

AGENDA

Board of Directors Meeting # 3

July 5, 2023 – 6:00 pm



Agenda – July 5, 2023

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Motion

Board of Directors Meeting # 3
July 5, 2023



Item 3.2.1 (a) Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 3 on July 5, 2023, be approved as printed and distributed.

Moved:

Seconded:

Item 3.2.1 (b) Amend the Agenda

MOTION TO AMEND:

Moved:

Seconded:

Item 3.2.1 (c) Approve the Amended Agenda

AMENDED MOTION:

Motion

Board of Directors Meeting # 3
July 5, 2023



Item 3.5
Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors Meetings:

3.5.1	CSA Board Meeting # 16	March 29, 2023
3.5.2	CSA Board Meeting # 17	April 3, 2023

Moved:
Seconded:

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Attendance – March 29, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Regrets	
Simran Kalra	College of Biological Science	Present	
Jake Levy	College of Engineering and Physical Sciences	Regrets	
Jesse Varkul	College of Engineering and Physical Sciences	Regrets	
Ella Odeh	College of Social and Applied Human Sciences	Present	
Jacob Miller	College of Social and Applied Human Sciences	Present	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Regrets	
Isha Maharaj	Ontario Agricultural College	Present	
Jenna Scharnowski	Ontario Agricultural College	Present	
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Regrets	
Michaela Hishon	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	D: 7:00pm
Alec Moyle	Lang Students' Association	Regrets	
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Regrets	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Duncan McGuire	Indigenous Student Society (ISS)	Regrets	
Martha Yiridoe	Guelph Black Students Association (GBSA)	Present	
Olivia Smith	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Regrets	
Anthony Pereira	Interhall Council (IHC)	Present	
Naomi Amayaevbo	Guelph Campus Co-op	Regrets	
Vacant	Ontario Public Interest Research Group (OPIRG)		
Michelle Wilk	Student Senate Caucus	Regrets	
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	
Jena-Lee Ashley	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Sean Lloyd	Scribe

Guest	Affiliation
Lee Anne Clarke	CSA Business Manager

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

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Summary of Resolutions

16.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 16 on March 29, 2023, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **Items 16.11.2, 16.11.3, 16.11.4, 16.11.6, 16.11.1, and 16.11.5** are the first items of discussions following **Item 16.2.2**.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 16 on March 29, 2023, be approved as amended with:

- The reordering of the agenda so that **Items 16.11.2, 16.11.3, 16.11.4, 16.11.6, 16.11.1, and 16.11.5** are the first items of discussions following **Item 16.2.2**.

Motion Carried

16.11.2 Notice: Policy Amendment re Absentee Voting for Online Elections Contingency Plan

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.3 be deleted and replaced with the following wording:

Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- a) Study abroad students;
- b) Co-op term students;

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c) Students requiring accessibility accommodation.

16.11.3 Notice: Policy Amendment re Online Elections Contingency Plan Quorum

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.0 be amended to add the following subsection:

26.7 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum.

16.11.4 Notice: Policy Amendment re Clubs Office Job Titles

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the job title ‘Clubs Administrative Coordinator’ throughout the Policy and Bylaw Manual be deleted and replaced with the job title ‘Clubs Coordinator’;
- That all occurrences of the job title ‘Clubs Programming Coordinator’ throughout the Policy and Bylaw Manual be deleted and replaced with the job title ‘Clubs Event Coordinator’.

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16.11.6 Calling Annual General Meeting

WHEREAS on March 13, 2023, the Annual General Meeting was postponed at an Executive Committee Meeting without consulting the Board of Directors;

WHEREAS the Board of Directors only became aware of this postponement when an email was sent out by the CSA's Policy and Transition Coordinator two days before the Annual General Meeting was scheduled to take place;

WHEREAS no alternative date was provided for the Annual General Meeting in the email sent to the Board of Directors;

WHEREAS the Annual General Meeting was postponed and replaced with an emergency meeting which could have been scheduled for March 16th, 2023 or March 17th, 2023, following the AGM;

WHEREAS CSA Organizational Bylaw 1 section 9.1.1 states "every year, one annual meeting of the membership shall be held during the elected term".

WHEREAS the Ontario Not-for-Profit Corporations Act allows for the directors of a corporation to call an annual meeting of the members not later than 15 months after holding the preceding annual meeting;

WHEREAS the Central Student Association must hold an Annual General Meeting prior to June 30th, 2023 as per the Ontario Not-for Profit Corporations Act;

WHEREAS student attendance would be hindered if the Annual General Meeting was scheduled to take place during the summer months;

WHEREAS CSA Organizational Bylaw 1 section 9.1.2 a) states that "Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors";

BE IT RESOLVED that the CSA reschedule the Annual General Meeting to Friday, April 14, 2023;

BE IT FURTHER RESOLVED that the Annual General Meeting take place virtually to reduce the workload on CSA staff who are already busy with the CSA Elections;

AND FURTHER that an AGM Safety Plan be developed and provided to the Board of Directors for approval.

Motion Carried

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Agenda – March 29, 2023

16.0	Call to Order	
16.1	Land Acknowledgement Member Michaela Hishon	
16.2	Adoption of the Agenda 16.2.1 Approve the Agenda 16.2.2 Declarations of Conflicts	
16.3	Ratifications and De-Ratifications	
16.4	Comments from the Chair 16.4.1 Introductions and Pronouns	
16.5	Approval of Past Minutes 16.5.1 Meeting # 13 – February 1, 2023 16.5.2 Meeting #14 – February 15, 2023 16.5.3 Meeting # 15 – March 1, 2023 16.5.4 Meeting # 15A – March 8, 2023	
16.6	Executive Committee Minutes	
16.7	Executive Updates 16.7.1 President – March 29, 2023 16.7.2 VP Student Experience (vacant) 16.7.3 VP Academic – March 29, 2023 16.7.4 VP External – March 29, 2023	
16.8	Director Reports	
16.9	CSA Service Update and Report	
16.10	Committee Updates and Reports 16.10.1 Hiring Committee Report: Clubs Event Coordinator 16.10.2 Finance Committee Meeting # 5 Minutes – March 6, 2023 16.10.3 Hiring Committee Report: Clubs Coordinator 16.10.4 Hiring Committee Report: FoodBank Coordinator	
16.11	Business 16.11.1 Presentation: Overview of the 2023-2024 Draft CSA Budget – Lee Anne Clarke, Business Manager 16.11.2 Notice: Policy amendment re Absentee Voting for Elections Contingency Plan 16.11.3 Notice: Policy amendment re Quorum for Elections Contingency Plan 16.11.4 Notice: Policy amendment re Clubs Office Job Titles 16.11.5 Updated Online Elections Contingency Plan 16.11.6 Motion: Calling Annual General Meeting	

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16.12	New Business 16.12.1	
16.13	Announcements	
16.14	In Camera Session	
16.15	Adjournment	

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Minutes – March 29, 2023

16.0 Call to Order

The meeting was called to order at 6:32 pm.

16.1 Land Acknowledgement

Member Michaela Hishon provided the following land acknowledgement:

Hello everyone and welcome to tonight's meeting, my name is Michaela Hishon and I ask that we begin by acknowledging the nations on whose traditional territory we are meeting. Here at the University of Guelph, we are gathered on the ancestral lands of the Attawondron people and the treaty lands of the Mississaugas of the Credit, and I am very grateful for the opportunity to not only reside here in Guelph, but also to study, work, and meet new friends on this land. I work to uphold the significance of the Dish with One Spoon Covenant and find that I am the most connected to nature when I visit the arboretum and reflect on its beauty and history. For more information about the land and how to figure out what it means to you, I encourage you to do research and reflect in your own time, at www.nctr.ca or www.native-land.ca.

Michaela Hishon, Board Member

16.2 Adoption of the Agenda

16.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 16 on March 29, 2023, be approved as printed and distributed.

Moved: Mauricio Fernandez

Seconded: Jacob Miller

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **Items 16.11.2, 16.11.3, 16.11.4, 16.11.6, 16.11.1, and 16.11.5** are the first items of discussions following **Item 16.2.2**.

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Moved: Nicole Walker, President

Seconded: Isha Maharaj

The President motivated that we have key items to discuss and policy amendments that require notice, and we will likely lose quorum before finishing the agenda as some members need to leave early and we only just have quorum currently.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 16 on March 29, 2023, be approved as amended with:

- The reordering of the agenda so that **Items 16.11.2, 16.11.3, 16.11.4, 16.11.6, 16.11.1, and 16.11.5** are the first items of discussions following **Item 16.2.2**.

Motion Carried

16.2.2 **Declarations of Conflicts**

No declarations of conflict were made at this meeting.

16.3 **Ratifications and De-Ratifications**

No ratifications or de-ratifications were considered at this meeting.

16.4 **Comments from the Chair**

No comments from the Chair were heard at this meeting.

16.4.1 **Introductions and Pronouns**

Due to time and quorum constraints, the Board bypassed formal introductions for this meeting.

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16.11.2 Notice: Policy Amendment re Absentee Voting for Online Elections Contingency Plan

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.3 be deleted and replaced with the following wording:

Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- d) Study abroad students;
- e) Co-op term students;
- f) Students requiring accessibility accommodation.

16.11.3 Notice: Policy Amendment re Online Elections Contingency Plan Quorum

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.0 be amended to add the following subsection:

26.7 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum.

16.11.4 Notice: Policy Amendment re Clubs Office Job Titles

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Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on March 29, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the job title ‘Clubs Administrative Coordinator’ throughout the Policy and Bylaw Manual be deleted and replaced with the job title ‘Clubs Coordinator’;
- That all occurrences of the job title ‘Clubs Programming Coordinator’ throughout the Policy and Bylaw Manual be deleted and replaced with the job title ‘Clubs Event Coordinator’.

16.11.6 Calling Annual General Meeting

WHEREAS on March 13, 2023, the Annual General Meeting was postponed at an Executive Committee Meeting without consulting the Board of Directors;

WHEREAS the Board of Directors only became aware of this postponement when an email was sent out by the CSA’s Policy and Transition Coordinator two days before the Annual General Meeting was scheduled to take place;

WHEREAS no alternative date was provided for the Annual General Meeting in the email sent to the Board of Directors;

WHEREAS the Annual General Meeting was postponed and replaced with an emergency meeting which could have been scheduled for March 16th, 2023 or March 17th, 2023, following the AGM;

WHEREAS CSA Organizational Bylaw 1 section 9.1.1 states “every year, one annual meeting of the membership shall be held during the elected term”.

WHEREAS the Ontario Not-for-Profit Corporations Act allows for the directors of a corporation to call an annual meeting of the members not later than 15 months after holding the preceding annual meeting;

WHEREAS the Central Student Association must hold an Annual General Meeting prior to June 30th, 2023 as per the Ontario Not-for Profit Corporations Act;

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WHEREAS student attendance would be hindered if the Annual General Meeting was scheduled to take place during the summer months;

WHEREAS CSA Organizational Bylaw 1 section 9.1.2 a) states that “Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors”;

BE IT RESOLVED that the CSA reschedule the Annual General Meeting to Monday, April 10th, 2023;

BE IT FURTHER RESOLVED that the Annual General Meeting take place virtually to reduce the workload on CSA staff who are already busy with the CSA Elections.

Moved: Nicole Walker, President

Seconded: Isha Maharaj

The President provided an overview of the operational difficulties associated with hosting the AGM on April 10, due to the short timeline and the competing priority of the CSA General Elections. She additionally recognized that April 10 is Easter Monday, which although is not a statutory holiday, it is a day that may pose difficulties for reaching quorum, as many students may have family obligations along with exam preparation. The President proposed Wednesday, April 19 as an alternate date to host the AGM, as it will provide staff with more time to prepare the AGM materials and adequately promote the event in hopes of reaching quorum.

Member Fernandez proposed Friday, April 14 as an alternate AGM date, as based on his exam schedule and the schedules of other undergraduate students that he’s heard from, the second week of exams will be the busier time for students. As the first week of exams may be less busy, there may be a better chance of reaching quorum on April 14.

Member Miller inquired whether there is sufficient time for the agenda package to be finalized before April 14.

The PTC expressed concern that there wouldn’t be time to prepare the AGM agenda package by the required deadline of 48 hours before the AGM and noted that it may be difficult to reach quorum on a Friday night with very limited time to promote the event. The PTC reiterated the justification provided by the President, noting that the President and the PTC are the two roles that are primarily responsible for both the AGM and the General Elections, and there are limited

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days to prepare especially given time off associated with the Easter long weekend.

Members discussed the merits of both dates and determined that April 14 will be more likely for undergraduate students to attend.

The President proposed to amend the motion to reschedule the date of the AGM to Friday, April 14. The President proposed an additional amendment to add a clause that an AGM Safety Plan will be developed and approved by the Board of Directors.

Motion Carried

Quorum was lost following Item 16.11.6 and the meeting was adjourned at 7:00pm.

16.12. New Business

No new business was presented at this meeting.

16.13 Announcements

No announcements were made at this meeting.

16.14 In Camera

No In Camera session was held at this meeting.

16.15 Adjournment

The meeting was adjourned at 7:00pm due to loss of quorum.

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Approved by the Board of Directors

Date: July 5, 2023

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

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Board of Directors Meeting # 17

April 3, 2023 – 6:00 pm

Microsoft Teams



Attendance – April 3, 2023

Board of Directors			
At-Large Representatives (Elected)		Present / Regrets	Arrived / Departed
Vacant	College of Arts		
Vacant	College of Arts		
Sanya Sareen	College of Biological Science	Present	d: 8:01pm
Simran Kalra	College of Biological Science	Present	d: 7:17pm
Jake Levy	College of Engineering and Physical Sciences	Present	
Jesse Varkul	College of Engineering and Physical Sciences	Present	
Ella Odeh	College of Social and Applied Human Sciences	Present	a: 7:23pm
Jacob Miller	College of Social and Applied Human Sciences	Regrets	
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	a: 6:47pm
Isha Maharaj	Ontario Agricultural College	Present	
Jenna Scharnowski	Ontario Agricultural College	Present	
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Vacant	College of Arts Student Union		
Ana Maria Mercu	College of Biological Science Student Council	Present	a: 6:09pm d: 6:21pm
Michaela Hishon	College of Engineering and Physical Sciences Student Council	Present	a: 7:18pm
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Regrets	
Alec Moyle	Lang Students' Association	Regrets	
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		

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 April 3, 2023 – 6:00 pm
 Microsoft Teams



Student Organization Representatives (Appointed)		Present / Regrets	Arrived / Departed
Duncan McGuire	Indigenous Student Society (ISS)	Regrets	
Martha Yiridoe	Guelph Black Students Association (GBSA)	Present	
Olivia Smith	Guelph Queer Equality (GQE)	Present	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Regrets	
Anthony Pereira	Interhall Council (IHC)	Regrets	
Naomi Amayaevbo	Guelph Campus Co-op	Present	
Vacant	Ontario Public Interest Research Group (OPIRG)		
Michelle Wilk	Student Senate Caucus	Regrets	
Vacant	Board of Governors		
Executive (Ex-officio, Non-voting)		Present / Regrets	Arrived / Departed
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Mason Friebe	Vice President Academic	Present	
Jena-Lee Ashley	Vice President External	Present	

Staff	Position
Cameron Olesen	Chair
Colleen Bovay	Policy & Transition Coordinator
Sean Lloyd	Scribe

Guest	Affiliation
Lee Anne Clarke	CSA Business Manager

*Note: If a Member arrives after the Call to Order, their arrival time (a) is shown above.
 If they leave before Adjournment, their departure time (d) is shown.
 If no time is shown in the column, they were present for the entire meeting.*

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Board of Directors Meeting # 17
April 3, 2023 – 6:00 pm
Microsoft Teams



Summary of Resolutions

17.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2023, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: that **Item 17.12.1: Annual General Meeting Safety Plan** is added as a new business item;

Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **Item 17.11.1: Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2023, be approved as amended with:

- Adding **Item 17.12.1: Annual General Meeting Safety Plan** as a new business item; and
- The reordering of the agenda so that **Item 17.11.1: Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Motion Carried

17.5 Approval of Past Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors Meetings:

17.5.1	CSA Board Meeting # 13	February 1, 2023
17.5.2	CSA Board Meeting # 14	February 15, 2023
17.5.3	CSA Board Meeting # 15	March 1, 2023

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17.5.4	CSA Board Meeting # 15A	March 8, 2023
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Motion Carried

17.7 Executive Updates

MOTION: That the following Executive Updates be received as information:

17.7.1	President	April 3, 2023
17.7.2	VP Student Experience (vacant)	
17.7.3	VP Academic	April 3, 2023
17.7.4	VP External	April 3, 2023

Motion Carried

17.10.1 Hiring Committee Report: Clubs Event Coordinator

MOTION: That the hiring of Anna-Maria Mercu for the position of Clubs Event Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

17.10.2 Finance Committee Meeting # 5 Minutes

MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
17.10.2	Meeting # 5	March 6, 2023

Motion Carried

17.10.3 Hiring Committee Report: Clubs Coordinator

MOTION: That the hiring of Roodiya Awosanmi for the position of Clubs Coordinator be approved, as recommended by the Hiring Committee.

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Motion Carried

17.10.4 Hiring Committee Report: FoodBank Coordinator

MOTION: That the hiring of Jude Akrey for the position of FoodBank Coordinator be approved, as recommended by the Hiring Committee.

Motion Carried

17.11.1 Overview of the 2023-2024 Draft CSA Budget – Lee Anne Clarke, Business Manager

(a) Speaking Rights: Business Manager

WHEREAS CSA Rules of Order section 3.3 states that visitors may be extended speaking rights following a motion to the Board;

MOTION: to extend speaking rights to Lee Anne Clarke, Business Manager, for the duration of item 17.11.1 to present an overview of the contents of the CSA 2023-2024 Draft Budget and to respond to questions that arise from members during discussion of this item.

Motion Carried

(b) Extend Speaking Time: 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;

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: to extend speaking time from 10 minutes to 30 minutes for this presentation.

Motion Carried

(c) Presentation: Business Manager

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Microsoft Teams



MOTION: that the presentation from Lee Anne Clarke, Business Manager, regarding the overview of the CSA 2023-2024 Draft Budget, be received as information by the CSA Board of Directors.

Motion Carried

NOTICE OF MOTION

The following motion will be considered at the Board Meeting on April 19, 2023.

Approve the 2023-2024 CSA Budget

MOTION: that the 2023-2024 CSA Budget be approved as included in the Board Package and as presented by the Business Manager at the April 3, 2023 board meeting.

17.11.2 Policy Amendment re Absentee Voting for Online Elections Contingency Plan

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.3 be deleted and replaced with the following wording:

Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- a) Study abroad students;
- b) Co-op term students;
- c) Students requiring accessibility accommodation.

Motion Carried

17.11.3 Policy Amendment re Online Elections Contingency Plan Quorum

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Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.0 be amended to add the following subsection:

26.7 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum. This requires a two-thirds majority vote.

Motion Carried

17.11.4 Policy Amendment re Clubs Office Job Titles

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That the CSA Policy Manual be amended as follows:

- That all occurrences of the job title ‘Clubs Administrative Coordinator’ throughout the Policy Manual be deleted and replaced with the job title ‘Clubs Coordinator’;
- That all occurrences of the job title ‘Clubs Programming Coordinator’ throughout the Policy Manual be deleted and replaced with the job title ‘Clubs Event Coordinator’.

Motion Carried

17.11.5 Updated Online Elections Contingency Plan

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MOTION: that the Board of Directors receive the updated Online Elections Contingency Plan, as provided in the Board Agenda Package, as information.

Motion Carried

17.11.6 Teaching Excellence Award Selection Committee Recommendation

WHEREAS the CSA formed a selection committee to review the submissions for the Teaching Excellence Award in the Winter 2023 semester; and

WHEREAS the Terms of Reference for the Teaching Excellence Award Selection Committee states that the committee will forward their recommended recipient(s) to the CSA Board of Directors for approval;

BE IT RESOLVED that the Board of Directors approve Dr. Ritu Chaturvedi as the 2023 recipient of the Teaching Excellence Award, as recommended forward by the selection committee.

Motion Carried

17.11.7 An Open Letter on the Student Housing Crisis in Guelph

WHEREAS on Wednesday, March 29 CSA Executives were forwarded an Open Letter on the Student Housing Crisis in Guelph written by concerned students at the University;

WHEREAS the CSA Executives were asked to amplify and disseminate the Open Letter to support the initiative; and

WHEREAS this call to action aligns with the advocacy efforts of the CSA regarding affordable housing for students;

BE IT RESOLVED that the CSA Board of Directors receive the Open Letter on the Student Housing Crisis as information;

AND FURTHER that the CSA post the Open Letter on the Student Housing Crisis in Guelph on Instagram and the CSA website to show solidarity and create awareness to the student housing crisis in Guelph.

Motion Carried

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17.11.8 Appoint Representative to Student Space Initiative Committee

WHEREAS University of Guelph undergraduate students paid into a Student Space Initiative fee prior to the COVID-19 pandemic;

WHEREAS progress regarding the use of the Student Space Initiative funds was halted due to the COVID-19 pandemic;

WHEREAS a Student Space Initiative Committee has been formed to allocate the remaining funds collected through the Student Space Initiative fee to ensure the greatest impact of undergraduate student space on the University of Guelph main campus;

WHEREAS the committee will be meeting in the month of April 2023 to approve Student Space Initiative projects for the Summer 2023 semester; and

WHEREAS this committee is required to have the following undergraduate student membership:

- CSA Appointed Representative
- SEC Appointed Representative
- Special Status Group Appointed Representative
- College Government Appointed Representative

BE IT RESOLVED that the following CSA representative be appointed to the Student Space Initiative Committee for the remainder of the 2022-2023 academic year:

Jesse Varkul

Motion Carried

17.12.1 Annual General Meeting Safety Plan

WHEREAS the CSA will be hosting an Annual General Meeting on Friday, April 14, 2023 on Microsoft Teams;

WHEREAS the Executives and staff of the CSA have been subjected to harassment and personal attacks from anonymous online entities throughout the course of the Winter 2023 General Elections;

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WHEREAS the safety and wellbeing of all staff, Executives, and members of the Board is paramount to the CSA; and

WHEREAS as approved at the March 29 Board meeting, the CSA staff developed a safety plan for the AGM in collaboration with an external HR Consultant;

BE IT RESOLVED that the Board of Directors approve the Annual General Meeting Safety Plan, as provided to the Board on April 3, 2023.

Motion Carried

17.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 17 on April 3, 2023, be adjourned at 8:22 pm

Motion Carried

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Agenda – April 3, 2023

17.0	Call to Order	
17.1	Land Acknowledgement Member Mason Friebe	
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 Minutes 17.5.1 Meeting # 13 – February 1, 2023 17.5.2 Meeting #14 – February 15, 2023 17.5.3 Meeting # 15 – March 1, 2023 17.5.4 Meeting # 15A – March 8, 2023	
17.6	Executive Committee Minutes	
17.7	Executive Updates 17.7.1 President – April 3, 2023 17.7.2 VP Student Experience (vacant) 17.7.3 VP Academic – April 3, 2023 17.7.4 VP External – April 3, 2023	
17.8	Director Reports	
17.9	CSA Service Update and Report	
17.10	Committee Updates and Reports 17.10.1 Hiring Committee Report: Clubs Event Coordinator 17.10.2 Finance Committee Meeting # 5 Minutes – March 6, 2023 17.10.3 Hiring Committee Report: Clubs Coordinator 17.10.4 Hiring Committee Report: FoodBank Coordinator	
17.11	Business 17.11.1 Presentation: Overview of the 2023-2024 CSA Draft Budget – Lee Anne Clarke, Business Manager 17.11.2 Policy amendment re Absentee Voting for Elections Contingency Plan 17.11.3 Policy amendment re Quorum for Elections Contingency Plan 17.11.4 Policy amendment re Clubs Office Job Titles 17.11.5 Updated Online Elections Contingency Plan 17.11.6 Teaching Excellence Award Selection Committee Recommendation	

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	17.11.7 An Open Letter on the Student Housing Crisis in Guelph 17.11.8 Appoint Representative to Student Space Initiative Committee	
17.12	New Business 17.12.1 Annual General Meeting Safety Plan	
17.13	Announcements	
17.14	In Camera Session	
17.15	Adjournment	

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Minutes – April 3, 2023

17.0 Call to Order

The meeting was called to order at 6:07 pm.

17.1 Land Acknowledgement

Member **Mason Friebe** presented the following Land Acknowledgement:

Hi, everyone. I'm acknowledging as we virtually gather here today as the CSA Board representing students at the University of Guelph that the university being the place we work and learn is situated on the traditional lands of the Attawandaron people and the Treaty lands and territory of the Mississaugas of the Credit. As we are all online today, it should be noted that it is important to recognize the lands with which you are currently situated. Acknowledging this, our responsibility, and voicing our respect with these acknowledgements is an important act of reconciliation and effort in the collective strengthening of relationships with indigenous peoples. Thank you.

Mason Friebe, VP Academic

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 3, 2023, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Sanya Sareen

MOTION TO AMEND: that **Item 17.12.1: Annual General Meeting Safety Plan** is added as a new business item.

Moved: Nicole Walker, President

Seconded: Sanya Sareen

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The Board Chair noted concerns with the content of the new business item as well as the short amount of time that the Board has had to review the item prior to the meeting. The Chair suggested that it would be more suitable to book an additional Board meeting prior to the AGM to bring this item forward, since there will need to be an additional meeting to approve the CSA 2023-2024 budget as well.

The PTC noted that given the short time frame between now and the AGM, it won't be feasible to have the additional board meeting prior to the AGM. The PTC added that the final board meeting to approve the budget will likely be scheduled for the week following the AGM.

The Chair read aloud the proposed new business item and reviewed his concerns with the content of the AGM Safety Plan, particularly that some of the points may violate the CSA Organizational Bylaw (Bylaw 1), regarding the rights of members to speak at Annual General Meetings at the discretion of the Chair. The Safety Plan notes that questions will be asked and filtered through a moderator, to be selected prior to the AGM. The Chair noted that his role is to moderate the meeting, and several of the points in the safety plan are simply restating the rules of order and the responsibilities of the Chair. The Chair also noted that the safety plan states that members will not have the ability to unmute themselves, which would be altering the speaking rights for members as listed in the bylaw.

The President noted that the hope is to have this item added to the agenda so it can be discussed further and make amendments as needed. The President also noted that many of the points from the safety plan were taken from how the AGM was run virtually last year, with some suggested additions from the external HR Consultant and advisement from the university.

The Chair requested clarification on whether participants could be unmuted during the meeting as granted by a staff member.

The President clarified that if we go forward with the AGM as a Microsoft Teams Live Event as proposed in the safety plan, then members won't have the ability to unmute themselves or speak, as it would be live streaming. If we need participants to have the ability to be unmuted, then the motion can be amended to remove that it will be a Live Event.

The President motivated that at this stage of the semester it is challenging to get quorum for Board meetings, especially with multiple religious holidays upcoming as well as exams. The current motion and safety plan is a recommendation, and we're open to having a conversation and making changes.

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Motion Carried

MOTION TO AMEND: that the agenda be reordered so that **Item 17.11.1: Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Moved: Nicole Walker, President

Seconded: Jake Levy

The President motivated that we're mindful of the time of CSA staff who take time to present to the Board.

Motion Carried

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 17 on April 3, 2023, be approved as amended with:

- Adding **Item 17.12.1: Annual General Meeting Safety Plan** as a new business item; and
- The reordering of the agenda so that **Item 17.11.1 Presentation: Overview of the 2022-2023 Draft CSA Budget** is the first item of discussion.

Motion Carried

17.2.2 Declarations of Conflicts

The VP Academic, Member Levy, Member Fernandez, and Member Neiterman declared conflicts of interest with items 17.11.2 and 17.11.3 due to being candidates in the current CSA General Elections.

17.4 Comments from the Chair

The Chair reviewed the online meeting etiquette rules regarding requesting the speakers list, points of order, and moving and seconding motions. The Chair also reminded members to use the hand raise function if any technical issues arise when using the voting links.

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17.4.1 Introductions and Pronouns

Each member provided their name, pronouns, and role on the Board.

17.5 Approval of Past Minutes

MOTION: That the Minutes be approved for the following CSA Board of Directors Meetings:

17.5.1	CSA Board Meeting # 13	February 1, 2023
17.5.2	CSA Board Meeting # 14	February 15, 2023
17.5.3	CSA Board Meeting # 15	March 1, 2023
17.5.4	CSA Board Meeting #15A	March 8, 2023

Moved: Sanya Sareen

Seconded: Jenna Scharnowski

Motion Carried

17.7 Executive Updates

MOTION: That the following Executive Updates be received as information:

17.7.1	President	April 3, 2023
17.7.2	VP Student Experience (vacant)	
17.7.3	VP Academic	April 3, 2023
17.7.4	VP External	April 3, 2023

Moved: Jake Levy

Seconded: Sanya Sareen

Motion Carried

17.7.1 President

The President directed members to her written update for the meeting and expressed her disappointment in the individuals who have been making personal attacks online with defamatory comments that aren't related to the CSA or her position as the President. She noted that police reports have been filed and the

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university has been made aware of the inappropriate online conduct and are investigating avenues of action as well.

17.7.3 VP Academic

The VP Academic noted that the past month has been spent wrapping up CSA and committee projects such as the Teaching Excellence Award, Textbook Survey, and hiring for SHAC.

The VP Academic spoke about meeting with the library administration and discussing the library's usage and hours of operation, as well as the questions surrounding the side doors of why they're not open. The VP Academic noted the safety and accessibility concerns in relation to the location of the doors and shared that there are plans to remodel the space.

The VP Academic spoke about meeting with the Teaching and Learning Network for a brainstorming session to narrow the focus of the group moving forward. He noted that it's interesting to see how much the trend of AI, for example, has influenced department goals in exploring its use and research opportunities, designing courses and workshops.

The VP Academic concluded by discussing the Student Senate Caucus meeting which focused on the potential university partnership with Navitas. He explained that Navitas specializes in recruitment for international students, which aligns with the university's strategic plan for internationalization. The VP Academic encouraged Board members to reach out if they would like more information on the potential partnership. He discussed a brief overview and noted the fiscal considerations for the university given the current deficit.

17.7.4 VP External

The VP External noted that the Bike Centre had a preview day last week for the Bike Auction, which gave students the opportunity to view the bikes before the bidding period from March 30 to April 1. Following the auction, 32 of the 35 bikes received bids, and students are picking up the bikes this week.

The VP External discussed that on March 22 she collaborated with the Wellington Water Watchers, Guelph Students for Environmental Change, and the Ontario Public Interest Research Group with an event to encourage students to drink tap water and call on the

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university to stop selling bottled water. Over 300 students signed the petition, and 225 emails were sent by students to the VP of Finance and Operations. They gave away products donated by Lush and held a draw for reusable water bottles as well.

The meeting briefly lost quorum at 7:17pm and was adjourned. Quorum was restored at 7:18pm and the meeting was called back to order.

17.8 Director Reports

Isha Maharaj participated in a Teaching Excellence Award committee meeting, as well as an UC Operations and Programming meeting, and Finance Committee meeting.

Jake Levy attended the Finance Committee to review the draft budget.

Jenna Scharnowski attended the UC Operations and Programming meeting.

Jesse Varkul will be attending the UC Board meeting tomorrow.

Sanya Sareen sat on the Teaching Excellence Award committee meeting.

17.10 Committee Updates and Reports

17.10.1 Hiring Committee Report: Clubs Event Coordinator

MOTION: That the hiring of Anna-Maria Mercu for the position of Clubs Event Coordinator be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded: Jake Levy

Motion Carried

17.10.2 Finance Committee Meeting # 5 Minutes

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MOTION: That the Minutes for the following Finance Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
17.10.2	Meeting # 5	March 6, 2023

Moved: Jenna Scharnowski
Seconded: Jesse Varkul

Motion Carried

17.10.3 Hiring Committee Report: Clubs Coordinator

MOTION: That the hiring of Roodiya Awosanmi for the position of Clubs Coordinator be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President
Seconded: Isha Maharaj

Motion Carried

17.10.4 Hiring Committee Report: FoodBank Coordinator

MOTION: That the hiring of Jude Akrey for the position of FoodBank Coordinator be approved, as recommended by the Hiring Committee.

Moved: Jena-Lee Ashley, VP External
Seconded: Jake Levy

Motion Carried

17.11 Business

17.11.1 Overview of the 2023-2024 Draft CSA Budget – Lee Anne Clarke, Business Manager

(a) Speaking Rights: Business Manager

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WHEREAS CSA Rules of Order section 3.3 states that visitors may be extended speaking rights following a motion to the Board;

MOTION: to extend speaking rights to Lee Anne Clarke, Business Manager, for the duration of item 17.11.1 to present an overview of the contents of the CSA 2023-2024 Draft Budget and to respond to questions that arise from members during discussion of this item.

Moved: Nicole Walker, President

Seconded: Jake Levy

Motion Carried

(b) Extend Speaking Time: 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;

WHEREAS CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

MOTION: to extend speaking time from 10 minutes to 30 minutes for this presentation.

Moved: Nicole Walker, President

Seconded: Olivia Smith

Motion Carried

Lee Anne Clarke, Business Manager, explained that she's presenting on behalf of the Finance Committee to provide sufficient background to the Board and a general overview of the budget structure so that an informed decision can be made at the next Board meeting regarding approval of the budget.

The Business Manager gave an overview of the process laid out in the CSA Financial Bylaw regarding the key steps followed and how the budget is estimated and then adjusted to create a balanced budget. She noted that the 2023-24 budget provides the financial opportunity to reset our presence on campus and be central to the needs of students. She noted that the key variance to our budget when comparing to previous years is the unanticipated increase in revenue from student fees and wage savings from vacancies.

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The Business Manager displayed the draft budget and noted key figures regarding CSA revenue streams, including the CSA student fee and fees collected as result of referendums.

The Business Manager touched on key items from each of the budget portfolios, focusing on the administration budget as it's the primary operating budget of the CSA President and includes salaries as well as lease-hold improvement budget lines from ongoing office renovations. The Business Manager highlighted the Bullring budget and noted that the Bullring is still recovering following the pandemic, but projected sales are getting closer to pre-covid sales.

The Business Manager highlighted that the Finance Committee is recommending a significant increase in the Council budget, which is primarily to provide additional funding in relation to the elections and elections office review, as well as other items such as the Fall 2023 AGM and residence room stuffers.

The Business Manager encouraged members to review the proposed budget prior to the vote at the next board meeting, and to reach out to herself or any member of the Finance Committee with any questions they may have.

(c) Presentation: Business Manager

MOTION: that the presentation from Lee Anne Clarke, Business Manager, regarding the overview of the CSA 2023-2024 Draft Budget, be received as information by the CSA Board of Directors.

Moved: Jake Levy

Seconded: Sanya Sareen

Motion Carried

NOTICE OF MOTION

The following motion will be considered at the Board Meeting on April 19, 2023.

Approve the 2023-2024 CSA Budget

MOTION: that the 2023-2024 CSA Budget be approved as included in the Board Package and as presented by the Business Manager at the April 3, 2023 board meeting.

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17.11.2 Policy Amendment re Absentee Voting for Online Elections Contingency Plan

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.3 be deleted and replaced with the following wording:

Voting will be conducted via paper balloting. Absentee voting, to be conducted via Microsoft Teams, will be permitted for the following groups:

- d) Study abroad students;
- e) Co-op term students;
- f) Students requiring accessibility accommodation.

Moved: Nicole Walker, President

Seconded: Sanya Sareen

The President raised a point of parliamentary procedure to ask if this item and item 17.11.3 would be a conflict of interest for any current members who are candidates in the general elections, which is still ongoing.

The Chair confirmed that it would be a conflict of interest and asked any members running in the elections to notify the Board at this time.

The Vice President Academic, Member Levy, and Member Fernandez, and Member Neiterman declared conflicts of interest. The members were instructed by the Chair to not speak to these items.

The President motivated for the policy change and reminded members that this is the solution to ensuring all members can participate in the current election, including those on co-op, studying abroad, or those with accessibility concerns who can't access the in-person polling stations. The President noted that votes cast using the absentee voting method so far have been kept in separate ballot boxes to ensure that they will only be counted if this policy amendment is passed.

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Member Levy, Member Fernandez, and Member Neiterman abstained from the vote due to conflict of interest.

Motion Carried

17.11.3 Policy Amendment re Online Elections Contingency Plan Quorum

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That CSA Policy Manual Appendix G – Electoral, Section 26.0 be amended to add the following subsection:

26.7 In the event that quorum is not reached by the end of the voting period of the Online Elections Contingency Plan, the CSA Board of Directors shall have the authority to hold a vote to ratify the elections results without having reached quorum.

Moved: Nicole Walker, President

Seconded: Naomi Amayaevbo

The Chair requested clarification on what the voting threshold would be and noted that it would be presumed to be a simple majority based on the current writing. The Chair noted that there are other options, and recommended the Board consider amending the motion to require a 2/3 majority vote, similarly to a motion to suspend policy.

The President agreed and proposed the motion with the amendment of requiring a 2/3 majority vote of the Board. The President motivated that we recognize the importance of ensuring democracy and making sure that as many members as possible within the undergraduate community participate in the elections, while also recognizing the operational need of having elected Executives and Board of Directors prior to April 30, 2023. The President noted that we have reached Executive quorum but are still working towards hitting quorum for some of the colleges at this point of the voting period and would like this contingency to be in place.

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Member Levy, Member Fernandez, and Member Neiterman abstained from the vote due to conflict of interest.

Motion Carried

17.11.4 Policy Amendment re Clubs Office Job Titles

Note: Bylaw 4 – Policy of the CSA states that amendments to a policy must be submitted and included in the Board package for review prior to the Board meeting. All amendments require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on March 29, 2023.

MOTION: That the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the job title ‘Clubs Administrative Coordinator’ throughout the Policy and Bylaw Manual be deleted and replaced with the job title ‘Clubs Coordinator’;
- That all occurrences of the job title ‘Clubs Programming Coordinator’ throughout the Policy and Bylaw Manual be deleted and replaced with the job title ‘Clubs Event Coordinator’.

Moved: Nicole Walker, President

Seconded: Jake Levy

The PTC noted that upon review, the job titles do not appear in any of the bylaws, only in the policy appendices.

The Chair recommended that the Board motion for this item omitting the bylaw portion, since it has been confirmed to not affect bylaw, and bylaw amendments have the additional step of a roll call vote.

The President motioned for the policy amendment with the exclusion of the bylaw section. The President motivated that consultation regarding the job title changes occurred with the current clubs office staff, who felt that the new titles are more encompassing of the positions.

Motion Carried

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17.11.5 Updated Online Elections Contingency Plan

MOTION: that the Board of Directors receive the updated Online Elections Contingency Plan, as provided in the Board Agenda Package, as information.

Moved: Nicole Walker, President

Seconded: Sanya Sareen

The President motivated that the contingency plan was updated following the March 15 Board meeting and then brought forward to the Executive Committee Meeting on March 22. The President noted that we had a productive ECM with Board Directors in attendance and made sure all the concerns were addressed at the meeting. The finalized changes are being brought forward for all the Board of Directors to be made aware of the changes.

Motion Carried

17.11.6 Teaching Excellence Award Selection Committee Recommendation

WHEREAS the CSA formed a selection committee to review the submissions for the Teaching Excellence Award in the Winter 2023 semester; and

WHEREAS the Terms of Reference for the Teaching Excellence Award Selection Committee states that the committee will forward their recommended recipient(s) to the CSA Board of Directors for approval;

BE IT RESOLVED that the Board of Directors approve Dr. Ritu Chaturvedi and Dr. Kimberly Levere as the 2023 recipients of the Teaching Excellence Award, as recommended forward by the selection committee.

Moved: Mason Friebe, VP Academic

Seconded: Isha Maharaj

The VP Academic requested to motion this item with the amendment of Dr. Ritu Chaturvedi being the sole recipient and removing Dr. Kimberly Levere.

The VP Academic explained that two letters of support from undergraduate students are required for a nomination to be complete, and the committee was unable to verify the second letter received, which was discovered after the approval of the recipients. The VP Academic highlighted that this decision is not related to the qualifications of the nominee, and that the committee has expressed their approval for this.

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Motion Carried

17.11.7 An Open Letter on the Student Housing Crisis in Guelph

WHEREAS on Wednesday, March 29 CSA Executives were forwarded an Open Letter on the Student Housing Crisis in Guelph written by concerned students at the University;

WHEREAS the CSA Executives were asked to amplify and disseminate the Open Letter to support the initiative; and

WHEREAS this call to action aligns with the advocacy efforts of the CSA regarding affordable housing for students;

BE IT RESOLVED that the CSA post the Open Letter on the Student Housing Crisis in Guelph on Instagram and the CSA website to show solidarity and create awareness to the student housing crisis in Guelph.

The Chair recommended that it would be proper to first receive the letter as information, and then move to the motion resulting from it.

MOTION: that the CSA Board of Directors receive the Open Letter on the Student Housing Crisis as information.

Moved: Isha Maharaj
Seconded: Jake Levy

Motion Carried

MOTION: that the CSA post the Open Letter on the Student Housing Crisis in Guelph on Instagram and the CSA website to show solidarity and create awareness to the student housing crisis in Guelph.

Moved: Jake Levy
Seconded: Mauricio Fernandez

Motion Carried

17.11.8 Appoint CSA Representative to Student Space Initiative Committee

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WHEREAS University of Guelph undergraduate students paid into a Student Space Initiative fee prior to the COVID-19 pandemic;

WHEREAS progress regarding the use of the Student Space Initiative funds was halted due to the COVID-19 pandemic;

WHEREAS a Student Space Initiative Committee has been formed to allocate the remaining funds collected through the Student Space Initiative fee to ensure the greatest impact of undergraduate student space on the University of Guelph main campus;

WHEREAS the committee will be meeting in the month of April 2023 to approve Student Space Initiative projects for the Summer 2023 semester; and

WHEREAS this committee is required to have the following undergraduate student membership:

- CSA Appointed Representative
- SEC Appointed Representative
- Special Status Group Appointed Representative
- College Government Appointed Representative

BE IT RESOLVED that the following CSA representative be appointed to the Student Space Initiative Committee for the remainder of the 2022-2023 academic year:

Jesse Varkul

Moved: Nicole Walker, President

Seconded: Isha Maharaj

The President motivated that it would be a time commitment of 2 or 3 meetings in the month of April, and it's about having input on student spaces on campus using the remaining funds from the Student Space Initiative.

Motion Carried

17.12. New Business

17.12.1 Annual General Meeting Safety Plan

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Microsoft Teams



WHEREAS the CSA will be hosting an Annual General Meeting on Friday, April 14, 2023 on Microsoft Teams;

WHEREAS the Executives and staff of the CSA have been subjected to harassment and personal attacks from anonymous online entities throughout the course of the Winter 2023 General Elections;

WHEREAS the safety and wellbeing of all staff, Executives, and members of the Board is paramount to the CSA; and

WHEREAS as approved at the March 29 Board meeting, the CSA staff developed a safety plan for the AGM in collaboration with an external HR Consultant;

BE IT RESOLVED that the Board of Directors approve the Annual General Meeting Safety Plan, as provided to the Board on April 3, 2023.

Moved: Nicole Walker, President

Seconded: Jesse Varkul

Annual General Meeting Safety Plan:

- The AGM will take place as a Microsoft Teams Live Event.
- A Moderator will be selected prior to the AGM and will be introduced prior to the start of the meeting.
- The Chair will communicate the expectations of how to participate respectfully and professionally, this will be explained prior to the start of the meeting.
- Only University of Guelph email accounts will be admitted to the meeting.
- Participants will not have access to the chat and will not have the ability to display their camera or unmute themselves.
- Questions will be asked and filtered through the Moderator. Only respectful questions related to the CSA will be responded to.
- Individuals who message or ask questions that are inappropriate or disrespectful in nature will be removed immediately from the meeting and follow-up actions will be taken with the appropriate campus partner.
- CSA-related questions and responses will be made public, unless the attendee proposing the question has asked for the question to remain private (such as Robert's Rules of Order clarification).
- Voting will be conducted using Microsoft Teams and will be verified after the meeting.

The Board Chair reviewed his concerns with the safety plan, which included a moderator being selected prior to the AGM and questions being asked and filtered through the moderator. The Chair explained that his role includes acting as

MINUTES

Board of Directors Meeting # 17
April 3, 2023 – 6:00 pm
Microsoft Teams



moderator for any debates, as he specifically can reference the decorum section of Robert's Rules of Order to ensure the debate remains on topic, members motives are not attacked, and any commentary doesn't violate the rules of order. The Chair also noted that per the Organizational Bylaw, members are permitted to speak at the discretion of the Chair, and it's at the discretion of the Chair to determine if the rules of order have been violated. Based on this, the role of moderator would be redundant as they would not be empowered to choose who is permitted to speak or if comments violate the rules, as that authority resides with the Chair. The Chair also asked for clarification on what the process will be for allowing members to speak, as they have speaking rights and should be able to be unmuted by an organizer if they request the speakers list.

The President proposed a series of amendments to the AGM Safety Plan. She proposed to omit that the AGM will be a Microsoft Teams Live Event, and rather just take place on Microsoft Teams. She proposed to strike the points referencing a moderator. She proposed an amendment to add that event organizers will unmute a participant once they have requested the speakers list and the member is recognized by the Chair.

Following discussion and input from the Chair, the revised AGM Safety Plan reads as follows.

Annual General Meeting Safety Plan:

- The AGM will take place as a Microsoft Teams Event.
- The Chair will communicate the expectations of how to participate respectfully and professionally, this will be explained prior to the start of the meeting.
- Only University of Guelph email accounts will be admitted to the meeting.
- Participants will not have access to the chat and will not have the ability to display their camera or unmute themselves until the speakers list is requested and the member is recognized by the Chair, at which point an event organizer will unmute the member.
- Only respectful questions related to the CSA will be responded to as per the CSA Rules of Order.
- Individuals who message or ask questions that are inappropriate or disrespectful in nature will be removed immediately from the meeting and follow-up actions will be taken with the appropriate campus partner.
- Voting will be conducted using Microsoft Teams and will be verified after the meeting.

Motion Carried

MINUTES

Board of Directors Meeting # 17
April 3, 2023 – 6:00 pm
Microsoft Teams



17.13 Announcements

Members provided personal updates and information regarding their involvement in groups on campus.

The PTC reminded members that an additional meeting will be scheduled for the Board to approve the 2023-2024 CSA Operating Budget.

Isha Maharaj shared that she will be speaking at the Last Toast event tomorrow if any other graduating members will be attending.

17.14 In Camera

No In Camera session was held at this meeting.

17.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 17 on April 3, 2023 be adjourned at 8:22 pm.

Moved: Jake Levy

Seconded: Olivia Smith

Motion Carried

Approved by the Board of Directors	Date: July 5, 2023
Signed: _____ Cameron Olesen Board Chair	Date: _____
Signed: _____ Colleen Bovay Policy & Transition Coordinator	Date: _____

Motion

Board of Directors Meeting # 3
July 5, 2023



Item 3.6
Executive Committee Minutes

MOTION: That the Minutes be received as information for the following Executive Committee Meeting:

Agenda Item #	Meeting #	Meeting Date
3.6.1	Meeting # 5	June 12, 2023

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)

Meeting #5 – June 12, 2023 – 11:25 am

CSA Boardroom



Members: Shaima Alam (President, Chair), Junpyo Lee (VP Academic, Secretary), Samar Tariq (VP External)

Regrets: None

Guests: None

1.0 Call to Order @ 11:25 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

I'm excited about the conferences that we are going to this week; I think we will bond well over those.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #4 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Office hours are 12:30pm-4pm. Developing JD for admin assistant (4-5 sections each with a focus group: website, HR, PDR, JHSC, etc.) and social media guidelines through consultation. Photoshoot this week for all staff for directory, website, newsletter, and social media. Looking to do an internal newsletter for staff.

Supervisory

Training

All staff have received notification and list of required online training.

PDR

OMES and I finalizing PDR implementation, with dates ratified and the policy updates we're looking at.

Promotional

A lot of priority projects with newsletter, BBQ, coupon book, and branding in general. So will have to be careful not to over ask Emma. Have phased meetings set up to develop branding of the year. You all have been invited.

5.1.2 Miscellaneous

Social media

Minutes

Executive Committee Meeting (ECM)

Meeting #5 – June 12, 2023 – 11:25 am

CSA Boardroom



Increasing communication and accessibility of information – posted: board summary reel, weekly stories, frank Friday highlights, May updates, ongoing June for social media and website. Continuing frank Fridays on twitch playing Minecraft, shift towards more guests as we get more comfortable. Shift to 2:30pm so Jun can join. Now that regulars are set up, we can start campaigns.

Newsletter

Sent May newsletter. Last week of June sending a newsletter on BBQ and bus late opt-in. Due to the deadline being so near, keeping the format the same but headers being with the new brand. But newsletters afterward would be with a new format and look.

Elections Policy

PTC has done research on other Unis formats, and I will be asking in person in CFS conference on engagement and security of their elections.

Wellness Collab

Due to capacity could not bring back survival guide but pivoting to collab with WEPC to bring same elements through their mocktails recipe book. Bringing resources and promoting harm reduction.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

5.3.1 Supervisory

SHAC

Office is getting cleaned, active listening training will be done on June 20, online training courses progress will be checked on Jun 13, and email address might get changed to reflect their job titles better.

5.3.2 Committees

Co-curricular Experiential Learning Integrity Committee (CELIC)

The first meeting was one on June 8, motion to appoint another undergraduate member is submitted to Policy and Transition Coordinator for the Board meeting on June 21.

Late Payment Fee Appeals Committee

Abdul Khan has joined the committee and was provided the intro to the committee on June 8. The first meeting is expected to happen in June or July. Might need to appoint a new member as Abdul Khan might not be able to join the meeting in Fall semester.

5.3.3 Miscellaneous

Events Planning

Minutes

Executive Committee Meeting (ECM)

Meeting #5 – June 12, 2023 – 11:25 am

CSA Boardroom



Fall/Winter stress buster schedules are out: Picture with Santa on December 4-5, Coffee, cookies and hot chocolate on December 7, Coffee and hot chocolate on April 11.

5.4 VP External

5.4.1 Supervisory

Food Bank

Increasing safety and health measures but doing a regulatory check for weather strips and cooling agents on the freezers and fridges within the facility, with the help of physical resources. Also, the AC is being fixed to fight the rising temperatures during the summer. New safety precautions have also been highlighted to protect coordinators working alone during isolated hours within the facility, to avoid engagement with unknown individuals from around the city, who could be a potential threat.

Bike Centre

Ventilation and air quality has been challenging for the coordinators this week. We have been using fans and keeping the garage door closed, when possible, to fight the poor air quality. The BC coordinator and I have started up a routine check-in and check-out notifying system with the addition of shared scheduling. This is for the purpose of increasing knowledge and communication!

5.4.2 Committees

CSA Staff Birthday Committee

The CSA staff have birthdays scattered all through the year! We planned a standard celebration practice to make all our staff feel special on their special day! Since it is a surprise, that is all I will disclose.

6.0 Business

Sustainability Action Fund

Samantha, Victoria, and I have looked over the fund's purpose, how much funding in minimum and maximum capacities will be allocated to students who are interested. Also, what the vision and vibe for a launch party celebrating this initiative will look like, in collaboration with CSA. Our next steps will be to plan marketing, promo, design, and student involvement opportunities within June.

7.0 New Business

8.0 In Camera

There was no in-camera session.

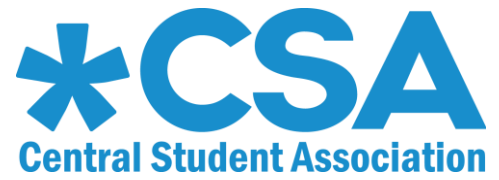
9.0 Adjournment @ 12:15 pm

Minutes

Executive Committee Meeting (ECM)

Meeting #5 – June 12, 2023 – 11:25 am

CSA Boardroom



Next Meeting: June 26, 2023

Item 3.7
Executive Updates

MOTION: That the following Executive Updates be received as information:

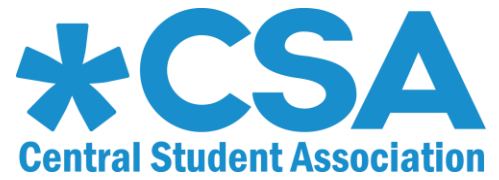
3.7.1	President	July 5, 2023
3.7.2	VP Student Experience (vacant)	
3.7.3	VP Academic	July 5, 2023
3.7.4	VP External	July 5, 2023

Moved:
Seconded:

Information Report

Board of Directors Meeting # 3

July 5, 2023



Item 3.10.1

Summary of Committee Appointments

Motion: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Moved:

Seconded:

Information Report

Board of Directors Meeting # 3

July 5, 2023



The following Summary of Committee Appointments is provided as information:

Finance Committee

Appointed: June 21, 2023

Shaima Alam	President
Junpyo Lee	VP Academic
Mauricio Fernandez	Director
Mason Friebe	Director
Taylor Legge	Director

Student Affordable Housing Taskforce

Appointed: May 31, 2023

Samar Tariq, VP External	Committee Chair
Junpyo Lee, VP Academic	Second Executive Member
Mauricio Fernandez	Director
Mason Friebe	Director
Naomi Amayaevbo	Director

Policy and Bylaw Review Committee

Appointed: May 31, 2023

Colleen Bovay	Policy and Transition Coordinator
Shaima Alam, President	Executive Member
Jake Levy	Director
Mason Friebe	Director
Mauricio Fernandez	Director

Late Payment Fee Appeals Committee

Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
Abdul Rafe Khan	CSA Member/Director

UC Board Selection Committee

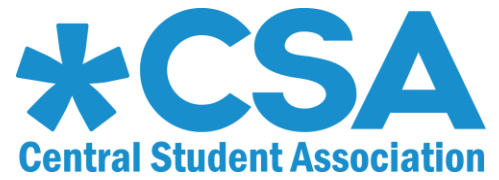
Appointed: May 31, 2023

Junpyo Lee, VP Academic	Executive Member
Mauricio Fernandez	Director
Naomi Amayaevbo	Director

Information Report

Board of Directors Meeting # 3

July 5, 2023



Sustainability Action Fund Student Working Group

Appointed: May 31, 2023

Mauricio Fernandez	CSA Member/Director
Natalie Wilkinson	CSA Member/Director

Motion

Board of Directors Meeting # 3
July 5, 2023



Item 3.11.1

Co-curricular Experiential Learning Integrity Committee

WHEREAS the purpose of the Co-curricular Experiential Learning Integrity Committee is to provide oversight to the quality of co-curricular experiential learning across campus in support of the new institutional [Professional and Career Development Record](#); and

WHEREAS the Terms of Reference for Co-curricular Experiential Learning Integrity Committee requires one undergraduate student representative;

BE IT RESOLVED that the following undergraduate student be appointed to the Co-curricular Experiential Learning Integrity Committee:

Samar Tariq

Moved: Junpyo Lee, VP Academic

Seconded:

Motion

Board of Directors Meeting # 3
July 5, 2023



Item 3.11.2 Suspension of Electoral Policy Sections

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, must be submitted and included in the Board package for review prior to the Board meeting. All suspensions require a one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on June 21, 2023

WHEREAS the Arboretum Student Engagement Fee referendum was submitted for inclusion on the ballot of the CSA Winter 2023 General Elections;

WHEREAS the CSA Winter 2023 General Elections had to utilize the Online Elections Contingency Plan as set out in the CSA Electoral Policy due to a compromised online ballot;

WHEREAS the Arboretum Student Engagement Fee referendum team was disproportionately impacted by the move to in-person paper ballots due to the higher required quorum for referendum questions and subsequently did not reach quorum to pass the referendum;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.7 states that there shall be a moratorium on any referenda questions that have failed at a vote. This includes questions that are the same in writing and those that are the same in impact. Such a moratorium lasts for one year, commencing May 1, after which such questions are free to be posed to the membership again;

WHEREAS CSA Policy Manual Appendix G – Electoral, Section 10.3 states that referendum questions not accompanied by the appropriate number of signatures cannot be approved by the Board of Directors, unless they are initiatives of an Executive Officer acting in pursuance of their respective duties;

WHEREAS due to the circumstances of the Winter 2023 General Elections it would be unfair to impose the standard moratorium period for a failed referendum; and

WHEREAS the Arboretum Student Engagement Fee referendum team already fulfilled all requirements to be put on the ballot including petition signature collection which demonstrated the support of undergraduate students for the referendum;

BE IT RESOLVED that the CSA Board of Directors suspend Appendix G – Electoral Section 10.7 and Section 10.3 for the duration of the Fall 2023 By-Election to allow the Arboretum Student Engagement Fee referendum question on the ballot.

Moved: Shaima Alam, President

Seconded:

Motion

Board of Directors Meeting # 3
July 5, 2023



Item 3.11.3 Internal Policy Amendment re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on June 21, 2023

MOTION: That CSA Policy Appendix J – Internal Policy be amended as follows:

- That Section 10.3.3 be deleted and replaced with the following wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

Moved: Shaima Alam, President

Seconded:

Motion

Board of Directors Meeting # 3
July 5, 2023



Appendix J – Internal Policy, Section 10.3.3

Current Wording:

Participate in at least two committees of the CSA (one of which must be a hiring committee) and attend, at minimum 70% of all meetings held by each committee after the time of ratification. (Directors must attend all hiring committee meetings).

Proposed Wording:

Participate in at least one committee of the CSA and attend, at minimum, 70% of all meetings held by each committee after the time of ratification.

Motion

Board of Directors Meeting # 3

July 5, 2023



Item 3.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 3 on July 5, 2023 be adjourned at pm.

Moved:

Seconded: