

AGENDA

Board of Directors Meeting # 12

January 19, 2022 – 6:00 pm

Microsoft Teams



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	Pg. 3
12.3 Ratifications and De-Ratifications 12.3.1 De-Ratify Interhall Council (IHC) Member Appointed Student Organization Representative	Pg. 5
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	Pg. 6
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	Pg. 48 Pg. 54 Pg. 58
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	Pg. 63 NA Pg. 70 Pg. 72
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	Pg. 75
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	Pg. 86 Pg. 101 Pg. 102 Pg. 103 Pg. 104 Pg. 109 Pg. 110
12.11 Business 12.11.1 NOTICE: Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee	Pg. 111

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12.11.2	MOTION: Revised AGM Date to March 30, 2022	Pg. 115
12.11.3	NOTICE: Revision to Appendix G – Electoral, 4.2 Nomination Process, c) [Nomination signature requirements for Directors and Executive]	Pg. 116
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]	Pg. 121
12.11.5	NOTICE: Revision to CSA Rules of Order, Section 3.12 Secret Ballot	Pg. 123
12.12	New Business	
12.12.1		
12.13	Announcements	
12.14	<i>In Camera</i> Session	
12.15	Adjournment	Pg. 126

Motion

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**Item 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:

Seconded:

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:

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:

Seconded:

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 11 on **November 24, 2021**, be approved as amended:

- a) To reorder the agenda so that :

Motion

Board of Directors Meeting # 12

January 19, 2022



- i. 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.
- ii. ?
- 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 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:

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**Attendance for November 24, 2021, Board of Directors****Meeting #11:**

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		
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	Arrived 6:08 pm/ Departed 8:13 pm
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	Departed 8:09 pm
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	Departed 8:04 pm
Samantha Ogbeiwu	College of Social and Applied Human Sciences - Student Alliance	Present	Departed 8:09 pm
Quinton Stummer	Lang Students' Association	Present	
Hudson Bell	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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

Guests	Affiliation
Lee Anne Clarke	Business Manager, CSA
Jewel Lindemann	Chief Returning Officer, CSA

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

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Summary of Significant Resolutions:

11.5.1 Meeting # 10 – November 10, 2021

MOTION that the Minutes be approved for **CSA Board Meeting # 10** – November 10, 2021, as presented in the board package.

Motion carried.

11.6 Executive Committee Minutes

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

11.6.1 Meeting # 19 – November 3, 2021

Motion carried.

11.7 Executive Updates

MOTION that the following Executive Updates be received as information:

11.7.1 President

11.7.2 VP Student Experience

11.7.3 VP Academic

Motion carried.

11.10.1 MINUTES: Policy & Bylaw Review Committee (PBRC) Meeting # 5 – Oct 1, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 5 – October 1, 2021, as information.

Motion carried.

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11.10.2 MINUTES: Finance Committee Meeting # 1 – Aug 24, 2021

MOTION to receive the minutes of the Finance Committee from Meeting # 1 – August 24, 2021, as information.

Motion carried.

11.10.3 APPOINTMENT: Sustainability Action Fund Governance Committee

RESOLVED that:

- a) The President be appointed to the Sustainability Action Fund (SAF) Governance Committee for the remainder of the 2021-2022 academic year.
- b) The following additional two (2) Board Members (Executive and/or Directors) be appointed to the SAF Governance Committee for the remainder of the 2021-2022 academic year:

Lily Taylor-Stackhouse
Bella Harris

Motion carried

11.11.1(b) Receive Business Manager Presentation

RESOLVED that the presentation by Lee Anne Clarke, Business Manager regarding the Semi-Annual Financial Reports be received as information.

Motion carried.

11.11.1(c) Partial Reallocation of Live Entertainment Fee to the Bullring Entertainment Budget Line

RESOLVED that Entertainment Fees in the amount of \$12,000.00 be transferred from the Live Entertainment Budget, account #32101, to the Bullring Live Entertainment budget line, account #92101 for the purpose of funding Open Mic Programming at the Bullring during the remainder of the 2021-2022 fiscal year.

Motion carried.

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**11.11.1(d) 2022-2023 Salary & Wage Recommendations**

MOTION to approve the 2022-2023 Salary & Wage Recommendations for as recommended forwarded by the Finance Committee and as presented in the November 24, 2021 board agenda package.

Motion carried.

11.11.2(b) Receive Chief Returning Officer's Presentation

MOTION to receive the presentation by Jewel Lindemann, Chief Returning Officer (CRO) regarding Winter 2022 General Elections Timelines, Candidate's Package, and Promo Plan as information.

Motion carried.

11.11.2(c) Approve Winter 2022 General Elections Timelines & Promo Plan

MOTION to approve the Winter 2022 General Elections Timelines, and Promo Plan as presented by the Chief Returning Officer (CRO) at the November 24, 2021 board meeting and included in the board agenda package.

Motion carried.

11.11.2(d) Adopt Winter 2022 General Elections Candidate's Packages

MOTION to adopt the Winter 2022 General Elections Executive and Director Candidate's Packages as presented by the Chief Returning Officer (CRO) at the November 24, 2021 board meeting and included in the board agenda package

Motion carried.

11.11.3 PRESENTATION: Director Appointment Progress Update by Policy & Transition Manager (PTM)

MOTION that the presentation by Pete Wobschall, Policy & Transition Manager, regarding the Fall 2021 Director Appointment Process be received as information.

Motion carried.

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Board of Directors Meeting # 11

November 24, 2021 – 6:00 pm – Microsoft Teams

**Agenda – November 24, 2021:**

- 11.0 Call to Order**
- 11.1 Land Acknowledgement**
 - Laura Wilson
- 11.2 Adoption of the Agenda**
 - 11.2.1 Approve the Agenda
 - 11.2.2 Declarations of Conflicts
- 11.3 Ratifications and De-Ratifications**
 - 11.3.1 NA
- 11.4 Comments from the Chair**
 - 11.4.1 Introductions and Pronouns
- 11.5 Approval of Past Board Minutes**
 - 11.5.1 Meeting # 10 – November 10, 2021
- 11.6 Executive Committee Minutes**
 - 11.6.1 Meeting # 19 – November 3, 2021
- 11.7 Executive Updates**
 - 11.7.1 President
 - 11.7.2 VP Student Experience
 - 11.7.3 VP Academic
 - 11.7.4 VP External
- 11.8 Director Reports**
- 11.9 CSA Services Update and Report**
 - 11.9.1 NA
- 11.10 Committee Updates and Reports**
 - 11.10.1 MINUTES: Policy & Bylaw Review Committee (PBRC) Meeting # 5 – Oct 1, 2021
 - 11.10.2 MINUTES: Finance Committee Meeting # 1 – Aug 24, 2021
 - 11.10.3 APPOINTMENT: Sustainability Action Fund Governance Committee
- 11.11 Business**
 - 11.11.1 PRESENTATION: Semi-Annual Financial Reports by Business Manager:
 - CSA Semi-Annual Budget Report to Oct 31, 2021
 - CSA Financial Position as of Oct 31, 2021MOTION: Live Entertainment Fee Reallocation
MOTION: 2022-2023 CSA Salary & Wage Recommendations
 - 11.11.2 PRESENTATION: Winter 2022 General Elections by CRO:
 - Promo Plan
 - Timelines
 - Candidate's PackageMOTION: General Winter Election Candidate's Packages (Executive &

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Director)

MOTION: General Winter Election Timelines & Promo Plan

11.11.3 PRESENTATION: Director Appointment Progress Update by Policy & Transition Manager (PTM)

11.12 New Business

11.12.1

11.13 Announcements

11.14 *In Camera* Session

11.15 Adjournment

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**Minutes – November 24, 2021:****11.0 Call to Order**

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

11.1 Land Acknowledgement

I would like to acknowledge that we are all in different places but that we usually meet at the University of Guelph. The land that the University of Guelph resides on is the traditional land of the Attawandron people and the Treaty Lands of the Mississauga of the Credit. We also honour our Haudenosaunee, Anishinaabe, and Metis neighbours and recognize the significance of the Dish with One Spoon Covenant, which is a reminder that residing on the land we are on right now we have a responsibility to use its resources sustainably and protecting it from harm. It is very important that we acknowledge the peoples whose land we are on and that we offer our genuine respect to them to appreciate the care they have shown these lands for centuries before settlers arrived here. Moving forward we should take time to learn more about the land we occupy in our day to day lives and actively participate in the work towards reconciliation. Thank you.

Maya Persram

11.2 Adoption of the Agenda**11.2.1 Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 11 on November 24, 2021, be approved as distributed in the board agenda package.

Moved: Amanda Conibear

Seconded: Nicole Walker, President

MOTION TO AMEND: To reorder the agenda so that:

- Item 11.11.1 PRESENTATION: Semi-Annual Financial Reports immediately follows item 11.4.1 Introductions and Pronouns.

- Item 11.11.2 PRESENTATION: Winter 2022 General Elections immediately follows item 11.11.1 PRESENTATION: Semi-Annual Financial Reports

Moved: Nicole Walker, President

Seconded: Maya Persram

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President Nicole Walker shared that these folks are giving their time to present to the Board and thus wants to ensure to use their time accordingly by having them speak first.

Motion to amend carried.

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 11 on November 24, 2021, be approved as amended:

To reorder the agenda so that:

- a) Item 11.11.1 PRESENTATION: Semi-Annual Financial Reports immediately follows item 11.4.1 Introductions and Pronouns.
- b) Item 11.11.2 PRESENTATION: Winter 2022 General Elections immediately follows item 11.11.1 PRESENTATION: Semi-Annual Financial Reports.

Moved: Amanda Conibear

Seconded: Nicole Walker, President

Amended motion carried.**11.2.2 Declarations of Conflicts**

No conflicted declared.

11.3 Ratifications and De-Ratifications

No ratifications or de-ratifications for tonight.

11.4 Comments from the Chair

Chair Cameron Olesen thanked everyone for being here tonight and explained how Members could participate in discussions and volunteering.

11.4.1 Introductions and Pronouns

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

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**11.5 Approval of Past Board Minutes****11.5.1 Meeting # 10 – November 10, 2021**

MOTION that the Minutes be approved for **CSA Board Meeting # 10** – November 10, 2021, as presented in the board package.

Moved: Joshua Vito

Seconded: Lisa Kazuhara, VP Academic

Motion carried.

11.6 Executive Committee Minutes

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

11.6.1 Meeting # 19 – November 3, 2021

Moved: Leila Stevens

Seconded: Lisa Kazuhara, VP Academic

Motion carried.

11.7 Executive Updates**11.7.1 President**

President Nicole Walker shared she is working on return to campus, she has reviewed all applications and safety policies for the CSA's services, and they will be submitted to update and expand what they are already offering. The CSA will be able to expand the occupancy of their offices which will allow for in person meetings which will be wonderful for all services. Open Mic night is happening at the Bullring which is exciting, and they are adding back couches and furniture. As well, she shared her focus has been hiring. The CSA is hiring for a second Poster Runner and they are sad that they must hire for a new Board Scribe. She shared she wanted to recognize that this is Scribe Sarah Dias' last Board Meeting with the CSA, and that she has been an employee with the CSA since October 2019. She thanked the Scribe for all her diligence and detailed Minutes as they are much appreciated. As well, she shared that they have a little bit of a setback for the hiring of an Officer Manager as they are still trying to finalize a job description for this

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position in order to start the hiring process. She wished everyone a happy holiday break and best of luck with exams.

11.7.2 VP Student Experience

VP Student Experience Sara Kuwatly shared that this is also her last Board Meeting as she is leaving the CSA on December 3rd as she got a job offer elsewhere. She shared she has been working with the Multi Faith Resource Team on establishing a process and policy for religious based clubs, which should make it easier to accredit the clubs. They were hoping to accomplish a lot of this in the Winter semester, however, with this position now vacant in the Winter, it will be implemented in Fall 2022. As well, the Club's Office is bringing back in-person Club's Day for the Winter semester. Last week was the last Sexy Bingo for the semester, which was a huge success. As well she shared, the next two weeks are filled with some stress buster events. Next week, she will be doing tabling in the UC giving away some treats, and then on Thursday the Executives will be giving out self-care kits in the library. She shared for the Menstrual Hygiene Initiative they gave out 50 cups, which was great, and they are currently working on refilling the dispensers in the washrooms on campus.

Member Joshua Vito thanked VP Student Experience for all her hard work and shared the CSA will miss her but wished her the best of luck in her new position.

11.7.3 VP Academic

VP Academic Lisa Kazuhara shared this is the last Board Meeting before the Winter break. She shared she has lots of Committees she is sitting on which are all in her written report. She shared that academic course selection has started and will be continuing. She shared that Art in the Bullring is happening tomorrow and encouraged folks to come say hi and look at some great artwork. She shared the Professional and Career Development Record has been launched, so if students go to Experience Guelph Portal, you will see it, which is a great way to show your extracurricular activities. Outside of this, they have been doing house calls with first year students, and it has been a great way to connect with first year students. She shared Senate happened last week.

11.7.4 VP External

No updates from VP External Shilik Hamad as she was not present for tonight's meeting.

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

- 11.7.1 President
- 11.7.2 VP Student Experience
- 11.7.3 VP Academic

Moved: Leila Stevens**Seconded:** Lisa Kazuhara, VP Academic**Motion carried.****11.8 Director Reports**

Member Maya Persram shared that the Finance Committee met and thanked folks for voting on those Motions, as well the UC Program Committee met last week, they went over some renovations within the building and Fair November is currently happening.

Member Leila Stevens shared she sat on the Finance Committee and thankful for Lee Anne's presentation tonight.

Member Joshua Vito shared the CSA Caucus of UC Board met, which went well. As well, he shared he attended the PRBC meeting where they discussed some topics about reform and ways to do referendums, and other aspects which are all interesting.

Member Jena Ashely shared she also went to PBRC meeting, and that they approved the last Committee meetings and talked about hybrid meeting process. She provided an update on other topics discussed in the meeting and encouraged Members to come to the next meeting on December 3rd.

Member Isha Maharaj shared she also attended the UC Board meeting. As well, the GCOUF, which is the Guelph Centre for Urban and Organic Farming, had its first meeting last week, they are looking for people to come and learn about them and hopefully by next summer everything will be back to where it should be.

Member Bella Harris attended PBR Committee meeting and shared that everyone is good at communication and so friendly, especially VP Student Experience. She also sat on the UC Board, and it is really fun.

11.9 CSA Services Update and Report

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No CSA Service updates or reports.

11.10 Committee Updates and Reports**11.10.1 MINUTES: Policy & Bylaw Review Committee (PBRC) Meeting # 5 – Oct 1, 2021**

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 5 – October 1, 2021, as information.

Moved: Joshua Vito

Seconded: Leila Stevens

Motion carried.

11.10.2 MINUTES: Finance Committee Meeting # 1 – Aug 24, 2021

MOTION to receive the minutes of the Finance Committee from Meeting # 1 – August 24, 2021, as information.

Moved: Maya Persram

Seconded: Ariel Oleynikov

Motion carried.

11.10.3 APPOINTMENT: Sustainability Action Fund Governance Committee

WHEREAS the Sustainability Action Fund's (SAF) mandate is to build and foster a culture of sustainability at the University of Guelph by providing seed-funding and support to student-led projects that work to improve campus sustainability and tackle pressing environmental and social issues;

WHEREAS the SAF Governance Committee's mandate is to provide independent stewardship of the SAF with a duty to ensure that the SAF's mandate is being met; and

WHEREAS the CSA is seeking three (3) Board Members (Executive and/or Directors) interested in, and with knowledge of, sustainability issues to appoint to the SAF Governance Committee.

RESOLVED that:

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- a) The President be appointed to the Sustainability Action Fund (SAF) Governance Committee for the remainder of the 2021-2022 academic year.
- b) The following additional two (2) Board Members (Executive and/or Directors) be appointed to the SAF Governance Committee for the remainder of the 2021-2022 academic year:

Lily Taylor-Stackhouse
Bella Harris

Moved: Nicole Walker, President

Seconded: Leila Stevens

President Nicole Walker shared that this new fund is initiated by the Student Executive Council, which is a council of student representatives from each of the college governments, Interhall Council, the GSA, and CSA. SERF (Student Energy Retrofit Fund) was the old fund, and this is the new fund. The goal is to allocate 85% of it to major projects, and then 15% would be student driven initiatives, so students could apply to have experiential learning opportunity. The University will be matching the student funding that we collect from the referendum question that was successful in 2019. So, we are looking to pilot the committee in terms of what it would look like to do a soft launch. This Committee would be helping to shape what the Committee will look like in the future (structure, membership, funding allocation, etc.) and part of the legacy of motivating for a carbon-neutral campus. She encouraged folks to volunteer and would be happy to answer any questions.

Motion carried

11.11 Business

11.11.1 PRESENTATION: Semi-Annual Financial Reports by Business Manager

This item was discussed earlier in the Meeting, after 11.4.1 Introductions and Pronouns, as the Agenda was amended.

11.11.1(a) Extend Speaking Rights to Lee Anne Clarke, Business Manager

MOTION to extend speaking rights to Business Manager Lee Anne Clarke.

Moved: Sara Kuwatly, VP Student Experience

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**Seconded:** Maya Persram**Motion carried.****MOTION: Extension of Speaking Time for the Business Manager**

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 Lee Anne Clarke, Business Manager, for the duration of item 11.11.1 to present the Semi-Annual Financial Reports and respond to questions that arise from members regarding the presentation, or subsequent motions regarding the Live Entertainment Fee Reallocation, and 2022-2023 CSA Salary & Wage Recommendations.

Moved: Maya Persram**Seconded:** Sara Kuwatly, VP Student Experience**Motion carried.**

Business Manager Lee Anne Clarke thanked everyone for being here tonight and provided a summary of the semi-annual budget report as attached in the Minutes.

Member Joshua Vito asked how Lee Anne would describe the state of the budget right now.

Business Manager Lee Anne Clarke shared they are in an excellent position right now as they have not been able to spend all their budget out, which is unfortunate; however they are in a position where they are ready to do more, and they are in an excellent financial situation.

11.11.1(b) Receive Business Manager Presentation

WHEREAS the Business Manager presented the following reports as recommended forward by the Finance Committee, and included in the November 24, 2021 board agenda package:

- CSA Financial Position as of October 31, 2021
- CSA Semi-Annual Budget Report to October 31, 2021

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RESOLVED that the presentation by Lee Anne Clarke, Business Manager regarding the Semi-Annual Financial Reports be received as information.

Moved: Leila Stevens

Seconded: Maya Persram

Motion carried.

11.11.1(c) Partial Reallocation of Live Entertainment Fee to the Bullring Entertainment Budget Line

MOTION: Live Entertainment Fee Reallocation

WHEREAS the Bullring has historically offered Open Mic as part of its regular programming;

WHEREAS all expenses associated with Open Mic have been offset by an allotment of Entertainment Fees as approved annually by the Board of Directors;

WHEREAS no funds were allocated to the Bullring in 2020-2021 and 2021-2022 due to Public Health Restrictions and operational limitations of the Bullring as a direct result of the pandemic;

WHEREAS Public Health Restrictions and operational limitations have lifted sufficiently to permit Open Mic programming to return to the Bullring, effective November 2021;

WHEREAS Open Mic has been a longstanding tradition of the Bullring;

WHEREAS students look forward to performing and attending Open Mic at the Bullring;

WHEREAS the Live Budget is projected to have a surplus in 2021-2022 of \$73,538.00;

WHEREAS the Entertainment Accumulated Reserve fund balance is \$119,197.00; and

WHEREAS the Finance Committee recommends the following resolution for the board's consideration.

RESOLVED that Entertainment Fees in the amount of \$12,000.00 be transferred from the Live Entertainment Budget, account #32101, to the Bullring Live Entertainment budget line, account #92101 for the purpose of funding Open Mic Programming at the Bullring during the remainder of the 2021-2022 fiscal year.

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

Member Maya Persram shared that Member Stevens, the President, the Business Manager, and herself were all on a Committee Meeting to discuss this. She shared that in past years the Bullring has received budget for live entertainment, which it was not given the last two years because of Covid. However, with things now opening and with the live entertainment budget having such a big surplus, they thought it would be a good idea to allocate some of that budget to have a really nice Open Mic night and bring those experiences back to campus.

Member Leila Stevens shared that students love Open Mic night, and it is such a big part of their student experience. She shared academia can be stressful so it is nice to have a social time and unwind with friends which is why herself and Member Persram would love if Members could vote in favour of this Motion.

Member Maya Persram shared there was a referendum made a few years back about how this entertainment fee could be spent, and this Motion does follow that referendum and all policies that come with it.

Motion carried.**11.11.1(d) 2022-2023 Salary & Wage Recommendations**

MOTION to approve the 2022-2023 Salary & Wage Recommendations for as recommended forwarded by the Finance Committee and as presented in the November 24, 2021 board agenda package.

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

President Nicole Walker motivated by sharing this was recommended by the Finance Committee and they had great discussions about this. As well that it aligns with the cost of living from the previous year, as they do not release cost of living for this year until later and that would not align with the budget planning timeline.

Motion carried.

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**11.11.2 PRESENTATION: Winter 2022 General Elections by CRO**

This item was discussed earlier in the Meeting, after 11.11.1 PRESENTATION: Semi-Annual Financial Reports by Business Manager, which was discussed after 11.4.1 Introductions and Pronouns, as the Agenda was amended.

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

WHEREAS CSA Rules of Order, Section 3.9. states that any 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 11.11.2 to present the Winter 2022 General Elections Timelines, Candidate's Package, and Promo Plan and respond to questions that arise from members.

Moved: Jena Ashley

Seconded: Joshua Vito

Chief Returning Officer Jewel Lindemann thanked everyone for being here and went through the Winter 2022 General Election Promo Plan, Timelines, and Candidates Package as included in the board agenda package.

11.11.2(b) Receive Chief Returning Officer's Presentation

MOTION to receive the presentation by Jewel Lindemann, Chief Returning Officer (CRO) regarding Winter 2022 General Elections Timelines, Candidate's Package, and Promo Plan as information.

Moved: Leila Stevens

Seconded: Maya Persram

Motion carried.

11.11.2(c) Approve Winter 2022 General Elections Timelines & Promo Plan

MOTION to approve the Winter 2022 General Elections Timelines, and Promo Plan as presented by the Chief Returning Officer (CRO) at the November 24, 2021 board meeting and included in the board agenda package.

Moved: Nicole Walker, President

Seconded: Lisa Kazuhara, VP Academic

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President Nicole Walker thanked the CRO Jewel for the fantastic job she did and shared that her work looks incredible.

Motion carried.

11.11.2(d) Adopt Winter 2022 General Elections Candidate's Packages

MOTION to adopt the Winter 2022 General Elections Executive and Director Candidate's Packages as presented by the Chief Returning Officer (CRO) at the November 24, 2021 board meeting and included in the board agenda package

Moved: Jena Ashley

Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

11.11.3 PRESENTATION: Director Appointment Progress Update by Policy & Transition Manager (PTM)

Policy & Transition Manager Pete Wobschall presented the Director Appointment Progress Update as presented in the board agenda package.

MOTION that the presentation by Pete Wobschall, Policy & Transition Manager, regarding the Fall 2021 Director Appointment Process be received as information.

Moved: Leila Stevens

Seconded: Nicole Walker, President

Motion carried.

11.12 New Business

No new business for tonight.

11.13 Announcements

Member Samantha Ogbeiwi shared she is excited to go home and has been busy studying for finals.

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Member Maya Persram shared she has been having a rough week, as school is really hard right now. She has been taking a break because she is doing tours and it is really exciting to show off Guelph campus again. She wished everyone luck who is going through course selection right now and working on final projects. She said she is so sorry and sad not seeing VP Student Experience Sara Kuwatly back next semester and thanked Scribe Sarah Dias for her amazing work.

Member Leila Stevens shared she is sad to see both Sarahs going, but that they are both appreciated and thanked them for their hard work. She shared she wants to hear about VP Student Experience Sara Kuwatly's new position. As well, she got her hair cut, and her housemates are doing secret Santa and she already spoiled it, but she can't keep a secret. She wished everyone luck on finals.

Member Keshini Digamber shared ISO will be having their last event for the semester tomorrow night, they will be having free muffins. She should be going home for Christmas, and her parents booked tickets and it was quite expensive. She has been tempted to spend money she does not have.

Member Joshua Vito shared he has had a busy few week. He wished everyone happy holidays and wished everyone a nice time off from school. He also wished both Sarahs best of luck in their future endeavours.

Member Jena Ashely shared everything is due, so she is very busy and she is really excited to go home and see her grandma.

Member Isha Maharaj shared she is very sad to see VP Student Experience Sara Kuwatly leave. She has been struggling with midterms and has seven labs due which is really difficulty. She wished everyone happy holidays and best of luck to both Sarahs.

Member Bella Harris has been writing down things she learnt in podcasts and shared several facts she has learnt, including some facts about crock pots and how they were invented and some facts about bedding sheets.

The meeting adjourned at 8:14 pm, as Quorum was lost.

Meeting continued unofficially as Members wished to continue with Announcements.

Member Bella Harris continued her announcement, sharing that she is a Chair of Guelph Pride, and that there are several co-chairs, and she encouraged Members to join the Pride Committee. She was on CTV Kitchener News, as she was interviewed for a Vigil she ran, but they only showed her for a few seconds, which was quite upsetting. She shared she is going to be at a panel and asked folks to

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join, as it is about supporting BIPOC Community, which is really cool. She shared some vegan food she has been trying.

Member Ariel Oleynikov shared she does not have too many updates. She is a Theatre minor, and their show is out tonight and a bunch of people from the University, including the President and Dean of the faculty are attending the show tonight, which is exciting. She encouraged folks to come watch it as it is a really sweet show and they have worked hard on it. She thanked both Sarahs for their hard work and wished them the best of luck. She also wished everyone a happy holiday and happy new year

Member Amanda Conibear shared she is going to be on a flight soon to see her boyfriend which is really exciting and she misses him a lot. She wished VP Student Experience Sara Kuwatly best of luck in her new job and shared she will miss her a lot.

Member Alyssa Ahmed thanked both Sarahs and shared they will be missed a lot and wants to stay updated on their lives. She has no exams this semester, which is really nice, but a lot of assignments are keeping her busy. She shared she has enjoyed doing the campus tours.

Policy & Transition Manager Pete Wobschall shared he is going to miss VP Student Experience Sara Kuwatly but hopes to see her in Hamilton. He shared he will also miss Scribe Sarah Dias, but she does have a legacy that she is leaving here, as she can look back in several years at the Minutes that she wrote. He shared that Board Meetings will be in-person next semester which is exciting.

President Nicole Walker thanked everyone for their updates. She went home for the weekend which was nice, her and her family went on a 10 km walk which was nice. Her brother shaved and cut his hair and looks great and he had his first job interview which made her very proud. She has been meal prepping and her and Member Stevens went to Joga which was super fun. As well, OSAP sucks and did not accept her application so she is in the process of writing an angry letter about how the federal and provincial government have failed students. She shared Leila Stevens is an awesome roommate. She is going to miss VP Student Experience Sara Kuwatly a lot, she has known her for several years and is very sad to see her go.

VP Academic Lisa Kazuhara shared she does not have to deal with OSAP because she is an international student, but they pay a lot more. She shared schedule printing is on its way with class schedules. She has been struggling with Black Friday sales as she wants to buy so many things. She is very excited to fly back to Japan to see her family who she hasn't seen for two years. She is really sad that

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both Sarahs are leaving. She has known VP Student Experience Sara Kuwatly since 2018, and now they are roommates, so she is very sad to see Sara leaving.

Scribe Sara Dias thanked everyone for their kind wishes. She shared she has loved working for the CSA and getting to know everyone here, and is sad to leave after several years, but currently has too much on her plate and not enough time for this position any longer. She shared she graduated back in April and it has been nice attending the meetings and feeling connected to campus in that way. As well, she thanked Policy & Transition Manager Pete Wobschall for all his support over the past while. He started when meetings were online and confusing, and he has always been a great support and super fun to work with. She wished everyone best of luck in the future and congratulated VP Student Experience Sara Kuwatly on her new position.

VP Student Experience Sara Kuwatly shared that this Board has seen her at her ups and downs, as they have seen her emotional when the old Executive team left, or during the summer meetings, or even right now. She shared she is so thankful for everyone's kind words and for being able to work with them for the past few months. She shared that this Board has given her therapist a lot of work, especially their meetings over the summer. She shared she would not have done anything differently but is sorry if she ever said anything that hurt anyone, especially in the summer meetings, her intention was always to be the best representative for students, but sometimes she may mess up. She shared she is moving to Hamilton next week and starting her new job very soon. She is also moving in with her partner which is exciting, and they are getting a cat. She apologized for crying, but said she is very emotional and cannot believe she is leaving the CSA. She has been here since 2018, as she was working part-time at SHAC and then a few years in her current position. She shared it is time for her to step out of the University of Guelph bubble, but would love to stay in touch with everyone. She shared that she loves all the Members, even though she may not know everyone very closely, everyone has been a part of her Wednesday night for the past few years, and she appreciates all they do and everyone's commitment to the students.

Board Chair Cameron Olesen thanked everyone for the semester so far and wished everyone a good break.

Meeting unofficially called to a close 8:33pm.

***Attach revised Business Manager reports to minutes**

Central Student Association
SEMI-ANNUAL BUDGET REPORT
TO OCTOBER 31, 2021

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SEMI-ANNUAL SUMMARY OF REVENUE AND EXPENSES					
CSA Operating Budget	Actual to Oct 31, 2021		Projected to Year End		YE Estimate
By Portfolio	Revenue	Expenses	Revenue	Expenses	Net Revenue (Loss)
Academic	\$ 47,480.00	\$ (22,883.00)	\$ 47,480.00	\$ (47,480.00)	\$ -
Administration	\$ 452,132.00	\$ (237,775.00)	\$ 550,303.00	\$ (494,453.00)	\$ 55,850.00
Council	\$ 57,020.00	\$ (16,454.00)	\$ 57,020.00	\$ (57,020.00)	\$ -
External	\$ 46,500.00	\$ (20,833.00)	\$ 46,500.00	\$ (46,500.00)	\$ -
Programmer	\$ 78,400.00	\$ (110,165.00)	\$ 78,400.00	\$ (110,165.00)	\$ (31,765.00)
Promotion Service	\$ 54,148.00	\$ (27,548.00)	\$ 58,700.00	\$ (58,700.00)	\$ -
Student Experience	\$ 63,340.00	\$ (32,229.00)	\$ 63,340.00	\$ (63,340.00)	\$ -
Service Programme Summary					
Bike Centre	\$ 25,896.00	\$ (6,058.00)	\$ 29,350.00	\$ (29,350.00)	\$ -
Clubs	\$ 15,900.00	\$ (2,236.00)	\$ 15,900.00	\$ (15,900.00)	\$ -
SafeWalk	\$ 15,496.00	\$ (3,194.00)	\$ 32,330.00	\$ (32,330.00)	\$ -
Student Help & Advocacy Centre	\$ 19,380.00	\$ (5,932.00)	\$ 19,380.00	\$ (19,380.00)	\$ -
CSA Operating - Estimated Net Revenue Above Expenses					\$ 24,085.00

BULLRING	\$ 120,231.00	\$ (165,480.00)	\$ 368,001.00	\$ (415,125.00)	\$ (47,124.00)
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FOODBANK	\$ 86,114.00	\$ (72,239.00)	\$ 145,670.00	\$ (145,670.00)	\$ -
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ENTERTAINMENT FEES	Actual to Oct 31, 2021		Projected to Year End		BALANCE
	Revenue	Expenses	Revenue	Expenses	Net Revenue (Loss)
Administration - Coordination Fee	\$ 21,728.00		\$ 21,728.00	\$ (22,000.00)	\$ (272.00)
Council - Grants - College Royal	\$ 7,020.00	\$ (7,020.00)	\$ 7,020.00	\$ (7,020.00)	\$ -
Films	\$ 22,000.00	\$ (1,155.00)	\$ 22,000.00	\$ (1,155.00)	\$ 20,845.00
Live Entertainment	\$ 87,000.00	\$ (4,035.00)	\$ 87,000.00	\$ (34,035.00)	\$ 52,965.00
Student Experience - Orientation Programming	\$ 15,000.00	\$ (11,044.00)	\$ 15,000.00	\$ (15,000.00)	\$ -
Total Anticipated Entertainment Fees 2021-22	\$ 152,748.00		Estimated Net Revenue at Year End		\$ 73,538.00

Balance Entertainment Reserve Fund to April 30, 2021	\$ 119,197.00
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Estimated Total \$ 192,735.00

ACADEMIC: Period Ending October 31, 2021

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
24100	CSA Student Fees	26,000	45,000	45,000
24120	Student Health Plan Reserve Support - Memorial	-	2,480	-
24140	Bullring Promotional Support - Artwork	-	-	-
	TOTAL REVENUE	26,000	47,480	45,000
Expenditure				
24200	Salaries (Includes 3% RSP/Educ)	1,843	19,046	38,565
24220	Employee Benefits	410	1,313	4,825
24450	Academic Campaigns	-	-	350
24451	Student Artwork @ Bullring	-	-	800
24452	Student Memorial Tree Service	-	2,480	-
24453	Teaching Excellence Award	-	-	150
24600	Advertising & Promotion	-	-	135
24800	Supplies	-	-	75
24870	Photocopying	-	44	100
	TOTAL EXPENSES	2,253	22,883	45,000
	Under (Over) Budget	23,747	24,597	-

Notes:

- 24120/24452** The total cost of the Student Memorial Tree Service is paid through the Student Health Plan Reserve. The reserve is managed by the Student Health & Dental Plan Committee. The VP Academic must submit a final report with all budget information to the committee before funds are released. The cost related to the purchase and maintenance of a memorial tree in the UofG Arboretum is incurred every other year, however a service is held every academic year and each tree has two plaques installed - one for each academic year. The cost to purchase and maintain a memorial tree is \$2,000; services generally cost between \$800 and \$1,600 depending on the number of anticipated family members and friends. We did not hold a Student Memorial Service in September 2020 due to the pandemic.

Prepared November 2021

Finance Committee

ADMINISTRATION (President): Period Ending October 31, 2021

Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22	Estimated YE
Revenue					
82100	Student Fees	337,000	377,080	377,080	411,202
82101	Entertainment Student Fee (General Coordination)	22,000	22,000	22,000	21,728
82200	Dental Plan - Admin Fee	18,000	18,000	18,000	18,000
82300	Health Plan - Admin Fee	28,500	28,500	28,500	28,500
82600	Other Income (Admin Fees BR, MHI, SW, Cannon, misc)	3	10	27,170	27,170
82620	Pro Ink - Net	-	153	-	253
82700	UCS - ROI (Digital Signs & Photo Arts Space)	-	-	11,250	11,250
82870	Black & White Photocopy Income	-	206	500	700
82875	Colour Photocopy Income	8	586	1,500	1,500
82910	Bus Pass - Net	-	-	-	22,000
82920	Interest Earned	3,193	5,597	8,000	8,000
	TOTAL REVENUE	408,704	452,132	494,000	550,303
Expenditure					
83200	Salaries/Wages (includes RSP benefit)	122,111	160,310	340,000	340,000
83210	Student Risk Management	1,295	1,234	550	550
83220	Employee Benefits	9,674	13,490	35,150	36,173
83240	Employer Health Tax Premium	-	-	-	-
83380	Professional Fees (Audit/Legal/HR)	19,698	24,547	37,000	37,000
83390	Travel (Business Office mileage, guest parking)	-	19	300	300
83440	Temporary Wages	530	-	2,000	1,000
83500	Staff Appreciation (incl coffee/water, mtg food)	743	46	2,000	2,000
83501	Staff Training (incl WSIB) & Transition	1,490	274	3,000	1,000
83550	Purchase of Equipment	-	-	6,000	6,000
83600	Advertising & Promotion	-	1,630	5,000	5,000
83610	Promotional Swag	1,392	1,000	2,500	2,500
83660	Software/Licensing/CCS Managed Desktops	2,584	3,256	14,000	14,000
83700	University Services (lock/keys/minor repairs)	620	1,275	700	2,000
83701	Leasehold Improvements to CSA Main Office	-	-	-	-
83800	Office Supplies (includes postage chrgs)	2,659	5,526	8,000	9,000
83820	Telephone and Internet (all lines, except Bullring)	5,731	5,735	11,800	11,800
83850	Maintenance & Repair	-	440	300	700
83870	Photocopier Expense	5,405	5,637	11,500	11,500
83900	Bank Charges	383	626	1,200	1,200
83930	Insurance	14,000	12,730	13,000	12,730
	TOTAL EXPENSES	188,315	237,775	494,000	494,453
	Under (Over) Budget	220,389	214,357	-	55,850

Wages Include

83200 President, Office Manager, Policy & Transition Manager, Business Manager
2 FT Bookkeepers, Front Office Assistants 3 PT F/W

Prepared November 2021
Finance Committee

BULLRING: Period Ending October 31, 2021					
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22	Estimated YE
Revenue					
92100	Student Fees	111,500	-	-	-
92101	Entertainment Student Fee	-	-	-	12,000
92425	Beverage Sales - Gross Margin	643	23,334	47,000	60,000
92465	Food Sales - Gross Margin	8,612	97,207	292,000	292,000
92490	Miscellaneous Income (less register/over)	14,961	(310)	35,750	16,001
	TOTAL REVENUE	135,716	120,231	374,750	380,001
Expenditure					
93200	Managerial Salaries (incls 10% RSP benefit)	44,540	67,530	148,450	148,450
93210	Hourly Wages	7,995	49,153	105,000	145,000
93220	Managerial Benefits	3,565	6,113	13,350	13,350
93225	Hourly Staff Benefits	1,415	4,476	12,000	13,300
93240	Employer Health Tax (Taxation Yr)	-	-	-	-
93250	Staff Safety Training	-	295	300	300
93280	Staff Appreciation/Uniform (FixedTerm)	-	387	500	700
93290	Staff Meals	-	-	6,080	-
93380	Administrative Fee to CSA Operating	-	-	21,850	21,850
93390	Travel/Mileage	27	24	50	50
93400	Entertainment Costs	-	-	-	12,000
93550	Purchase of Equipment/Furniture	-	-	-	-
93560	Lease of Equipment	714	714	1,500	1,500
93580	Maintenance of Equipment	439	1,214	1,500	1,500
93590	Maintenance of Front House	1,038	2,736	1,000	3,000
93600	Advertising & Promotion	324	798	1,000	1,200
93660	Memberships & Licenses	814	765	1,030	1,030
93700	University Services	3,207	130	1,000	1,000
93720	University Space Costs	7,793	7,913	13,000	15,830
93730	Express Card Commission/LCR Rental	912	7,140	23,000	23,000
93735	Debit Machine Commission/Rental	485	1,378	4,100	4,100
93800	Supplies (incls replacement flatware)	672	6,034	6,000	8,000
93810	Janitorial Supplies	51	833	1,500	1,500
93815	Janitorial Services	1,351	1,429	5,500	4,000
93820	Telephone and Internet	-	-	-	-
93870	Photocopying	8	53	40	100
93930	Insurance	6,030	6,365	7,000	6,365
93950	Contingency	-	-	-	-
	TOTAL EXPENSES	81,380	165,480	374,750	427,125
	Under (Over) Budget	54,336	(45,249)	-	(47,124)

Prepared November 2021

KL/LAC

Finance Committee

COUNCIL: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
22100	CSA Student Fees	36,500	50,000	50,000
22101	Entertainment Fee (see below *)	6,892	7,020	7,020
22560	Survival Guide Revenue	-	-	-
	TOTAL REVENUE	43,392	57,020	57,020
Expenditure				
PDR Committee Motion Required				
23200	Grants - Fall & Winter	(300)	1,274	9,000
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	-	-	500
23391	Travel & Conference: CFS/CFS-O	-	-	1,500
23392	Travel & Conference: Student Leadership	-	-	200
23510	Executive Visioning/Training /Transition 50/50 split	-	290	1,000
23515	Executive Discretionary Fund	-	-	1,000
President				
23225	Grants - CSA FoodBank Support	1,500	7,500	7,500
23226	Grants - Move Out Madness	-	-	500
23228	Grants - College Royal *	-	-	7,020
23300	Elections	1,857	3,317	11,000
23440	Honoraria (Chair/Scribe)	1,317	2,503	4,500
23500	Board Training & Appreciation	720	1,520	7,300
23560	Survival Guide Expense	-	-	-
23750	General Members Meeting (Fall & Winter)	-	-	5,000
23800	Supplies	77	50	500
23870	Photocopying	-	-	500
	TOTAL EXPENSES	5,171	16,454	57,020
	Under (Over) Budget	38,221	40,566	-

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

Prepared November 2021
Finance Committee

EXTERNAL: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
25100	CSA Student Fees	44,000	46,500	46,500
	TOTAL REVENUE	44,000	46,500	46,500
Expenditure				
25200	Salaries (incl 3% Education/RSP)	18,000	19,046	38,565
25220	Employee Benefits	1,251	1,488	4,825
25450	Campaigns & Solidarity Events	1,066	241	2,400
25600	Advertising & Promotion	-	-	385
25660	Memberships & Subscriptions	-	50	50
25800	Supplies	-	-	75
25870	Photocopying	-	8	200
	TOTAL EXPENSES	20,317	20,833	46,500
	Under (Over) Budget	23,683	25,667	-

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Finance Committee

FILMS: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
42101	Entertainment Student Fees	21,200	22,000	22,000
42400	Door Receipts/Misc Revenue	-	-	-
	TOTAL REVENUE	21,200	22,000	22,000
Expenditure				
43210	Temporary Wages	-	-	200
43400	Film Rental	-	1,000	12,800
43550	Purchase of Equipment/Upgrades	-	-	6,000
43600	Advertising & Promotion	-	125	1,000
43660	Memberships/Domain renewal	30	30	50
43800	Supplies	-	-	200
43840	Freight & Shipping	-	-	50
43850	Maintenance of Film Equipment	-	-	1,600
43870	Photocopying	-	-	100
	TOTAL EXPENSES	30	1,155	22,000
	Under (Over) Budget	21,170	20,845	-

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Finance Committee

LIVE ENTERTAINMENT: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
32101	Entertainment Student Fees	85,000	87,000	87,000
32400	Tickets / Sales	-	650	-
32500	Partnership Support	-	-	-
	TOTAL REVENUE	85,000	87,650	87,000
Expenditure				
33210	Temporary Wages	-	-	-
33400	Performer Fees	-	3,540	24,000
33410	Performer Rider	-	-	1,400
33420	Setup & Sound/Streaming	-	425	17,950
33500	Partnership Expenses	-	-	-
33550	Purchase of Equipment/Sound/Staging	-	-	6,000
33600	Advertising & Promotion	-	-	2,000
33700	Facility Costs	5,000	70	35,000
33720	Free Concert Programming	-	-	-
33730	Community Concert Programming - Net	-	-	-
33740	Speakers	-	-	-
33800	Supplies	-	-	550
33870	Photocopying	-	-	100
	TOTAL EXPENSES	5,000	4,035	87,000
	Under (Over) Budget	80,000	83,615	-

Prepared November 2021

Finance Committee

PROGRAMMER (Gen Entertainment): Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
72100	Student Fees	63,600	78,400	78,400
72600	Imaginus Sales - Net	-	-	-
	TOTAL REVENUE	63,600	78,400	78,400
Expenditure				
73200	Salaries (Includes 10% RSP benefit)	21,385	106,597	71,700
73220	Employee Benefits	2,615	3,568	6,700
73800	Supplies	-	-	-
	TOTAL EXPENSES	24,000	110,165	78,400
	Under (Over) Budget	39,600	(31,765)	-

Prepared November 2021

Finance Committee

PROMOTIONAL SERVICES: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
52100	Student Fees	50,650	51,700	51,700
52300	Graphic Design	50	-	-
52400	Postering - Net	-	800	2,500
52500	Large Format Service - Net	-	1,027	2,500
52600	Button Maker & Miscellaneous - Net	-	35	-
52700	Space Rentals - Kiosk & UC Banner	-	586	2,000
	TOTAL REVENUE	50,700	54,148	58,700
Expenditure				
53200	Wages - Graphic Designer	22,000	24,500	49,306
53210	Wages - Poster Runners	-	718	2,850
53220	Benefits - Graphic Designer	1,925	2,155	6,044
53225	Benefits - Poster Runners (CPP, EI)	-	26	125
53600	Advertising & Promotion	-	130	-
53660	Memberships & Subscriptions	-	-	300
53800	Office Supplies	-	19	75
53870	Photocopying	-	-	-
	TOTAL EXPENSES	23,925	27,548	58,700
	Under (Over) Budget	26,775	26,600	-

Prepared November 2021

Finance Committee

STUDENT EXPERIENCE: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
27100	CSA Student Fees	47,650	48,340	48,340
27101	Entertainment Fee: Cross Campus Orientation	14,500	15,000	15,000
	TOTAL REVENUE	62,150	63,340	63,340
Expenditure				
27200	Salaries (Includes 3% Education/RSP)	18,369	18,378	37,860
27220	Employee Benefits	1,279	2,377	4,770
27450	Orientation Week Programming (+ Sexy Bingo)	5,164	11,044	15,000
27453	Summer Programming	150	-	200
27454	Fall Programming (includes Stressbusters)	2,135	183	2,500
27455	Winter Programming (Includes Stressbusters)	-	-	2,500
27600	Advertising & Promotion	-	131	300
27800	Supplies	-	63	75
27870	Photocopying	-	53	135
	TOTAL EXPENSES	27,097	32,229	63,340
	Under (Over) Budget	35,053	31,111	-

Prepared November 2021

Finance Committee

For Information Only: See Programmes Budget

BIKE CENTRE: Period Ending October 31, 2021				
Account No.	Account Name	YTD Actual	YTD Actual	BUDGET 21-22
BIKE 62100	Student Fees	-	25,700	25,700
62120	Solicitations/Donations/Fundraising	-	120	3,400
62335	Solicitation Surplus from Previous Yr	-	-	-
62400	Sales - net	-	76	250
	TOTAL REVENUE	-	25,896	29,350
Expenditure				
BIKE 63210	Co-ordinators Wages	-	5,462	23,910
63220	Employee Benefits (CPP & EI)	-	455	1,840
63450	Workshops	-	160	300
63500	Volunteer Appreciation	-	-	450
63600	Advertising	-	-	600
63660	Scheduling Software/Licensing	-	220	-
63800	Supplies and tools	-	(244)	2,250
63870	Photocopying	-	5	-
	TOTAL EXPENSES	-	6,058	29,350
	Under (Over) Budget	-	19,838	-

Staff	Bike Centre Coordinator - full time	35 hrs/wk	\$	23,212.00
	3% RSP/ESP		\$	698.00
			\$	23,910.00

Prepared November 2021

Finance Committee

For Information Only: See Programmes Budget

CLUBS: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
CLUB 62100	CSA Student Fees	11,450	15,900	15,900
	TOTAL REVENUE	11,450	15,900	15,900
Expenditure				
CLUB 63210	Co-ordinators Wages	1,940	2,039	8,154
63220	Employee Benefits (CPP, EI)	88	97	426
63450	Meeting Expenses (food & incentives)	-	-	300
63600	Advertising & Promo	-	98	220
63660	UC Services - Security/Maintenance Club Hallway	-	-	6,000
63700	Club Days Set Up	-	-	720
63800	Supplies	-	-	50
63870	Photocopying	-	2	30
	TOTAL EXPENSES	2,028	2,236	15,900
	Under (Over) Budget	9,422	13,664	-

Staff	Administrative Coordinator - Sept 7 to April 22, 2022	25 Flex + 10 hrs/wk	325 Hours	\$	5,408.00
	Programming Coordinator - Sept 7 to April 22, 2022	15 Flex + 5 hrs/wk	165 Hours	\$	2,746.00
				\$	8,154.00

Prepared November 2021
Finance Committee

Restricted Fee, Information Only

SAFEWALK: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
Safe 62100	CSA Student Fees	-	-	-
62120	SSF - Undergraduates (NEW SW Fee collected W'20)	-	14,597	30,810
62130	SSF - Graduates	-	899	1,520
	TOTAL REVENUE	-	15,496	32,330
Expenditure				
Safe 63210	Co-ordinators Wages	-	2,532	11,898
63220	Employee Benefits (CPP, EI)	-	143	633
63350	Surplus/Deficit Transfer Line	-	-	-
63370	CSA Administrative Fee (9% of fees)	-	-	2,900
63390	Taxi Expenses	-	-	1,400
63500	Volunteer Appreciation & Training	-	28	1,150
63550	Electric Vehicle (purchase/maintenance)	-	-	12,000
63600	Advertising	-	234	1,400
63800	Supplies	-	26	225
63820	Telephone Charge for UoG x53200	90	220	600
63870	Photocopying	-	11	124
	TOTAL EXPENSES	90	3,194	32,330
	Under (Over) Budget	(90)	12,302	-

Staff	SafeWalk Coordinator - Sept 7 to April 22, 2022	7.5 Flex + 12.5 hrs/wk	362.5	\$	6,032.00
	SafeWalk Volunteer & PR - Sept 7 to April 22, 2022	7.5 Flex + 12.5 hrs/wk	352.5	\$	5,866.00
				\$	11,898.00

Prepared November 2021

Finance Committee

For Information Only: See Programmes Budget

STUDENT HELP & ADVOCACY CENTRE: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
SHAC 62100	CSA Student Fees	18,150	19,380	19,380
	TOTAL REVENUE	18,150	19,380	19,380
Expenditure				
SHAC 63210	Co-ordinators Wages	3,049	3,270	13,080
63220	Employee Benefits (CPP & EI)	143	162	610
63380	Professional Fees (Legal Aid Clinic)	2,500	2,500	5,000
63450	Information/Awareness Events	-	-	410
63500	Volunteer Training & Appreciation	-	-	-
63600	Advertising & Promotion	-	-	200
63800	Supplies (incls Resource Material)	-	-	30
63870	Photocopying	-	-	50
	TOTAL EXPENSES	5,692	5,932	19,380
	Under (Over) Budget	12,458	13,448	-

Staff	SHAC Coordinator - Sept 7 to April 22, 2022	40 Flex +12 hrs/wk	400	\$	6,656.00
	Assistant Coordinator - Sept 7 to April 22, 2022	13 Flex + 6 hrs/wk	193	\$	3,212.00
	Assistant Coordinator - Sept 7 to April 22, 2022	13 Flex + 6 hrs/wk	193	\$	3,212.00
					\$

Prepared November 2021

Finance Committee

Restricted Fee, information only

FOODBANK: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
28100	Student Fees: Undergraduate	53,575	66,451	109,100
28120	Solicitations	3,250	6,383	10,000
28130	Student Fees: Graduate	11,875	5,780	19,070
28135	CSA Support	4,000	7,500	7,500
28140	Bullring Support for Cooking Classes	-	-	-
	TOTAL REVENUE	72,700	86,114	145,670
Expenditure				
28210	Co-ordinators Wages	18,716	21,176	49,378
28220	Employee Benefits	1,456	1,825	3,722
28390	Transportation Costs	-	-	100
28450	Cooking Classes	-	-	-
28451	Garden Supplies (In & Out)	-	-	160
28500	Volunteer Appreciation	-	-	-
28501	Staff or Volunteer Training	-	130	400
28510	Compassionate Fund	-	-	200
28540	Food Acquisition	49,888	46,028	85,250
28541	Special Diet	-	1,400	3,840
28600	Advertising	-	103	550
28700	University Services	410	-	300
28800	Supplies	265	1,577	1,700
28870	Photocopying	-	-	70
	TOTAL EXPENSES	70,735	72,239	145,670
	Under (Over) Budget	1,965	13,875	-

Staff	FoodBank Coordinator - full time	35 hrs/wk	\$	35,500.00
	3% RSP/ESP Benefit for FT staff		\$	1,065.00
	Assistant - Sept 7 - April 22, 2022	15 hrs/wk	\$	7,654.00
	Assistant - Sept 7 - April 22, 2022	10 hrs/wk	\$	5,159.00
			\$	49,378.00

Prepared November 2021

Finance Committee

Central Student Association Financial Position

As at October 31, 2021

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

Current Fiscal Year Considerations as at October 31, 2021

CSA Operating

Student fee revenue 9.07% above budget projections for this period	\$ 34,122.00
Administration - Entertainment General Coordination	\$ (272.00)
Bus Pass Administrative Fee, Winter 2022 (\$1 per PT/FT UG)	\$ 22,000.00
Programmer Early Retirement expenses over annual budget	<u>\$ (31,765.00)</u>

\$ 24,085.00

Bullring

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

\$ (45,250.00)

Estimated Members Equity as at October 31, 2021

\$ 1,104,881.17

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	\$ 45,250.00
Business Office Renovations	\$ (10,000.00)
Business Office Accounting Software	<u>\$ (30,000.00)</u>

\$ (894,750.00)

Available Funds less Internal Commitments

\$ 210,131.17

Internal Designation for Available Funds

CSA General Operations	\$ 24,085.00
New Initiatives and Projects	\$ 186,046.17

\$ 210,131.17

Entertainment Fees

Entertainment Fees per CSA Budget 2021-2022	\$ 153,020.00
Fees Above (Below) Anticipated Receipts	\$ (272.00)
Estimate of Expenses to Year End (<u>\$ (79,210.00)</u>

Projected year end surplus

\$ 73,538.00

Bullring Request for Entertainment Funding

-\$ 12,000.00

Entertainment Reserve Fund (accumulated from previous years)

\$ 119,197.00

Funds available for Entertainment Programming

\$ 180,735.00

**Central Student Association
Salary & Wage Recommendations**

For the 2022-2023 Fiscal Year

Annual Increase to fees per Consumer Price Index for 2019-2020: 2.35%

Annual Increase to fees per Consumer Price Index for 2020-2021: 2.1%

Annual Increase to fees per Consumer Price Index for 2021-2022: 1.85%

	Additional Detail	2020-2021	Increase	2021-2022	Increase	2022-2023
Provincially Legislated Minimum Wage	Cash payment	\$ 14.00		\$ 14.00		\$ 15.00
Bullring PT Minimum Wage (with 4% vacation)	PT - max 15 hrs/week	\$ 15.60	1.67%	\$ 15.86	1.67%	\$ 16.12
CSA PT Service Staff Base Rate (includes 4% vacation)	PT - max 15 hrs/week	\$ 16.00	4.00%	\$ 16.64	1.85%	\$ 16.96
FoodBank Coordinator	FT - 32.5 - 35 hrs/week	\$ 35,300.00	0.57%	\$ 35,500.00	1.85%	\$ 36,157.00
Permanent/Renewable Staff	CPI applied every year	Varied		Varied		\$ -
Executive Staff	Full time, min 37 hours	\$ 36,000.00	2.10%	\$ 36,756.00	1.85%	\$ 37,436.00

Recommended forward by the Finance Committee on November 17, 2021

Submitted to the Board of Directors on November 24, 2021

Motion

Board of Directors Meeting # 12
January 17, 2022



Item 12.5.1

Approval of Past Board Minutes – November 24, 2021

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

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)

Meeting #20 – November 10, 2021 – 11:30 am

Microsoft Teams



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

Regrets: None

Guests: None

1.0 Call to Order @ 11:30 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

4.1 Meeting #18 Minutes

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- **Board Scribe Resignation:** Our Board Scribe, Sarah Dias, gave her notice of resignation on Thursday, November 4th. She is staying with the CSA for the remainder of the fall semester.
- **Hiring Committees:** We are striking two hiring committees at the Nov 10 board meeting that I am chairing. We are starting the hiring process for a second poster runner and Board Scribe. Job postings will close Wednesday, November 24th, and the expected start dates are January 2022.
- **Return to Campus:** Reviewing current Return to Campus Applications with continued lifting of restrictions. Will be re-

Minutes

Executive Committee Meeting (ECM)

Meeting #20 – November 10, 2021 – 11:30 am

Microsoft Teams



introducing 1v1 meetings and expanding room capacity to social distancing.

- Exec Staff Files: Moved staff files to the President's Office. President will be

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

- Reviewing and conducting our CRO Jewel's Performance Evaluation this week
- Reviewing the ARO Julia's performance evaluation that was conducted by the CRO and PTM.

5.1.3 Public Relations

- Will be the undergraduate representative laying a wreath at the Remembrance Day ceremony on Thursday
- CSA November Newsletter going out today
- Provided land acknowledgement & attended Diwali ceremony hosted by Indian Students Association & Hindu Students Society on Nov 3rd.

5.1.4 Misc. Looking into Mental Health First Aid Options for students and student leaders on campus for W22. Exploring funding options such as SLEF Funding.

5.2 Vice President Student Experience

5.2.1 Supervisory (JD Objective check-in, Demand, & time log check)

Clubs, SE&RM, Safewalk evaluations

5.2.2 Events:

Planning last sexy bingo for the semester

Planning stress busters

Planning events for the winter semester

5.2.3 Social Media

Minutes

Executive Committee Meeting (ECM)

Meeting #20 – November 10, 2021 – 11:30 am

Microsoft Teams



Diva cup giveaway ends today

5.2.4. Menstrual Hygiene Initiative

Diva Cup give away

On social media and in person, winners will be contacted on
Wednesday (Nov 11th), pick up next Tuesday (Nov 17th)

Menstrual Hygiene product distribution

working with the business office and poster runner to start
refilling the menstrual products in dispensers on campus

5.3 Vice President Academic

5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)

Staff evaluations

Ready to start in person services once we get the go

Trivia event happened on Instagram – successful

Webinar event happened, waiting to hear back how it went

5.3.2 Art in the Bullring

Promo, Food and Band sorted out

5.3.5 Committees

Student Senate Caucus

OACCTF

Working on transition documents for committees that VPA sits on

5.4 Vice President External

5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)

Minutes

Executive Committee Meeting (ECM)

Meeting #20 – November 10, 2021 – 11:30 am

Microsoft Teams



- Bike Centre: Finished staff evaluations for BC Coordinator, will start booking 1-on-1 supervisory meetings with BC Coordinator to ensure there is support in their position.
- Food Bank: Finished staff evaluations for FB Coordinator, will finish FB Assistant Evaluations by November 11th, and will also have 1-on-1 supervisory meetings to ensure there is support. Will also be helping with picking up food items for GSFB.

5.3.2 Transit

- Ridership Pilot: Will be sending out email to CSA staff to recruit students for ridership pilot test that will take place the week of November 22nd. Looking to recruit 60 students to test Student ID Card tap system.
- Guelph Transit Route Review: Meeting on November 15th.

5.3.3 Committees

- SCECAC Working Group: Will be meeting on November 11th to create ToR and review/edit UofG Ethical Purchasing Policy.
- PBRC: Will have meeting on November 12th, and am working on ToR and policy language for BIPOC Coalition and Guelph Campus Coalition.
- Judicial Committee: Had first meeting on November 10th.

5.3.4 Campaigns

- Fight the Fees: Working with VPA to start this campaign, will be having a tabling event on Nov 17th to get student input and gather information for our demands.
- Defund the Police: Chatted with GBSA and PSSA to see if there is interest in bringing this campaign to campus. Waiting for their membership's consensus.

5.3.5 Solidarity

- GBSA: Had a check-in to support their efforts for BHM. Supporting the advertisement of their events, working with graphic designer to implement kiosk ads and posters around campus.

Minutes

Executive Committee Meeting (ECM)

Meeting #20 – November 10, 2021 – 11:30 am

Microsoft Teams



- PSSA: Supporting their November 29th event financially, as well supporting their events in the W22 semester. Organizing a panel event for BHM.
- BHM 2022: Will be working to bring Ijeoma Oluo to campus for an in-person event in February.

6.0. Business

7.0 New Business

7.1 Executive Discretionary Fund

- Motion to approve \$250 to contribute to the Holocaust Education Week
 - o Poster Run: $(25 \times 2 = 50)$ + printing \$20
 - o Kisok Rental: \$63.20
 - o Cattle Car Exhibit: \$116.8
- Total: \$250

7.2 House Calls

- Executives are interested in House Calls and excited. 4-5 hours is a large time commitment, so Nicole to reach out to Housing about the option for a smaller time commitment. Great opportunity to check in with students, provide resources and brainstorm advocacy.

7.3 Service Updates at Board Meetings:

- Services will be signing up to present at Board.

7.4 Student Leadership Information Nights: Executives spoke with VP Student Affairs about a possible collaboration with Student Experience to discuss various student leader positions on campus and the process for applying.

8.0 In Camera

- There was no in camera.

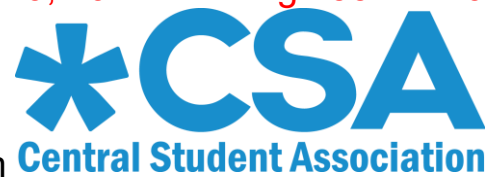
9.0 Adjournment @ 12:45 pm

Minutes

Executive Committee Meeting (ECM)

Meeting #20 – November 10, 2021 – 11:30 am

Microsoft Teams



Next Meeting: Wednesday, November 17 at 10:00 am

Minutes

Executive Committee Meeting (ECM)

Meeting #21 – December 1, 2021 – 10:15 am

Microsoft Teams



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

Regrets: None

Guests: None

1.0 Call to Order @ 10:15 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

4.1 Meeting #20 Minutes

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- **Hiring Committees:** poster runner & board scribe. Job posting closes today, shortlisting candidates tomorrow, and interviewing next week. Hoping to have a candidate by next Friday.
- **Office Manager & HR Responsibilities:** the OMES job description is being reviewed to be broken down into two different positions: Office Manager (front office responsibilities) and HR Coordinator (hiring, etc.)
- **Return to Campus:** finalizing the updates for R2C applications & safety plans for the services.

Minutes

Executive Committee Meeting (ECM)

Meeting #21 – December 1, 2021 – 10:15 am

Microsoft Teams



- **Team Norms:** on the advice of the HR Consultant, we will be doing regular Team Norms meetings.
- **AGM:** proposed date is February 9th. There are some concerns around the date since it will be in the middle of the midterms and quorum has always been difficult to reach in February.

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

5.1.3 Public Relations

- **December Newsletter:** newsletter will be going out on December 1st. We will be highlighting some mental health resources, stress busters, and featuring our Clubs office this month!
- **GenEq Feature:** GenEq expressed interest in featuring our CSA executive.

5.1.4 Misc

- **MHFA Training:** hoping to plan a mental health training session for student leaders and returning student leaders.

5.2 Vice President Student Experience

5.2.1 Supervisory (JD Objective check-in, Demand, & time log check)

5.2.2 Events:

Stress Busters: tabling in the UC on Nov 29th and Dec 2nd.

5.2.3 Social Media

5.2.4. Menstrual Hygiene Initiative

Trying to get the dispensers refilled for the Winter semester.

5.2.5. Transition

Working on my transition report as well as delegating the rest of my projects and tasks to the executive team.

5.3 Vice President Academic

Minutes

Executive Committee Meeting (ECM)

Meeting #21 – December 1, 2021 – 10:15 am

Microsoft Teams

**5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)**SHAC: Staff Evaluations & service update to the Board on January 16th**5.3.2 Art in the Bullring**

Happening this afternoon starting at 5 pm in collaboration with the Fine Arts Network.

5.3.5 Committees

Experiential Learning opportunity > Professional and Career Development Record Launch

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

- Food Bank: picked up food from the Guelph Food Bank.
- Bike Centre: looking to do workshops and introducing new appointment opportunities (winterize bikes and volunteer to fix bikes). We have also started collecting stats for the Bike Centre.

5.3.2 Transit

- Pilot Project and the Tap Implementation Committee: happening this week. Collecting data from the pilot project and meeting regularly with the tap implementation committee.

5.3.3 Committees

- Transit Advisory Committee: tonight.
- CFS National General Meeting: last week – elected as the chairperson for the Racialized Constituency.
- SCECAC: meeting has been rescheduled for next week.

5.3.4 Campaigns

- Education for All / Fight the Fees: tabling event was yesterday – had good discussions with students.

5.3.5 Solidarity

Minutes

Executive Committee Meeting (ECM)

Meeting #21 – December 1, 2021 – 10:15 am

Microsoft Teams



- MP Lloyd Longfield: met with him last Thursday to discuss OSAP and student loans.
- BHM Planning 2022: working with CDO and other student groups to plan events for February.

6.0. Business

7.0 New Business

8.0 In Camera

- There was no in camera.

9.0 Adjournment @ 11:15

Next Meeting: Wednesday, December 8 at 10:00 am

Minutes

Executive Committee Meeting (ECM)

Meeting #22 – December 8, 2021 – 10:30 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 @ 10:30 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 #21 Minutes

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update:

- **Return to Campus:** RTC Application updates were approved for the FoodBank, Front Office (includes SHAC), Bike Centre, SafeWalk, and The Bullring. Safety plans have also been updated. Will look to implement changes early next semester, depending on university and provincial guidelines.
- **Hiring Committees:** Hiring has been completed for the Poster Runner & Board Scribe. We have successfully hired people for each position and are excited to have them join the CSA Team in January!

Minutes

Executive Committee Meeting (ECM)

Meeting #22 – December 8, 2021 – 10:30 am

Microsoft Teams



- **Office Manager Hiring:** The job description has been finalized and posted.
- **Student Health & Dental:** Newsletter is being sent out to all NEW Winter 2022 registrants regarding information for their Health & Dental Plan.
- **VPSE Portfolio:** Sara's Last day was Friday, December 3, 2021, and tasks have been delegated amongst the executive. Memo will be sent out to the Board and CSA Staff.

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

log check): Jewel's finished her hours for the fall semester and will start back up in January! Thanks to her and Julia for their leadership in the election's office.

5.1.3 Public Relations: The December newsletter is delayed in being sent out since we are including information about the Student Health & Dental Plan for NEW Registrants.

5.1.4 Misc. In the process of planning Student Leadership Day with Student Experience.

5.2 Vice President Academic

5.2.1 Supervisory (JD Objective check-in, Demand, & time log check)

- **SHAC:** Advocacy Spotlight Launch, End of the semester check in
- **SafeWalk:** Introduction to the Coordinators, review team norms, conflict resolution
- **SE&RM:** Introduce myself to the SE&RM Coordinator and I will be meeting the coordinator of Student Leadership within Student Experience Thursday, December 9th, 2021. Took over Sara (Previous VPSE)'s role on approving events

Minutes

Executive Committee Meeting (ECM)

Meeting #22 – December 8, 2021 – 10:30 am

Microsoft Teams



5.2.2 Professional and Career Development Record

- PCDR's official launch and implementation on LinkedIn
- Next Semester, there will be conversation on how CSA positions will be recognized

5.2.3 Committees

- **SLAM:** updates for international students and SAS

5.2.4 Events

- Stress Busters (Monday, November 29th in the UC and Thursday, December 3rd)
- Treat handouts with Irene Thompson (VPSA)

5.3 Vice President External

5.3.1 Supervisory (JD Objective check-in, Demand, & time log check)

- **Food Bank:** Had one-on-one meeting with FB Coordinator to check in, will be having our FB Operations meeting on Thursday. Going help pick up food from Guelph FB today.
- **Bike Centre:** Had one-one-one meeting with BC Coordinator to check in.

5.3.2 Transit: Having continuous GTC meetings to ensure the tap and go program is ready for January 2022. Getting lots of inquiries from students about opting in or out of the bus pass. LA has put together language for communication.

5.3.3 Committees

- **Campus Coalition:** Will be meeting on Thursday.
- **BHM Planning 2022:** Gauging possibility to bring Ijeoma Oluo as our keynote speaker for BHM.
- Familiarizing myself with VPSE's roles in their committees that VPE will take on.

Minutes

Executive Committee Meeting (ECM)

Meeting #22 – December 8, 2021 – 10:30 am

Microsoft Teams



5.3.4 Solidarity

- Participated in Violence Against Women Vigil in December 6th and read out names of victims of femicides.

6.0 Business

7.0 New Business

7.1 Social Media roles and responsibilities:

- Lisa: Posting & Content
- Shilik: Dm's
- Nicole: Resharing content/comments

7.2 VPSE Tasks Delegation: Lisa will be taking on Finance Committee and Second Signing Officer. Shilik will be taking on PDR committee.

- **Collaborative Leadership Summit (CLS):** Executives will be registering to attend CLS on Saturday, January 8th, 2022.

8.0 In Camera

There was no in camera.

9.0 Adjournment @ 11:30 am

Next Meeting: January 12th, 2022

Motion

Board of Directors Meeting # 12

January 19, 2022



Item 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 Student Experience

Seconded:

Executive Update

President

January 19, 2022



Hello Board of Directors,

I hope you all had a restful winter break! A lot has happened since our last board meeting, and I am going to do my best to summarize those changes. With a big focus on COVID-19, personnel changes, etc., it is also important to remember why we do what we do and circle back to our mandate of helping undergraduate students. As we start the winter semester, what key issues do you and our students want us to focus our efforts and advocate for? What change can we start for the next CSA Team to continue? As always, if you have any questions, feedback, or ideas, I encourage you reach out and I would be happy to connect with you!

Ongoing Projects:

Return to Campus: Since our last board meeting, increased safety measures for COVID-19 from the Provincial Government and the University have resulted in changes to our current operations and services. Two memos were sent out to all CSA Staff and the Board of Directors as we received update information over the winter break. To date, we have not implemented the Return to Campus Application updates for our services. Information regarding the change to our operations has been updated on the website and our January newsletter. Here are the changes as of January 7 and we are currently working on updates in response to the University announcement on January 14. Please check our website for the latest updates to our services. For questions related to the decisions of our services and operations, I have included the CSA COVID-19 Planning and response document at the end of my update for more information.

Service	Updated COVID-19 Operational Safety Measures
Bike Centre	Limit of one person per appointment reduced from two
Board of Directors	Remote format for January 19 & February 2 meetings
Bullring	Reduced hours Monday to Friday 10 am – 3 pm, take-out only
Business Office	Only one bookkeeper onsite at a time; enhanced cleaning protocols
Clubs	Remote service only, including Clubs Days
Core Staff	President: Hybrid VP Academic: Remote VP External: Hybrid (3-6 pm for Bus Pass Opt-in) Business Manager: Hybrid Policy & Transition Manager: Remote Promotions & Graphic Designer: Remote
Elections Office	Remote service only; on-campus promotion suspended until at least January 24
FoodBank	No change

Executive Update

President

January 19, 2022



Front Office	Closed until at least January 24; However, Front Office will be used for Bus Pass Opt-ins only, January 10-14 from 3-6 pm, after which will be appointment only.
Promotional Services	On-campus promotions will be suspended until at least January 24, including poster runs
SafeWalk	Service will be suspended until at least January 24
SE&RM	Remote service only
SHAC	Remote service only

Delegations of the VPSE Portfolio: We will not be running a By-Election to fill this position since we are over halfway through the executive term. Instead, we have reviewed the VPSE portfolio to assess and divide responsibilities amongst the executive based on previous experience, the CSA Policy and Bylaws, and how the tasks align with current executive tasks. VPSE-led events are currently being paused as we focus on critical duties of the position, and we will look to assess the capacity of the team throughout the winter semester. Social media is a collaborative effort by the executive.

Executive	Tasks
Nicole, CSA President	<ul style="list-style-type: none"> • Supervising Clubs Office • Member of the UC Board • Gryph to Grad & Last Toast Planning
Lisa, VP Academic	<ul style="list-style-type: none"> • Financial Signing Officer • Supervising SE&RM Coordinator & SafeWalk • Finance Committee Executive Member • SE&RM Responsibilities & Committee • ECM Secretary (Scribe) • Orientation Week Advisory Group
Shilik, VP External	<ul style="list-style-type: none"> • Menstrual Hygiene Initiative • PDR Committee • Sexual Violence Education and Prevention Initiatives • Sexual Violence Advisory Committee • Student Wellness Advisory Group

Hiring: We have successfully hired a second poster runner & a Board Scribe. Interviews for the Office Manager & Executive Support Position took place last week and we have successfully filled the position.

General Updates

CSA Newsletter: The January edition of the CSA newsletter went out this week. We have continued our feature called "Service Spotlight" where we highlight a CSA service

Executive Update

President

January 19, 2022



and our wonderful service staff each month. We highlighted the Student Help & Advocacy Centre for January! We also recognize the impacts of remote learning and the pandemic on our students and are including Mental Health & Wellbeing Resources in our newsletters. If you have any suggestions on what you would like to see from our newsletter, let me know!

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 SBC is a forum for ongoing consultation with students during the University budget development process. I am currently working on preparing a presentation to present to the Board of Governors Finance Committee of at their February 10 meeting. The presentation deadline is January 25, 2022.

UC Board: As part of my delegated responsibilities from the VPSE portfolio, I was ratified at the UC Board during the January 11, 2022 meeting. I was also voted as a member of the UC Working Agreement Task Group, where we are going to review and update the UC Working Agreement. The Undergraduate Student Representatives for the UC Board met prior to this meeting to discuss the agenda package and any student priorities. We will be continuing to meet prior to UC Board meetings and will be looking to increase our transparency and communication from the UC Board to the CSA Board.

Executive Update

President

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CSA COVID-19 Planning and Response (effective since May 1, 2021)			
Date	Provincial Update	University Update	CSA Response
Prior to August 17, 2021	The Provincial government recommending Businesses/Not-for-Profit Organizations develop a workplace safety plan	Required that the CSA review, update and submit Return to Campus Applications for current in-person operations and as we continued to shift our services back In-person.	<p>Updated Return to Campus Applications for:</p> <p>Bullring to include patio dining as of June 14, indoor dining as of July 16.</p> <p>Bike Centre as of June 25 to allow contracted workers to clean and prepare space. Updated version was approved September 28 to allow the Bike to open to students for appointment only.</p> <p>Front Office as of Aug 31 under reduced schedule, Friday as a remote working day for staff, and implemented a process to ensure safety of staff and visitors. This includes SHAC, Clubs, and SE&RM Coordinator.</p> <p>No Changes to FoodBank RTC Application.</p> <p>Safety Plans were drafted and sent out to all CSA Staff with the Sept 1 Memo. A copy of the safety plans are available at the Front Office, and bulletin board of the Bike Centre, and FoodBank for staff and visitors.</p>
Aug 17, 2021	<p>News Release: Ontario Makes COVID-19 Vaccination Policies Mandatory for High-Risk Settings</p> <p>Vaccination policies will be implemented in post-secondary institutions</p>	<p>Memo from University Aug 18, 2021 informing university community of vaccination policy and details to come.</p> <p>Memo from University received on Aug 23, 2021 outlining mandatory vaccination policy on campus, effective Sept 7, 2021</p> <p>Memo from University Oct 7, 2021 reminding full vaccination is in effect as of Oct 15, 2021. Students will be de-registered if not in compliance with vaccination policy</p>	<p>Sent memo to all staff on Sept 1, 2021 outlining:</p> <p>Requiring all CSA Staff to complete the COVID-19 Infection Prevention & Control Awareness training</p> <p>Implementing a COVID-19 Point Person from the HR Support Team that monitors completion of the university daily screening form for staff working on campus and Proof of Vaccination. This included outlining the process/next steps for passing or not passing the daily screening form.</p> <p>Reopening Services with restrictions:</p> <ul style="list-style-type: none"> -CSA Front Office: reduced schedule Monday to Thursday 10 am to 3 pm -CSA Bike Centre and FoodBank by appointment only -Service staff able to work in offices to complete tasks but all meetings conducted virtually -Bullring open Monday to Friday 9 am – 4 pm

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President

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<p>Sept 1, 2021</p>	<p>News Release: Ontario to Require Proof of Vaccination in Select Settings on Sept 1, 2021</p> <p>Ontarians required to be fully vaccinated (two doses plus 14 days) and provide their proof of vaccination/ID along with photo ID to access high risk settings including:</p> <p>Restaurants/bars for indoor dining</p> <p>Meeting/event spaces</p>	<p>August 31 – COVID-19 Update</p> <p>Updated vaccination exemption requirements and forms</p> <p>Some courses may start remotely until Sept. 28</p>	<p>Sent memo to all Staff Sept 2, 2021 outlining:</p> <p>Proof of Vaccination requirement as per University guidelines</p> <p>Implemented a process in place for those not currently vaccinated or partially vaccinated who were in the process of being vaccinated, by procuring antigen-rapid tests from the Ministry of Ontario</p> <p>A requirement for hiring moving forward is requiring proof of vaccination for on-site work</p> <p>COVID-19 Safety Plans and Return to Campus Applications sent out to all staff</p>
<p>Sept 2, 2021</p>	<p>August 31st - Postsecondary Education Health Measures Framework for Fall 2021</p> <p>On August 30, 2021, the Ontario Chief Medical Officer of Health issued instructions for post secondary institutions to establish, implement, and ensure compliance with a COVID-19 vaccination policy requiring its employees, staff, contractors, volunteers, and students who attend campus to provide proof of full vaccination against COVID19.</p>	<p>September 2 – Fall Update</p> <p>Ministry of Colleges and Universities' updated framework for post-secondary institutions</p> <p>Health and safety measures</p> <p>Vaccination policy</p> <p>Faculty may choose to teach courses remotely until Sept. 28</p> <p>Capping facet-to-face classes at 250 students</p>	<p>Update to COVID-19 Vaccination & Exemption Requirements – Sept 2, 2021, memo to all CSA staff in response to University Vaccine Mandate effective Sept 2021</p> <p>Outlining our requirements as the CSA having an office on campus to comply with the vaccine mandate</p>
<p>Sept 22, 2021</p>	<p>Sept 1: Ontario to Require Proof of Vaccination in Select Settings Effective Sept 22, 2021</p>	<p>September 17 – COVID-19 Update</p> <p>Photo ID and Proof of vaccination required for dining in on campus.</p>	<p>Discussion at Bullring Operations Meeting</p> <p>Bullring staff check for proof of vaccination with photo ID for Indoor dining only. Take out and patio dining are exempt from the Proof of Vaccination Requirement, but still required to follow Health & Safety Guidelines.</p>
<p>Oct 22, 2021</p>	<p>Ontario Releases Plan to Safely Reopen Ontario and Manage COVID-19 for the Long-Term</p> <p>Effective October 25, 2021, Ontario will lift capacity limits, including physical distancing requirements where proof of vaccination are required, such as restaurants, bars and other food or drink establishments, and indoor meeting and event spaces. Limits will also be lifted in certain outdoor settings.</p>	<p>University Executive Meeting Decision – No email update to students on Nov 3, 2021</p> <p>U of G can move ahead with removing physical distancing and capacity limits in specific areas where proof of vaccination is required. At the institution, these areas include restaurants and bars, Athletics (indoor areas of sport and recreational facilities), hospitality and events spaces, and tours.</p> <p>Will update framework to clarify difference between administrative meeting or event vs. hospitality-related</p>	<p>SafeWalk RTC Approved October 19 for resuming the Service under a reduced schedule.</p> <p>Inquired additional information from VPSA on how these changes impact CSA services</p> <p>On November 25, 2021, sent VPSA all CSA Services RTC updated applications for the following information:</p> <ul style="list-style-type: none"> • Expansion of capacity in spaces to allow for social distancing • Having services host events, provided they comply with

Executive Update

President

January 19, 2022



		<p>event where physical distancing and capacity limits can be waived</p>	<p>university guidelines (such as the SE&RM policy)</p> <ul style="list-style-type: none"> • Transition from virtual/remote work to in-person work, provided social distancing can be maintained. • Safety Plans for each Service have been updated and are all in accessible locations for visitors and employees
<p>December 16, 2021</p>	<p>Responding to Omicron and Protecting Our Progress – Dec 10, 2021</p> <p>Limit social gatherings</p> <p>Accelerated Third booster shot encouraged</p> <p>Delaying lifting proof of vaccination requirements in restaurants, gyms and other settings.</p> <p>Effective January 4, 2022, enhanced vaccine certificate with QR code and the Verify Ontario app in settings where proof of vaccination is required (digital or printed).</p> <p>Organizations and businesses that are required to take part in Ontario’s proof-of-vaccination system will be advised to no longer accept physician notes beginning January 10, 2022.</p> <p>Advising people to work from home when possible.</p> <p>Ontario Further Strengthening Response to Omicron in effect Sunday, December 19, 2021</p> <p>50 percent capacity limit for indoor public settings, including restaurants</p> <p>10 people at a table, and required to remain seated and dine-in closed by 11 pm, with take out permitted beyond 11 pm</p>	<p>News Release x 2 sent out Dec 15, 2021</p> <p>Online classes Jan 10-24th</p> <p>Encouraging students not to return to residence until Jan 24</p> <p>Third booster shot encouraged</p> <p>Government QR code for all dining</p>	<p>Approval from VPSA on Nov 26, 2021</p> <p>Memo to all CSA staff on Saturday, December 18, 2021</p> <p>Highlighted new safety measures in response to COVID-19 Omicron Variant that effect the CSA</p> <p>Not implementing recent return to campus application changes Can expect to receive an update on Jan 6, 2021 for operational information</p> <p>Highly encouraging eligible individuals book booster vaccine</p>

Executive Update

President

January 19, 2022



<p>Jan 7, 2022</p>	<p>Ontario Temporarily Moving to Modified Step Two of the Roadmap to Reopen – Jan 3, 2022</p> <p>Time-limited measures for at least 21 days until January 26, 2022</p> <p>Reduced gatherings/organized indoor events to 5 people</p> <p>Employees to work remotely unless the nature of their work requires them to be on-site</p> <p>Meeting & event spaces closed</p> <p>Closing indoor dining</p>	<p>January 5, 2022 – News Release Remote course delivery until Jan 24</p> <p>Remote work for those who can perform their duties remotely</p> <p>Delayed return to residence until Jan 21</p> <p>Athletics is closed until at least Jan 26; In-person dining is not available & take out only</p> <p>Vaccination clinic has returned to campus</p> <p>Not longer tracking confirmed casing of COVID-19 due to the province halting mass PCR testing</p> <p>Visitors are discouraged from accessing campus & must follow all university guidelines as a student, staff or faculty member</p> <p>At minimum, wear a three-layer mask that is properly and tightly fitted over your nose & mouth</p> <p>January 7, 2022 – News Release The use of rapid antigen tests in high-risk exposures (risk of exposure due to close proximity of workspace or residence)</p> <p>Community rapid test kit distribution Jan 10-12 starting at 10 am</p> <p>Updates for the I have tested positive for COVID-19 or I Am Feeling Sick: What should I do? Page will be updated in the next few days</p> <p>Anticipated update from the University by January 14 on Winter semester outlook.</p>	<p>Return to Campus Update – Effective Jan 10, 2022 Memo sent to all CSA Staff and Board of Directors on Jan 7, 2022</p> <p>Employees working remotely unless nature of work requires them to be on-site</p> <p>Meeting & event spaces closed</p> <p>Changes to CSA Operations until at least January 25, 2022:</p> <p>Bike Centre: Limit of one person per appointment reduced from two</p> <p>Board of Directors: Remote format for January 19 & February 2 meetings</p> <p>Bullring : Reduced hours Monday to Friday 10 am – 3 pm, take-out only</p> <p>Business Office: Only one bookkeeper onsite at a time; enhanced cleaning protocols</p> <p>Clubs: Remote service only, including Clubs Days</p> <p>Core Staff: President, VP External and Business Manager – Hybrid; VP Academic, Policy & Transition Manager, & Promotions & Graphic Designer - Remote</p> <p>Elections Office: Remote service only; on-campus promotion suspended until at least January 24</p> <p>FoodBank: No change</p> <p>Front Office: Closed until at least January 24; However, Front Office will be used for Bus Pass Opt-ins only, January 10-14 from 3-6 pm, after which will be appointment only.</p> <p>Promotional Services: On-campus promotions will be suspended until at least January 24, including poster runs</p> <p>SafeWalk: Service will be suspended until at least January 24</p> <p>SE&RM: Remote service only</p> <p>SHAC: Remote service only</p>
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Executive Update

VP Academic

January 19, 2022



CSA VP Academic Update: Jan 19th CSA Board Meeting

Hi folks, Welcome back to a new semester.

Before the winter break, I had the opportunity to hand out some snacks with the Irene Thompson, the Vice Provost Student Affairs to students as a stress buster. It was nice to interact with students I am glad I was able to brighten up their day.

My New Year has started mostly with SE&RM process and supporting students with their academics as the university moved to an online format for the first few weeks.

Ongoing Projects:

- Art in the Bullring
 - Went very successful and was a nice event where we were able to see how talented our peers are. The winner's artwork will be displayed in the Bullring for a year.
- Teaching Excellence Award
 - Start planning next week

Committees:

- Compulsory Non-tuition Fees Protocol
 - Went over the process of compulsory fees reporting especially
- OACCTF (Open and Affordable Course Content Task Force) Meeting – Jan 13th
 - Faculty champion award updates
 - Membership review

Upcoming Committees:

- Compulsory Fees Committee Meeting – Jan 20th
- Experiential learning Advisory Committee – Jan 25th
- Open Affordable Course Content Task Force – Jan 25th
- Student Senate Caucus – Tue 1st

Services:

- Student Help and Advocacy Centre (SHAC)
 - Wrapped up the semester in December before the winter break
 - Check-in (Service fully online, best visits for the lawyer we had so far)
- SafeWalk

Executive Update

VP Academic

January 19, 2022



- Met with the coordinator in December to officially introduce myself and transition.
- Check-in (Updates for the semester start, and when service will resume)
- SE&RM
 - Introduction and transition. Decided on team norms and what my responsibilities are.
 - Check-in (Updates for the online semester start and event structures for January, continued with transition and went over some team norms)

Executive Update

CSA VP External

January 19th, 2022



SERVICES:

Foodbank: I was helping in the Food Bank in our first week back to “campus” and it was an awesome experience being in that space! I’ll continue to schedule 1-on-1 meetings with the FB Coordinator (Kandace) to ensure they are supported in their position. To ensure we have enough food on our shelves, we received donations from a food company, and Kandace and I will be picking those up tomorrow. The FB Coordinator is doing their best to accommodate with the new COVID-19 restrictions in terms of fundraising and outreach. We are still having ongoing operational meetings.

Bike Centre: I’ll continue to schedule 1-on-1 meetings with the BC Coordinator (Julian) to ensure they’re feeling supported in their position. Julian and I have also discussed possible Education and Prevention trainings that the CSA may be able to partake in with the community organization ARCH. We will be discussing this with the executives and will have more updates in the future. Julian has also been accommodating to the new COVID-19 restrictions for the term.

Transit: WE HAVE OUR UPASS! As mentioned at prior meetings, I have been working alongside the GSA, CSA, UofG, and Guelph Transit to implement a fare collection system through tapping your Student ID Card on the farebox in Guelph Transit busses, rather than the sticker program we used before. We have had a successful turn out with a limited number of tap failures or bus pass concerns. Many students have reached out to inquire about opting in, how to access their bus pass, as well as how to check if they’re eligible for it. We have also had students ask about opting out, but the Bus Pass referendum recently held in Fall 2021 was for a universal, mandatory bus pass, with no opportunity to opt-out. As such, the CSA is required to administer the Bus Pass per the terms of the question. Furthermore, I have been helping DE or Co-op students opt-in to their UPass and gain access to Guelph transportation. We have also been having conversations with Guelph Transit about late night bus services, and we’re happy to announce that we’ll be introducing a late night bus service every Sunday night until the end of the semester!

COMMITTEES/SOLIDARITY:

Black History Month Planning Committee: I am working with the Cultural Diversity Office and Guelph Women in Leadership to hold a keynote speaker event for BHM. We are holding bi-weekly meetings and look forward to collaborating across campus for BHM.

Executive Update

CSA VP External

January 19th, 2022



CFS Ontario Executive Committee: Had the opportunity to learn more about campaigning, as well as lobbying which was exciting. Will be joining Lobby and Campaign working groups with the CFS to further my skills and knowledge.

2Rivers Festival: Working with Guelph organizations and community to create an event for the May/June 2Rivers festival in Guelph! If you're interested in getting involved, please reach out!

Student Wellness Advisory Group: Having my first meeting with this committee on Thursday, as this was originally in the VPSE's portfolio. Looking forward to having conversations with the group!

Student Rights and Responsibilities Committee: Met with this committee today! Excited to have productive conversations in this group as well.

Motion

Board of Directors Meeting # 12

January 17, 2022



**Item 12.7
Executive Updates**

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:

Seconded:

Service Update

Student Help and Advocacy Centre - Update # 1
January 19, 2022



Service Name

Student Help and Advocacy Centre

Service Representative

Stefanie Hebel, Coordinator

Service Overview

SHAC is a student-run advocacy and referral center that provides a safe space for students to ask questions, get information and find resources. Our areas of support include academics, financial, human rights, legal and most commonly, housing/tenancy.

We hold drop-in office hours that are currently held on Monday, Tuesday, Wednesday and Friday. We offer free legal aid services through a lawyer/paralegal who currently hold office hours once a week on Mondays from 1pm-4pm.

In the current state of the pandemic, our services are offered remotely through virtual office hours.

Upcoming Highlights

We are continuing to work on our “Advocacy Spotlight” project, that raises awareness about various advocacy topics each month. We are also working in collaboration with the Sexual Harassment and Assault Resource Exchange (SHARE) to host another virtual event next month. We are planning to offer more tenancy events this semester.

Major Activities

Office Hour Services

We hold 15 hours of SHAC Coordinator office hours each week. We offer students accessible legal information, or information regarding academic processes, etc.

As a result of the nature of online communication during the pandemic, there has been an uptick of students who communicate to us via email. In these cases, we are

Service Update

Student Help and Advocacy Centre - Update # 1

January 19, 2022



able to give them information through email as well, and provide legal memos with links to resources (ex. the CLEO Steps to Justice website).

Advocacy Spotlight

- Each month there is a new advocacy topic that is highlighted. The topic last month was Human Rights. SHAC collaborated with JAYU for the December Advocacy Spotlight.
- In the coming months, we will provide more Advocacy Spotlights on the following topics: February: Black History Month, March: Gender Equality, April: Climate Justice

These topics are highlighted on our social media page, and website.

SHAC x SHARE Events

- Last semester we had an event called “Standing up to Sexual Harassment” in collaboration with SHARE. This is a safe space to learn about various ways to stand up to sexual harassment.
- We are aiming to have another event with SHARE next month, with a similar focus.

Challenges & Barriers**Engagement**

- Given the current virtual climate, SHAC has seen a decrease in the number of students coming to our office hours. However, we are working on establishing a larger social media presence through our Advocacy Spotlight.

Awareness of SHAC Services

- In some cases, we find that students are unaware of the services SHAC provides (ex. that we offer free legal aid services to students through the lawyer/paralegal office hours). For this reason, we would like to promote and raise awareness about the services we offer. However, this effect may

Service Update

Student Help and Advocacy Centre - Update # 1

January 19, 2022



be the result of the decreased on-campus presence, as a result of the current pandemic situation.

- In response to this challenge, we have focused on continuing our social media presence, and redesigning some aspects of our website to make it more user-friendly.
- Our Advocacy Spotlight project is currently on our SHAC website. As such, we would like to increase the volume of people who access and view our website.



SHAC Service Update

Contact: Stefanie Hebel
shac@uoguelph.ca





About the Student Help and Advocacy Centre (SHAC)

A student-run advocacy center that provides a safe space for students to ask questions and get information

Services

- Provide referrals and advocacy services on walk-in or appointment basis. Some of the issues that our services focus on include **academic, financial, housing/tenancy, human rights, legal, and university processes**.
- Offer **free legal aid services** during the fall and winter semesters with a lawyer / paralegal who holds office hours once a week.
- Assist students in a **confidential** and compassionate manner to provide them with the information they need.
- Strive to help as many people as possible in finding the resources they need to be successful in their endeavors.
- Provide student-to-student support that is inclusive and equitable for all individuals.

Office Hours:

- currently closed to in-person appointments
- hosting virtual office hours via Microsoft Teams
- 15 SHAC Coordinator office hours per week
- office hours offered in the evening once per week
- students can also make appointments outside of office hours

Virtual Office Hours

WINTER 2022 — VIA MICROSOFT TEAMS

MONDAY	TUESDAY	WEDNESDAY	FRIDAY
RASHMEET 10am - 12pm	STEFANIE 9am - 11am	RASHMEET 10am - 12pm	STEFANIE 9am - 12pm
LAWYER / PARALEGAL 1pm - 4pm		NICHOLAS 12pm - 2pm	NICHOLAS 12pm - 2pm
		STEFANIE 5pm - 7pm	

Visit us online at CSAONLINE.CA/SHAC for access links, contact info, and more!

SHAC. CSAONLINE.CA/SHAC



Drop-In Legal Clinic Services

From the Legal Clinic of Guelph and Wellington County

- Offered 3 hours per week in addition to SHAC Coordinator office hours
- Free service to students (Monday from 1pm-4pm via Teams)
- Offered in a confidential and inclusive manner



Legal Clinic
OF GUELPH & WELLINGTON COUNTY



Advocacy Initiatives

Central to the goals of the Student Help and Advocacy Centre (SHAC), we have outlined multiple advocacy initiatives for the current academic year.



Advocacy Spotlight

Last month we focused on the topic of Human Rights in collaboration with JAYU



Sexual Harassment Assault Resource Exchange (SHARE)

Standing up to Sexual Harassment Workshop and ongoing collaboration with the Sexual Harassment and Assault Resource Exchange (SHARE)



SHAC Resource Trivia

Educating UofG students on Tenancy Law topics



Advocacy Services

Provide accessible information to students related to academic, legal and other areas



Lease Agreement Education and Awareness

Upcoming project to reshare information pertaining to Lease Agreements



2021-2022 SHAC Coordinators

Stefanie Hebel

SHAC Coordinator

Rashmeet Kaur

SHAC Assistant Coordinator

Nicholas DiSchiavi

SHAC Assistant Coordinator

Lisa Kazuhara

CSA VP Student Experience





For more information:



Stefanie Hebel



shac@uoguelph.ca



Instagram: [@shacuofg](#)

Motion

Board of Directors Meeting # 12
January 19, 2022



Item 12.9.1

Student Help and Advocacy Centre (SHAC) Service Update

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:

Seconded:

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:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 7 – Nov 12, 2021 – 1:00 pm

Microsoft Teams



Note:

The agenda for Meeting # 7 on Nov 12, 2021 was the same as the agenda for Meeting # 6 on Nov 5, which was cancelled due to a PTM personal matter. Meeting # 6 was originally scheduled for Oct 22 but was rescheduled to Nov 5 due to failing to make quorum on Oct 22. As a result, PBRC # 6 did not occur.

Attendance

Members

Pete Wobschall, Chair	Policy & Transition Manager	Present
Shawna Perritt	Director	Regrets
Jena Ashley	Director	Present
Joshua Vito	Director	Present
Nicole Walker	President	Present
Shilik Hamad	VP, External	Regrets

Guests

NA	NA
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Scribe

Pete Wobschall	Policy & Transition Manager
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<p>7.0 Call to Order</p> <p>'Quorum shall be three ratified members, one of which must be a Director of the CSA.'</p> <p>7.0.1 Attendance</p> <p>Quorum was verified and the meeting was called to order at 1:07pm.</p>
<p>7.1 Adoption of the Agenda</p> <p>7.1.1 Approve the Agenda</p>

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 7 – Nov 12, 2021 – 1:00 pm

Microsoft Teams



<p>Agenda was approved as presented.</p> <p>7.1.2 Declarations of Conflicts No conflicts were declared.</p>
<p>7.2 Ratifications and De-Ratifications</p> <p>7.2.1 N/A</p>
<p>7.3 Comments from the Chair</p> <p>The PTM provided an overview of the relationship between the PBRC and Working Groups for new member Joshua Vito:</p> <ul style="list-style-type: none"> - Working group meetings allow for the PBRC to accomplish more by breaking policy-related issues and topics into manageable pieces. - Working groups are generally not held to quorum requirements, which allows them to continue to meet and progress on work items; unlike PBRC which comes to a standstill when quorum is not met. - Working group accountability is ensured as all activities and recommendations are monitored and approved by PBRC before being presented to the board for consideration. - Directors are invited to all working group meetings and are encouraged to participate as time permits, and based on their personal interests – Director attendance at working group meetings is optional.
<p>7.4 Approval of Past Minutes</p> <p>7.4.1 PBRC Meeting # 5 – Oct 1, 2021 Approved as presented in the meeting agenda package.</p> <p>7.4.2 Review Action Items from Previous Meeting Minutes reviewed and all action items accounted for.</p>
<p>7.5 Working Group Updates and Reports</p> <p>The PTM mistakenly placed working group items below in business and will ensure that related items are in this section for future meetings.</p>

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**7.6 Business****7.6.1 Upcoming WG Meeting Dates**

The group reviewed recent and future PBRC and PBRC working group meeting dates and objectives:

- PBRC #6: Fri 10/22/2021 1:00 PM - 2:30 PM – no quorum – rescheduled to Nov 5, but cancelled due to PTM personal matter.
- PBRC #7: Fri 11/12/2021 1:00 PM - 2:30 PM
- Referendum Policy Review PBRC Working Group - Meeting # 2:
Rescheduled to Thus Nov 25, 2:30 – 4:00 pm from Mon 11/15/2021 10:00 AM - 11:30 AM
- PBRC #8: Fri 12/3/2021 1:00 PM - 2:30 PM

The group approved of the schedule and update.

7.6.2 Staff Committees Reconciliation

The PTM provided an update on staff efforts to reconcile committees and associated terms of references (TORs).

Upcoming meeting dates:

- Bike Centre: Thu 1/27/2022 11:00 AM - 12:30 PM
- FoodBank: Thu 12/9/2021 11:00 AM - 12:30 PM
- Accessibility Committee: Thu 11/11/2021 2:30 PM - 4:00 PM – follow up meeting TBD
- CAPCOM: Wed 11/17/2021 3:00 PM - 4:30 PM
- Affordable Housing Initiative Committee: Tue 11/23/2021 11:00 AM - 12:00 PM
- Ethical Purchasing Committee: Mon 12/6/2021 3:00 PM - 4:30 PM

The PTM provided a brief update to the Staff Committees Reconciliation process:

- PHASE I (spring 2021): Staff met as a team and reviewed the list of CSA Standing, Operational, and Internal committees to determine if each committee was still relevant, and if so, was its terms of reference (TOR) still accurate.

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- PHASE II (current): One-on-One sessions were held with the Executive chair of each committee and other core staff as appropriate, to review and, if required, update the TOR.
- PHASE III (winter 2022): Present recommendations to PBRC for review including rescinding committees deemed by staff to be out-of-date or redundant, or revised TORs to reflect current operations.
- PHASE IV (spring 2022): PRBC to present related recommendations to the CSA board for consideration.

The PTM and President noted that during PHASE I, staff identified the Student Help & Advocacy Centre (SHAC) Advisory Committee as out-of-date and redundant. PBRC can expect to see a recommendation to rescind this committee at an upcoming meeting for consideration.

7.6.3 Hybrid Meetings Progress Update

The PTM provided an update regarding board meeting format (in-person, virtual, or hybrid) for future board meetings:

- Board meetings will remain virtual for the remainder of the Fall 21 semester (Nov 24 meeting only)
- Board meetings will return to in-person beginning Winter 2022 at the January 19, 2021.
- The PTM is currently working on a proposal for equipment necessary to conduct hybrid meetings with the goal of 'providing the same experience for in-person and virtual participants' – this proposal is nearly complete.
- Hybrid meetings should be considered 'a television production' and will require addition equipment such as multiple boundary (condenser) microphones connected in-series and multiple webcams, so that virtual participants can hear and see in-person participants.
- Additional equipment may cost more than \$3,000 to secure robust equipment built to last and to store it properly in a protected case.
- Additional equipment will introduce the requirement of consistently managing Teams device settings during meetings, and selecting from the multiple mics and webcams used as different board members speak from around the large boardroom table. This task will require a lot of attention and represents continual work over the duration of a meeting. This may require the CSA to have a dedicated technical staff person operate and control the audio and visual demands during meetings. Adding a tech person for board meetings to

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the CSA staff would result in ongoing costs (in addition to the capital costs identified in the previous bullet).

- Staff, incl Executive, are just beginning to discuss whether the CSA is interested in piloting a hybrid meeting at the AGM in Feb 2022.

Josh asked about audio and video (AV) availability in UC 442 and whether the CSA would require all the equipment PTM identified: 6 or 8 channel mixer, boardroom condenser (boundary) microphones connected in series, webcams, additional laptop, Pelican travelling/storage case, etc.)

The PTM stated that he has developed the proposal to integrate with the available AV in UC 442; which includes a large projection screen, internet access, microphones (dynamic = possibly the wrong type for a hybrid meeting!), and a room audio system.

The PTM also explained that the point person for return to campus and other University-related covid restrictions is the President and that the PTM is consulting the President and UC staff on room capacities, and other covid-related restrictions.

Next steps are for the PTM to complete the hybrid meeting tech proposal and discuss is with the President (Nicole) and Business Manager (Lee Anne).

ACTION: PTM to keep PBRC up to date on developments with the hybrid meeting tech proposal and possibility of piloting a hybrid meeting at the AGM in Feb 2022.

7.6.4 **Appendix J - Committees, Section 1.0 Review**

The PTM provided an update regarding separating Appendix A into App A, App D, and App J.

PRBC's recommendation to split the policy was approved at the Oct 13, 2021 board meeting. The policy was updated accordingly and posted on the CSA website in the form of the three new policies.

7.6.5 **Policy Review Policy**

The group reviewed the draft workplan (below) to implement the 3-year policy review cycle. The PTM indicated that it will be a challenge to accomplish all line items in this academic year due to staffing transitions to the Office Manager & Executive Support and Business Manager positions. These positions are imperative to the review of HR- and financial-related policies, however they may not have the time to dedicate to this initiative this academic year.

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The group approved the draft workplan as presented below and agreed that the PTM should consult the Business Manager to determine availability and stated goals.

ACTION: PTM to discuss the draft policy review calendar with the Business Manager to determine if it is feasible for 2021. Discussion summary to be reported back to PBRC at the next meeting.

7.6.6 Appendix F – Clubs Handbook

The PTM provided an update to the Appendix F – Clubs Handbook Working Groups activities. The final draft is being reviewed by the VPSE and is expected to be completed within the next few weeks. Once the VPSE has completed their work, the final draft will be presented to PBRC for consideration.

ACTION: PTM to follow up with VPSE and determine timelines for draft completion.

7.6.7 PBRC Director Recruitment

This agenda item was a relic from the same agenda that has been used for the past three meetings (see red text at beginning of this document for more details).

Director Joshua Vito was appointed to PBRC at the October 13, 2021 board meeting, so PBRC should be able to meet quorum more consistently with the current membership

The PTM and President have been attempting to reach out to Member Perritt to ensure she is well and committed to her CSA board and PBRC duties.

ACTION: PTM to keep PBRC up to date on developments regarding Shawna.

7.6.8 Joint Referendums (GSA/CSA) Policy

The PTM and President informed the group that there is policy gap for joint referendum questions that are a collaboration between the GSA and CSA, such as the Health and Dental (W21) and Bus Pass (F21) referendum questions.

Considerations included:

- Set meeting times and frequency with GSA?
- GSA members/staff to invite?
- Identify gaps and issues with current policy that will need to be addressed with the working group.

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- Identify CSA representatives to sit on working group.

Discussion Summary

Pres:

- There are discrepancies between CSA and GSA policies and procedures and both organizations require complimentary documentation to run smooth joint referendums
- Going to look at both sets of policies
- Bus Pass and Health & Dental are best examples of joint referenda
- When we have a joint initiatives or referendums, need to work out the details, which is the purpose of this working group.

ACTION: President to request copies of referendum related policies from the GCA (Daria) and share them with the PTM for review.

The group recommended that the PTM and President be members of the Joint Referendum Working Group and that the GSA select their membership.

It was noted that the GSA currently does not have a President, and their PTM-equivalent would likely be Daria.

The Joint Referendum Working Group was struck, and the draft TOR is presented below.

ACTION: PTM to draft email to GSA and send it to Nicole to send it from the President's email to the GSA.

The goal of the working group is to have joint referendum policies and procedures in place by the Fall 22 By-Election.

ACTION: Once the GSA has notified the CSA of their membership, then the PTM is to set up meeting with reps from both orgs to discuss this issue and produce draft policies and procedures for each board to consider.

7.6.9 Director Nomination Signatures

The group discussed the following:

- Currently 10 nomination signatures are required for Directors running in elections – should this be adjusted (increased back to 25 or 50 as in previous years)?
- Policy regarding the appointment process, for vacant seats after the fall by-election, currently requires 25 nomination signatures.

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- Should these policies have the same number?

Executive Nomination Signatures

The group decided that the required number of signatures for Executives running in elections at 100 nomination signatures is appropriate and does not require adjusting.

Director Nomination Signatures

Josh:

- The process of using Adobe Reader for nomination signatures during the Winter 2021 General Election was cumbersome and proved a difficult ask for candidates of their nominators.
- If the Adobe Reader method is continued to be used, then Josh would support keeping required nomination signatures at 10.
- If the CSA returns to in-person elections, then Josh supports increasing the number of nomination signatures to the previous number of 25.

PTM:

- The PTM clarified that after receiving several complaints regarding the requirement of using Adobe Reader for nomination signatures during the Winter 2021 General Election, the Elections Team implemented a Microsoft Form to solicit nomination signatures. This method only requires a link to a form with a few questions including a check box to indicate support for the candidate, and the nominator's student number. The form was used with success in the Fall 21 By-Election.

Josh:

- Based on the use of Microsoft Forms to collect signatures, Josh supports increasing to 25 required signatures.
- Josh is also in favour of 25 nomination signatures regardless of college population size (population sizes can vary from around 300 to over 3,000).

Jena:

- Is OK with 25 required nomination signatures.
- Jena is also in favour of moving to a percentage of the college's population.

ACTION: PTM to prepare a draft document for the next PBRC meeting that presents options for the board's consideration regarding the number of required signatures for Directors running in elections. Each option should be presented with pros and cons and options to include:

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- Maintain the current requirement of 10 signatures
- Increase to recent historically used number of 25
- % of college populations
- One number for small population colleges and a larger number for larger population sizes.
- 25 or the % of population, whatever is lower, with a minimum of 10

The group noted that using a % could be confusing to candidates and staff.

The group agreed to maintain the current requirement of 10 nomination signatures for the Winter 2022 General Election and 25 signatures for post-fall election appointments as there is not enough time to change the policy before the election without adding additional board meetings.

Jena:

- Could be very confusing if different people must get different numbers of signatures.

Josh:

- People from different colleges have collaborated on campaigning in the past, so having different nomination signature requirements could get confusing.

Jena

- People might post on social media that they need X amount of signatures, which would add to the confusion when conversing with other candidates that have different nomination signature requirements.

Nicole

- Using percentages could be a perceived equity issue if the requirements weren't the same for all candidates, which is incorrect if using a %, however perception is everything.
- When we get people to sign forms, it's awareness for the elections, so there is benefit there – raises awareness of the elections – so it may be beneficial to use a higher %?

Josh:

- Whatever option we go with, we don't want to have to update policies every time the college pop changes!

7.6.10 Member Meeting Location – Bylaw 1

Agenda item goal: Discuss prepared revisions to bylaw 1 regarding member meetings.

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The group skipped this item and moved onto the next item, but ran out of time before this item could be discussed.

ACTION: PTM to add 'Member Meeting Location – Bylaw 1' to next meeting agenda.

7.6.11 Social Media Policy Development Update

The PTM provided update on the development of a social media policy for the CSA:

- A draft of a social media policy, including an agreement for staff and Directors, has been completed.
- CSA core staff is meeting in December to review the draft policy and refine it accordingly.
- Draft policy will be presented to PBRC for discussion upon the completion of the core staff review – expected to be presented to PBRC in Feb/Mar 2022.

Josh:

- When completing Director Training, the PTM mentioned Director and Exec have responsibilities to not discuss issues outside of board meetings.
- If the Exec wants to say something on social media, how far can they go?
- Same goes re Directors saying things about Exec on Facebook.
- Josh was hopeful that the policy would include these considerations and lay out boundaries for staff and Directors to follow, so we can avoid similar incidents that occurred during the summer semester.

7.6.12 SERM Coordinator Hiring Committee

Agenda item goal:

- Review policy and determine if max # of reps on hiring committee is necessary; if so, what is the max?
- Do we need to add an exception for the SE&RM Coordinator, which uses the UC's SE on the Hiring Committee?

The group ran out of time before this item could be discussed.

ACTION: PTM to add 'SERM Coordinator Hiring Committee' to next meeting agenda.

7.7 New Business

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7.7.1	NA
7.8	<i>In Camera Session</i> No in camera session held this meeting.
7.9	Adjournment 7.9.1 Review next meetings date(s) Completed. 7.9.2 Review Outstanding Business List Ran out of time, will review at next meeting. 7.9.3 Determine PBRC rep to present to board and framework of update. The group agreed that there are many benefits to having a Director present PBRC updates at board meetings and that this task should be rotated among the Directors. Jena agreed to provide an update at the next board meeting (Nov 24). ACTION: PTM to provide speaking points to Jena to pick and choose from, or discard and develop her own, for a PBRC update at the next board meeting. 7.9.4 Adjourn Meeting adjourned at 2:33pm.

Next Meeting Dates

1. Meeting # 8 – Fri, Dec 3, 1:00 - 2:30pm
2. Winter 2022 – TBD

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**Outstanding Business List (OBL)**

Date (Assigned to OBL)	Action / Follow-up
Nov 16, 2020	Elections- and Referendum-related policies flagged by CRO not related to discussion at the Nov 16, 2020 meeting will be added to future PBRC meeting. (currently underway with the Elections Policy Review WG)
Mar 25, 2021	ACTION: PBRC to revisit future board meeting and AGM format in July 2021. (Item 6.6.2 Virtual Meetings: how should the CSA move forward with meeting formats? Virtual? In-person? Hybrid?)
Mar 10, 2021	Executive Evaluation Committee Replacement How to replace? 'the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.'
Jan 27, 2021	RESOLVED that: a) the Policy & Bylaw Review Committee (PBRC) review the EAB General Member selection process and provide recommendations to streamline the process of General Member selection to the Board by the end of the 2020-2021 academic year; and i. that the recommended process include protecting the confidentiality of information submitted by interested General Members.
July 7, 2021	3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments e) The Policy & Bylaw Review Committee (PBRC) review all referendum-related CSA policy and bylaws to ensure they are consistent with one another and that they meet the needs of the organization. This includes how referendum questions are carried out when they are in partnership with the Graduate Students Association

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Date (Assigned to OBL)	Action / Follow-up
	(GSA), and PBRC will provide recommendations to the CSA Board of Directors at their meeting on September 15, 2021.

Comprehensive Review 2021-2022 DRAFT Workplan

To be reviewed at the next PBRC meeting.

Bylaw 1 – Organizational	Dec 2021
Bylaw 3 – Financial	February 2022
Appendix C – CSA Human Resources Policy	March 2022
CSA Rules of Order	April 2022
Appendix F – Clubs Handbook	Currently underway with the VPSE and Clubs Programming Coordinator. PBRC to receive recommendations from working group by the end of the 2021 calendar year.

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GSA/CSA Joint Referendum Working Group (PBRC)

Date Established

November 12, 2021

Members

Name	Position Title	Organization
Pete Wobschall	Policy & Transition Manager	CSA
Nicole Walker	President	CSA
GSA Members TBD	TBD	GSA
GSA Members TBD	TBD	GSA
All PBRC members welcome to join any meeting(s) they are available for!		
Additional members, including external members, may be added by the group as required.		

Meeting Date(s)

TBD

Mandate or Terms of Reference (TOR)

Review the Referendum Rules of the GSA and CSA and create complimentary policies and procedures, consistent with each organization’s bylaws and policies, to hold successful joint referendum questions such as the Bus Pass (F21) and Health & Dental Plan (W21).

The goal of the working group is to have joint referendum policies and procedures in place by the Fall 22 By-Election.

Major Activities

See mandate.



Motion

Board of Directors Meeting # 12
January 19, 2022

Item 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: President, Nicole Walker

Seconded:

Hiring Committee Report

Poster Runner

January 19, 2022



Item 12.10.3

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
- Ishaka Maharaj, Board Member

Number of Applicants: 8

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:

Hiring Committee Report

Board Scribe

January 19, 2022



Item 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:

Hiring Committee Report

Office Manager & Executive Support

January 19, 2022



Item 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

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 Cafe, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing, and promotional services.

FOODBANK COORDINATOR

The Guelph Student FoodBank provides University of Guelph students access to emergency food, anti-poverty resources, and referrals to other food security, anti-poverty, and financial assistance groups. Registered students may receive 30 food items per person in the family each month. The FoodBank operates on an honesty policy, meaning visitors do not need to provide financial information when they register. This service is always confidential.

The FoodBank Coordinator is responsible for the overall maintenance of the FoodBank. For the physical space, this entails making sure the space is accessible and inclusive; that an adequate supply of fresh, nutritious food is available; and that all health inspections are completed and passed. Externally, the Coordinator is the point person for liaising with other groups about food security, advocacy for food security issues, and running educational workshops for visitors to augment the food received.

Term	February 28, 2022, to August 4, 2023 Total 75 Weeks [previously 54 Weeks]
Hours	Average 32.5 hours per week in Summer semester, 35 hours per week in Fall/Winter semesters <i>Hours to be completed on site at the FoodBank except where off-site work is required, average hours can vary based on programming and time of the year</i>
Annual Salary	\$36,157
Benefits	3 paid Personal Emergency Leave Days (PED) Health and Dental Plan Coverage – single/family Transportation Benefit of \$700 Education/Retirement Benefit equal to 3% of salary Personal Benefit Allowance of \$300 Vacation Period during FoodBank Closure – April 25 to May 6, 2022, inclusive
Executive Supervisor	Vice President External

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
 - CSA Staff Orientation (1 hr)
 - Workplace Health & Safety (2.5 hrs)
 - Anti-Oppression (1 hr)
 - Workplace Violence & Harassment (1.5)
 - Accessible Service Provision (1 hr)
- Must receive/have Food Handler Certification prior to start date (to be paid by CSA if required)
- Required to receive additional FoodBank-specific training during first two weeks of contract from outgoing FoodBank Coordinator
- Required to provide 5 hours of one-on-one training to the new incoming FoodBank Assistant at the beginning of their contract

- Required to provide training over 2 weeks to the incoming FoodBank Coordinator at the end of the contract Throughout the term of employment, required to update the FoodBank Operating Manual and electronically submit the updated manual to the Office Manager and the Policy & Transition Manager prior to the end of the contract
- May be required to sit on the FoodBank Coordinator hiring committee as the staff member, as directed by your Executive Supervisor

JOB DESCRIPTION:

GENERAL DUTIES

- Ensure the FoodBank is open for a minimum of 4 business days per week during the Fall and Winter Semesters and a minimum 3 days per week in the Summer semester (subject to change due to the COVID-19 pandemic)
- Be available by appointment outside of set FoodBank hours, when required
- **Act as Supervisor** [*previously, Act as Team Leader*] to both FoodBank Assistants, and conduct performance evaluations
- Ensure the FoodBank is operating in an inclusive and anti-oppressive manner
- 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
- Maintain a digital time log (stored on CSA shared drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
- Organize regular meetings with the FoodBank team
- Meet with your Executive Supervisor at least once a month, and as requested
- Prepare reports for the Board of Directors as requested
- **Participate in monthly FoodBank Operations meetings** [*current practice*]
- Participate in the FoodBank Committee as referenced under Appendix A of the Internal CSA Policy

OPERATIONS

- Maintain an adequate supply of non-perishable, fresh and frozen food, as well as essential toiletries
- Manage and make available the Special Diet and Compassionate Funds
- Manage the FoodBank budget with the support of the Business Manager, including the submission of funding and solicitation proposals as necessary
- Attend 2 budget meetings per semester with the Business Manager
- Facilitate operations of the FoodBank garden as required

ADVOCACY

- Advocate for the needs of students who use the FoodBank
- Provide referrals and resources to clients in crisis
- Work to raise awareness of hunger and poverty in the campus community

RECORD KEEPING

- Maintain the visitor database along with accurate usage statistics and records
- Maintain organized records of the current and previous years and to be familiar with records from previous years
- Maintain inventory that balances with usage statistics
- Maintain relevant training materials for new staff and volunteers

HEALTH & SAFETY, SPACE AND ACCESSIBILITY

- Ensure the FoodBank is in compliance with Wellington-Dufferin-Guelph Public Health (WDGPH) guidelines by maintaining environmental, food safety, and physical accessibility protocols

- Ensure the FoodBank staff are operating according to Public Health guidelines
- Ensure that an annual health inspection takes place with the WDGPH unit and all recommendations are acted upon
- Ensure that regular health and safety inspections take place with the CSA Joint Health and Safety Committee and all recommendations are acted upon
- Seek out continual education in food safety and health standards
- Strive to make the FoodBank more accessible to the student body in terms of awareness, physical access, and minimizing social stigma associated with using the service

LIASING

- Network with relevant community and on-campus groups in order to ensure knowledge of the on-campus FoodBank and other anti-poverty resources available to students
- Participate in the Peas in the Pod group
- Renew the Guelph Food Bank Member Agency Agreement in consultation with the CSA VP External
- Communicate and ensure good working relations between the FoodBank and the SEED

DONATIONS & SOLICITATIONS

- Pursue and maintain relationships with new and previous donors /suppliers of food and funds to the FoodBank
- Organize and execute regularly scheduled food drives
- Work on all issues related to donations and to maintain continuity and tradition in FoodBank donor relations
- Coordinate donation records, pick up and stocking

PROMOTION & EVENT COORDINATING

- Work with the Promotional Services & Graphic Designer to ensure the FoodBank pages on the CSA website are current
- Ensure that awareness campaigns are run so that students are aware of the FoodBank and how to access the service
- Regularly share information with visitors, relevant to their needs, via email and appropriate signage
- Meet and work with the Promotional Services & Graphic Designer to create promotional material for events, campaigns, and initiatives
- Coordinate programming in collaboration with the CSA VP External
- Participate in resource fairs during Orientation Week and CSA Clubs Days, advertise (when applicable) in the Orientation Guide and the Ontario's Back to School Guide, in order to promote the FoodBank (where possible and/or applicable given the COVID-19 pandemic)
- Aid in planning and implementing the annual Hunger Awareness Week in conjunction with Universities Fighting World Hunger
- Ensure consistent food-skills educational programming for students, including monthly cooking classes and gardening workshops
- Pursue new initiatives at the FoodBank in keeping with the organization's core goals and values
- Ensure summary reports of events are completed with recommendations for future years

QUALIFICATIONS:

- Communication, organization, and time management skills
- Demonstrated initiative and ability to work independently
- Strong understanding of, and commitment to, anti-oppression
- Knowledge of FoodBank operations and willingness to learn more
- Awareness of health, safety, and accessibility issues specific to a FoodBank
- Experience in advocacy work on behalf of students and/or low-income people

- Demonstrated awareness of social services within Guelph and surrounding areas
 - Awareness of the University of Guelph environment and resources
 - Knowledge of financial aid resources, both on- and off-campus
 - General knowledge of the CSA's operations and services
 - General knowledge of financial management and budgeting
 - Supervisory experience is an asset [*previously, Volunteer Management and Coordination*]
 - Event management experience is an asset
 - Access to a vehicle is an asset
-

Deadline for applications is Thursday, February 3, 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 D 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.

[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 # 12
January 19, 2022

Item 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:



Motion

Board of Directors Meeting # 12
January 19, 2022

Item 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

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:

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

[one Director]

- b) That 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) That 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:



Motion

Board of Directors Meeting # 12
January 19, 2022

Item 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;

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
[2 nd vacancy for a Director volunteer]

Moved: Nicole Walker, President
Seconded:

Appendix D CSA Committees



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Appendix D CSA Committees



13.0 Student Health and Advocacy Centre (SHAC) Advisory Committee

13.1 Preamble

The objective of this committee is to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate. In doing so, this committee will endeavor to actively consult and seek the advice of Board members, SHAC staff, SHAC volunteers and students.

This committee will also act as the Student Services Fees (SSF) Advisory Committee for SHAC, which is an advisory body to the Compulsory Fees Committee on matters dealing with programs funded all or in part by the SSF.

13.2 Purpose

13.2.1 The objective of this committee is to produce an annual document so as to ensure there is a written history of the vision, goals and operation of the SHAC. This document will be presented at the second to last Board meeting of the winter semester.

This document will contain the following:

- a) A summary of findings from its consultative review.
- b) A summary of the number of cases handled each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator and the Human Rights & Advocacy Coordinator.
- c) A summary of the number of casual client visits each semester and the frequency of each category of case (tenancy, legal, academic, financial, human rights) to be obtained from the SHAC Coordinator.
- d) Recommendations and a plan outlining a process and timeline by which any action moving forward would take place in relation to future changes in programming, services, or the budget.
- e) An analysis of the expenditures and budget in relation to SHAC's ability to provide its services.

Appendix D CSA Committees



13.3 Membership

- 13.3.1 Membership of the Committee shall be made up of a minimum of six (6) members: the Vice President Academic, the SHAC Coordinator, a current SHAC volunteer, and at least three (3) Directors.
- 13.3.2 The Board shall appoint three (3) of its members to the Committee before September 30 of each year, for a term ending April 30.
- 13.3.3 The SHAC Volunteer shall be appointed for a term of two (2) years. Selection of this volunteer will be the joint responsibility of the SHAC Coordinator and SHAC Volunteer Coordinator.

13.4 Meetings

- 13.4.1 The Committee will be chaired by the Vice President Academic. The Committee Scribe will scribe the committee meetings. If the Committee Scribe cannot scribe a meeting, the committee will select a scribe from its membership.
- 13.4.2 The Committee will meet within two (2) weeks after its membership is appointed by the Board of Directors to establish a set of mutually agreeable meeting times and a proposed timeline by which it hopes to complete its mandate.
- 13.4.3 Because of the significant importance of the Committee's report to the future of the SHAC, quorum will be set at five (5) of the committee members.



Motion

Board of Directors Meeting # 12
January 19, 2022

NOTICE

Item 12.11.1

Dissolve the Student Health and Advocacy Centre (SHAC) Advisory Committee

WHEREAS Appendix D – CSA Committees, Section 13.0 states that the purpose of the Student Health 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 Health and Advocacy Centre (SHAC) Advisory Committee: includes the terms of reference for the committee.

RESOLVED that the Student Health 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



Motion

Board of Directors Meeting # 12
January 19, 2022

Item 12.11.2 Revised 2022 AGM Date

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:



Motion

Board of Directors Meeting # 12
 January 19, 2022

Item 12.11.3(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

Board of Directors Meeting # 12

January 19, 2022

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

Board of Directors Meeting # 12
January 19, 2022

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

Board of Directors Meeting # 12
January 19, 2022

NOTICE

Item 12.11.3(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.

Motivated: Joshua Vito, Director



Motion

Board of Directors Meeting # 12
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NOTICE

Item 12.11.4 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.

Motivated: Nicole Walker, President

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

Board of Directors Meeting # 12
January 19, 2022

NOTICE

Item 12.11.5 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.

Motivated: Nicole Walker, President

Motion

Board of Directors Meeting # 12

January 19, 2021



**Item 12.15
Adjourn**

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

Moved:

Seconded: