

# AGENDA

Board of Directors Meeting # 2

June 15, 2022 – 6:00 pm – Microsoft Teams



## Agenda – June 15, 2022

<b>2.0</b>	<b>Call to Order</b>	
<b>2.1</b>	<b>Land Acknowledgement</b> Mason Friebe, VP Academic	
<b>2.2</b>	<b>Adoption of the Agenda</b> 2.2.1 Approve the Agenda 2.2.2 Declarations of Conflicts	1
<b>2.3</b>	<b>Ratifications and De-Ratifications</b> 2.3.1 Ratify Appointed Directors	2
<b>2.4</b>	<b>Comments from the Chair</b> 2.4.1 Introductions and Pronouns	
<b>2.5</b>	<b>Approval of Past Minutes</b> 2.5.1 Meeting # 17 – April 6, 2022 2.5.2 Meeting # 18 – April 11, 2022 2.5.3 Meeting # 1 – May 25, 2022	3 28 39
<b>2.6</b>	<b>Executive Committee Minutes</b> 2.6.1 Meeting # 27 – March 16, 2022 2.6.2 Meeting # 28 – April 6, 2022 2.6.3 Meeting # 29 – April 26, 2022 2.6.4 Meeting # 1 – May 10, 2022 2.6.5 Meeting # 2 – May 18, 2022	49 54 57 60 64
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<b>2.8</b>	<b>Director Reports</b>	
<b>2.9</b>	<b>CSA Service Update and Report</b>	
<b>2.10</b>	<b>Committee Updates and Reports</b> 2.10.1 Report Hiring Committee – Board Scribe 2.10.2 Report Hiring Committee – Board Scribe 2.10.3 Report Hiring Committee – Safewalk Volunteer & PR Coordinator 2.10.4 Report Hiring Committee – Safewalk Volunteer & PR Coordinator 2.10.5 Report Hiring Committee – SHAC Coordinator and Assistant Coordinator 2.10.6 Report Hiring Committee – Student Experience Coordinator (Interim) 2.10.7 Minutes: Finance Committee – Meeting # 4 – March 7, 2022	77 78 79 80 81 82 83

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<b>2.11</b>	<b>Business</b>	
	2.11.1 Report: Ratification of Appointed Directors to the CSA Board	86
	2.11.2 Report: Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force	90
	2.11.3 Finance Committee Annual Report 2021-2022	92
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	2.11.5 Revised Board of Directors Meeting Schedule	97
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<b>2.12</b>	<b>New Business</b>	
<b>2.13</b>	<b>Announcements</b>	
<b>2.14</b>	<b>In Camera Session</b>	
<b>2.15</b>	<b>Adjournment</b>	

## Motion

Board of Directors Meeting # 2

June 15, 2022



### Item 2.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 2 on June 15, 2022, be approved as printed and distributed.

**Moved:**

**Seconded:**

#### **POSSIBLE AMENDMENT:**

**MOTION TO AMEND:** That the agenda be reordered so that Item 2.11.1 - Report: **“Ratification of Appointed Directors to the CSA Board”** be reordered as the first item of discussion.

**Moved:**

**Seconded:**

#### **POSSIBLE AMENDMENT:** (if needed):

**MOTION TO AMEND:** That the following item(s) be added:

**Moved:**

**Seconded:**

#### **MOTION AS AMENDED**

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 2 on June 15, 2022, be approved as amended so that Item 2.11.1 - Report: **“Ratification of Appointed Directors to the CSA Board”** be reordered as the first item of discussion.

**Moved:**

**Seconded:**

**Motion**

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June 15, 2022



**Item 2.3.1.  
Ratify Appointed Directors**

**MOTION:** That the following appointed **College Government representatives** be ratified as Members of the 2022-2023 CSA Board of Directors, effective immediately:

Samantha Ogbeiwi	College of Social and Applied Human Services – Student Alliance
Ana-Maria Mercu	College of Biological Science – Student Council

**Moved:**

**Seconded:**

**MOTION:** That the following **Student Organization representatives** be ratified as Members of the 2022-2023 CSA Board of Directors, effective immediately:

Krishna Varnika Karavadi	International Students Organization (ISO)
Duncan McGuire	Indigenous Student Society (ISS)
Anthony Pereira	Interhall Council (IHC)
Tess Vardy	Guelph Queer Equality (GQE)
Martha Yiridoe	Guelph Black Students Association (GBSA)

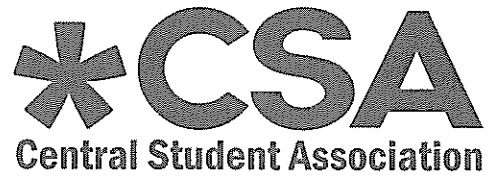
**Moved:**

**Seconded:**

# MINUTES

Board of Directors Meeting # 17

April 6, 2022 – 6:00 pm



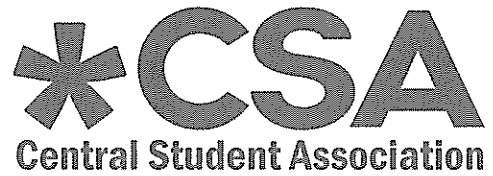
## Attendance for April 6, 2022

<b>Board of Directors</b>			
<b>At-Large (Elected) Representatives</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Valeria Telles	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences		
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		
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiw	College of Social and Applied Human Sciences - Student Alliance		
Quinton Stummer	Lang Students' Association		
Vacant	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	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	
Liz Powell	Interhall Council (IHC)		
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)		
Justin Mihaly	Student Senate Caucus		
Michael Pacheco	Board of Governors	Present	
<b>Executive (Ex-officio, non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

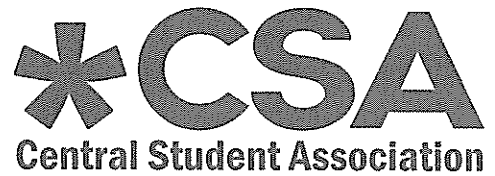
<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Olivia Wells	Scribe

<b>Guests</b>	<b>Affiliation</b>
Lee Anne Clarke	Business Manager, CSA
Mason Friebe	VP Academic (2022-2023), CSA
Jena Ashley	VP External (2022-2023), CSA

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## Summary of Resolutions

### 17.2.1 Approve the Agenda

**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 17 on April 6, 2022, be approved as amended:

- a) To reorder the agenda so that item 17.11.3 - 2022-2023 Draft Budget immediately follows item 17.4.1 - Introductions and Pronouns.

**Motion carried**

### 17.5.1 Approval of Past Board Minutes - March 23, 2022

**MOTION** that the minutes be approved for CSA Board Meeting # 16 held on March 23, 2022, as presented in the Board package.

**Motion carried**

### 17.7 Executive Updates

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

- 17.7.1 President
- 17.7.2 VP Student Experience (position currently vacant)
- 17.7.3 VP Academic
- 17.7.4 VP External

**Motion carried**

### 17.10.1 MINUTES: Policy & Bylaw Review Committee Meeting # 10 – March 2, 2022

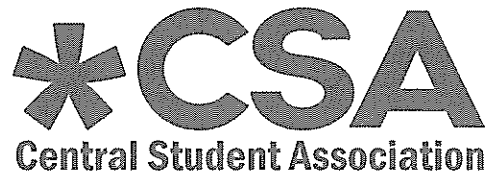
**MOTION** to receive the Minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 10 dated March 2, 2022, as information.

**Motion carried**

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### 17.10.2 Hiring Committee Report Bike Centre Assistant

**MOTION** that the hiring of Dustin Brown for the Bike Centre Assistant position be ratified, as recommended by the Hiring Committee.

**Motion carried**

### 17.11.1 Hybrid Meetings Working Group Findings (PBRC)

**MOTION** to receive the presentation by Pete Wobschall, Policy & Transition Manager, regarding hybrid meetings on behalf of the Policy & Bylaw Review Committee's (PBRC) Future Meeting Format Working Group findings, as information.

**Motion carried**

### 17.11.2 2022-2023 Board Meeting and 2022 AGM Schedule

**MOTION** to approve the 2022-2023 CSA Board of Directors Meeting Schedule as included in the April 6, 2022 Board Package.

**Motion carried**

### 17.11.3 CSA 2022-2023 Budget

**MOTION** to receive the presentation by Lee Anne Clarke, Business Manager, regarding the CSA's 2022-2023 proposed budget, as information.

**Motion carried**

### 17.11.3| Approve the 2022-2023 CSA Budget

## NOTICE

**MOTION** that the 2022-2023 CSA Budget be approved as included in the Board Package and as presented by the CSA Business Manager at the April 11, 2022 Board meeting.

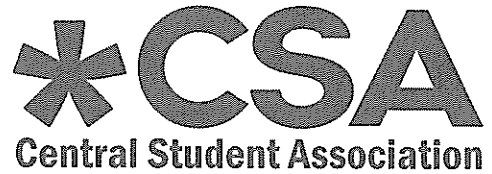
**Motion carried**



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### 17.11.4 Appendix F – Clubs Handbook: Comprehensive Review

**WHEREAS** a working group composed of the former VP Student Experience, Clubs Administrative Coordinator, Clubs Programming Coordinator, Policy & Transition Manager, and President have completed a prescribed three-year comprehensive review of Appendix F – Clubs Handbook and recommends it forward to the CSA Board of Directors.

**RESOLVED** that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 Board agenda package.

**Motion carried**

### 17.15 Adjourn

**MOTION** to adjourn the CSA Board of Directors Meeting # 17 of April 6, 2022, at 8:39 pm.

**Moved:** Member Persram

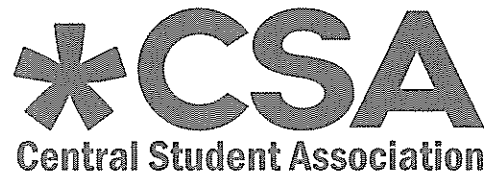
**Seconded:** Member Maharaj

**Motion carried**

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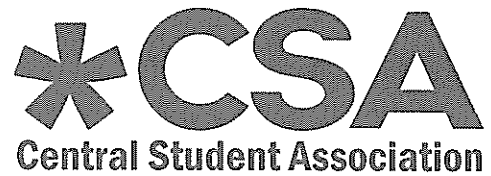
## Agenda – April 6, 2022

- 17.0 Call to Order**
- 17.1 Land Acknowledgement**
  - Lily Taylor-Stackhouse
- 17.2 Adoption of the Agenda**
  - 17.2.1 Approve the Agenda
  - 17.2.2 Declarations of Conflicts
- 17.3 Ratifications and De-Ratifications**
- 17.4 Comments from the Chair**
  - 17.4.1 Introductions and Pronouns
- 17.5 Approval of Past Board Minutes**
  - 17.5.1 Meeting # 16 – March 23, 2022
- 17.6 Executive Committee Minutes**
- 17.7 Executive Updates**
  - 17.7.1 President
  - 17.7.2 VP Student Experience (position currently vacant)
  - 17.7.3 VP Academic
  - 17.7.4 VP External
- 17.8 Director Reports**
- 17.9 CSA Services Update and Report**
- 17.10 Committee Updates and Reports**
  - 17.10.1 MINUTES: PBRC – Meeting # 10 – March 2, 2022
  - 17.10.2 REPORT: Hiring Committee: Bike Centre Assistant
- 17.11 Business**
  - 17.11.1 PRESENTATION: Hybrid Meeting Working Group Findings (PBRC) – Pete Wobschall, PTM
  - 17.11.2 MOTION: 2022-2023 Board Meeting and 2022 AGM Schedule
  - 17.11.3 (a)(b) PRESENTATION: Overview of the 2022-2023 Draft CSA Budget – Lee Anne Clarke, Business Manager
  - (c) NOTICE: Motion to approve the 2022-2023 Draft Budget
  - 17.11.4 MOTION: Appendix F – Clubs Handbook: Comprehensive Review
- 17.12 New Business**
- 17.13 Announcements**
- 17.14 In Camera Session**
- 17.15 Adjournment**

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Board of Directors Meeting # 17

April 6, 2022 – 6:00 pm



## Minutes – April 6, 2022

### 17.0 Call to Order

The meeting was called to order at 6:14 pm.

### 17.1 Land Acknowledgement

This Board meeting is hosted by the Guelph Central Student Association, located on the territory of the Mississaugas of the Credit and the Anishinaabe, Haudenosaunee, and Attawandaron People. I, however, come from Mi'kma'ki and know that many members here today may be from different areas too. Across Canada and the world, we have benefited from Indigenous suffering and the creation of settler societies. Because of this, I encourage each of you to learn the traditional names of your home's land & people, reflect on what brought you to that place, and be grateful that you can call it home today.

As a group, we must recognize that colonization has a legacy that cannot be ignored both within our communities and globally. It is the responsibility of each one of us to acknowledge the continued impacts of this legacy. We must listen to, amplify Indigenous voices, and respect the land as the visitors that many of us are. As a Board, we must strive to make decisions that embody these values and challenge our own colonial perceptions of right and wrong.

Lily Taylor-Stackhouse

### 17.2 Adoption of the Agenda

#### 17.2.1 Approve the Agenda

**MOTION** that the agenda for the CSA Board of Directors Meeting # 17 on April 6, 2022, be approved as distributed in the Board agenda package.

**Moved:** Member Harris

**Seconded:** Member Conibear

**MOTION TO AMEND:** To reorder the agenda so that item 17.11.3 – 2022-2023 Draft Budget immediately follows item 17.4.1 Introductions and Pronouns.

**Moved:** Nicole Walker, President

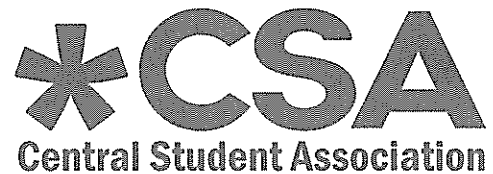
**Seconded:** Member Stevens

*dash*

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President Nicole Walker motivated that reordering the agenda would allow the Business Manager to make their presentation first out of respect for their time.

**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 17 on April 6, 2022, be approved as amended:

- a) To reorder the agenda so that item 17.11.3<sup>dash</sup>-2022-2023 Draft Budget immediately follows item 17.4.1<sup>(C)</sup> Introductions and Pronouns.

**Moved:** Same as original motion

**Seconded:** Same as original motion

**Motion carried**

### 17.2.2 Declarations of Conflicts

No declarations of conflicts made at this meeting.

### 17.3 Ratifications and De-Ratifications

No ratifications or de-ratifications at this meeting.

### 17.4 Comments from the Chair

Chair Cameron Oleson wished everyone a good evening and thanked guests for attending. Additionally, he provided a reminder of how Members could participate in discussions and volunteering.

### 17.4.1 Introductions and Pronouns

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

### 17.5 Approval of Past Board Minutes

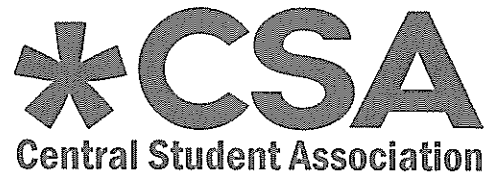
#### 17.5.1 Approval of Past Board Minutes – March 23, 2022

**MOTION** that the minutes be approved for CSA Board Meeting # 16 held on March 23, 2022, as presented in the Board package.

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**Moved:** VP External Shilik Hamad

**Seconded:** Member Harris

### Motion carried

#### 17.6 Executive Committee Minutes

No Executive Committee Minutes were presented.

#### 17.7 Executive Updates

##### 17.7.1 President

President Nicole Walker shared that the CSA has begun looking towards the summer semester already. The AGM was a success last week. She thanked everyone for their engagement and participation, both during the meeting, and prior to it through their work in class talks. The CSA is currently in the process of hiring, and some additional hiring will be conducted during the upcoming summer semester. If anyone is interested, they should attend the Last Toast tomorrow; many tickets have already been sold and people can continue to purchase them tomorrow. Member Ahmed will be speaking at it and the President looks forward to hearing her speech. The last thing is that the final report for the Student Budget Committee was submitted last night. She thanked the Board for their participation this year. She feels that we grew a lot this year, despite some challenging circumstances. For those returning, she is excited to continue working with them. For those that are not, she is excited to see what these Members accomplish next. She looks forward to serving students again during the upcoming year.

##### 17.7.2 VP Student Experience

*Position currently vacant.*

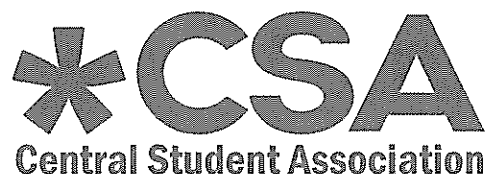
##### 17.7.3 VP Academic

VP Academic Lisa Kazuhara was happy to report that she has been working on the transition documents and is looking forward to the next year to ensure that Mason and the services she supervises will have a smooth transition. The Professional and Career Development Record project has been making additional progress as more programs join it. The hiring report found the new SHAC Coordinator position and Assistant Coordinator position. The last SHAC

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lawyer session is happening next Monday. They are still looking to hire one of the SafeWalk positions, so if that is of interest to any of the Members, she recommended applying for it. SafeWalk has been going well and they are seeing more students use the service. SE&RM is in the final approval process of the year, with more events coming. Some clubs have not been following the rules unfortunately, but thankfully meeting with the SE&RM Committee cleared up any misunderstandings. Mason has been attending meetings to better understand the VP Academic position. Overall, she has been focused on ensuring that the transitions for next year go smoothly.

Member Persram asked if SafeWalk allows non-undergraduate students to volunteer or if it is only for undergraduate volunteers.

Policy & Transition Manager Pete Wobschall stated that they will find out and respond to the Board via email.

President Nicole Walker added that a grad student is working for the Bike Centre, so graduate students have been hired before. The CSA aims to prioritize opportunities for undergraduate students, but that they will get back to Member Persram with a more certain answer.

Member Persram responded that she has been receiving inquiries from people on campus tours (Athletic staff) that would like to get involved.

Member Maharaj noted how busy VP Academic Lisa Kazuhara has been and hopes that she has been prioritizing her wellbeing despite her full schedule.

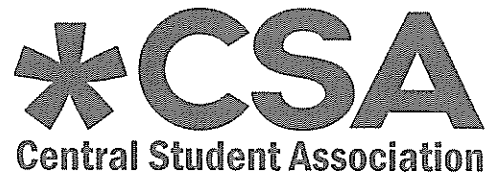
### 17.7.4 VP External

VP External Shilik Hamad noted that the FoodBank is completing the hiring for the upcoming school year. The community garden will be taken care of by the new Coordinator during the summer. She is happy to have Jena sit in on this meeting to give her a better understanding the role of VP External. The Bike Centre wrapped up their auction and they are continuing with the student bike lending program that Lee Anne Clarke had discussed. They are really excited to welcome their new hires. The late-night bus service will continue to operate until the end of the month. If you are looking to use a bus pass this summer, ensure that you have opted in for that on Web Advisor. The Executive team met with the Ukrainian student club to offer support and help them advocate for their needs, such as mental health resources, that they are requesting from the University Administration. VP External Shilik Hamad is also having a campus coalition meeting tomorrow and it will be the second last one of this month. The last meeting for the Supplies Code of Ethical Conduct Committee is next

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Wednesday. She thanked Members for how much she has learned from them and how much they have contributed to her enjoyment of this position.

Member Harris asked whether there would be updates at the emergency meeting held next week.

Chair Cameron Oleson responded that since the meeting was called to discuss the budget, many of the typical items in a regularly scheduled Board meeting would not be a part of its agenda.

Policy & Transition Manager Pete Wobschall added that the agenda for the next meeting is set by policy since it has been designated as a special/emergency meeting. However, he will be sure to review these policies and update the Board accordingly.

VP External Shilik Hamad recalled that when she wanted to submit an update to a past emergency meeting, she was prohibited by the PTM, so depending on the nature of the update, this would probably be the case for this upcoming meeting.

The PTM will check the policy again to confirm whether or not this was the case.

President Nicole Walker suggested that the Board treat tonight's updates as their last updates in case there was not another opportunity.

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

- 17.7.1 President
- 17.7.2 VP Student Experience (*position currently vacant*)
- 17.7.3 VP Academic
- 17.7.4 VP External

**Moved:** Member Persram

**Seconded:** Member Ahmed

**Motion carried**

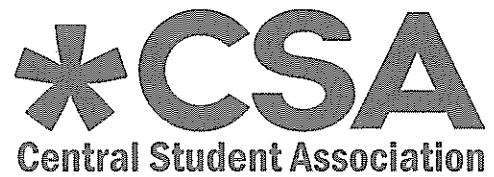
### 17.8 Director Reports

Member Maharaj attended the last UC Board meeting of the year earlier this week. SHAC hiring is complete as well.

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Member Taylor-Stackhouse was recently on the SafeWalk Hiring Committee. Unfortunately, it was unsuccessful in this first search, so the Hiring Committee will conduct a second round to find someone for the position.

Member Conibear was also a part of the Hiring Committee.

Member Harris was also at the UC Board meeting and enjoyed it. As for the AGM, they sent out a message about it via discord, and up to 4,000 students saw this discord message so she hopes that some of them attended as a result.

Member Ahmed was part of the Hiring Committee for the Bike Centre Assistant and is pleased with the candidate selected.

Member Persram attended her last UC Board Meeting and her last Finance Committee Meeting recently. She and her housemates also attended the AGM which was fun.

Member Stevens also attended the AGM and a round of Sexy Bingo recently. She thanked VP External Shilik Hamad for this. She also attended the last Finance Committee meeting and had a recent meeting with Policy & Transition Manager Pete Wobschall and Chair Cameron Oleson to discuss some details regarding quorum.

### 17.9 CSA Services Update and Report

No CSA Services updates and reports at this meeting.

### 17.10 Committee Updates and Reports

#### 17.10.1 MINUTES: Policy & Bylaw Review Committee Meeting # 10 – March 2, 2022

**MOTION** to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 10 dated March 2, 2022, as information.

**Moved:** Nicole Walker, President

**Seconded:** Lisa Kazuhara, VP Academic

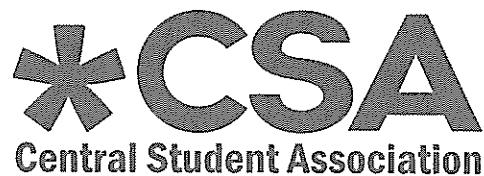
**Motion carried**



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### 17.10.2 Hiring Committee Report Bike Centre Assistant

**Job Posting Date:** March 10, 2022

**Closing Date:** March 25, 2022

**Hiring Committee Membership:**

- Shilik Hamad, CSA VP External
- Alyssa Ahmed, Director
- Julian Kuntz, Bike Centre Coordinator

**Number of Applicants:** 3

**Number of Interviews Conducted:** 2

**Successful Candidate:** Dustin Brown

**Start Date:** May 9, 2022

**MOTION** that the hiring of Dustin Brown for the Bike Centre Assistant position be ratified, as recommended by the Hiring Committee.

**Moved:** Shilik Hamad, VP External

**Seconded:** Member Stevens

VP External Shilik Hamad is pleased with the candidate and excited for them to start.

**Motion carried**

### 17.11 Business

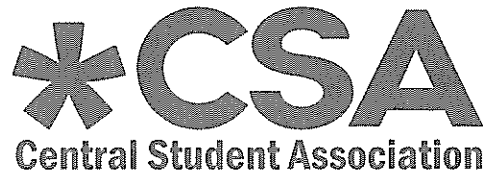
#### 17.11.1 Hybrid Meetings Working Group Findings (PBRC)

Policy & Transition Manager Pete Wobschall began by reviewing the terms that he would use in his presentation. A benefit of hybrid meetings is accessibility and better engagement with students. Hybrid meetings would allow for participation by the public much easier. They also allow for Members to save on time and travel costs. However, there are also drawbacks, such as the technology that would be associated with them. They would require a special AV technician to help control cameras and audio. There would definitely be a learning curve, as

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was the case with the start of online meetings as well. The first few hybrid meetings, if members choose to do these, would be an adjustment as a result. All CSA Board meetings since 1979 have been in-person prior to the pandemic. The new Ontario Not-for-Profit Corporations Act allows for online meetings to be held as long as an organization's bylaws do not prevent this. He reviewed the activities to date since the start of the Covid-19 pandemic. The CSA was quick to move to online meetings. In recognition of the success of virtual Board meetings during the summer semester, the Policy & Bylaw Review Committee discussed options for the upcoming Summer Semester. To continue this conversation, they developed a working group dedicated to this. The PTM also completed an environmental scan of how other organizations have been using these meetings. The International Rotary Club has lots of good information available on how to conduct hybrid meetings.

**MOTION** to extend speaking time by 10 minutes.

**Moved:** Nicole Walker, President

**Seconded:** Member Persram

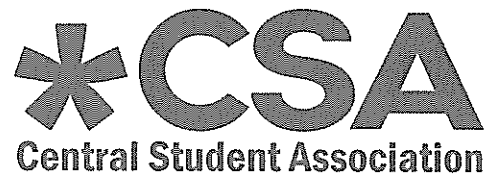
### **Motion carried**

Policy & Transition Manager Pete Wobschall continued by reviewing the March 14 motion on hybrid meetings. As a result of that motion, today's presentation is the follow-up information that was requested. The goal of hybrid meetings would be to have the same experience for people attending either in person or virtually. He wanted to be able to integrate existing technology options. The Student Senate Caucus does this too and they use a similar setup. Option 1 is no investment and everyone uses their own devices. This would result in no costs but would result in a worse experience for virtual participants, and difficulty hearing and seeing each other. Option 2 would be a modest investment in mid-grade, robust AV equipment, and an additional staff person (AV Tech) for meetings. He provided an estimate of the costs for this option. The pros would be a reasonable cost, that it has been tested widely, and with the aid of an AV technician, participants can see and hear each other well. The cons include the up-front capital and on-going costs. Additionally, Option 2 will still not provide an exactly identical experience for in-person and virtual participants. There is no easy phone-in option that has been identified. He also provided a diagram to give Members a visual idea of what this option would look like. Option 3 would be a investment in high-grade, specialized equipment. He provided an estimate of the costs as this would include annual maintenance and some higher-grade equipment. This would likely allow the CSA to achieve its goal, but again would require a higher cost. Finally, he reminded the Board that there is the potential

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concern regarding some high-grade equipment, and it could be at risk of breaking after repeated use.

Member Maharaj loved the network diagrams that were provided in this presentation. She looked at the invoices that her parents do as their work is focused on a similar subject, and she reiterated that the costs can be very high.

Member Persram clarified whether this would mean that CSA Board Meetings would continue to be held in the same room or not.

Policy & Transition Manager Pete Wobschall clarified that with these options, it was generally intended Board Meetings would continue to be held in this room.

Member Persram asked what would happen in case this current room was not available anymore for a meeting. A number of options are available to the CSA in this case. For example, Room 225 is a possibility or portable speakers could be added to some of the other rooms.

President Nicole Walker added that they could revisit this subject at a later point, perhaps during the virtual meetings in the summer. She noted that the CSA does not have enough staff infrastructure to on-board this project at the moment. The CSA could also recommend that the new Board revisit the issue once their staff is more complete. She reminded Members that it has only been a couple of weeks since this was recommended, and that she appreciates the Board's patience and flexibility.

Member Maharaj also added that with supply chain issues at the moment, there could be increases in costs or delays if this option was pursued.

Member Conibear asked how the CSA would look at the hybrid issue in the future in terms of policies such as quorum.

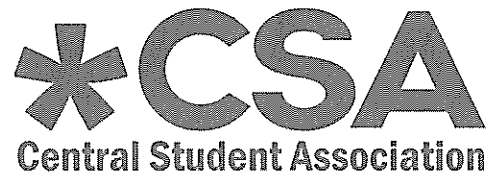
The PTM noted that contingency plans could be put in place to ensure quorum is met. He also noted that if hybrid was something the CSA wants, they would need to recommend that the organization consider it in the future. Additionally, the Finance Committee would have to review these options in detail to confirm whether they were feasible or not, but the Board could encourage the Finance Committee to do so if they wished.

**MOTION** to receive the presentation by Pete Wobschall, Policy & Transition Manager, regarding hybrid meetings on behalf of the Policy & Bylaw Review Committee's (PBRC) Future Meeting Format Working Group findings, as information.

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**Moved:** Member Stevens  
**Seconded:** Member Rocha

**Motion carried**

**MOTION** for a 5-minute recess.

**Moved:** Member Maharaj  
**Seconded:** Member Persram

**Motion carried**

### 17.11.2 2022-2023 Board Meeting and 2022 AGM Schedule

**MOTION** to approve the 2022-2023 CSA Board of Directors Meeting Schedule as included in the April 6, 2022 Board Package.

**Moved:** Shilik Hamad, VP External  
**Seconded:** Member Rocha

Policy & Transition Manager Pete Wobschall informed the Members that some revisions were made to the schedule since the Board package was sent out.

President Nicole Walker noted that the core staff team also reviewed this schedule to ensure it fits around other upcoming events for the next school year. There are also policy obligations to be met for the schedule of dates. March 15 is what they have identified as the ideal time for students for next year's AGM.

Member Persram requested that the new schedule be distributed after this Board meeting.

Member Stevens suggested that it should be emailed to return members only.

Member Persram noted that some of the current Board may be returning and that others may still be interested so it would be beneficial to include them as well.

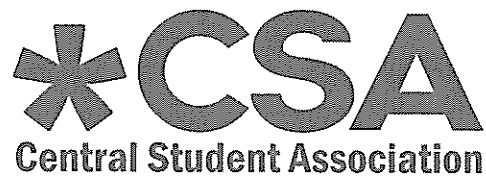
The PTM stated that it would be included in the email update after the meeting.

**Motion carried**

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### 17.11.3 CSA 2022-2023 Budget

*This item was discussed earlier in the agenda as per approved motions during the adoption of the agenda.*

#### 17.11.3(a) Extend Speaking Rights to Business Manager

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

**MOTION** to extend speaking rights to Lee Anne Clarke, Business Manager for the duration of item 17.11.3 to present an overview of the contents of the CSA 2022-2023 Draft Budget and to respond to questions that arise from members during discussion of this item.

**Moved:** Nicole Walker, President

**Seconded:** Member Harris

**Motion carried**

#### 17.11.3(b) Extend Speaking Time to Business Manager

**MOTION** to extend the speaking time of Lee Anne Clarke, Business Manager from 10-minutes to 30-minutes for item 17.11.3 to present an overview of the contents of the CSA 2022-2023 Draft Budget.

**Moved:** Member Persram

**Seconded:** Member Maharaj

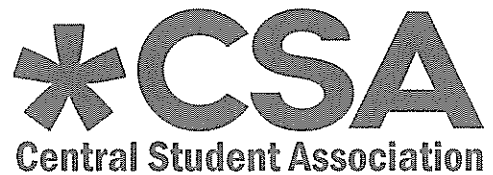
**Motion carried.**

Business Manager Lee Anne Clarke introduced herself and stated how excited she was to be sharing the budget. The purpose of the presentation was to provide the Board with sufficient bylaw and background information so as to allow Board members to make an informed decision on the upcoming year's budget. She began by explaining relevant bylaw information and shared what the Finance Committee had already completed. She then reviewed specific components of the operating budget and how they had performed over the past few years as a point of reference. Student fee income was historically consistent and reliable. Revenue from other sources was predictable and easily managed. The last few years have presented a lot of circumstances impacting the CSA's budget. Specifically, the PC government's Student Choice Initiative in 2020 and the Covid-19 pandemic have impacted the operations of the CSA.

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Lee Anne Clarke reviewed how the past year on campus has impacted the budget. Overall, the CSA has continued to respond and adapt to the changing situation. The 2022-2023 is well funded in both revenue streams and is intended to be a reset budget. It is driven by the CSA's mandate and indicators of success. This budget will provide funds to increase the CSA's ability to engage its members and provide valuable and reliable services. The significant variances to the budget are a direct result of the lessons learned from the Student Choice Initiative and the pandemic. Lee Anne provided an overview of the CSA's revenue streams. Last year's budget totals were also provided to allow for comparison. The CSA Entertainment Media Fee, which has been collected since 1976, is split according to its referendum. The total fee will be allocated accordingly for CFRU, the Ontario, films, concerts/speakers, and cross-campus events.

The Business Manager then provided an overview of the restricted fees. The reserves for the dental and health plan fee are being used to subsidize the fee that students pay for it. The entertainment reserve fee, as mentioned earlier, will allow for an increase in high-profile events held at low costs in the next year. She also reviewed how other items, such as the Student Memorial Tree Service, are allocated for in the budget, and are drawn from corresponding reserve fees.

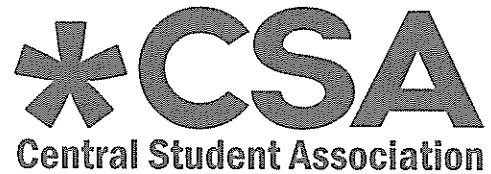
Lee Anne then reviewed the administration budget and highlighted new revenue sources, such as the one generated from the Student Bus Pass Referendum. She also highlighted what the CSA has learned in the past year about legislation changes. This budget has some variances that plan to be dealt with during the summer semester, as the Covid-19 pandemic did not allow them to be completed for the past few years. For example, the CSA plans to complete renovations during this upcoming Summer Semester. These renovations would have been completed much earlier, but were delayed by the pandemic. As a result, this upcoming year's budget reflects variances such as this need to still complete these renovations. While reviewing the Bullring's budget, she noted the positive trajectory that the Bullring has been on since January. Additional funds in the Bullring's budget have been allocated to advertising and promotion, as is the case in other sections of the budget as well. The external budget has not changed significantly this year from the past year. The films budget is funded via the Entertainment Fee, which will not be collected this Summer, or this Fall due to the large reserve. The CSA is uncertain as to how these funds will be spent in the next year as there is no one currently in the position of VP Student Experience. She also reviewed the FoodBank's budget and how it has changed with the expectation of a return of volunteers.

**MOTION** to extend speaking time by 10 minutes.

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**Moved:** Member Stevens

**Seconded:** Member Persram

### **Motion carried**

Business Manager Lee Anne Clarke continued with the presentation by reviewing the Entertainment budget and the Programmer Budget. Given that a Student Experience Coordinator will be hired in the coming year, some of the wages for this position will be housed under the Programmer Budget taken partially from revenues of the Imagnus Poster Sales. Next, she reviewed the Promotional Services Budget and the Student Experience Budget. The Service Programmes Budget is a combination of the Bike Centre, Clubs, SafeWalk, and SHAC, as this allows all four to be audited simultaneously, lowering the cost that it would otherwise take to audit each of these services separately. The Bike Centre's fees for this year have been increased in order to hire an HR Coordinator. She reviewed the success of the Bike Centre's recent auction, and of the upcoming initiative between the Bike Centre and Student Housing (proposed bike lending program). She then reviewed the Clubs Budget and noted their success in encouraging the different clubs across campus to collaborate more. She reviewed SafeWalk and SHAC as well, and outlined each of their plans for the upcoming year if the budget is approved. She thanked and acknowledged the President and members of the Finance Committee for their support, enthusiasm, and hard work over the past year. She also welcomed any questions from the Board.

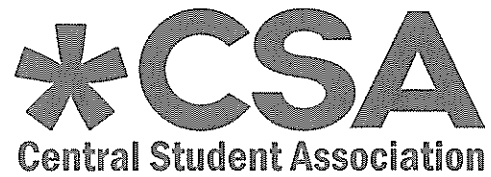
President Nicole Walker commented on the President's administration budget. She noted that most of the leasehold budget will be going towards installing the carpet that the CSA had already purchased. She reiterated that the common theme of this budget is to make the CSA more central to campus, and to gather student input on a proactive basis rather than a reactionary basis. This budget will set up the CSA for success in the upcoming year. She then thanked the Finance Committee and Lee Anne Clarke and noted their passion for the CSA. She feels that Lee Anne truly values students' input and aims to bring the students' visions to reality.

Member Persram reiterated the President's message and thanked Lee Anne for her incredible work this year on the budget. She noted how appreciative the Finance Committee is of her efforts. She also thanked Lee Anne for her care for students and told the Board how well she fulfills her role. Personally, she appreciates how Lee Anne takes the time to ensure that everyone understands the content of the budgets, even if they do not otherwise know a lot about finances.

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VP Academic Lisa Kazuhara reaffirmed Lee Anne's hard work. She joined the Finance Committee during the school year and was so glad to see how well it manages the CSA's various budgets and how efficiently they conduct their meetings. She recognizes that the Finance Committee is a larger time-commitment for students and appreciates the Members who are part of it. Member Rocha thanked Lee Anne Clarke for her presentation and commented on how engaging she made it. She is very hopeful for the CSA's future based on this budget. She would love to see the shift in engagement in students concerning the CSA that the budget is intended for. She inquired about the joint initiative between the Bike Centre and Student Housing.

Lee Anne Clarke responded that this joint initiative is intended to be a lending program that will allow students in residence to access bikes.

**MOTION** to receive the presentation by Lee Anne Clarke, Business Manager, regarding the CSA's 2022-2023 proposed budget, as information.

**Moved:** Member Stevens

**Seconded:** VP Academic Lisa Kazuhara

**Motion carried**

### 17.11.3(c) Approve the 2022-2023 CSA Budget

#### NOTICE

**MOTION** that the 2022-2023 CSA Budget be approved as included in the Board package and as presented by the CSA Business Manager at the April 11, 2022 Board meeting.

**Motivate:** Nicole Walker, President

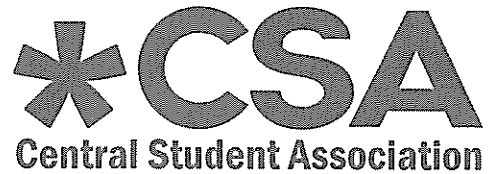
President Nicole Walker noted how collaborative the creation of this budget has been. It was truly a team effort that went into this budget. Nicole is hopeful that all of the aspirations for next year will come into fruition thanks to this budget. If anyone has any questions, she would be happy to hear them or have them emailed to her. If anyone has any reservations about it as well, she would be happy to talk through them.



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### 17.11.4 Appendix F – Clubs Handbook: Comprehensive Review

Notice of this motion was provided at the March 23, 2022 Board meeting.

**WHEREAS** a working group composed of the former VP Student Experience, Clubs Administrative Coordinator, Clubs Programming Coordinator, Policy & Transition Manager, and President have completed a prescribed three-year comprehensive review of Appendix F – Clubs Handbook and recommends it forward to the CSA Board of Directors.

**RESOLVED** that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 Board agenda package.

**Moved:** Nicole Walker, President

**Seconded:** Shilik Hamad, VP External

President Nicole Walker reminded the Board that this item was given as notice in the prior Board meeting. Since these revisions have been made, there have been even more changes. This has meant there is more they need to work out, making this a great stepping stone. Once these changes are approved, they plan to look at the policy again and make these more recently needed changes.

**Motion carried**

### 17.12 New Business

No new business at this meeting.

### 17.13 Announcements

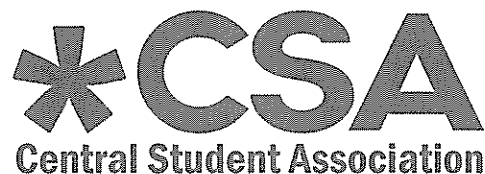
Board Scribe Olivia Wells has been busy finishing her classes. She cannot believe that this is the last official Board meeting of the semester. She has really enjoyed herself and is sad that she has to leave, but is also looking forward to the future. She wishes the Board and the CSA continued success, and success to the next Board Scribe as well. Overall, she has really enjoyed getting to know all the Board and thanked everyone for the opportunity to work with them.

Member Stevens attended Sexy Bingo and there was a drag queen there that she got to take a photo with. She also gave an update on RuPaul's drag race. She told Member Persram that she was going to the last lecture, but that she is

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not excited to graduate because she loves Guelph. Since this is the last in-person Board meeting she is looking forward to taking a picture together afterwards. She encouraged Members to take care of themselves and to make time for the things that make them happy.

Member Persram could not believe that this would be her last Board meeting after spending two years on the Board. She has enjoyed getting to do the Board in the in-person format. She is still here for another year and will be super busy. She has an exam starting tomorrow. She wished those graduating the best of luck and encouraged them to enjoy their last days on campus.

Member Ahmed thanked all the Members and has enjoyed her time here. She leaves for Iceland in less than two weeks. Her football team won the banner. Speaking of the last toast, she has been looking forward to speaking at it. Her last campus tour is this Friday as well. It hasn't really hit her yet that she is almost done at Guelph, but she expects it will soon. She wishes everyone the best of luck in their future endeavors.

Member Harris shared that today is national asexuality day and that they crocheted a flag in honour of it. She shared the rationale behind her shirt choice of "Plant Based Princess" for the night. They are still vegan and enjoyed the cookies presented at the Board tonight, even though they are not a fan of oatmeal raisin. They suggested an escape room game or a CSA Board retreat. She finished the game It Takes Two. She would love to play it again and would love recommendations if anyone has any similar games. They are still the only chair for Guelph Pride as no one has stepped up to be a co-chair. They hosted an anti-racism event last weekend. She wants to go to Virginia in two weeks and see her family and see her siblings in a musical, and she plans to go to Target while she is there as well. They had never had Coke Zero before trying it for the first time tonight. She thinks that coke tastes like Christmas and that it must have some interesting spices in it. She is doing really well in her queer ASL class and has been enjoying learning that.

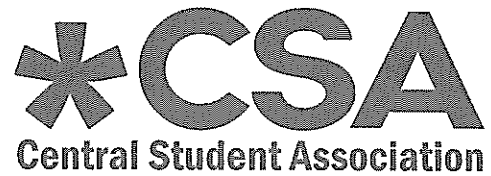
Member Conibear shared that they are asexual and were excited to find out that today is national asexuality day. She thanked all of the Board Members for their great contributions. They recalled their first experiences with the Board. She wished everyone graduating and not graduating luck with their exams and future careers and studies. She is thrilled at the moment as her parents were giving her their car, but now the engine has failed. Thankfully the replacement for the engine is covered.

Member Taylor-Stackhouse is graduating and is looking forward to the last Engineers Without Borders meeting tomorrow, but also does not want their

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involvement with them to end. They are also a little nervous for defending their capstone tomorrow.

Member Oguntala has three exams next week. She will be busy studying as a result.

Member Pacheco suspects this will be his last in-person meeting he will be attending. He is graduating as well and has enjoyed the journey of his time on this Board. He is proud of what he has accomplished on the Board, and the positive change he has contributed to, and the interesting people he has met.

Member Maharaj congratulated everyone that is graduating. Her parents have been very involved in her time on the Board and are proud of her time as a Director on the Board. Her dad even printed out her Director certification and posted it on their fridge. Her grandparents and cousins are visiting, and her grandmother is going to try and set her up with someone. She would like people to visit so they can have free food, and to distract her Nani from finding someone for her. She will miss everyone who will not be returning.

Member Digamber reminisced on her first experiences with the Board as well. She had one of her last classes today and it made her sad to attend. She is going for a UN Conference to Virginia soon. She received a marriage proposal yesterday but is planning to say no. She thanked the PTM for providing desserts and noted that she will also be attending the Last Toast tomorrow.

Member Rocha congratulated all the graduates. She will not be returning next year but will be on the UC Board instead. She attended Sexy Bingo as well and really enjoyed it. This semester flew by for them as it has been non-stop with midterms and work. They are starting to get people asking what they will be doing next after their undergraduate. She has decided to take a trip to Montreal after exams and is looking forward to that. She went home this past weekend and was finally motivated to receive her passport. She would like to visit her relatives in Michigan. It has been over 6 months since they took their passport pictures so they will have to retake them again before seeing them in. She is looking forward to next year and wishes everyone the best

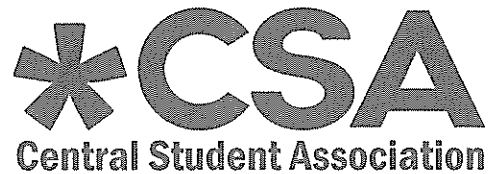
Mason Friebe thanked the Board for having him and allowing him to better understand how it works before starting his position next year. His transition is going well and he is looking forward to meeting the new Executive as well.

VP Academic Lisa Kazuhara shared that she is addicted to travelling. She was in Vancouver last weekend, and was in Montreal two weekends prior, and before that she was in Niagara. She would be happy to share affordable travel tips with anyone who is interested. She still needs to figure out what she is doing this

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Summer, but is taking a month off after this position to focus on her part-time job and projects such as a sex-ed module for people in Japan, and starting a mentorship program for people coming to Canada. She may be in Banff for the summer while she works on some of these things. She thanked Member Maharaj for her concern about her busy schedule, and reassured her that she is doing well. She reminisced on her last class when she was in her undergraduate. She is happy that there will likely be a convocation this year.

Jena Ashley shared that she joined the CSA in the Winter of 2018 and was a Member of the Board. She is excited to return as an Executive. She has been having a hard time with her eye as her eyelid gets droopy at the end of the day. After seeing doctors, she has been diagnosed with a rare auto-immune disease. Thankfully it is not threatening. Also, she played It Takes Two and also had a really fun time like Member Harris.

Member Harris asked if Jena Ashley had her earrings.

Jena Ashley returned Member Harris' earrings.

Member Maharaj shared she wished that the Board Meetings had a blooper reel.

Member Persram said thank you to the Policy & Transition Manager for his work in helping the Board through Covid-19. She started in April of 2020 and has seen how well he handled it. She thanked the Executive team for their work on this as well. She wanted to highlight their great work to ensure it didn't go unnoticed.

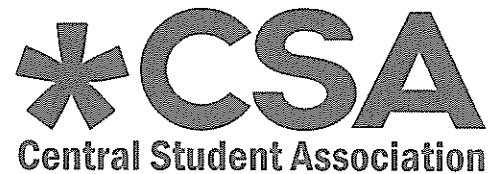
VP External Shilik Hamad is going back to Kurdistan in May and she is so excited to visit again. There are 20 cats there thanks to her aunt. She is excited as they have rebuilt their house. She is moving back to Montréal over the Summer and is hoping to perfect her French. She is looking forward to attending school in September. She has a treat for the Board that she will give out at the end.

President Nicole Walker shared that she too is excited for the surprise. She is hoping to take more pictures next year and have a slide show of the Board included at the next AGM. She has been going to the gym a lot lately recently and has really been enjoying it. She is excited to work with Jena and Mason. She is excited about the future. She is sad that Shilik and Lisa will be leaving so soon. She has enjoyed working with them as a team. On Monday she won the Cindy McClain Award for her volunteer work at the Health and Performance Center on Campus. It was a huge honour. She has learned that she does not

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need anyone to give her flowers; instead, she can just work hard and earn her own flowers. She is excited for her volunteer session there tomorrow because she has the honour of working with a client tomorrow and going through an exercise program with them. In addition to that, she thanked everyone on the Board. She and the other Executive recognize that it is quite the commitment to sit on the Board. She gave shout outs to various Board Members who had excellent levels of attendance at these meetings throughout the year.

Policy & Transition Manager Pete Wobschall thanked the Board for their AGM participation. This is the last official meeting for the Board Scribe; he thanked her for her work over the short time that she was with the Board. He tried to get the vegan Timbits, but it takes three business days to order them so he would need to provide more advance notice to get them in the future.

Chair Cameron Oleson thanked everyone for their participation. As an alumnus, he congratulated all of the graduates for this year. He wished everyone the best in the future.

### **17.14 In Camera Session**

No in camera session at this meeting.

### **17.15 Adjourn**

**MOTION** to adjourn the CSA Board of Directors Meeting # 17 of April 6, 2022, at 8:39 pm.

**Moved:** Member Persram

**Seconded:** Member Maharaj

**Motion carried**

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Microsoft Teams



## Attendance for April 11, 2022

<b>Board of Directors</b>			
<b>At-Large (Elected) Representatives</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science		
Valeria Telles	College of Engineering and Physical Sciences		
Vacant	College of Engineering and Physical Sciences		
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	Departed 6:50 pm
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbewi	College of Social and Applied Human Sciences - Student Alliance	Present	Arrived at 6:45 pm
Quinton Stummer	Lang Students' Association	Present	
Vacant	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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

<b>Guests</b>	<b>Affiliation</b>
Lee Anne Clarke	Business Manager, CSA

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Olivia Wells	Scribe

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## Summary of Significant Resolutions

### 18.3.1 De-Ratify Appointed IHC Representative

**RESOLVED** that Elizabeth Powell, the appointed representative from the IHC be de-ratified immediately based on not meeting the minimum attendance and communication requirements as per the CSA Policy Manual.

**Motion carried**

### 18.5.1(b) Approve the 2022-2023 CSA Budget

Notice of this motion was provided at the April 6, 2022 Board meeting.

**MOTION** that the 2022-2023 CSA Budget be approved as included in the April 11, 2022 Board Package, and as presented by the CSA Business Manager at the April 6, 2022 Board meeting.

**Motion carried**



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## Agenda – April 11, 2022

- 18.0 Call to Order**
- 18.1 Land Acknowledgement**
  - Shilik Hamad
- 18.2 Adoption of the Agenda**
  - 18.2.1 Approve the Agenda
  - 18.2.2 Declarations of Conflicts
- 18.3 Ratifications and De-Ratifications**
  - 18.3.1 De-Ratify Appointed IHC Representative
- 18.4 Comments from the Chair**
  - 18.4.1 Introductions and Pronouns
- 18.5 Business**
  - 18.5.1 CSA 2022-2023 Budget
    - 18.5.1(a) Extend Speaking Rights to Business Manager
    - 18.5.1(b) Approve the 2022-2023 CSA Budget
- 18.6 New Business**
- 18.7 In Camera**
- 18.8 Announcements**
- 18.9 Adjournment**

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Microsoft Teams



## Minutes – April 11, 2022

### 18.0 Call to Order

The meeting was called to order at 6:19 pm.

### 18.1 Land Acknowledgement

Today I will be acknowledging the territorial lands that the University of Guelph is currently occupying. The lands we currently occupy are the ancestral homelands of the Anishinaabe, Haudenosaunee, and Attawandaron Peoples, specifically the traditional territory of the Mississauga's of the Credit First Nation. We also stand on Treaty 3 or also known as "Between the Lakes Purchase" territory. We honour the significance of the Dish with One Spoon covenant to this land and to remind folks that the meaning of the Dish with One Spoon is to only take what you need, share or leave something for others, and to keep the dish clean. Archaeological research has shown that Indigenous Peoples were present in the area now known as Guelph as early as 11,000 years ago and we offer our respect and gratitude to all of the Indigenous peoples of Turtle Island who have stewarded, loved and defended this land for centuries. As I state this, it is important to acknowledge that as non-Indigenous settlers, we are living in so-called Canada because of violent injustices and ongoing colonization that Indigenous communities across Turtle Island continue to experience. As we state whose land we reside on, we must reflect on our current participation in ongoing colonization and how we have settled on lands that are not our own. My family came to so called Guelph in 1998 when Kurdistan was too dangerous to live in. Despite being incredibly grateful for these lands as it offered us safety, I continued to learn about my privileges even as a racialized settler and the systemic oppression that fellow Indigenous friends and communities faced compared to me. Acknowledging the land and the people whose land we are on is a small step taken in the process of decolonization, and I encourage you to seek opportunities where you can build and strengthen a decolonial framework. A first important step in doing this is by reading, amplifying, listening, and supporting Indigenous authors, activists, and organizations. Thank you.

Shilik Hamad

### 18.2 Adoption of the Agenda

# MINUTES

Board of Directors Meeting # 18  
April 11, 2022 – 6:00 pm  
Microsoft Teams



## 18.2.1 Approve the Agenda

**MOTION** that the agenda for the CSA Board of Directors Meeting # 18 on April 11, 2022, be approved as distributed in the Board agenda package.

**Moved:** Shilik Hamad, VP External

**Seconded:** Member Rocha

**MOTION to AMEND** the agenda by adding item 18.3.1 De-ratification of the IHC Appointed Representative.

**Moved:** Nicole Walker, President

**Seconded:** Member Maharaj

President Nicole Walker motivated by stating that the de-ratification was necessary to ensure that the CSA's Members on the Board are in good standing, as this will better allow the Board to achieve quorum and accomplish business.

**Motion carried**

**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 18 on April 11, 2022, be approved as amended:

- a) By adding item 18.3.1 De-ratification of the IHC Appointed Representative.

**Moved:** Shilik Hamad, VP External

**Seconded:** Member Rocha

**Motion carried**

## 18.2.2 Declarations of Conflicts

No declarations of conflict made tonight.

## 18.3 Ratifications and De-Ratifications

# MINUTES

Board of Directors Meeting # 18  
April 11, 2022 – 6:00 pm  
Microsoft Teams



## 18.3.1 De-Ratify Appointed Interhall Council (IHC) Representative

**MOTION** that Elizabeth Powell, the appointed representative from the IHC, be de-ratified immediately based on not meeting the minimum attendance and communication requirements as per the CSA Policy Manual.

**Moved:** Shilik Hamad, VP External

**Seconded:** Lisa Kazuhara, VP Academic

Policy & Transition Manager Pete Wobschall noted that the Member had failed to meet the CSA's requirements for attendance and communication, and as a result, was no longer considered to be in good standing.

**Motion carried**

## 18.4 Comments from the Chair

Chair Cameron Oleson wished everyone a good evening and thanked Members for attending. Additionally, he provided a reminder of how Members could participate in discussions and volunteering.

### 18.4.1 Introductions and Pronouns

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

Quorum was lost at 6:35 pm.

Members gave personal updates while the meeting was out of order.

Quorum was regained at 6:41 pm.

## 18.5 Business

### 18.5.1 CSA 2022-2023 Budget

# MINUTES

Board of Directors Meeting # 18  
April 11, 2022 – 6:00 pm  
Microsoft Teams



## 18.5.1(a) Extend Speaking Rights to Business Manager

**MOTION** to extend speaking rights to Lee Anne Clarke, Business Manager for the duration of item 18.5.1 to respond to questions that arise from Members during discussion of this item.

**Moved:** Shilik Hamad, VP External

**Seconded:** Lisa Kazuhara, VP Academic

**Motion carried**

## 18.5.1(b) Approve the 2022-2023 CSA Budget

Notice of this motion was provided at the April 6, 2022 Board meeting.

**MOTION** that the 2022-2023 CSA Budget be approved as included in the April 11, 2022 Board Package, and as presented by the CSA Business Manager at the April 6, 2022 Board meeting.

**Moved:** Nicole Walker, President

**Seconded:** Shilik Hamad, VP Academic

President Nicole Walker motivated by stating she had not received any questions yet from Members regarding the budget. She is excited to move forward with it and is happy to hear from anyone who may have questions they would like to raise now.

**Motion carried**

## 18.6 New Business

No new business tonight.

## 18.7 In Camera

No in camera session tonight.

# MINUTES

Board of Directors Meeting # 18

April 11, 2022 – 6:00 pm

Microsoft Teams



## 18.8 Announcements

Member Ahmed had her last exam of her undergraduate degree today. Her family is planning a surprise for her later this evening. She has enjoyed getting to know everyone on the Board.

Member Harris has been making a lot of cross-stitch examples for a stress buster event next week held by GQE. They will be making crafts in Peter Clark Hall all day and just having fun. She is glad everyone got to see another one of her shirts. She has been quarantining at a friend's house after going out to a concert on Friday, but thoroughly enjoyed the concert. She grabbed an ice cream sandwich and she will be enjoying it after the meeting; it is vegan and was on sale at FreshCo. She will miss the Board and will miss giving everyone her announcements. She has been on the Board for four years now and she will thoroughly miss it.

Policy & Transition Manager Pete Wobschall thanked Members for attending tonight.

President Nicole Walker shared that Member Ahmed did great at the last toast during her speech. She got to work with her client on Thursday and felt great afterwards as she thinks she did a great job. She is applying for physio school next year and is already looking forward to it. She is sad to end this chapter, but excited to start the next one as President of the CSA again next year. She feels we have accomplished a lot this year despite all of the uncertainty and frequent change. She is proud of the Board for doing the best we could and growing and developing as a Board. Additionally, she is proud of the Executive Team's work in developing a relationship with the Board. She is excited that the budget will provide the CSA the opportunity to develop closer relationship with the Board and to have students get to know the CSA more. Overall, it is a bittersweet moment for her. She is also excited because she will be going on a trip to Utah and Vegas at the end of this semester. She is looking forward for a chance to relax. She appreciates the Board and invited them to stop by her office on campus before the semester is over.

Board Scribe Olivia Wells is in her last round of exams and is trying to fit in some last good memories at Guelph. She has really enjoyed being a part of the Board and has learned a lot. For everyone who is returning to the Board next year, she hopes it continues to go well, and for everyone who is not returning to the Board, she wished them good luck in whatever they were pursuing.

# MINUTES

Board of Directors Meeting # 18

April 11, 2022 – 6:00 pm

Microsoft Teams



VP Academic Lisa Kazuhara is starting to adjust to the spring weather as it becomes more regular. She watched Encanto this weekend, and she went climbing yesterday which was fun. Today she was very focused and has been listening to throw back music. She is excited to either dive more into her career or to start travelling more. She would like to visit her friend in England. She thanked the Board for her time with them and she is also feeling that this is a very bittersweet time. She also invited Members to stop by her office and would love to provide them with snacks. She wished everyone the best in the future.

VP External Shilik Hamad went to Toronto to see her best friend this past weekend. She had fun watching Freaky Friday with her and having some wine. She also saw some other friends on Saturday. She is looking forward to packing all of her things this coming weekend. She cannot believe how quickly the year has gone by. She also feels the Board has accomplished a lot and has enjoyed fostering relationships with Members, and she will cherish the memories she has made. She would love if people would stop by her office as well.

Member Maharaj shared that a few Members got to see her parents interact earlier today. According to her grandma, Isha cannot count her dogs as grandchildren and she would love reasons from Members to prove that she should be able to count her dogs as grandchildren. One of her dogs broke an airline cable today which was a little scary. She also agrees that it was really nice getting to know everyone this year. She is on the Board again next year and would love if people came to visit in future meetings. She hopes that she can train her dogs to be therapy dogs; if she is successful in doing so, she would love to bring them on campus.

Member Wilson has started a full-time job and got a new rabbit. She has been busy but is still trying to focus on school when she can. She showed her rabbits to the Board.

Business Manager Lee Anne Clarke thanked the Board for being so supportive and delightful. It is a difficult time for many people on the Board as lots of things are coming to an end. She thanked Member Harris for her continued work for the Board over the past few years. She thanked the Board for accepting the budget and is looking forward to the future as a result. She wished everyone good luck in their future endeavors.

Member Stevens is also excited about the future and thanked Lee Anne for her infectious energy. She gave an update on RuPaul's Drag Race. She invited Members to follow her Linked-In. Her roommate's mom helped their house

# MINUTES

Board of Directors Meeting # 18

April 11, 2022 – 6:00 pm

Microsoft Teams



celebrate Easter this past week with an Easter Egg Hunt; it was more fun than she expected it to be. She encouraged Members to spend some time outside and to take care of themselves and be kind.

Member Rocha will definitely be asking VP Academic Lisa Kazuhara for travel tips. They have really enjoyed meeting everyone on the Board and hope everyone has a great summer. She will be back to visit the Board next year as well.

Member Taylor-Stackhouse shared about a book either called Low Carbon Europe or Carbon Zero Europe. It is about travelling around Europe without flying. They thought it was very interesting as they had not previously considered minimizing carbon impact while travelling. They have enjoyed getting to know everyone and they wish everyone the best.

Member Stummer also thanked everyone on the Board for his experience here.

Member Ogbeiwi has been trying to find some study space in the library but could not find any so they moved to Thornbrough instead. She is getting ready to move home again soon. She will be on the Board again next year and is looking forward to it.

Chair Cameron Oleson noted that this is the last meeting of the year and thanked the Board for this year and their participation.

## 18.9 Adjourn

**MOTION** to adjourn the CSA Board of Directors Meeting # 18 of April 11, 2022, at 7:08 pm.

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Member Rocha

Member Harris abstained.

**Motion carried**



# MINUTES

Board of Directors Meeting # 1

May 25, 2022 – 6:00 pm

Microsoft Teams



## Attendance – May 25, 2022

<b>Board of Directors</b>			
<b>At-Large Representatives (Elected)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Regrets	
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	6:43 pm
Vacant	College of Engineering and Physical Sciences		
Vacant	College of Social and Applied Human Sciences		
Vacant	College of Social and Applied Human Sciences		
Mauricio Canedo Fernandez	Gordon S. Lang School of Business and Economics	Present	6:38 pm
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	6:43 pm
Isha Maharaj	Ontario Agricultural College	Present	6:43 pm
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
<b>Member College Government Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Present	6:43 pm
Vacant	College of Engineering and Physical Sciences Student Council		
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Regrets	
Vacant	Lang Students' Association		
Vacant	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

# MINUTES

Board of Directors Meeting # 1

May 25, 2022 – 6:00 pm

Microsoft Teams



<b>Student Organization Representatives (Appointed)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Vacant	Indigenous Student Society (ISS)		
Martha Yiridoe	Guelph Black Students Association (GBSA)	Regrets	
Vacant	Guelph Queer Equality (GQE)		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Krishna Varnika Karavadi	International Student Organization (ISO)	Present	6:43 pm
Anthony Pereira	Interhall Council (IHC)	Present	6:43 pm
Vacant	Guelph Campus Co-op		
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
Vacant	Board of Governors		
<b>Executive (Ex-officio, non-voting)</b>		<b>Present / Regrets</b>	<b>Arrived / Departed</b>
Nicole Walker	President	Present	6:32 pm
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	6:43 pm
Jena-Lee Ashley	Vice President External	Present	6:33 pm

<b>Staff</b>	<b>Position</b>
Cameron Olesen	Chair
Earl Evans	Policy & Transition Manager - Interim
Sarah Kurtz	Scribe

## MINUTES

Board of Directors Meeting # 1

May 25, 2022 – 6:00 pm

Microsoft Teams



## Summary of Resolutions

### 1.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 1 on May 25, 2022, be approved as printed and distributed.

**Motion carried**

### 1.3.1 Ratify Appointed Directors

**MOTION:** That the following appointed **College Government representatives** be ratified as Members of the 2022-2023 CSA Board of Directors, effective immediately:

Ana-Maria Mercu	College of Biological Science - Student Council
Samantha Ogbeiwi	College of Social and Applied Human Services – Students Alliance

**Motion defeated**

**MOTION:** That the following **Student Organization representatives** be ratified as Members of the 2022-2023 CSA Board of Directors, effective immediately:

Martha Yiridoe	Guelph Black Students Association (GBSA)
Krishna Varnika Karavadi	International Students Organization (ISO)
Anthony Pereira	Interhall Council (IHC)

**Motion defeated**

## MINUTES

Board of Directors Meeting # 1

May 25, 2022 – 6:00 pm

Microsoft Teams



## Agenda – May 25, 2022

- 1.0 Call to Order**
- 1.1 Land Acknowledgement**
  - Jena-Lee Ashley
- 1.2 Adoption of the Agenda**
  - 1.2.1 Approve the Agenda
  - 1.2.2 Declarations of Conflicts
- 1.3 Ratifications and De-Ratifications**
  - 1.3.1 Ratify Appointed Directors
- 1.4 Comments from the Chair**
  - 1.4.1 Introductions and Pronouns
- 1.5 Approval of Past Minutes**
  - 1.5.1 Meeting # 17 – April 6, 2022
  - 1.5.2 Meeting # 18 – April 11, 2022
- 1.6 Executive Committee Minutes**
  - 1.6.1 Meeting # 27 – March 16, 2022
  - 1.6.2 Meeting # 28 – April 6, 2022
  - 1.6.3 Meeting # 29 – April 26, 2022
  - 1.6.4 Meeting # 1 – May 10, 2022
- 1.7 Executive Updates**
  - 1.7.1 President
  - 1.7.2 VP Student Experience (vacant)
  - 1.7.3 VP Academic
  - 1.7.4 VP External
- 1.8 Director Reports**
- 1.9 CSA Service Update and Reports**
- 1.10 Committee Updates and Reports**
  - 1.10.1 Report Hiring Committee – Board Scribe
  - 1.10.2 Report Hiring Committee – Board Scribe
  - 1.10.3 Report Hiring Committee – Safewalk Volunteer & PR Coordinator
  - 1.10.4 Report Hiring Committee – Safewalk Volunteer & PR Coordinator
  - 1.10.5 Report Hiring Committee – SHAC Coordinator and Asst. Coordinator
  - 1.10.6 Report Hiring Committee – Student Experience Coordinator (Interim)
  - 1.10.7 Minutes: Finance Committee – Meeting # 4 – March 7, 2022

# MINUTES

Board of Directors Meeting # 1

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Microsoft Teams

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## 1.11 Business

1.11.1 Appoint Hiring Committee – Bike Centre Coordinator

1.11.2 Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force

1.11.3 Revised Board of Directors Meeting Schedule

## 1.12 New Business

1.12.1

## 1.13 Announcements

## 1.14 In Camera

## 1.15 Adjournment

## MINUTES

Board of Directors Meeting # 1

May 25, 2022 – 6:00 pm

Microsoft Teams



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## Minutes – May 25, 2022

### 1.0 Call to Order

The meeting was called to order at 6:03 pm.

### 1.1 Land Acknowledgement

I want to start by acknowledging that the place that connects us all is the University of Guelph, which is situated on the ancestral lands of the Attawandaron People and the treaty land and territory of the Mississaugas of the Credit. We have a collective responsibility to honour the Dish With One Spoon covenant to this land, which was a peace agreement between nations that encourages sharing the land to mutually benefit all. As we are tuning in virtually, I want to stress the importance of recognizing and offering your respect to whose land you are currently occupying. A great way to do this is checking out Native-Land.ca, which is a great resource for checking the land you're occupying. I want to take this time again to offer my respect to my Anishinaabe, Haudenosaunee, and Metis brothers and sisters as we continue our efforts in building a strong and authentic relationship with our settler neighbours.

Jena-Lee Ashley, VP External

### 1.2 Adoption of the Agenda

#### 1.2.1 Approve the Agenda

**MOTION:** That the agenda for the CSA Board of Directors Meeting # 1 on May 25, 2022, be approved as printed and distributed.

**Moved:** Isha Maharaj

**Seconded:** Nicole Walker, President

**Motion carried**

#### 1.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting.

### 1.3 Ratifications and De-Ratifications

# MINUTES

Board of Directors Meeting # 1

May 25, 2022 – 6:00 pm

Microsoft Teams



## 1.3.1 Ratify Appointed Directors

**MOTION:** That the following appointed College Government Representatives be ratified as Members of the 2022-2023 CSA Board of Directors, effective immediately:

Ana-Maria Mercu	College of Biological Science - Student Council
Samantha Ogbeiwi	College of Social and Applied Human Services – Students Alliance

**Moved:** Isha Maharaj

**Seconded:** Nicole Walker, President

### Motion defeated

Member Jake Levy informed the Board that previous Board members had reached out to him expressing their concerns over the ratification process. For this reason, he motivated to delay the ratification of the prospective Board members until further notice, perhaps revisiting it at the next Board meeting. This would allow the members of the Board to review the bylaws in more detail. He stated that it was in the best interest of the student body to address these ratification concerns before proceeding.

Cameron Olesen, Chair asked for more details.

Member Levy reported that he had been speaking with Mike Pacheco and Justin Mihaly, previous members, whom he thought should be elected members this summer as they are both still in school. They technically do not graduate or finish their program until the end of August. They believe they should be allowed to be represented as CSA appointed members for this summer.

The Chair specified that ratifying these members would not preclude the later ratification of the two individuals mentioned by Member Levy if it is found that they are in good standing with the organization.

Member Jake Levy said that the Board should not be allowing some people to vote and some people not to vote at this meeting. Everyone is equally allowed and fit to be on the Board.

Cameron Olesen, Chair, stated that the preferred method would be to table the agenda rather than to table the ratification. These members have been appointed by their organizations according to our bylaws, and he saw no reason why they should not be ratified. They are duly appointed by their organizations and should not be prevented from their right to vote.

## MINUTES

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Microsoft Teams



**MOTION:** To call the question.

**Moved:** Daniel Neiterman

**Seconded:** Jake Levy

**Motion carried**

**MOTION:** That the following appointed Student Organization Representatives be ratified as Members of the 2022-2023 CSA Board of Directors, effective immediately:

Martha Yiridoe	Guelph Black Students Association (GBSA)
Krishna Varnika Karavadi	International Students Organization (ISO)
Anthony Pereira	Interhall Council (IHC)

**Moved:** Daniel Neiterman

**Seconded:** Isha Maharaj

Nicole Walker, President, indicated that the PTM has had discussions with the two previous members. She reiterated that the members being ratified at the meeting were present at this meeting. The fact that they are going to be ratified tonight to the Board does not stop the two members in question from being ratified at a later date.

**Motion defeated**

Cameron Olesen, Chair, suggested that since the Board has decided not to ratify members present who have been appointed, it was best to adjourn the meeting early. Voting rights have been denied to those members who have been duly appointed to the Board and they will not have rights to speak or vote to any of the items on the agenda tonight.

**MOTION:** To adjourn the meeting.

**Moved:** Nicole Walker, President.

**Seconded:** Isha Maharaj

**Motion defeated**



## MINUTES

Board of Directors Meeting # 1

May 25, 2022 – 6:00 pm

Microsoft Teams



The Chair explained that he could not recommend that the Board proceed as it was treading on “potentially treacherous ground”. He understood the concerns around members being denied the right to vote who should have those rights to vote but essentially, that is what happened to the members who were duly appointed and set to be ratified at this meeting. Because of that, he recommended that the Board continue with procedural items and reports but did not recommend any voting. He explained that items that require a vote should be tabled until the next meeting, until members are properly ratified.

Nicole Walker, President, asked for clarification from Board members as to why they wanted to move forward with the meeting.

Jake Levy stated that the reason that he voted to deny the ratification of the appointed members was if some people are going to be denied their appointment, then all members should be denied their appointment. Until it is confirmed that all rules are being properly followed and that all people who should be and want to be appointed can be ratified onto the Board, then no people should be ratified onto the Board.

**MOTION:** To end the discussion period and move forward with the agenda.

**Moved:** Daniel Neiterman

**Seconded:** Jake Levy

**Motion carried**

### 1.4 Comments from the Chair

Cameron Olesen, Chair: Good evening everyone, and thank you for being here tonight. I know we’ve started a little differently than intended. But with that being said, I’ll remind everyone of Robert’s Rules and the CSA Rules of Order. If you have a point of order, point of information, or point of personal information, please raise your hand. Any items that require speaker’s list, please type ‘speaker’s list’ in the chat. If there are any items that come up tonight that need a volunteer, type ‘volunteer’ in the chat. Please avoid using the chat for other reasons as this is considered speaking out of turn.

At this point, Chair Olesen announced that the Executive was no longer present in the meeting, perhaps as a result of poor internet quality. He declared that the meeting was out of order but suggested a brief time to see if they reconnect.

Informal discussion continued but no further Minutes were taken except for clarification from the Chair.

## MINUTES

Board of Directors Meeting # 1

May 25, 2022 – 6:00 pm

Microsoft Teams



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Cameron Olesen, Chair clarified that since the CSA is running with a diminished Executive, the President is required to be present to meet quorum. A majority of the Executive Officers is not present, which means the meeting is out of order.

The Chair reported that staff will review bylaws and policy due to the concerns expressed by the members present and come up with a sufficient response. The next scheduled meeting on June 15 provides time for reviewing.

Since he did not see quorum returning, the Chair declared the meeting to be adjourned.

### 1.15 Adjournment

As a result of lost quorum, the CSA Board of Directors Meeting #1 of May 25, 2022, was adjourned at 6:43 pm.

## Minutes

Executive Committee Meeting (ECM)  
Meeting #27 – March 16, 2022 – 11:00 am  
Microsoft Teams



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 11:00 AM**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

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

Meeting #26 Minutes are approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update:**

- **Return to Campus:** Letter was sent out to CSA staff and Board of Directors on Wednesday, March 9, 2022 outlining the week as a transition week, with remaining services returning to in-person effective Monday, March 14, 2022. Virtual and in-person meetings are being offered for the remainder of the semester to accommodate students.
- **Training for incoming staff:** With our transitioning OMES, I am currently taking on training for all incoming staff.
- **Transition for Executive:** With our new executive ratified on Monday, March 14, we are starting the transition process via a welcome email and outlining the transition requirements for March/April to prepare for May 1, 2022.

## Minutes

Executive Committee Meeting (ECM)  
Meeting #27 – March 16, 2022 – 11:00 am  
Microsoft Teams



### 5.2.2 Committees:

- **PSGD Hiring Committee:** We had a successful hiring process, and we are excited for them to start with us on Monday, March 28, 2022.
- **PDR:** The committee reviewed the applications for the final PDR deadline of the semester. There are two outstanding applications that require follow up information. The committee is planning on one final meeting to wrap up approval of the minutes, review outstanding applications, and provide feedback on the PDR evaluation criteria (PDR policy), application form, and PDR process.
- **UC Board Selection Committee:** We only had 1 application submitted, but 4 current representatives are interested in continuing to sit on the UC Board. We will be encouraging incoming directors to apply as well as developing a recruitment plan over the summer.

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

- **Elections:** There were no candidates submitted for the VPSE position. After a meeting with the PTM and CRO, we will be looking to develop a job description and hire for a VPSE executive support position until the Fall By-Election.

**5.2.4 Last Toast:** The Last Toast is on Thursday, April 7, at 4:00pm in Brass Taps. Tickets are \$15 and are being sold at the CSA Front Office starting Wednesday, March 23. The cost of the ticket includes a champagne flute filled with champagne (or sparkling water), entry into the event, food, and a \$2 to a fund of the graduating classes choice! Champagne flutes have been ordered and some will be available at the bookstore if people are unable to attend the Last Toast. In addition, for students unable to attend the event, we will have a free livestream.

## 5.2 Vice President Academic

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

## Minutes

Executive Committee Meeting (ECM)  
Meeting #27 – March 16, 2022 – 11:00 am  
Microsoft Teams



- **SHAC:**
  - Service open in a hybrid format with some office hours in-person
  - Lawyer/Paralegal session will stay online of the rest of the semester
  - Hiring in process for the coordinator and assistant position
  - AGM service report
  
- **SafeWalk:**
  - Service back in full capacity
  - Working on getting the electric cart ready for the fall semester.
  - Hiring in process for the SafeWalk Volunteer and Public Relations Coordinator
  - AGM service report
  
- **SE&RM:**
  - College Royal events have been approved and College Royal is happening this weekend
  - Heavily increased numbers of submissions
  - March 18th Capacity limits for indoor events will be removed
  - Daily screening form and masks are still required
  - OWeek events planner training happening in April
  - O Team and OV applications are open!
  - AGM service report

### 5.2.2 Professional and Career Development Record

- Reviewed 3 more programs to be included in the PCDR.
- Meeting to be held with EL Hub for CSA positions

### 5.2.3 Committees

- Hiring for SHAC and SafeWalk positions
- Compulsory Fees Committee
  - Reviewing fees that have a proposed increase of the fee by the CPI + up to 3%
- Compulsory Non-Tuition Fees Protocol Review
  - Discussions regarding fees that have no official reporting structure and how to move forward

### 5.3 Vice President External

## Minutes

Executive Committee Meeting (ECM)  
Meeting #27 – March 16, 2022 – 11:00 am  
Microsoft Teams



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

- **Food Bank:** Our new FB Coordinator, Alanna, has been transitioning into their new role! We had a check-in with the former and current FB Coordinators and will be having our first FB operations meeting at a team today. Picking up food from Guelph FB today. Collaborating with Guelph Hillel on a bottle drive event next week with proceeds donated to the CSA Student Food Bank. Will start hiring process for FB Assistants in the next week.
- **Bike Centre:** Our BC Assistant, Michelle, has been transitioning into her new role! Had a check-in with BC coordinator and assistant last week. The BC Coordinator and BC Assistant are working on the Bike Auction at the end of the month. Also working together on the Student Housing Bike Lending initiative with Student Housing. Will start hiring for BC Assistant in the next week.

**5.3.2 Transit:** Have agreed with GSA and Guelph Transit to implement late night bus service! Tuesday to Sunday, Guelph Transit will provide free rides until 3:30am.

### 5.3.3 Committees

- **SCECAC Working Group:** Met with Executive Assistant of VPFO to discuss action items for committee, as well as how to engage the new VP External into this committee. Will be writing annual report for the SCECAC and will meet with VPFO and Executive Assistant of VPFO to discuss our recommendations.
- **SWAG:** Having a meeting today.

### 5.3.4 Collaborations/Events

- **Guelph-Wellington Social Justice Coalition:** Have been collaborating and supporting four Informed Democracy

## Minutes

Executive Committee Meeting (ECM)  
Meeting #27 – March 16, 2022 – 11:00 am  
Microsoft Teams

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online seminars. Have financially supported them, helped them with graphic design, and with outreach.

- **PSSA:** Having a check-in tomorrow about their events and support they're looking for.
- **GWWIC, Wellness, and CSA:** Have confirmed March 31<sup>st</sup> as our Sexy Bingo: Consent Edition event! Will be tabling next week to hand out resources and inform students about the event!
- **MPP Town Hall:** Hosting a townhall with Mike Schreiner and CFS representatives to talk about mental health and the impact of the pandemic on education.
- **Guelph Hillel:** Collaborating on social media post for Purim holiday, and on a bottle drive event to fundraise money for the CSA Student Food Bank!

### 6.0 Business

### 7.0 New Business

### 8.0 In Camera

### 9.0 Adjournment @ 12:30 pm

***Next Meeting: April 6, 2022***

## Minutes

Executive Committee Meeting (ECM)  
Meeting #28 – April 6, 2022 – 11:45 am  
Microsoft Teams



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 11:45 AM**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

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

Meeting #27 Minutes are approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update:** Overseeing the training of our incoming CSA Staff. Working on the budget with the Business Manager and excited to present the budget to the Board of Directors tonight.

**5.1.2 Committees:**

- **Student Budget Committee:** Wrapped up the committee activities for the semester by submitting the final report on April 5 for the Board of Governors meeting on April 20. The report includes a compilation of recommendations by the committee, similar to the presentation.
- **CRO/ARO Hiring:** Since only 1 application for CRO and 2 for ARO, in which the same individual applied for both positions and was recently hired for another CSA position. We are not going to move forward with the hiring committee at this time and will look to hire over the summer.



## Minutes

Executive Committee Meeting (ECM)  
Meeting #28 – April 6, 2022 – 11:45 am  
Microsoft Teams



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

- **Clubs:** Had our check-in with the Clubs Office. Working on the transition manual for CSA clubs and planning locker clean out.

**5.2.4 Last Toast:** Event is tomorrow April 7 at 4 pm. Concerned about ticket sales as they are not what we expected to be. Will be doing a big push today for sales!

## 5.2 Vice President Academic

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

- **SHAC:**
  - Service open in a hybrid format with some office hours in-person
  - Last Lawyer/Paralegal session Monday April 11th
  - Hiring completed for the coordinator and assistant position
- **SafeWalk:**
  - Service back in full capacity and seeing increases in students using the service
  - Working on getting the electric cart ready for the fall semester.
  - Hiring in process for the SafeWalk Volunteer and Public Relations Coordinator
  - Volunteer appreciation happened on April 5<sup>th</sup>
- **SE&RM:**
  - End of the semester event reviews happening
  - Transitioning of the SE&RM committee
  - Few club event issues being addressed

### 5.2.2 Committees

- Hiring for SafeWalk Volunteer and PR Coordinator

## 5.3 Vice President External

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

## Minutes

Executive Committee Meeting (ECM)  
Meeting #28 – April 6, 2022 – 11:45 am  
Microsoft Teams



- **Food Bank:** Wrapped up hiring for the two vacancies of Foodbank Assistant. Will have incoming VPE meet with outgoing and incoming FB Coordinator to ensure support is provided during transition.
- **Bike Centre:** Wrapped up hiring for BC Assistant. The BC Coordinator and BC Assistant have wrapped up the Bike Auction. Will have incoming VPE meeting with BC Coordinator to ensure support is provided during transition.

**5.3.2 Transit:** Will be working on promo and materials for Summer Bus Pass opt-ins, and what our communication to students looks like. Been getting some emails about summer bus passes and working closely with incoming VPE to help transition them into their role with transit.

### 5.3.3 Committees

- **Guelph Campus Coalition:** Will be meeting with the coalition tomorrow for our second last meeting of the term.

### 5.3.4 Collaborations/Events

- **Ukrainian Club:** Working with UofG Admin, Wellness, and Co-Presidents of the Ukrainian club to support them with mental health resources and fundraiser initiatives.

## 6.0 Business

## 7.0 New Business

## 8.0 In Camera

## 9.0 Adjournment @ 12:30 pm

***Next Meeting: April 26, 2022***

## Minutes

Executive Committee Meeting (ECM)  
Meeting #29 – April 26, 2022 – 11:30 am  
Microsoft Teams



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 11:00 AM**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

Nicole Walker (President) declared a conflict of interest for new business item **7.2 CSA President Vacation Days Payout**. Lisa Kazuhara (VP Academic) declared a conflict of interest for new business item **7.3 VP Academic Vacation Days Payout**.

**3.0 Comments from the Chair**

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

Meeting #28 Minutes are approved.

**5.0 Executive Updates**

The executive did not provide updates at this meeting as this meeting was called to discuss important business items. This meeting was the final ECM of the 2021-2022 executive term. The executive participated in the two days of mandatory training with the incoming VP Academic and VP External, as well as wrapping up ongoing projects and completing transition manuals.

**6.0 Business**

**7.0 New Business**

**7.1 Termination of The Peak Collective Lease Agreement with the Central**

**Student Association for UC 258:** The Peak, CSA, Student Experience, and Office of the Vice-Provost (Student Affairs) had a meeting on Wednesday, March 16, 2022 regarding the how The Peak fit under the Student Organizational Policy (SOP) for fee collection. In Fall 2021, The Peak and its fee collection was called into review after the group did not cash its student

## Minutes

Executive Committee Meeting (ECM)  
Meeting #29 – April 26, 2022 – 11:30 am  
Microsoft Teams



fees for Winter 2021 Final, Winter 2021 Interim, and Summer 2021 Interim, and it was observed that The Peak lacked connection to the University. The Peak is currently leasing a temporary space (UC 258) under the management of the CSA. Following the meeting, it was decided that the only option for The Peak to remain under the SOP was to be accredited through the CSA as a club.

**WHEREAS** it was brought to the attention of the current executive that The Peak Collective is currently leasing out UC 258;

**WHEREAS** UC 258 is designated a CSA space and was given to The Peak Collective as a temporary space in April 2010;

**WHEREAS** prior to 2017, the Clubs Hallway only allowed a select few clubs to have their own spaces and limited the space for all CSA clubs to run events and function;

**WHEREAS** in 2017, the Clubs Hallway on the 2nd floor of the UC was renovated for the purposes of having bookable meeting spaces for CSA Clubs, in fairness to providing clubs with an equal opportunity to hold meetings and events throughout the year;

**WHEREAS** if The Peak Collective applies for accreditation with the CSA and it's approved, it is unfair for one CSA club to have their own dedicated space on the second floor over others;

**WHEREAS** the CSA Executive is mindful of the value The Peak Collective offers to amplify the voices of students on campus and we wish to support you through the CSA Clubs Accreditation process to continue fulfilling the mandate you have set out to achieve.

**RESOLVED** that effective April 30, 2022, the CSA Executive Committee is providing The Peak Collective a reasonable notice of 90 days to vacate the space no later than Friday, July 29, 2022, as the CSA will be reclaiming UC 258 to meet operational needs.

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Shilik Hamad, VP External

**Motion carried.**

## Minutes

Executive Committee Meeting (ECM)  
Meeting #29 – April 26, 2022 – 11:30 am  
Microsoft Teams



**7.2 CSA President Vacation Days Payout:** Due to the high CSA staff turnover and many obstacles such as COVID-19, the CSA President has been required to take on additional duties outside their portfolio that has resulted in them being unable to take their full allotment of entitled vacation days. The CSA President has 5 remaining vacation days, and the end of the fiscal year is April 30, 2022.

**MOTION** To acknowledge and confirm our obligation as employers in complying with the Employment Standards Act and paying out the 5 remaining vacation days the CSA President, Nicole Walker has been unable to take this year.

**Moved:** Lisa Kazuhara, VP Academic

**Seconded:** Shilik Hamad, VP External

**Noted Abstention:** Nicole Walker, CSA President

**Motion carried.**

**7.3 VP Academic Vacation Days Payout:** Due to the vacancy in the VPSE position, Lisa has been required to take on the SE&RM aspect of the role in addition to her current VP Academic portfolio. With the changes to the COVID-19 protocols on campus regarding events, the volume of events requiring review and approval was unmanageable for Lisa to take her full allotment of entitled vacation days. The VP Academic has 2 remaining vacation days, and the end of the fiscal year is April 30, 2022.

**MOTION** To acknowledge and confirm our obligation as employers in complying with the Employment Standards Act and paying out the 2 remaining vacation days the VP Academic, Lisa Kazuhara has been unable to take this year.

**Moved:** Shilik Hamad, VP External

**Seconded:** Nicole Walker, CSA President

**Noted Abstention:** VP Academic, Lisa Kazuhara

**Motion carried.**

**8.0 In Camera**

**9.0 Adjournment @ 12:30 pm**

***Next Meeting: May 10, 2022***

## Minutes

Executive Committee Meeting (ECM)  
Meeting #1 – May 10, 2022 – 4:30 pm  
CSA Boardroom



**Members:** Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 4:30 pm**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

With the President on vacation the week of May 2-6, this meeting is the first of the 2022-2023 executive term.

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

Meeting #29 Minutes were approved as presented.

**5.0 ECM Orientation**

The President reviewed the TOR from Bylaw 1 – Organizational with the new executive.

**6.0 Executive Updates**

**6.1 President**

**6.1.1 HR/Operations Update**

- **Gryphlife Re-Accreditation:** Re-accreditation on Gryphlife for the CSA has been completed and approved until the Fall.
- **CSA Staffing Update:** Our PTM is no longer an employee of the CSA. However, Earl Evans, a previous PTM, has accepted the offer to fill in as an interim PTM to support the CSA until someone can be hired for the position. Hiring for the PTM position will be completed over the summer.
- **Training & Transition:** Due to the vacancy in the PTM position, the President organized and facilitated training for the incoming executives. President, Board Chair & Earl will be running Board

## Minutes

Executive Committee Meeting (ECM)  
Meeting #1 – May 10, 2022 – 4:30 pm  
CSA Boardroom

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Training for all Board members, including the new executive on May 18.

### 6.1.2 Committees

- **Assistant Returning Officer/Chief Returning Officer Hiring Committee:** Initially, the committee didn't receive very many applications, so the application deadline was extended. However, due to the timing of year for the ARO/CRO committee to meet once the extended application deadline passed, our Board member is no longer on the Board. Re-striking the hiring committee to appoint new members to the committee is required.
- **Board Scribe Hiring Committee:** Hiring for the Board Scribe was unsuccessful the first round, so the job was reposted and a second round of hiring is ongoing. The Board Scribe position is anticipated to be filled by May 18<sup>th</sup>.

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

Discussed the supervisory components associated with the role of the CSA President, including CSA Clubs, CRO/ARO (vacant), and Permanent Staff. Noted, supervisory training planned for VP Academic & VP External in the future.

### 6.1.4 Vibe of the Year

Excited to work with the Promotional Services & Graphic Design Coordinator to rebrand the CSA for the upcoming year. This is part of the CSA's vision to achieve our mandate. Variety of meetings planned for the summer regarding swag items to giveaway to students, at events, and for staff to wear to educate students about who the CSA and what the CSA does for students on campus.

## ~~6.2 VP Student Experience (Position currently vacant)~~

## 6.3 VP Academic

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

Discussed SHAC work & current general operation, which is fine at this time and just getting started.

### 6.3.2 Committees

## Minutes

Executive Committee Meeting (ECM)  
Meeting #1 – May 10, 2022 – 4:30 pm  
CSA Boardroom



- **Return to Campus (RTC) & Teaching Excellence Award Committees:** Plans to further develop the committees at some point in the future. RTC is already struck but new members need to be appointed.
- **APP:** Policy recommendations put forth by the committee members among other individuals, include the Deans Honours List calculation method change, and the medical documentation requirement transition to self-declaration (medical and compassionate).

### 6.3.3 Convocation dates – June

Noted two ceremonies (2020/2021 grad year ceremony one week after 2022 ceremony), with reference to the varying times and specific college requirements with such times. Check for details on the University website.

## 6.4 VP External

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

- **Bike Centre:** Discussed Bike Centre personnel changes. The fulltime Bike Centre Coordinator is leaving. The Bike Centre Assistant is no longer able to work at the Bike Centre, but may come back in the Fall. Hiring period for the Bike Centre has been extended as only 3 candidates are interested at this time.
- **FoodBank:** The FoodBank Coordinator is working to create a garden and Sustainability contributed with a donation of compost. Materials have been picked up to keep the groundhogs out of the gardens.

### Committees

The VP External is excited for the First Ontario Executive Committee meeting tomorrow and the Town and Gown committee meeting on Thursday.

### 6.4.2 Campaigns

Seeking updated information in policy and regarding campaigns. CFS has campaign materials available for us upon request. On the topic of materials, BIPOC materials may also be of interest for the future.



## Minutes

Executive Committee Meeting (ECM)  
Meeting #1 – May 10, 2022 – 4:30 pm  
CSA Boardroom

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### 7.0 Business

#### 7.1 Termination of The Peak Collective Lease Agreement with the Central Student Association for UC 258

Effective April 30, 2022, the 2021-2022 CSA Executive Committee provided The Peak Collective a reasonable notice of 90 days to vacate UC 258 no later than Friday, July 29, 2022, as the CSA will be reclaiming the space to meet operational needs. The 2022-2023 Executive discussed the details of the notice, and the meeting on Wednesday, March 16, 2022 with the Office of the Vice-Provost (Student Affairs), Student Experience, executive members of the Central Student Association, and members from The Peak Collective. UC 258 is designated a CSA space and was given to The Peak Collective as a temporary space in April 2010. Since the only avenue for The Peak collective to remain operating on campus is to apply for accreditation with the CSA as an accredited club, it is unfair for one CSA club to have their own dedicated space on the second floor over others. This business item was discussed by the executive as an item of information.

### 8.0 New Business

There were no new business items discussed at this meeting.

### 9.0 In Camera

There was no in camera session.

### 10.0 Adjournment @ 6:00 pm

***Next Meeting: May 18, 2022***

## Minutes

Executive Committee Meeting (ECM)  
Meeting #2 – May 18, 2022 – 10:00 am  
CSA Boardroom

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**Members:** Nicole Walker (President, Chair), Mason Friebe (VP Academic, Secretary), Jena-Lee Ashley (VP External)

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 10:15 am**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

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

Meeting #1 Minutes were approved as presented.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

Overseeing completion of mandatory training of new CSA employees and reviewing mandatory training requirements for staff to ensure sufficient and appropriate training for their roles. This year, VP External completed Food handler's certification as the FoodBank supervisor to support the service.

**5.1.2 Committees**

**Board Scribe Hiring Committee:** The hiring committee has completed the hiring process and is excited to share that the committee has successfully hired a Board Scribe.

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

**5.1.4 Board Training**

The Policy & Transition Manager (Interim), Board Chair, and myself are facilitating Board Training at 6 pm to new Board members.

## Minutes

Executive Committee Meeting (ECM)  
Meeting #2 – May 18, 2022 – 10:00 am  
CSA Boardroom

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### ~~5.2 VP Student Experience~~ (*Position currently vacant*)

### 5.3 VP Academic

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

**SHAC:** First team meeting was delayed until tomorrow (Thursday, May 19<sup>th</sup>). Hoping to discuss O-Week involvement, roles, time logs, and everything SHAC.

#### 5.3.2 Committees

**APP:** Updates from APP include the unanimous decision to change the Deans Honours List calculation to now run semesterly, regardless of the number of credits taken that semester as opposed to every 5.0 credits completed on an individual basis. Some concerns were presented but was a general consensus, planned to move forward for the approval process. Attendance policy was controversial as to whether or not it should even be in the Calendar.

#### 5.3.3 Miscellaneous

Was great to meet the GSA and others at the recent event. Looking forward to meeting them again and working with them on similar interests. Also received some information as to my participation in the Senate this summer, training expected to begin hopefully this month, may have to reach out again. Training modules completed, looking forward to the board and supervisory training. Prepping for Year-At-A-Glance dates relevant to my position.

### 5.4 VP External

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

**Bike Centre:** Julian's last day was Friday, May 13<sup>th</sup> – thanks for coming to lunch with us, it was fun! Applications for a new BC Coordinator closed May 17<sup>th</sup> at noon.

**FoodBank:** I was unable to see a time log for Alanna, I talked with Lee Anne and she will be creating one that she can use on the GDrive!

## Minutes

Executive Committee Meeting (ECM)  
Meeting #2 – May 18, 2022 – 10:00 am  
CSA Boardroom

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### 5.4.2 Committees

#### **Ontario Executive Committee:**

Met with the Ontario Executive on May 11<sup>th</sup> and 12<sup>th</sup> for training/orientation (and ratifications)!!

#### **Town and Gown Committee:**

Had my first meeting, I discussed how we originally asked for 400 OnYourWay cards to sell as our Opt-in passes and had to request more after the first day as it was busier than we imagined.

### 5.4.3 Campaigns – Demand Our Future!

This is a provincial election campaign by CFSON (Canadian Federation of Students – Ontario). Demands are: Free Education Now!; Increased Investment in Public Funding Structures; Legislation to Defend Students' Right to Organize; OHIP for All.

## 6.0 Business

## 7.0 New Business

## 8.0 In Camera

There was no in camera session.

## 9.0 Adjournment @ 11:00 am

***Next Meeting: May 25, 2022***

## Executive Update

President

May 25, 2022

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Hello Board of Directors,

### General Update:

Welcome to the first official Board Meeting of your 2022-2023 term! I hope you are all as excited for the year ahead as I am. The team is excited and busy planning for the year ahead so that we as the Central Student Association, can become central to our undergraduate student body once again. As a member of our Board, you are a vital part of the CSA as a link to our students. You will play an important role in educating students about the CSA, sharing the services we offer, soliciting feedback so we can better serve our student body, and informing students of key events throughout the year such as Elections, our Annual General Meeting, and more exciting opportunities!

### Ongoing Projects:

**The Peak:** As per the detailed information outlined the ECM Minutes #29 and ECM Minutes #1, the CSA Executive provided The Peak Collective with a reasonable notice of 90 days effective April 30, 2022, to vacate UC 258 no later than Friday, July 29, 2022, as the CSA will be reclaiming the space to meet operational needs. UC 258 is a CSA designated space that was lent to The Peak Collective as a temporary space in April 2010. Following a meeting on Wednesday, March 16, 2022 with the Office of the Vice-Provost (Student Affairs), Student Experience, executive members of the CSA and members from The Peak Collective, it was decided that the only option for The Peak collective to remain operating on campus was to apply for accreditation with the CSA as a club. If The Peak applies for accreditation with the CSA and is approved, it would be unfair for one CSA club to have their own dedicated space on the second floor over others. In being mindful of the value The Peak offers to amplify the voices of students, the CSA has offered to support The Peak through the accreditation process.

**CSA Staffing Update:** Our Policy and Transition Manager (PTM) is no longer an employee of the CSA. We wish him the best in his endeavours moving forward. In the interim, we are excited to welcome back a former PTM, Earl Evans, who will be filling in over the summer until a replacement candidate is hired. I have been helping onboard our interim PTM, including assisting with Board training on Wednesday, May 18. We are also excited to share that our Student Experience Coordinator, Jack Fisher, started at the CSA on Monday, May 9, and is busy planning Orientation Week programming.

**Training & Transition:** Due to the vacancy in the PTM position, I facilitated the Two-Day Executive training for our new executives. We have an upcoming Executive training debrief meeting to discuss areas for additional training. I have also been managing all the mandatory training for our Executives, and new employees.

## Executive Update

President

May 25, 2022



**CSA Vibe of the Year:** Our Promotional Services & Graphic Design Coordinator has been working on designing our branding for the 2022-23 year, with the direction of the collective vision from the CSA team. I can't wait for you folks to see it since it's fun, funky, and it will be part of our reintroduction of the CSA to our student body.

### Committees:

**Board Scribe Hiring Committee:** After two rounds of hiring, we have successfully hired a Board Scribe. We wrapped up the hiring process last week (May 17) and are excited to welcome our new Board Scribe to the CSA!

**Assistant Returning Officer/Chief Returning Officer Hiring Committee:** Initially, the committee did not receive many applications, so the application deadline was extended. Due to the timing of year, the ARO/CRO committee was unable to meet after the application deadline had passed. Unfortunately, our Board member on the committee completed their term on the Board, so I am in the process of determining next steps for these hiring committees.

**Finance Committee:** We are wrapping up the outstanding minutes and reports for the 2021-2022 Finance Committee. At Finance Committee #5 on April 4, 2022, the CSA 2022-23 Budget was recommended forward to the Board of Directors to be presented at the April 6, 2022 Board meeting. The Business Manager did a fabulous job presenting the budget and sharing the Finance Committee's enthusiasm and collective vision for the upcoming budget and the year ahead. The CSA 2022-23 budget was approved at the April 11, 2022 Board meeting. An annual report for the Finance Committee's activities will be brought forward to the Board at the June 8, 2022 meeting.

### Services:

**Bullring:** As of May 2, the Bullring is open in the summer Monday to Friday from 9:00 am to 4:30 pm for both indoor and outdoor dining, as well as take out. For information on daily specials and changes to operations, check out The Bullring on Instagram @bullringuofg or csaonline.ca. If you are on campus during the summer, I highly recommend stopping by The Bullring to enjoy lunch on the patio!

I look forward to our year ahead working together and encourage you to reach out if you have any ideas, questions, or feedback!

Cheers!

Nicole Walker

## Executive Update

President

June 15, 2022

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Hello Board of Directors,

### General Update:

I know many of you did not expect the events of your first Board Meeting to unfold the way they did, and I am just as surprised as you are. I am saddened in how our May 25 Board Meeting was approached. Board is a place for collaboration, open dialogue, and assuming positive intent of all members. The Executive acts in the best interest of our students and that is exactly what we did at the last Board Meeting. My hope is that we can move forward from this meeting in a positive way and work together for the good of our student body.

Moving forward, let's start fresh – we have an exciting and amazing year ahead of us!

### Ongoing Projects:

**Year at a Glance & Planning:** Our Promotional Services & Graphic Design Coordinator and I have been working on our internal calendar for the year. This information will guide as a useful tool for planning our major cycle of events and our promotional materials for them. In preparation for the Fall and Winter semesters, a CSA newsletter schedule and PDR dates have been developed for the entire year. The team will continue to populate information and dates on CSA programs and events, so that we can proactively communicate this information to students!

**Training & Transition:** An initial Executive transition & training debrief meeting was conducted, in which ways to improve the flex training, and the mandatory training days in April were discussed. Current areas for further training for the Executive were also identified and trainings will be scheduled throughout the summer to support them. Additional debrief and planning meetings are scheduled to prepare for Executive training in March/April 2023. As a not-for-profit corporation, we also have mandatory training requirements for our staff. The following mandatory trainings for our core staff have been scheduled as follows:

- **Team Norms** – Thursday, June 9, 10am – 11am
- **Workplace Respect** – Monday, June 13, 10am – noon
- **Conflict Resolution and HR Support Team** – Wednesday, June 29, 9am – 11:15am

**Media & Public Relations:** The CSA Executive attended the Vaccarino Centre for Student Wellness Naming Event and met several university staff and the GSA Executive. I attended Installation of the 10th Chancellor of the University of Guelph on Tuesday, June 13, 2022.

## Executive Update

President

June 15, 2022



### Committees:

**Joint Health & Safety Committee (JHSC):** The JHSC is a legislated requirement as an employer under the Occupational Health and Safety Act and works to ensure a safe work environment through routine space inspections and meets on a regular basis to address health and safety concerns in the workplace. The Bullring Manager and I met on Tuesday, June 14 to discuss next steps and committee member recruitment. This included reviewing and signing the Environmental Health and Safety Policy Statement, and the Workplace Violence, Harassment and Sexual Harassment Statement of Commitment. Both statements will be posted near our CSA services.

### Services:

**Front Office:** Our Front Office has been busy during the first few weeks of May due to Summer Bus Pass Opt-Ins. However, with the decline in visitors at the Front Office, the Front Office Hours will be Monday to Thursday from 12 pm to 3 pm for the remainder of the summer semester.

**CSA Bike Centre Summer Closure:** As of May 1, 2022, the CSA had the Bike Centre Coordinator and Assistant positions filled for 2022-2023. However, both employees resigned due to non-CSA-related and independent reasons. Due to the timing of the resignations, the job for the Bike Centre Coordinator was posted on Tuesday, April 26, 2022 until Tuesday, May 10, 2022, at which point there were no viable applicants and the job posting was extended from May 20, 2022 until June 3, 2022. The hiring committee was unable to be struck at the May 25 Board Meeting, but no applicants had sufficient bike repair experience. One applicant was contacted who hinted at bike repair experience, but despite several follow up attempts, we did not hear back from them. As such, with two failed attempts to have a strong pool of candidates to interview from, the Bike Centre will be closed until further notice. It is our hope that we can successfully hire a Bike Centre Coordinator later in the summer and reopen the Bike Centre for Fall 2022.

I encourage you to reach out if you have any ideas, questions, or feedback on how we can best support our undergraduate students!

Cheers!

Nicole Walker



## Executive Update

VP Academic

May 25, 2022



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Hey everyone, great to participate in our first official Board meeting, and my first ever Board meeting that I have the honour of participating in. Really looking forward to working with the Board moving forward.

### General Update:

The last few weeks haven't been too bad, finished the majority of my training. Certainly, feeling more and more comfortable in my role as each day passes.

### Ongoing Projects:

There will be an item regarding the continuation of a committee focused on the post-covid return to campus and post-covid pedagogy. Feel free to join!

### Committees:

Committee work has for the most part been passive though I'm sure soon enough it will require the majority of my time. Fairly quickly, I was able to recognize some of the common debates that occur, and which parties advocate for what. We are certainly not all on the same page, which is to be expected, but I've done my best thus far to advocate in the interest of students. Some of the active discussions right now include the revision or re-development of multiple policies.

For example, the calculation method of the Dean's Honours List; APP consensus for the most part in support of a semesterly calculation independent of the number of credits taken. Opposing the alternative recommendation of a calculation done at every 5-credit interval, independent of time and the semester. Both changes being different from the current method which is semesterly but requires a certain amount of credits depending on whether you're full-time or part-time and part-time students need to request consideration, so it's not automatic. So it was understood to be inequitable with students sometimes not being able to make the credit requirement for legitimate reasons and then not knowing about the need to request.

Current Policy: <https://calendar.uoguelph.ca/undergraduate-calendar/undergraduate-degree-regulations-procedures/deans-honours-list/>

Medical documentation requirement and its shift to self-declaration [medical and compassionate]; APP consensus was for the most part supportive. Though it appears to be of greater concern as to whether or not it might make it to approval through other committees but it is to be discussed further.

## Executive Update

VP Academic

May 25, 2022



Another group, OACCTF developed criteria to outline Open Educational Resources (OER), which is essentially material that is licensed in a manner that provides users with free and perpetual permission to engage in activities related to the 5 R's (Retain, Reuse, Revise, Remix, Redistribute). The idea is to encourage instructors to follow and promote the criteria to others in support of accessibility and the idea behind the 5 R's, as opposed to using alternatives that can be costly and limited.

For more on OER: <https://www.lib.uoquelfh.ca/using-library/faculty-instructors/open-educational-resources>

Otherwise, for other committee work, it's mostly been introductory, planning, and transition information.

### **Services:**

The first meeting with the Student Help and Advocacy Centre (SHAC) went great, looking into O-Week involvement; thinking about tabling and/or collaborating with Off-Campus Living, and hopefully getting something like a giveaway on social media but members are interested. Actual task work has for the most part been slow right now in SHAC but is expected to pick up in Fall, right now we are focused on learning policy and transition.

What is SHAC? <https://csaonline.ca/SHAC>

Mason Friebe

## Executive Update

VP Academic

June 15, 2022



Hey everyone, glad to attend our second official Board meeting, brief update this time.

### General Update:

Over the last few weeks, we've worked to develop our Year-At-A-Glance calendar that I've added to and provided information for regarding dates relevant to my position including the Student Memorial Service, convocation, exam periods, stress busters, Art in the Bullring (event), and SHAC O-Week plans. Listed to give you an idea of what I will be working on moving forward and outside of regular committee work.

We also had the chance to meet the Graduate Student Association (GSA) on a few occasions, we'll more than likely be working with them closely on goals that which we see ourselves in alignment. Myself with the VP Internal for the Student Memorial Service especially, which I believe will occur in October, sorting out details.

### Ongoing Projects:

There will be an item regarding the continuation of a committee focused on the post-covid return to campus and post-covid pedagogy. Feel free to join!

### Committees:

Met with the Open Accessible Course Content Task Force (OACCTF) again and discussed Open Educational Resources (OER) again, specifically with reference to emphasizing the student perspective on textbooks in a way that obviously highlights the issues with textbooks and the benefits of OER. Met with them again for orientation and had the chance to discuss the potential addition of OER being heavily encouraged or required as a condition to be eligible for the Teaching Excellence Award (TEA).

Last Senate meeting was fairly long. Serving Scholars policy was approved after multiple years of discussion allowing students in the military to receive the appropriate accommodation for military activities interfering with their studies.

### Services:

Student Help and Advocacy Center (SHAC) updates are minimal; we've decided to run two events for Orientation week. One in collaboration with the Indigenous Student Organization (ISO) and one with Interhall Council (IHC), both tabling. Off-Campus Living was seemingly unable to get back or run with the original collaboration idea, which was noted in my last update.

What is SHAC? <https://csaonline.ca/SHAC>

Mason Friebe

## Executive Update

VP External

May 25, 2022

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Hi Folks,

### General Update:

Please enjoy my joke 😊

#### #DadJokes

*Why is Peter Pan always flying? Because he neverlands!!*

Welcome to the first Board Meeting of the year!! The past few weeks I have been getting more familiar with my role as VP External, and I have to say, so far I'm loving what I get to do! Considering this is our first meeting of the year, I do not have too many updates for you. I'm very excited to get to know everyone that sits on our Board of Directors, and hopefully we can connect outside of Board meetings as well. If anyone is interested in establishing a campaign on campus, please let me know, I would love to help with this!

### Ongoing Projects:

CSA Hiring: We will be re-opening the hiring process for the position of Bike Centre Coordinator – you'll see this in our business items later on.

### Committees/Coalitions:

Ontario Executive Committee: On May 12<sup>th</sup> and 13<sup>th</sup> I attended the OEC orientation and meeting. It was very exciting to see so many representatives from across the province. I'm personally really looking forward to working with the CFSON during my term. They discussed a new campaign they were launching called "Demand Our Future" which had four demands towards our provincial politicians. The demands are as follows: 1) We demand a free, publicly funded and accessible Post-Secondary Education System; 2) We call on all parties to better the existing funding structure and increase public funding; 3) We demand the introduction of legislation to protect student unions' autonomy and defend students' right to organize; 4) We demand all provincial parties make healthcare a universal right, and reimplement OHIP for International Students. If anyone is interested in tabling with me for this campaign, please let me know! We have folks from CFSON coming May 25<sup>th</sup> & 26<sup>th</sup> and would love to see some of your faces there!

Town and Gown Committee: I attended my first Town and Gown Committee meeting on May 12<sup>th</sup>. This meeting is to help nurture relationships between the University community and Guelph community. It essentially ensures that there are conversations happening between the University and City representatives. I discussed the success of the Opt-in Summer Bus Pass at this meeting.

*Executive Update – VP External – May 25, 2022*

## Executive Update

VP External

May 25, 2022



### Services:

Foodbank: I went in to meet Alanna and support her with portioning one day. She has been doing great at the Foodbank and the garden she has been working on looks great! She was also able to get compost from the Guelph Centre for Urban Organic Farming to use in her garden. Alanna also shared that folks at the Sustainability Office are keen to support her work on the gardens which would be nice for her to have some help!

Bike Centre: Julian, our Bike Centre Coordinator had his last day on Friday May 13<sup>th</sup>. Applications for this position closed at noon on May 17<sup>th</sup>. Unfortunately, we struggled with finding applicants with enough experience – hence why we will be re-opening this posting. Until we can hire a Bike Centre Coordinator, the centre will remain temporarily closed.

Transit: We have sold well over 400 On Your Way cards to students that wanted to Opt-in for the summer bus pass. There have not been issues with these cards so far, however, we have had some issues with student ID cards not working properly (i.e., those who paid for the pass in their tuition). If anyone hears of more students with this issue, send them my way and I will do my best to help out!

Jena-Lee Ashley

## Executive Update

VP External

June 15, 2022



Hi Folks,

### General Update:

#### #DadJokes

*What does a baby computer call his father? Data.*

Happy Pride Month and Happy National Indigenous History Month!! I hope everyone has been able to get out and enjoy the beautiful weather we've been having lately! I've been in this role for a month and a half now and I still manage to learn something new about the CSA each day. I do not have a lot of updates for you, but I do hope you enjoyed my joke! 😊

### Committees:

**Sexual Violence Education and Training Committee:** I attended this meeting for the first time on Monday May 30<sup>th</sup>. We were provided a year in review update from the SV Support Coordinator. We also discussed updates that were made to the SV training module that is available for students. Conversations with Open Ed to publish this training on Courselink are happening. On a more disappointing note, we were told that making this training mandatory at this point is not a possibility. Members of the committee were also given the opportunity to provide feedback on one level in this training module (mostly in terms of language used and engagement).

**Human Rights Advisory Group:** I attended my first HRAG meeting on Thursday June 2. It was a fairly quick meeting; we had discussions on factfinders and resource volunteer recruitment. We will be meeting again towards the end of September.

### Services:

**Foodbank:** I have met with Alanna, our foodbank coordinator, a few times since our last meeting. Since Alanna has brought up the struggle of trying to help everyone on the waiting list, we are looking at ways of making the foodbank more sustainable in the future. I do not have a lot of information on this right now, but as we figure things out, I will do my best to keep you folks up to date!

### Events:

**Acknowledging Indigenous Lands:** I want to highlight an event that is being hosted by the Indigenous Student Centre on Indigenous People's Day, June 21, 2022. The event is in person from 2:30pm - 4:00pm in UC 442. If you're interested in this event you need to RSVP on [Gryphlife](#). I want to encourage those of you that are in Guelph to consider attending this event. **Spots are limited – please RSVP.** Every Board of Directors meeting, one of you folks will be starting our meeting off with a land acknowledgement!

Jena-Lee Ashley

**Hiring Committee Report:** Board Scribe (1 Position)

**Posting Date:** Friday, April 8, 2022

**Closing Date:** Friday, April 22, 2022

**Hiring Committee Members:**

Nicole Walker, CSA President  
Lisa Kazuhara, VP Academic  
Ishaka Maharaj, Board Director

**Number of Applicants:** 7

**Number of Scheduled Interviews:** 3

**Number of People Interviewed:** 1

**Successful Candidate:** None

**Start Date:** Not applicable

**MOTION:** To receive the Hiring Committee Report for the Board Scribe Position as information.

**Moved:** Nicole Walker, President

**Seconded:**

**Hiring Committee Report:** Board Scribe (1 Position)

**Reposting Date:** Wednesday, April 27, 2022

**Closing Date:** Wednesday, May 11, 2022

**Hiring Committee Members:**

Nicole Walker, CSA President

Ishaka Maharaj, Board Director

Earl Evans, Policy & Transition Manager (Interim)

**Number of Applicants:** 4

**Number of People Interviewed:** 1

**Successful Candidate:** Sarah Kurtz

**Start Date:** Wednesday, May 25, 2022

**MOTION:** That the hiring of **Sarah Kurtz** for the Board Scribe Position be approved, as recommended by the Hiring Committee.

**Moved:** Nicole Walker, President

**Seconded:**



## Report

SafeWalk Volunteer and PR Coordinator

June 15, 2022



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**Hiring Committee Report:** SafeWalk Volunteer and Public Relations Coordinator  
(1 Position)

**Posting Date:** Monday, March 2, 2022

**Closing Date:** Monday, March 16, 2022

**Hiring Committee Members:**

Lisa Kazuhara, CSA VP Academic

Daniel Hinds, Program Coordinator SafeWalk

Lily Taylor-Stackhouse, Board Director

**Number of Applicants:** 4

**Number of People Interviewed:** 3

**Successful Candidate:** none

**Start Date:** N/A

**MOTION:** To receive the Hiring Committee Report for the SafeWalk Volunteer and Public Relations Coordinator Position as information.

**Moved:**

**Seconded:**

## Report

SafeWalk Volunteer and PR Coordinator

June 15, 2022



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**Hiring Committee Report:** SafeWalk Volunteer and Public Relations Coordinator  
(1 Position)

**Posting Date:** Monday, March 20, 2022

**Closing Date:** Thursday, April 7, 2022

**Hiring Committee Members:**

Lisa Kazuhara, CSA VP Academic

Daniel Hinds, Program Coordinator SafeWalk

Lily Taylor-Stackhouse, Board Director

**Number of Applicants:** 6

**Number of People Interviewed:** 3

**Successful Candidate:** Max Mancuso

**Start Date:** Monday, May 9, 2022

**MOTION:** That the hiring of **Max Mancuso** for the SafeWalk Volunteer and Public Relations Coordinator Position be ratified, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Report

SHAC Hiring Committee

June 15, 2022



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**Hiring Committee Report:** SHAC Coordinator (1 position)  
SHAC Assistant Coordinator (1 position)

**Posting Date:** Wednesday, March 2, 2022

**Closing Date:** Thursday, March 24, 2022 (Originally March 16, but was extended due to the low number of applications)

**Hiring Committee Members:**

Lisa Kazuhara, CSA VP Academic  
Stefanie Hebel, SHAC Coordinator  
Ishaka Maharaj, Board Director

**Number of Applicants:** 5

**Number of People Interviewed:** 4

**Successful Candidate:** SHAC Coordinator – Junpyo Lee  
SHAC Assistant Coordinator – Yuha Khan

**Start Date:** Monday, May 9, 2022

**MOTION:** That the hiring of **Junpyo Lee** for the SHAC Coordinator Position and **Yuha Khan** for the SHAC Assistant Coordinator Position be ratified, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Report

Student Experience Coordinator Hiring Committee

June 15, 2022



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**Hiring Committee Report:** Student Experience Coordinator – Interim (1 Position)

**Posting Date:** Monday, March 28, 2022

**Closing Date:** Monday, April 11, 2022

**Hiring Committee Members:**

Nicole Walker, CSA President

Lee Anne Clarke, Business Manager

Ishaka Maharaj, Board Director

**Number of Applicants:** 4

**Number of People Interviewed:** 2

**Successful Candidate:** Jack Fisher

**Start Date:** Monday, May 9, 2022

**MOTION:** That the hiring of **Jack Fisher** for the Student Experience Coordinator (Interim) Position be ratified, as recommended by the Hiring Committee.

**Moved:** Nicole Walker, President

**Seconded:**

## Minutes

### Finance Committee

Meeting #4 – March 7, 2022 – 4:30 pm to 5:30 pm

Microsoft Teams

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**Attended:** Nicole Walker (Chair & Scribe, CSA President), Lee Anne Clarke (Business Manager), Lisa Kazuhara (VP Academic), Maya Persram (Board Director), Leila Stevens (Board Director)

**Regrets:** Justin Mihaly (Board Director)

**1. Welcome & Introduction**

**2. Approval of the Agenda**

- The agenda was approved as presented.

**3. Declarations of Conflict**

- Leila Stevens declared a conflict of interest partway through the meeting during the CSA Clubs Office Funding Request. Leila was invited to the Club Pub as an executive of Spero, a CSA Club, but is not planning on attending the event.

**4. Approval of the Minutes from November 17, 2021**

- The minutes from November 17, 2021 and January 26, 2022 were reviewed by the committee and approved as presented.

**5. Business Arising from Minutes**

- **Bullring Promotional Campaign Update:** As per the motion that was put forward by the Finance Committee on January 26, 2022 to the February 2 Board meeting and approved by the Board of Directors, a promotional campaign was developed and implemented in an effort to increase awareness of the Bullring on Campus, which in turn would help increase the number of sales. The graphics used were groovy, funky, and fun. The promotional campaign included, two kiosk banners, a poster with a poster run across campus, and 500 vouchers for free coffee that were handed out to students. The vouchers were specifically meant to target first and second year students in residence and between classes outside Rozanski. Key messaging for the campaign was educating students that the Bullring is owned and operated by the CSA.

**6. Financial Update to February 15, 2022**

- **Schedule of Student Fee Receipts:** CSA fees are 2.29% (\$17,133.75) above anticipated receipts for year-to-date February 15, while the Entertainment Fee is running 3.56% below anticipated receipts (-\$5,313.44).

## Minutes

### Finance Committee

Meeting #4 – March 7, 2022 – 4:30 pm to 5:30 pm

Microsoft Teams

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- **Bullring Financial Update to January 31, 2022:** Since campus was shut down until January 31 and the first day of classes was January 10, the Bullring revenue declined, and the net deficit increased. In the month of February, the Bullring was averaging 660 people daily, which included the impact of reading week. This is a positive improvement in sales and the committee is optimistic that sales will continue to increase with the further easing of restrictions. The committee also had a discussion regarding the decision to keep the Bullring open. With the timing of being late into the fiscal year, there would not have been savings since employee contracts would have had to be paid out. More importantly, the committee discussed the value the Bullring provides as a student space on campus, and the push with promotions is an investment in the future since many students will likely be returning customers throughout their degree. Additionally, the Bullring has had years of surpluses and deficits, and in tough times, has financially supported the CSA budget.
- **Financial Position as of February 18, 2022:**
  - Funds available for new initiatives: \$134,903.17.
  - Entertainment Fee Reserve Estimated Surplus at YE April 2022: \$224,904.00

7. **Finance Committee Funding Request - \$500 to support Club Engagement Event “Club Pub”:**  
The committee reviewed the funding request submitted by the CSA Clubs Office for \$500. The purpose of the event is to have clubs supporting other clubs and building a sense of community. The Clubs budget is limited and there is no place in this existing budget to accommodate this event. Additionally, Clubs’ Days was unable to be in person this year and the Clubs Office is looking forward to an in-person event for CSA Clubs.

**Noted Conflict:** Leila Stevens was invited to the Club Pub as an executive of Spero, a CSA Club, but is not planning on attending the event.

**Motion** – For the Finance Committee to approve the funding request of \$500 for the purpose of supporting the Club engagement event “Club Pub.”

**Motioner:** Leila

**Seconder:** Lisa

The motion was approved as presented.

8. **Budget Development (Bylaw, Section 5.0) – Initial Review of Revenue and Expenditures:**  
The committee reviewed considerations for the revenue and expenditures for the draft of the CSA’s 2022-2023 Annual Budget. The CSA fee revenue will increase by 3.5% due to the

## Minutes

### Finance Committee

Meeting #4 – March 7, 2022 – 4:30 pm to 5:30 pm

Microsoft Teams

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increase in the Consumer Price Index (CPI). For revenue, the budget includes a buffer of \$27,000 in the event of unexpected expenditures. Major revenue sources include administrative fees for the Bullring, the Bus Pass, SafeWalk, and Menstrual Hygiene Initiative due to expenditures the CSA incurs to support these services. The cannon fee has been suspended for next year due to an accumulated surplus and thus, the CSA will not be collecting an administrative fee from the service.

When reviewing the budget, the committee highlighted:

- Increased funds to purchase equipment for upgrading older technology
- Leasehold improvements since the summer is the best time for renovations and we would have the flexibility to get it done, while providing the Board regular updates of our progress.
- Increased the Clubs advertising & promo line to engage more with clubs and have the option to run another in-person event next year
- Admin Line will include the wages for a Part Time Bookkeeper, and an HR coordinator to fill the gaps of the Office Manager, President, and Business Manager

The committee discussed meaningful ways to allocate funds in the upcoming budget, specifically the Business Manager and President were looking to the members of the committee for input while the budget is in the early stages of development. One idea mentioned was a Social Media Coordinator, who can film events and better connect with students. The committee had a comprehensive review of the budget!

9. **Next Meeting:** Looking to schedule the Week of March 14!

## Report

Board of Directors Meeting # 2

June 15, 2022



### Item 2.11.1

#### Ratification of Appointed Directors to the CSA Board

The CSA Board Meeting on May 25, 2022 ended due to a confusion in formalities. In the interest of assisting the CSA Board of Directors continue to be an efficient, thoughtful governing body, the Policy & Transition Manager (Interim) submits this report in an attempt to summarize and clarify key bylaws and best practices related to the governance of the organization.

#### Director Qualifications

CSA Bylaw # 1 – Organizational offers much detail re the qualifications of a Director:

- Section 4.7.1 reads, “At all times, every Director shall be a member of the CSA”.
- Section 2.1 reads, “Members of the CSA shall be all registered students, who pay a CSA membership fee, at the University of Guelph.”
- Section 2.5 reads “Individuals shall cease to be members of the CSA when they cease to meet the requirements of Bylaw 1, the section of Bylaw 1 defining membership.”

In most cases, students count as registered undergraduates by the University from the day they make a down payment on their first semester until the end of the semester they have completed their studies and submitted a request to graduate. Co-op students in the middle of their program are also viewed as registered undergraduate students for the purposes of CSA membership.

If a student has a confirmed graduation date and is not currently in classes, they are not a member of the CSA. As listed in Bylaw 1 Section 4.7.1, Directors must be a “member,” which means they must be an undergraduate student.

For example, a student between second and third year, who is not taking any summer classes, is still an undergraduate student over the summer. A fourth-year student who has a confirmed graduation date has, for all intents and purposes, completed their degree, regardless of their intention to enroll in a class in September. This definition has been confirmed by the U of G Student Financial Services. Such individual is currently not an undergraduate student, not a CSA member, and therefore, cannot sit on the CSA Board of Directors.

#### Full Complement of Directors

One of the most difficult tasks for the PTM is to assist the Board in reaching its full complement of 35 persons, including elected, appointed and Executive members. This goal continues throughout each academic year (there is an additional appointee at the June 25 meeting) and in some years, the full complement may never be achieved. At the beginning of the May 25 meeting, there were five ratified members of the Board; the two motions would have added five more members.



## Report

Board of Directors Meeting # 2

June 15, 2022



To see on May 25, the Board turn down the duly moved and seconded motions to increase the size of the Board closer to the ideal is contrary to the above goal.

### Duty to Ratify

While the ratification of Directors is a motion that is brought before the Board, it is a motion of formality. It is an opportunity to notify current Board members and CSA members of the additions. Ratifying members is the equivalent of saying “yes, I see their names” and “welcome aboard”.

Sections 4.2.6 and 4.2.7 of Bylaw # 1 confirm this:

- All Member College Government Representatives shall be one person appointed by each member college...
- A Student Organization representative is appointed by the member organization.

Note that the bylaw reads that the representatives are appointed by the organization, not CSA.

(However, the PTM appreciates the motion of ratification so that the appointments are reflected in CSA minutes.)

The CSA Board of Directors makes its best decisions with a full complement, allowing for the voices of all constituent groups to be present.

It is not in the best interest of the Board, nor the organization to deny appointed or elected Directors their vote. If there are issues to be addressed, they should be addressed following the ratification of members.

### Board Membership

As stated in Bylaw 1 Section 2.1, the CSA Board of Directors is comprised of undergraduate students. “Members of the CSA shall be all registered undergraduate students, who pay a CSA membership fee, at the University of Guelph.”

The former members of the Board mentioned at the May 25 meeting are no longer eligible for the Board because they are no longer CSA members due to their status as graduates-to-be.

It is noteworthy that another member of the 2021-22 CSA Board of Directors acknowledged their changed status in an email and wisely sought clarification from the President and PTM, as follows: “I have completed my degree, so am technically no longer a student, but I am remaining in the student representative seat at [my organization] for the rest of my term. Am I allowed to represent [my organization] on the CSA next semester if I am not a student?”

## Report

Board of Directors Meeting # 2

June 15, 2022

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### Term of Office

At the May 25 Board meeting, it was mentioned that the [former] director had been appointed by his sponsoring organization until the end of August. Bylaw 1 states that each director holds office until the last day of April. In effect, the 2021-22 Board, to which the [former] members feels they were appointed, no longer exists.

In order to reduce confusion on the part of appointed representatives, CSA Executive will remind College Governments and Student Organizations that each CSA Director shall hold office from the first day of May of the current year... until the last day of April of the following year..." (Bylaw 1, Section 4.8.1)

### Specific Students

At the May 25 meeting, a specific student was mentioned as filling a vacancy on the Board of Directors in the past as a representative for the University Board of Governors. Later, in a graduated capacity, this individual physically attended only one Board of Directors meeting (September 9, 2020) and this oversight did not greatly affect the business of the Board.

This continued membership has not been the prerogative of the CSA Board of Directors and it does not set a trend to be followed in the future.

To add a Director to this Board because an error may or may not have been made in the past is inappropriate and not justification to proceed in the manner requested.

There is another undergraduate who sits on the University Board of Governors. This individual is not a graduating student and could be asked to fill this position over the summer or longer. CSA Executive will extend an invitation to the University Board of Governors to appoint this current undergraduate Member to the CSA Board of Directors for the term of office ending April 30, 2023. There are several undergraduates on the Student Senate Caucus who could represent that organization on the CSA Board.

### Executive at Board Meetings

After quorum was lost on May 25, during the "non-meeting" informal discussion, there was an off-hand remark questioning the ability of the Executive to "govern" the Board of Directors. In response, I would state that this Board will accomplish much more as a team than with internal opposition. Only under extreme circumstances should Directors consider removing the Executive. The organization has more moving parts than just the Board meeting and the Board of Directors has a responsibility to act in the best interest of the CSA.

Without due cause and a due process, undermining the Executive is not an action that can be taken lightly, and definitely should not be used to circumvent the Bylaws.

## Report

Board of Directors Meeting # 2

June 15, 2022



### Closing Thoughts

Section 4.10.1 states that “each Director shall act in the best interests of the CSA”. It appears that the interests of former Board directors were put ahead of the best interests of the CSA. Fairness was mentioned several times at the May 25 meeting. To have non-undergraduate students and non-CSA members part of a Board that makes decisions for undergraduate students and CSA members is definitely not fair.

Attempting to undermine the Executive could be regarded as a stark abandonment of responsibility from the Director in question and would put that Board member in Not-in-good-standing status without any further questions.

If a Director stands in the way of Member ratification, there may be grounds to say that that member is not acting in the best interest of the organization (Bylaw 1 Section 4.10.1). Other Directors have the option to consider any disciplinary action that may include removal from the Board (Bylaw 1 Section 4.11.2) *following* the ratification of all Directors-in-waiting.

The agenda for the CSA Board Meeting on June 15, 2022 includes the two ratification motions that were lost on May 25. It is my hope that the Board will approve these two motions so that the CSA continues to build toward a full complement of Board members.

### Actions

The following actions have been taken since the May 25 Board meeting:

- A meeting is scheduled with the University Secretariat re. appointment requirements for CSA of a student organization.
- All student organizations will be reminded of CSA appointment requirements.
- Meeting with Student Financial Services re. definition of a graduated student.
- CSA will implement a process with the Office of the Vice-Provost (Student Affairs) to confirm when specific individuals are graduating (and therefore no longer qualifying as a CSA Board member).
- This report was forwarded to the two former Board members.

**MOTION:** That the report from the Policy & Transition Manager (Interim) dated June 15, 2022 re: “Ratification of Appointed Directors to the CSA Board” be received as information.

**Moved:**

**Seconded:**

# Report

## Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force

June 15, 2022



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### Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force

The *Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force* was first presented at the February 16, 2022 CSA Board meeting by the previous VP Academic, Lisa Kazuhara, to accompany a survey of the students that was conducted in January this year.

Due to Director turnover, it is timely to seek new members for this Task Force. The goal is to continue the initiative, that is to enhance the student voice on issues related to the inevitable post-Covid return to campus, and post-Covid pedagogy.

The results of the Return to Campus Survey were presented by the VP Academic at the February 16, 2022 Board Meeting. I intend to relay relevant updates that I receive for discussion, especially in consideration of the survey results.

At the first meeting of the updated Task Force, new “terms of reference” should be developed. The VP Academic will continue as Chair of the Task Force and Member Isha Maharaj will remain on the Task Force.

The previous motion is attached to this report.

#### **RESOLVED:**

1. That the *Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force* continue its work started in early 2022, to enhance the student voice regarding issues related to return to campus and post-Covid pedagogy;
2. That the following Members of the CSA Board of Directors be appointed to the *Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force* to replace retired Directors:
  - 
  -
3. That the VP Academic continue as Chair of the Task Force;
4. That Board Member Isha Maharaj remain as a member of the Task Force;
5. That, at its next meeting, the Task Force re-develop detailed terms of reference; and
6. That the Task Force provide the revised terms of reference for approval at a future CSA Board meeting prior to implementing action.

**Moved:** Mason Friebe, VP Academic

**Seconded:**

# Report

## Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force

June 15, 2022



### **Motion from CSA Board of Directors Meeting - February 16, 2022 for reference:**

#### **14.11.1(b) Strike a Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force**

**WHEREAS** the University of Guelph's pedagogy has been in flux over the past 2-years, changing frequently since the beginning of the Covid epidemic;

**WHEREAS** the CSA recently conducted a survey of undergraduate students soliciting their opinions regarding the University of Guelph's return to campus plans, and clear trends are evident within the survey results; and

**WHEREAS** one of the CSA's mandates is advocating to University administration regarding issues affecting undergraduate students including those related to return to campus and post-Covid pedagogy.

**RESOLVED** that:

1. The CSA strike a Return to Campus & Post-Covid Pedagogy Undergraduate Student Task Force to enhance the student voice regarding issues related to return to campus and post-Covid pedagogy.
2. The VP Academic Chair the Task Force and reach out within the next two weeks to members to establish an initial planning meeting.
3. At their first meeting, the Task Force develop a detailed terms of reference including:
  - a. Composition of the task force.
  - b. Objectives, purpose, and activities.
  - c. Powers requested to be delegated.
  - d. Lifespan of the committee.
  - e. Meeting frequency, meeting roles (Scribe (note taker, secretary, etc.), Chair, Vice-chair) and requirements for quorum
  - f. Scheduled review of the TOR.
  - g. How the committee reports to the board.
4. The task force provides the terms of reference for approval at a future board meeting prior to implementing action.
5. The following Directors be appointed to the task force:
  - a. Member Vito
  - b. Member Maharaj
  - c. Member Harris.

**Motion Carried**

## Committee Report

Finance Committee Annual Report 2021-2022

June 15, 2022



## Finance Committee

### Membership Requirements

- President (Chair & Scribe)
- Second member of the Executive Committee
- Business Manager
- Three Directors

### Quorum

Quorum for meetings shall be reached when those in attendance include the Business Manager, the President, and one Director.

### Committee Mandate

The Finance Committee is a standing committee of the CSA Board of Directors that is responsible for monitoring the CSA's finances and providing input into the budgeting process.

### Purpose:

- To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.
- To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following fiscal year.
- To provide input for the budgetary process before it is presented to the Board of Directors.
- To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

### Committee Policy Reference

For more information on the Finance Committee, see Appendix A – Section 2.4 and Bylaw 3 – Financial.

### 2021-2022 Meeting Dates

- Meeting #1: August 24, 2021 / 11:00 am / Microsoft Teams
- Meeting #2: November 17, 2021 / 6:00 pm / Microsoft Teams
- Meeting #3: January 26, 2022 / 4:30 pm / Microsoft Teams
- Meeting #4: March 7, 2022 / 4:30 pm / Microsoft Teams
- Meeting #5: April 4, 2022 / 5:30 pm / Microsoft Teams

## Committee Report

Finance Committee Annual Report 2021-2022

June 15, 2022



### Committee Members

Name	Position Title	Date Ratified by Board	Date De-Ratified by Board
Nicole Walker	President	Auto ratified as per policy	
Lee Anne Clarke	Business Manager	Auto ratified as per policy	
Sara Kuwatly	VP Student Experience	May 26, 2021	December 3, 2022
Lisa Kazuhara	VP Academic	Not Applicable	April 30, 2022
Maya Persram	Director	May 26, 2021	April 30, 2022
Leila Stevens	Director	May 26, 2021	April 30, 2022
Justin Mihaly	Director	May 26, 2021	April 30, 2022

### Major Activities

#### Finance Committee Orientation (Summer 2021)

- Terms of Reference (Appendix A, Section 2.4 Finance Committee)
- Bylaw #3 – Financial
- General Timeline & List of Responsibilities
- General 2021-2022 Budget Overview (CSA Fees, Entertainment Fees, Restricted Fees, and Portfolio Budgets)
- Member's Equity and Internal Restrictions
- Review Financial Position as of August 16, 2021

#### Financial Update to October 31, 2021

The Business Manager reviewed the Schedule of Student Fee Receipts, Bullring Financial Update, and the CSA Financial Position as of October 31, 2021.

#### Review of Semi-Annual Budget Report – November 24th Board Package

The Business Manager presented the Semi-Annual Budget Report as of October 31, 2021 to the members of the Finance Committee. Committee-approved recommendations were presented at the November 24, 2021 Board meeting.

#### Financial Update to December 31, 2021

- **Schedule of Student Fee Receipts:** The committee reviewed the student fees for the CSA and Entertainment Fee. As of December 31, 2021, the student fee revenue was 7.53% more than anticipated.
- **Bullring Financial Update:** The committee reviewed the finances of the Bullring and considerations, including the impacts of COVID-19, and RSP payouts for contracted employees. The Bullring operation as of December 31, 2021, is in a deficit position of \$70,212.00. Regarding the best course of action for addressing the deficit, a motion was approved (see Meeting #3: January 26, 2022 below).

## Committee Report

Finance Committee Annual Report 2021-2022

June 15, 2022



### **Budget Development – Review of Budgeting Process (Bylaw 3, Section 5.0):**

The Business Manager reviewed the budget development process with the members of the Finance Committee. This included the CPI announcement for 2022-2023 is 3.5%, an approximately \$27,000 increase to CSA fees. The anticipated CSA Fee Revenue for next fiscal year is \$795,000.

### **Bullring Promotional Campaign Update**

As per the motion approved by the Board of Directors, a promotional campaign was developed and implemented to increase awareness of the Bullring on campus, which in turn helped to increase sales.

### **Financial Update to February 15, 2022**

- **Schedule of Student Fee Receipts**

The Entertainment Fee is charged to Full-Time students only, and with the change in fulltime enrollment, the fee was \$5,313.44 less to date than anticipated (-3.56%). The CSA fees to date are \$17,133.75 higher than expected (+2.29%).

- **Bullring Financial Update to January 31, 2022**

Since campus was shut down until January 31 and the first day of classes was January 10, Bullring revenue declined and the net deficit increased. In February, the Bullring was averaging 660 people daily.

### **2022-2023 Budget Development – Initial Review of Revenue and Expenditures**

The committee reviewed the revenue and expenditures for the draft of the CSA 2022-2023 Budget at the Finance Committee Meeting on March 7, 2022.

### **CSA Draft Budget 2022-2023**

The Business Manager presented the draft of the 2022-2023 CSA Budget to the committee on April 4, 2022. This included a review of how the proposed budget supports the CSA mandate.

### **Summary of Funding Requests**

#### **Bike Centre Assistant (\$1500)**

The Finance Committee approved a funding proposal for \$1500 to support the wages for a Bike Centre Assistant (formerly BC Repair) for the remainder of the Winter Semester to April 30, 2022.

#### **Club Engagement Event “Club Pub” (\$500)**

The committee approved the CSA Clubs Office funding request of \$500 to support the Club engagement event “Club Pub”. The purpose of the event is to have clubs supporting other clubs and building a sense of community.



## Committee Report

Finance Committee Annual Report 2021-2022

June 15, 2022



### Summary of Recommendations to the Board of Directors

**Meeting #1: August 24, 2021** – Approved at the September 1, 2021 Board Meeting:

- **Bike Centre Budget Adjustment:** Increase Student Fees funding by \$8,000 (from \$17,700 to \$25,700) within the Bike Centre Budget: 2021-2022 revenue.
- **FoodBank Budget Adjustment:** CSA Support revenue be increased by \$3,500 (from \$4,000 to \$7,500).
- **SafeWalk Budget Adjustment:** Due to an earlier than anticipated service start date, the SafeWalk Budget for 2021-22 was revised to accommodate increased operational expenses. Offsetting funds were drawn from the Electric Vehicle payment expense line to balance the budget.

**Meeting #2: November 17, 2021** – Approved at the November 24, 2021 Board Meeting:

- **Amendment to Current Budget:** Partial Reallocation of \$12,000 from the Live Entertainment Fee to the Bullring Entertainment Budget Line
- **2022-2023 Salary & Wage Recommendations**
- **CSA Semi-Annual Budget Report to October 31, 2021 and CSA Financial Position as of October 31, 2021.**

**Meeting #3: January 26, 2022** – Approved at the February 2, 2022 Board Meeting:

- **Financial Position as of December 31, 2021 Presentation**
- **Finance Committee Update Presentation**
- **Suspension of the Entertainment portion of the Media/Entertainment Fee for S22 and F22:** Summer 2022 and Fall 2022 semester.
- **Promotional campaign to increase sales at the Bullring:** The Bullring Operations Committee will develop a strategic and robust promotional campaign as a CSA priority, to promote awareness of the Bullring on campus.

**Meeting #5: April 6, 2022** – Approved at the April 11, 2022 Board Meeting:

- **Presentation of the 2022-2023 CSA Budget**
- **Approval of the 2022-2023 CSA Budget:** Notice of Motion to approve the 2022-2023 CSA Budget was provided. The CSA 2022-2023 Budget was approved by the Board of Directors at the April 11, 2022 Board Meeting.

### Outstanding Tasks

#### **Review Auditor's Statement of Financial Position for 2020-2021**

Although this was to be completed in the Fall of 2021, the CSA has not received its completed audited statements for 2020-2021 as of May 1, 2022.

#### **Report Prepared by:**

Nicole Walker, CSA President and Lee Anne Clarke, Business Manager

## Motion

Board of Directors Meeting # 2  
June 15, 2022



### Item 2.11.4 Proposed Dates for PDR Meetings

#### Petitions, Delegations, and Representations (PDR) Meetings Proposed Dates

##### **NEW: PDR Summer Semester Deadline**

Meeting #1: Wednesday, August 17, 2022 at 11:59 pm

##### **NEW: PDR Summer Orientation & Meeting**

Wednesday, August 24, 2022 at 6:00 pm

##### **PDR Fall Semester Deadlines**

Wednesday, September 21, 2022 at 11:59 pm

Wednesday, October 19, 2022 at 11:59 pm

Wednesday, November 16, 2022 at 11:59 pm

##### **PDR Fall Semester Meetings**

Meeting #2: Wednesday, September 28, 2022 at 6:00 pm

Meeting #3: Wednesday, October 26, 2022 at 6:00 pm

Meeting #4: Wednesday, November 23, 2022 at 6:00 pm

##### **PDR Winter Semester Deadlines**

Wednesday, January 18, 2022 at 11:59 pm

\*Wednesday, March 1, 2022 at 11:59 pm

##### **PDR Winter Semester Meetings**

Meeting #5: Wednesday, January 25, 2022 at 6:00 pm

\*Meeting #6: Wednesday, March 8, 2022 at 6:00 pm

\*\*Meeting #7: Wednesday, March 22, 2022 at 6:00 pm

\*Tentative dates, pending remaining PDR funds

\*\*Final PDR Meeting for End of Year Wrap Up

**MOTION:** That the proposed dates for Petitions, Delegations, and Representations (PDR) Meetings for the 2022-23 academic year be approved as presented at the CSA Board of Directors meeting on June 15, 2022.

**Moved:**

**Seconded:**

# Board of Directors 2022-2023 Schedule



## Revised Board Meeting Schedule

### Summer 2022

1.	May 25, 2022	6:00 pm	Microsoft Teams
2.	June 15, 2022	6:00 pm	Microsoft Teams
3.	July 6, 2022	6:00 pm	Microsoft Teams
4.	July 27, 2022	6:00 pm	Microsoft Teams
5.	August 31, 2022	6:00 pm	Microsoft Teams

### Fall 2022

6.	September 21, 2022	6:00 pm	UC 442
7.	October 5, 2022	6:00 pm	UC 442
8.	October 19, 2022	6:00 pm	UC 442
9.	November 2, 2022	6:00 pm	UC 442
10.	November 16, 2022	6:00 pm	UC 442
11.	November 30, 2022	6:00 pm	UC 442

### Winter 2023

12.	January 18, 2023	6:00 pm	UC 442
13.	February 1, 2023	6:00 pm	UC 442
14.	February 15, 2023	6:00 pm	UC 442
15.	March 1, 2023	6:00 pm	UC 442
16.	March 29, 2023	6:00 pm	UC 442
17.	April 5, 2023	6:00 pm	UC 442

Board meetings are held on Wednesday evenings.

## Motion

Board of Directors Meeting # 2  
June 15, 2022



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### Item 2.11.6

#### Revised Date of 2023 Annual General Meeting (AGM)

**WHEREAS** the date of February 8, 2023 was approved at the Board of Directors meeting on April 6, 2022 for the 2023 Annual General Meeting as part of the 2022-23 Board Meeting Schedule;

**WHEREAS** discussion at that meeting indicated that the CSA core staff team had identified March 15, 2023 “as the ideal time for students for next year’s AGM”;

**WHEREAS** the Board Meeting and AGM Schedule was approved “as included in the April 6, 2022 Board Package” without this important change of date being made;

**MOTION:** To approve the change of the 2023 CSA Annual General Meeting from February 8, 2023 to March 15, 2023.

**Moved:**

**Seconded:**