

AGENDA

Board of Directors Meeting # 11

November 24, 2021 – 6:00 pm

Microsoft Teams



11.0 Call to Order	
11.1 Land Acknowledgement Laura Wilson	
11.2 Adoption of the Agenda 11.2.1 Approve the Agenda 11.2.2 Declarations of Conflicts	Pg. 3
11.3 Ratifications and De-Ratifications 11.3.1 NA	
11.4 Comments from the Chair 11.4.1 Introductions and Pronouns	
11.5 Approval of Past Board Minutes 11.5.1 Meeting # 10 – November 10, 2021	Pg. 5
11.6 Executive Committee Minutes 11.6.1 Meeting # 19 – November 3, 2021	Pg. 22
11.7 Executive Updates 11.7.1 President 11.7.2 VP Student Experience 11.7.3 VP Academic 11.7.4 VP External	Pg. 27 Pg. 29 Pg. 30 Pg. 32
11.8 Director Reports	
11.9 CSA Services Update and Report 11.9.1 NA	
11.10 Committee Updates and Reports 11.10.1 MINUTES: Policy & Bylaw Review Committee (PBRC) Meeting # 5 – Oct 1, 2021 11.10.2 MINUTES: Finance Committee Meeting # 1 – Aug 24, 2021 11.10.3 APPOINTMENT: Sustainability Action Fund Governance Committee	Pg. 35 Pg. 42 Pg. 45
11.11 Business 11.11.1 PRESENTATION: Semi-Annual Financial Reports by Business Manager: - CSA Semi-Annual Budget Report to Oct 31, 2021 - CSA Financial Position as of Oct 31, 2021 MOTION: Live Entertainment Fee Reallocation MOTION: 2022-2023 CSA Salary & Wage Recommendations 11.11.2 PRESENTATION: Winter 2022 General Elections by CRO: - Promo Plan - Timelines	Pg. 46 Pg. 63 Pg. 64 Pg. 68 Pg. 70

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- Candidate's Package MOTION: General Winter Election Candidate's Packages (Executive & Director) MOTION: General Winter Election Timelines & Promo Plan	Pg. 86
11.11.3 PRESENTATION: Director Appointment Progress Update by Policy & Transition Manager (PTM)	Pg. 134
11.12 New Business 11.12.1	
11.13 Announcements	
11.14 In Camera Session	
11.15 Adjournment	Pg. 143



Motion

Board of Directors Meeting # 11

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**Item 11.2.1
Approve the Agenda**

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

Moved:

Seconded:

MOTION TO AMEND: To reorder the agenda so that:

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

Moved: Nicole Walker, President

Seconded:

POSSIBLE AMENDMENT (REORDER)

MOTION TO AMEND: To reorder the agenda so that:

- Items ... follows item ... above.

Moved:

Seconded:

POSSIBLE AMENDMENT (NEW BUSINESS ITEM)

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

Moved:

Seconded:

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



Motion

Board of Directors Meeting # 11

November 24, 2021

- a) To reorder the agenda so that:
 - i. Item 11.11.1 PRESENTATION: Semi-Annual Financial Reports immediately follows item 11.4.1 Introductions and Pronouns.
 - ii. Item 11.11.2 PRESENTATION: Winter 2022 General Elections immediately follows item 11.11.1 PRESENTATION: Semi-Annual Financial Reports.
- b) To add item ... under New Business items?
- c) ?

Moved: Same as original motion

Seconded: Same as original motion

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Attendance for November 10, 2021, Board of Directors Meeting #10:

Board of Directors			
At-Large (Elected) Representatives		Present / Regrets	Arrived / Departed
Bella Harris	College of Arts	Present	Arrived 6:36 pm
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Valeria Telles	College of Engineering and Physical Sciences	Present	
Anton Naim Ibraim	College of Engineering and Physical Sciences	Present	
Laura Wilson	College of Social and Applied Human Sciences	Present	
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council		Arrived 6:22 pm
Samantha Ogbeiw	College of Social and Applied Human Sciences - Student Alliance	Present	
Quinton Stummer	Lang Students' Association		
Hudson Bell	Student Federation of the Ontario Agricultural College	Present	Departed at 6:47 pm.

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

Guests	Affiliation
NA	NA

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

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Summary of Significant Resolutions:

10.5.1 Meeting # 9 – October 27, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 9 – October 27, 2021.

Motion carried.

10.5.2 Meeting # 9A – November 1, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 9A – November 1, 2021.

Motion carried.

10.6 Executive Committee Minutes

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

- 10.6.1 Meeting # 17 – October 20, 2021
- 10.6.2 Meeting # 18 – October 27, 2021

Motion carried.

10.7 Executive Updates

MOTION that the following Executive Updates be received as information:

- 10.7.1 President
- 10.7.2 VP Student Experience
- 10.7.3 VP Academic
- 10.7.4 VP External

Motion carried.

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10.10.1 APPOINTMENT: Hiring Committee – Poster Runner

RESOLVED that:

- a) The CSA strike a Hiring Committee for the second Poster Runner position.
- b) The CSA President represent the ‘Executive Member’, and the CSA Promotional & Graphic Designer represent the ‘Staff Member’ on the committee.
- c) The following CSA Director be appointed to the Hiring Committee:

Isha Maharaj

Motion carried.

10.10.2 APPOINTMENT: Hiring Committee – Board Scribe

RESOLVED that:

- a) The CSA strike a Hiring Committee for the Board Scribe.
- b) The CSA President represent the ‘Executive Member’, and that the Policy & Transition Manager represent the ‘Staff Member’ on the committee.
- c) The following CSA Director be appointed to the Hiring Committee:

Leila Stevens

Motion carried.

10.10.3 MINUTES: Petitions, Delegations, and Representations (PDR) Committee from Meeting # 1 – September 30, 2021

MOTION to receive the minutes of the Petitions, Delegations, and Representations (PDR) Committee from Meeting # 1 – September 30, 2021, as information.

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Motion carried.

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Agenda – November 10, 2021:

- 10.0 Call to Order**
- 10.1 Land Acknowledgement**
 - Keshini Digamber
- 10.2 Adoption of the Agenda**
 - 10.2.1 Approve the Agenda
 - 10.2.2 Declarations of Conflicts
- 10.3 Ratifications and De-Ratifications**
 - 10.3.1 NA
- 10.4 Comments from the Chair**
 - 10.4.1 Introductions and Pronouns
- 10.5 Approval of Past Board Minutes**
 - 10.5.1 Meeting # 9 – October 27, 2021
 - 10.5.2 Meeting # 9A – November 1, 2021
- 10.6 Executive Committee Minutes**
 - 10.6.1 Meeting # 17 – October 20, 2021
 - 10.6.2 Meeting # 18 – October 27, 2021
- 10.7 Executive Updates**
 - 10.7.1 President
 - 10.7.2 VP Student Experience
 - 10.7.3 VP Academic
 - 10.7.4 VP External
- 10.8 Director Reports**
- 10.9 CSA Services Update and Report**
 - 10.9.1 NA
- 10.10 Committee Updates and Reports**
 - 10.10.1 APPOINTMENT: Hiring Committee – Poster Runner
 - 10.10.2 APPOINTMENT: Hiring Committee – Board Scribe
 - 10.10.3 MINUTES: Petitions, Delegations, and Representations (PDR) Committee from Meeting # 1 – September 30, 2021
- 10.11 Business**
 - 10.11.1 N/A
- 10.12 New Business**
 - 10.12.1
- 10.13 Announcements**
- 10.14 In Camera Session**
- 10.15 Adjournment**

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Minutes – November 10, 2021:

10.0 Call to Order

The meeting is called to order.

10.1 Land Acknowledgement

I would like to take a few minutes to acknowledge that the University of Guelph sits on the ancestral lands of the Attawandron people and the Treaty Lands of the Mississauga of the Credit. By being on this stolen land it is important for us to acknowledge that the land is ancestral to Indigenous people and the history must not be forgotten. We often think of colonialism as something of the past, however, in reality it remains to be a powerful force in the world. Colonialism operates through extreme violence against colonized peoples and the original owners of this land face the loss of their livelihoods and culture. Land acknowledgements are more than something on a checklist, we have the responsibility to educate ourselves and those around us about the ancestral lands and its history if you are interested in learning more about how Indigenous peoples struggled with negotiating treaties, the loss of their culture, starvation, and other misfortunes that came with colonializations, I would suggest you read the book “Clearing the Plains” by James Daschuk. Thank you.

Keshini Digamber

10.2 Adoption of the Agenda

10.2.1 Approve the Agenda

MOTION that the agenda for the CSA Board of Directors Meeting # 10 on **November 10, 2021**, be approved as printed and distributed.

Moved: Shilik Hamad, VP External

Seconded: Isha Maharaj

Motion carried.

10.2.2 Declarations of Conflicts

No conflicts declared tonight.

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10.3 Ratifications and De-Ratifications

No ratifications or de-ratifications declared for tonight.

10.4 Comments from the Chair

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

10.4.1 Introductions and Pronouns

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

10.5 Approval of Past Board Minutes

10.5.1 Meeting # 9 – October 27, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 9 – October 27, 2021.

Moved: Ariel Oleynikov

Seconded: Laura Wilson

Motion carried.

10.5.2 Meeting # 9A – November 1, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 9A – November 1, 2021.

Moved: Leila Stevens

Seconded: Joshua Vito

Motion carried.

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10.6 Executive Committee Minutes

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

10.6.1 Meeting # 17 – October 20, 2021

10.6.2 Meeting # 18 – October 27, 2021

Moved: Maya Persram

Seconded: Amanda Conibear

Motion carried.

10.7 Executive Updates

10.7.1 President

President Nicole Walker shared she hopes everyone is doing well and taking care of themselves, as midterm season can be quite stressful. She shared that the CSA will be reviewing return to campus applications for their services as the government has released some new guidelines. She gave a shoutout to Isha and Keshini, for doing a great job on the Diwali ceremony that occurred last week. She gave some logistical information on why the food exchange could not occur this year, however she shared there is room to potentially bring this service back in the future if folks are interested. She shared she is happy to answer any questions folks have.

10.7.2 VP Student Experience

VP Academic Lisa Kazuhara gave an update on behalf of VP Student Experience Sara Kuwatly, as Sara was not able to attend the meeting.

Lisa Kazuhara shared that the Menstrual Hygiene Initiative is happening now, and the poll will close today, and the winners will be chosen and contacted. The VP Student Experience is also working on planning some stress buster events for the rest of the semester as well as the last Sexy Bingo.

10.7.3 VP Academic

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VP Academic Lisa Kazuhara shared she had attended the Halloweek Textbook Horror Stories event and it went really well. Her meetings are starting to come back, she has attended several in the last week. As well, she shared that the CSA Executives were able to attend Guelph Hillel's Catacomb Exhibition. She encouraged folks to attend other Guelph Hillel events this week.

10.7.4 VP External

VP External Shilik Hamad shared that she has finished staff evaluations for the Bike Centre and FoodBank Coordinators. She will be having one-to-one meetings with these coordinators moving forward to ensure they are feeling supported. In terms of Committees, she shared she is having a working group with the Suppliers Code of Ethical Conduct tomorrow, and that they will be reviewing the University of Guelph's ethical purchasing policy and ensuring things are up to date. She is working alongside the VP Academic to organize the Fight the Fees Campaign, and they will be having a tabling event next Wednesday from 1-4pm. She encouraged folks to come out and share what fees they wish to be fought. As well, she has been chatting with folks on campus to see if there is an interest in starting a defund the police campaign on campus. She is working on organizing events for Black History Month. She shared they are trying to update the Student Bus Pass so students can tap their cards and requested Members email her if they would be interested in assisting with this pilot testing.

MOTION that the following Executive Updates be received as information:

- 10.7.1 President
- 10.7.2 VP Student Experience
- 10.7.3 VP Academic
- 10.7.4 VP External

Moved: Maya Persram

Seconded: Isha Maharaj

Motion carried.

10.8 Director Reports

Member Maya Persram shared the UC Board met last week to go over some stuff and they have another meeting scheduled for the end of November to make

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some decisions. As well, she shared Fair November is happening all of November online and in person.

Member Keshini Digamber shared she sat on the Library Student Service Fee Advisory Committee and she attended the Late Payment Fee Committee.

Member Joshua Vito shared that he attended the UC Board Meeting.

Member Isha Maharaj shared she also attended the UC Board Meeting and shared that most of it occurred in camera.

10.9 CSA Services Update and Report

No service updates or reports tonight.

10.10 Committee Updates and Reports

10.10.1 APPOINTMENT: Hiring Committee – Poster Runner

WHEREAS the CSA traditionally employs two (2) Poster Runners who are an essential component of the CSA's Promotional Services team;

WHEREAS only one of the Poster Runner positions is currently filled, and the other has been vacant since covid restrictions greatly reduced demand for CSA's Promotional Services beginning in March 2020;

WHEREAS demand for the CSA's Promotional Services is returning to pre-covid levels with the successful return to campus, and the second Poster Runner position is necessary for the remainder of 2021-2022; and

WHEREAS a Hiring Committee containing one (1) CSA Board Member, one (1) CSA Executive Member and one (1) CSA staff member, is required.

RESOLVED that:

- a) The CSA strike a Hiring Committee for the second Poster Runner position.

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- b) The CSA President represent the 'Executive Member', and the CSA Promotional & Graphic Designer represent the 'Staff Member' on the committee.
- c) The following CSA Director be appointed to the Hiring Committee:

Isha Maharaj

Moved: Nicole Walker, President

Seconded: Lisa Kazuhara, VP Academic

President Nicole Walker shared that their current Poster Runner, Grace, is fantastic and great at what she does. However, she indicated that more folks are wanting to do the poster runs and it is getting more popular, which is great to see, but there is a need to provide more support to the graphic designer and promotional services. She encouraged folks to volunteer for this committee.

Motion carried.

10.10.2 APPOINTMENT: Hiring Committee – Board Scribe

WHEREAS the CSA's Board Scribe has provided notice and the position will become vacant effective at the end of the Fall Semester 2021;

WHEREAS the CSA recognizes the need to fill the position of Board Scribe for the remainder of 2021-2022 with the possibility of an extension as determined by the position's supervisor and executive supervisor before the end of the 2021-2022 year; and

WHEREAS a Hiring Committee containing one (1) CSA Board Member, one (1) CSA Executive Member and one (1) CSA staff member, is required.

RESOLVED that:

- a) The CSA strike a Hiring Committee for the Board Scribe.
- b) The CSA President represent the 'Executive Member', and that the Policy & Transition Manager represent the 'Staff Member' on the committee.
- c) The following CSA Director be appointed to the Hiring Committee:

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Leila Stevens

Moved: Nicole Walker, President

Seconded: Shilik Hamad, VP External

President Nicole Walker motivated sharing that the current Board Scribe, Sarah, is lovely and does an excellent job with the Minutes and has for her duration of time with the CSA. Nicole shared that Sarah's resignation is not because she does not care about the work that the CSA does, but due to her having too many commitments. She then explained that they will be looking for a Scribe to start in the Winter Semester, so that the Hiring Committee should take place during the week of November 29th until December 3rd. She highlighted that the commitment would be prior to exams in case that was a concern for folks.

Motion carried.

10.10.3 MINUTES: Petitions, Delegations, and Representations (PDR) Committee from Meeting # 1 – September 30, 2021

MOTION to receive the minutes of the Petitions, Delegations, and Representations (PDR) Committee from Meeting # 1 – September 30, 2021, as information.

Moved: Maya Persram

Seconded: Leila Stevens

Motion carried.

10.11 Business

No business items tonight.

10.12 New Business

No new business items tonight.

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10.13 Announcements

Member Alyssa Ahmed shared she is very excited for Christmas.

Member Amanda Conibear shared she has been busy with school and is super excited for Christmas as she will be in England for Christmas.

Member Anton Naim Ibraim shared he is looking forward to Christmas as well.

Member Ariel Oleynikov shared she has been busy and is looking forward to Christmas, as she enjoys the season.

Member Bella Harris apologized for being late. She shared she had some good vegan food in Hamilton which was very good. She is visiting her home for the first time in awhile and she got a haircut. She is putting together the Guelph Pride Committee and encouraged Members to reach out to her to participate.

Member Damilola Oguntala shared she has been busy with school and work and she is excited for Christmas as the semester feels like it is dragging at this point.

Member Hudson Bell shared he has been busy with school.

Member Isha Maharaj thanked the Executives for coming to their event last week. She is very excited for Christmas.

Member Joshua Vito shared he has not been too busy with school which is scaring him. He got Disney Plus recently and has been reliving his childhood which is fun.

Member Keshini Digamber shared ISO will be having an event which should be relaxing and encouraged folks to come out. She thanked all the Executives for coming to the Diwali event her and Isha had last week.

Member Laura Wilson shared she was not here last meeting because her sister got married in England. She said the wedding was beautiful and her sister looked beautiful.

Member Leila Stevens shared that she has not felt too overwhelmed with school and feels fine right now. She shared some updates on RuPaul's Drag Race. She got her grad photos taken on campus which was awesome.

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Member Leilani Rocha shared her school also has not been super overwhelming. She got very sick last week but is feeling better now and grateful it was not Covid. She got a tattoo recently which was fun. She will be getting her tonsils removed soon and she is hoping it goes well.

Member Lily Taylor-Stackhouse shared they got their grad photos done as well.

Member Maya Persram shared her semester has been so difficult and she has felt so stressed recently. She shared that her and her roommates have been enjoying a popular TikTok video. She and Member Alyssa Ahmed are both tour guides and they have had several students come to campus which is really exciting. She shared the tour guides won trivia last night which was fun and exciting.

Member Valeria Telles shared school has been busy, and she is excited for course selection and Christmas.

Policy & Transition Manager Pete Wobschall shared that it looks like they will be getting back to in-person Board Meetings beginning in the Winter Semester for the January 19 meeting. He said it does not look like there will be a hybrid option at this time. The CSA is looking into it, but it may be quite expensive and require an additional tech person, so they are still figuring that out. He welcomed feedback and said he would be providing updates as they receive them. He also stated that he is rescheduling Director Training due to a family matter.

President Nicole Walker shared she is pretty busy and has a lot of stuff with midterms but that she wants to get her neuroscience minor so must stick with the difficult courses. She tried crafty ramen today and blaze pizza and she said both were very good. She shared they did a staff goodbye event for Laura, which was really nice and they met as the CSA staff for the first time in person which was wonderful. She may be able to take an evidence based taping course which she would be very excited for.

VP Academic Lisa Kazuhara had a surprise visit from a friend from UBC, which was great. She was sick last week but finally has OHIP which is incredible. The time change is messing her up. She got her haircut. She is going home to Japan over the holidays; it has been two years since she has been home and she cannot wait to be back.

VP External Shilik Hamad shared she got a haircut. She has been sick and is hoping to get better soon. She is going to Niagara Falls on Saturday and is

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hoping she can go on the boat if they are open. She encouraged folks to go to the Climate Change Protest happening this Friday at 3:00 pm in Downtown Guelph. She has been helping her dad with Refugee Sponsorship and shared a new TV show she is watching and really enjoying.

Member Samantha Ogbeiwi is excited for Christmas as she will be going home to Vancouver. She loves Whistler and is excited to ski there. She has been applying to internships for the summer.

Chair Cameron Olesen shared he is excited for Christmas and will be taking off sometime from his day job which he is excited about.

10.14 In Camera Session

No in camera session tonight.

10.15 Adjournment

MOTION to adjourn the CSA Board of Directors Meeting # 10 of **November 10, 2021**, at 7:09pm.

Moved: Maya Persram

Seconded: Leila Stevens

Motion carried.



Motion

Board of Directors Meeting # 11
November 24, 2021

Item 11.5.1

Approval of Past Board Minutes – November 10, 2021

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

Moved:

Seconded:



Minutes

Executive Committee Meeting (ECM)

Meeting #19 – November 3, 2021 – 11:30 am

Microsoft Teams

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

Regrets: None

Guests: None

1.0 Call to Order @ 11:30 am

2.0 Adoption of the Agenda

2.1. Approve the Agenda

- The agenda was approved as presented.

2.2 Declarations of Conflicts

- No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

4.1 Meeting #18 Minutes

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Outsource hiring for the Office Manager position starting this week.
 - In the meantime, tasks have been delegated to different individuals in the office.

5.1.2 Committees

- PDR: letters for the second deadline went out last week, following up with a couple of orgs.

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



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Executive Committee Meeting (ECM)

Meeting #19 – November 3, 2021 – 11:30 am

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5.2 Vice President Student Experience

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

- SafeWalk: back to regular schedule, two shifts/night.
- Staff evals this week and next week.

5.2.2 Events:

- Holocaust Education Week: helping with promo.
- Stress Buster planning with VPA

5.2.3 Social Media

5.2.4. Menstrual Hygiene Initiative

- Still on track for the giveaway
- Refill the free menstrual product dispensers.

5.3 Vice President Academic

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

- SHAC: still inquiring about the one-on-one appointments

5.3.2 Art in the Bullring

- November 25th 5pm-7pm at the Bullring

Working with Fine Arts Network (FAN) and the Bullring for details

5.3.3 Textbook Horror Stories

- Successful → allowed to get insights from many students to see what the barriers and struggles with course material and the associated costs are

5.3.4 Connecting with Campus Partners

5.3.5 Committees



Minutes

Executive Committee Meeting (ECM)

Meeting #19 – November 3, 2021 – 11:30 am

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- CELIC: procedure review for experiential learning.
- Late Fees Appeal
- APP
- Student Success Committee

5.4 Vice President External

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

- Foodbank: staff evals
 - Coordinator has been finding grant resources
- Bike Centre: staff evals

5.3.2 Transit

- Ridership Pilot Test: discussions around what the UPass will look like next year. There will be a test with students. Aiming to have the test starting Nov 22.

5.3.3 Committees

- PBRC: working to implement the BIPOC Coalition and the Campus Coalition in the policies.

5.3.4 Campaigns

- Fight the Fees: draft timeline and working with VPA.
- Defund the Police: initial conversations with SSG re: involvement, speakers, etc.

5.3.5 Solidarity

- BHM Committee 2022: biweekly planning meetings
- GBSA: check-in next week to offer support and gauge interest in campaigns.
- PSSA: supporting a collaborative event for BHM.

6.0. Business

7.0 New Business

- BHM Speaker Event: February

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Executive Committee Meeting (ECM)

Meeting #19 – November 3, 2021 – 11:30 am

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- Student Union Round Table: CFS reached out to execs because Mike Schriener reached out wanting to have a round table with students.

8.0 In Camera

- There was no in camera.

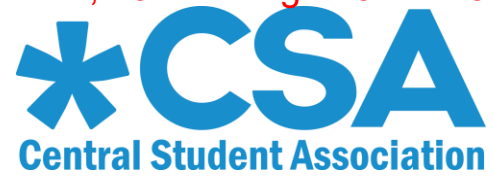
9.0 Adjournment @

Next Meeting: Wednesday, November 3 at 11:30 am

Motion

Board of Directors Meeting # 11

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Item 11.6

Executive Committee Minutes

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

11.6.1 Meeting # 19 – November 3, 2021

Moved: Sara Kuwatly, VP Student Experience

Seconded:

Executive Update

President

November 24, 2021



Hello Board of Directors,

Congrats on being six months into our term! This is a great opportunity to reflect on how much we have accomplished so far, and to look forward for how much more we can achieve in our remaining time at the CSA. This is our last meeting of the fall semester, so I just wanted to wish you good luck on exams & happy holidays! Make sure to take care of yourself, especially over these next few weeks and know there are lots of resources on and off campus if you are in need of support. Here is a joke: How do mountains stay warm? They put on their snowcaps.

Ongoing Projects:

Return to Campus: We are reviewing the current operations for our services as COVID-19 guidelines evolve and we will keep you updated as we continue to progress the re-opening of our services. We are currently reviewing, updating, and resubmitting the Return to Campus Applications for our services to expand the maximum occupancy of our office spaces, allowing our services & employees to have meetings in our offices, and in-person events at the Bullring. Please check our website for updates to our services.

- **Bullring:** The Bullring had their first Open Mic Night on Wednesday, November 17th and it was a huge success! There will be open mic happening for the next two Wednesday's and then will be returning on a weekly basis in the Winter semester. Sign-up is at 6:45 pm and music will be from 7-10 pm. The Bullring is also slowly re-introducing couches & furniture into the space to bring back the 'campus living room' vibe, so be sure to check out the Bullring!

Hiring: We are currently in the process of hiring a second poster runner & a Board Scribe. The job posting closes Thursday, November 25th and will be interviewing applicants the week of November 29th – December 3rd. We are also currently finalizing the Office Manager & Executive Support job description to start the hiring process.

General Elections & AGM Planning: The CRO, PTM & I are currently having ongoing discussions regarding the planning of the general elections as we continue to transition our services back in-person. Elections will start in January 2022 when we return from holidays, so think about the positions that are open & feel free to reach out if you would like more information. We are also starting the planning for the AGM & will provide updates to the Board as we progress further in the planning process.

General Updates

All-Staff Meetings: All staff meetings are monthly meetings with all CSA staff, including our service staff to provide updates of what is happening in the organization, but also hear how services are going. Our final set of meetings took place on Wednesday,

Executive Update

President

November 24, 2021



November 17th and Thursday, November 18th, in which it was lovely seeing our CSA team!

CSA Newsletter: The November edition of the CSA newsletter went out on Thursday, November 11th. The December edition will be sent out on Wednesday, December 1st. We have introduced a new feature called “Service Spotlight” where we highlight a CSA service and our wonderful service staff each month. We featured SafeWalk & the Bike Centre in our November newsletter & stay tuned for our CSA Clubs office in December. We are also working to highlight a different Mental Health & Wellbeing Resource to our students each month. If you have any suggestions on what you would like to see from our newsletter, let me know!

Committees:

Petitions, Delegations, and Representations (PDRs): Our final PDR submission deadline closed on Thursday, November 18th. The committee will be meeting this week to discuss the final round of applications submitted. For anyone who missed this deadline, our next deadline is Thursday, February 3rd. Please encourage anyone who has questions about the PDR process to reach out!

Student Budget Committee (SBC): The SBC is a forum for ongoing consultation with students during the University budget development process. I am taking the lead for preparing a presentation and report to present to the Finance Committee of the Board of governors in the Winter Semester. Our presentations from campus departments has concluded for the Fall semester, and we will be working to begin drafting the presentation & report.

Finance Committee: The finance committee met last week to review the semi-annual budget prepared by the Business Manager. Recommendations from this meeting have been put forward as motion to the board for this meeting.

As always, if you have any questions, feedback, or ideas, I encourage you reach out and I would be happy to connect with you!

Sara – CSA VP Student Experience

Hey folks! Hope you're all staying warm and relaxed! Here's what I've been up to:

- Services:
 - SafeWalk: SafeWalk is back to a full schedule – 7:00 pm – 2:00 am. Please spread the word far and wide!!
 - Clubs: working with the MFRT on accrediting religious clubs, there will be exciting updates happening to our accreditation process. We're also currently exploring the option of having an in-person clubs days in the Winter semester.
- Events:
 - Last Sexy Bingo of the semester was on Wednesday Nov 17 – another sold out event, another success!
 - Stress Busters: planning stress busters for the week of Nov 29th – Dec 4th. If your organization is running any stress busters, please let me know!
 - Planning for the winter semester!
- Menstrual Hygiene Initiative:
 - We ran a giveaway for reusable menstrual cups, over 50 cups were given out.
 - Working on refilling the dispensers in the washrooms on campus.

Executive Update

CSA VP Academic

November 19, 2021



CSA VP Academic Update: Nov 24th CSA Board Meeting

Hi everyone,

This is my last update of the year as it is our last Board meeting of the semester

Important Dates:

- Nov 23 – Course Selection will begin
- Nov 25 – Art in the Bullring

Ongoing Projects:

- Art in the Bullring
 - Meeting with FAN and the Bullring to discuss details of the event
 - November 25th, 5-7 PM
 - November 19th was the last day to submit the art work
 - Food details decided
 - Band decided

Committees:

- OACCTF (Open and Affordable Course Content Task Force) Meeting – Oct 25th, Nov 10th
 - Halloween Horror Stories Event final planning, event and recap
 - Annual Report check-in
 - OACCTF Work Plan timeline
- Experiential Learning Advisory Committee – Oct 26th
 - CELIC Update
 - Professional and Career Development Record Presentation (PCDR)
 - Program Spotlights
- SLAM – Oct 26th
 - Return to campus, student compliance, and study space
 - Updates from the Office of the Vice-Provost (Student Affairs)
 - Winter Referendum Timelines
 - Student Advisory Group on Consent
- Student Success Committee – Oct 27th
 - Library support of 1st year students
 - Gryphons Nest description and update
 - Bounce Back updates
- Academic Policy and Procedures – Oct 29th
 - Review of APP Mandate and Principles

Executive Update

CSA VP Academic

November 19, 2021



- Awarding Degrees
 - Ongoing policy reviews
- Late Fee Appeals Committee – Nov 2nd
 - Reviewed the late fee appeals
- CELIC – Oct 3rd
 - Breakout room discussion to address gaps
- Student Senate Caucus – Oct 4th
- BUGS – Nov 10th
 - Calendar Review Committee updates, changes addition and deletion of courses. Addition of a couple of minors and co-op opportunities
 - Minor changes in the DVM application
- CFC – Nov 18th
 - Review of the Compulsory Non-Tuition Fees Protocol
 - Review the 2020/21 Annual Fee Reports

Upcoming Committees:

- Senate – Nov 22nd
- OACCTF – Nov 23rd, Dec 9th
- CELIC Onboarding – Nov 24th
- Student Success Committee – Nov 24th
- Experiential Learning Advisory Committee – Nov 30th, (Dec 21st)
- CELIC – Dec 1st
- Council on Undergraduate Academic Advising – Dec 2nd
- SLAM – Dec 7th, Jan 17th
- Accessibility Steering Committee Meeting – Dec 9th
- (APP Working Group) – Dec 14th
- Compulsory Fees Committee – January 12th
- Student Rights and Responsibilities Committee – Jan 18th

Services:

- Student Help and Advocacy Centre (SHAC)
 - Staff evaluation
 - See the Board Meeting Update by Stefanie, SHAC Coordinator

Executive Update

CSA VP External

November 24th, 2021



SERVICES:

Foodbank: Finished staff evaluations for the FB Coordinator, waiting to finish up FB Assistant evaluations. The CSA FoodBank has become an agency member of the Guelph Food Bank to ensure we have enough food on our shelves, and Kandace (the FB Coordinator) and I took my car to pick up the food and filled my whole Prius up! The FB Coordinator has been working hard to organize fundraising initiatives and I will also be conducting more one on one meetings with FB Coordinator to ensure she is supported in her position.

Bike Centre: The Bike Centre has been seeing a great number of appointments in the space, and the BC Coordinator has been super effective in accommodating to schedule needs for bike repairs for students. We have also concluded our staff evaluation with the BC Coordinator, and I will also be having one-on-one meetings with Julian to ensure he is supported in his position. We are still having ongoing weekly operations meetings to maintain communication and support for the BC.

Transit: As mentioned at prior meetings, I have been working alongside the GSA, CSA, UofG, and Guelph Transit to implement a fare collection system through tapping your Student ID Card on the farebox in Guelph Transit busses, rather than the sticker program we used before. The CSA and GSA VP Externals teamed up to recruit students for a pilot project happening this week to ensure the tap system works well. Thank you to all of those who signed up for the pilot project! We're also working on promotion to ensure students know about the new tap system when they return to campus in January. I would also like to mention that rather than your UPass working when classes start in the semester, you will be able to access your UPass from January 1st! This means you'll get to take advantage of free transit if you're in Guelph sooner than January 10th!

COMMITTEES:

Black History Month Planning Committee: The Cultural Diversity Office has created a BHM Planning Committee, and those who support or provide services for our self-identified Black students were invited to collaborate and work together on events and initiatives in February. We are holding bi-weekly meetings and look forward to collaborating across campus for BHM.

Transit Advisory Committee: Having another committee meeting on Thursday, November 25th.

CFS National General Meeting: Had a great time connecting with other member locals, and had the opportunity to vote and discuss motions at the meeting. Was voted in as the racialized students constituency group chairperson for 2022 – 2023.

Guelph Campus Coalition: The Guelph Campus Coalition is a coalition that consists of student representatives, workers, union representatives, and special status groups. This coalition has been put together to create a space where communication between students and workers and organize around worker and student rights and/or concerns. Will be meeting Thursday, November 25th.

Executive Update

CSA VP External

November 24th, 2021



SOLIDARITY/EQUITY:

Guelph Black Student Association and Caribbean Culture Club: Supported their Talent District event with promotional graphics and having regular check-ins to provide support and discuss ideas together about initiatives on campus.

Palestinian Student Society Association: Help supporting them with their event on December 6th with Amer Zahr and will be looking to offer promotional graphics for their event as well to help advertise.

Meeting with MP Lloyd Longfield: Had productive conversations about rebuilding the future of Post-Secondary Education in Canada. Will be working with MP to put together a national meeting or committee to re-envision the future of PSE in the next 6 months. Advocated for more grants and not loans, and looking forward to connecting with the MP in the future.

CAMPAIGNS:

Fight the Fees: Tabled on Wednesday to hear from students on what fees they want to fight when it comes to Post-Secondary Education, with the support of VPA.

Motion

Board of Directors Meeting # 11

November 24, 2021



**Item 11.7
Executive Updates**

MOTION that the following Executive Updates be received as information:

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

Moved:

Seconded:

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 5 – Oct 1, 2021 – 1:00 pm

Microsoft Teams



Note that Meeting # 4 on Aug 26, 2021, did not meet quorum, so this agenda is revised from that meeting.

Attendance

Members

Pete Wobschall, Chair	Policy & Transition Manager	Present
Shawna Perritt	Director	Regrets
Jena Ashley	Director	Present
Nicole Walker	President	Arrived at 2:00pm
Shilik Hamad	VP, External	Regrets

Guests

NA	NA
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Scribe

Pete Wobschall	Policy & Transition Manager
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<p>5.0 Call to Order</p> <p>‘Quorum shall be three ratified members, one of which must be a Director of the CSA.’</p> <p>5.0.1 Attendance</p> <p>Jena and Pete reviewed and discussed agenda items and quorum was established when Nicole arrived at around 2:00pm.</p>
<p>5.1 Adoption of the Agenda</p> <p>5.1.1 Approve the Agenda</p> <p>Agenda approved with no changes.</p> <p>5.1.2 Declarations of Conflicts</p> <p>No conflicts were declared.</p>

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 5 – Oct 1, 2021 – 1:00 pm

Microsoft Teams



<p>5.2 Ratifications and De-Ratifications</p> <p>5.2.1 N/A</p>
<p>5.3 Comments from the Chair</p> <p>5.3.1 N/A</p>
<p>5.4 Approval of Past Minutes</p> <p>5.4.1 PBRC Meeting # 3 – July 26, 2021 Minutes approved.</p> <p>5.4.2 Review Action Items from Previous Meeting Minutes reviewed and all action items accounted for.</p>
<p>5.5 Working Group Updates and Reports</p> <p>5.5.1 N/A</p>
<p>5.6 Business</p> <p>5.6.1 Next Meeting Dates</p> <p>PBRC Fall Semester meeting dates: # 6 – Fri, Oct 22, 1:00 - 2:30pm # 7 – Fri, Nov 12, 1:00 - 2:30pm # 8 – Fri, Dec 3, 1:00 - 2:30pm</p> <p>The group reviewed the dates above and Jena confirmed she is able to make them. Jena noted that she has a class at 2:30 on Fridays, so the group will try to wrap up meetings in time for her to get to class on time.</p> <p>5.6.2 Referendum Policy Review Working Group Update.</p> <p>Pete reported that the next meeting date is Mon, Nov 15, 10am, Microsoft Teams where the group will discuss tidying up the referendum-related clauses within Electoral Bylaw and Appendix G to reflect current operating procedures with a focus on integrating the Referendum Rules document created for the Winter 2021 General Election into policy.</p> <p>5.6.3 Future Meeting Format Working Group Update</p> <p>Pete reported that the next meeting date is Mon, Oct 18, 10:00-11:30am, Microsoft Teams. A decision to hold board meetings virtually has already been made and remote meetings will be the norm for the foreseeable future. The</p>

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 5 – Oct 1, 2021 – 1:00 pm

Microsoft Teams



focus of the next working group meeting will be to determine ways to improve troll management and to ensure the best possible experience for board members during hybrid meetings in the future.

Pete reminded Directors that if they are available to attend working group meetings, and are interested in the discussion, then please attend; otherwise information and recommendations discussed at the working group meeting will come before PBRC at future meetings prior to going to the board.

5.6.4 Appendix J - Committees, Section 1.0 Review

The group reviewed the three new appendices that were split from the current Appendix A – Internal CSA Policy into Appendix A – Executive Portfolios, Appendix D – Committees, and Appendix J – Internal CSA Policy. Jena and Pete reviewed Section 1.0 Committees Overview, which was the only new content from the three new appendices, and all three new appendices were approved to be recommended to the board when Nicole arrived late from another commitment.

The group agreed to remove this item from the PBRC OBL list (below).

ACTION: Pete to revise the lists of Standing, Operational, and Internal committees in Section 1.0 Committees Overview in the new Appendix D – Committees as discussed during this meeting and recommend for adoption at the next board meeting.

5.6.5 Policy Review Policy

Jena and Pete reviewed the 4-year policy review cycle plan from the Winter 2021 PBRC Report #2.

Policies slated for a comprehensive review in 2021-2022 are:

- Bylaw 1 – Organizational
- Bylaw 3 – Financial
- Appendix C – CSA Human Resources Policy
- CSA Rules of Order
- Appendix F – Clubs Handbook

Pete indicated that a comprehensive review of Appendix F – Clubs Handbook is currently underway with the VPSE and the Clubs Programming Coordinator (Alex). Recommendations from this working group are expected to be sent to PBRC this fall.

ACTION: PTM to develop draft workplan for the comprehensive review for review at the next PBRC meeting.

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 5 – Oct 1, 2021 – 1:00 pm

Microsoft Teams



5.6.6 Director Survey: Virtual Meetings

An idea to survey Directors regarding the virtual meeting experience was made in March, however a decision to plan for hybrid meetings has already been made with the working group. As a result, the group decided to hold off on the Directors survey and remove this item from the PBRC issues list.

5.6.7 PBRC Outstanding Issues & Priorities

Jena and Pete reviewed the PBRC Outstanding Issues & Priorities list and prioritized issues.

ACTION: PTM to update the outstanding issues list with recent additions for review at the next meeting.

5.7 New Business

5.7.1 No new business.

5.8 In Camera Session

No in camera session at this meeting.

5.9 Adjournment

5.9.1 Review next meetings date(s)

Completed.

5.9.2 Review Outstanding Business List

Completed.

5.9.3 Adjourn

Meeting adjourned at 2:25pm.

Next Meeting Topics

The following topics were identified during this meeting to be added to the next meeting agenda:

1. N/A

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 5 – Oct 1, 2021 – 1:00 pm

Microsoft Teams



Next Meeting Dates

1. Meeting # 6 – Fri, Oct 22, 1:00 - 2:30pm
2. Meeting # 7 – Fri, Nov 12, 1:00 - 2:30pm
3. Meeting # 8 – Fri, Dec 3, 1:00 - 2:30pm

Outstanding Business List (OBL)

Date (Assigned to OBL)	Action / Follow-up
Nov 16, 2020	Elections- and Referendum-related policies flagged by CRO not related to discussion at the Nov 16, 2020 meeting will be added to future PBRC meeting. (currently underway with the Elections Policy Review WG)
Nov 16, 2020 Removed Oct 1, 2021	ACTION: PTM to develop a brief educational piece outlining the role of committees for inclusion on outreach materials such as the website. Ensure to include the importance of quorum is validating the work of the committee in the info piece. (currently underway with the review of App J, Section 1.0 Cmte Overview)
Mar 25, 2021	ACTION: PBRC to revisit future board meeting and AGM format in July 2021. (Item 6.6.2 Virtual Meetings: how should the CSA move forward with meeting formats? Virtual? In-person? Hybrid?)
Mar 10, 2021	Executive Evaluation Committee Replacement How to replace? 'the Executive Evaluation Committee was temporarily dissolved at the March 10, 2021 Board Meeting. The Policy & Bylaw Review Committee is to provide a revised EEC policy to the board to replace the end of the 2021 calendar year.'
Jan 27, 2021	RESOLVED that: a) the Policy & Bylaw Review Committee (PBRC) review the EAB General Member selection process and provide recommendations to streamline the process of General Member

MINUTES

Policy & Bylaw Review Committee (PBRC)

Meeting # 5 – Oct 1, 2021 – 1:00 pm

Microsoft Teams



Date (Assigned to OBL)	Action / Follow-up
	selection to the Board by the end of the 2020-2021 academic year; and i. that the recommended process include protecting the confidentiality of information submitted by interested General Members.
July 7, 2021	3.12.1 Bus Pass Referendum-Related Policy & Bylaw Amendments e) The Policy & Bylaw Review Committee (PBRC) review all referendum-related CSA policy and bylaws to ensure they are consistent with one another and that they meet the needs of the organization. This includes how referendum questions are carried out when they are in partnership with the Graduate Students Association (GSA), and PBRC will provide recommendations to the CSA Board of Directors at their meeting on September 15, 2021.

2021-2022 DRAFT Workplan

To be reviewed at the next PBRC meeting.

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



Motion

Board of Directors Meeting # 11
November 24, 2021

Item 11.10.1
MINUTES: Policy & Bylaw Review Committee
Meeting # 5 – October 1, 2021

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

Moved: President, Nicole Walker

Seconded:

MINUTES

Finance Committee Meeting #1

Tuesday, August 24, 2021

11:00 a.m. to 1:00 p.m., via Teams

1. Welcome & Introduction
2. Approval of the Agenda
 - The Agenda was approved as presented.
3. Orientation
 - An orientation about the Finance Committee & an overview of the budget was provided by the Business Manager to the members of the committee. Topics covered in the orientation included:
 - Review of Terms of Reference
 - Review of Bylaw 3 – Financial
 - General Timeline & List of Responsibilities for the Year
 - General 2021-2022 Budget Overview
 - a. CSA Fees
 - b. Entertainment Fees
 - c. Restricted Fees
 - d. Portfolio Budgets
4. Financial Update
 - An update on the financial position of the Central Student Association as of August 16, 2021 was reviewed with the committee.
5. Amendments to Current Budget (3 motions required):

5.1 **Bike Centre:** We are requesting to allocate an additional \$8000 in funding from student fees to the Bike Centre Budget. By doing so, our goal is to provide regular daytime Bike Centre hours to students by consolidating the cost of three Bike Centre positions into one full-time position. The projected cost in expenditures is \$8250 and the remainder \$250 expenditure will be offset with an increase in sales.

Motion: The committee approved the recommendation be brought forward to increase student fee funding to the Bike Centre budget by \$8000 to the Board of Directors for the September 1, 2021 meeting.

5.2 **FoodBank:** We are requesting to increase the CSA support revenue by \$3500 to predominantly offset the costs of additional hours for the Foodbank Support Staff. This is to meet increased demand in service and in lieu of volunteers.

Motion: The committee approved the recommendation be brought forward to increase the CSA support revenue in the FoodBank budget by \$3500 to the Board of Directors for the September 1, 2021 meeting.

5.3 **SafeWalk:** When the budget for the 2021-2022 fiscal year was approved in March 2022, the budget anticipated there would be two staff, one starting in the Fall 2021 and the other in Winter 2022. Due to the demand for supporting safety on campus, the staff need to be hired for September to re-open the service by mid-October. No additional funds are being requested, rather a reallocation of the funds distributed in the budget. The increase of \$9500 in expenditures will be financed by reallocating the funds from the SafeWalk Electric Vehicle expense line.

Motion: The committee approved the recommendation for the reallocation of \$9500 in SafeWalk Electric Vehicle payments to cover the increased cost of expenditures, and the recommendation be brought forward to the Board of Directors for the September 1, 2021 meeting.

Note: It was expressed by the committee that the amendments to the budget were essential to maintain operations. Additionally, all six finance committee members were in favour of all three motions and financially support the operations to stay open.

6 New Business

- There was no new business to discuss.

7 Next Meeting: TBD for Fall 2021



Motion

Board of Directors Meeting # 11
November 24, 2021

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

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

Moved: President, Nicole Walker

Seconded:



Motion

Board of Directors Meeting # 9
October 27, 2021

**Item 11.10.3
Appoint Directors to the
Sustainability Action Fund Governance Committee**

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

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

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

RESOLVED that:

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

[1 st vacancy]
[2 nd vacancy]

Moved:

Seconded:

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

Summary of Revenue & Expenses (by Portfolio)	1
Academic	2
Administration (President)	3
Bullring	4
Council	5
External	6
Films	7
Live Entertainment	8
Programmer	9
Promotional Services	10
Student Experience	11
SERVICE PROGRAMMES	
Bike Centre	12
Clubs	13
SafeWalk	14
Student Help & Advocacy Centre	15
FoodBank <i>(Restricted fee, information only)</i>	16

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

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

Balance Entertainment Reserve Fund to April 30, 2021	\$ 119,197.00
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ACADEMIC: Period Ending October 31, 2021				
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22
Revenue				
24100	CSA Student Fees	26,000	45,000	45,000
24120	Student Health Plan Reserve Support - Memorial	-	2,480	-
24140	Bullring Promotional Support - Artwork	-	-	-
	TOTAL REVENUE	26,000	47,480	45,000
Expenditure				
24200	Salaries (Includes 3% RSP/Educ)	1,843	19,046	38,565
24220	Employee Benefits	410	1,313	4,825
24450	Academic Campaigns	-	-	350
24451	Student Artwork @ Bullring	-	-	800
24452	Student Memorial Tree Service	-	2,480	-
24453	Teaching Excellence Award	-	-	150
24600	Advertising & Promotion	-	-	135
24800	Supplies	-	-	75
24870	Photocopying	-	44	100
	TOTAL EXPENSES	2,253	22,883	45,000
	Under (Over) Budget	23,747	24,597	-

Notes:

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

Prepared November 2021
Finance Committee

ADMINISTRATION (President): Period Ending October 31, 2021					
Account No.	Account Name	Last YTD	YTD Actual	BUDGET 21-22	Estimated YE
Revenue					
82100	Student Fees	337,000	377,080	377,080	411,202
82101	Entertainment Student Fee (General Coordination)	22,000	22,000	22,000	21,728
82200	Dental Plan - Admin Fee	18,000	18,000	18,000	18,000
82300	Health Plan - Admin Fee	28,500	28,500	28,500	28,500
82600	Other Income (Admin Fees BR, MHI, SW,Cannon, misc)	3	10	27,170	27,170
82620	Pro Ink - Net	-	153	-	253
82700	UCS - ROI (Digital Signs & Photo Arts Space)	-	-	11,250	11,250
82870	Black & White Photocopy Income	-	206	500	700
82875	Colour Photocopy Income	8	586	1,500	1,500
82910	Bus Pass - Net	-	-	-	22,000
82920	Interest Earned	3,193	5,597	8,000	8,000
	TOTAL REVENUE	408,704	452,132	494,000	550,303
Expenditure					
83200	Salaries/Wages (includes RSP benefit)	122,111	160,310	340,000	340,000
83210	Student Risk Management	1,295	1,234	550	550
83220	Employee Benefits	9,674	13,490	35,150	36,173
83240	Employer Health Tax Premium	-	-	-	-
83380	Professional Fees (Audit/Legal/HR))	19,698	24,547	37,000	37,000
83390	Travel (Business Office mileage, guest parking)	-	19	300	300
83440	Temporary Wages	530	-	2,000	1,000
83500	Staff Appreciation (inclcs coffee/water, mtg food)	743	46	2,000	2,000
83501	Staff Training (inclcs WSIB) & Transition	1,490	274	3,000	1,000
83550	Purchase of Equipment	-	-	6,000	6,000
83600	Advertising & Promotion	-	1,630	5,000	5,000
83610	Promotional Swag	1,392	1,000	2,500	2,500
83660	Software/Licensing/CCS Managed Desktops	2,584	3,256	14,000	14,000
83700	University Services (lock/keys/minor repairs)	620	1,275	700	2,000
83701	Leasehold Improvements to CSA Main Office	-	-	-	-
83800	Office Supplies (includes postage chrgs)	2,659	5,526	8,000	9,000
83820	Telephone and Internet (all lines, except Bullring)	5,731	5,735	11,800	11,800
83850	Maintenance & Repair	-	440	300	700
83870	Photocopier Expense	5,405	5,637	11,500	11,500
83900	Bank Charges	383	626	1,200	1,200
83930	Insurance	14,000	12,730	13,000	12,730
	TOTAL EXPENSES	188,315	237,775	494,000	494,453
	Under (Over) Budget	220,389	214,357	-	55,850

Wages Include

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

Prepared November 2021
Finance Committee

BULLRING: Period Ending October 31, 2021

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

Prepared November 2021
 KL/LAC
 Finance Committee

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

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

Prepared November 2021
Finance Committee

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

Prepared November 2021
Finance Committee

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

Prepared November 2021

Finance Committee

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

Prepared November 2021
Finance Committee

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

Prepared November 2021
Finance Committee

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

Prepared November 2021

Finance Committee

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

Prepared November 2021

Finance Committee

For Information Only: See Programmes Budget

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

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

Prepared November 2021
Finance Committee

For Information Only: See Programmes Budget

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

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

Prepared November 2021
Finance Committee

Restricted Fee, Information Only

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

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

Prepared November 2021

Finance Committee

For Information Only: See Programmes Budget

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

Staff	SHAC Coordinator - Sept 7 to April 22, 2022	40 Flex +12 hrs/wk	400	\$	6,656.00
	Assistant Coordinator - Sept 7 to April 22, 2022	13 Flex + 6 hrs/wk	193	\$	3,212.00
	Assistant Coordinator - Sept 7 to April 22, 2022	13 Flex + 6 hrs/wk	193	\$	3,212.00
				\$	13,080.00

Prepared November 2021
Finance Committee

Restricted Fee, information only

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

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

Prepared November 2021
Finance Committee

Central Student Association
Financial Position

As at October 31, 2021

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

Current Fiscal Year Considerations as at October 31, 2021

CSA Operating

Student fee revenue 9.07% above budget projections for this period	\$	34,122.00	
Administration - Entertainment General Coordination	\$	(272.00)	
Bus Pass Administrative Fee, Winter 2022 (\$1 per PT/FT UG)	\$	22,000.00	
Programmer Early Retirement expenses over annual budget	\$	<u>(31,765.00)</u>	
			\$ 24,085.00

Bullring

Bullring Net Revenue - under (over) budget as at October 31, 2021			\$ <u>(45,250.00)</u>
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Estimated Members Equity as at October 31, 2021 **\$ 1,104,881.17**

Internal Commitments

CSA Operating Contingency (15% of Annual Budget - adj for Covid)	\$	(270,000.00)	
Estimated Expenses over Revenues to October 15, 2022	\$	(630,000.00)	
Bullring Net Revenue	\$	45,250.00	
Business Office Renovations	\$	(10,000.00)	
Business Office Accounting Software	\$	<u>(30,000.00)</u>	
			\$ <u>(894,750.00)</u>

Available Funds less Internal Commitments **\$ 210,131.17**

Internal Designation for Available Funds

CSA General Operations	\$	24,085.00	
New Initiatives and Projects	\$	<u>186,046.17</u>	
			\$ 210,131.17

Entertainment Fees

Entertainment Fees per CSA Budget 2021-2022	\$	153,020.00	
Fees Above (Below) Anticipated Receipts	\$	(272.00)	
Estimate of Expenses to Year End (\$	<u>(79,210.00)</u>	
Projected year end surplus			\$ 73,538.00

Bullring Request for Entertainment Funding			-\$ 12,000.00
Entertainment Reserve Fund (accumulated from previous years)			<u>\$ 119,197.00</u>

Funds available for Entertainment Programming **\$ 180,735.00**

**Central Student Association
Salary & Wage Recommendations**

For the 2022-2023 Fiscal Year

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

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

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

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

Recommended forward by the Finance Committee on November 17, 2021

Submitted to the Board of Directors on November 24, 2021



Motion

Board of Directors Meeting # 11
November 24, 2021

**Item 11.11.1
Semi-Annual Financial Reports, Entertainment Fee Reallocation,
& 2022-2023 Wage Recommendations**

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

WHEREAS CSA Rules of Order, Section 3.9. states that presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

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

Moved:

Seconded:

11.11.1(b) Receive Business Manager Presentation

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

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

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

Moved:

Seconded:



Motion

Board of Directors Meeting # 11

November 24, 2021

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

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

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

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

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

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

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

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

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

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

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

Moved: Nicole Walker, President

Seconded:



Motion

Board of Directors Meeting # 11
November 24, 2021

11.11.1(d) 2022-2023 Salary & Wage Recommendations

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

Moved: Nicole Walker, President

Seconded:

Promo Plan – Winter 2022 General Election

Elections Timeline	Description / Key Messaging	Promo Materials	Date
Pre-Election	Open Positions Coming Up, timeline	Newsletter	November 15 th
Pre-Election	General Elections Coming Up	Instagram and Website	December 1st
Nominations	Opening soon // Opening on	Social Media, Kiosk, Poster Run, and Banner	January 10 th – 15 th (sometime) - Tentative (Kiosk January 10 th)
	Nominations now open + How to run (Email CRO for candidate's package)	Social Media, UC Banner, Poster Run	January 17 th • Kiosk (Timeline / Nominations Banner)
	Election's Office Hours	Newsletter	January 15 th
Exec Forum/ Director Forum/ Get to know Candidates	Exec / Director Forum: Videos pre-recorded and uploaded to the website (Transcripts provided by candidates)	Social Media, Website Kiosk – Voting - Post candidate's videos on Instagram elections. Disclaimer: Posted alphabetically by last name or as they came in (IGTV) - Elevator pitch	January 31 st • Submit videos to website by the Friday prior
Voting	Voting now open	Social Media, Kiosk, Posters Run, UC Banner	February 7 th
	How to vote	Social Media, UC Banner	February 9 th
	AGM Promotion	AGM	February 9 th
	Last Day to Vote	Social Media, UC Banner	February 10 th
	Voting has been Extended	Social Media, UC Banner,	February 11 th

	Let promo know by the Thursday so the graphic is ready to go	Kiosk, Poster Run	
--	--	-------------------	--

AGM: February 9th

Winter 2022 General Elections Timeline

Winter 2021 General Election Nominations	Monday, January 17 to Friday, January 21, 2022 at 4:00 pm
All Candidates' Meetings	Friday, January 21, 2022 at 5:30 pm
General Election Campaign	Monday, January 31 to Thursday, February 10, 2022
Submit list of campaign volunteers to Elections	Office Monday, January 31, 2022
General Election Voting	Monday, February 7 to Thursday, February 10, 2022(11:59 pm)
Announcement of Unofficial Results	Friday, February 11, 2022
Submit Final Budget Form with Receipts	Friday, February 11, 2022
Results Ratified	Wednesday, February 23, 2022

Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to serve the CSA within an Executive position! This document will provide you with the information you need for a successful candidacy.

Elections Team

The Elections Team is here to assist with your journey; contact us via Microsoft Teams anytime you have questions:

Chief Returning Officer: Jewel Lindemann | csacro@uoguelph.ca

Office Hours (Winter 2022):

- Wednesday: 8:00 am to 1:00 pm
- Friday: 4:00 pm to 7:00 pm
- Or by appointment

Assistant Returning Officer: Julia Centofanti | csaaro@uoguelph.ca

Office Hours (Winter 2022):

- TBD

The CRO and ARO can be reached during their corresponding office hours [by using this link for Microsoft Teams](#).

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca **no later than 4:00 pm on Friday, January 21, 2022.**

Your nomination package **must** include the following:

- STEP 1: A signed Executive Nominee Declaration Form
- STEP 2: 50 x signed Executive Nomination Form
- STEP 3: A signed Executive Candidate Commitment Form
- STEP 4: A completed Declaration of Extra-Curricular Activity
- A brief statement (maximum 150 words) about yourself and your reasons for seeking election.
- An election promotion photo of yourself to be used on the CSA website.

Candidate Signature:

Step 1

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (cascro@uoguelph.ca) by the prescribed deadline.

Declaration of Candidacy

- I accept the nomination as a CSA Executive for the term of office ending April 30, 2023.
- I affirm that I have read the description of the CSA Executive position, including specific duties and responsibilities as outlined in CSA Bylaw 1: Organizational, CSA Bylaw 2: Electoral and all other relevant CSA bylaws and policies.
- I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: "Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph."
- I certify that all of the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws.
- I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee (Candidate) Signature:

Nominee's University email address:

@uoguelph.

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Step 2

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed by the prescribed deadline.

Nominators

You are required to have a minimum of 50 signatures from CSA members in good standing and current undergraduate students to nominate you as an executive.

It is strongly encouraged that you secure more than the minimum of 50 nominators in case there are issues with one or more of them.

In order to ensure that you have the minimum of 50 nominators by the deadline, aim to have between 52 and 55 nominators sign your Microsoft Form.

Your nominators should support your candidacy and be able to speak to your character and qualifications.

Please ensure that each of your nominators is a CSA Member in good standing (an undergraduate student at the University of Guelph who has paid their CSA annual fees.)

Microsoft Form

The CRO will provide you with your own pre-made Microsoft Form for you to secure your 10 nominators. Please do not create or use your own forms to secure nominators.

Step 3

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (cascro@uoguelph.ca) by the prescribed deadline.

President Candidate Commitment

For the duration of my candidacy for CSA President, and if elected, during the term of my service, I acknowledge and agree to:

- Report and be accountable to the CSA Board of Directors;
- Lead the Executive Committee;
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Manager.

In addition to the above, I further agree to:

- Uphold the bylaws and policies of the CSA;
- Work a minimum of 37 hours per week from May 1 until April 30;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Manager;

Elections Office
Winter 2021
President Commitment



- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to my respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's Transition Manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

Candidate Name:

Candidate Signature:

Witness Name:

Witness must be an adult
18 years of age or older.

Witness Signature:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Step 3

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (csacro@uoguelph.ca) by the prescribed deadline.

Vice President Candidate Commitment

For the duration of my candidacy for a CSA Vice President position, and if elected, during the term of my service, I acknowledge and agree to:

- Follow the leadership and direction of the CSA President;
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Manager.

In addition to the above, I further agree to:

- Uphold the bylaws and policies of the CSA;
- Work a minimum of 37 hours per week from May 1 until April 30;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Manager;
- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;

Elections Office

Winter 2021

Vice President Commitment



- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to my respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's Transition Manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

Candidate Name:

Candidate Signature:

Witness Name:

Witness must be an adult 18 years of age or older.

Witness Signature:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

Nominations Package Checklist

Thank you for stepping forward as a candidate in the elections to represent the CSA as a Director! This document will provide you with the information you need for a successful candidacy.

Elections Team

The Elections Team is here to assist with your journey; contact us via Microsoft Teams anytime you have questions:

Chief Returning Officer: Jewel Lindemann | csacro@uoguelph.ca

Office Hours (Winter 2022):

- Wednesday: 8:00 am to 1:00 pm
- Friday: 4:00 pm to 7:00 pm
- Or by Appointment

Assistant Returning Officer: Julia Centofanti | csaaro@uoguelph.ca

Office Hours (Winter 2022):

- TBD

Your Nomination Package

Your Nomination Package is to be electronically submitted to csacro@uoguelph.ca **no later than 4:00 pm on Friday, January 21, 2022.**

Your nomination package **must** include the following:

- STEP 1: A signed Director Nominee Declaration Form
- STEP 2: 10 x signed Director Nomination Form
- STEP 3: A signed Director Candidate Commitment Form
- STEP 4: A completed Declaration of Extra-Curricular Activity
- A brief statement (maximum 150 words) about yourself and your reasons for seeking election.
- An election promotion photo of yourself to be used on the CSA website.

Candidate Signature:

**Elections Office
Winter 2021
Director Declaration**



Step 1

This form is **Step 1** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (cascro@uoguelph.ca) by the prescribed deadline.

Declaration of Candidacy

- I accept the nomination as a CSA Director for the term of office ending April 30, 2023.
- I affirm that I have read the description of the CSA Executive position, including specific duties and responsibilities as outlined in CSA Bylaw 1: Organizational, CSA Bylaw 2: Electoral and all other relevant CSA bylaws and policies.
- I affirm that I am prepared, if elected, to uphold the provisions of the position as specified in [CSA policy and bylaws](#).
- I affirm that I am currently a member in good standing of the CSA as outlined in CSA Bylaw 1, Section 1.5: Membership: "Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph."
- I certify that all of the submitted information is correct, to the best of my knowledge. Any misinformation, either willful or through negligence, is grounds for penalty and/or disqualification at the discretion of the CRO, in accordance with CSA policy and bylaws.
- I acknowledge that failure to submit this form, or a complete Nominations Package as required by the Elections Office by the prescribed date, is also grounds for penalty / disqualification.

Nominee (Candidate) Signature:

Nominee's University email address:

@uoguelph.

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.



Step 2

This document is **Step 2** of your completed Nomination Package and information gathered using your prepared and unique Microsoft Form is to be completed by the prescribed deadline.

Nominators

You are required to have a minimum of 10 other members of your College nominate you as a CSA Director candidate.

It is strongly encouraged that you secure more than the minimum of 10 nominators in case there are issues with one or more of them.

In order to ensure that you have the minimum of 10 nominators by the deadline, aim to have between 12 and 15 nominators sign your Microsoft Form.

Your nominators should support your candidacy and be able to speak to your character and qualifications.

Please ensure that each of your nominators is a CSA Member in good standing (an undergraduate student at the University of Guelph who has paid their CSA annual fees.)

Microsoft Form

The CRO will provide you with your own pre-made Microsoft Form for you to secure your 10 nominators. Please do not create or use your own forms to secure nominators.

Step 3

This form is **Step 3** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (cascro@uoguelph.ca) by the prescribed deadline.

Director Candidate Commitment

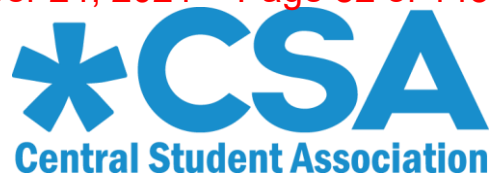
For the duration of my candidacy for the office of CSA Director, and if elected, during the term of my service, I acknowledge and agree to:

- Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- Act in the best interest of the constituency I represent;
- Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings, General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections and awareness campaigns;
- Participate in Committee work, including Hiring Committees;
- Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- Tender my resignation if two meetings are missed per semester without obtaining prior leave of absence.

In addition to the above, I further agree to:

- Uphold the by-laws and policies of the CSA;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-profit organization;

Elections Office
Winter 2021
Director Commitment



- At all times, take into consideration the CSA's welfare and mandate;
- At all times, be as objective, fair and impartial as possible when discussing issues and making decisions.
- Attend any mandatory board training as directed.

Candidate Name:

Candidate Signature:

Witness Name:

Witness must be an adult
18 years of age or older.

Witness Signature:

Please note that information submitted in the Nomination Package, including this form, may not be changed after submission.

**Elections Office
Winter 2021
Extra-Curricular Activities**



Step 4

This form is **Step 4** of your completed Nomination Package, which is to be submitted to the CSA Chief Returning Officer (cascro@uoguelph.ca) by the prescribed deadline.

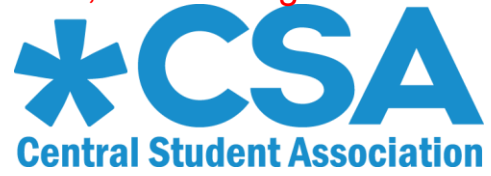
Extra-Curricular Activities

List all of your extra-curricular activities using the table below. If you require more tables, please use a second form.

Club, Activity or Organization	
Member Since	
Are you currently and Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

Club, Activity or Organization	
Member Since	
Are you currently and Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or	

Elections Office
Winter 2021
Extra-Curricular Activities



Organization (incl. email and/or ext.)	
Club, Activity or Organization	
Member Since	
Are you currently and Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

Club, Activity or Organization	
Member Since	
Are you currently and Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

Elections Office
Winter 2021
Extra-Curricular Activities



Club, Activity or Organization	
Member Since	
Are you currently and Executive of this Club, Activity, or Organization? (Y/N)	
If yes, what position(s) do you hold?	
Contact Information for Activity, Club, or Organization (incl. email and/or ext.)	

I do hereby declare that the above activities are a full and complete list of my extra-curricular involvement at the University of Guelph at the present time.

I understand that if this list of activities is to change in any way, a written notification will be presented to the CSA Chief Returning Officer, who will then keep this notification on file and distribute it to other candidates if necessary.

I further understand that, should I use a particular position or activity with which I am involved to promote my campaign, I must invite my fellow candidates for the same position, to do the same at said activity/position.

I recognize that failure to abide by this declaration may result in penalties or my disqualification at the discretion of the Chief Electoral Officer.

Nominee Name:

Nominee Signature:

Indicate the number of completed Extra-Curricular forms you included in your nominations package:



CSA
ELECTIONS

All Candidates' Package: Directors

Winter 2022: General Election

DRAFT

Elections Office
Candidates Package
Directors



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To All Candidates in the CSA Election

First, we would like to congratulate you on being nominated for a position at the Central Student Association (CSA). As Elections Office staff, it is our responsibility to communicate and enforce the campaign rules as defined in this Candidates' Package and as prescribed by the CSA Bylaws and Policies.

Second, the following page shows our contact information. If at any time during the election you are unsure about a rule or bylaw, we strongly recommend contacting the Elections Office; we will be happy to help. If the office hours (also found on the following page) are not suitable, we will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

As a CSA Director, you are an “Ambassador of Something Bigger”, and this position entails major responsibilities that as candidates you must be aware.

It is your responsibility as a candidate to know all the duties and responsibilities that come with being a CSA Director. They are outlined in this document and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. Please note that these policies will become part of your CSA employment contract if you are successful in this election. You can review all of the bylaws, policies, and rules of order [at the following link](#).

And last, we hope that this is a rewarding experience for all of you; we encourage you to enjoy the experience and remain positive, regardless of the hard work required.

Sincerely,

Jewel Lindemann

Chief Returning Officer (CRO) Central Student Association
csacro@uoguelph.ca

Julia Centofanti

Assistant Returning Officer (ARO) Central Student Association
csaaro@uoguelph.ca

Elections Office Candidates Package Directors



Contact Information

CSA Election Office

The CSA's Office is located in the UC, on Level 2, in Room 267.

Election Team

Jewel Lindemann

Chief Returning Officer (CRO)

csacro@uoguelph.ca

Wednesday: 8:00 am to 1:00 pm

Friday: 4:00 pm to 7:00 pm

Or by Appointment

Julia Centofanti

Assistant Returning Officer (ARO)

csaaro@uoguelph.ca

TBD

Nicole Walker

CSA President

csapresident@uoguelph.ca

Monday to Friday: 9am-4:30pm

Pete Wobschall

Policy & Transition Manager

csaptm@uoguelph.ca

Monday to Friday: 9am-4:30pm

CSA Mission, Vision, & Values

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

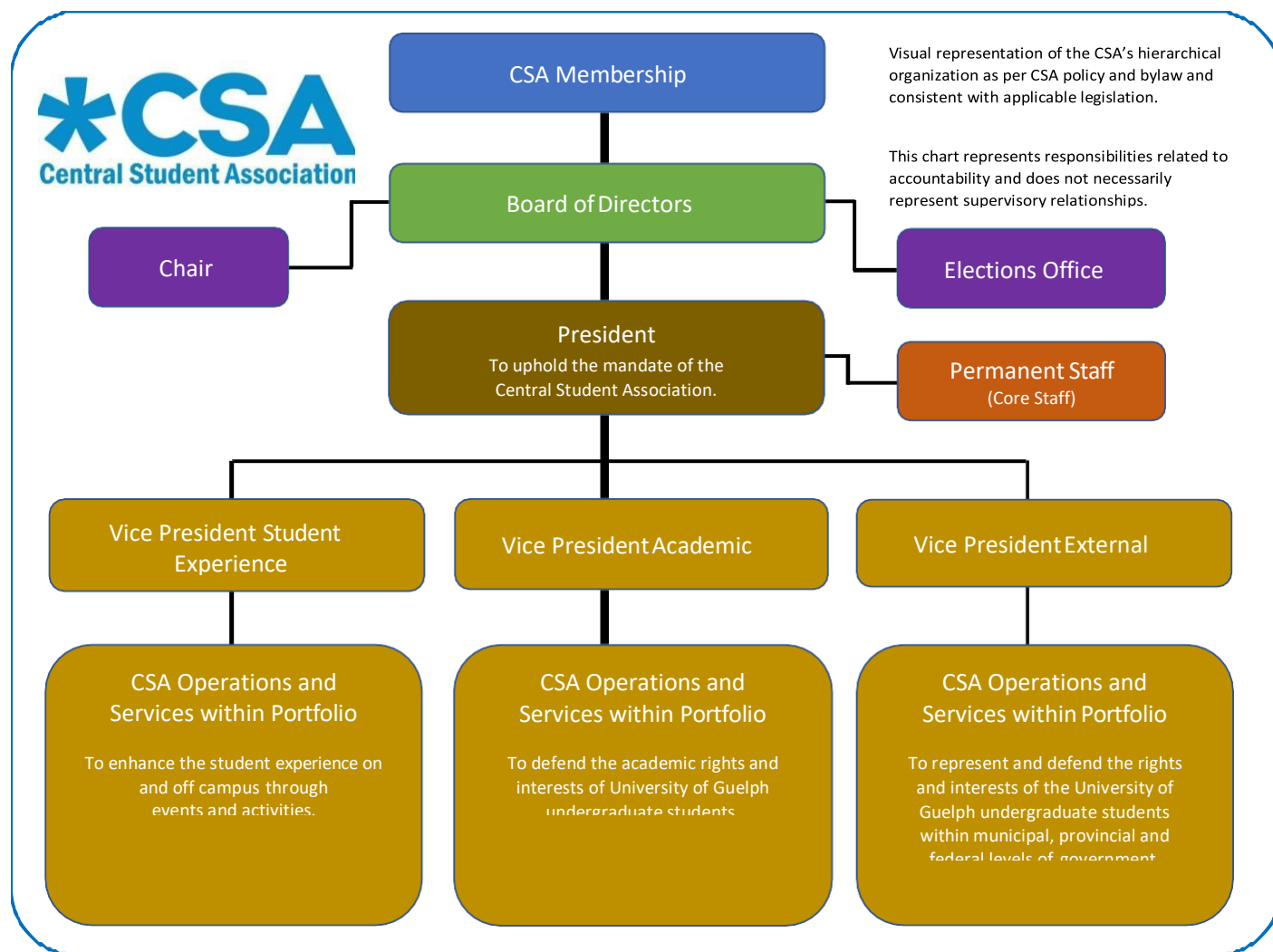
- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

Our Approach

The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety and a sense of belonging at the University of Guelph.

CSA Corporate Organizational Chart



More Information

[Letters Patent](#)
[CSA History](#)

Director Commitments

For the duration of my candidacy for the office of CSA Director, and if elected, during the term of my service, I acknowledge and agree to:

- Act in the best interests of the CSA in respect of matters for which the Board has the authority to act;
- Act in the best interest of the constituency I represent;
- Have a thorough understanding of the CSA's Mandate, Indicators of Success and Approach, and the CSA Structure;
- Attend and actively participate in all scheduled Board of Directors training sessions, Board of Directors meetings, General Members' Meetings (GMM) and the Annual General Meeting (AGM);
- Speak to classes during times of significant importance to the CSA, including but not limited to GMMs, AGMs, elections and awareness campaigns;
- Participate in Committee work, including Hiring Committees;
- Carry out such other duties as the Board may from time to time assign me with, or as stipulated in CSA policy and bylaws;
- Tender my resignation if two meetings are missed per semester without obtaining prior leave of absence.

In addition to the above, I further agree to:

- Uphold the by-laws and policies of the CSA;
- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA policy and bylaws;
- Always uphold the principles of inclusivity and accessibility;
- At all times, ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times, take into consideration the CSA's welfare and mandate;
- At all times, be as objective, fair and impartial as possible when discussing issues and making decisions.
- Attend any mandatory board training as directed.

Signed Agreement

A commitment form including details listed above will be provided for signature as a requirement of the nomination package.

Important Points to Remember

It is the candidate's responsibility to read, understand, and abide by all guidelines, bylaws and policies laid out in this candidates' package, and applicable to CSA elections. There are many changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You have no right to interfere with the right to campaign of another candidate at any time during the election. You may enlist the help of campaign volunteers to assist with your campaigning. Any complaints regarding other candidates, students, or organizations should be sent to the CRO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

Candidates are required to check their email at least once every 12 hours during the Campaign period and at least once every 24 hours during the period outside campaigning.

Campaign expense limits are:

- \$200 for Executive
- \$75 for Directors
- \$300 for Referendum Teams

Candidates must submit a statement of total expenses on the final budgetary form (Form E0-03) to the Chief Returning Officer (csacro@uoguelph.ca) by **Tuesday, October 12, 2021**. Internal expenses (expenses from using CSA services) will be paid directly by the CSA, if within budget. Any external expenses will be reimbursed at the end of the elections period when the budgetary form is received.

If a Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.

Candidates must retain all receipts of expenses incurred during the campaign. As restrictions begin to lift, poster runs will be available for the Fall 2021 by-election. Please note that any on campus campaigning must be done in compliance with the University's current regulations.

We encourage candidates to use the digital tools at their disposal to reach students during the campaign. The elections office understands the challenges this presents and is available to discuss with candidates' virtual campaign possibilities. We ask that candidates and referendum teams use their best judgement to campaign at times that are appropriate, and respect students' space (please note this also includes online space).

Elections Office Candidates Package Directors



Academic Consideration

The CSA Elections are intense and time-consuming for all the candidates. If any candidate is having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration and that will be written by the Vice President Academic. However, this letter is a reference only to your involvement in the CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency; the professor retains the ultimate decision in academic considerations.

Candidates are encouraged to consult the University's *Academic Consideration Policy* [here](#).

Important Dates

Winter 2022 General Election Nominations	Monday, January 17 to Friday, January 21, 2022 at 4:00 pm
All Candidates' Meetings	Friday, January 21, 2022 at 5:30 pm
General Election Campaign	Monday, January 31 to Thursday, February 10, 2022
Submit list of campaign volunteers to Elections	Office Monday, January 31, 2022
General Election Voting	Monday, February 7 to Thursday, February 10, 2022(11:59 pm)
Announcement of Unofficial Results	Friday, February 11, 2022
Submit Final Budget Form with Receipts	Friday, February 11, 2022
Results Ratified	Wednesday, February 23, 2022

Postering

- As restrictions lift, Poster Runs are available for the Winter 2022 General Election. Please see the following page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email csacro@uoguelph.ca
- Candidates may not poster off campus
- No stickers

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections Instagram and Facebook in any digital advertisements posted to these sites.

Instagram: csa_elections

Facebook: Csa Cro (<https://www.facebook.com/csa.cro.uog/>)

Twitter: using #csaelections in all tweets

All digital advertisements must be approved prior to posting.

Digital campaign material and Posters MUST include:

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for
- The CSA Logo displayed at a legible size
- Voting period information
- CSA Elections website address: <https://csaonline.ca/elections>
 - Preferably this would be hyperlinked.

Digital campaign material and Posters must NOT include:

- Copyright Material
 - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is at the discretion of the CSA Chief Returning Officer.

Elections Office
Candidates Package
Directors



CSA
Central Student Association

PRINTING & PROMOTIONAL SERVICES

2021-2022 PRICE SHEET

Your Central Student Association is committed to bringing the undergrad community affordable printing & promotional services!

PRINTING & PHOTOCOPYING

	CSA	EXTERNAL
BLACK & WHITE		
- Letter 8.5 x 11 in	\$0.05	\$0.05
- Legal 8.5 x 14 in	\$0.05	\$0.05
- Tabloid 11 x 17 in	\$0.10	\$0.10
COLOUR		
- Letter 8.5 x 11 in	\$0.20	\$0.25
- Legal 8.5 x 14 in	\$0.20	\$0.25
- Tabloid 11 x 17 in	\$0.40	\$0.50
CARD STOCK		
- Letter or Tabloid	+ \$0.05	+ \$0.05

POSTER RUN

Poster Runs go out every Monday and Thursday; any posters to be run must be submitted by 4pm the previous business day in order to be approved. Standard poster run quantity is 50 posters; **cost below does not include printing.**

POSTER SIZE	CSA	EXTERNAL
- Letter, Legal, or Tabloid	\$25	\$40

LARGE FORMAT PRINTING

Large format printing is calculated per square foot; poster dimensions must be 24 or 36in on at least one size.
To request a quote for custom sized large format printing, please contact CSA Promo at csapromo@uoguelph.ca

BY PAPER TYPE	CSA	EXTERNAL
- Heavyweight	\$3.30 / Sq Ft	\$3.90 / Sq Ft
- Lightweight	\$2.70 / Sq Ft	\$3.30 / Sq Ft

BY DISPLAY	CSA	EXTERNAL
- Kiosk Poster 36 x 64in on Lightweight	\$43.20	\$52.80
- Hanging Banner 70 x 36in on Lightweight	\$47.25	\$57.75

KIOSK & BANNER RENTAL

The CSA provides rental of 2 display locations: the kiosks in Winegard Walk outside Creelman (8 slots) and the hanging banners in UC (4 slots). Due to the limited amount of slots, **rental requests must be submitted 2 weeks in advance.**

LOCATION	CSA	EXTERNAL
- Kiosk	\$20 per week	\$40 per week
- UC Banner	\$20 per week	\$40 per week

BUTTONS & MAKER RENTAL

MAKER RENTAL	CSA	EXTERNAL
- Rental Fee	\$10	\$20
- Deposit	\$65	\$65

BUTTONS - 1.5IN	CSA	EXTERNAL
- 25 Buttons <small>MINIMUM</small>	\$3.75	\$3.75
- 50 Buttons	\$7.50	\$7.50
- 100 Buttons	\$15.00	\$15.00

BUTTONS - 2.25IN	CSA	EXTERNAL
- 25 Buttons <small>MINIMUM</small>	\$5	\$5
- 50 Buttons	\$10	\$10
- 100 Buttons	\$20	\$20

ASSEMBLY	CSA	EXTERNAL
- Assembled by CSA	\$5 / 25	\$10 / 25

HOW TO ACCESS OUR SERVICES:

CSA MAIN OFFICE
FOR: general printing & photocopying | poster runs | buttons

CSA PROMO SERVICES via csapromo@uoguelph.ca
FOR: large format printing | kiosk & banner rentals | design services

FOR MORE DETAILS, VISIT CSAONLINE.CA/PROMO

PRICES VALID 1 SEPTEMBER 2021. CSA PRICING APPLIES TO U OF G UNDERGRADS & CSA STAFF.

Guidelines for Email Listservs

For all matters pertaining to elections:

Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.

Campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of \$0.04 per recipient.

It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent-out.

It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.

Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.

Candidate's emails MUST contain:

- Name of the candidate (as it is to appear on the ballot).
- Full name of the position the candidate is running for.
- A word of warning for all the recipient(s) to remind them NOT to forward the campaign email.

The CSA has absolutely **no tolerance** in regard to willful slander or misinformation about another candidate over emails. If the candidate is the perpetrator of the incident, they will face immediate disqualification.

Slate candidacy is not permitted. Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning this includes but is not limited to any written campaign material and classroom speaking.

Social Media Guidelines

Candidates are responsible for following Electoral Bylaws, Policies and guidelines with regards to misinformation or slander and are required to report infractions as they arise.

Candidates must email the CRO at csacro@uoguelph.ca immediately if an infraction is spotted. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.

A list of the social media accounts that the candidate plans on using must be provided to the ARO at csaaro@uoguelph.ca no later than Monday, September 27, 2021.

The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. For example, if the candidate decides to create a Facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

Instagram

It is recommended that candidates create CSA elections accounts, but candidates are able to use their personal accounts for the Fall 2021 By-Election.

All posts must tag @csa_elections

Facebook

Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.

Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.

Facebook groups/pages are allowed to be active during the campaign period only. This means candidates/teams cannot publicize a Facebook group before the campaign period.

Candidates must add 'CSA CRO' as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

Candidates are not allowed to join and/or like the groups/pages of other candidates. The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.

Candidates are allowed to send messages to members of their Facebook group or page.

Elections Office Candidates Package Directors



Facebook ads may be purchased; however, they are only permitted during the campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

Twitter

Candidates may use Twitter; both personal and new elections-only accounts as needed for the purposes of campaigning.

Do not use your campaign Twitter for purposes of reporting on other candidates, or venting about electoral processes etc.

All campaign-related tweets must include the following hashtag: #csaelections.

YouTube

Candidates may use YouTube; both personal and new elections-only accounts as needed for the purposes of campaigning.

All YouTube content must be approved by the CSA elections office prior to being posted online.

Other Platforms

Candidates may use other social media platforms, so long as they have received approval from the Elections Office and submit all campaign material for approval prior to posting.

Contacting Other Candidates

Candidates are not permitted to interact with other candidates through campaign related social media. This includes commenting or sharing other candidates social media posts.

Campaigning

Perhaps the most noticeable change to the election process will be in the way candidate campaign. In person, on-campus campaign has often been viewed as the most effective. Adapting to the COVID-19 restrictions will require creativity.

Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions the elections office team is happy to help.

We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

Campaign Volunteers

You may enlist the help of campaign volunteers to assist with your campaigning. Campaign volunteers may assist in, and promote, more than one campaign; however, they must not campaign for more than one candidate at any given time and must ensure they are not campaigning in a manner that would suggest slate candidacy.

A list of campaign volunteers must be submitted to the Elections Office by Monday, January 31, 2022 at 4:30 pm. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

Social media groups/chats may be created to communicate with your volunteers. However, this must be a closed / private group.

Classroom Talks

Classroom talks are a great way to reach a lot of people in a small amount of time. Before presenting a classroom talk, ask yourself the following questions:

1. Do I have the instructor's permission?
2. What am I going to say?

You can ask the instructor to speak before a live synchronous class or ask to have a poster or flyer to displayed on the class' Courselink page.

Social Media

Use of social media is allowed as part of your campaigning and is highly recommended. Please refer to the social media component of this package for more rules and regulations.

Elections Office Candidates Package Directors



Endorsements

You may contact organizations asking them to endorse your campaign.

All endorsements must be approved by the CSA elections office upon gaining written permission from the organization.

An email must be sent to csacro@uoguelph.ca from the organization endorsing the candidate and copying the candidate.

Endorsements MAY be given by:

- CSA Clubs
- College Governments
- Special Status Groups
- Interhall Council

Endorsements MAY NOT be given by:

- University Administration
- University Faculty
- University Centre Administration
- CSA Staff (which includes Full Time, Part Time, and Volunteers)

Note: You must obtain approval for all endorsements through the CSA Elections office.

Other

Be inventive with your campaigning! As always, permission must be granted to the candidate by the CSA Elections office prior to the distribution of promotional material.

You must account for all expenses. It is recommended to keep track of expenses throughout the campaign as the budget deadline is shortly after voting ends.

Note

According to the CSA Policies & Bylaws, collecting signatures in pursuance of By-law 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning (Appendix G, 14.2.7)

In Person Campaigning

If you are planning on campaigning within the University Centre, please note that you must complete the appropriate Sales and Solicitations Form. It is prohibited to campaign in the University Library.

Abuse of Position

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election.

Keep in mind that friends of candidates using their positions to support a candidate will be considered as an infraction by the candidate.

Penalty for Abuse of Position is:

- First Occasion: 75% of campaign budget
- Second Occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification

Some of the implications of this section are:

- Membership in a club or board: You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public but only through channels open to all and not just to members.
- RLS and IHC: Residence is off limits during campaigning. If you have access to residence you cannot campaign, post, or encourage others to post any campaign materials.
- If you are unsure if what you are doing is an abuse of power, then don't do it without asking the CRO first. Generally speaking, ask yourself if what you want to do can be easily done by other candidates who do not share your position; if they can, you are probably safe.

Campaign Infractions

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Infractions will result in a deduction from the total campaign budget. A deduction of 100% of the campaign budget will result in disqualification of the candidate.

1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy:
 - First Occasion: A minimum fine of 50% of the campaign budget will be imposed, and/or disqualification depending on severity of occurrence.
 - Second Occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.
2. Failure to submit form EO-03 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts and envelopes by end of voting period.
 - After Friday February 11 2022: A fine of 100% of the campaign budget, which will result in immediate disqualification.
3. Candidate exceeds their budget:
 - If expenses are less than 20% of the budget: The candidate will pay out of pocket.
 - If expenses are greater than 20% of the budget: A fine of 100% of the campaign budget, which will result in immediate disqualification.
4. Use of campaign materials without CRO approval:
 - First occasion: 25% of campaign budget and candidate must remove all materials immediately.
 - Second occasion: 50% (non-cumulative from previous occasion) of campaign budget.
 - Third occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.
5. Campaigning outside the designated campaign period, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:
 - First occasion: 75% of campaign budget.
 - Second occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

Elections Office Candidates Package Directors



6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:

- A fine of 100% of the campaign budget, which will result in immediate disqualification of all candidates in the slate.

7. The abuse of a position from a candidate with whom they are involved to promote their campaign:

- First occasion: 75% of campaign budget.
- Second occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

8. Failure to comply with any part of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:

- First occasion: Warning.
- Second occasion: 50% of campaign budget.
- Third occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

Board of Directors Meeting Schedule

Board Meetings are typically held every second Wednesday evening, however emergency Board Meetings can be scheduled with 48 hours notice as per CSA policies and bylaws.

Fall 2021

1.	September 15, 2021	6:00 pm
2.	September 29, 2021	6:00 pm
3.	October 13, 2021	6:00 pm
4.	October 27, 2021	6:00 pm
5.	November 10, 2021	6:00 pm
6.	November 24, 2021	6:00 pm

Winter 2022

7.	January 12, 2022	6:00 pm
8.	January 26, 2022	6:00 pm
9.	February 2, 2022	6:00 pm
10.	February 23, 2022	6:00 pm
11.	March 9, 2022	6:00 pm
12.	March 23, 2022	6:00 pm
13.	April 6, 2022	6:00 pm

Town Hall

There is currently no Town Hall scheduled. Please check [here](#) for updates.

2022 Annual General Meeting

Wednesday, February 9, 2022
5:00 pm, Microsoft Teams

Elections Office
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Board Training Dates

Session I: Code of Conduct

Wednesday, November 3, 2021, 6:00 pm to 9:00 pm, Microsoft Teams

Session II: Governance

Wednesday, November 17, 2021, 6:00 pm to 9:00 pm, Microsoft Teams



CSA
ELECTIONS

Candidates' Package: Executive Positions

Winter 2022 General Election

DRAFT

**Elections Office
Candidates Package
Executive Positions**



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**Elections Office
Candidates Package
Executive Positions**



To All Candidates in the CSA Election

First, we would like to congratulate you on being nominated for a position at the Central Student Association (CSA). As Elections Office staff, it is our responsibility to communicate and enforce the campaign rules as defined in this Candidates' Package and as prescribed by the CSA Bylaws and Policies.

Second, the following page shows our contact information. If at any time during the election you are unsure about a rule or bylaw, we strongly recommend contacting the Elections Office; we will be happy to help. If the office hours (also found on the following page) are not suitable, we will arrange an alternate time. We are happy to answer questions by video call, but only communications from your University of Guelph e-mail, or written (letter) will be considered official. We cannot accept Facebook messages or any other social media communications that are related to CSA Elections as official communications.

As the CSA Executive, you are an “Ambassador of Something Bigger”, and this position entails major responsibilities that as candidates you must be aware.

It is your responsibility as a candidate to know all the duties and responsibilities that come with being a CSA Executive. They are outlined in this document and it is also advisable to review the CSA bylaws and policy manual to determine if this position is suitable for you. Please note that these policies will become part of your CSA employment contract if you are successful in this election. You can review all of the bylaws, policies, and rules of order at the following link.

And last, we hope that this is a rewarding experience for all of you; we encourage you to enjoy the experience and remain positive, regardless of the hard work required.

Sincerely,

Jewel Lindemann

Chief Returning Officer (CRO) Central Student Association
csacro@uoguelph.ca

Julia Centofanti

Assistant Returning Officer (ARO) Central Student Association
csaaro@uoguelph.ca

Elections Office Candidates Package Executive Positions



Contact Information

CSA Election Office

The CSA's Office is located in the UC, on Level 2, in Room 267.

Election Team

Jewel Lindemann

Chief Returning Officer (CRO)

csacro@uoguelph.ca

Wednesday: 8:00 am to 1:00 pm

Friday: 4:00 pm to 7:00 pm

Or by appointment

Julia Centofanti

Assistant Returning Officer (ARO)

csaaro@uoguelph.ca

Office Hours TBD

Nicole Walker

CSA President

csapresident@uoguelph.ca

Monday to Friday: 9am-4:30pm

Pete Wobschall

Policy & Transition Manager

csaptm@uoguelph.ca

Monday to Friday: 9am-4:30pm

CSA Mission, Vision, & Values

Our Mandate

The CSA is run by students for students. We:

- Represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers;
- Provide practical services that improve students' lives and save them money;
- Contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus;
- Support students to organize around issues they care about, through clubs and campaigns;
- Organize events that make university life even more fun;
- Create rewarding employment and volunteer opportunities for students as a result of being a student-run organization; and
- Serve as a central coordinating body for undergraduate student association representatives.

Our Indicators of Success

The CSA knows it is doing a great job when:

- Students want to engage with the CSA. They know what the CSA does and want to be involved;
- Executive members represent students accurately and confidently, based the knowledge gained from meaningful consultations;
- The CSA provides services that students use;
- Advocacy on students' behalf is effective in achieving its goals; and
- The CSA has structures and active processes in place to ensure accountability.

Our Approach

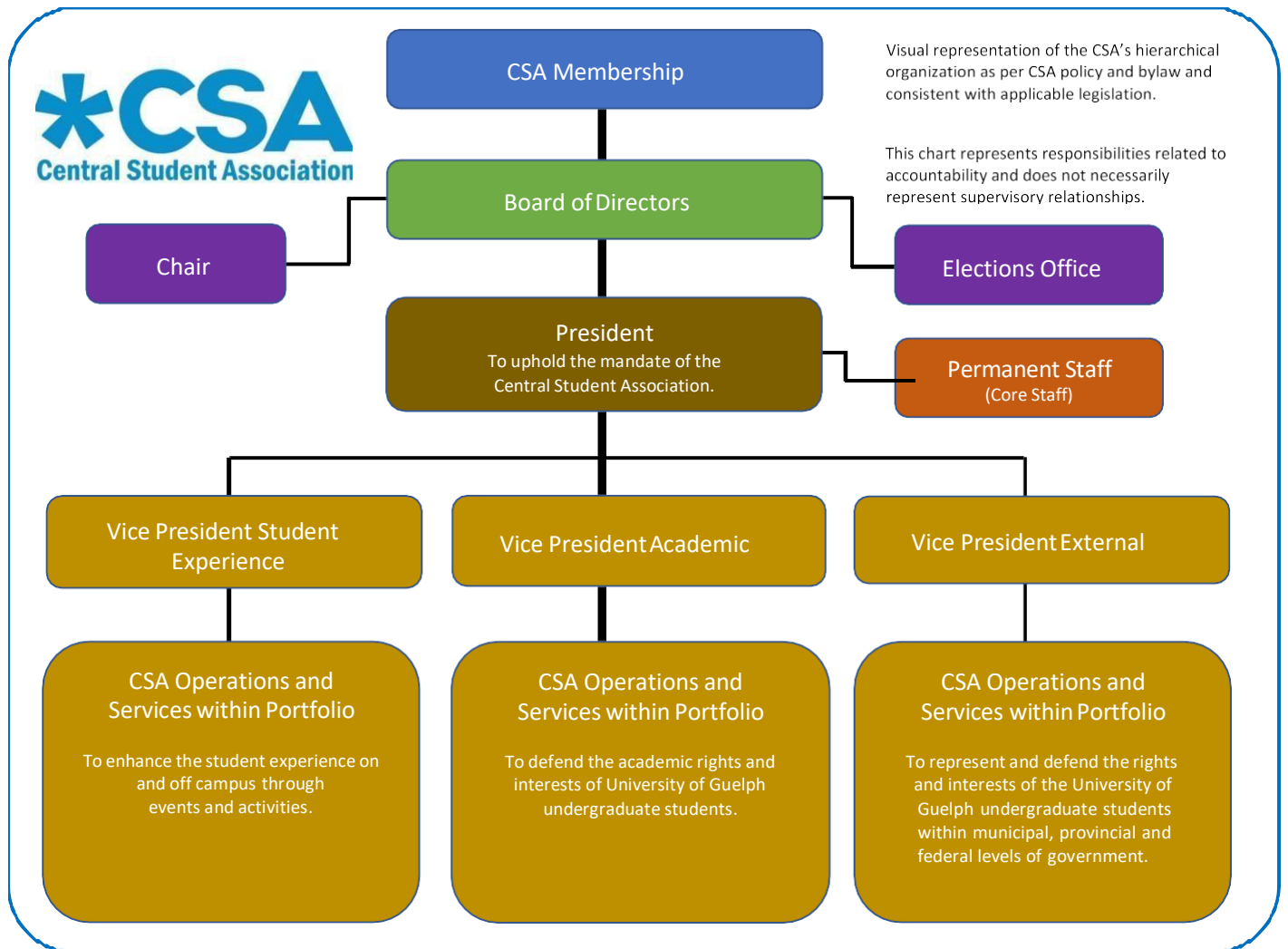
The CSA is committed to:

- Proactive engagement with students;
- Representing all students accurately and effectively;
- Staying relevant and valuable to students;
- Excelling at communication;
- Behaving in a constructive and professional manner;
- Paying attention to the unique history and culture of this university;
- Modelling organizational excellence, including unified leadership and trusted financial management; and
- Promoting acceptance, inclusion, safety and a sense of belonging at the University of Guelph.

Elections Office Candidates Package Executive Positions



CSA Corporate Organizational Chart



More Information

[Letters Patent](#)
[CSA History](#)

President Responsibilities

The primary purpose of the President is to uphold the mandate of the Central Student Association.

- To work with a team of Executive, directors and staff to make decisions with the collective interests of students in mind;
- To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA;
- To advocate for increasing student engagement and representation on committees;
- To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph;
- To act as “Corporate President” and to be a primary signing authority of the CSA;
- To be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization;
- To act as the primary spokesperson of the CSA.

Vice President Academic Responsibilities

The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.

- To represent undergraduate students with all matters pertaining to accessibility and academic programming;
- To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience;
- To represent undergraduate students on all academic and accessibility related committees;
- To actively engage with students on academic issues that are currently relevant to the undergraduate student body;
- To advocate on behalf of undergraduate students for an accessible, high quality post- secondary education, in collaboration with the Vice President External;
- To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students;
- To promote the financial aid available to students.

Vice President Student Experience Responsibilities

The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.

- To be involved in event planning pertaining to undergraduate students;
- To recruit volunteers and acquire feedback for events, promotions, initiatives and special projects that pertain to undergraduate students;
- To advocate for increasing student engagement and representation on committees;
- To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer;
- To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic
- To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External;
- To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External.

Vice President External Responsibilities

The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial, and federal levels of government.

- To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community.
- To act as a liaison to the City of Guelph and the Ontario and Canadian governments.
- To monitor government initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students.
- To advocate on behalf of undergraduate students for an accessible, high quality post- secondary education in collaboration with the Vice President Academic.
- To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice.
- To address issues of sustainability on and off campus, in collaboration with campus and community partners.

Elections Office Candidates Package Executive Positions



- To advocate for increasing student engagement and representation on committees.
-

Executive Position Commitments

For the duration of the term, as a candidate for the office of CSA Executive, Executives are to acknowledge and commit to the following.

Executive Committee Members agree to:

- Accomplish initiatives as received by the President from the Board of Directors and the general membership;
- Follow the leadership and direction of the CSA President;
- Attend and actively participate in all CSA scheduled Executive Committee training sessions, retreats and weekly (or biweekly) meetings;
- Participate in ongoing leadership training;
- Prepare and submit in a timely manner Executive Committee meeting minutes for inclusion in the upcoming board package;
- Actively participate in Transition Week, together with the core staff, as required by the Policy & Transition Manager.

Executive Officers agree to:

- Work a minimum of 37 hours per week from May 1 until April 30;
- Participate in a comprehensive transition process relevant to my role at the beginning of the term, as well as executing such a process for incoming Executive at the end of my term, as scheduled by the Policy & Transition Manager;
- Participate in applicable training opportunities to strengthen skills for the enhancement of your portfolio;
- Be responsible for the duties listed in my Executive Portfolio;
- Consult with the general membership on matters pertaining to respective portfolio;
- Prioritize and fulfill committee obligations;
- Update my portfolio's transition manual, to be handed down to future Executive;
- Submit a final report to the Board of Directors for the last meeting of the year.

Elections Office Candidates Package Executive Positions



In addition to the above, further agree to:

- Keep in strictest confidence all confidential or proprietary information communicated or disclosed to me in accordance with relevant CSA by-laws and policies;
- At all times ensure the financial viability and continuation of the CSA as a non-for-profit organization;
- At all times take into consideration the CSA's welfare and mandate;
- Always uphold the principles of inclusivity, accessibility, and CSA bylaws and policies;

The following dates are TBD due to COVID-19 and will take place in 2021. The dates mentioned below are last year's dates and give candidates an idea of the time commitment and expected training dates. 2021 dates will be made available soon.

- Commit to up to 30 hours of training with the outgoing Executive and training team, prior to the last day of April
- Attend the Staff Training Day on March 28, 2020
- Participate in the Executive Transition Program on April 27-29, 2020
- Attend the Mandatory Board Training on Saturday, September 12, 2020

Signed Agreement

A commitment form including details listed above will be provided for signature as a requirement of the nomination package.

Elections Office Candidates Package Executive Positions



Important Points to Remember

It is the candidate's responsibility to read, understand, and abide by all guidelines, bylaws and policies laid out in this candidates' package, and applicable to CSA elections. There are many changes from previous years – so please read thoroughly and ask questions for clarification when needed.

You have no right to interfere with the right to campaign of another candidate at any time during the election. You may enlist the help of campaign volunteers to assist with your campaigning. Any complaints regarding other candidates, students, or organizations should be sent to the CRO via email. Every effort will be made to respond to complaints about campaign infractions within 24 hours.

Candidates are required to check their email at least once every 12 hours during the Campaign period and at least once every 24 hours during the period outside campaigning.

Campaign expense limits are:

- \$200 for Executive
- \$75 for Directors
- \$300 for Referendum Teams

Candidates must submit a statement of total expenses on the final budgetary form (Form E0-03) to the Chief Returning Officer (csacro@uoguelph.ca) by **Friday, February 11, 2022 at 4 pm.**

Internal expenses (expenses from using CSA services) will be paid directly by the CSA, if within budget. Any external expenses will be reimbursed at the end of the elections period when the budgetary form is received.

If a Candidate exceeds their budget, they will have to pay out of pocket and will face disqualification if the expenses are greater than 20% of the budget.

Candidates must retain all receipts of expenses incurred during the campaign. As a result of COVID-19 and due to the responsibility each of us has in ensuring the health of those around us, on-campus campaigning is strictly prohibited.

The CSA will not be offering poster runs. We encourage candidates to use the digital tools at their disposal to reach students during the campaign. The elections office understands the challenges this presents and is available to discuss with candidates' virtual campaign possibilities. We ask that candidates and referendum teams use their best judgement to campaign at times that are appropriate, and respect students' space (please note this also includes online space).

**Elections Office
Candidates Package
Executive Positions**



Academic Consideration

The CSA Elections are intense and time-consuming for all the candidates. If any candidate is having academic troubles because of the stress from the campaigning week, you may request a letter for academic consideration and that will be written by the Vice President Academic. However, this letter is a reference only to your involvement in the CSA Election, and it is up to the candidate to ask permission from the professor for missed work/leniency; the professor retains the ultimate decision in academic considerations.

Candidates are encouraged to consult the University’s *Academic Consideration Policy* [here](#).

Important Dates

Winter 2022 General Election Nominations	Monday, January 17 to Friday, January 21, 2022 at 4:00 pm
All Candidates’ Meetings	Friday, January 21, 2022 at 5:30 pm
General Election Campaign	Monday, January 31 to Thursday, February 10, 2022
Submit list of campaign volunteers to Elections	Office Monday, January 31, 2022
General Election Voting	Monday, February 7 to Thursday, February 10, 2022(11:59 pm)
Announcement of Unofficial Results	Friday, February 11, 2022
Submit Final Budget Form with Receipts	Friday, February 11, 2022
Results Ratified	Wednesday, February 23, 2022

Elections Office Candidates Package Executive Positions



Postering

- As restrictions lift, Poster Runs are available for the Winter 2022 General Election. Please see the follow page for the CSA prices for posters. If you would like more information on poster runs or how to run your own, please email csacro@uoguelph.ca
- Candidates may not poster off campus
- No stickers

Candidates must abide by the regulations below for digital advertisements. Please tag the CSA Elections Instagram and Facebook in any digital advertisements posted to these sites.

Instagram: csa_elections

Facebook: Csa Cro (<https://www.facebook.com/csa.cro.uog/>)

Twitter: using #csaelections in all tweets

All digital advertisements must be approved prior to posting.

Digital campaign material **MUST** include:

- Name of the candidate (as it is to appear on the ballot)
- Full name of the position the candidate is running for
- The CSA Logo displayed at a legible size
- Voting period information
- CSA Elections website address: <https://csaonline.ca/elections>
 - Preferably this would be hyperlinked.

Digital campaign material **must NOT** include:

- Copyright Material
 - Note: most random images/logos found on Google are copyrighted.
- Logos or endorsements by on campus groups/organizations without express written permission from the organization in question. (Written permission must be provided to the CRO)
- The University of Guelph cornerstone/logo
- No potentially offensive material (including text and images). The strict definition of “offensive” is at the discretion of the CSA Chief Returning Officer.

Elections Office Candidates Package Executive Positions



PRINTING & PROMOTIONAL SERVICES

2021-2022 PRICE SHEET

Your Central Student Association is committed to bringing the undergrad community affordable printing & promotional services!

PRINTING & PHOTOCOPYING

		CSA	EXTERNAL
BLACK & WHITE			
- Letter	8.5 x 11 in	\$0.05	\$0.05
- Legal	8.5 x 14 in	\$0.05	\$0.05
- Tabloid	11 x 17 in	\$0.10	\$0.10
COLOUR			
- Letter	8.5 x 11 in	\$0.20	\$0.25
- Legal	8.5 x 14 in	\$0.20	\$0.25
- Tabloid	11 x 17 in	\$0.40	\$0.50
CARD STOCK			
- Letter or Tabloid		+ \$0.05	+ \$0.05

POSTER RUN

Poster Runs go out every Monday and Thursday; any posters to be run must be submitted by 4pm the previous business day in order to be approved. Standard poster run quantity is 50 posters; **cost below does not include printing.**

POSTER SIZE	CSA	EXTERNAL
- Letter, Legal, or Tabloid	\$25	\$40

KIOSK & BANNER RENTAL

The CSA provides rental of 2 display locations: the kiosks in Winegard Walk outside Creelman (8 slots) and the hanging banners in UC (4 slots). Due to the limited amount of slots, **rental requests must be submitted 2 weeks in advance.**

LOCATION	CSA	EXTERNAL
- Kiosk	\$20 per week	\$40 per week
- UC Banner	\$20 per week	\$40 per week

LARGE FORMAT PRINTING

Large format printing is calculated per square foot; poster dimensions must be 24 or 36in on at least one size.
To request a quote for custom sized large format printing, please contact CSA Promo at csapromo@uoguelph.ca

BY PAPER TYPE	CSA	EXTERNAL
- Heavyweight	\$3.30 / Sq Ft	\$3.90 / Sq Ft
- Lightweight	\$2.70 / Sq Ft	\$3.30 / Sq Ft

BY DISPLAY	CSA	EXTERNAL
- Kiosk Poster 36 x 64in on Lightweight	\$43.20	\$52.80
- Hanging Banner 70 x 36in on Lightweight	\$47.25	\$57.75

BUTTONS & MAKER RENTAL

MAKER RENTAL	CSA	EXTERNAL
- Rental Fee	\$10	\$20
- Deposit	\$65	\$65

BUTTONS - 1.5IN	CSA	EXTERNAL
- 25 Buttons <small>MINIMUM</small>	\$3.75	\$3.75
- 50 Buttons	\$7.50	\$7.50
- 100 Buttons	\$15.00	\$15.00

BUTTONS - 2.25IN	CSA	EXTERNAL
- 25 Buttons <small>MINIMUM</small>	\$5	\$5
- 50 Buttons	\$10	\$10
- 100 Buttons	\$20	\$20

ASSEMBLY	CSA	EXTERNAL
- Assembled by CSA	\$5 / 25	\$10 / 25

HOW TO ACCESS OUR SERVICES:

CSA MAIN OFFICE
FOR: general printing & photocopying | poster runs | buttons

CSA PROMO SERVICES via csapromo@uoguelph.ca
FOR: large format printing | kiosk & banner rentals | design services

FOR MORE DETAILS, VISIT CSAONLINE.CA/PROMO

PRICES VALID 1 SEPTEMBER 2021. CSA PRICING APPLIES TO U OF G UNDERGRADS & CSA STAFF.

Elections Office Candidates Package Executive Positions



Guidelines for Email Listservs

For all matters pertaining to elections:

Organizational Email Lists shall be defined as any list of emails containing more than five (5) recipients sent by a candidate or by an individual or organization on a candidate's behalf.

Campaign emails shall be defined as any email which contains text promoting a position with respect to a candidate in the election, sent by a candidate or by an individual or organization on a candidate's behalf.

All Organizational Email List emails are to be accounted for in a candidate's or referendum budget. They will be assessed at a rate of \$0.04 per recipient.

It is the responsibility of the candidate to determine, with as much accuracy as possible, the approximate population of an Organizational Email List and to make this information available to the CRO prior to the email being sent-out.

It is the responsibility of the group in question to determine if and in what manner they will permit candidates (or endorse candidates) and allow them to send campaign messages over their listserv.

Candidates are to notify the CRO of any endorsements from various campus clubs or groups. Please see the section on endorsements for further details.

Candidate's emails MUST contain:

- Name of the candidate (as it is to appear on the ballot).
- Full name of the position the candidate is running for.
- A word of warning for all the recipient(s) to remind them NOT to forward the campaign email.

The CSA has absolutely **no tolerance** in regard to willful slander or misinformation about another candidate over emails. If the candidate is the perpetrator of the incident, they will face immediate disqualification.

Slate candidacy is not permitted. Slate candidacy refers to two or more candidates campaigning together with their names appearing or being stated jointly for the purpose of campaigning this includes but is not limited to any written campaign material and classroom speaking.

Elections Office Candidates Package Executive Positions



Social Media Guidelines

Candidates are responsible for following Electoral Bylaws, Policies and guidelines with regards to misinformation or slander and are required to report infractions as they arise.

Candidates must email the CRO at csacro@uoguelph.ca immediately if an infraction is spotted. The infraction must be copied and pasted into the body of that email – and/or an image of the screen shot of the infraction.

A list of the social media accounts that the candidate plans on using must be provided to the ARO at csaaro@uoguelph.ca no later than Monday, September 27, 2021.

The ARO must be made aware of any changes made to the social media accounts that the candidate plans on using prior to the usage of the platform. For example, if the candidate decides to create a Facebook page halfway through the campaigning period, the ARO must be made aware of this change and approve it prior to its usage.

Instagram

It is recommended that candidates create CSA elections accounts, but candidates are able to use their personal accounts for the Fall 2021 By-Election.

All posts must tag [@csa_elections](#)

Facebook

Any style of campaigning within the University of Guelph Facebook network does fall into the jurisdictions of the CSA Bylaws & Policies, and the CSA Election Guidelines.

Candidates/referendum teams are permitted to create a Facebook group/page for campaigning use.

Facebook groups/pages are allowed to be active during the campaign period only. This means candidates/teams cannot publicize a Facebook group before the campaign period.

Candidates must add 'CSA CRO' as an administrator to your group/page prior to publicizing it. Failure to do so will result in a penalty.

Candidates are not allowed to join and/or like the groups/pages of other candidates. The CSA interprets the joining and/or liking of groups/pages of other candidates as slate candidacy.

Candidates are allowed to send messages to members of their Facebook group or page. Facebook ads may be purchased; however, they are only permitted during the campaign period. The advertisement must be approved by the CRO or ARO before being submitted to Facebook. Facebook ads costs must be included in final campaign budgets.

Twitter

Elections Office Candidates Package Executive Positions



Candidates may use Twitter; both personal and new elections-only accounts as needed for the purposes of campaigning.

Do not use your campaign Twitter for purposes of reporting on other candidates, or venting about electoral processes etc.

All campaign-related tweets must include the following hashtag: #csaelections.

YouTube

Candidates may use YouTube; both personal and new elections-only accounts as needed for the purposes of campaigning.

All YouTube content must be approved by the CSA elections office prior to being posted online.

Other Platforms

Candidates may use other social media platforms, so long as they have received approval from the Elections Office and submit all campaign material for approval prior to posting.

Contacting Other Candidates

Candidates are not permitted to interact with other candidates through campaign related social media. This includes commenting or sharing other candidates social media posts.

Elections Office Candidates Package Executive Positions



Campaigning

Perhaps the most noticeable change to the election process will be in the way candidate campaign. In person, on-campus campaign has often been viewed as the most effective. Adapting to the COVID-19 restrictions will require creativity.

Please use the information below as a guideline. Candidates are encouraged to be creative in their campaign. Should candidates have any questions the elections office team is happy to help.

We ask that candidates and referendum teams campaign at times that are appropriate, and respect students' space.

Campaign Volunteers

You may enlist the help of campaign volunteers to assist with your campaigning. Campaign volunteers may assist in, and promote, more than one campaign; however, they must not campaign for more than one candidate at any given time and must ensure they are not campaigning in a manner that would suggest slate candidacy.

A list of campaign volunteers must be submitted to the Elections Office by Monday, January 31, 2022 at 4:30 pm. If there are subsequent additions to the campaign team, the Elections Office must be notified within 24 hours of the change.

Social media groups/chats may be created to communicate with your volunteers. However, this must be a closed / private group.

Classroom Talks

Classroom talks are a great way to reach a lot of people in a small amount of time. Before presenting a classroom talk, ask yourself the following questions:

1. Do I have the instructor's permission?
2. What am I going to say?

You can ask the instructor to speak before a live synchronous class or ask to have a poster or flyer to displayed on the class' Courselink page.

Social Media

Use of social media is allowed as part of your campaigning and is highly recommended. Please refer to the social media component of this package for more rules and regulations.

Endorsements

You may contact organizations asking them to endorse your campaign.

All endorsements must be approved by the CSA elections office upon gaining written permission from the organization.

Elections Office Candidates Package Executive Positions



An email must be sent to csacro@uoguelph.ca from the organization endorsing the candidate and copying the candidate.

Endorsements MAY be given by:

- CSA Clubs
- College Governments
- Special Status Groups
- Interhall Council

Endorsements MAY NOT be given by:

- University Administration
- University Faculty
- University Centre Administration
- CSA Staff (which includes Full Time, Part Time, and Volunteers)

Note: You must obtain approval for all endorsements through the CSA Elections office.

Other

Be inventive with your campaigning! As always, permission must be granted to the candidate by the CSA Elections office prior to the distribution of promotional material.

You must account for all expenses. It is recommended to keep track of expenses throughout the campaign as the budget deadline is shortly after voting ends.

Note

According to the CSA Policies & Bylaws, collecting signatures in pursuance of By-law 2, Section 2 (Election Periods) will not be considered campaigning and may continue until the applicable forms are received by the Elections Office, at which point, soliciting further signatures will be considered campaigning (Appendix G, 14.2.7)

**Elections Office
Candidates Package
Executive Positions**



In Person Campaigning

If you are planning on campaigning within the University Centre, please note that you must complete the appropriate Sales and Solicitations Form. It is prohibited to campaign in the University Library.

Abuse of Position

An abuse of position occurs when a candidate utilizes resources obtained by virtue of holding a certain position to the benefit of their campaign or election.

Keep in mind that friends of candidates using their positions to support a candidate will be considered as an infraction by the candidate.

Penalty for Abuse of Position is:

- First Occasion: 75% of campaign budget
- Second Occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification

Some of the implications of this section are:

- Membership in a club or board: You cannot use your position on a board of directors or in a club to promote your election. You are allowed to speak at events and meetings that are open to the public but only through channels open to all and not just to members.
- RLS and IHC: Residence is off limits during campaigning. If you have access to residence you cannot campaign, post, or encourage others to post any campaign materials.
- If you are unsure if what you are doing is an abuse of power, then don't do it without asking the CRO first. Generally speaking, ask yourself if what you want to do can be easily done by other candidates who do not share your position; if they can, you are probably safe.

Campaign Infractions

All alleged infractions will be investigated by the Chief Returning Officer (CRO). Infractions will result in a deduction from the total campaign budget. A deduction of 100% of the campaign budget will result in disqualification of the candidate.

1. Any forms of willful slander or misinformation about another candidate or deliberate interference with another candidate's right to inform the student body of their candidacy:
 - First Occasion: A minimum fine of 50% of the campaign budget will be imposed, and/or disqualification depending on severity of occurrence.
 - Second Occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

2. Failure to submit form EO-03 Final Budget (a statement of campaign expenses, receipts, etc.), unused monies, receipts and envelopes by end of voting period.
 - After Friday, February 11, 2022 by 4:00 pm: A fine of 100% of the campaign budget, which will result in immediate disqualification.

3. Candidate exceeds their budget:
 - If expenses are less than 20% of the budget: The candidate will pay out of pocket.
 - If expenses are greater than 20% of the budget: A fine of 100% of the campaign budget, which will result in immediate disqualification.

4. Use of campaign materials without CRO approval:
 - First occasion: 25% of campaign budget and candidate must remove all materials immediately.
 - Second occasion: 50% (non-cumulative from previous occasion) of campaign budget.
 - Third occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

5. Campaigning outside the designated campaign period, addressing/positioning on any issues or answering general questions as a candidate or a representative of referendum team prior to the opening of the campaign period:

Elections Office Candidates Package Executive Positions



- First occasion: 75% of campaign budget.
 - Second occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.
6. Slate candidacy refers to two or more candidates with their names appearing jointly in any written campaign material or the pooling of campaign budgets without authorization. If the violation occurs:
- A fine of 100% of the campaign budget, which will result in immediate disqualification of all candidates in the slate.
7. The abuse of a position from a candidate with whom they are involved to promote their campaign:
- First occasion: 75% of campaign budget.
 - Second occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.
8. Failure to comply with any part of the Candidates' Package, including all CSA Elections Bylaws and Policies, as distributed by the CRO to all candidates and referendum teams:
- First occasion: Warning.
 - Second occasion: 50% of campaign budget.
 - Third occasion: A fine of 100% of the campaign budget, which will result in immediate disqualification.

**Elections Office
Candidates Package
Executive Positions**



Board of Directors Meeting Schedule

Board Meetings are typically held every second Wednesday evening, however emergency Board Meetings can be scheduled with 48 hours notice as per CSA policies and bylaws.

Fall 2021

1.	September 15, 2021	6:00 pm
2.	September 29, 2021	6:00 pm
3.	October 13, 2021	6:00 pm
4.	October 27, 2021	6:00 pm
5.	November 10, 2021	6:00 pm
6.	November 24, 2021	6:00 pm

Winter 2022

7.	January 12, 2022	6:00 pm
8.	January 26, 2022	6:00 pm
9.	February 2, 2022	6:00 pm
10.	February 23, 2022	6:00 pm
11.	March 9, 2022	6:00 pm
12.	March 23, 2022	6:00 pm
13.	April 6, 2022	6:00 pm

Town Hall

There is currently no Town Hall scheduled. Please check [here](#) for updates.

2022 Annual General Meeting

Wednesday, February 9, 2022
5:00 pm, Microsoft Teams



Motion

Board of Directors Meeting # 11
November 24, 2021

Item 11.11.2

Winter 2022 General Elections Timelines, Candidate's Package, and Promo Plan

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

WHEREAS CSA Rules of Order, Section 3.9. states that any presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

MOTION to extend speaking rights to Jewel Lindemann, Chief Returning Officer (CRO), for the duration of Item 11.11.2 to present the Winter 2022 General Elections Timelines, Candidate's Package, and Promo Plan and respond to questions that arise from members.

Moved:

Seconded:

11.11.2(b) Receive Chief Returning Officer's Presentation

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

Moved:

Seconded:

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

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

Moved:

Seconded:



Motion

Board of Directors Meeting # 11
November 24, 2021

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

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

Moved:

Seconded:

Director Appointments Fall 21 Update

Nov 18, 2021

Prepared by Pete Wobschall, Policy & Transition Manager

Current Director Vacancies

Policy Reference

Bylaw 1 – Organizational, [Section 4.2 Board of Directors Composition](#), ss 4.2.5, 4.2.6, and 4.2.7

At-Large (Elected) Representatives

College	# of Vacancies
College of Arts	1
Ontario Agricultural College	1
Ontario Veterinary College	2

Member College Government Representatives

College	# of Vacancies
College of Arts	1
College of Biological Science	1
Ontario Veterinary College	1

Student Organization Representative

Organization	# of Vacancies
Guelph Campus Coop	1
Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)	1

At-Large (Elected) Representatives

Policy Reference

Bylaw 2- Electoral, [Section 2.3 At-Large \(Elected\) Director Appointments](#)

Appointment Process Summary

- In collaboration with the President, the Policy & Transition Manager will ensure a call-out takes place on relevant platforms no less than 14 days [Nov 10, 2021] prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors.
- Requires 25 nomination signatures (currently Directors require 10 if running in an election. The Policy & Bylaw Review Committee is currently reviewing this and will have recommendations to the board at a future meeting.
- 150-word candidate statement of interest presented to the Board at the November 24, 2021 meeting.
- Board holds secret ballot, via Microsoft Teams, [Secret Ballot policy excerpt from CSA Rules of Order is attached as Schedule A.]
- Options on ballot will mirror regular elections ballots with yes/no/decline options.
- Simple majority vote and ratification of successful candidates to follow voting.
- May conduct one more outreach campaign in January to fill remaining empty seats.

Promo Plan Update

Original Promo Plan prepared by the Elections Promo Team on November 3, 2021.

Elections Promo Team Members

- Chief Returning Officer
- President
- Policy & Transition Manager
- Promotional & Graphic Designer
- Assistant Returning Officer (when available)

*Samples of the promo materials used in the table below are provided in Schedule B – Promo Material.

Content	Original Target Date	Nov 18 Update
<p>Website Update</p> <ul style="list-style-type: none"> • Update website to reflect the appointment process • Banner 	Nov 3, 2021	<p>Dedicated csaonline.ca webpage created and released on Nov 3: https://csaonline.ca/board/director-appointments</p> <p>Banner created and posted on Nov 4.</p>
<p>Heads Up!</p> <ul style="list-style-type: none"> • Social Media outreach on elections Instagram (A heads up that the appointment process with begin) 	Nov 5, 2021	Missed deadline due to competing priorities of the PTM and Promo.
<p>Call to Action</p> <ul style="list-style-type: none"> • Newsletter call out (President) 	November – Date TBD	Nov 11, 2021
<p>Appointment Process Opening Soon// Nominations for Appointment Opening Soon</p> <ul style="list-style-type: none"> • Poster Run • Kiosk • Social Media Outreach 	Nov 8, 2021	Missed deadline due to competing priorities of the PTM and Promo.
<p>Nomination for Appointment Now Open</p> <ul style="list-style-type: none"> • Poster Run • Kiosk • Social Media Outreach 	Nov 15, 2021	Posted November 18.

Member College Government Representatives

The Policy & Transition Manager (PTM) is reaching out to the executive colleges with appointment vacancies to secure appointments.

Student Organization Representative

Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)

The Policy & Transition Manager (PTM) is reaching out to organization leaders to secure appointments.

Guelph Coop

The PTM is working in collaboration with the President to develop a process to secure one undergraduate student, who is also a member of the Guelph Coop, to sit as a Director on both boards. Regular reports will be provided to the board as activities progress.

Schedule A – Secret Ballot Policy

CSA Rules of Order, [Section 3.12 Secret Ballot Vote](#)

3.12.1 When a secret ballot vote is required, each voting member shall send the Policy & Transition Manager (PTM) a ballot in the form of an email indicating their vote. The Chair shall be copied on the email. Members will indicate their vote, including abstention, within their email ballot to the PTM and Chair. Ballots will be collected by the PTM and counted by the Chair. The ballots will be kept anonymous. Any member may act as a scrutineer for the counting of ballots. The PTM will forward the voting members' emails to the scrutineer upon request. The final result will be announced by the Chair and recorded in the minutes.

3.12.2 A member may request a secret ballot vote prior to voting on a main motion, which must be approved by a majority vote. This request may be made after the speakers list has been closed.

3.12.3 A secret ballot vote shall be used for any item where the Board chooses between candidates for hiring or a CSA election.

Schedule B – Sample Promo Material

Website Banner



November CSA Newsletter Article:



CSA Board of Directors Appointments

The CSA is looking to appoint interested undergraduate students to the following vacant 'At-large' Director seats on the CSA Board of Directors:

- College of Arts (one vacancy)
- Ontario Agricultural College (one vacancy)
- Ontario Veterinary College (two vacancies)

Interested? The CSA's Chief Returning Officer (CRO) will be accepting nominations packages from **Monday, November 15, 2021 until Friday, November 19, 2021 at 4:00 pm.**

If you have any questions or would like to receive a nominations package, please contact Jewel Lindemann, Chief Returning Officer (CRO) at csacro@uoguelph.ca or [click here](#) for more information.

Social Media Graphics:

CSA BOARD OF DIRECTORS

Director Appointments

APPLICATIONS NOW OPEN!

INTERESTED IN THE NOMINATION PROCESS?

- The CSA's Chief Returning Officer (CRO) will accept nomination packages from **November 15 to 19 at 4pm.**
- The Board of Directors will select successful candidates at the **November 24th Board Meeting.**
- **To request a nominations package** or if you have any questions, please contact CSA CRO Jewel Lindemann at csacro@uoguelph.ca or visit our website for more details at csaonline.ca/director-appointments.

FOR MORE INFORMATION, VISIT CSAONLINE.CA/DIRECTOR-APPOINTMENTS



CSA BOARD OF DIRECTORS

Director Appointments

APPLICATIONS NOW OPEN!

The CSA is looking to appoint interested undergrads to vacant at-large Director seats on the CSA Board of Directors!

There are multiple vacancies, including reps for the following:

- **College of Arts:** 1 vacancy
- **Ontario Agricultural College:** 1 vacancy
- **Ontario Veterinary College:** 2 vacancies

INTERESTED? Swipe to read more about the nomination process!

FOR MORE INFORMATION, VISIT CSAONLINE.CA/DIRECTOR-APPOINTMENTS




CSA BOARD OF DIRECTORS

Director Appointments

The CSA is looking to appoint interested undergrads to vacant at-large Director seats on the CSA Board of Directors!

There are multiple vacancies, including reps for the following:

- **College of Arts:** 1 vacancy
- **Ontario Agricultural College:** 1 vacancy
- **Ontario Veterinary College:** 2 vacancies

INTERESTED? Swipe to read more about the nomination process!

FOR MORE INFORMATION, VISIT CSAONLINE.CA/DIRECTOR-APPOINTMENTS




CSA BOARD OF DIRECTORS

Director Appointments

INTERESTED IN THE NOMINATION PROCESS?

- The CSA's Chief Returning Officer (CRO) will accept nomination packages from **November 15 to 19 at 4pm.**
- The Board of Directors will select successful candidates at the **November 24th Board Meeting.**
- **To request a nominations package** or if you have any questions, please contact CSA CRO Jewel Lindemann at csacro@uoguelph.ca or visit our website for more details at csaonline.ca/director-appointments.

FOR MORE INFORMATION, VISIT CSAONLINE.CA/DIRECTOR-APPOINTMENTS



Poster:

*** Central Student Association**

CSA Board of Directors
DIRECTOR APPOINTMENTS

The CSA is looking to appoint interested undergrads to vacant at-large Director seats on the **CSA Board of Directors!**



Interested? Here's how it works!

The Chief Returning Officer (CRO) will accept nomination packages November 15 to 19 at 4pm.	The Board of Directors will select successful candidates at the November 24th Board Meeting.	To request a nominations package or for more info, contact the CRO at csacro@uoguelph.ca or visit csaonline.ca .
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Multiple vacancies available, including the following:

- COLLEGE OF ARTS: 1 vacancy
- ONTARIO AGRICULTURAL COLLEGE: 1 vacancy
- ONTARIO VETERINARY COLLEGE: 2 vacancies

CSA ELECTIONS FOR MORE INFORMATION, VISIT: CSAONLINE.CA/DIRECTOR-APPOINTMENTS

Kiosk:

*** Central Student Association**

The CSA is looking to appoint interested undergrads to vacant at-large Director seats on the **CSA Board of Directors!**



CSA Board of Directors
DIRECTOR APPOINTMENTS

Interested? Here's how it works!

The Chief Returning Officer (CRO) will accept nomination packages November 15 to 19 at 4pm.	The Board of Directors will select successful candidates at the November 24th Board Meeting.	To request a nominations package or for more info, contact the CRO at csacro@uoguelph.ca or visit csaonline.ca .
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Multiple vacancies available, including the following:

- COLLEGE OF ARTS: 1 vacancy
- ONTARIO AGRICULTURAL COLLEGE: 1 vacancy
- ONTARIO VETERINARY COLLEGE: 2 vacancies

CSA ELECTIONS FOR MORE INFORMATION, VISIT: CSAONLINE.CA/DIRECTOR-APPOINTMENTS

Motion

Board of Directors Meeting # 11
November 24, 2021



Item 11.11.3
Director Appointment Progress Update

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

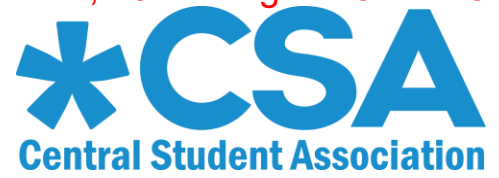
Moved:

Seconded:

Motion

Board of Directors Meeting # 11

November 24, 2021



**Item 11.15
Adjourn**

MOTION to adjourn the CSA Board of Directors Meeting # 11 of **November 24, 2021**, at _____ pm.

Moved:

Seconded: