

AGENDA

Board of Directors Meeting # 1

May 26, 2021 – 6:00 pm

Microsoft Teams



1.0 Call to Order	Click these links to go to that page in the doc.	
1.1 Land Acknowledgement Sara Kuwatly		
1.2 Adoption of the Agenda	Click "home" to return to this first page anywhere in the doc.	
1.2.1 Approve the Agenda 1.2.2 Declarations of Conflicts		
1.3 Ratifications and De-Ratifications		Pg 4
1.3.1 Ratification of Appointed Directors		
1.4. Comments from the Chair		
1.4.1 Introductions and Pronouns		
1.5 Approval of Past Board Minutes		Pg 5
1.5.1 Meeting # 14 – March 24, 2021		Pg 39
1.5.2 Meeting # 15 – April 7, 2021		Pg 68
1.5.3 RECEIVE: 2021 AGM MINUTES – March 16, 2021		
1.6 Executive Committee Minutes		Pg 103
1.6.1 Meeting # 42 – March 31, 2021		Pg 106
1.6.2 Meeting # 43 – April 7, 2021		Pg 109
1.6.3 Meeting # 44 – April 14, 2021		Pg 112
1.6.4 Meeting # 1 – May 12, 2021		
1.7 Executive Updates		Pg 115
1.7.1 President		Pg 116
1.7.2 VP Student Experience		Pg 117
1.7.3 VP Academic		NA
1.7.4 VP External		
1.8 Director Reports		
1.9 CSA Services Update and Report		
1.9.1 N/A		
1.10 Committee Updates and Reports		Pg 120
1.10.1 Appoint Hiring Committee – FoodBank Coordinator		Pg 121
1.10.2 Appoint Board Members (Directors and Executive) to the Policy & Bylaw Review Committee (PBRC)		Pg 123
1.10.3 Appoint Board Members (Directors and Executive) to the Finance Committee		Pg 124
1.10.4 Appoint Director to the Student Health & Dental Plan Committee		Pg 125
1.10.5 Appoint Directors to the CSA/GSA Transit Committee		
1.11 Business		Pg 126
1.11.1 MINUTES: Bike Centre Reopening Working Group Meeting – May 17, 2021. REPORT: Bike Centre Reopening Plan		Pg 130
1.11.2 Amendments to Appendix C – Human Resources & Rescindment of Appendix D – Bullring HR Policy		Pg 133

AGENDA

Board of Directors Meeting # 1

May 26, 2021 – 6:00 pm

Microsoft Teams



1.11.3	Amendments to Appendix B – CSA Services Policy, Section 1.0 Bullring Policy & Appendix A – Internal CSA Policy (add Bullring Operations Committee)	Pg 144
1.11.4	NOTICE: Outsource Hiring of a Third Business Office Staff Member	Pg 151
1.11.5	Israeli-Palestinian Statement	Pg 152
1.12	New Business	
1.12.1.		
1.13	Announcements	
1.14	In Camera Session	
1.15	Adjournment	Pg 153

Motion

Board of Directors Meeting # 1
May 26, 2021



Item 1.2.1
Approve the Agenda

MOTION that the agenda for the CSA Board of Directors Meeting # 1 on **May 26, 2021** be approved as printed and distributed.

Moved:
Seconded:

ADDITIONAL POSSIBLE AMENDMENT (REORDER)

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

Moved:
Seconded:

ADDITIONAL 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 # 1 on **May 26, 2021** be approved as amended:

- a) To reorder the agenda so that... Item ... follows Item ... above
- b) To add item ... under New Business items.
- c) ?

Moved:
Seconded:

Motion

Board of Directors Meeting # 1

May 26, 2021

**Item 1.3.1****Ratification of Appointed Directors**

WHEREAS the following colleges and organizations notified the Policy & Transition Manager of their appointed CSA Board of Directors representatives via email during April and May 2021.

RESOLVED that:

- a) the following **appointed Member College Government Representatives** be ratified as Members of the 2021-2022 CSA Board of Directors, effective immediately:

Lily Taylor-Stackhouse	College of Engineering and Physical Sciences (Student Council)
Samantha Ogbeiwi	College of Social and Applied Human Sciences (Student Alliance)
Quinton Stummer	Gordon S. Lang School of Business and Economics (Student Association)
Hudson Bell	(Student Federation of the) Ontario Agricultural College

- b) the following **appointed Student Organization Representatives** be ratified as Members of the 2021-2022 CSA Board of Directors, effective immediately:

Jena Ashley	Indigenous Student Society (ISS)
Michael Pacheco	Board of Governors
Damilola Oguntala	Guelph Black Students Association (GBSA)
Amanda Conibear	Guelph Queer Equality (GQE)
Shawna Perrit	Interhall Council (IHC)
Lori-Ann Grossett	International Student Organization (ISO)
Justin Mihaly	Student Senate Caucus (SSC)

Moved:

Seconded:

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



Attendance for March 24, 2021, Board of Directors Meeting #14:

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Areej Amer	College of Arts	Present	
Bella Harris	College of Arts	Present	
Katy Oada	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Vacant	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences	Present	
Jessica Krawitz	College of Social and Applied Human Sciences		
Haley Bilokraly	Gordon S. Lang School of Business and Economics	Present	
Jas Rubab Singh	Gordon S. Lang School of Business and Economics	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Manseerat Uppal	College of Arts Student Union	Present	
Kristine Sondergaard	College of Biological Science Student Council		
Olivia Parker	College of Engineering and Physical Sciences Student Council		
Bailey Hussey	College of Social and Applied Human Sciences - Student Alliance		
Tori Wakeford	Lang Students' Association	Present	
Kendra Cornelissen	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Jena-Lee Ashley	Indigenous Student Society	Present	
Debbie Aturamu	Guelph Black Students Association		
Alan Negrin	Guelph Queer Equality		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Lori-Ann Grossett	International Student Organization	Present	
Anum Anjum	Interhall Council	Present	
Vacant	Guelph Campus Co-op		
Blakeney Smith	Ontario Public Interest Research Group (OPIRG)	Present	
Sooraj Modi	Student Senate Caucus	Present	
Michael Pacheco	Board of Governors		
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Tyler Poirier	President	Present	
Sara Kuwatly	Vice President Student Experience	Present	
Vacant	Vice President Academic		
Horeen Hasan	Vice President External	Present	

Guests	Affiliation
Lee Anne Clarke	Business Manager, CSA

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

MINUTES

Board of Directors Meeting # 14
March 24, 2021 – 6:00 pm
Microsoft Teams



Summary of Significant Resolutions:

14.5.1 Approval of Past Board Minutes: Meeting # 13 March 10, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 13 – March 10, 2021.

Motion carried.

14.6 Executive Committee Minutes

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

- 14.6.1 Meeting # 38 Minutes – March 3, 2021
- 14.6.2 Meeting # 39 Minutes – March 12, 2021

Motion carried.

14.7 Executive Updates

MOTION that the following Executive Updates be received as information:

- 14.7.1 President
- 14.7.2 VP Student Experience
- 14.7.3 VP Academic
- 14.7.4 VP External

Motion carried.

14.10.1 MINUTES: Finance Committee Meeting # 4 – Feb 4, 2021

MOTION to receive the minutes of the **Finance Committee** from Meeting # 4 held on February 4, 2021 as information.

Motion carried.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



14.10.2 MINUTES: Petitions, Delegations and Representations Committee Meeting # 6 – Feb 1, 2021

MOTION to receive the minutes of the **Petitions, Delegations and Representations Committee** from Meeting # 6 held on February 1, 2021 as information.

Motion Carried.

14.10.3 Hiring Committee Report: Clubs Administrative Coordinator

MOTION that the hiring of Alex Charette for the Clubs Administrative Coordinator be ratified, as recommended by the Hiring Committee.

Motion carried.

14.10.4 Hiring Committee Report: Clubs Programming Coordinator

MOTION that the hiring of Shaima Alam for the Clubs Programming Coordinator be ratified, as recommended by the Hiring Committee.

Motion carried.

14.10.5 Hiring Committee Report: SHAC Assistant Coordinator

MOTION that the hiring of Nicholas Dischiavi for the SHAC Assistant Coordinator be ratified, as recommended by the Hiring Committee.

Motion carried.

14.10.6 Hiring Committee Report: SHAC Head Coordinator

MOTION that the hiring of Stefanie Hebel for the SHAC Head Coordinator be ratified, as recommended by the Hiring Committee.

Motion carried.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



14.12.1 Motion to write a statement against anti-Asian racism under New Business items

MOTION:

RESOLVED that the CSA write a statement against anti-Asian racism and xenophobia while also working alongside the Asian student groups at UofG to provide support to those impacted.

Motion carried.

14.12.2 CSA Response to Guelph Police Safe Sticker Motion under New Business items

AMENDED MOTION:

MOTION to create a collective response document in consultation and solidarity with special status groups on campus to the Guelph Police Service's "Safe Place" sticker program.

Amended Motion carried.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams

**Agenda – March 24, 2021:****14.0 Call to Order****14.1 Land Acknowledgement**

Haley Bilokraly

14.2 Adoption of the Agenda

14.2.1 Approve the Agenda

14.2.2 Declarations of Conflicts

14.3 Ratifications and De-Ratifications

14.3.1 N/A

14.4. Comments from the Chair

14.4.1 Introductions and Pronouns

14.5 Approval of Past Board Minutes

14.5.1 Meeting # 13 March 10, 2021

14.6 Executive Committee Minutes

14.6.1 Meeting # 38 Minutes – March 3, 2021

14.6.2 Meeting # 39 Minutes – March 12, 2021

14.7 Executive Updates

14.7.1 President

14.7.2 VP Student Experience

14.7.3 ~~VP Academic~~ [position currently vacant]

14.7.4 VP External

14.8 Director Reports**14.9 CSA Services Update and Report**

14.9.1 N/A

14.10 Committee Updates and Reports

14.10.1 MINUTES: Finance Committee Meeting # 4 – Feb 4, 2021

14.10.2 MINUTES: Petitions, Delegations and Representations Committee Meeting # 6 – Feb 1, 2021

14.10.3 Hiring Committee Report: Clubs Administrative Coordinator

14.10.4 Hiring Committee Report: Clubs Programming Coordinator

14.10.5 Hiring Committee Report: SHAC Assistant Coordinator

14.10.6 Hiring Committee Report: SHAC Head Coordinator

14.11 Business

14.11.1 (a) Speaking Rights: Business Manager

(b) Presentation: CSA 2021-2022 Draft Budget

14.11.2 NOTICE: Amendment to Appendix A – Internal CSA Policy, Section 9.0 Member Meetings (Town Halls)

14.12 New Business

14.12.1.

14.13 Announcements**14.14 In Camera Session**

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



14.15 Adjournment

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams

**Minutes – March 24, 2021:****14.0 Call to Order**

Meeting is called to order at 6:04 pm.

14.1 Land Acknowledgement

Before the meeting we want to start with a land acknowledgement. The purpose of this is to express gratitude and appreciation to those whose land we live and work on.

Since we are not all in Guelph right now, it is important to each educate ourselves about the land we live on so that relationships with First Nations, Inuit, and Metis people can continue to be strengthened across Canada.

However, the one place that does connect us all is the University of Guelph. The university resides on the ancestral and treaty lands of Attawandaron people and the Mississaugas of the Credit. We also want to recognize our Anishinaabe, Haudenosaunee, and Metis neighbours.

Guelph is also a part of the Dish with One Spoon treaty territory. The dish represents southern Ontario and the one spoon means we share the responsibility of making sure the dish is never empty. In our own lives this looks like taking care of the land and the creatures we share it with.

Haley Bilokraly
Gordon S. Lang School of Business and Economics

14.2 Adoption of the Agenda**14.2.1 Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 14 on **March 24, 2021** be approved as printed and distributed.

Moved: Sara Kuwatly, VP Student Experience
Seconded: Anjum Anum

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



VP External wishes to amend the Agenda to add a Motion to discuss Anti-Racism, stating the Motion is time-sensitive. The Chair does not deem this as time-sensitive since there is no deadline associated with the Motion. However, the Chair offers the Members the option of suspending 3.6 Rules of Order, in order to add this new Motion to the Agenda.

MOTION to suspend Rules of Order, Rule 3.6, and permit New Business Item 14.12.1 Motion re Anti-Racism

Moved: Horeen Hassan, VP External

Seconded: Katy Oada

Motion carried.

MOTION TO AMEND: To add item 14.12.1 Motion To Write a Statement Against Anti-Asian Racism under New Business items.

Moved: Horeen Hassan, VP External

Seconded: Bella Harris

Horeen Hassan, VP External: We know that our Asian community is going through a difficult time right now and it would be best to release a statement sooner than later given that events took place last week.

Amended Motion carried.

Member Bilokraly requests a Motion to Amend the Agenda to add a time to discuss the CSA releasing a statement about the bus pass. The President and VP Student Experience explain that the CSA will be releasing a statement as soon as tomorrow. Because of this, Member Bilokraly no longer wishes to add this Amendment.

MOTION TO AMEND: To add item 14.12.2 CSA Response to Guelph Police Safe Sticker Motion under New Business items.

Moved: Bella Harris

Seconded: Horeen Hassan, VP External

Bella Harris: Guelph Police has begun a program that asks businesses and other organizations to put a safe sticker on their window, which would imply to the community that LGBTQ folks, specifically, but I think anyone who is susceptible to hate crimes, known to the business, and that business will call the police on your behalf. Which on the surface seems fine, however I have had several conversations

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



with others and have been told that no marginalized people were involved in this conversation, and some even spoke out against it, but the police went ahead anyways. It seems like a horrible PR campaign, which just increases police in our community and further harms marginalized people; many of those being students.

Jena-Lee Ashely: Were any of the liaisons that were newly hired involved in these conversations?

Bella Harris: I work on the Out on the Shelf Board of Directors, and I am also a co-chair on the Pride Committee, and the LGBTQ+ liaisons reached out to both of those organizations, but did not mention sticker program specifically, but did talk about wanting to have a conversation with us. Apparently, the sticker program was being worked on at that time, but that was not mentioned. Both organizations declined to work with liaison until they adapted an anti-oppression lens to their work. As far as I know, none of the liaisons reached out to anyone else.

Amended Motion carried.

MOTION TO AMEND: To reorder the agenda so that: - Item 14.11.1 Budget Presentation immediately follows item 14.2.1 Introductions and Pronouns.

Moved: Jena-Lee Ashley

Seconded: Horeen Hassan, VP External

Amended Motion carried.

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 14 on **March 24, 2021** be approved as amended:

- To add item 14.12.1 Motion to write a statement against anti-Asian racism under New Business.
- To add item 14.12.2 Guelph Police Safe Sticker under New Business items.
- Item 14.11.1 Budget Presentation immediately follows item 14.4.1 Introductions and Pronouns.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Anjum Anum

Motion carried as amended.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams

**14.2.2 Declarations of Conflicts**

No conflicts were declared.

14.3 Ratifications and De-Ratifications

No ratifications or de-ratifications for tonight.

14.4. Comments from the Chair

Good evening everyone, thank you for all being here tonight. If you have any questions as we proceed through meeting feel free to raise a point of parliamentary procedure.

14.4.1 Introductions and Pronouns

All Members introduce themselves by sharing their pronouns and organizations that they represent.

14.5 Approval of Past Board Minutes**14.5.1 Meeting # 13 March 10, 2021**

MOTION that the Minutes be approved for CSA Board Meeting # 13 – March 10, 2021.

Moved: Tyler Poirier, President

Seconded: Maya Persram

Motion carried.

14.6 Executive Committee Minutes

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

14.6.1 Meeting # 38 Minutes – March 3, 2021

14.6.2 Meeting # 39 Minutes – March 12, 2021

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams

**Motion carried.****14.7 Executive Updates****14.7.1 President**

This week has been hectic, as there has been some concerns regarding transit. The CSA will be releasing a statement regarding the current contract that CSA is in with Guelph Transit, which expires April 30th. This information will include the path forward, beyond May 1st, and will also explain why a referendum was not held, as determined by the Transit Committee prior to this contract being expired. All this information is extremely detailed, and is set up to go out tomorrow morning, so please make sure you are following us on social media for this information.

Just preparing for transition has been main part of my position right now. I am very excited to begin welcoming the new coming Executives. I have a number of updates in board package that are important, so I encourage you to look at those. I also want to send a quick appreciation to all those who attended the AGM last week, that was successful. Thank you.

Haley Bilokraly: I see that PDR deadlines are tomorrow, is that tomorrow at midnight?

Tyler Poirier, President: Yes, that is correct, the deadline is tomorrow at 11:59 pm.

14.7.2 VP Student Experience

Hi friends, the past couple of weeks I have been working Student Experience and Experience Guelph on Grad Week. But, more specifically on Last Toast; we wrapped up ticket sales last week. We have our alumni speaker and graduate speaker. I will be able to share more details about them at our next meeting. I had Sexy Bingo last week as a part of SHINE week. It was my most successful Sexy Bingo so far, not counting O-Week, and I know some of you were there so thank you for showing up. We are hiring for a SERM Coordinator. Our Hiring Committee met for the first time today, and we are hoping to interview candidates next week. Our current SERM Coordinator has submitted her resignation, no drama there but she found a long-term position, so she is moving on. All my other services have concluded with the hiring process and been wrapped up. I am excited for that; we have a very solid team for next year.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams

**14.7.3 — VP Academic [position currently vacant]**

Tyler Poirier, President: We are beginning the transition process, and although the VP Academic will not be present for much of that transition, the previous VP Academic, Sean Mitchell will be available for the transition of the incoming VP Academic. I am super thankful for that ability to do that. As well, the Executives are dividing much of work associated with the VP Academic when it is not possible to be taken on by a single Executive. I am looking forward to the transition process.

14.7.4 VP External

Hi Everyone, I have a few updates. The Campus Coalition has been working on a lobby document which was sent to the University Administration. We will be meeting with Administration on April 5, to talk about our demands and how we envision a future in the fall; when comes to accommodating the needs of students and workers on campus.

The Bike Auction is happening, starting tomorrow, and ending on Saturday. Folks can bid on bikes. There is an Instagram account called @CSABikeAuction which has been created for this purpose. This auction is open to everyone, not just students.

The Suppliers Code of Ethical Conduct Committee met on March 19th. There was a lot of great conversations about how the committee should operate and what kind of expansions we want to make. We will be meeting with the VP of Finance at our next Meeting.

The Student Choice Initiative Appeal Hearing took place yesterday. I will give a massive shoutout to GQE, because they were an intervener in the case, which was awesome to see. I am very proud.

BIPOC Student Coalition does meet every Thursday from 12:30-1:30pm. If you know of any BIPOC folks who would like to attend, please direct to me. I can put them onto our email invitations, so they can make use of that space, because I know many folks have enjoyed having that space to chat and to explore issues regarding the COVID 19 pandemic or just being a student in general.

MOTION that the following Executive Updates be received as information:

14.7.1 President

14.7.2 VP Student Experience

MINUTES

Board of Directors Meeting # 14
March 24, 2021 – 6:00 pm
Microsoft Teams



- 14.7.3 VP Academic
- 14.7.4 VP External

Moved: Maya Persram
Seconded: Jena-Lee Ashley

Motion carried.

14.8 Director Reports

Anum Anjum: I had the SERM Hiring Committee today, we are working on that and I will update you again once someone gets hired.

Maya Persram: The interviews for the positions of Foodbank Assistant Coordinator wrapped up last week and an offer was made to a candidate.

Sooraj Modi: I met with the Finance Committee where we approved the Operating Budget, which you will all see today.

14.9 CSA Services Update and Report

No Services Updates and Reports

14.10 Committee Updates and Reports

14.10.1 MINUTES: Finance Committee Meeting # 4 – Feb 4, 2021

MOTION to receive the minutes of the **Finance Committee** from Meeting # 4 held on February 4, 2021 as information.

Moved: Sooraj Modi
Seconded: Maya Persram

Motion carried.

14.10.2 MINUTES: Petitions, Delegations and Representations Committee Meeting # 6 – Feb 1, 2021

MINUTES

Board of Directors Meeting # 14
March 24, 2021 – 6:00 pm
Microsoft Teams



MOTION to receive the minutes of the **Petitions, Delegations and Representations Committee** from Meeting # 6 held on February 1, 2021 as information.

Moved: Maya Persram
Seconded: Bella Harris

Motion Carried.

14.10.3 Hiring Committee Report: Clubs Administrative Coordinator

Posting Date: February 15, 2021

Closing Date: February 26, 2021

Hiring Committee Members:

Sara Kuwatly, CSA VP Student Experience.
Sabrina Valtellini, outgoing Clubs Administrative Coordinator.
Bella Harris: Director.

Number of Applicants: 9 applications.

Number of People Interviewed: 4

Successful Candidate: Alex Charette

Start Date: September 7, 2021

MOTION that the hiring of Alex Charette for the Clubs Administrative Coordinator be ratified, as recommended by the Hiring Committee.

Moved: Sara Kuwatly, VP Student Experience
Seconded: Tori Wakeford

Sara Kuwatly, VP Student Experience: Some of you may recognize Alex's name, he used to work at the front office. I am very excited he is coming back to the CSA and know he will be great in this position.

Motion carried.

14.10.4 Hiring Committee Report: Clubs Programming Coordinator

Posting Date: February 15, 2021

MINUTES

Board of Directors Meeting # 14
March 24, 2021 – 6:00 pm
Microsoft Teams



Closing Date: February 25, 2021

Hiring Committee Members:

Sara Kuwatly, CSA VP Student Experience.
Taylor Weatherup, outgoing Clubs Programming Coordinator.
Lori-Ann Grossett, Director.

Number of Applicants: 6 applications.

Number of People Interviewed: 3

Successful Candidate: Shaima Alam.

Start Date: September 7, 2021.

MOTION that the hiring of Shaima Alam for the Clubs Programming Coordinator be ratified, as recommended by the Hiring Committee.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Lori-Ann Grossett

Motion carried.

14.10.5 Hiring Committee Report: SHAC Assistant Coordinator

Posting Date: February 22, 2021

Closing Date: March 5, 2021

Hiring Committee Members:

Sara Kuwatly, CSA VP Student Experience.
Krista Bentley, outgoing SHAC Coordinator.
Jas Rubab Singh, Director.

Number of Applicants: 4 applications.

Number of People Interviewed: 2

Successful Candidate: Nicholas Dischiavi.

Start Date: September 7, 2021.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



MOTION that the hiring of Nicholas Dischiavi for the SHAC Assistant Coordinator be ratified, as recommended by the Hiring Committee.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

Sara Kuwatly, VP Student Experience: I am really excited for Nicholas to join our team.

Motion carried.

14.10.6 Hiring Committee Report: SHAC Head Coordinator

Posting Date: February 15, 2021

Closing Date: February 25, 2021

Hiring Committee Members:

Sara Kuwatly, CSA VP Student Experience

Krista Bentley, outgoing SHAC Coordinator

Jas Rubab Singh, Director

Number of Applicants: 7 applications.

Number of People Interviewed: 4

Successful Candidate: Stefanie Hebel

Start Date: September 7, 2021.

MOTION that the hiring of Stefanie Hebel for the SHAC Head Coordinator be ratified, as recommended by the Hiring Committee.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

Sara Kuwatly, VP Student Experience: I just want to provide context. The reason I am chairing all these committees is because I have been supervising it when I started my position as the VP Academic position was vacant. When Sean came, we co-chaired them, and now that he has gone I am back to doing it on my own again.

Motion carried.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams

**14.11 Business****14.11.1 (a) Speaking Rights: Business Manager**

This Item was discussed earlier after 14.4.1 Introductions and Pronouns, as there was an Amendment in the Agenda.

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 Lee Anne Clarke, Business Manager, for the duration of the meeting to present the CSA 2021-2022 Draft Budget and respond to questions that arise from members.

Moved: Haley Bilokraly

Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

MOTION to extend speaking time for Lee Anne Clarke, Business Manager, from 10 minutes to 30 minutes.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Maya Persram

Motion carried.

(b) Presentation: CSA 2021-2022 Draft Budget

Lee Anne Clarke, CSA Business Manager Presented the CSA 2021-2022 Draft Budget, as follows:

Introduction:

- This Budget is for the Board's review, so Members can receive an overview of the Budget structure in order to make an informed decision on April 7, 2021, when asked to vote on the Proposed Operating Budget

Financial Policy:

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



Bylaw 3 - Financial, Section 5 requires the following budget process to be used:

1. A preliminary estimate of salaries, expenses, and purchases is to be made
2. An estimate of revenue is established, particularly student fee revenue - which is generally based on the actual student fees received the previous year, plus cost of living
3. Expenses are adjusted where necessary to create a balanced budget, Bylaw-3, Section 5.1.3 states 'AT NO TIME WILL THE CSA budget for an overall deficit'
4. Presentation of a draft budget to the Finance Committee for further input and evaluation before being presented to the Board of Directors
5. Presentation before the Board of Directors for due consideration and approval

Background Information

- Normally, when the CSA's draft budget is prepared, a 2-year history of revenues and expenditures occurs
- Student fee income was historically consistent and reliable and revenue from other sources were predictable and easily managed
- However, the PC Government's Student Choice Initiative of 2019-2020 put the revenue from students at risk, which necessitated the introduction of Administrative fees on services the CSA had offered, but were not financially compensated for
- Thankfully this legislation has been overturned, yet the PC Government has entered an appeal
- Due to Covid-19, the CSA reduced operations, temporarily closed two services and laid off staff
- The CSA was no longer able to produce revenue from the Bullring, Printing and Promotional Services, Live Entertainment and Imagnus poster sales
- Dividends from campus investments were deferred and interest earnings dropped nearly \$20,000
- This 2021-2022 Budget is a Transition Budget, providing a financial path forward to operational recovery
- Revenue streams are budgeted to slowly upturn, all services will be operational with some modifications, staff working on reduced hours will be able to return to full wages, and on-campus events are anticipated, as is the return of students on campus

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams

**General Overview of Budget**

- There are significant variances to the CSA's budget when comparing to last year, because of the dual impact of the Student Choice Initiative and Covid-19
- For the Student Fee and Revenue Summary, there are three main types of revenue streams:
 1. Student Fee Revenue of \$746,500
 2. Entertainment Fees of \$153,375
 3. Other Revenue of \$480,070

For a total operating budget of \$1,379,590

- The most notable difference from last year's budget is from Other Revenues, a difference of \$293,570
- By adjusting for the Bullring revenue year-over-year, the net impact to our general operations will be an additional \$28,820

Entertainment/Media Fee

- This fee has been collected since 1976
- Referendum question had specific requirements as to how the fee revenue would be split between media and entertainment
- The media portion would be equal to 40% of the total fee, half of which is allocated to the Ontarion and half is allocated to CFRU
- The entertainment portion, which is managed by the CSA, would be equal to 60% of the total fee, with specific allocations to:
 - Concerts – 40%
 - Films – 10%
 - Cross Campus Events – 10%
- Total Budget for Entertainment Fees: \$153,375

Restricted Fees

- These funds are managed by the CSA but are not part of their operating budget, as each of the initiatives were voted on in the Student Referendum and thus restricted
- The main restricted fees are:

Dental Plan Reserve & Health Plan Reserve

- Reserves used to meet unexpected costs and to subsidize fee increases that would otherwise exceed the maximum cost-of-living increase permitted by the university

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



- Recommended these funds are not more than 15% projected claims, translating to: **\$291,000 for Dental** and **\$418,00 for Health**
- Dental Plan fee subsidy of \$1.40 was approved for this year, and \$8.45 for next year
- It is anticipated that the Dental Plan Reserve will be approximately \$587,565 by the end of next year
- A Health Plan fee subsidy of \$9 was approved for this year, and \$4.19 for next year
- It is anticipated that the Health Plan Reserve will be approximately \$551,835 by the end of next year

Entertainment Fee Reserve

- Currently we have \$57,244 in our reserve which is projected to increase to over \$110,400 by May 1st
- When funds reach this level the CSA brings in high profile performers at highly discounted ticket prices for students

SafeWalk Reserve

- After a successful referendum in Fall 2019 to expand the SafeWalk service, the CSA agreed to front the cost of the electric vehicle which would be paid over three years
- SafeWalk services were suspended for a year, due to the pandemic
- Fees will be reinstated this Fall and are anticipated for \$19,500 which will be paid against the loan

Academic Budget

- The Student Memorial Tree Service was postponed this year and is still to be determined if it will be scheduled in September 2021
- In 2019-20, salaries for executive members and most full-time staff were reduced, all wages can be restored in 21-22
- The wages for the current VP Academic were pro-rated to a mid-October start date

Administration Budget

- Administration budget relies heavily on 'Other Revenue' sources to meet operational expenses
- In 2019-20, the CSA reduced hours and salary, temporarily collapsed positions, only to then rely on temporary help to get us through the summer and early fall
- The 2021-2022 budget marks a return of all staff, including a second bookkeeper for the Business Office

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



- Changes to the Employer Health Tax Premium exemption are such that the CSA and Bullring will no longer need to budget for this expense for the next year, until the CSA's combined total annual wages exceed \$1.2 million
- The threshold for exemption was \$490,000 in 2019

Bullring

- Bullring policy states that this operation is to be self-sufficient by generating enough revenue from sales to meet expenses
- Policy states that under exceptional, unavoidable, and unexpected circumstances the CSA operating budget can be accessed to offset the Bullring expenses
- For the first time since 2003, the Bullring was supported by student fee revenue to balance the budget
- In 2019-20, one manager of the Bullring was away on paternity leave for 2 months, in 2020-21, both managers were laid off in the summer
- Consistent with other CSA full-time employees who were also laid off, the CSA guaranteed earnings of 85% when combined with EI or CERB payments
- Business is now recovering at the Bullring
- The daily guests have increased from 33 to 180
- The CSA expects to hire 15 part time student staff in Fall
- The 2021-22 budget anticipates a 50% recovery from pre-Covid sales, as such most expenditure lines that are a function of sales have been adjusted

Council

- Council budget requires funding from all three revenue streams to meet expenses
- Entertainment Fees are provided for the specific purpose of supporting the annual College Royal open house, an event named in the original referendum question
- This funding increases annually by CPI
- The Survival Guide day planner, has a revenue budget line and a corresponding expenditure budget line, and is generally budgeted at net zero
- This means sufficient advertising revenue must be secured to cover the expense of producing the guide
- With the restrictions of Covid-19 and the uncertainty of this Fall, the Survival Guide is not expected to be produced again this summer
- Additional funds are allocated to the FoodBank for next year

External

- The External budget line 'Campaigns & Solidarity Events' has been increased to pre-Covid levels to better support the work of equity-seeking student groups on

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



campus

Films

- The Films budget is supported 100% from Entertainment Student Fees
- Though funds were allocated to various budget lines, the CSA was unable to provide Sunday Cinema and other film screenings this year
- All unspent revenue at year end is transferred into the Entertainment Reserve Fund

Live Entertainment

- This budget is funded at 100% from Entertainment Student Fees
- Currently the Live Entertainment budget is supporting online performances by way of Livestock @ the Bullring, Thursday evenings at 7pm
- Though this creative online option got off to a slow start, the stage is ready and calendar of events is anticipated to be fully booked to the end of summer, and possibly through the Fall

Programmer (General Entertainment)

- The Imaginus Poster Sale, organized and managed by our Programmer, has generated commission revenue for the CSA for decades
- In a good year, commission revenue peaks at \$25,000, in a poor year, \$22,000. This revenue historically offset the cost of wages and benefits.

Promotional Services

- The Promotional Services budget generates revenue which also offsets the cost of wages for both the Graphic Designer and the two poster runners
- The allotment of student fees needed to increase to balance this portfolio this year
- Next year, though the allotment is slightly more, so is revenue, which means wages and benefits can be increased to reflect performance and additional duties, and poster runners can be hired to reopen this division of our promo service

Student Experience

- The Student Experience budget has been minimally impacted over the past 2 years

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



- The greatest challenge for the VP Student Experience has been to create and re- envision events students are excited to participate in, online
- Additional funding from the Entertainment Fee for Winterfest and/or winter cross- campus events will continue in 21-22

Service Programmes

- For the purposes of the Auditor, all service programmes are combined into one budget
- For the purposes of the CSA, individual portfolio budgets have been created, one for each service

Bike Centre

- The Bike Centre was one of two services that was temporarily closed this year
- This budget anticipates a modified return to operations
- Wages for three coordinator positions have been provided and an additional \$2,000 expensed under Workshops and is intended to provide to repair and/or remove the bikes that are currently overwhelming the workspace, and generally prepare the centre for re-opening
- If the current CSA Bike Auction is successful, the Bike Centre may be able to run a bike auction of their own in late summer or early fall

Clubs

- The charges incurred for the University Centre Services (UCS) to provide security, maintenance and cleaning of the Club Hallway was reduced this year to a minimal \$3,000
- With the hopeful return of activity to the space, the estimated fee for next year is \$6,000
- The CSA been assured they will not be charged the full \$10,900 until they return to pre-Covid activity

SHAC

- No significant changes to this budget, just a note that in 2019-2020 the Legal Clinic of Guelph/Wellington did not increase their fee to \$6,000 and has confirmed the current contract, which provides 3 hours of free legal advice for 12 weeks in both the Fall and Winter semesters, is sufficient

FoodBank

- Wages and Food Acquisition are the two significant changes to the FoodBank budget

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



- To support the work volunteers have previously assisted with, this year's full-time Coordinator and part-time assistant, have received regular and scheduled support from 2 deployed part time front office staff members and the CSA's Programmer
- As this is not sustainable for next year, additional wages have been budgeted to meet operational need
- The CSA's Council budget increased its annual support from \$1,500 to \$4,000 to offset the cost of these additional wages

SafeWalk

- SafeWalk fees will be reinstated in 2021-22, though the specific details in terms of operations have not yet been worked out
- The budget provides for partial repayment of the loan on the electric vehicle and will support 2 coordinator positions, one to start in mid-October to assess options, the second to start in January

Conclusions

Lee Anne Clarke thanks members of the board for their time and encourages them to review the allocations of the different funds and ask questions to Tyler the CSA President, or any member of the Finance Committee, such as Sooraj, Kady, Sara, Alan or Lee Anne herself. She also takes a moment to acknowledge and thank Tyler, the CSA President and members of the Finance Committee for the significant time and high level engagement they have demonstrated over the past year, and their diligence in recommending forward two operating budgets in one fiscal year.

14.11.2 NOTICE: Amendment to Appendix A – Internal CSA Policy, Section 9.0 Member Meetings (Town Halls)**NOTICE:**

WHEREAS the Policy & Bylaw Review Committee (PBRC) identified an opportunity to define CSA Town Halls and include it in policy;

WHEREAS including context around Town Halls in CSA policy will assist future Executive in their engagement of CSA membership; and

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



WHEREAS the following recommendation is complimentary to Appendix A – Internal CSA Policy, subsection 10.6.1 requiring the Vice President External to hold one ‘one townhall per semester’ in relation to Ethical Purchasing.

RESOLVED that the following subsection be added to Bylaw 1 – Organizational, Section 9.0. Members Meetings as recommended by the PBRC:

9.3 Town Halls

9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA Members, are not restricted in topic or format, and must be accessible to all students.

9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated ‘annual and other meetings of the members’ as identified in Section 9.1 Annual and Other Meetings of the Members.

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

Tyler Poirier, President: This Motion comes forward as a way that PBRC saw as a positive development, which would allow future Executives to get involved with our Membership directly. This is something that was quite unclear in the currently Bylaws, so this would allow us the flexibility to get in touch with our Membership in a very open way which we feel is necessary for proper representation.

14.12 New Business**14.12.1 Motion to Write a Statement Against Anti-Asian Racism****MOTION:**

WHEREAS on March 16th, 2021, 8 individuals were fatally attacked in Atlanta, Georgia;

WHEREAS 6 of those 8 individuals fatally attacked were Asian women, and this attack was racially motivated;

WHEREAS anti-Asian attacks and xenophobic acts of violence has increased drastically over the past year due to the COVID-19 pandemic;

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



WHEREAS CSA operates under an anti-oppressive mandate that aims to cultivate a learning environment that is safe and equitable for all; and

WHEREAS our students, particularly our Asian students, have been deeply impacted by these events, along with the ongoing xenophobia and anti-Asian racism we see in our communities.

RESOLVED that the CSA write a statement against anti-Asian racism and xenophobia while also working alongside the Asian student groups at UofG to provide support to those impacted.

Moved: Horeen Hassan, VP External

Seconded: Sara Kuwatly, VP Student Experience

Horeen Hassan, VP External: We know the Asian community is really going through a difficult time right now. We have been seeing a drastic increase in Anti-Asian racist attacks. The intent of this statement is to tell our Asian students that we see them, and we love them, and we do not tolerate hate and xenophobia on our campus, in our communities, or at the University of Guelph in general. We want to work alongside the Asian student groups at the University of Guelph to see where they need support and how we can best provide that support.

Motion carried.

14.12.2 CSA Response to Guelph Police Safe Sticker

MOTION:

WHEREAS the CSA operates under an anti-oppressive framework intended to support all students but with an acknowledgement that specific communities require dedicated attention and additional support including but not limited to LGBTQIA2S+ folks, indigenous peoples, visibly racialized peoples, disabled folks, and those experiencing financial hardship;

WHEREAS the University of Guelph and its students represents a significant population of our wider Guelph community;

WHEREAS the Guelph Police Service has created a program meant to speak to the needs of marginalized people without consultation with, and then despite resistance by, respected community organizations consisting of such marginalized folks;

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



WHEREAS it has been determined by respected community organizations and businesses that the Guelph Police Service's new program serves only to justify increased police presence in the downtown core;

WHEREAS increased visible police presence has shown to deter marginalized folks from utilizing public spaces and increasing anxiety and fear of police violence, harassment, and false arrests for marginalized populations; and

WHEREAS Guelph community organizations, businesses, and individuals have been meeting to create a response document that is soon to be released publicly that reflects the frustration with the Guelph Police Service's new program, both in its policy and in its creation without proper consultation.

MOTION to create a response document in consultation and solidarity with special status groups on campus to the Guelph Police Service's "Safe Place" sticker program.

Moved: Bella Harris

Seconded: Horeen Hassan, VP External

Bella Harris: This was created to reflect several conversations I have had in meetings within the communities of Guelph, such as Guelph Pride, Women in Crisis, Help House, Guelph Black Heritage Society, ARCH, and others; where we would have these ongoing conversations, to try and figure out how this happened and how we feel about it. As well, to figure out ways that we want to respond both as a community and individually. I can answer further questions on this if people have them.

Haley Bilokraly: To what extent have LGBTQ+ clubs been included in this conversation?

Bella Harris: Do you mean clubs on campus or off campus?

Haley Bilokraly: On campus. I just want to make sure that the response we are voting on is representative of all members on campus.

Bella Harris: Yes, absolutely. Before the other communities came together to meet, GQE, so Guelph Queer Equality, was formulating a response and was hoping to meet with other groups on campus to create a response. So, they have been consulted. In addition, I am a Coordinator with Queer and Trans people of Colour, and similar sentiments are shared by them. When the other organizations decided

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



to create a larger document, GQE wanted to express a hope that the CSA would create such a document they could sign on to.

Sara Kuwatly, VP Student Experience: I would like to speak as a person of colour and a person who identifies as bisexual, so I am in the LGBTQ+ community. I have a few concerns and if Bella can address them that would be wonderful. I also want to say that I am anti-cops, but I have an issue with the wording in the fourth line of Whereas clause, where it says “WHEREAS it has been determined by respected community organizations and businesses that the Guelph Police Service's new program serves only to justify increased police presence in the downtown core”. I am a little concerned because the program, from my understanding, does not necessarily mean more police presence, downtown or anywhere. It is simply a sticker that businesses will put on their windows and people will know they are safe there to go and report a hate crime. It is not necessarily an excuse for cops to be downtown or anywhere where businesses decide to participate.

As well, this may be me being ignorant and not having enough information, but from my understanding and from some posts I have seen, is that the liaison who brought the program to Guelph and who also identifies as someone from the LGBTQ+ community, did reach out to those organizations and those community organizations refused to talk to them. Which I completely understand why that might have been. But I also think if they weren't given the chance to discuss this program with community organizations, we cannot say that they did not respect the communities wishes. I am a little concerned about wording of the motion. Personally, I do not support CSA releasing a statement, regarding this program. But these are just my thoughts and I say them with a lot of love and respect and kindness and again I am just voicing my opinion.

Bella Harris: Thanks for bringing up those points Sara and I see your concerns and would love to explain them further. And of course, I am amicable to rewording things if folks disagree with them. The area we talked about the program only serves to justify increased police presence in the downtown core, comes from conversations with a few different individuals representing, your downtown Guelph friends, and The Bench, and also ARCH. From their experiences, the police presence has increased significantly over the past two years; and from conversations with individuals in the Guelph Police Service Officers, it has been told they are trying to have increased presence downtown. They want to give people the chance to appear in court to help them. The way they are helped is by putting them in front of a judge and then whatever judges decide is supposed to happen. I am not sure if that is a program or jail or whatever it may be, but those were the words that were used.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



Secondly, there have been several business owners downtown speaking on their experiences with the officers approaching them about this program. They used the word harassment to describe the way the officers are selling this program. Several of the businesses said no thank you, yet the officers repeatedly came back and would ask them why not, or tell them that they should, that they will be safer and have cops nearby. Many businesses felt that it was inappropriate how pushy the officers had been, and felt that there is something motivating them, other than the interest of the businesses or the LGBTQ+ community.

To speak to other issue of the consultation. From what we understand, speaking to as many organizations as we could, the liaison officers have only reached out to Out on the Shelf and Guelph Pride. These organizations are very similar. Out on the Shelf is kind of the parent organization to Guelph Pride. There are other LGBTQ+ organizations they could have reached out to, such as ARCH which advocates for Trans rights and educations and safety. There are smaller programs like Gender Journey and others as well as folks on campus like GQE, and many others, and none of those folks were approached. Guelph Black Heritage Society was not only not approached about this by their liaisons officer, but the Black Heritage Society reached out by email to the Police Chief, hoping to have a conversation about the liaisons officers, and has never received a response.

Horeen Hassan, VP External: I am in support of this Motion. I feel that it is our opportunity to reflect thoughts of the BIPOC and LGBTQ+ communities on our campus, in addition to standing in solidarity with the communities of the larger Guelph community. I also want to point out this Motion does not state whether they are in favour of or against the program the police are implementing, its simply requiring that we write a solidarity statement that reflects the voices of those who are marginalized.

MOTION TO AMEND to change wording to read: “Motion to create a collective response” by adding the word ‘collective’.

Moved: Horeen Hassan, VP External

Seconded: Bella Harris

Horeen Hassan VP External: I believe that if it is the campus community as a whole that is responding to this program, then the CSA would better reflect the needs of the campus community rather than just the CSA speaking just in consultation and solidarity with those groups. Instead, by making it collective it makes it as democratic and collective as possible. I also believe it would make for a stronger statement, that would have more weight than if it was just the CSA alone writing the statement.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



Haley Bilokraly: I just want to know if collective is an accurate representation, just because not all groups have responded yet or had a chance to voice their opinion. I am not sure if collective is currently the accurate word.

Horeen Hassan, VP External: I put the word collective because it is my intention, if the CSA is to move forward with this, that I would invite folks from the various marginalized communities on campus to actually meet in a space and be given the opportunity to have a voice on this before actually writing the statement. This is why I believe doing it collectively might be better and more democratic and stronger. I hope this speaks to your concerns.

Haley Bilokraly: Yes, it does, thank you.

Motion to amend carried.

Maya Persram: What is the time frame that this is operating in? Has this already started, have certain businesses signed on to partake in the program? I am just curious to what exactly has happened so far with the program.

Bella Harris: There was a Guelph Today article, which is what sparked the conversation within organizations. Within that article it stated that 60 businesses had signed on with the program. We have been able to reach out to several of those businesses and several of the businesses who initially agreed to sign on have now agreed to no longer sign on to the program. In terms of signing on, the document with community has not currently been released, it is being worked on and drafted. It is anticipated that it will be released by this coming Tuesday, I believe.

Maya Persram: Thank you Member Harris for clarifying that. Would the CSA be doing a separate response based on campus organizations and not in collaboration with the downtown businesses that are creating their separate letter?

Bella Harris: That is the intention with this Motion, yes, to have a separate document that is specific to campus.

Jena-Lee Ashely: I wanted to ask if any groups on campus were reached out to by the liaison officers?

Bella Harris: From my understanding, from the few folks that I have talked to, is that their relationship with Indigenous liaison has been not the best and they had not mentioned the sticker program to them specifically.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



Jena-Lee Ashely: Thank you Bella.

AMENDED MOTION:

WHEREAS the CSA operates under an anti-oppressive framework intended to support all students but with an acknowledgement that specific communities require dedicated attention and additional support including but not limited to LGBTQIA2S+ folks, indigenous peoples, visibly racialized peoples, disabled folks, and those experiencing financial hardship;

WHEREAS the University of Guelph and its students represents a significant population of our wider Guelph community;

WHEREAS the Guelph Police Service has created a program meant to speak to the needs of marginalized people without consultation with, and then despite resistance by, respected community organizations consisting of such marginalized folks;

WHEREAS it has been determined by respected community organizations and businesses that the Guelph Police Service's new program serves only to justify increased police presence in the downtown core;

WHEREAS increased visible police presence has shown to deter marginalized folks from utilizing public spaces and increasing anxiety and fear of police violence, harassment, and false arrests for marginalized populations; and

WHEREAS Guelph community organizations, businesses, and individuals have been meeting to create a response document that is soon to be released publicly that reflects the frustration with the Guelph Police Service's new program, both in it's policy and in its creation without proper consultation.

MOTION to create a collective response document in consultation and solidarity with special status groups on campus to the Guelph Police Service's "Safe Place" sticker program.

Moved: Bella Harris

Seconded: Horeen Hassan, VP External

The following Members abstained from Voting:

- Jena-Lee Ashely
- Sooraj Modi

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



- Maya Persram

Amended Motion carried.**14.13 Announcements**

Bella Harris: This morning I got my first shot from the Pfizer vaccine, it was a great process. Please get the vaccine as soon as you can.

Tyler Poirier, President: The outgoing Executive terms ends on April 30th and we have our last Board Meeting on April 7th, I hope you can all attend. We will be reviewing out Budget at this Meeting, please spend time reviewing it and reach out to us if you have any questions.

Sarah Dias, Scribe: I just wanted to say I went to Sara's event last week and it was lots of fun.

Horeen Hassan, VP External: Bike Auctions are happening tomorrow, so please start bidding, hopefully we can raise a lot of money for the FoodBank.

Sara Kuwatly, VP Student Experience: Thank you Sarah, CSA Scribe, for saying my event was nice. I don't really have any update, but I do apologize if I came across as not super nice when I was addressing my concerns with the Motion we were discussing, I didn't mean any disrespect, I am sorry if I was not being nice and kind, it was not intentional.

Haley Bilokraly: I want to wish everyone luck on their midterms and exams.

Jas Rubab Singh: I was wondering if the vaccine was available to everyone or only a certain age group?

Bella Harris: I can send a link in the chat about the groups who are available to get the vaccine. They did open it up to more people in Guelph, folks who have Diagnosed Anxiety Disorder, who have ADHD, who are Autistic, are included to get their vaccines. There are other aspects that the student body may fall into, so I will send that out and hopefully you can qualify to get it sooner rather than later.

Jena-Lee Ashely: I got my vaccine last week, but I got mine as identifying as an Indigenous person. I hope everyone can get your vaccine soon.

MINUTES

Board of Directors Meeting # 14

March 24, 2021 – 6:00 pm

Microsoft Teams



Maya Persram: I have a midterm to write after this board meeting. Fun fact for people in Guelph the beavers are out and about in the Arboretum.

14.14 In Camera Session

No in camera session tonight.

14.15 Adjournment

MOTION to adjourn the CSA Board of Directors Meeting # 14 of March 24, 2021 at 8:16 pm.

Moved: Tyler Poirier, President

Seconded: Maya Persram

Motion carried.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

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Attendance for April 7, 2021, Board of Directors Meeting #15:

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Areej Amer	College of Arts		
Bella Harris	College of Arts	Present	
Katy Oada	College of Biological Science	Present	Arrived at 6:22
Maya Persram	College of Biological Science	Present	
Vacant	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences	Present	Arrived at 6:25
Jessica Krawitz	College of Social and Applied Human Sciences		
Haley Bilokraly	Gordon S. Lang School of Business and Economics	Present	
Jas Rubab Singh	Gordon S. Lang School of Business and Economics	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Manseerat Uppal	College of Arts Student Union	Present	
Kristine Sondergaard	College of Biological Science Student Council		
Olivia Parker	College of Engineering and Physical Sciences Student Council	Present	
Bailey Hussey	College of Social and Applied Human Sciences - Student Alliance	Present	
Tori Wakeford	Lang Students' Association	Present	
Kendra Cornelissen	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Jena-Lee Ashley	Indigenous Student Society	Present	
Debbie Aturamu	Guelph Black Students Association		
Alan Negrin	Guelph Queer Equality	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Lori-Ann Grossett	International Student Organization	Present	
Anum Anjum	Interhall Council	Present	
Vacant	Guelph Campus Co-op		
Blakeney Smith	Ontario Public Interest Research Group (OPIRG)		
Sooraj Modi	Student Senate Caucus	Present	
Michael Pacheco	Board of Governors	Present	
Executive (Ex-officio, non-voting)		Present / Regrets	Arrived / Departed
Tyler Poirier	President	Present	
Sara Kuwatly	Vice President Student Experience	Present	
Vacant	Vice President Academic		
Horeen Hasan	Vice President External	Present	

Guests	Affiliation
Nicole Walker	Incoming President, CSA
Lisa Kazuhara	Incoming VP Academic, CSA
Shilik Hamad	Incoming VP External, CSA
Lee Anne Clarke	Business Manager, CSA
Jewel Lindemann	Chief Returning Officer (CRO), CSA
Taylor Pace	The Ontarion
Giancarlo Martini	Bike Centre Volunteer, CSA
Michelle Robinson	Bike Centre Volunteer, CSA
Spencer Ploeger	Bike Centre Volunteer, CSA

Staff	Position
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



Sarah Dias	Scribe
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MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



Summary of Significant Resolutions:

15.6 Executive Committee Minutes

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

- 15.6.1 Meeting # 40 Minutes - March 17, 2021
- 15.6.2 Meeting # 41 Minutes - March 24, 2021

Motion carried.

15.7 Executive Updates

MOTION that the following Executive Updates be received as information:

- 15.7.1 President
- 15.7.2 VP Student Experience
- 15.7.3 VP Academic
- 15.7.4 VP External

Motion carried.

15.10 Committee Updates and Reports

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 5 held on March 4, 2021 as information.

Motion carried.

15.10.2 MINUTES: PDR # 7 – March 2, 2021

MOTION to receive the minutes of the Petitions, Delegations, and Representations Committee (PDR) from Meeting # 7 – March 2, 2021 as information.

Motion carried.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**15.10.3 Hiring Committee Report - SE&RM Coordinator**

MOTION to receive the Hiring Committee Report for the SE&RM Coordinator as information.

Motion carried.

15.10.4 Hiring Committee Report - FoodBank Assistant Coordinator

MOTION that the hiring of Jaimie White for the FoodBank Assistant Coordinator be ratified, as recommended by the Hiring Committee.

Motion carried.

15.11 Business**15.11.1 PRESENTATION: Bike Centre Letter.**

MOTION that the CSA strike a Bike Centre Reopening Working Group to recommend forward a reopening plan to the CSA Board of Directors no later than the next meeting on Wednesday, May 26th, 2021, comprised of the Vice President External (Chair), President, Business Manager, Office Manager/Executive Support, and up to 5 undergraduate students, of which at least two must be either a Bike Centre volunteer or staff.

The Bike Centre Reopening Working Group must adhere to a consensus-based model of decision making, and whereby consensus cannot be made by the working group, the issue in question will be decided upon by the Board of Directors in its next meeting.

Quorum for the Bike Centre Reopening Working Group will be 6 members, consisting of at least three undergraduate students, the Vice President External, and two of either the President, Business Manager, and/or Office Manager/Executive Support.

Motion carried.

15.11.1(e) Bike Centre Reopening Working Group – Appointees

MOTION that the following Members be appointed to the Bike Centre Reopening Working Group:

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



- Giancarlo Martini, Bike Centre Volunteer
- Spencer Ploeger, Bike Centre Volunteer
- Michelle Robinson, Bike Centre Volunteer
- Bella Harris, CSA Director

Motion carried.

15.11.2(b) Approve the 2021-2022 CSA Budget

MOTION that the 2021-2022 CSA Budget be approved as presented by the CSA Business Manager to the Board of Directors at their meeting on April 7, 2021.

Motion carried.

15.11.3(b) 2020-2021 Elections Office Year-End Report

MOTION to receive the 2021-2022 Elections Office Year-End Report, as presented in the meeting package by the Chief Returning Officer (CRO), as information.

Motion carried.

15.11.4 Amendment to Bylaw 1 – Organizational Section 9.0 Member Meetings (Town Halls)

Notice of this motion was provided at the March 24, 2021 CSA Board Meeting.

MOTION:

RESOLVED that the following subsection be added to **Bylaw 1 – Organizational, Section 9.0. Members Meetings** as recommended by the PBRC:

9.3 Town Halls

9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA Members, are not restricted in topic or format, and must be accessible to all students.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated 'annual and other meetings of the members' as identified in Section 9.1 Annual and Other Meetings of the Members.

Motion carried.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**Agenda – April 7, 2021:****15.0 Call to Order****15.1 Land Acknowledgement**

Anum Anjum

15.2 Adoption of the Agenda

15.2.1 Approve the Agenda

15.2.2 Declarations of Conflicts

15.3 Ratifications and De-Ratifications

15.3.1 N/A

15.4. Comments from the Chair

15.4.1 Introductions and Pronouns

15.5 Approval of Past Board Minutes

15.5.1 N/A

15.6 Executive Committee Minutes

15.6.1 Meeting # 40 Minutes - March 17, 2021

15.6.2 Meeting # 41 Minutes - March 24, 2021

15.7 Executive Updates

15.7.1 President

15.7.2 VP Student Experience

15.7.3 ~~VP Academie~~ [position currently vacant]

15.7.4 VP External

15.8 Director Reports**15.9 CSA Services Update and Report**

15.9.1 N/A

15.10 Committee Updates and Reports

15.10.1 MINUTES: PBRC # 5 - March 4, 2021

15.10.2 MINUTES: PDR # 7 – March 2, 2021

15.10.3 Hiring Committee Report - SE&RM Coordinator

15.10.4 Hiring Committee Report - FoodBank Assistant Coordinator

15.11 Business

15.11.1 PRESENTATION: Bike Centre Letter.

15.11.2 2021-2022 CSA Budget.

15.11.3 2020-2021 Elections Year-End Report.

15.11.4 Amendment to Appendix A – Internal CSA Policy, Section 9.0 Member Meetings (Town Halls)

15.11.5 NOTICE: Amendments to Appendix C – Human Resources & Rescindment of Appendix D – Bullring HR Policy.

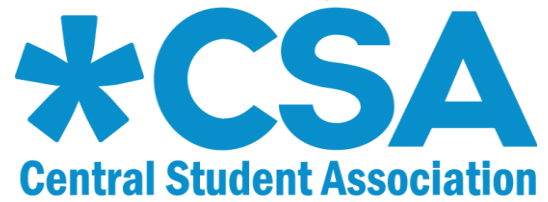
15.11.6 NOTICE: Amendments to Appendix B – CSA Services Policy, Section 1.0 Bullring Policy & Appendix A – Internal CSA Policy (add Bullring Operations Committee).

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



15.11.7 Outsource Hiring of a Third Business Office Staff Member

15.12 New Business

15.12.1.

15.13 Announcements

15.14 *In Camera* Session

15.15 Adjournment

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**Minutes – April 7, 2021:****15.0 Call to Order**

Meeting called to order at 6:04 pm.

15.1 Land Acknowledgement

I would like to take this time to acknowledge that the University of Guelph sits on the ancestral lands of the Attawandaron people, and the treaty lands of the Mississauga's of the Credit. We also acknowledge the significance of the Dish with One Spoon Covenant as we strive to strengthen our relationships between indigenous people and settlers. Currently, as we are at our own homes which may not be in Guelph, we must acknowledge that regardless of where we are, the land we reside on is ancestral to indigenous people. We mourn the loss of life, identity, independence, and culture of indigenous people which was imposed to secure this land for the use of settlers. I also want to remind everyone that our work does not end at this acknowledgement. We must further educate ourselves and those around us about the ancestral lands and its history. Moving forward, we should always educate, remember, and strengthen our relationship with indigenous people.

Anum Anjum

15.2 Adoption of the Agenda**15.2.1 Approve the Agenda**

MOTION that the agenda for the CSA Board of Directors Meeting # 15 on **April 7, 2021** be approved as printed and distributed.

Moved: Sara Kuwatly, VP Student Experience

Seconded: Hayley Bilokraly

MOTION TO AMEND: To reorder the agenda so that:

- Item 15.11.1 PRESENTATION: Bike Centre Letter immediately follows item 15.4.1 Introductions and Pronouns.
- Item 15.11.2 2021-2022 Budget immediately follows item 15.11.1. PRESENTATION: Bike Centre Letter.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



- Item 15.11.3. Elections Year-End Report immediately follows item 15.11.2 2021-2022 Budget

Moved: Jena-Lee Ashely**Seconded:** Maya Persram**Motion to amend carried.**

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 15 on **April 7, 2021** be approved as amended:

To reorder the agenda so that:

- Item 15.11.1 PRESENTATION: Bike Centre Letter immediately follows item 15.4.1 Introductions and Pronouns.
- Item 15.11.2 2021-2022 Budget immediately follows item 15.11.1. PRESENTATION: - Bike Centre Letter.
- Item 15.11.3. Elections Year-End Report immediately follows item 15.11.2 2021-2022 Budget.

Moved: Sara Kuwatly, VP Student Experience**Seconded:** Hayley Bilokraly**Amended Motion carried.****15.2.2 Declarations of Conflicts**

No declarations of conflict tonight.

15.3 Ratifications and De-Ratifications

No ratifications or de-ratifications for tonight.

15.4. Comments from the Chair

Good evening everyone, thank you all for being here tonight. If you are looking to request speakers list, please type that in the chat. If you want to make a point of order, point of parliamentary procedure, point of information, or point of personal privilege, please raise your hand.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**15.4.1 Introductions and Pronouns**

All Members introduce themselves by sharing their pronouns and organizations that they represent.

15.5 Approval of Past Board Minutes

No past Board Minutes for tonight.

15.6 Executive Committee Minutes

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

15.6.1 Meeting # 40 Minutes - March 17, 2021

15.6.2 Meeting # 41 Minutes - March 24, 2021

Moved: Katy Oada

Seconded: Maya Persram

Motion carried.

15.7 Executive Updates**15.7.1 President**

It is a busy time for the CSA. We are preparing for transition. It has been at the forefront of what I have been doing, as well as wrapping up some Big-Ticket items. Transit is another item which will be developed over the course of the summer. We have started on this already. We will have a Transit Town Hall sometime soon. We will release information shortly on this, as it is to provide information to what we will be doing moving forward with these conversations throughout the summer. I expect positive and collaborative conversations to continue with Transit. Outside of that, I have been working on reviewing a lot of bylaw and policy. I have been trying to update these bylaws and policies to ensure that they reflect practice. I have more information in my update, so I would encourage you to review that. Thank you very much.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**15.7.2 VP Student Experience**

I have been really busy with the Last Toast. We reopened the ticket sale of the flutes, and we sold over 60 more flutes which is exciting. I have Last Toast tomorrow, so if you are graduating you should come. I was busy with the SERM Coordinator, we did not hire anyone as we did not think anyone was qualified enough. We will be reopening that sometime this summer likely. A note for student leaders, accreditation for the summer semester will open April 14th, if you want to run events during O-Week, you have to accredit your organization. That is it from me, thank you.

15.7.3—VP Academic [position currently vacant]**15.7.4 VP External**

I have sat on the Board for 3-years; and this is my last meeting. It is so sad; I have been so honoured to represent the undergraduate students. I do have a few highlights, that I feel are super important.

We had a meeting with the Administration, to review our Lobby Document, we met on April 5th, on an Easter Monday, and we were only allocated 40-minutes to go through entire document; which goes to show how seriously the University Admin takes us. That was a bit infuriating. From that meeting, we got a lot of lip service, but not a lot of change to any of the demands we had proposed, which was disappointing. Admin mentioned something about in-person learning, and that those who feel uncomfortable going onto campus, will not be accommodated if they do not go to campus, which is really disheartening and heart breaking.

At the Board of Governors meeting it was shared that International Student Fees will increase. Advocacy will be continued on all of those fronts. Keep an eye out for any advocacy campaigns that I might be putting out there.

As well, from our Bike Auction, we raised over \$3,000 for the FoodBank, which is amazing. On the other hand, our Bike Centre was broken into on March 29th; windows were broken, and tools and parts are now missing. This is really unfortunate to see. Hopefully we can replace those tools and parts and make sure the Bike Centre is able to open sooner rather than later. In addition, Transit negotiations are in process. I know folks are disappointed that there will not be a universal bus pass for the Fall Semester. But I assure you that the CSA is fighting hard for you, we are trying to make sure we have as affordable options for bus passes for our students.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



BIPOC Student Coalition is doing amazing. At our last meeting up to 10 folks came, which made me happy. If you are a BIPOC [black, Indigenous and people of color] student, please reach out to me. Thank you so much and I am sorry I talk so much.

MOTION that the following Executive Updates be received as information:

- 15.7.1 President
- 15.7.2 VP Student Experience
- 15.7.3 VP Academic
- 15.7.4 VP External

Moved: Maya Persram

Seconded: Lori Ann Grossett

Motion carried.

15.8 Director Reports

Baily Hussey: We had our last CSAH meeting.

Bella Harris: Attended the Transit meeting, it was about an hour and a half, we are going to have another one which I am excited for.

Haley Bilokraly: Yesterday I was ratified on the UC Board. I am excited for that.

Anum Anjum: Last week I sat on the hiring committee for SERM Coordinator. We did not find anyone, so there will be another meeting.

Katy Oada: I sat on the UC Board last night. The Finance Committee has met a few times. We are done for the semester.

Laura Wilson: I was ratified on the UC Board and will be sitting on that.

Lori Ann Grossett: I sat on the UC Board and I sat on the Student Experience Awards Committee, which was great.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



15.9 CSA Services Update and Report

No Service updates or reports.

15.10 Committee Updates and Reports

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 5 held on March 4, 2021 as information.

Moved: Lori Ann Grossett

Seconded: Haley Bilokraly

Motion carried.

15.10.2 MINUTES: PDR # 7 – March 2, 2021

MOTION to receive the minutes of the Petitions, Delegations, and Representations Committee (PDR) from Meeting # 7 – March 2, 2021 as information.

Moved: Lori Ann Grossett

Seconded: Haley Bilokraly

Motion carried.

15.10.3 Hiring Committee Report - SE&RM Coordinator

Posting Date: March 15th, 2021

Closing Date: March 26th, 2021

Hiring Committee Members:

- Sara Kuwatly – VP Student Experience, co-supervisor
- Jay Rojas – LEAD Advisor – Student Experience, co-supervisor
- Anum Anjum – CSA Board Member

Number of Applicants: 7

Number of People Interviewed: 4

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**Successful Candidate:** none**Start Date:** N/A

Sara Kuwatly, VP Student Experience: We had 7 applicants, yet 2 were not considered since their applications were incomplete. There were 4 applicants that were the best from what he had interviewed, but we were still hesitant with them. Nobody really stood out to us and the highest score from a candidate was 50/90. Because of this, we did not feel that anyone was qualified enough and are hopeful to find more experienced applicants in the future.

MOTION to receive the Hiring Committee Report for the SE&RM Coordinator as information.

Moved: Sara Kuwatly, VP Student Experience**Seconded:** Maya Persram**Motion carried.****15.10.4 Hiring Committee Report - FoodBank Assistant Coordinator****Posting Date:** February 24, 2021**Closing Date:** March 5, 2021**Hiring Committee Members:**

- Horeen Hassan, CSA VP External.
- Clarissa Shepherd, FoodBank Coordinator.
- Maya Persram, Director.

Number of Applicants: 5 applications.**Number of People Interviewed:** 3**Successful Candidate:** Jaimie White**Start Date:** September 7, 2021

MOTION that the hiring of Jaimie White for the FoodBank Assistant Coordinator be ratified, as recommended by the Hiring Committee.

Moved: Horeen Hassan, VP External**Seconded:** Lori Ann Grossett

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



Motion carried.

15.11 Business**15.11.1 PRESENTATION: Bike Centre Letter.**

This item was discussed earlier in the meeting after 15.4.1 Introductions and Pronouns, as the Agenda was amended.

15.11.1(a) Extend Speaking Rights to Giancarlo Martini**MOTION:**

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 Giancarlo Martini for the duration of Item 15.11.1 to present the Bike Centre letter and respond to questions that arise from members.

Moved: Bella Harris

Seconded: Lori Ann Grossett

Motion carried.

15.11.1(b) Extend Speaking Rights to Michelle Robinson & Spencer Ploeger**MOTION:**

WHEREAS CSA Rules of Order, Section 3.4. states that speaking times shall be limited to three minutes per person per time on the speaker's list. Should a speaker go past the limit, the Chair shall notify them. The speaker may continue to speak past their limit at the discretion of the Chair. If a speaker has more to say, they must ask the Chair to be put back on the speaker's list.

MOTION to extend speaking rights to Michelle Robinson and Spencer Ploeger for the duration of Item 15.11.1 to speak in support of the Bike Centre letter and respond to questions that arise from members.

Moved: Horeen Hassan, VP External

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

Giancarlo Martini: Thank you very much to the Board and Chair. I want to express myself and the needs of a few other people who have been fighting for the Bike Centre this semester. I have a letter here that I will read which was sent to the CSA, as I thought they needed to hear it and could help make decisions.

(Giancarlo Martini reads the following letter.)

From: Giancarlo Martini <martinig@uoguelph.ca>
Sent: Wednesday, March 24, 2021 1:51 PM
To: CSA President <csapresident@uoguelph.ca>; Board Chair <csachair@uoguelph.ca>; CSA - Policy & Transition Manager <csaptm@uoguelph.ca>
Cc: CSA VP External <csavpexternal@uoguelph.ca>; Central Student Association - Front Office <csamain@uoguelph.ca>; Lee Anne Clarke <lclarke@uoguelph.ca>; Nicole Walker <nwalke03@uoguelph.ca>; Shilik Hamad <shamad@uoguelph.ca>; Michelle Robinson <mrobin31@uoguelph.ca>; Anthony Yantha <yanthaantic@gmail.com>; Spencer Ploeger <sploeger@uoguelph.ca>

Subject: It takes two to tango

March 16,2020 -March 24,2021

Dear Board of Directors and everyone who has played a part in Bike Centre initiatives,

The Student's Bike Centre was once a thriving and essential service for the students that was run by the students. While you have been figuring out the best ways to serve students over the past year, the Bike Centre at the University of Waterloo and Bike Chain at the University of Toronto reopened in June 2020 to serve their students' essential bicycle needs.

There have been a lot of ups and downs this year with temporary service measures and adjustments rolled out by the CSA. They were not bad services, and they had good intentions behind them. However, they were not adequate replacements for the services the Bike Centre has provided in the past.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



What is done has been done, with a lot of hard work on your part. But you guys did not have to take it on yourselves.

We are previous volunteers and coordinators who have spent thousands of hours running the Bike Centre. And many more thousands of hours riding our bike to where we need to go and getting others to bike alongside us. This year, we were treated like we do not know the needs of our community.

The Bike Centre has been a student-led entity since its inception. We are flexible students who were willing to help bear the load to re-open the Bike Centre. Yet we feel that Tyler and the Board of Directors ignored us. There have been many opportunities for us to help, but the shame is that you put no trust in us to help with what we know and do best.

From the get-go, we created an COVID operations plan for the Bike Centre and were excited to share it with you. We wanted to work with you to refine it and adapt the Centre as per the University's guidelines. But your reasoning was that the future is too uncertain to open, and you wanted to focus your efforts on more pressing issues. To make our views clear: safe and accessible bike repair is a pressing issue.

Should you take one thing from this all, be it to put more faith in others to do a good job. We do not want the CSA to try and work for the Bike Centre; rather, work with us, knowing that we will try our absolute best to re-establish what once was a vibrant Centre of teaching and learning. Since the pandemic started, we have organized together to come up with an action plan, and the only ingredient missing for us is cooperation by the CSA. We hope you can work alongside us to shape a safe reopening that makes sense for all parties involved.

Sincerely,

Giancarlo Martini – Repair Coordinator, 2 years a volunteer

Spencer Ploeger – 5 years a volunteer

Michelle Robinson – Volunteer Coordinator, 2 years a volunteer

Anthony Yantha – 5 years a volunteer, 2021+ Repair Coordinator

Giancarlo Martini: The Bike Centre does a great job of catering to so many people out there. I hope I gave everyone a bit more insight of what this Centre does and the people we help. Thank you.

Spencer Ploeger: I want to amplify what Giancarlo said. This closure of the Bike Centre has impacted more people than you would think. I have heard from so many

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



voices, community members, and undergraduate students who have told me that they are hurting. I would ask the CSA to consider this and to consider where they are allocating their resources. As well, I ask the CSA to let us help, we want to see action. We really need the CSA to help us to bring this service back. Please think about our words and consider how many people this is impacting. Thank you.

Tyler Poirier, President: I appreciate all of you who came out today. Your words are strong, and I want to focus on your last paragraph. It is such a powerful message and I want to show that the CSA does recognize all the Bike Centre's workers, volunteers, and anyone who has visited.

Michelle Robinson: Hi everyone. All I have to say is thank you for having us and thank you to the Board Directors for listening to us. I echo everything Giancarlo and Spencer have said, I am here just as another voice to show that this is a whole community. Thank you to everyone who is listening.

Horeen Hassan, VP External: I just want to echo some things Tyler has already mentioned. I want to give a big shoutout to the Bike Centre volunteers and Bike Centre folks in general. Thank you for writing this letter and using the tools you have to do what you want to do. It is very much our intention to continue this dialogue and create more spaces to do that. I do not want you to just be at the table, but I want you to feel heard. You folks are such a big part of our community and it is our job to make sure we work alongside you to make the collective experience at the University of Guelph as amazing as possible. Thank you for all you have been doing.

15.11.1(c) Receive Bike Centre Letter

MOTION to receive the Bike Centre Letter sent via email to the CSA Board of Directors and copied to the Policy & Transition Manager on March 24, 2021, as information.

Moved: Haley Bilokraly

Seconded: Sara Kuwatly, VP Student Experience

Motion carried.

15.11.1(d) Establish Bike Centre Reopening Working Group

MOTION that the CSA strike a Bike Centre Reopening Working Group to recommend forward a reopening plan to the CSA Board of Directors no later than the next meeting on Wednesday, May 26th, 2021, comprised of the Vice President External (Chair), President, Business Manager, Office Manager/Executive Support, and up to 5

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



undergraduate students, of which at least two must be either a Bike Centre volunteer or staff.

The Bike Centre Reopening Working Group must adhere to a consensus-based model of decision making, and whereby consensus cannot be made by the working group, the issue in question will be decided upon by the Board of Directors in its next meeting.

Quorum for the Bike Centre Reopening Working Group will be 6 members, consisting of at least three undergraduate students, the Vice President External, and two of either the President, Business Manager, and/or Office Manager/Executive Support.

Moved: Tyler Poirier, President

Seconded: Haley Bilokraly

Tyler Poirier, President: I want to emphasize the importance of the Bike Centre reopening. I recognize in the past it probably did not look like that was the case. I apologize for that, that was never my intention nor any CSA Members. I want to show the recognition of the need of those who attend the Bike Centre. I also want to show our commitment to that need.

Motion carried.

Bella Harris: Just a question about the guests speaking on the Bike Centre letter. I am wondering if there is anything that has prevented you from completing this beforehand [i.e. approaching the Board with your concerns]? Did you not see us as accessible, or did you not know how to go about it? I just want to know, so that we can prevent any obstacles for people in the future, like yourselves, who are passionate and want to help out our communities.

Giancarlo Martini: Hi Bella, I would say we did not really understand the order of things or how things really worked with the CSA. It was a lack of information on our part, of how to really go about things. I did not know meetings like this could bring about so much change. I was never really invited to one, until the Policy & Transition Manager was nice enough to say 'would you like to present this?' I definitely wish this happened earlier.

15.11.1(e) Bike Centre Reopening Working Group – Appointees

MOTION that the following Members be appointed to the Bike Centre Reopening Working Group:

- Giancarlo Martini, Bike Centre Volunteer

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



- Spencer Ploeger, Bike Centre Volunteer
- Michelle Robinson, Bike Centre Volunteer
- Bella Harris, CSA Director

Moved: Horeen Hassan, VP External**Seconded:** Tyler Poirier, President**Motion carried.****15.11.2 2021-2022 CSA Budget.**

This item was discussed earlier in the meeting after 15.4.1 Introductions and Pronouns, as the Agenda was amended.

15.11.2(a) Extend Speaking Rights to Business Manager**MOTION:**

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 Lee Anne Clarke, Business Manager for the duration of the meeting to respond to questions that arise from members from the CSA 2020-2021 Draft Budget.

Moved: Maya Persram**Seconded:** Lori Ann Grossett**Motion carried.**

Lee Anne Clarke, Business Manager: I presented the Draft Operating Budget at the last meeting on March 24th. I am hopeful that the Members of the Board have had an opportunity to review the document. This is a chance to ask any questions before hopefully approving the 2021-2022 CSA Budget.

15.11.2(b) Approve the 2021-2022 CSA Budget

MOTION that the 2021-2022 CSA Budget be approved as presented by the CSA Business Manager to the Board of Directors at their meeting on April 7, 2021.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**Moved:** Maya Persram**Seconded:** Lori Ann Grossett**Motion carried.****15.11.3 2020-2021 Elections Year-End Report.**

This item was discussed earlier in the meeting after 15.4.1 Introductions and Pronouns, as the Agenda was amended.

15.11.3(a) Extend Speaking Rights to Chief Returning Officer (CRO)

MOTION to extend speaking rights to the CSA Chief Returning Officer (CRO) for the duration of Item 15.11.3 to respond to questions that arise from members.

Moved: Tyler Poirier, President**Seconded:** Maya Persram**Motion carried.**

Jewel Lindeman, Chief Returning Officer: I want to present the end of year report from the Elections Committee. The Fall By-Election Report was received back in October, and the General Election Report was received in February. This report combines both of the previous reports to show what numbers were like for the Fall and Winter Semesters. I am looking for the Board to receive this report and ask any questions they may have.

15.11.3(b) 2020-2021 Elections Office Year-End Report

MOTION to receive the 2021-2022 Elections Office Year-End Report, as presented in the meeting package by the Chief Returning Officer (CRO), as information.

Moved: Tyler Poirier, President**Seconded:** Maya Persram**Motion carried.**

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams

**15.11.4 Amendment to Bylaw 1 – Organizational Section 9.0 Member Meetings (Town Halls)**

Notice of this motion was provided at the March 24, 2021 CSA Board Meeting.

WHEREAS the Policy & Bylaw Review Committee (PBRC) identified an opportunity to define CSA Town Halls and include it in policy;

WHEREAS including context around Town Halls in CSA policy will assist future Executive in their engagement of CSA membership; and

WHEREAS the following recommendation is complimentary to Appendix A – Internal CSA Policy, subsection 10.6.1 requiring the Vice President External to hold one ‘one townhall per semester’ in relation to Ethical Purchasing.

RESOLVED that the following subsection be added to **Bylaw 1 – Organizational, Section 9.0. Members Meetings** as recommended by the PBRC:

9.3 Town Halls

9.3.1 The Executive Committee may use informal meetings, such as Town Halls, to promote communication with undergraduate students. Such meetings are designed to enhance engagement with CSA Members, are not restricted in topic or format, and must be accessible to all students.

9.3.2 Town Halls are in addition to, and shall not be used as alternatives to, mandated ‘annual and other meetings of the members’ as identified in Section 9.1 Annual and Other Meetings of the Members.

Moved: Maya Persram

Seconded: Tyler Poirier, President

Tyler Poirier, President: I just want to note that this Motion will allow the CSA to pass on its information. This Amendment allows for transition of knowledge.

Roll Call Vote:

- Alan Negrin -**Yea**
- Bailey Hussy -**Yea**
- Bella Harris – **Yea**
- Haley Bilokraly – **Yea**
- Anum Anjum – **Absent**

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



- Jas Ras Singh - **Yea**
- Jena-Lee Ashely – **Yea**
- Laura Wilson – **Yea**
- Lori-Ann Grossett – **Yea**
- Manseerat Uppal – **Yea**
- Maya Persram – **Yea**
- Olivia Parker – **Yea**
- Sooraj Modi – **Yea**
- Tori Wakeford – **Yea**

Motion carried.

15.11.5 NOTICE: Amendments to Appendix C – Human Resources & Rescindment of Appendix D – Bullring HR Policy

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

NOTICE:

WHEREAS an informal Bullring Policy Review Working Group, composed of the Bullring General Manager, Business Manager, and President has completed a comprehensive review of Bullring-related policies;

WHEREAS one of the Working Group's goals was to revise Appendix B – CSA Services Policy, Section 1.0 Bullring Policy to reflect current operational practices and organizational mandates as it has not been revised in some time.

WHEREAS the mandate of the Bullring Committee has matured from supporting the development and successful start-up of a CSA cafe service, to monitoring and enhancing its day-to-day and year-to-year operations;

WHEREAS updating the name of the Bullring Committee to the Bullring Operations Committee more accurately reflects the revised mandate as detailed in the revised TOR;

WHEREAS the current Bullring Committee's Terms of Reference (TOR) is out of date and hasn't been revised in some time; and

WHEREAS the Bullring's Committee's TOR has historically been maintained as a separate document, and not included in policy like other CSA committee TORs.

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



RESOLVED that, based on recommendations from the Bullring Policy Review Working Group:

- a) **Appendix B - CSA Services Policy, Section 1.0 Bullring Policy** be amended as provided in the Board Package for this meeting.
- b) **Appendix A – Internal CSA Policy** be amended to include the revised **Bullring Operations Committee Terms of Reference (TOR)** as provided in the Board Package for this meeting.

15.11.7 Outsource Hiring of a Third Business Office Staff Member

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

NOTICE:

WHEREAS the CSA's Business Office has traditionally operated with three staff (one Business Manager and two Bookkeepers), but have been operating with two staff over the past two years (one Business Manager and one Bookkeeper);

WHEREAS one Bookkeeper position became vacant in 2019, and the 2019 Student Choice Initiative and the 2020 Covid-19 pandemic shifted work priorities away from filling the second Bookkeeper position;

WHEREAS the hiring of a third Business Office staff member is integral to resuming normal operations after COVID-19 in supporting the Bookkeeper and Business Manager;

WHEREAS the CSA requires a third Business Office staff member to meet operational capacity and widen the institutional knowledge between the three positions in the Business Office;

WHEREAS Section 4.0 of Appendix C - Human Resources Policy prescribes the process by which the CSA hires full-time staff, but does not allow for external organizations to perform hiring processes on behalf of the CSA;

WHEREAS the hiring of the CSA Bookkeeper and other Business Office staff has traditionally been performed by an external hiring body despite Section 4.0;

WHEREAS the 2021-2022 Budget has provided wages for a third Business Office staff member; and

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



WHEREAS outsourcing the hiring of a Business Office staff member will provide the capacity to hire a third staff person in a timely manner;

RESOLVED that:

- a) Section 4.0 of Appendix C be suspended to allow for the following resolution.
- b) The CSA outsource the hiring of a third Business Office staff member to BDO Canada.

15.12 New Business

No New Business for tonight.

15.13 Announcements

Bella Harris: I started my job which is great. I am making an apron which is fun. Please send anyone who wants to help to GQRE my way.

Policy & Transition Manager, Pete Wobschall: It has been such a pleasure working with you all, thank you so much. I've had the opportunity to work with some of you in PBRC; Jena you haven't missed a meeting and you have been awesome thank you.

Tyler Poirier, President: This is my last Board Meeting. I am extremely thankful for the Board this year. The Board has been so supportive, I cannot say enough how much I appreciate the work you all do, those of you on committees, I appreciate all of you who attend those and these meetings as well. I know this year has been tough for everyone, but I really think where we are leaving this year in a better position than we were in last year. I really do have a lot of hope, I know next year will be a great year for students. I am so excited to see that, and so looking forward to see what the next Executives accomplish. Thank you everyone.

Horeen Hassan, VP External: Thank you so much for all your amazing work to all the Board of Directors. A shout to Jena who has never missed a meeting, shoutout to Maya who always first to raise her hand to motion and second everything. Shoutout to all you who participate and engage with us, but also shoutout to those who do not as well, because I understand being a student is tough and you have to cut yourself some slack. I have been so grateful to represent students these last

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



years. It is a bittersweet moment, I am really grateful for everything the CSA has given me the opportunity to do. I hope that whatever you do, you kick butt. Thank you from the bottom of my heart for just being here. You are really appreciated.

Sara Kuwatly, VP Student Experience: I am so thankful that I got to work with Horeen and Tyler, they have been so great to work with and you really get to see the front end of it, they are incredibly hard working. It sucks that I couldn't hug them or work with them in person. I am so thankful for all of you, its been great working with you. And that's it, I am so sorry for crying but we are all going to own our emotions and be vulnerable. Thank you to everyone.

Haley Bilokraly: I sit on a club that we are having an event this Friday, it is called from Stress to Success and it is a panel from staff from the Wellness Centre talking about how to handle stress during exams. I also want to echo what everyone else has said. It has been an amazing experience so far and I am so thankful for it.

Anum Anjum: I wanted to say goodbye to everyone as I will not be sitting on the Board next year. I wanted to wish everyone the best of luck in their future goals.

Jas Singh: I want to thank everyone for being so hard working.

Jena-Lee Ashely: It has been an interesting year being fully virtual. I love seeing everyone's faces and just hanging out together, so thank you all.

Laura Wilson: Great job to the Executives, you did amazing this year. Stay safe this summer everyone and stay home.

Lisa Kazuhara: Thank you for having me here tonight. I am excited to start this new position.

Lori Ann Grossett: It has been great sitting with everyone on the Board. I am taking over for the president in LOS. As well, LOS is having a giveaway on their Instagram, so you can enter that giveaway.

Maya Persram: I made notes because I wanted to share my gratitude with you all. Thank you to the CSA Executives, you did so amazing this year. It was wonderful working with you all. Thank you to the unsung heroes of our Board Meetings, our Chair, our PTM and our Scribe. Congrats on doing a great job, you have all handled it beautifully. Our Chair guiding us through, our PTM stepping in, and of course our Scribe always noting everything we have done. We could not do this without you. Thank you to all the other Board Members, you are all the reason we are able to

MINUTES

Board of Directors Meeting # 15

April 7, 2021 – 6:00 pm

Microsoft Teams



function well. I wish you all the best for those with finals and looking forward to seeing everyone when the board reconvenes.

Nicole Walker: It is a bittersweet moment; I feel you all. But it is also exciting because it is a year of growth and excitement, as I am someone who gets to come in and work with an Executive team who will accomplish so much throughout the year, taking over tasks that have been delegated to us. All I ask is for some patience, I have never actually served on the CSA, so I am still learning.

Shilik Hamad: Thank you for having me here, I am super excited to take on the next year with my new team. I am looking forward to is finishing my degree, and to soon be a graduate, which is great. I hope everyone has a great summer.

Sooraj Modi: We did have a Senate meeting this week. We did submit a few comments to administrators regarding the plan to return to campus in the fall. We are asking for accommodations for students who may not be able to return to campus. We brought a few points about public transportation. It has been a pleasure working with you all on the CSA. It has been a tough year, but I think the work we did has gone a long way.

Tori Wakeford: Thank you so much for this learning experience. I wish you all the best and good luck with your exams.

Chair: Thank you to everyone for this year. I look forward to a year ahead, to all new Members and to New Executive as well. It has been a good year.

15.14 In Camera Session

No in camera session tonight.

15.15 Adjournment

MOTION to adjourn the CSA Board of Directors Meeting # 15 of April 7, 2021 at 8:06 pm.

Moved: Sooraj Modi

Seconded: Tyler Poirier, President

Motion carried.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams

**Summary of Significant Resolutions:****1.4.1 Motion to Approve the 2020 AGM Minutes – Feb 12, 2020**

MOTION to approve the minutes from the 2020 CSA Annual General Meeting held on February 12, 2020.

Motion carried.

1.5.3 Motion to Appoint BDO Canada LLP as Auditor for the year 2020 – 2021.

MOTION to appoint BDO Canada LLP as Auditor for the CSA for the 2020-2021 fiscal year.

Motion carried.

1.6.1 Bylaw 1 – Organizational (Date of Board Approval)**a) Section 9.0. Members Meetings (Feb 10, 2021)**

MOTION that Bylaw 1 – Organizational, Section 9.0 Members Meetings, be amended by removing subsection 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.’

Motion carried.

b) Section 8.0. Standing Committees, Subsection 8.1 (Mar 10, 2021)

MOTION:

RESOLVED that:

- a) Bylaw 1 – Organizational, Section 8.0. Standing Committees, Subsection 8.1 be amended by removing “b) Executive Evaluation Committee”.
- b) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 EEC committee members be de-ratified effective immediately.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams

**Motion carried.****1.6.3 Bylaw 4 – CSA Policy (Date of Board Approval)****a) Section 1.1. Policy Resolutions of the CSA (Feb 10, 2021)**

MOTION that Bylaw 4 – CSA Policy, Section 1.1. Policy Resolutions of the CSA be amended by adding:

'Issues-based policies that are integral to CSA activities, reflect organizational values, or guide strategic focus, and are generally an ongoing consideration or philosophy, are included in CSA Appendix I – Issues Policy.

All other issue-based policies not included in Appendix I – Issues Policy shall be archived in the Issues-Based Resolutions Record of the Policy Manual for a period of three years.'

Motion carried.**1.7 Summary of 2020-2021 Amendments to CSA Policy Manual**

Since the previous 2020 AGM

(Information Only)

1.7.1 Appendix A – Internal CSA Policy

- a) Section 13. Policy Review Policy (Feb 10, 2021)
- b) Subsection 2.3 Executive Evaluation Committee (Mar 10, 2021)

1.7.3 Appendix C – Human Resources Policy

- a) Section 8.1 Extension of Specific Positions (Mar 11, 2020, Feb 24, 2021)
- b) Section 11.0 Vacation (Jan 13, 2021)
- c) Section 12.0 Personal Emergency Days (Jan 13, 2021)

1.7.4 Appendix G – Electoral Policy

- a) Subsection 4.2.1.c. [Director candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



- b) Subsection 4.2.1.d. [Director candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021, Feb 3, 2021)
- c) Subsection 4.2.1.f. [Director candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- d) Subsection 4.3.1.c. [Executive Officer candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)
- e) Subsection 4.3.1.d. [Executive Officer candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021)
- f) Subsection 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- g) Subsection 12.5. [sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process] (Sept 9, 2020, Jan 13, 2021)

Please note that there were no amendments to the following Appendices since the 2020 AGM:

- Appendix B – CSA Services Policy
- Appendix D – Bullring HR Policy
- Appendix E – Organizational Policy
- Appendix F – Clubs Handbook
- Appendix H – Second Floor Student Space Policy
- Appendix I – Issues Policy

MOTION that the Summary of 2020-2021 Amendments to the CSA Policy Manual be received as information.

Motion carried.

1.8 Summary of 2020-2021 Amendments to CSA Rules of Order (Information Only)

Since the previous 2020 AGM (Date of Board Approval)

- a) Section 3.12 Secret Ballot Vote (Sept 9, 2020)
- b) Section 6.2 In Camera Minutes, Subsection 6.2.4 (Sept 9, 2020)
- c) Section 3.6 New Business (Feb 10, 2021)

MOTION that the Summary of 2020-2021 Amendments to the CSA Rules of Order be received as information.

Motion carried.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



1.9.1 Executive Updates

MOTION to receive the following Executive Updates as information at the 2021 CSA Annual General Meeting on March 16, 2021:

- | | |
|--------------------------|-----------------------------|
| a) CSA President | Tyler Poirier |
| b) VP Student Experience | Sara Kuwatly |
| c) VP Academic | [currently vacant position] |
| d) VP External | Horeen Hassan |

Motion Carried.

1.9.2 CSA Service Updates

MOTION to receive the following CSA Service Updates as information at the 2021 CSA Annual General Meeting on March 16, 2021:

- a) Clubs
- b) FoodBank
- c) Student Help and Advocacy Centre (SHAC)
- d) Bike Centre

Motion carried.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams

**Agenda – March 16, 2021:****1.0 Call to Order****1.1 Land Acknowledgement****1.2 Welcome & Introductory Comments**

1.2.1 CSA President: Overview of the CSA

1.2.2 CSA Chair: Welcome, How to Participate in the AGM

1.2.3 Policy & Transition Manager: Importance of Quorum

1.3 Adoption of the Agenda

1.3.1 Motion to Approve the Agenda

1.3.2 Declarations of Conflicts

1.4 2020 AGM Minutes

1.4.1 Motion to Approve the 2020 AGM Minutes – Feb 12, 2020

1.4.2 Questions and Business Arising from the Minutes

1.5 Approval of Auditor's Report

Please note that the completion of the 2019-2020 audited financial statements has been delayed due to the impacts of Covid-19. When completed, the audited statements will be presented to the Finance Committee for review, presented to the CSA Board of Directors to receive, and included in a 2021-2022 CSA Member Meeting agenda for presentation and member approval.

~~1.5.1 Audit Report Presentation: For the year ended April 30, 2020~~~~1.5.2 Motion to Approve the Audit Report~~

1.5.3 Motion to Appoint BDO Canada LLP as Auditor for the year 2020 – 2021.

Door Prizes!**1.6 Confirmation of Amendments to CSA Bylaws***Since the previous 2020 AGM*1.6.1 **Bylaw 1 – Organizational** (Date of Board Approval)

a) Section 9.0. Members Meetings (Feb 10, 2021)

b) Section 8.0. Standing Committees, Subsection 8.1 (Mar 10, 2021)

1.6.2 **Bylaw 2 – Electoral** (Date of Board Approval)

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



- a) CSA Bylaw 2 – Electoral, Section 2.2. By-Elections (Sept 9, 2020, Jan 13, 2021)
- 1.6.3 **Bylaw 3 – Financial** (No amendments)
- 1.6.4 **Bylaw 4 – CSA Policy** (Date of Board Approval)
 - a) Section 1.1. Policy Resolutions of the CSA (Feb 10, 2021)
- 1.7 Summary of 2020-2021 Amendments to CSA Policy Manual**
Since the previous 2020 AGM
(Information Only)
 - 1.7.1 **Appendix A – Internal CSA Policy**
 - c) Section 13. Policy Review Policy (Feb 10, 2021)
 - d) Subsection 2.3 Executive Evaluation Committee (Mar 10, 2021)
 - 1.7.3 **Appendix C – Human Resources Policy**
 - d) Section 8.1 Extension of Specific Positions (Mar 11, 2020, Feb 24, 2021)
 - e) Section 11.0 Vacation (Jan 13, 2021)
 - f) Section 12.0 Personal Emergency Days (Jan 13, 2021)
 - 1.7.4 **Appendix G – Electoral Policy**
 - h) Subsection 4.2.1.c. [Director candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)
 - i) Subsection 4.2.1.d. [Director candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021, Feb 3, 2021)
 - j) Subsection 4.2.1.f. [Director candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
 - k) Subsection 4.3.1.c. [Executive Officer candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)
 - l) Subsection 4.3.1.d. [Executive Officer candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021)
 - m) Subsection 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
 - n) Subsection 12.5. [sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process] (Sept 9, 2020, Jan 13, 2021)

Please note that there were no amendments to the following Appendices since the 2020 AGM:

- Appendix B – CSA Services Policy

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



- Appendix D – Bullring HR Policy
- Appendix E – Organizational Policy
- Appendix F – Clubs Handbook
- Appendix H – Second Floor Student Space Policy
- Appendix I – Issues Policy

1.8 Summary of 2020-2021 Amendments to CSA Rules of Order

(Information Only)

Since the previous 2020 AGM (Date of Board Approval)

- d) Section 3.12 Secret Ballot Vote (Sept 9, 2020)
- e) Section 6.2 In Camera Minutes, Subsection 6.2.4 (Sept 9, 2020)
- f) Section 3.6 New Business (Feb 10, 2021)

1.9 Report of the Organization**1.9.1 Executive Updates**

- a) President – Tyler Poirier
- b) VP Student Experience – Sara Kuwatly
- c) ~~VP Academic~~ [position currently vacant]
- d) VP External – Horeen Hassan

Door Prizes!**1.9.2 CSA Service Updates**

- a) Clubs - Sabrina Valtellini & Taylor Weatherup
- b) FoodBank - Clarissa Shepherd
- c) SHAC (Student Help and Advocacy Centre) - Krista Bentley

1.10 Business

1.10.1 Submitted Motions (none received)

1.10.2 Open Forum

Grand Prizes!**1.11 Adjournment**

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams

**Minutes – March 16, 2021:****1.0 Call to Order**

The Chair called the meeting to order after quorum was met with 101 CSA Undergraduate Members in attendance as verified by the CSA Office Manager & Executive Support at 5:24 pm.

1.1 Land Acknowledgement

Hi everyone. I would like to acknowledge that today we are in different locations all across Turtle Island, governed by different covenants and treaties. The place we usually gather on at the University of Guelph is the traditional land of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit.

We also honour our Anishinaabe, Haudenosaunee, and Métis neighbours and recognize the significance of the Dish with One Spoon Covenant which is a reminder that upon residing on this land we have a responsibility for using its resources sustainably and protecting it from harm.

It is important that we acknowledge the peoples whose traditional lands we are on and offer our respect to them and appreciate the care they have shown these lands for centuries before settlers arrived. Moving forward we should all make the time and effort to learn more about the land we occupy and actively participate in the work of genuine reconciliation.

Maya Persram
CSA Director

1.2 Welcome & Introductory Comments**1.2.1 CSA President: Overview of the CSA**

Thank you so much for everyone for coming out and for inviting your friends. Right now, we have over 105 participants. Thank you so much for coming out today, we really appreciate it. My name is Tyler Poirier, I am the Central Student Association President, and I wanted to give a brief overview of what the Central Student Association does for you.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



By our mandate, we provide services and programs that benefit students, specifically undergraduate students. We run events, such as the Bill Nye event last year, and this year we run Livestock from the Bullring, which is a Live Stream available on Twitch, every Thursday. This week we have one from Dev Archer, who is a local artist. We also do things such as Sexy Bingo, Solidarity Events, Trivia, and much more.

We provide other aspects for undergraduate life, including the universal bus pass, although this year that was affected by Covid 19. Our services also provide a bunch for students. We have the Guelph Student FoodBank, which helps with those who are food insecure. We have CSA Clubs, where students can run and plan things they care about and connect with other undergraduate students. We have the Student Help and Advocacy Centre, which makes sure students are represented and that they have an understanding of what resources they have for academic issues and other issues such as housing and tenancy. Although currently not running this semester, we do have a Bike Centre, which is a DIY repair shop where undergraduate students can come and make sure their bikes are ready and working. It is definitely busy when we have the ability to be on campus, we run workshops and other things. We have SafeWalk Program, where we had people who could be called and walk with students who did not feel comfortable, especially during night hours.

The CSA Executives sit on dozens of committees to help advocate for students. These committees range from academic committees to student experience-based committees, we have a lot of committee work and we work to open up opportunities whenever we can. Overall, that is my overview of the CSA and what we do for you. More information is available on our CSA website, so please check that out.

We have some prizes for tonight to thank everyone for attending. For those who pre-registered for the AGM by Sunday, you are eligible for one of two \$500 tuition credits and all attendees are eligible for one of two \$200 tuition credits and one of ten \$40 gift cards. As a note, you must be present throughout the entire meeting to qualify for the tuition credit prizes. As well, the \$40 gift card winners will be drawn throughout the meeting, and they will be available for a retailer of your choice; as long as this can be done virtually. As well, you cannot receive two tuition credits, as we want to share the love, but you are eligible to win a tuition card and a gift card. For the winners of tuition credits who are not returning for next year, we will work out an accommodation, do not worry about this. Finally, all winners will be contacted within the week to coordinate the prizes. Thank you.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams

**1.2.2 CSA Chair: Welcome, How to Participate in the AGM**

I want to share some Do's and Don'ts for all Members participating in the meeting tonight. The key piece here is ensuring any discussion that occurs tonight is respectful, ensuring to respect each other's arguments, and that we are actually arguing what is at stake, instead of just arguing with one another. As well, please make sure that if you need to ask a question about how to participate please type question in the chat, and if you want to be added to the speaker's list, please type speaker's list into the chat. As a note with that, make sure that you refrain from posting things into the Microsoft Teams chat, as we want to keep the chat clean so I can refer to it for my speaker's list. But feel free to chat with one another outside of this chat, on alternative platforms.

If at anytime you are looking to raise a point of order, point of information, point of parliamentary procedure, or point of personal privilege, please type question into the chat. This is just to simplify things for the purpose of the meeting tonight. My job as Chair is to ensure the meeting is run by Robert's Rules and to ensure that is accessible to everyone who is attending so you can all equally participate. Another key piece is that once you have typed question into the chat, please wait to be recognized before you ask your question. When you are recognized you have the floor and you can speak. Please make sure you mute yourself by default, just to minimize any background noises so we can all hear. We will be posting links through the Teams chat which will go to voting for tonight.

The speaker's list prioritizes first time speakers, if you wish to speak twice on a Motion, you will need to be readded to the speakers list. Additionally, tonight we ask that you state your name before speaking so that it can be recorded in the Minutes.

We will be doing voting through Microsoft Forms. The links to these Forms will be posted, and you will have the option to choose yea, nay, or abstain. If you click abstain this will be a noted abstention and it will show up in the Minutes. You can also abstain by simply not voting. There are a few times we may do procedural Motions, and for this we will be posting them in the chat and you simply must either like yea or nay to cast your vote.

1.2.3 Policy & Transition Manager: Importance of Quorum

Hello everyone, I am Pete Wobschall, your Policy & Transition Manager at the CSA. As the Chair mentioned quorum is very important, and if we fall below 100, we will have to stop the Meeting and end all Business. Laura Parsons, our Office Manager & Executive Support, will be monitoring quorum. She will raise her hand and make an announcement if we are under 100, and all business must stop. In terms of

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



accessibility, please note you have the option to we use live captions on Microsoft Teams, you can see how to do it on the screen. We use Microsoft Teams to do our voting, you can enable Immersive Reader on Forms and you can click button and it will read out that Motion for you. Abstaining from a vote can be accomplished by simply not voting, but if you want to be recorded in the Public Minutes as abstaining from voting, then select that option when it is there. We are recording this Meeting, we do not publicly post the recording, we will keep it for two or three years for our record, it is simply used to make accurate Minutes only. I believe that is all from me, thank you.

Spencer Ploeger: I noticed in minutes under 1.9.2 for Service Updates, that there are no items for Bike Centre. Last year's 2020 Minutes did have the Bike Centre under this item, so I was wondering if we could do something to add this to the Minutes.

Chair: Yes, so under the next Motion there is the Motion to Approve the Agenda, so during that time we can make changes to it. Thank you for raising that point.

1.3 Adoption of the Agenda**1.3.1 Motion to Approve the Agenda**

MOTION that the agenda for the 2021 CSA AGM on March 16, 2021 be approved as printed and distributed

Moved: Alan Negrin

Seconded: Danielle Koomans

MOTION TO AMEND: To add item d) Bike Centre to 1.9.2 Service Updates

Moved: Spencer Ploeger

Seconded: Michell Robinson

Spencer Ploeger: The Bike Centre is important resource to a lot of students. I think its reopening has been poorly managed and I think we should discuss that status and there are a couple of people hear who would like to add on to that and have some questions when the time comes.

Tyler Poirier, President: The intention was to discuss the currently unopened services of the Bike Centre and SafeWalk during the Executive Updates and provide a forum for discussion with that. It is not that we were not intending to

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



discuss those, but rather just that they are currently not in operation, and that is why they were not included in the agenda at that time. With that in mind, it is up to you whether you still want to add that, but we will be going over both of those services in our updates.

Spencer Ploeger: I would like to proceed with adding it anyway.

Motion to amend carried.

AMENDED MOTION that the agenda for the 2021 CSA AGM on March 16, 2021 be approved as amended: To add item d) Bike Centre to 1.9.2 Service Updates.

Moved: Alan Negrin

Seconded: Danielle Koomans

Amended Motion carried.

1.3.2 Declarations of Conflicts

No conflicts are declared.

1.4 2020 AGM Minutes**1.4.1 Motion to Approve the 2020 AGM Minutes – Feb 12, 2020**

MOTION to approve the minutes from the 2020 CSA Annual General Meeting held on February 12, 2020.

Moved: Member Appleby

Seconded: Member Walker

Motion carried.

1.4.2 Questions and Business Arising from the Minutes

No questions or business arose from the Minutes.

1.5 Approval of Auditor's Report

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



Please note that the completion of the 2019-2020 audited financial statements has been delayed due to the impacts of Covid-19. When completed, the audited statements will be presented to the Finance Committee for review, presented to the CSA Board of Directors to receive, and included in a 2021-2022 CSA Member Meeting agenda for presentation and member approval.

Tyler Poirier, President: As noted, there has been significant delays in terms of the audit since everything has been transferred to an online fashion. In previous years our auditor would come to our office and look at our paperwork, which is not something they can now do during Covid. Because of this, the auditor was unable to give us the financial statements in time for the Finance Committee and Board of Directors to approve them to come to the AGM for this date. As the Chair mentioned, this means we will need to hold another meeting, because it is important and required that membership be able to review our audited statements, and we want to make sure that can happen in a way that is accessible and that it has not been rushed. We want to make sure all appropriate Members from the CSA have reviewed it and understand it so that our membership can understand it too.

Giancarlo Martini: I was wondering if you had an actual date when this would be released?

Tyler Poirier, President: We have only received the auditor's rough draft just this week, which is not finalized, so it still needs to go through the Finance Committee and the Board. We want to make sure that our membership are able to see it. Unfortunately, I do not have a date specifically of when we can, and as a note, under legislation, we are not allowed to show those financial statements until they have been approved by our Board of Directors, which has been part of the issue. There is a bit of a process and we are unable to escape it by law. We will do it as soon as it is possible and when we know students can look at it.

Pete Wobschall, Policy & Transition Manager: The legislation is not unique to the CSA; there are thousands of non-profit organizations out there; and of course we are a non-profit organization under the Ontario provincial government. The Provincial Government last April provided some clauses in legislation to accommodate for covid; because typically the law states that you have to have your audited statements approved by Members within fourteen months of the previous time you did it [correction: the law states that an organization has 6 months from the end of their fiscal year to have the financials approved by members]. However, we are currently in a State of Emergency as declared by the Province. When the Province is no longer in this State of Emergency, a special covid-related extension has been provided that allows non-profits up to 90 days to have their audited statements completed and approved. From my discussions with the President and

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



the Business Manager, we should certainly be in good shape to have that done and will make a decision about a Members Meeting then. Thank you.

Tyler Poirier, President: In terms of approval of the auditor's report, as mentioned, there is no report to approve at this meeting, however, there will be one to appoint the auditor for this current financial year. The audit will occur in the summer and then will be approved at the next AGM. We still need to do so, even though we do not have the current audit, but we are legally required to do so, despite not having the information from the previous year. Just wanted to make that clarification, thank you.

~~1.5.1 — Audit Report Presentation: For the year ended April 30, 2020~~

~~1.5.2 — Motion to Approve the Audit Report~~

1.5.3 Motion to Appoint BDO Canada LLP as Auditor for the year 2020 – 2021.

MOTION to appoint BDO Canada LLP as Auditor for the CSA for the 2020-2021 fiscal year.

Moved: Jadelyn Appleby

Seconded: Ghishay Peryagh

Tyler Poirier, President: BDO is an external organization which audited our financial statements for the previous year. We have worked with them for a number of years and have never had any issues. Although there have been some Covid 19 issues, they are fairly market wide, in terms of audits and the delays associated with them due to Covid 19. I personally, do not see this as problematic, considering all these factors.

Motion carried.

Door Prizes Round 1

The winners for \$40 gift cards are:

- Giancarlo Martini
- Sydney Graham
- Tony Huang
- Leilani Rocha
- Bella Harris

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams

**1.6 Confirmation of Amendments to CSA Bylaws**

Since the previous 2020 AGM.

1.6.2 Bylaw 1 – Organizational (Date of Board Approval)**a) Section 9.0. Members Meetings (Feb 10, 2021)**

MOTION that Bylaw 1 – Organizational, Section 9.0 Members Meetings, be amended by removing subsection 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.’

Moved: Lisa Kazuhara

Seconded: Jadelyn Appleby

Tyler Poirier, President: Right now, it is impossible to hold an AGM in the University of Guelph, or in the City of Guelph. Amending this bylaw will ensure that we can continue in this online fashion. Hopefully, it will not be like this in the future, but this will allow us some adaptability.

Motion carried.

b) Section 8.0. Standing Committees, Subsection 8.1 (Mar 10, 2021)

MOTION:

RESOLVED that:

- c) Bylaw 1 – Organizational, Section 8.0. Standing Committees, Subsection 8.1 be amended by removing “b) Executive Evaluation Committee”.
- d) The Executive Evaluation Committee (EEC) be dissolved, and all 2020-2021 EEC committee members be de-ratified effective immediately.

Moved: Jadelyn Appleby

Seconded: Sooraj Modi

Tyler Poirier, President: On the surface, this looks horrific, but I want Members to know that this is because the Executive Evaluation Committee has not operated for quite some time. When it did operate, it was quite burdensome on Directors as it

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



required a number of reports to be put to Directors, and then for several Committees to meet. Directors are volunteers who hold the CSA accountable. Unfortunately, the burden that was put on Directors was not realistic. We are looking to provide a new bylaw, in the future, that is appropriate for new hierarchical system, as the EEC was developed before the CSA had a President and Vice Presidents. It has been difficult since that shift in structure to hold the EEC, and to do so in a way that holds Executive accountable appropriately. We are hoping to create a plan to hold the CSA accountable while also not burdening Directors, and really improving the flow of information of the Board through the Executives. I want to note that the Amendment Motion includes steps to be taken by the CSA to ensure the EEC is replaced and ensure that the CSA is being held accountable. Thank you.

Motion carried.**1.6.3 Bylaw 2 – Electoral (Date of Board Approval)****a) CSA Bylaw 2 – Electoral, Section 2.2. By-Elections (Sept 9, 2020, Jan 13, 2021)**

For information purposes only, no permanent amendment was made to this bylaw section.

CSA Bylaw 2 – Electoral, Section 2.2. By-Elections, subsection 2.2.2. states: ‘Quorum shall be 10% of the general membership of the applicable constituency.’

Pete Wobschall, Policy & Transition Manager: Please note that there is no Motion on this. In September the requirement for 20% Quorum was removed because we were nervous about how Covid would impact meeting Quorum. The 20% minimum was then reinstated for elections in January, where it stays today, so this is really for information only.

1.6.3 Bylaw 3 – Financial (No amendments)

No amendments for this year.

1.6.4 Bylaw 4 – CSA Policy (Date of Board Approval)**a) Section 1.1. Policy Resolutions of the CSA (Feb 10, 2021)**

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



MOTION that Bylaw 4 – CSA Policy, Section 1.1. Policy Resolutions of the CSA be amended by adding:

‘Issues-based policies that are integral to CSA activities, reflect organizational values, or guide strategic focus, and are generally an ongoing consideration or philosophy, are included in CSA Appendix I – Issues Policy.

All other issue-based policies not included in Appendix I – Issues Policy shall be archived in the Issues-Based Resolutions Record of the Policy Manual for a period of three years.’

Moved: Taylor McCullough

Seconded: Giancarlo Martini

Tyler Poirier, President: The CSA has tackled number of issues on behalf of students, and this new Amendment to Bylaw 4 will allow us to track those in a way that is useful to future Executives and Staff.

Member Jennifer Liu abstained from vote.

Motion carried.

1.7 Summary of 2020-2021 Amendments to CSA Policy Manual

Since the previous 2020 AGM

(Information Only)

1.7.1 Appendix A – Internal CSA Policy

- e) Section 13. Policy Review Policy (Feb 10, 2021)
- f) Subsection 2.3 Executive Evaluation Committee (Mar 10, 2021)

1.7.3 Appendix C – Human Resources Policy

- g) Section 8.1 Extension of Specific Positions (Mar 11, 2020, Feb 24, 2021)
- h) Section 11.0 Vacation (Jan 13, 2021)
- i) Section 12.0 Personal Emergency Days (Jan 13, 2021)

1.7.4 Appendix G – Electoral Policy

- o) Subsection 4.2.1.c. [Director candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



- p) Subsection 4.2.1.d. [Director candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021, Feb 3, 2021)
- q) Subsection 4.2.1.f. [Director candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- r) Subsection 4.3.1.c. [Executive Officer candidate to collect signatures] (Sept 9, 2020, Jan 13, 2021)
- s) Subsection 4.3.1.d. [Executive Officer candidate to collect XX signatures] (Sept 9, 2020, Jan 13, 2021)
- t) Subsection 4.3.1.f. [Executive Officer candidate to present a refundable cheque of \$25] (Sept 9, 2020, Jan 13, 2021)
- u) Subsection 12.5. [sign a statement before leaving the meeting that indicates they understand the rules and regulations governing the election process] (Sept 9, 2020, Jan 13, 2021)

Please note that there were no amendments to the following Appendices since the 2020 AGM:

- Appendix B – CSA Services Policy
- Appendix D – Bullring HR Policy
- Appendix E – Organizational Policy
- Appendix F – Clubs Handbook
- Appendix H – Second Floor Student Space Policy
- Appendix I – Issues Policy

MOTION that the Summary of 2020-2021 Amendments to the CSA Policy Manual be received as information.

Moved: Maya Persram

Seconded: Jadelyn Appleby

Motion carried.

1.8 Summary of 2020-2021 Amendments to CSA Rules of Order (Information Only)

Since the previous 2020 AGM (Date of Board Approval)

- g) Section 3.12 Secret Ballot Vote (Sept 9, 2020)
- h) Section 6.2 In Camera Minutes, Subsection 6.2.4 (Sept 9, 2020)
- i) Section 3.6 New Business (Feb 10, 2021)

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



MOTION that the Summary of 2020-2021 Amendments to the CSA Rules of Order be received as information.

Moved: Taylor McCullough

Seconded: Gurpreet Bedi

Motion carried.

1.9 Report of the Organization

1.9.3 Executive Updates

a) President – Tyler Poirier

My updates can be accessed online on our CSA website, but I do want to add a few things tonight. The first thing I want to discuss is our Elections. We ran our Elections as per usual, with a referendum question regarding the Health Plan.

We did reach quorum, for all Executive Positions, with Nicole Walker being elected president, Sara Kuwatly elected for VP Student Experience, Lisa Kazuhara elected for VP Academic, and lastly Shilik Hamad elected for our VP External.

The health plan referendum question did not reach quorum, and therefore, the current universal health plan will continue. As a note, under our Bylaw, there is a clause that we cannot ask the same question, which means we cannot ask this question for an opt out, until September of 2023.

I want to mention that the CSA Bullring, which is our on-campus café, is currently open. If you are on campus, please come by between 9-4, there is great food and coffee, and there is even a place to sit under Covid restrictions. We will also be open in the summer, so if you are in Guelph, make sure to hit up the Bullring, and for any more information on the Bullring check them out on Instagram. Lastly, the CSA is moving through budgeting process for the next year. This will be brought to our Board at our next Board Meeting. If you have any questions or concerns about anything, please reach out to me. Thank you.

b) VP Student Experience – Sara Kuwatly

Hello everyone, I am Sara and all my updates are in the Agenda Package, but I will give a quick runover of my position. I am the person doing all the events, with a lot of other things, but that is my main thing and where a lot of people know me from. It

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



was quite the transition doing events online. Once everything was confirmed that the school year was online, I was able to come up with a plan for how I would run this semester.

I have been doing two reoccurring events, we have the Trivia event and Sexy Bingo, and I have been trying to do them once a month. I have been doing a lot of giveaways on social media, on our Instagram, @CSAGuelph. On top of that, if you are graduating this year or if you have a friend who graduated last year, we have a last toast event this year, online. We are doing champagne flutes, the tickets are \$12, \$10 for the flute and then the other \$2 will be a donation to whatever the graduating class choses. If you don't want to pay \$10, there is a giveaway on our Instagram right now, so be sure to check that out. Lastly, Sexy Bingo is this Friday, this might be the last one for the year, and we are giving away cash prizes as well as gift cards to a sex shop in Toronto. That's it for me, thank you.

c) ~~VP Academic~~ [position currently vacant]

Tyler Poirier, President: I want to talk briefly about this position. Sean Mitchell was elected in the Fall Election, and he left his seat at the beginning of March to pursue a position elsewhere. I want to note, Sean did not leave on bad terms. His work has been continued. We will be announcing the winners of the Teaching Excellence Award very soon. As well, the various committees that the VP Academic sits on our incredibly important, so myself and the other Executives have been sitting on those committees currently. Thank you.

d) VP External – Horeen Hassan

Thank you for being here tonight. I know zoom fatigue is very real, so I appreciate you being here tonight. My position focuses on advocacy and campaigns.

The first campaign I want to highlight is the Education for All Campaign. This campaign has been calling for the immediate reduction in tuition fees, more grants and not loans, and overall asking for free education for all students. In September, we hosted a back to school online forum to get feedback on students' virtual secondary experience. Whatever information was gathered from there we brought to our MP Lloyd Longfield and our MPP Mike Schreiner, to address some of the students concerns. These concerns were raised regarding COVID 19 and the postsecondary experience. We have also created a Lobby Document to University of Guelph, regarding concerns around academics, financial hardships, workload, access to Wi-Fi, and health and safety on campus. This document was created in partnership with the Campus Coalition, and a meeting with the University Administration has been set for April 4, 2021, to chat more about some of the

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



ongoing struggles student's have been experiencing and how they might be addressed.

I also want to highlight the Power and Fairness for International Students Campaign. As folks may know, last April the Board of Governors voted to increase tuition from 10-15% depending on what program folks were in. This campaign has been demanding the immediate reverse of the 2020-2021 International Fee Increases and asking for more grants, bursaries and scholarships for International Students. Students sent me multiple testimonies over the summer, which I compiled and sent over to the Board of Governors, along with over 1,000 email letters which were sent to the University Administration demanding fairness for International Students.

As a result of those 2 campaigns, 2 new initiatives were introduced. The first one was a Provost incentive offer, which was a one-time supplement of \$750 offered to all international students who were registered for the Fall 2020 semester. The second one being an International Tuition Bursary of up to \$2,500. This was mostly a needs-based program for International Students.

There are a few coalitions I want to highlight. The first one being the BIPOC Student Coalition, this is a new space created for Black, Indigenous, and other People of Colour, to gather, network and share resources. It meets every Thursday from 12:30-1:30pm. Please reach out to me if you want to check out this space. As well, the Campus Coalition for the University of Guelph, consists of students, workers, unions, and groups, who come together and share resources and information. The Lobby Document discussed earlier also addressed TAs, workers, and graduate students needs as well.

I want to highlight 2 cool events that the CSA has run with the Sustainability Office. The first event was Climate Justice Through Intersectional Feminist Lens and then the second one was on Navigating Eco-Anxiety and Burnout.

Lastly, I want to mention the BikeCentre. Although the BikeCentre has been closed this past year due to Covid, there are a few initiatives which were launched in early February. The first initiative was the Speed River Bicycle Partnership, where 50 students could register to receive a \$40 off discount at Speed River Bicycle. In addition, there is a bike auction taking place between March 25th until March 27th. Keep your eyes out for this on our CSA Instagram account. That is it from me, thank you.

Giancarlo Martini: Hi Everyone, as many of you may know I was the previous Repair Coordinator at the Bike Centre. I feel nervous discussing what has been

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



happening, because the efforts that people are putting forward are great. The auction and the Speed River initiatives are great, but I have some uncertainty about the accessibility of the things that have been done. I know it has been hard to make things super fair with things being online and I know everyone is very busy. I also know, there is not the biggest group of undergraduate students who ride a bike in Guelph right now everyday. But I have a few questions. How do you plan on making the auction accessible to undergrads when it is on Instagram and will it be possible to get the word out through different medias? How will auctioning be reinforced? I do have a passion about this stuff, and the Bike Centre was all about allowing people a fair opportunity to look at bikes and get a safe bike, and I really want to make sure that continues in the future. I'll end my question there.

Spencer Ploeger: Thank you, I agree with everything Giancarlo said. The bikes in this bike auction were worked hard on by coordinators and volunteers and taking the running of the auction out of the hands of the people who worked on these bikes does not have the best merit. The best way to run this auction would be to include the coordinators and volunteers of the Bike Centre. This is my fifth-year volunteering, and I can speak for a lot of volunteers, that there are certain things that unless you have not done it before just would not be the same. I think we need to find a better way to run this auction.

Horeen Hassan, VP External: Thank you so much for bringing up all the concerns you did. I know it has been a struggle to access needs of students and to meet those needs in a way that does ensure their safety. I will say, we have a committee around the bike auction, which has been working on ways to coordinate a bike auction. I recognize not everyone has Instagram and it does not ensure that it is accessible to students who might not be on Instagram. Those details are still being hashed out. We would be more than happy to include you and get your input and some of the concerns you might have; so that before we do launch the auction we can take into account other ways and channels of engaging students who do require a bike but might not use Instagram or other outlets. Also, Tyler, feel free to jump in if there is anything else you have to add.

Tyler Poirier, President: I just want to respond to Member Ploeger's comments about getting other people involved. Giancarlo was involved in the preparation for the auction. We did greatly consider Giancarlo's input. At the CSA, we are not experts on bicycles, so we wanted to ensure we went to someone that is. Giancarlo had been advocating for the Bike Centre for quite some time, which is why we did reach out to him. However, we do understand there are accessibility concerns, we will try our very best to make sure the auction gets out there. And I would look towards individuals like yourself, who are passionate about the Bike Centre, to help get the word out there. This is something that is open to everyone, not just to

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



undergrads, and it is for a good cause too, as the proceeds will go towards the FoodBank. I hear your concerns, and I encourage you to continue to advocate and I would love to hear thoughts, because we can always do better, so thank you.

Michelle Robinsons: I am Michelle, another previous Bike Centre Coordinator. I was just surprised to hear right now that a Committee had been put in place to plan this auction. This is the first I have heard of it. To me, this raises concerns as to why weren't other folks included in such a committee. It makes me question how can undergraduates be confident that, not only this, but other committees reflect students who have knowledge and capacity to provide valuable input; such that the CSA is not making blind moves in committees which are not represented by undergraduate students.

Spencer Ploeger: I agree Michelle, thank you for that. I agree about the issue with the committee and I also have a question. I am wondering why the decision was made to donate all the proceeds from the bike auction to the FoodBank? I don't think that is how it usually works, but please correct me if I am incorrect.

Tyler Poirier, President: To answer Member Robinson's point, it wasn't an actual committee, it was more a group of CSA staff that were looking at ways that we could do this and how we can do this. When we realized we were out of our bounds, we looked to Giancarlo, because we needed someone who knows bikes. It is not a formal committee, not a committee from the CSA Board of Directors, I just want to clarify that.

To Member Ploeger: although in the past the Bike Centre would have received the funds from the auction, for our next year's budget we know we can support the Bike Centre, and if there is an auction next year the funds would definitely be used to cover the costs of the Bike Auction. But, because the Bike Centre was not operating this year, there are not expenses that need to be covered by the bike auction. As well, the FoodBank is in significant need this year. There has been a huge increase in the need of our community, and this is why that has occurred.

Giancarlo Martini: I just wonder, how was the budget for the centre rebalanced? Where did the money from the centre end up going? I could see how the CSA could want to cut down some money from the Bike Centre, but the Bike Centre does need some money at the end of the day.

Tyler Poirier, President: I want to clarify, the current year 2020-2021 is not audited yet, it will only be audited this summer coming up. Our year end is April 30th, so all of the expenses this year, which would include the Speed River initiative, would not be included in last year's audit, which is the 2019-2020 year, which would have

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



been presented tonight if Covid had not impacted it. For this year, there have been a number of projects that fall outside of the budget that is usually set. So, the Speed River initiative is not included in budget lines in terms of the Bike Centre. Instead, it is deemed a special project that the CSA takes on, which falls under the Administration Budget. So that is why when I say there is no current expenses set for the current year's budget. This is how it will look like in the future when this year's budget is brought forward to the next AGM. I hope that clarifies that, please let me know if there is any confusion.

MOTION to receive the following Executive Updates as information at the 2021 CSA Annual General Meeting on March 16, 2021:

- | | |
|--------------------------|-----------------------------|
| a) CSA President | Tyler Poirier |
| b) VP Student Experience | Sara Kuwatly |
| c) VP Academic | [currently vacant position] |
| d) VP External | Horeen Hassan |

Moved: Maya Persram

Seconded: Joshua Vito

Motion Carried

Door Prizes Round 2

The winners for \$40 gift cards are:

- Emma Richards
- Kiara Desender
- Jennifer Penney-Moccio
- Abigail Garrett
- Linda Nong

1.9.4 CSA Service Updates

a) Clubs - Sabrina Valtellini & Taylor Weatherup

I am Taylor Weatherup and I am the Clubs Coordinator for the CSA Clubs Office. The updates for this year are in the Agenda, but I wanted to go over a few things quickly. This year has been very different because of Covid, obviously that accounts for all the programs that the CSA has to offer, including the Clubs Office.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



Although, there were some challenges, Sabrina and I tried really hard to adjust to them and to provide students the same level of experiences. This year we tried to push our online presence more than ever before. We engaged with students on Instagram and other platforms. For clubs, I am holding a virtual Club's Event through Instagram, it will be an Instagram takeover. This is the first time we have done an event like this, where students can watch videos that clubs produce so students will be able to see what is available. That is all for me, thank you for your time.

b) FoodBank - Clarissa Shepherd

Horeen Hassan, VP External: Hi everyone, our FoodBank Coordinator could not make it tonight, so I will give an update on her behalf. For folks that do not know, the Guelph Student FoodBank provides students with fresh produce, including eggs, meat, dairy, and frozen goods as well as anti-poverty resources and other special dietary funding, compassionate funding, and also holds events like cooking classes, breakfast programs, snack programs, and more. The FoodBank has been serving over 300 students and their families, many of whom have children, or are international or graduates. The FoodBank has been collaborating with students and staff of CESI, which is the Community Engaged Scholarship Institution to create statistical analysis of the FoodBank and their visitors over the pandemic. The completed report will be available in the near future. The FoodBank has been operating, following strict health guideline to the ensure safety of all our students.

Michelle Robinson: Can you confirm when the FoodBank reopened?

Tyler Poirier, President: It opened late September, I believe September 29th, which was after lengthy delays as there were shifts in policy regarding Covid 19.

c) SHAC (Student Help and Advocacy Centre) - Krista Bentley

Hello, my name is Krista Bentley. I want to give a little overview of SHAC. We are a student run advocacy and referral centre and we provide a safe space for students to ask questions and get resources. Our areas of support include academic, finances, human rights, legal, and most commonly, housing and tenancy.

We have office hours and right now they are all virtual due to Covid; they are everyday of week, and then on Thursday from 1pm-4pm we have free lawyer who offers advice to students. If students don't like that, we are also available through email. As well, we post on campus and off campus resources for students. We are

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



going to be doing an Instagram story trivia with prizes that focuses on information about all different resources we have available.

Throughout our year we have also done an 'understanding housing law' initiative, which focuses on different aspects of housing, including residential tenancy act, as well as common questions student have. We have also been focusing on learning your lease; it is a social media graphic, which focuses on different things that are used in Ontario.

We also do a rental housing fair, which is in collaboration with Off Campus Living. We present to first year students, to let them know different things about renting, different things to look out for, and to let them know we are here to help.

SHAC has had less engagement this year, but we have attributed that to Covid and the fact that everything is through virtual engagement now. Overall, SHAC is going well, thank you.

d) Bike Centre

Tyler Poirier, President: You did not see the Bike Centre and SafeWalk under this section, because this was a time for coordinators to provide some news on the services they provide. Unfortunately, as we know, the Bike Centre was not open this year, so there were no coordinators who would be able to provide an update. I can provide a little bit of an update, in terms of some operations regarding the Bike Centre. As the VP External mentioned earlier, the Speed River partnership gave 50 students \$40 discounts, off their repairs from Speed River Cycling. On top of that, we have moved forward with the bike auction, because we know that students need bikes, and we are hoping to ramp up our operations as we move forward and transition out of the Pandemic. That is all I have for now, thank you.

Spencer Ploeger: Thank you, Tyler. I appreciate your sentiment in understanding the importance that the Bike Centre resume operation soon. I recognize the past initiatives that the CSA has done to try and stopgap not having the Bike Centre in the last couple of months. I just want to reiterate the importance of the Bike Centre and prove that there is a need for it. One of our volunteers has actually just ad hoc set up shop in the Bike Centre parking lot for a few weekends and has been helping undergraduate students with their bikes. There are still plenty of students who require our assistance and who rely on us as an essential service and we should be treated as such and allowed to reopen. The initiative with Speed River was great, but I just want to let you know a common bike part costs more than \$40, which are usually very basic repairs and replacements. At the Bike Centre, we could do those repairs for a quarter of the cost and the undergraduate students

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



could learn to do that themselves. I just want to use this as an example that while interim solutions are great, the only real solution is getting the Bike Centre back open and there are volunteers and coordinators who are ready to do that, safely, adhering to all safe regulations.

Michelle Robinson: Hi everyone, thank you Spencer, I thought that was well said. For those who are not aware, the student Bike Centre serves hundreds of people each semester, especially as we approach the spring it is really an essential time. There are student run Bike Centres at both the University of Waterloo and Toronto that have been open and operating in a Covid safe manner since this past summer. We have been watching these solutions come up, and it has been good that we have not forgotten about the services completely. I do want to pose the question now: what will it take for the CSA to acknowledge the Bike Centre as an essential service and move towards hiring a Coordinator to plan for summer reopening? If we want to open in the summer it will take time, I acknowledge that, so it should be getting started now. I wonder then, what will it take for the CSA to start doing this, as there are people who are ready to step into these roles and get the service open again.

Sara Kuwatly, VP Student Experience: I personally cannot speak to the Bike Centre, but, I do want to make a quick comment. Spencer, I am not sure who that volunteer was, but you may want to tell them they are actually not allowed to be on Campus. I say this with love, but I do sit on a lot of committees where the University Admins are saying that they are fining people pretty high for being on campus, and I would not want them to be impacted by that. I just wanted to say that to protect that student from getting fined.

Horeen Hassan, VP External: I am in awe of all your passion regarding the Bike Centre, it is the very reason we have it in the first place, we know it is essential, we know that mobility is essential, we know that these are resources that students really do benefit from. The Bike Centre is a service that is close to so many people's hearts; it is something we want to get up and running, but there are a lot of restrictions in regard to capacity and of what we can and cannot take on during this time, along with other health and safety guidelines. We have been trying our very best, to fill the gaps and to try and meet the needs of students.

In addition to the Speed River initiative, we have going on, we have also created several repair videos that are on our website that folks can take a look at. In addition to that, we created an interactive map of where all the repair stations across Guelph are. Although we do need a Bike Centre on campus because of the resources it provides, with interactive map where all the repair stations are students may be able to find one that is closer to them than coming all the way onto campus

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



when the University of Guelph Admin has clearly said not to invite students onto campus. I also want to note that there are still a few spots for the \$40 off your bill from Speed River Bicycle. We were hoping the take up would be a little more. But we are trying to do the best we can and if you feel that there are other creative solutions we can implement; we would be more than happy to hear from you. But, with our limited capacity right now we are trying to do the best that we can and as soon as it is possible, we will get the Bike Centre up and running. As well, the Bike Centre Committee will definitely be a thing, where the coordinators can guide those conversations and initiatives.

Tyler Poirier, President: To Member Robinson's point about next steps, because everything with Covid is unknown, I cannot give you a guarantee of a date it will for sure open on. What I can tell you is that, in our budgeting processes for next year, we are preparing for that reopening. We are currently planning and budgeting for next year, and part of that includes preparing to open it in the summer. There is work that needs to be done to the Bike Centre in order to reopen it and we will look to the coordinators and volunteers in past times. We know you know that space best, and we know you know how to best prepare it. To give you an illustration of capacity, our budget for this year was obviously not completed at a normal time. When this year's Executives entered into our positions, we had no budget, the work had not been done because Covid 19 postponed that. We were not at the capacity to do that until late 2020, which is why you started to see us doing things such as the Speed River Initiative and the Bike Auction. We are in a much better position now. We are able to plan for our next year, I can unofficially tell you that what will be presented to the Board of Directors for the budget of the next academic school year does have the proper budget for the Bike Centre to be open for the next Academic Year.

Spencer Ploeger: I want to address what some things that the VP External said. One thing she said was that she understands the need of the Bike Centre as an essential service and that a lot of planning must be done with the school to allow them to have occupancy and such to open safely. We do understand this work needs to be done, but I am wondering why not include us in this? We would all be willing to help with this if it means it can get it done faster. I know there are rules and stuff have to be done by you guys, but we have not been included in a lot of conversations. I would freely give my time to help the Bike Centre get back up and running sooner. As well, the FoodBank is open as an essential service, which I understand. The Bullring is open as an essential service because it serves food, but why isn't the Bike Centre open? Personally, to me, it sounds like those efforts have not been put in for whatever reason. If those efforts were put in for these other services, I do not understand why the same has not been done for the Bike Centre.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



I ask the VP External to explain to me why those other services have been opened but not the Bike Centre?

Michelle Robinson: I had put myself on speakers list to respond to what I had heard from VP External. I want to say thank you, and yes, I know efforts have been taken, and the fact that you take the time to continue these discussions really does mean a lot to me. You mentioned how the Speed River Bicycle Initiative has not had the uptake you had had expected. I think if you take a look at the demographics and the students who normally access the Bike Centre, they are not the type of people who would walk into a high end bike store such as Speed River, and be comfortable doing so. The Bike Centre on campus is collaborative and a DIY space, and you can access things at an affordable price. This is not what happens at other bike shops, you are handing over your bike to someone else and there is a service charge added on to any repair you get. That is why I think there has not been as much as an uptake and that is why students likely have resorted to trying to meet up with volunteers in the parking lot and doing their own DIY repairs. As well, the Bullring has kind of hit weirdly for me, as I constantly see on Instagram posts of inviting people to campus, yet to hear you say it is not feasible to have students to campus, feels odd. I think it is a bit of mixed messages we are hearing and a lot of promises for the future which is hard with the uncertainties of Covid.

Horeen Hassan, VP External: One thing that was brought up by Spencer, was that folks have not been included in conversations. I want to correct that, and mention that folks have been included in conversations. When we first started having concerns raised to us about the Bike Centre not opening, we did meet with Giancarlo and Michelle. We did strike a little work group to try and see what our capacity really was and to try and meet the needs of our students without compromising their safety.

In response to the comment about other services being prioritized over the Bike Centre, I feel as though Tyler can speak better to that. But I would like to mention, when it comes to staffing issues and capacity, when Covid hit, we had laid off a lot of our staff. We did not want to hire new people into new positions when we were laying off students already. We could not just hire new people when we had laid off so many people due to Covid. The reason why the Bullring continues to be an essential service is because there are a lot of residential students on campus, and those are the students that are being invited to eat on campus at the Bullring. In terms of why the Bullring is more essential or could be deemed as more essential, is because Hospitality Services do provide food to our students. However, the Bullring does provide more affordable food to our students. In addition, all throughout Ontario there are a lot of community spaces not open due to Covid

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



restrictions, which is another reason why we have not opened that space, in addition to a whole bunch of capacity issues.

Tyler Poirier, President: I understand Member Ploeger's point about volunteers and coordinators of past times being open and willing to get the Bike Centre back open. The issue is, to speak to the volunteer point, the CSA does not have volunteer policy, which actually provides a lot of risk, especially, when it comes to health and safety. This is why the FoodBank has no volunteers, because we do not have an agreement across the CSA with volunteers, which is something we are looking to build to ensure this can happen in a safe way. We do need time to do so.

In terms of alternatives to volunteer, there are paid staff, which is also difficult, especially since online supervision needs to be explicit, and on top of that creating contracts takes time and resources, which we did not have. However, as mentioned, we are coming to place where we can begin planning, and I want to look forward into what we can do, and not what we cannot do. I guarantee you; we will be reaching out to members like yourself, who are passionate about the Bike Centre, in order to get that Centre up and running in a time and place that is appropriate. I agree that we can do better, and I look forward to doing better.

Sara Kuwatly, VP Student Experience: I want to speak to the social media aspect of promoting the Bullring. It was never the intention to explicitly invite students to campus, we are very careful when it comes to having people on campus and we never want to encourage people to come onto campus.

Spencer Ploeger: I really appreciate your sentiment towards the Bike Centre, President, I learned a lot about the efforts underway, and I understand and appreciate that. The VP External said something interesting, which was that there are students on campus that need food, and that is why the Bullring is determined as more essential. I think that is an unfounded claim, as there are other places to get food on campus, there is no where else to fix your bike on campus. Another thing was about the cost, as she said the Bullring was cheaper, yet Michelle and I both alluded to earlier that fixing your bike at a Bike Shop is much more expensive. I think the claims about it being more essential to students is unfounded and without proving that, it seems to me that it is just a decision that someone made based on their personal opinion, instead of what the undergraduate students really need. I implore the CSA to think carefully about these decisions in the future and to put what will actually benefit the students first, rather than what you think will actually benefit the students first. I am going to end my discussion here, I am not trying to get into an argument, I just wanted to share my opinion. Hopefully we can get the Bike Centre up and running soon. Thank you both.

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



Michelle Robinson: Thank you for all the comments just spoken. Tyler you mentioned some of the logistics of volunteers, and I just wanted to address that. There is an understanding that when the Bike Centre is open it will not be the same, but I think a word I have heard come up a lot is capacity and that there is an issue with capacity. As someone who is not working for the CSA at this time, and as someone who is just an undergraduate student trying to interact with these services, it starts to make me concerned when I keep hearing “the CSA does not have capacity for this”. Again, specifically for the Bike Centre, but also for other services that require your energy and effort. How can undergraduates be confident that the CSA hires and fills these needs of capacity; and that we do not hit these capacity issues again in the future such that we have to shut down services prematurely or have extended delays before reopening?

Horeen Hassan, VP External: I want to reiterate how grateful I am for students on campus who really care about the Bike Centre and for holding us to account when it comes to our services. I also want to invite you folks to continue these conversations in other settings where we can talk more in depth about what capacity does and does not look like. We would love to hear more from you and to ensure that whatever initiatives we come up with in the future will consider the concerns you folks have brought up tonight.

Tyler Poirier, President: This will be my final comment. To Member Robinson, when it comes to capacity, this is a direct result of Covid 19. I can't explain the number of processes that have now been needed to be completed online. Everything from PDRs to staffing, to supervision, to clubs, to mailing, now all takes additional time. But I want to tell you there is hope, as we are planning for next year we are transitioning out of this. I can tell you we are planning to really consider this capacity issue, especially as it relates to some of the background tasks. I hear you, and we are doing everything we can. That is all, thank you.

Michelle Robinson: That is really awesome to hear. Thank you everyone in this meeting who is listening to this long conversation. I encourage you to follow up and look for updates on the service when it reopens because it is an incredibly valuable service. Thank you to both President and VP External, your efforts and considerations on this are all very much appreciated. Thank you for engaging in this discussion with us today.

MOTION to receive the following CSA Service Updates as information at the 2021 CSA Annual General Meeting on March 16, 2021:

- a) Clubs
- b) FoodBank

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



- c) Student Help and Advocacy Centre (SHAC)
- d) Bike Centre

Moved: Taylor McCullough**Seconded:** Jadelyn Appleby**Motion carried.****1. 10 Business****1.10.1 Submitted Motions (none received)**

No submitted Motions tonight.

1.10.2 Open Forum

Bella Harris: I want to take this moment, especially after that long discussion, to thank the CSA Executives and Staff, for all the work they have put in. It has been such an overwhelming and stressful year for everyone, and as a Board Member for several years, but especially this year, just watching everyone in the CSA trying to navigate even having Board Meeting and the bureaucracy involved in trying to allow us to make decisions in the Board Meetings was a lot. Not in a way that I am complaining, but just seeing how hard the Executives have worked to be respectful and accomplish everything while still honouring the bureaucracy has been amazing. As well, noticing how difficult it can be to run a Board Meeting, I can't even imagine how difficult getting services up and running and everything online must be. I just want to say thank you.

Katherine Leaper: I had a potential suggestion for the Cannon Website. I was wondering if it was possible to split the pet options to small and large pets or even cats and dogs. Personally a lot of landlords don't want dogs, but would not mind other small animals, so I think making that more clear on the Website may be a better option to give landlords and students more clarity on what no pets actually means.

Sara Kuwatly, VP Student Experience: That is such a good question. I just want to clarify; it is against the law for landlords to say pets are not allowed. They are not allowed to say no pets, even if it says that on the lease that is void, it is laid out in the Tenants and Residence Act. I will take feedback to our Programmer who overlooks the cannon and hopefully we can make something work for that. But just

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



for your own peace of mind, they cannot say no pets on your lease in Ontario at least.

Taylor McCullough: I just wanted to note that there are different laws about no pets in condominiums or even town houses which are under condominium rule. A lot of housing in Guelph is under condominium rule, so I just wanted to clarify that.

Tyler Poirier, President: That is definitely correct, if there is someone, say a roommate, living in the same place who had severe allergy, they can actually say no pets and that is exactly the condominium rule aligned with that. I do think it might be great for our Programmer to make it available on our site that generally landlords are not able to say no pets as well as listing the exemption and legislation that indicates that.

Sara Kuwatly, VP External: Thank you Taylor, you are absolutely correct. Worst case scenario if you are unsure, go to SHAC; they know what they are doing and the lawyer there is qualified to give legal advice. That is my suggestion, and I apologize for over simplifying.

Grand Prizes**Winners for \$200 prize:**

- Zachary Rucchin
- Wesolim Abambora

Winners for \$500 tuition credit:

- Maya Persram
- Amanda Johnson

1.10 Adjournment

MOTION to adjourn the 2021 CSA Annual General Meeting on March 16, 2021 at 7:53 pm.

Moved: Gurpreet Bedi

Seconded: Jason Quintal

MINUTES

Annual General Meeting (AGM)

March 16, 2021 – 5:00 pm

Microsoft Teams



Quorum was lost just prior to taking the adjournment vote and the Chair adjourned the meeting.

Motion

Board of Directors Meeting # 1
May 26, 2021



Item 1.5.1
Approval of Past Board Minutes – March 24, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 14 – March 24, 2021.

Moved:
Seconded:

Item 1.5.2
Approval of Past Board Minutes – April 7, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 15 – April 7, 2021.

Moved:
Seconded:

Item 1.5.3
Receive the 2021 AGM Minutes – March 16, 2021

MOTION that the draft Minutes for the 2021 CSA AGM held on March 16, 2021 be received as information.

Moved:
Seconded:

1.0 Call to Order

2.0 Adoption of the Agenda

VPSE moved.

VPE seconded.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Currently wrapping up hiring.

Core staff is currently working on a plan for student staff appreciation.

5.1.2 Transition

5.1.2.1 Three Day Training agendas to be sent this week.

5.1.2.2 Committee invitations can begin (Each incoming Executive has 35 hours of training in total allotted, 3 Day Training = 21hrs, 14hrs for committees)

5.1.3 Transit

Transit meeting coming up.

Will be aiming for a Fall referendum while promoting for a reduced post-secondary bus pass.

5.2 Vice President Student Experience

5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

SE&RM hiring this week.

5.2.2. Last Toast

Shipping of the first round of champagne flutes was successful.

5.3 Vice President External

5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

Bike Center: discussions around potentially bringing a hiring committee to the last Board Meeting vs. offering a contract to a returning BC staff.

5.3.2. Lobby Document

Planning a campaign to promote the document and the demands within it – hopefully by next week.

Potentially doing a giveaway for students who submit testimonies – how do we make Post-Secondary education more accessible?

5.3.3. Campus Coalition

Preparing for the meeting with the Administration on Monday Apr 5th

5.3.4. BIPOC Students Coalition

Discussing mental health tomorrow – Thursday Apr 1

5.3.5. Safe Space Sticker Program by Guelph Police

After the motion was passed at the last Board Meeting – will be meeting with SSGs and different identity groups on- and off-campus.

5.3.6. Transition

Coming up with a plan to transition the incoming VPE and setting them up with committees and garden beds for the FoodBank.

6.0. Business

6.1 Transit Town Hall

To answer student questions and clarify – potentially next Friday. Has to be after the CSA's meeting with Transit.

Potential topics of discussion:

- Overview of the Universal Bus Pass
 - Overview of the parties involved in the Universal Bus Pass
 - Winter 2016 Referendum & Contract Expiry (Why hasn't there been a Universal Bus Pass?)
 - Bus Pass Options moving forward.
- Contract negotiation considerations – What do you want the contract to look like?
 - How long should the contract be?

- Should there be a clause determining whether it comes into effect only when a certain percentage of classes are in-person? Cost? Increases per year?

6.2 PBRC: Appendix G, Section 4.1.1 vs 4.1.3 (Candidate Eligibility)

Identified an inconsistency in the Electoral policy:

A CSA member of good standing in the Fall semester vs. A CSA member of good standing in the previous fiscal year.

The Executive Committee has agreed to recommend to PBRC to allow candidates to run if they have been in good standing in at least one of the two semesters prior to the elections.

6.3 Teaching Excellence Award (moved to next ECM)

6.4 Committee Template (moved to next ECM)

6.4.1 Should this be used? For Internal Committees only?

6.4.2 Should there be a noted reporting structure?

7.0 New Business

8.0 Adjournment

1.0 Call to Order

2.0 Adoption of the Agenda

VPSE moved

VPE seconded

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Livestock from the Bullring will be cancelled for the rest of the semester due to the Stay-at-Home order.

Bullring has seen a significant reduction in clients since the lockdown.

5.1.2 Transition

5.1.2.1 Three Day Training agendas to be sent this week

Will be confirmed next week.

5.1.2.2 Committee invitations sent to VP A & Pres

Setting up a meeting with incoming Exec to discuss portfolio and policies to address any questions and concerns.

5.1.2.3 Transition Manuals

5.2 Vice President Student Experience

5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

SE&RM Hiring: no one was offered the position – will be setting up another hiring committee later in the summer/fall.

5.2.2. Events:

Last Toast this Thursday April 8th at 4:30.

Planning last event for the semester.

Giveaway on April 9th before Finals

5.3 Vice President External

5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

FoodBank Hiring Committee Report will be presented to the Board tonight.

Still getting emails from students regarding the re-opening of Bike Center.

5.3.2. Campus Coalition

Met with the University Admin on Monday April 5th - didn't feel like there was commitment to any of the demands from Admin.

Will still be going ahead with the mailing tool to send letters with the demands to Admins.

5.3.3. GPS Sticker Program

Meeting with SSGs tomorrow to get input on the collective statement.

5.3.4. Transition

Meeting with incoming VPE to discuss transition.

5.3.5. BIPOC Students Coalition

Still going super well!!!!

Met with DHR today to discuss potentially submitting an EDI application for a Multi-Cultural festival.

5.3.6. Transit

Reaching out to other student unions to see how they're handling Transit.

6.0. Business

6.1 Transit Town Hall – Reschedule

The initial plan was to host it on April 9th - reschedule to Apr 14th at 5:00PM.

This Town Hall will inform the future referendum question.

6.2 Bike Centre Working Group: Open Discussion

We acknowledge that there is a need for the re-opening of the Bike Center.

This Working Group would include: Pres, VPE, Business Manager, Office Manager, a board member, Undergraduate student representatives (2 members).

What's the objective of this WG? Summer service, what does the re-opening of the service look like?

Hoping to report to the Board at the first Board meeting in the summer the plan for re-opening.

6.3 Teaching Excellence Award

Will be posting winners soon.

6.4 Committee Templates

The execs have previously compiled all of their committees and presented them to the PTM – this should serve as Committee Templates.

7.0 New Business

8.0 Adjournment

1.0 Call to Order

2.0 Adoption of the Agenda

VPE Moved

VPSE Seconded

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Approved

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Working out a schedule for hiring the rest of the student staff positions.

5.1.2 Transition

5.1.2.1 Three Day Training

Agenda is finalized and will be sent out to outgoing and incoming execs soon.

5.1.2.2 Committees & Individual Meetings

Incoming Pres and VPA have been attending some Committee meetings.

5.1.2.3 Transition Manuals

Due date: April 20th. This should give us enough time to circulate them around to permanent staff.

5.1.2.4 KPIs

Execs to submit them by end of the week.

Conversations around the current transition model and how to improve it.

5.1.2.5 Portfolio Reviews & Incoming Presentations

5.2 Vice President Student Experience

5.2.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

Clubs: Summer Accreditation opened on Apr 12th - an email will be sent out to all clubs as a reminder, and we will be posting promo on our social media.

5.2.2 Events

Last Toast: 120-140 attendees. Went over really well.

Trivia Party Friday April 19th: last event for this semester.

Dinner's on Us giveaway: gave away 10 gift cards to grocery stores and food services.

5.3 Vice President External

5.3.1 Supervisory (JD Objective check-in, Demand, & timelog checkup)

5.3.2 Transition Manual & KPIs

Working on the creating the list of KPIs for our incoming VP External while also planning for our one-on-one transition sessions

5.3.3. Fairness for International Students

Hosting two sessions with the ISO to communicate with/solicit input International Students and see where they're at and what supports are required at the moment.

5.3.4. WIC Collaboration

Sexual Assault Prevention Month is in May and the CSA will be collaborating with Women in Crisis to plan a workshop.

5.3.5. Transit

Transit conversations and negotiations are going on right now and we have a Transit Town Hall tonight to answer student questions and talk a bit about the situation we're in with Guelph Transit.

5.3.6. Suppliers Code of Ethical Conduct Committee

The committee will be joined by the VP of Finance and Operations tomorrow. Lots of conversations.

6.0. Business

6.1 May 3-6th: Mental Health Break

Permanent Staff to take paid mental health days from May 3-6.

Incoming execs will take this time to review policies, transition manuals, emails, etc.

6.2 Transit Town Hall – Roles & Responsibilities

The set up for the meeting will be similar to that of the AGM.

It won't be as formal or structured – folks will be able to just raise their hands and ask questions.

Agenda is posted on csaonline.ca.

6.3 Teaching Excellence Award Posting Date

Will be posted today.

6.4 Year-end E-mail to student staff.

VPSE to draft an email.

6.5 Ontario Executive Committee Appointment

Incoming VPE is appointed.

7.0 New Business

8.0 Adjournment

AGENDA #1

Executive Committee Meeting
May 12th, 2021 @ 10:00am – Microsoft Teams

1.0 Call to Order**2.0 Adoption of the Agenda**

VPSE moved

VPA seconded

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

N/A

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Meeting with Office & Business Managers to discuss Return to Campus plan.
- Will start having the weekly HR meetings.
- Similar to last year - Programmer is currently laid off for the summer.

5.2 Vice President Academic

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

- SHAC: no updates – will be monitoring emails over the summer.

5.2.2. Calendar Review Committee

- Attended committee meeting and reviewed a new program.

5.2.3. Student Memorial Service

5.3 Vice President Student Experience

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

Clubs: summer accreditation closed on May 9th - hoping to finish all of applications by the end of this week.

Mental health based clubs will be reviewed by Student Wellness Services before accreditation approval to ensure that they have proper training.

5.3.2 Events

Preliminary planning for O-Week.

5.3.3 Social media

This week will be doing Exec introductions on Instagram.

5.4 Vice President External

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

FoodBank: Meeting with coordinator tomorrow to get to know the service and plan hiring for the summer.

Bike Center: Working Group meeting next week to discuss re-opening.

5.4.2 UG Letter – Transit

University Admin can't subsidize bus pass cost

Organizing for a referendum in the fall

5.4.3 Campus Coalition

Lobby Document: got a response from the University Admin. Will be meeting with the group to discuss next steps.

6.0. Business

6.1 Transition

6.1.1 Feedback & Skill-building

Executive Training Program meetings happening weekly between the PTM, Office Manager, Business Manager, and President.

Any feedback or comments can be forwarded to the President to be brought up at the Executive Training Program meetings.

6.2 Social media

- Managing social media

VPSE to supervise all social media platforms

- Using the social media calendar
- Communication

- Bt. Execs

Execs will communicate with VPSE about posting on social media

Execs will let VPSE know about an upcoming post at least 3 days in

advance or as soon as they find out about a certain event/campaign/post that needs to be promoted.

- W/ students

VPSE will handle all communication with students on social media while referring students to the appropriate VP when applicable.

- Policy

VPSE will work with the PTM to develop a social media policy

7.0 New Business

7.1. Palestinian Solidarity action plan

VPE & VPSE are working with Special Status Groups and the PSSA to organize a solidarity plan with Palestinian folks. The PSSA will be writing a solidarity statement that will eventually go to the Board for approval & endorsement.

8.0 Adjournment

Motion

Board of Directors Meeting # 1

May 26, 2021



Item 1.6
Executive Committee Minutes

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

- 1.6.1 Meeting # 42 – March 31, 2021
- 1.6.2 Meeting # 43 – April 7, 2021
- 1.6.3 Meeting # 44 – April 14, 2021

- 1.6.4 Meeting # 1 – May 12, 2021

Moved: Sara Kuwatly, VP Student Experience

Seconded:

CSA President Update: CSA Board Meeting #1 – May 26th, 2021

Hello Board of Directors,

This is the first meeting scheduled for the 2021-2022 academic year and I am excited to work with you all in the year ahead. Since our term is just starting, there are not too many updates, but I encourage you to reach out if you have any concerns.

Ongoing Projects:

- Executive Training Review & Feedback
- Return to Campus

General Updates:

Our main focus the past few weeks has been on transitioning the executive with various training sessions that are pertinent to our roles. This training will be ongoing throughout the summer months. Training sessions we have attended thus far include, but are not limited to:

- Promo Services Overview
- PBRC Overview
- Director Training, I & II
- Joint Health & Safety Committee Overview
- EHS Supervisor Health & Safety Awareness & Due Diligence Training
- Campus Resources & Referrals for Student Helpers & Leaders
- Automated Funds Transfer Training with Meridian

Additionally, summer accreditation for the CSA was approved. I am officially a signing officer for the CSA. As a signing officer, I am responsible for signing all financial documents and provide financial oversight to the organization.

Services:**The Bullring**

The Bullring has reopened for the summer as of Monday, May 17th. The hours of operation are Monday to Friday from 10 am-4 pm. The Bullring is currently open for take-out and pick-up only, but you can place an order on their website (<https://thebullring.scvr.co/>), call or in-person. Although the Ontario's COVID-19 three phase reopening plan was announced on Thursday, May 20th, we will continue to follow the guidelines provided by the University of Guelph and WDG Public Health. However, we are optimistic that the patio at the Bullring can be reopened for outdoor dining sometime in mid-June.



Sara – CSA VP Student Experience

Hey friends – welcome or welcome back to the CSA Board of Directors! I'm so excited to work with you and get to know you over the next year! Here's to hoping we will actually get to see each other in person this year *fingers crossed*

So – here's what I've been up to:

- Clubs: summer accreditation has closed on May 16th. Lots of CSA Clubs re-accredited and there's a few new clubs so that's very exciting!!
- Events: the team has started some preliminary O-week planning – if there's any specific ideas you'd like to see from the CSA this year please reach out!!
- Social media: this year I am working on creating an inter-faith calendar for our social media accounts. I will be working closely with the Graphic Designer to come up with social media assets to share on our platforms. If there's a significant holiday that you would like to see celebrated, please reach out!

CSA VP Academic Update: May 26th CSA Board Meeting**Important Dates:**

- Board of Undergraduate Studies Meeting May 27th @11:00 AM
- University Senate meeting June 7th @4:00 PM
- Provost's Task Force on Pedagogical Innovation Wrap-Up June 8th @2:00 PM

Ongoing Projects:

- Student Memorial Service
 - The Student Memorial Service is traditionally held in September to recognize the students who had passed away in the previous academic year and their contributions to our community. Due to the global pandemic, the service was canceled in 2020. This year a service will be planned for the 2 years combined.
 - Starting initial conversations with the Business Manager and getting in contact with the GSA executive
 - Improvements to the Student Memorial Garden

Committees:

- Senate Board of Undergraduate Studies
 - May 4th
 - Name changes: Family and Community Social Services → Community Social Services
 - Removed the requirement of 1000 and 2000 level courses to have a final examination
 - Additional changes, additions and deletion of courses.
 - May 18th
 - Revisions on the Credit/No credit option in grading as the wording of the original description was not clear and easy to understand
 - Revisions to admission requirement for the Doctor of veterinary medicine program and the Bachelor of Bio-resource Management program.
 - New programs in Bachelor of Art was proposed. An Honours majors in creative writing and Sexuality, Gender and Social Change and minors in Sexualities, Gender and Social Change and Linguistics were proposed.
- Calendar Review Committee – May 6th, 19th
 - In both meeting we went over the proposed changes, additions of courses before the final version being brought to the Board of Undergraduate Studies. Reviewed programs in Bachelor of Arts and Bachelor of One Health.
- Open and Accessible Course Content Task Force (OACCTF) - May 18th
 - We talked about an Open Education Resource (OER) Champion award that will be awarded to professors who utilize open resources in their teaching. We also received updates on OER support program, which will work provide resources to explore and adapt OER to courses.

- Provost Task Force on Pedagogical Innovation – May 18th
 - Shared updates from the Teaching and Learning Innovations Conferences.
 - Discussion on the proposal that will be made by the Alternative forms of assessment and evaluation working group.

Services:

- Student Help and Advocacy Centre (SHAC)
 - SHAC will be operating virtually for Summer 2021. The coordinator and assistant coordinators will be training and planning for an O-week event over the summer.

Motion

Board of Directors Meeting # 1

May 26, 2021



**Item 1.7
Executive Updates**

MOTION that the following Executive Updates be received as information:

- 1.7.1 President
- 1.7.2 VP Student Experience
- 1.7.3 VP Academic
- 1.7.4 VP External

Moved:

Seconded:



Motion

Board of Directors Meeting # 1
May 26, 2021

**Item 1.10.1
Appoint Hiring Committee – FoodBank Coordinator**

WHEREAS the CSA recognizes the need to fill an upcoming vacancy in the position of FoodBank Coordinator;

WHEREAS CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

WHEREAS Appendix A, Section 14.5.3 of the CSA Policies states that the Vice President External is to supervise the Guelph Student FoodBank staff.

RESOLVED:

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

[one Director]

- b) That the current FoodBank Coordinator be appointed to the hiring committee for the position of FoodBank Coordinator
- c) That the Vice President External be appointed to the hiring committee for the position of FoodBank Coordinator

Moved:

Seconded:



Motion

Board of Directors Meeting # 1
May 26, 2021

**Item 1.10.2
Appoint CSA Board Members to the
Policy & Bylaw Review Committee (PBRC)**

WHEREAS CSA Appendix A, Section 2.6. requires the following membership for the Policy & Bylaw Review Committee (PBRC):

- Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.
- Quorum shall be three ratified members, one of which must be a Director of the CSA

RESOLVED that the following CSA Board of Directors members be appointed to the Policy & Bylaw Review Committee for the 2020-2021 academic year:

RESOLVED

- a) that the following Director(s) be appointed to the Policy & Bylaw Review Committee (PBRC) for the 2021-2022 academic year:

[One Director minimum; three Directors functions best; no maximum in policy]

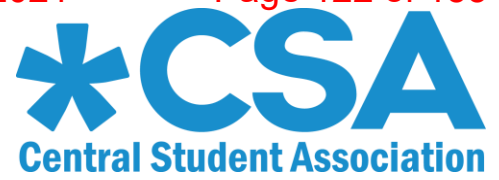
- b) that the following Executive Officer(s) be appointed to the Finance Committee for the 2020-2021 academic year:

[No minimum or maximum; all Exec welcome depending on time commitments; President historically sits on PBRC]

Motion

Board of Directors Meeting # 1

May 26, 2021



Moved:

Seconded:

Motion

Board of Directors Meeting # 1

May 26, 2021



Item 1.10.3

Appoint CSA Board Members to the Finance Committee

WHEREAS CSA Appendix A, Section 2.4. requires the following membership for the Finance Committee:

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

RESOLVED that:

- a) the following Directors be appointed to the Finance Committee for the 2021-2022 academic year:

- b) that the following Executive Officer be appointed to the Finance Committee for the 2021-2022 academic year:

--

Moved:

Seconded:

Motion

Board of Directors Meeting # 1

May 26, 2021



**Item 1.10.4
Appoint CSA Director to the
Student Health & Dental Plan Committee**

WHEREAS the purpose of the Student Health & Dental Plan Committee is to make decisions regarding the student health and dental plans at the University of Guelph; and

WHEREAS the membership of the Student Health & Dental Plan Committee includes the following:

Voting Seats

- Director of Student Wellness Services – Health Perspective
- GSA VP Finance – Graduate Student Perspective
- CSA President – Undergraduate Student Perspective
- CSA Business Manager – Financial/Administrative Perspective
- CSA Director – Undergraduate Student Perspective

Non-Voting Seats

- GSA Office Manager
- CSA Office Manager & Executive Support
- Gallivan & Associates Staff
- Health Benefits Office Service Provider

RESOLVED that the following Director be appointed to the Student Health & Dental Plan Committee for the 2021-2022 academic year:

Moved:

Seconded:

Motion

Board of Directors Meeting # 1

May 26, 2021



**1.10.5
Appoint Director to the
CSA/GSA Transit Committee**

WHEREAS the CSA/GSA Transit Committee is the formal link between Guelph Transit, Students, University Administration and each respective Board of Directors.; and

WHEREAS the membership of the CSA/GSA Transit Committee includes the following:

Voting Seats

- GSA VP External, or delegate
- CSA VP External
- CSA President
- CSA Business Manager
- Manager, Off-Campus Living
- CSA Director
- GSA Board Member

Non-Voting Seats

- GSA Office Manager
- CSA Office Manager (Scribe)
- General Manager, Guelph Transit
- Interested individuals at the discretion of the co-chairs

RESOLVED that the following Director be appointed to the CSA/GSA Transit Committee for the 2021-2022 academic year:

Moved:

Seconded:

AGENDA BIKE CENTRE REOPENING WORKING GROUP 6:00pm - 7:30pm, Monday, May 17, 2021 Chair:
CSA VP External, Shilik Hamad

Members: Giancarlo Martini (BC V), Spencer Ploeger (BC V), Michelle Robinson (BC V), Bella Harris (Director), Lee Anne Clark (Business Manager), Laura Parsons (Office Manager), Nicole Walker (CSA President), Shilik Hamad (CSA VP External)

1.0 Call to Order

2.0 Welcome & Introduction

3.0 Review of Board Motion

4.0 Review of Meeting Expectations

- Grateful for the document the volunteers put together
- Welcome dialogue
- Open-mindedness, tough year. Fresh year and much better position to plan for a reopening
- Michelle: Question (up to 5 undergrads). Outside the board meeting, wasn't a reach out? Best way to go about it?
- LA: Progress at the end of the meeting, let's revisit this discussion
- Bella: 5 chosen to accommodate those involved in the discussions and prioritize the voices. Quick meeting and didn't have to accommodate.
- President: Transition was a busy time. New execs familiarizing with the BC resources and what is going on

5.0 Approval of the Agenda

5.1 Approved by everyone

6.0 Next Steps: Draft Phases of Reopening

6.1 P1: two people contracted to clean the space, during the day in June

6.2 P2: Two identical workspaces as per proposal

6.2.1 Ordering new tools

6.2.2 Moving bikes out of the basement

6.3 Online Appointments to University Students (due to COVID-19)

6.4 Hiring BC Coordinators

6.5 Optional: Prepare bikes for a potential auction

- Spencer: similar to the proposal and sounds good. How is the contract hiring going to work?

- Laura: inventory tools after the theft. Reached out to speed river for potential people. Contract nature is faster than the hiring process. Need to be available when CSA staff are on campus for supervisory check-ins. M-F 8:30-4:30 pm.

- Michelle: Introduced these phases with a tentative 4th phase. Hiring the coordinator should be higher on the list. Referenced the coordinator taking on these roles that contractors are proposed to do.

Spencer: Process in parallel with phase 1. Contracting is as quick as possible. Can we start the hiring process? Want to avoid delaying it.

Laura: Hiring process is challenging during the summer. People in the summer as the coordinator tend to be different from the Fall/Winter and it is a lengthy process to coordinate hiring.

Bella: Been on the board for several years and sat on hiring committee. A lot of steps in the process. Before we start, we need to go on the job description, and differs right now due to COVID-19. Unsure of their responsibilities that will be on the JD and what we need from the coordinator. Normally, someone in the role before will help the incoming coordinator.

Spencer: Recognizes Bella's point. Can we entertain the idea and start the process if we want real action? Concerned that a coordinator will not be hired at all.

Lee Anne: Phases can be done in a parallel. Prepare the space before we bring in the employee. Contract is different from an employee. Goal: when the space is set up. When R2C is accepted, our JD is ready to go. Need to outsource physical resources. Want to bring the coordinator in when they are able to fulfill their duties.

Michelle: Dates/timeline and expectations. What can we expect over the summer? Can the hiring process started and be ready with a no start date?

Lee Anne: It is not in good faith to post a job with a no start date. Previous layoffs due to COVID-19. Maybe a small margin of error with the dates. As soon as we have an idea of when it will open, we are committed to hiring a coordinator. Mindful of July 29th 2-week common vacation block. Cannot control: Names of people/ideas for people to work the daytime hours. COVID restrictions with people on campus/stay-at-home order. Committed to stages but uncertainty with the dates due to physical resources scheduling, COVID, and how much time tasks will take.

Bella: One week after the space is given an all clear, we will have the JD for the next board meeting.

Lee Anne: JD for BC coordinators, central and repair coordinator small changes don't need board approval. If we make major changes, then we need to take the JD to go to the board (ie. salary change). Can commit to posting the job within X amount of days...We need to have some understanding of the holidays for the CSA staff (some leeway). Unsure about the volunteer coordinator because not currently having volunteers during COVID. Could adopt a similar system to the Foodbank with 1 central coordinator/2 repair coordinators.

Nicole: Reporting to the board/working committee to hold us accountable

Michelle: Goal of the meeting. What do we need for the reopening plan? Understand the 4 phases and the plan for reopening.

Lee Anne: Additional information: Nicole is responsible for the administration budget and we would like the contract to come out of the president's budget, not the BC budget. May be something to consider in the report about 1 coordinator, and 2 repair. Re-opening is important to mention where the budget is coming from for transparency. Protecting the BC budget. Mentioned a Bike auction.

Spencer: Last Bike Auction, money went to the Bike centre. Want the BC to see the revenue of the bike auction.

Lee Anne: Given little notice to clear space of bikes in the UC. Couldn't foresee a break-in. Knew we had more bikes for an auction later. Why we are also incurring the expenses for the BC from the operations budget.

Michelle: Circle back to the re-opening plan ready for the next board meeting. What gaps are in the re-opening plan. Edit the current document to present to the board.

Lee Anne: Work together to tweak the document. Speaks to the coordinator doing the work. Remove the coordinator doing the work and the number of hours required. Some stuff about selling parts, moving to not selling parts. Go back to what kind of parts do we sell at some point. Can't agree to a 24-hour BC due to COVID-19 gathering restrictions. Does Michelle have time to create a track change document? Cleaning should be removed since the work is being done by the contractors. Board is looking for an agreement. Want this basis before hiring. "As circumstances permit"

Michelle: Michelle, Spencer, Shilik all willing to help edit the document. Clarifying the phrasing of "when we are okay?"

Lee Anne: Varying definitions of do-it-yourself BC vs. a BC business. Committed to having this move forward in line with Return to campus & work completed. Need to get R2C approval.

Nicole: I have minutes

Lee Anne: Taking stats for U of G/Grad/Community. U of G students TBD – thinking it is due to COVID-19 campus restrictions. Recording statistics to present to the board. A consideration to potentially include in the operating manual?

Michelle: Can you clarify the board process?

1. Re-opening (four phases)
2. Working on updating the operating manual
3. Next Steps after: How can we find people to contract the workers?

Lee Anne: Proposal is due to PTM by end of day Thursday and will circulate to the committee. Reached consensus to the phases. Next steps will then be doing the work of what we are proposing.

Michelle: Separate document or manual?

Lee Anne: Board needs the plan, not necessarily the manual. Phase two almost needs to happen first, physical resources taking an assessment.

Motion: reopening plan included the 4 phases, hiring of contractors,....?

7.0 Additional Considerations

Michelle: How to start phase 1 once the board votes? How do we want to initiate phase 1 and monitor the progress?

Laura: Looking to the BC volunteers on the committee for a list of names of people. Email csaomes@uoguelph.ca for name suggestions.

Lee Anne: Michelle or Spencer can ask GC about a list of names. We will do an official call out with the list of names. Need a process for contracting work. List of names and send to Laura by next Wednesday. These are the parameters, time, expectations, and steel toe work boots, etc. Have another meeting later for progressing the plan with the committee members. Working group work concludes once we get the reopening plan approved at board.

Michelle: If scope of working group is achieved, Michelle would like to continue to be involved in this process. Keep members of the committee involved.

Lee Anne: Nicole mentioned regular reporting/meetings? Pictures of the space? Want to engage throughout this process, but unsure if we can commit to meeting during this time.

Michelle: Future meetings can take place during the day.

Shilik: Do we need to have our meeting tomorrow?

Laura: Maybe Shilik/Nicole draft the proposal and circulate to the committee for approval. Don't need to meet tomorrow.

Michelle: Don't need tomorrow. Check in with GC and send him the minutes.

Lee Anne:

Action Items:

1. One pager of Re-opening plan by Friday.
2. Spencer and Michelle agreed to track changes of the operation manual. Stats (# of visitors). Committee involvement. Deadline is not the
3. Reach out to GC to create a list of people to contract by Wednesday, May 26th.

Will be ready to start the process.

8.0 Adjournment

Reopening Plan for the Bike Centre

Working Group Update: The Bike Centre (BC) Reopening Working Group met on Monday, May 17th, 2021, to discuss next steps for the BC and bring forth a reopening plan to the Board by the May 26th, 2021, meeting.

The Group worked diligently and collaboratively, using the BC Covid-19 Operations Manual of September 19, 2020 as the guiding document. to develop the plan outlined below. The four phases of the reopening plan were established after much discussion and are expected to overlap chronologically. The Working Group is delighted to recommend forward the unanimously supported reopening plan to the CSA Board of Directors. Though the Working Group has achieved the requirements set at the April 7th Board meeting, all individuals have committed to remain engaged in the project in a consultative and supportive role, and will be provided with regular updates together with the Board.

I want to extend my sincerest appreciation to the members of the working group for their contributions to the BC reopening plan.

Members: Shilik Hamad, Chair (CSA VP External), Spencer Ploeger (BC V), Michelle Robinson (BC V), Bella Harris (Director), Lee Anne Clarke (Business Manager), Laura Parsons (Office Manager), Nicole Walker (CSA President)

Regrets: Giancarlo Martini (BC V)

Bike Centre Reopening Plan for Summer 2021

PHASES	PROJECT	DETAILS
<p style="text-align: center;">1</p>	<p>Contract two knowledgeable workers to complete Phase 1 and Phase 2. Remuneration expensed to Administration Temporary Help budget line #83440</p> <p>Clean and declutter the BC until work is complete per revised BC Covid-19 Operating Manual</p> <p>All work to be completed during business hours.</p>	<p>Members of working group to submit names of possible workers to Office Manager by Thursday, May 27th.</p> <p>Minor revisions to BC Covid-19 Operating Manual to ensure consistency with reopening plan.</p> <p>Cleanup includes the BC basement</p> <p>Workers need to be available when CSA staff are on campus for supervisory check-ins. M-F 8:30-4:30 pm.</p>

2	<p>Reorganize work area to create two identical workstations and prepare space per CSA BC COVID-19 Operating Manual.</p> <p>Submission and approval of Return to Campus application, ensuring compliance with all health and safety requirements</p>	<p>This includes installing acrylic dividers and tool boards (Physical Resources), ordering new tools and supplies, delineating workspace barriers and walkways, creating a barrier between the office and repair workspace, and preparing cleaning/sanitizing stations.</p>
3	<p>Create User Rules signage</p> <p>Create online appointments to University Students (due to COVID-19).</p>	<p>Appointments, two per hour (1 per station) – 45 minute bookable timeslots with 15 minutes to sanitize station before next appt. Allows for BC to keep track of students that use BC services and offers a better understanding to coordinators of a student's needs prior to their arrival.</p>
4	<p>Hire BC Staff: BC Coordinator Repair Coordinator x 2</p>	<p>As each phase is completed, the CSA will be tracking the BC reopening progress and will begin the hiring process as soon as the BC is ready to take on new employees.</p>

Motion

Board of Directors Meeting # 1

May 26, 2021



**Item 1.11.1
Bike Centre Reopening**

WHEREAS at their meeting on April 7, 2021, the CSA Board of Directors created a Bike Centre Reopening Working Group to 'to recommend forward a reopening plan to the CSA Board of Directors no later than the next [board] meeting on Wednesday, May 26th, 2021'.

RESOLVED that:

- a) the Bike Centre Reopening Working Group meeting minutes of May 17, 2021 as presented in the Board Package for the May 21, 2021 CSA Board of Directors meeting be received as information.
- b) the CSA Board of Directors endorses the Bike Centre Reopening Plan as presented by the Bike Centre Reopening Working Group and as included in the Board Package for the May 21, 2021 CSA Board of Directors meeting.

Moved:

Seconded:

Appendix C, Section 12.0 – Clean (Revised) Version

Personal Emergency Leave Days (PED)

The Employment Standards Act provides 8 unpaid leave days per calendar year that cannot be carried forward. The CSA offers a greater benefit by providing all permanent and executive employees with 10 paid personal emergency leave days (PED), pro-rated when applicable.

Unused PED may not be carried forward into the next fiscal year and will not be paid out.

Reporting of Personal Emergency Days (PED)

- PEDs must be communicated as soon as possible to the Business Manager and the President.
- PEDs will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar.
- PEDs must be recorded by the employee on their personal calendar.
- In emergency circumstances, the Business Manager or President may be required to update the employee's personal calendar.

Qualifiers for Personal Emergency Days include, but are not limited to:

- A personal illness, injury, medical emergency, or urgent matter relating to yourself or a family member.
- Assisting family members with recovery due to hospitalizations, day surgeries, treatments, unforeseen medical appointments, or unforeseen changes to childcare arrangements.
- Bereavement.

Supporting documentation can be requested by the President and/or the Business Manager to substantiate a PED that extends past two business days.

DRAFT Last Updated March 2021

Appendix C, Section 12.0 - Track Changes Version

Personal Emergency Leave Days (PED)

The Employment Standards Act provides 8 unpaid leave days per calendar year that cannot be carried forward. The CSA offers a greater benefit by providing all permanent and executive employees ~~full-time staff~~ with 10 paid personal emergency leave days (PED), pro-rated when applicable.

Unused PED may not be carried forward into the next fiscal year and will not be paid out.

Reporting of Personal Emergency Days (PED)

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- PEDs must be recorded by the employee on their personal calendar ~~and on the CSA Attendance Calendar~~
- In emergency circumstances, the Business Manager or President may be required to update the employee's personal calendar ~~and the CSA Attendance Calendar~~
- ~~the Business Manager will record all PED's on the employee's Time Log Summary~~

Qualifiers for Personal Emergency Days include, but are not limited to:

- A personal illness, injury, medical emergency, or urgent matter relating to yourself or a family member
- Assisting family members with recovery due to hospitalizations, day surgeries, treatments, unforeseen medical appointments, or unforeseen changes to childcare arrangements
- Bereavement

Supporting documentation can be requested by the President and/or the Business Manager to substantiate a PED that extends past two business days.

DRAFT Last Updated March 2021

Appendix C, Section 11.0 - Clean (Revised) Version

Vacation and Leaves of Absence

Vacation

The Central Student Association (CSA) understands and values the importance of personal time off for all staff. Vacations are time away from work and are meant to promote health and wellbeing. All staff are required to take their full annual allotment of vacation days.

- Fixed-term, casual and on-call employees will receive 4% of earnings as vacation pay, which shall be received on designated paydays. Arrangements may be made with the Business Manager to retain vacation pay for a specific period of time. All vacation pay owing must be released within the term of the contract.
- Permanent and executive employees will accumulate vacation days according to the following schedule for completed years of service:

Years of Service	Vacation Time	Vacation Pay
< 1 year	-	4%
1 - 5 years	10 days	4%
6 - 10 years	15 days	6%
11 - 15 years	20 days	8%
16 + years	25 days	10%
All vacation time and pay will be pro-rated to your start date		

- When a permanent or executive staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.
- **Process for requesting vacation days**
 - For vacation requests of 2 days or less, employees must communicate dates, via email or by submitting a Vacation Request Form, to the Business Manager and the President at least 2 days prior.
 - For vacation requests of greater than 2 consecutive days, employees **must** submit a Vacation Request Form to the Business Manager for approval
 - Vacation Request Forms will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met, and shall not be unreasonably denied.
 - All vacation days will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar
 - Employees are required to update personal calendars with vacation time away.

- Vacation Request Forms for blocks of time greater than 5 consecutive days should be submitted for approval by May 31st of each fiscal year, when possible.
- Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year.
- When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken.
- The following Statutory Holidays are paid days off:
 - Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday

Leaves of Absence

- The CSA will adhere to the Employment Standards Act: Leaves of Absence which does include, and not limited to, Pregnancy and Parental, Critical illness and Family Medical.
- A Leave of Absence Request Form must be submitted and approved by the President and the Business Manager prior to commencing the leave.

Updated March 30, 2021

Appendix C, Section 11.0 - Track Changes Version

Vacation and Leaves of Absence

Vacation

The Central Student Association (CSA) understands and values the importance of personal time off for all staff. Vacations are time away from work and are meant to promote health and wellbeing. All staff are required to take their full annual allotment of vacation days.

- Fixed-term, casual and on-call ~~Part-time~~ employees will receive 4% of earnings as vacation pay, which shall be received on designated paydays. Arrangements may be made with the Business Manager to retain vacation pay for a specific period of time. All vacation pay owing must be released within the term of the contract.
- Permanent and executive ~~Full-time~~ employees will accumulate vacation days according to the following schedule for completed years of service:

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16 + years	25 days	10%
All vacation time and pay will be pro-rated to your start date		

- When a permanent or executive staff member has not completed one full year of continuous employment as of April 30 in a given year, vacation entitlement accrues at the rate of one full day per full month of employment to a maximum of ten working days.

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 - For vVacation requests of days-2 days or less, employees must communicate dates, via email or by submitting a Vacation Request Form, to the Business Manager and the President at least 2 days prior. ∴
 - For vacation requests of greater than 2 consecutive days, employees **must** submit a Vacation Request Form to the Business Manager for approval
 - Vacation Request Forms will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met, and shall not be unreasonably denied
 - All vacation days will be documented and recorded by the Business Manager on the employee's Time Log Summary and on the CSA Attendance Calendar
 - Employees are required to update personal calendars with vacation time away

~~Must be communicated to the Business Manager and the President~~

~~Employee required to update their personal calendar and the Attendance Calendar.~~

~~○ — Vacation days greater **than 2 consecutive days:**~~

~~Should be requested by May 31st of each fiscal year.~~

~~Require a Vacation Request Form to be completed and submitted for approval to the Business Manager prior to taking vacation.~~

~~Will be reviewed, prior to approval, by the Business Manager and the direct report to ensure operational needs will be met.~~

~~Will be documented and recorded by the Business Manager on the employee's Time Log Summary by the Business Manager.~~

~~Employee required to update their personal calendar and the CSA Attendance Calendar.~~

~~● When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken. Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year. Vacation Request Forms for blocks of time greater than 5 consecutive days should be submitted for approval by May 31st of each fiscal year, when possible.~~

~~● —~~

~~● Vacation days must be taken during the fiscal year, May 1 to April 30, and are not cumulative from year to year.~~

~~● When employment ends, the staff member will receive payment for all vacation time that has been earned and not yet taken.~~

~~● The following Statutory Holidays are paid days off:~~

~~○ Victoria Day, Canada Day, August Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day, New Year's Day and Good Friday~~

~~○ —~~

~~○ In addition to the above noted Statutory Holidays, the President may, at their discretion, schedule additional paid days off~~

Leaves of Absence

~~● The CSA will adhere to the Employment Standards Act: Leaves of Absence which does include, and not limited to, Pregnancy and Parental, Critical illness and Family Medical.~~

~~● A Leave of Absence Request Form must be submitted and approved by the President and the Business Manager prior to commencing the leave.~~

Updated March 30, 2021

The Bullring Operations Committee Terms of Reference

PREAMBLE

The Bullring Operations Committee (hereafter “the Committee”) is the formal link between the CSA Board of Directors and the Bullring cafe (hereafter “the Bullring”).

PURPOSE:

The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

MEMBERSHIP:

Membership shall include the CSA President, Bullring General Manager, and the CSA Business Manager. In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.

RESPONSIBILITIES:

- The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.
- The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.
- The CSA Business Manager shall be responsible for scheduling meetings, taking detailed notes, and presenting financial updates to the Committee.
- All members of the Committee shall be responsible for:
 - upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions.
 - ensuring the financial viability of the Bullring.
 - determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year.
 - conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event.
 - approving all recurring bookings and major events held outside regular business hours prior to confirmation.
 - approving all decisions to revoke booking privileges and terms for reinstatement.
 - visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring.
 - conducting a user survey of the Bullring at least once every two years
 - conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy

MEETINGS:

- All 3 members must be present. Additional participants may be invited on an as needed basis by members of the committee. Decision-making shall be made on a consensus model and all members of the committee shall have an equal say in decisions.

- Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- Committee meetings shall be held regularly, at least three times a semester.

Draft revisions submitted January 27, 2021 to BR GM and Prez for review

Additional revisions made on February 8, 2021, circulated to BR GM and Prez for review

Further revisions specific to Bullring Operations Committee March 29, 2021 LAC KL TP

The Bullring Operations Committee Terms of Reference

PREAMBLE

The Bullring Operations Committee (hereafter “the Committee”) is the formal link between the CSA Board of Directors and the Bullring cafe (hereafter “the Bullring”).

PURPOSE: ~~The Bullring Committee (hereafter “the Committee), a sub-committee duly appointed by the CSA Board of Directors (hereafter “the Board”), is the formal link between the CSA and the Bullring Coffee shop project (hereafter “the Bullring”).~~
The purpose of this committee is to provide direction and act as an advisory body to the Bullring General Manager. The committee is responsible for, but not limited to, financial and operational oversight.

MEMBERSHIP:

- ~~Membership shall include the CSA President, Bullring General Manager, and the the CSACSA Business Manager, CSA Finance and Human Resources Commissioner, one more CSA Board member and any members of the CSA duly appointed by the Board.~~
In the absence of the Bullring General Manager, the Bullring Operations Manager will serve as the designate.
- ~~New members will be appointed by the Board at the next regularly scheduled Board meeting to the Committee after attending two consecutive regularly scheduled Committee meetings.~~
- ~~The above members shall be considered active members of the Committee until such time that they are absent for two consecutive regularly scheduled meetings, at which point the Committee shall recommend the removal of the member by the Board.~~

~~COMMITTEE RESPONSIBILITIES:~~

~~The Committee shall endeavour to provide direction and act as an advisory body to the Bullring General Manager.~~

~~The Committee shall prepare a report of its activities, both proposed and resolved, once per semester to the Board.~~

~~The Committee shall conduct a user survey of the operation of the Bullring at least once a year.~~

- ~~Within all the activities of its membership the Committee shall endeavour to uphold the CSA Bullring Policy laid out in Appendix C, section 1.0 of the CSA Policy Manual.~~

~~MEMBER RESPONSIBILITIES:~~

- ~~All members of the Committee will endeavour to engage the general CSA membership into the operations of the Bullring.~~
- The President shall be responsible for preparing summary activity reports once per semester to be presented for information to the Board of Directors.
- The Bullring Manager shall be responsible for providing detailed updates per the items on the Standing Agenda.
- The CSA Business Manager shall be responsible for scheduling meetings, taking

detailed notes, and presenting financial updates to the Committee.

- All members of the Committee shall be responsible for:
 - upholding the CSA Bullring Policy laid out in Appendix B, section 1.0 of the CSA Services Policy when making decisions
 - ensuring the financial viability of the Bullring
 - determining the level of net revenue to be transferred to the Bullring Capital Reserve, to a maximum of \$60,000, once per fiscal year
 - conducting an annual review of programming goals for the year and defining what does and does not constitute as a major event
 - approving all recurring bookings and major events held outside regular business hours prior to confirmation
 - approving all decisions to revoke booking privileges and terms for reinstatement
 - visiting the Bullring regularly to assess general cleanliness, use, events, menu, décor, and other student-centric components of the Bullring
 - conducting a user survey of the Bullring at least once every two years
 - conducting an annual review of the Bullring Operations Committee Terms of Reference and the Bullring Policy

~~All members of the Committee will be regular users of the Bullring in an effort to assess general cleanliness, use, events, menu, decor and other components of the Bullring. Additionally, Committee members will attempt to critically assess the Bullring in the scope of a broader prospective beyond the aforementioned details.~~

- ~~• All members of the Committee shall be responsible for participating in discussion and seeking input from their constituencies in between Committee meetings.~~
- ~~• The Bullring General Manager shall be responsible for reporting to the Committee any necessary activities or issues which require broader discussion and input.~~
- ~~• The CSA Business Manager shall be responsible for presenting financial updates to the Committee once per month.~~
- ~~• The Finance and Human Resources Commissioner and the Bullring General Manager will work with the CSA Business Manager to ensure the financial viability of the Bullring.~~
- ~~• The Finance and Human Resources Commissioner shall be responsible for facilitating Committee meetings, keeping public records and representing the interests of the Committee and the CSA in general outside of meetings of the Committee. This member shall also be the immediate supervisor of the Bullring General Manager.~~
- ~~• The Committee will conduct an annual review of The Bullring Committee Terms of Reference and the Bullring Policy in a timeline proposed by the Finance and Human Resources Commissioner.~~

MEETINGS:

- ~~• All 3 members must be present. Additional participants may be invited on an as needed basis by members of the committee. Quorum for is meetings, in the Fall and Winter semesters shall consist of the Finance & Human Resources Commissioner, the Bullring General Manager, the Business Manager and one other member of the committee.~~
- ~~• Quorum for meetings in the Summer semesters shall consist of the Finance & Human Resources Commissioner, the Bullring General Manager and the Business Manager.~~

- Decision-making shall be made on a consensus model, and all ~~active~~ members of the committee shall have an equal say in decisions.
- Meetings shall follow a standing agenda with updates from the Bullring General Manager and the Business Manager. The standing agenda shall include, but not be limited to, staffing, kitchen equipment, front of house, food, events, promotion, hours of operation and financial reports.
- Committee meetings shall be held regularly, at least three times a semester
~~Meetings shall be scheduled at least every four weeks, and shall be scheduled by the Finance & Human Resources Commissioner.~~

~~As presented November 11, 2009 by Josh Gaber~~

~~As revised January 18, 2010 by Bullring Committee~~

Draft revisions submitted January 27, 2021 to BR GM and Prez for review

Additional revisions made on February 8, 2021, circulated to BR GM and Prez for review

Further revisions specific to Bullring Operations Committee March 29, 2021 LAC KL TP

Appendix B, Section 1.0 – Clean (Revised) Version

1.0 BULLRING POLICY

The operation of the Bullring must maintain these principles and reflect them in the function of the Bullring:

1.1 STUDENT SPACE

The Bullring is student space and above all else, should be accessible to and suitable for students. The Bullring is fundamentally a cafe/student lounge, where activities, events, menus, catering, and the like are centred around this primary function. This principle dictates that, unlike traditional commercial establishments, students should feel free to lounge without purchasing products, and may also bring in their own food. Decisions made about the operation of the Bullring will be made with the priorities of student needs and financial viability.

1.2 FINANCIAL STABILITY

While serving students is the number one priority, the Bullring must be financially self-sufficient. Only under exceptional, unavoidable, and unexpected circumstances should the CSA operating budget be accessed to offset Bullring expenses. Financial statements are to be reviewed and discussed at every Bullring Operations Committee meeting and made available to the CSA Finance Committee. Decisions regarding pay increases, acceptable profit margins, operational improvements, significant capital expenditures, leasehold improvements, and other financially related matters will be made in conjunction with CSA values, in accordance with Bullring Policy and Terms of Reference, while maintaining independent fiscal responsibility. Revenue collected above and beyond those allocated given the aforementioned framework at year end (April 30) will be incorporated into the CSA's Unrestricted Net Assets. The Bullring Operations Committee has the authority to redirect up to \$60,000 in annual net revenue to the Bullring Capital Reserve Fund.

1.3 ACCESSIBILITY

It is important that the Bullring be accessible to as many people as possible. The layout of the space will always be accessible to individuals with mobility issues. The Bullring shall strive to become more accessible to students by offering a range of food and beverage options. The Bullring shall offer menu items which are affordable and healthy, as well as vegetarian, vegan, wheat free and gluten free food.

1.4 ETHICAL STANDARDS

All products must be produced under ethical working conditions. An example of minimum workplace standards may be found in the U of G's Code of Ethical Conduct for Suppliers. Certified organic and fair-trade products will be used whenever possible. The Bullring will take pro-active steps to minimize waste. The Bullring will use re-usable dishware, cups, and utensils wherever possible and will implement a substantial incentive system to promote the use of reusable containers for take out. Disposable materials will be non-toxic and biodegradable where possible.

While every effort should be made to ensure that all Bullring products are as ethical as possible, the financial viability of the Bullring shall not be jeopardized in order to introduce a more ethical product line.

1.5 ACCOUNTABILITY:

The Bullring is bound by all bylaws, policies, and procedures of the CSA. The Bullring, in all aspects, is ultimately accountable to the CSA Board of Directors and must follow any board motions or directives. Political decisions or major financial decisions that will impose financial implications on the CSA operating budget, must be approved by the CSA Board under suggestion from the Bullring Operations Committee. Day-to-day operational decisions will be made at the committee level and must be recorded in detailed meeting notes. At a minimum, the President will present a written report once per semester to the Board. The report will include up-to-date information regarding Bullring finances.

1.6 PROGRAMMING:

Programming decisions regarding internal (CSA operations) or external (other campus groups, or community members) use of the facility will be primarily made by the Bullring General Manager. Large scale and/or recurring bookings scheduled outside regular hours must be approved by the Bullring Operations Committee prior to confirmation. The Committee will conduct an annual review of the programming goals for the year to ensure the values of the space are being maintained.

Events which would normally require external security personnel, such as dances, licensed student events and the like will not be permitted at the Bullring, unless approved by the Bullring General Manager on a case-by-case basis. All groups, internal or external can lose their booking privileges based on previous event concerns. The decision to revoke or reinstate booking privileges will be made by the Bullring Operations Committee, as are the terms of reinstatement. Revocation of booking privileges will be temporary, and reinstated as scheduled by a timeline determined by the Bullring Operations Committee in its decision to revoke booking privileges.

Revised November 11, 2009

Presented as Notice of Motion December 2, 2009

Approved January 13, 2010

Updated July 2011 (unsure of approval date) [changes are highlighted in yellow]

Revised February 2021 LAC/KL/TP

Further revised March 29, 2021 LAC/KL/TP

Appendix B, Section 1.0 - Track Changes Version

1.0 BULLRING POLICY

The operation of the Bullring must maintain these principles and reflect them in the function of the Bullring:

1.1 STUDENT SPACE

The Bullring is student space and ~~it should be controlled by students. The space,~~ above all else, should be accessible to and suitable for students. The Bullring is fundamentally a ~~cafe/office shop~~/student lounge, where activities, events, menus, catering, and the like are centred around this primary function. This principle dictates that, unlike traditional commercial establishments, students should feel free to lounge without purchasing products, and may also bring in their own food. Decisions made about the operation of the Bullring will be made with the priorities of student needs and financial viability.

1.2 FINANCIAL STABILITY

While serving students is the number one priority, the Bullring must ~~remove toward~~ financially self-sufficient~~ly~~. Only under exceptional, unavoidable, and unexpected circumstances should the CSA operating budget be accessed to offset Bullring expenses. _

Financial statements are to be reviewed and discussed ~~at every on a monthly basis by the Bullring Operations Committee meeting and made av-~~ailable to the CSA Finance Committee. Decisions regarding pay increases, acceptable profit margins, operational improvements, significant capital expenditures, leasehold improvements, and other financially related matters will be made in conjunction with ~~CSA values~~, in accordance with Bullring ~~Committee~~ Policy and Terms of Reference, while maintaining independent fiscal responsibility. Revenues ~~collected~~ above and beyond those allocated given the aforementioned framework at year end (April 30)-_ will be incorporated into the CSA's Unrestricted Net Assets. The Bullring Operations Committee has the authority to redirect up to \$60,000 in annual net revenue to the Bullring Capital Reserve Fund.

1.3 ACCESSIBILITY

It is important that the Bullring be accessible to as many people as possible. The layout of the space will always be accessible to individuals with mobility issues. The Bullring shall strive to become more accessible to students by offering a range of food and beverage options. The Bullring shall offer menu items which are- affordable and healthy, as well as vegetarian, vegan, wheat free and gluten free food.

1.4 ETHICAL STANDARDS

All products must be produced under ethical working conditions. An example of minimum workplace standards may be found in the U of G's Code of Ethical Conduct for Suppliers. Certified organic and fair-trade products will be used whenever possible. The Bullring will take pro-active steps to minimize waste. -The Bullring will use re-usable dishware, cups, and utensils wherever possible and will implement a substantial incentive system to promote the use of reusable containers for take out. Disposable materials will be non-~~-~~toxic and

biodegradable where possible.

While every effort should be made to ensure that all Bullring products are as ethical as possible, the financial viability of the Bullring shall not be jeopardized in order to introduce a more ethical product line.

1.5 ACCOUNTABILITY:

The Bullring is bound by all by-laws, policies, and procedures of the CSA. The Bullring, in all aspects, is ultimately accountable to the CSA Board of Directors and must follow any board motions or directives. ~~Any olitical decisions or~~ major financial ~~or political~~ decisions ~~made regarding the Bullring, or decisions made~~ that will impose financial implications on the CSA operating budget, must be approved by the CSA Board under suggestion from the Bullring Operations Committee. ~~Day-to-day oOperational decisions will be made at the Bullring Committee level. A Bullring Committee will be struck every year to monitor the detailed operations of the Bullring and to provide direction, in accordance with the Bullring Committee Terms of Reference. perational decisions will be made at the committee level and must be recorded in detailed meeting notes~~This committee will keep public minutes ~~which will include information presented and decisions made.~~ At a minimum, the Bullring President will present a written report once per semester to the Board. The report will include up-to-date information regarding Bullring fFinances.

1.6 PROGRAMMING:

~~All Pp~~programming decisions regarding internal ~~-(CSA operations)~~ or external ~~-(other campus groups, or community members)~~ use use of the facility, will be primarily made by the Bullring General Manager. Large scale and/or recurring bookings scheduled outside regular hours must be approved by the Bullring Operations Committee prior to confirmation. The Committee will conduct an annual review of the programming goals for the year to ensure the values of the space are being maintained. ~~in consultation with the Committee, when necessary. The Committee will conduct an annual review of the programming goals for the year during an early committee meeting, to ensure the values of the space are being ma~~ ~~intained. Decisions regarding split-licensing for events at the Bullring will be made by the Bullring General Manager, to ensure the goals and purpose of this operation as described in 1.1 and 1.2.~~ Events which would normally require external security personnel, such as dances, licensed student events and the like will not be permitted at the Bullring, unless approved by the Bullring General Manager on a case-by-case basis. All groups, internal or external can lose their booking privileges~~opportunity to book this venue for functions~~ based on previous event concerns. The decision to revoke or reinstate booking privileges will be made by the Bullring Operations Committee, as are the terms of reinstatement. Revocation of booking privileges will be temporary, and reinstated as scheduled by a timeline determined by the Bullring Operations Committee in its decision to revoke booking privileges. ~~At the discretion of the Committee, event planning privileges by a specific group can be revoked at any time. This temporary ban will be for a period of time as deemed necessary by the Committee with a written and explicit start and end time.~~

Revised November 11, 2009

Presented as Notice of Motion December 2, 2009

Approved January 13, 2010

Updated July 2011 (unsure of approval date) [changes are highlighted in yellow]

Revised February 2021 LAC/KL/TP

Further revised March 29, 2021 LAC/KL/TP

**Motion**

Board of Directors Meeting # 1
May 21, 2021

Notice of this motion was provided at the April 7, 2021 CSA Board Meeting.

Item 1.11.2**Amendments to Appendix C – Human Resources
& Rescindment of Appendix D – Bullring HR Policy**

WHEREAS an informal Human Resources Policy Review Working Group, composed of the Business Manager, Office Manager, and our External Human Resources Consultant, in consultation with the informal Bullring Policy Review Working Group composed of the Bullring General Manager, Business Manager, and President, has completed a comprehensive review of Bullring-related HR policies;

WHEREAS the Working Group's primary goal was to amalgamate all CSA staff, including Bullring staff, under one common and equitable CSA Human Resources policy; and

WHEREAS the Working Group's recommendations, reflected in the resolutions below, consider:

- Ensuring all CSA staff are categorized into one of three standardized employee classifications including fixed-term, permanent, and Executive contracts.
- Providing updated language that improves consistency and equity to staff from all CSA services, including the Bullring.
- Streamlining processes for reporting and requesting Vacation and Personal Emergency Days (PED) based on employee feedback.
- Providing one common complaint-resolution process for all CSA staff (including Bullring staff).

RESOLVED that:

- a) **Appendix C – Human Resources, Section 11.0 Vacation, and Section 12.0 Personal Emergency Days (PED)** be amended as detailed in the Board Package for this meeting.
- b) **Appendix D – Bullring Human Resources Policy** be rescinded immediately as the adoption of the resolution listed in item a) above render this document obsolete.

Moved:

Seconded:

**Motion**

Board of Directors Meeting # 1
May 26, 2021

Notice of this motion was provided at the April 7, 2021 CSA Board Meeting.

Item 1.11.3
Amendments to
Appendix B – CSA Services Policy, Section 1.0 Bullring Policy &
Appendix A – Internal CSA Policy (add Bullring Operations Committee)

WHEREAS an informal Bullring Policy Review Working Group, composed of the Bullring General Manager, Business Manager, and President has completed a comprehensive review of Bullring-related policies;

WHEREAS one of the Working Group's goals was to revise Appendix B – CSA Services Policy, Section 1.0 Bullring Policy to reflect current operational practices and organizational mandates as it has not been revised in some time.

WHEREAS the mandate of the Bullring Committee has matured from supporting the development and successful start-up of a CSA cafe service, to monitoring and enhancing its day-to-day and year-to-year operations;

WHEREAS updating the name of the Bullring Committee to the Bullring Operations Committee more accurately reflects the revised mandate as detailed in the revised TOR;

WHEREAS the current Bullring Committee's Terms of Reference (TOR) is out of date and hasn't been revised in some time; and

WHEREAS the Bullring's Committee's TOR has historically been maintained as a separate document, and not included in policy like other CSA committee TORs.

RESOLVED that, based on recommendations from the Bullring Policy Review Working Group:

- a) **Appendix B - CSA Services Policy, Section 1.0 Bullring Policy** be amended as provided in the Board Package for this meeting.
- b) **Appendix A – Internal CSA Policy** be amended to include the revised **Bullring Operations Committee Terms of Reference (TOR)** as provided in the Board Package for this meeting.

Moved:

Seconded:

Motion

Board of Directors Meeting # 1

May 26, 2021

**NOTICE****Item 1.11.4****Outsource Hiring of a Third Business Office Staff Member**

WHEREAS the CSA's Business Office has traditionally operated with three staff (one Business Manager and two Bookkeepers), but have been operating with two staff over the past two years (one Business Manager and one Bookkeeper);

WHEREAS one Bookkeeper position became vacant in 2019, and the 2019 Student Choice Initiative and the 2020 Covid-19 pandemic shifted work priorities away from filling the second Bookkeeper position;

WHEREAS the hiring of a third Business Office staff member is integral to resuming normal operations after COVID-19 in supporting Business Office operations;

WHEREAS the CSA requires a third Business Office staff member to meet operational capacity and widen the institutional knowledge between the three positions in the Business Office;

WHEREAS Section 4.0 of Appendix C - Human Resources Policy prescribes the process by which the CSA hires full-time staff, which does not allow for external organizations to perform hiring processes on behalf of the CSA;

WHEREAS the 2021-2022 Budget has provided wages for a third Business Office staff member; and

WHEREAS outsourcing the hiring of a Business Office staff member will provide the capacity to hire a third staff person in a timely manner;

RESOLVED that:

- a) Appendix C – Human Resources, Section 4.0 Hiring, which requires that all staff be hired within a CSA administered process, be suspended for filling a third Business Office staff member.
- a) BDO Canada, an external agency, be engaged to conduct the hiring of a third Business Office staff member.

Moved:

Seconded:

Motion

Board of Directors Meeting # 1

May 26, 2021

**Item 1.11.5
Israeli-Palestinian Statement**

WHEREAS the CSA condemns the violence occurring in Palestine and Israel, recognizing that innocent civilians are being attacked, specifically as the most vulnerable and oppressed on the ground are at highest risk of suffering;

WHEREAS the violence is an issue over territory between a nation-state, Israel, with one of the world's most powerful and well-funded militaries, and another Indigenous population of Palestinians that have been occupied, displaced and exiled for decades;

WHEREAS the CSA is an organization that is committed to an anti-oppressive mandate and constantly strives to amplify marginalized voices;

WHEREAS the CSA stands in Solidarity with civilians against military violence;

WHEREAS the CSA condemns all forms of hate speech, islamophobia, and anti-Semitism regarding this Israeli-Palestinian issue and advocates for the safety, representation, and inclusion of all students;

WHEREAS the CSA condemns the prolonged oppression and attacks on Palestinians;

WHEREAS the CSA supports an immediate de-escalation of the Israeli-Palestinian violence;

WHEREAS the CSA recognizes the complexity and emotion behind the issue and encourage members to support resolution and de-escalation of the Israeli-Palestinian violence; and

WHEREAS Appendix A: Section 14.5.6 states that "To research and coordinate campaigns which may include antipoverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs."

RESOLVED that the CSA respond and work alongside impacted CSA members and student organizations to develop a direct action plan on campus, which may include a solidarity statement and options will be presented at a future board meeting.

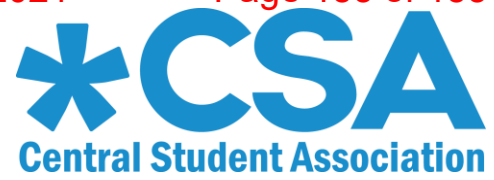
Moved:

Seconded:

Motion

Board of Directors Meeting # 1

May 26, 2021



**Item 1.15
Adjourn**

MOTION to adjourn the CSA Board of Directors Meeting # 1 of May 26, 2021 at _____ pm.

Moved:

Seconded: