize events that make university life even more fun when it is safe to do so while saving students money; and

WHEREAS the Entertainment portion of the Media/Entertainment fee in 2021-2022 is \$4.09 per student, per semester.

RESOLVED that:

- a) The Entertainment portion (60%) of the Media/Entertainment fee be suspended for the Summer 2022 and Fall 2022 semester.
- b) The Finance Committee review the status of the Entertainment Fee Reserve Fund in Fall 2022 to determine if the fee should be suspended for Winter 2023.

Motion

Board of Directors Meeting # 13
February 2, 2022



Moved: Nicole Walker, President
Seconded:

Motion

Board of Directors Meeting # 13
February 2, 2022



Item 13.10.4(b)
Bullring Promotional Plan Prioritization

Re: Finance Committee Recommendation #2: Prioritize the development and implementation of a strategic and robust promotional campaign to increase sales at the Bullring

WHEREAS historically, the Bullring generates a large portion of revenue through hosting events such as department holiday parties and open mic night, and running full hours of operation;

WHEREAS Public Health restrictions and operational limitations as a direct result of the Omicron variant have negatively impacted the opportunity to generate revenue;

WHEREAS the Bullring operation as of December 31, 2021 is in a deficit position of \$70,212.00;

WHEREAS the CSA Operating budget (Bullring excluded) as of December 31, 2021 is projected to be in a surplus position of \$55,432.00 at year end;

WHEREAS the impact of the Bullring operations to the CSA's Operating budget as of December 31, 2021, nets a combined CSA General Operations deficit of \$15,001;

WHEREAS Public Health Restrictions are easing, in-house dining capacities are increasing, students are returning to campus, and sales at the Bullring are expected to increase significantly;

WHEREAS the Bullring is known as "Your Living Room on Campus" and plays an invaluable vital role in providing a unique experience to our campus community;

WHEREAS the Finance Committee is responsible for monitoring the CSA's finances and act at all times in the best financial interest of the students and all levels of the CSA; and

WHEREAS the Finance Committee determined the best course of action to address the current CSA General Operations deficit position of \$15,001 is to focus on increasing sales at the Bullring by promoting awareness on campus.

RESOLVED as a CSA priority, the Bullring Operations Committee develop a strategic and robust promotional campaign to be implemented no later than Monday, February 14, 2022, in a concerted effort with the Promotional Services and Graphic Designer, to promote awareness on campus.

Moved: Nicole Walker, President

Motion

Board of Directors Meeting # 13
February 2, 2022



Seconded:

Motion

Board of Directors Meeting # 13

February 2, 2022

**Item 13.10.5****Appoint Hiring Committee – Promotional & Graphic Designer**

WHEREAS the CSA's Promotional & Graphic Designer has provided notice effective April 5, 2022 and recognizes the need to begin the recruitment process to fill the position as soon as possible to ensure a smooth transition;

WHEREAS the President is the Executive Supervisor of the Promotional & Graphic Designer position; and

WHEREAS Appendix C – Human Resources, Section 4.2.2 requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member.

RESOLVED that:

- a) The CSA strike a hiring committee for the position of Promotional & Graphic Designer.
- b) The President be appointed to the hiring committee to satisfy the Executive membership requirement.
- c) The current Promotional & Graphic Designer be appointed to the hiring committee to satisfy the CSA Staff person membership requirement.
- d) The following CSA Director be appointed to the hiring committee for the position of Promotional & Graphic Designer:

[one Director]

Moved: Nicole Walker, President**Seconded:**

Motion

Board of Directors Meeting # 13
February 2, 2022



Item 13.10.6

Executive Members Ratifications and De-ratifications

WHEREAS the Vice President Student Experience resigned and departed from the CSA in December 2021.

RESOLVED that:

- a) The VP Student Experience be de-ratified from the Finance Committee and the Petitions, Delegations, and Representations (PDR) Committee effective immediately.
- b) The Vice President Academic be appointed to the Finance Committee effective immediately.
- c) The Vice President External be appointed to the Petitions, Delegations, and Representations (PDR) Committee effective immediately.

Moved: Nicole Walker, President

Seconded:

Motion

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**Item 13.11.1
Winter 2022 General Election Presentation**

13.11.1(a) Extend Speaking Rights to Jewel Lindemann, CRO

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 10-minutes.

MOTION to extend speaking rights to Jewel Lindemann, Chief Returning Officer (CRO), for the duration of item 13.11.1 to present the Winter 2022 General Election update and respond to questions that arise from members regarding the presentation.

Moved:

Seconded:

13.11.1(b) Receive the Winter 2022 General Election Update

MOTION to receive the Winter 2022 General Election update as presented by Jewel Lindemann, Chief Returning Officer (CRO), as information.

Moved:

Seconded:

Motion

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**Item 13.11.1(c) Ratification of CSA Winter 2022 General Election Candidates****WHEREAS** Appendix G – Electoral, Section 4.1.5 states:

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 nomination, the Executive Committee is empowered to ratify the list of candidates.

WHEREAS the Elections Team has failed to meet this requirement for the Winter 2022 General Elections;**WHEREAS** the spirit of this policy is to have the Board of Directors, or the Executive Committee in their absence, ratify the list of candidates prior to the end of the nomination policy to ensure the viability of all candidates in the election; and**WHEREAS** all reasonable efforts will be made in future elections by the Elections Team to adhere to this policy.**RESOLVED** that the following undergraduates be ratified as candidates in the Winter 2022 General Election:**Executive Positions**

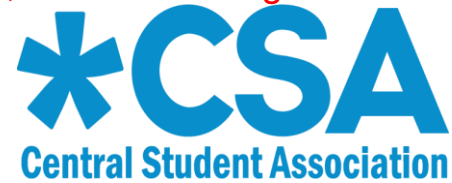
CSA President	Nicole Walker
VP External	Jena-Lee Ashley Angel Culmer
VP Academic	Mason Friebe

Director Positions (At-Large Elected Representatives)

College of Engineering and Physical Sciences	Sanya Sareen
Gordon S. Lang School of Business and Economics	Daniel Neiterman Mauricio Canedo Fernando
Ontario Agricultural College	Isha Maharaj
College of Engineering and Physical Sciences	Jacob Levy

Motion

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Moved:

Seconded:

Item 13.11.1(d) Winter 2022 By-Election Schedule for Executive Positions

WHEREAS there will be at least one vacant Executive position remaining following the Winter 2022 General Election.

RESOLVED that the following Winter 2022 By-Election Schedule be received as information:

Nominations	February 28, 2022 – March 4, 2022
Candidates Meeting	March 4, 2022
Signature Verification / Promo Week	March 7, 2022 – March 11, 2022
Exec Forum	March 14, 2022
Campaigning	March 14, 2022 – March 25, 2022
Voting	March 21, 2022 – March 25, 2022

Moved:

Seconded:

Motion

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**13.11.1(e) Director Outreach for Winter 2022 General Election**

WHEREAS CSA Bylaw 1 – Operational, subsection 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 Bylaw 2 – Electoral, Section 2.1.2 states that “Quorum shall be 10% of the general membership of the applicable constituency.”; and

WHEREAS it is vitally important to maximize our outreach efforts encouraging undergraduate members to vote in the elections, so that we reach the minimum quorum requirement and realize a successful election process.

RESOLVED that:

- a) Each Director schedule at least one class presentation before the end of the Winter 2022 General Election voting period between February 7 and February 10, 2022, to promote the Winter 2022 General Election.
- b) The Chief Returning Officer (CRO) provide Directors with suggested speaking points that can be used in their outreach.
- c) The CRO provide Directors with a shared tracking sheet to record their efforts made to promote the voting period.
- d) The Policy & Transition Manager provide a summary report based in the tracking sheet of Director outreach efforts at the February 16, 2022 board meeting.

Moved:

Seconded:

Motion

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Item 13.11.2

PRESIDENT'S NOTICE

CSA 2022 Annual General Meeting (AGM)

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, March 30, 2022 at 5:00 pm
via Microsoft Teams (virtual)

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 Manager (csaptm@uoguelph.ca) no later than:

Wednesday, March 2, 2022 at 11:59 pm

Business items submitted by the deadline will be included in the Wednesday, March 9, 2022 Board of Director's meeting agenda package to be considered for addition to the March 30, 2022 AGM agenda.

For more information, please contact the CSA Office.

Nicole Walker

CSA President

February 2, 2022

MOTION that the President's Notice of the CSA's 2022 AGM, to be held on March 30, 2022, beginning at 5:00 pm, via Microsoft Teams, and of the call to members to submit AGM business items no later than Wednesday, March 2, 2022 at 5:00 pm, be received as information.

Moved: Nicole Walker, President

Seconded:

Motion

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**Item 13.11.3(a)****Reference Information:****Nomination Signature Requirements for Directors & Executive**

The following information is provided to assist board members in making an informed decision regarding the number of nomination signatures required when running in CSA elections for Director or Executive positions.

CSA Policy Change History

The following table provides a summary of recent revisions to the number of nomination signatures required by Executive and Directors in CSA elections.

Revision	Board Meeting Date
Director reduced from 50 to 25 Exec = 100	Nov 6, 2019
Suspended: ii. 4.2.1.d. [Director candidate to collect 25 signatures] v. 4.3.1.d. [Executive Officer candidate to collect 100 signatures]	Sept 9, 2020
Reinstated: Director 25 Exec reduced from 100 to 50	Jan 13, 2021
Director reduced from 25 to 10 Exec = no change at 50	Feb 3, 2021

Motion

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**Environmental Scan: Director & Executive Signatures**

The following table provides a summary of an environmental scan conducted by the Policy & Transition Manager in July 2021 of seven Ontario university student unions.

Information provided in the table was discovered through internet research to determine university undergraduate populations, and a thorough review of bylaws and policies from each of the corresponding universities.

Student Union	Undergraduate Population (approx.)	Executive Nomination Signatures Required	Directors Nomination Signatures Required
McMaster Students Union	28,290	15	15
University X (Ryerson) Students Union	44,400	50	25
Brock University Student Union	19,000 "students"	100	100 Additional Seats on Board: 25
Scarborough Campus Students' Union	13,694	100	50
University of Toronto Students' Union	72,785	100	25
Nipissing University Students' Union	5,000	25	10
University of Toronto at Mississauga Students' Union	14,544	100	25 Additional Seats on Board: 5



Motion

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Summary of Options for Director Signatures

The following table provides five prepared options as presented by Policy & Bylaw Review Committee (PBRC) for the required number of nomination signatures for Directors.

Each option is provided with pros and cons for the board to consider during their discussion.

Considerations:

- The purpose of nominations signatures is to secure multiple supporters that endorse the candidate by being able to verify the character of candidate, and their ability to serve in the desired role.
- According to the Chief Returning Officer (CRO), under the current requirement of 10 signatures regardless of college, there remains much confusion among candidates. As a result, the CRO encourages selecting an option that is least confusing as information is shared between candidates verbally and via social media.
- The average number of required signatures of other student unions whose policies were assessed, is 25.
- Policy & Bylaw Review Committee (PBRC) and the Chief Returning Officer (CRO) recommend that:
 - the number of required signatures be a minimum of 25 for Directors, and 50 for Executives.
 - the CSA reassess these numbers after (if?) the university environment returns to 'normal' with no covid-related restrictions.
- Several PBRC members preferred option 5 but recognize that it is potentially the most confusing option.

(table on following page)

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#	Option	Pros	Cons
1	Maintain the current requirement of 10 signatures	Not required to change policy. Securing 10 signatures should be achievable within a virtual, in-person, or hybrid environment.	10 is a relatively low number of nomination support.
2	Increase to recent used number of 25 signatures	25 is the average number based on the environmental scan of 7 other student unions (see below for summary).	This option may be more difficult in a virtual environment.
3	% of college populations Ex: 1% of 3,000 is 30, and 1% of 300 is 3. Context: Executive must secure 50 signatures from 22K students = 0.2% (Brock U uses 10%)	Most fair and equitable method.	Could be confusing if candidates from different colleges have a different number of signatures to secure. Smaller colleges may have too small of a number to ensure accountability and reassurance in candidate. Some colleges may be required to secure hundreds of signatures depending on population.
4	One number for small population colleges, and a larger number for larger population sizes Ex: 25 for colleges with populations of over 1,000, and 10 for colleges with populations under 1,000	Somewhat fair and equitable.	Treats a college with a population of 1,000 the same as one with triple the potential nominators at 3,000. Could be confusing to candidates and elections staff.
5	25 or the % of population, whatever is lower, with a minimum of 10	Fair and equitable. Maintains a minimum number of 10 to ensure accountability and reassurance in candidate.	Potentially the most confusing option of all options.

Motion

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Notice of this motion was provided at the January 19, 2022, board meeting.

Item 13.11.3(b)**MOTION****Nomination Signature Requirements for Directors & Executive**

WHEREAS the purpose of nomination signatures is for CSA elections candidates to secure multiple supporters that endorse their character, and are willing to speak to their ability to serve in the desired role;

WHEREAS the CSA has reduced the number of nomination signatures required by candidates running for Executive and Director positions on several occasions over the past two-years due to the uncertainty of conducting this activity within a virtual environment;

WHEREAS the CSA is planning a hybrid model for the Winter 2022 General Election where candidates may use a combination of electronic and paper methods to secure nomination signatures from undergraduates; and

WHEREAS Appendix G – Electoral, Subsection 4.2.1 currently requires:

- Executive Officer: minimum of 50 verified signatures.
- Director: minimum of 10 verified signatures.

RESOLVED that:

- a) The requirement for Executive Officers be maintained at a minimum of 50 nomination signatures.
- b) The requirement for Directors be increased from 10 nomination signatures to 25, effective immediately following the Winter 2022 General Election cycle.
- c) The CSA Board of Directors reassess the minimum number of nomination signatures for Executive and Directors when/if the university environment is no longer limited by restrictions due to covid.

Moved: Joshua Vito, Director

Seconded:

Motion

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Notice of this motion was provided at the January 19, 2022, board meeting.

Item 13.11.4**Member & Board Meeting Location & Format**

WHEREAS due to restrictions to hold in-person meetings resulting from the introduction of covid, and in anticipation of hosting a virtual AGM in February 2021, at their meeting on February 10, 2021, the CSA Board of Directors removed the following clause from Bylaw 1 – Organizational, Section 9.1.2:

‘The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.’;

WHEREAS the CSA Policy Manual, which includes all of the CSA’s policy appendices and bylaws, does not explicitly permit the CSA to conduct virtual or hybrid board meetings, or member meetings such as the AGM;

WHEREAS the CSA recognizes the importance of attending in-person meetings, while allowing members to participate virtually in extenuating circumstances, and that holding virtual meetings is sometimes preferred, such as over the Summer Semester; and

WHEREAS the following resolutions are recommended by the Policy & Bylaw Review Committee (PBRC).

RESOLVED that Bylaw 1 – Organizational be revised by:

- a) Adding the following subsection to permit virtual participation in Board Meetings and set expectations and responsibilities of staff and board members:

4.16 Board Meetings

4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

A member may attend a meeting and participate in board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or

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emergency; weather conditions, military service, employment obligations, or a scheduling conflict.

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

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

- b) Reinstating the following section, with the addition of a subsection explicitly permitting in-person, virtual, or hybrid Member Meetings, including Annual General Meetings (AGMs):

9.0 Members Meetings

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

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

Moved: Nicole Walker, President
Seconded:

Secret Ballot Voting

(CSA Rules of Order)

Proposed Revision

3.12 Secret Ballot Vote

3.12.1. In-Person Secret Ballot Vote

When a secret ballot vote is required during an in-person meeting, the Policy & Transition Manager will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

3.12.2 Virtual Secret Ballot Vote

When a secret ballot vote is required during a virtual meeting, the following procedure will be used to preserve voter anonymity:

- a) The Policy & Transition Manager will create a Microsoft Form including the question(s) and response options, using the following settings:
 - i. 'Who can fill out this form' settings shall be set to 'Specific people from my organization can respond'
 1. 'Record name' option shall be turned off (unselect to maintain voter anonymity).
 2. 'One response per person' option shall be turned on (selected).
 - ii. 'Response receipts' options shall be set to:
 1. 'Allow receipt of responses after submission' shall be turned on 'selected', so that qualified voters receive a confirmation email that they voted, and what they voted for.
 2. 'Get email notification of each response', so that the PTM is notified of each anonymous vote.
 - iii. In the 'Share' tab, under "Send and collect responses", shall be turned on (selected) 'Specific people in my organization can respond'.
 - iv. The PTM will enter the email addresses of all qualified voters under the "Specific people in my organization can respond" field.
 - v. The PTM will set the 'Share to collaborate' settings to 'Specific people in my organization can view and edit' and will share with the Chair only.
- b) Once the form is complete, the PTM will share a link for members to vote.
- c) Members will indicate their vote, including abstention, on the ballot.
- d) A screen showing the anonymous results can be shared by the PTM, Chair or other member as designated by the Chair.

Current Policy (Jan 2022)

3.12 Secret Ballot Vote

3.12.1 When a secret ballot vote is required, each voting member shall send the Policy & Transition Manager (PTM) a ballot in the form of an email indicating their vote. The Chair shall be copied on the email. Members will indicate their vote, including abstention, within their email ballot to the PTM and Chair. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous.

Any member may act as a scrutineer for the counting of ballots. The PTM will forward the voting members' emails to the scrutineer upon request. The final result will be announced by the Chair and recorded in the minutes.

Pre-Covid Policy (Feb 2021)

3.12. Secret Ballot Vote

3.12.1. When a secret ballot vote is required, the Policy & Transition Manager will distribute a paper ballot to each voting member. Members will indicate their vote, including abstention, on the ballot. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The final result will be announced by the Chair and recorded in the minutes.

Motion

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Notice of this motion was provided at the January 19, 2022, board meeting.

Item 13.11.5**Revision to CSA Rules of Order, Section 3.12 Secret Ballot**

WHEREAS covid-related University policy restricted in-person meetings in early 2020, resulting in CSA Board Meetings being conducted within a virtual environment;

WHEREAS on September 9, 2020 the CSA Board of Directors approved a motion to replace the paper-based secret ballot voting system with a virtual secret ballot voting system at board meetings;

WHEREAS the CSA board has returned to in-person meetings effective in January 2022, and may return to virtual meetings for summer semesters, therefore requiring reinstatement of the option to conduct paper-based secret ballot voting, in addition to maintaining a procedure to conduct secret ballot voting during virtual meetings;

WHEREAS the pre-covid, current, and proposed revision to this policy are included in the January 19, 2022 and February 2, 2022 board agenda packages; and

WHEREAS the proposed revision to this section prescribes a paper ballot system for in-person meetings, and permits virtual secret ballot voting as required; which includes providing a procedure that verifies each member's vote, and maintains voter anonymity.

RESOLVED that the CSA Rules of Order, Section 3.12 Secret Ballot be revised as presented in the January 19, 2022 board agenda package.

Moved: Nicole Walker, President

Seconded:

Motion

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Notice of this motion was provided at the January 19, 2022, board meeting.

Item 13.11.6**Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee**

WHEREAS Appendix D – CSA Committees, Section 13.0 states that the purpose of the Student Help and Advocacy Centre (SHAC) Advisory Committee is: "...to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate.";

WHEREAS the terms of reference for the SHAC Advisory Committee was developed under the CSA's commissioner-based organizational model, which pre-dates the CSA's transition to a hierarchical model in 2018 that altered the Executive's system of planning and reporting, ultimately rendering the SHAC advisory Committee redundant;

WHEREAS Appendix A – Executive Portfolios includes management of SHAC operations as a duty within the Vice President Academic's portfolio;

WHEREAS the VP Academic's portfolio includes the supervision of SHAC staff, planning, monitoring, reporting, and evaluating SHAC activities, and reporting SHAC activities to the board as a component of their regular board updates; and

WHEREAS references to the SHAC Advisory Committee are included in the CSA Policy Manual in Appendix D – Committees:

- Section 3.11 Operational Committees: listed as one of the CSA's 'Operational Committees',
- Section 13.0 Student Help and Advocacy Centre (SHAC) Advisory Committee: includes the terms of reference for the committee.

RESOLVED that the Student Help and Advocacy Centre (SHAC) Advisory Committee be dissolved effective immediately and that all references to it be removed from the CSA Policy Manual.

Moved: Lisa Kazuhara, VP Academic

Seconded:

Motion

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Item 13.15

Adjourn

MOTION to adjourn the CSA Board of Directors Meeting # 13 of **February 2, 2022**, at _____ pm.

Moved:

Seconded: