

AGENDA

Board of Directors Meeting # 9

November 2, 2022 – 6:00 pm



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Motion

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Item 9.2.1 (a) Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 9 on November 2, 2022, be approved as printed and distributed.

Moved:

Seconded:

Item 9.2.1 (b) Amend the Agenda

MOTION TO AMEND: That the agenda be reordered so that **Item 9.11.1: Electoral Policy Suspension** is the first item of discussion;

AND FURTHER that the agenda be reordered so that **Item 9.11.2: Fall 2022 By-Election Report and Ratification of Results** is the second item of discussion.

Moved: Nicole Walker, President

Seconded:

Item 9.2.1 (c) Approve the Amended Agenda

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 9 on November 2, 2022, be approved as amended with:

The reordering of the agenda so that **Item 9.11.1: Electoral Policy Suspension** is the first item of discussion; and

The reordering of the agenda so that **Item 9.11.2: Fall 2022 By-Election Report and Ratification of Results** is the second item of discussion.

Moved:

Seconded:

Motion

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Item 9.3.1

Ratify Member College Government Representative

MOTION: That **Alec Moyle** be appointed as a Member College Government Representative for the **Lang Students' Association** on the 2022-23 CSA Board of Directors, effective immediately.

Moved:

Seconded:

Motion

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Item 9.3.2
Ratify Student Organization Representatives

MOTION: That the following Undergraduate Members be appointed as Student Organization Representatives on the 2022-23 CSA Board of Directors, effective immediately.

Ontario Public Interest Research Group	Trennon Wint
Student Senate Caucus	Michelle Wilk

Moved:

Seconded:

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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	
Vacant	College of Biological Science		
Jake Levy	College of Engineering and Physical Sciences	Present	
Vacant	College of Engineering and Physical Sciences		
Vacant	College of Social and Applied Human Sciences		
Vacant	College of Social and Applied Human Sciences		
Mauricio Fernandez	Gordon S. Lang School of Business and Economics	Present	
Daniel Neiterman	Gordon S. Lang School of Business and Economics	Present	(d) 6:55pm
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		Present / Regrets	Arrived / Departed
Eva Gabler	College of Arts Student Union	Regrets	
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	Regrets	
Vacant	Lang Students' Association		
Kelly Ruigrok	Student Federation of the Ontario Agricultural College	Present	
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)	Regrets	
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)		
Varnika Karavadi	International Student Organization (ISO)	Present	
Anthony Pereira	Interhall Council (IHC)	Present	
Vacant	Guelph Campus Co-op		
Vacant	Ontario Public Interest Research Group (OPIRG)		
Vacant	Student Senate Caucus		
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
Kandace Blaker	Scribe

Guest	Affiliation
Max Mancuso	SafeWalk

*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

7.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 7 on October 12, 2022, be approved as printed and distributed.

Motion Carried

MOTION TO AMEND: That the agenda be reordered so that **Item 7.9.1: SafeWalk Service Update** be placed as the first item of discussion.

Motion Carried

MOTION AS AMENDED:

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 7 on October 12, 2022, be approved as amended with:

- the reordering of the agenda so that **Item 7.9.1: SafeWalk Service Update** be placed as the first item of discussion

Motion Carried

7.3.1 Ratification of CEPSSC Representative

MOTION: That **Michaela Hishon** be appointed as the **College of Engineering and Physical Sciences Student Council** representative on the 2022-23 CSA Board of Directors, effective immediately.

Motion carried

7.3.2 De-Ratification and Ratification of GQE Representative

MOTION: That **Tess Vardy** be de-ratified as the **Guelph Queer Equality** representative on the 2022-23 CSA Board of Directors, effective immediately;

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AND FURTHER: That **Olivia Smith** be appointed as the **Guelph Queer Equality** representative on the 2022-23 CSA Board of Directors, effective immediately.

Motion carried

7.5 Approval of Past Minutes

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

7.5.1	CSA Board Meeting # 6	September 21, 2022
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Motion carried

7.6 Executive Committee Minutes

WHEREAS the University's IT system experienced an IT incident on Monday September 12, 2022, impacting the shared drive of the CSA;

WHEREAS Executive Committee Minutes documents are stored on the shared drive of the CSA;

WHEREAS the IT incident is still ongoing, and the Executive have been unable to access the Executive Committee Minutes;

MOTION: For the CSA Board of Directors to receive this update as information.

Motion Carried

7.7 Executive Updates

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

7.7.1	President	October 12, 2022
7.7.2	VP Student Experience (vacant)	
7.7.3	VP Academic	October 12, 2022
7.7.4	VP External	October 12, 2022

Motion carried

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7.9 SafeWalk Service Update

(a) Extend Speaking Rights to SafeWalk Staff

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

MOTION: to extend speaking rights to Max Mancuso, SafeWalk Volunteer & Public Relations Coordinator, for the duration of item 7.9.1 to present the SafeWalk Service Update and respond to questions that arise from members regarding the presentation.

(b) Receive the SafeWalk Service Update Presentation

MOTION: to receive the SafeWalk Service Update as presented by Max Mancuso, SafeWalk Volunteer & Public Relations Coordinator, as information.

Motion Carried

7.10 Petitions, Delegations, and Representations Committee Minutes

MOTION: That the Minutes be received as information for the following Petitions, Delegations, and Representations Committee meetings of the 2021-2022 academic year:

Agenda Item #	Meeting #	Meeting Date
7.10.1	Meeting # 4	February 7, 2022
7.10.2	Meeting # 5	March 9, 2022

Motion Carried

7.11.2 Appoint Elections Appeals Board (EAB)

WHEREAS CSA Policy Appendix G, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of the following:

- Three Directors and
- Two General Members of the CSA in good standing

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WHEREAS Member Tess Vardy was one of the three Directors appointed to the Elections Appeals Board for the 2022-2023 academic year;

WHEREAS Member Tess Vardy was appointed as the CSA Board of Directors representative of Guelph Queer Equality only for the Summer semester of the 2022-2023 academic year;

WHEREAS Member Tess Vardy has now been de-ratified from the CSA Board of Directors;

WHEREAS as result there is now a Director vacancy on the Elections Appeals Board;

MOTION: that the following Director be appointed to the Elections Appeals Board (EAB) for the 2022-2023 academic year:

Michaela Hishon

Motion Carried

7.11.3 CSA Endorsement of the Our Campus, Our Safety: Student Leaders' Action Plan for Institutions and Governments to Address and Prevent Sexual Violence on Campus

WHEREAS there is an unprecedented conversation in North America on sexual and gender-based violence at post-secondary institutions;

WHEREAS survivors, administrators, student advocates, parents, faculty, and gender-based violence organizations are pushing for transformative change;

WHEREAS the CSA VP External attended and participated in the student leaders round table to inform the development of the Our Campus, Our Safety Action Plan;

WHEREAS The Courage to Act report captures promising practices, key policy areas, and prevention plans as a foundational framework to address and prevent gender-based violence at post-secondary institutions across Canada;

WHEREAS student organizations across the country are being asked to endorse the Action Plan assembled by Possibility Seeds' Courage to Act Project;

WHEREAS the 10 calls to action to address and prevent sexual violence on campus align with the values and work that the CSA strives to achieve for our undergraduate students and campus community;

BE IT RESOLVED that the CSA endorse the Our Campus, Our Safety Action Plan;

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AND FURTHER That the CSA submit our logo to Possibility Seeds ensuring our endorsement is recognized.

Motion carried

7.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 7 on October 12, 2022, be adjourned at 7:29 pm

Motion carried

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7.0	Call to Order	
7.1	Land Acknowledgement Member Martha Yiridoe	
7.2	Adoption of the Agenda 7.2.1 Approve the Agenda 7.2.2 Declarations of Conflicts	
7.3	Ratifications and De-Ratifications 7.3.1 Ratification of CEPSSC Representative 7.3.2 De-Ratification and Ratification of GQE Representative	
7.4	Comments from the Chair 7.4.1 Introductions and Pronouns	
7.5	Approval of Past Minutes 7.5.1 Meeting # 6 – September 21, 2022	
7.6	Executive Committee Minutes 7.6.1 Motion: University IT Incident	
7.7	Executive Updates 7.7.1 President – October 12, 2022 7.7.2 VP Student Experience (vacant) 7.7.3 VP Academic – October 12, 2022 7.7.4 VP External – October 12, 2022	
7.8	Director Reports	
7.9	CSA Service Update and Report 7.9.1 SafeWalk Service Update – Max Mancuso	
7.10	Committee Updates and Reports 7.10.1 Petitions, Delegations and Representations (PDR) Committee Minutes # 4 7.10.2 Petitions, Delegations and Representations (PDR) Committee Minutes # 5	
7.11	Business 7.11.1 Fall 2022 By-Election Nomination Signatures 7.11.2 Elections Appeals Board Appointment 7.11.3 Our Campus Our Safety Student Leaders' Action Plan	
7.12	New Business 7.12.1	
7.13	Announcements	
7.14	In Camera Session	
7.15	Adjournment	

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Minutes – October 12, 2022

7.0 Call to Order

The meeting was called to order at 6:15 pm.

7.1 Land Acknowledgement

Member **Martha Yiridoe** presented the following Land Acknowledgement:

Hi everyone. I would first like to acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron, Anishinaabek, and Haudenosaunee peoples, and the treaty lands of the Mississaguas of the Credit. As we gather today, we must acknowledge the land on which we stand and work. It is our responsibility to recognize that this land belongs to many past, present, and future First Nations, Inuit, and Metis Peoples. Following the Dish with One Spoon Covenant, we must live peaceably throughout the lands that are known as the Great Lakes Region which many of us now call home. I encourage you to reflect on how you can demonstrate respect for the land on which we stand today and actively work towards uplifting Indigenous voices, committing to change and reconciliation. Thank you.

Martha Yiridoe, Board Member

7.2 Adoption of the Agenda

7.2.1 Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting # 7 on October 12, 2022, be approved as printed and distributed.

Moved: Jake Levy

Seconded: Isha Maharaj

Motion Carried

MOTION TO AMEND: That the agenda be reordered so that **Item 7.9.1: SafeWalk Service Update** be placed as the first item of discussion.

Moved: Nicole Walker, President

Seconded: Isha Maharaj

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Nicole Walker, President: Max is our SafeWalk Volunteer and Public Relations Coordinator and we're mindful of his time and really appreciate him coming to speak about SafeWalk.

Motion Carried

MOTION AS AMENDED:

AMENDED MOTION: That the agenda for the CSA Board of Directors Meeting # 7 on October 12, 2022, be approved as amended with:

- the reordering of the agenda so that **Item 7.9.1: SafeWalk Service Update** be placed as the first item of discussion

Motion Carried

7.2.2 Declarations of Conflicts

No declarations of conflict were made at this meeting

7.3 Ratifications and De-Ratifications

7.3.1 Ratification of CEPSSC Representative

MOTION: That **Michaela Hishon** be appointed as the College of Engineering and Physical Sciences Student Council representative on the 2022-23 CSA Board of Directors, effective immediately.

Moved: Jake Levy

Seconded: Anthony Pereira

Motion carried

7.3.2 De-Ratify and Ratify GQE Representative

WHEREAS Tess Vardy was appointed by Guelph Queer Equality as the CSA Board of Directors representative only for the summer semester of the 2022-2023 academic year;

BE IT RESOLVED for **Tess Vardy** to be de-ratified as the representative of **Guelph Queer Equality** on the 2022-2023 CSA Board of Directors, effective immediately;

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AND FURTHER That **Olivia Smith** be ratified as the **Guelph Queer Equality** representative on the 2022-2023 CSA Board of Directors, effective immediately.

Moved: Jake Levy
Seconded: Anthony Pereira

Motion Carried

7.4 Comments from the Chair

Cameron Olesen, Chair:

Thank you all for helping me get through that business at the beginning. Welcome everyone and thank you all for being here tonight. I would like to first point out that we do have quorum, though not by much, so if somebody does need to leave, I would ask that you please let us know so that we can keep track of quorum. Hopefully, we'll be able to move swiftly through things, so that shouldn't be a problem, but I figured I would bring that up first. Just a quick reminder for everyone, please make sure you address your comments directly to me as Chair. You'll want to refer to each other in the third person and if you do need to ask something directly to a member, that is something you would request. If you are looking to request the speaker's list or to vote throughout the meeting, raise your placards as you've been doing. If you need to raise a point of information, which is a request for information at the point of parliamentary procedure, which is a question of how to proceed within Roberts Rules of Order, or a point of order, which is a request for return to order, or a point of personal privilege, which would be something like, for example, it's a bit noisy outside, if we had left the door open you could request for the door to be shut. For any of those points, please raise your hand so that I know you're not just asking to be added to the speaker's list. It makes it easier. And all of those are interrupts, which means that you can interrupt in the middle of a discussion for that. I think that's all that I must remind you of for now. If anything else comes up I'll be sure to remind you when we get to it. With that being said, we will move to the next item on our agenda.

7.4.1 Introductions and Pronouns

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

7.5 Approval of Past Board Minutes

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

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7.5.1	CSA Board Meeting # 6	September 21, 2022
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Moved: Jake Levy
Seconded: Anthony Pereira

Motion carried

7.6 Executive Committee Minutes

WHEREAS the University's IT system experienced an IT incident on Monday September 12, 2022, impacting the shared drive of the CSA;

WHEREAS Executive Committee Minutes documents are stored on the shared drive of the CSA;

WHEREAS the IT incident is still ongoing, and the Executive have been unable to access the Executive Committee Minutes;

MOTION: For the CSA Board of Directors to receive this update as information.

Moved: Jake Levy
Seconded: Isha Maharaj

Cameron Oleson: Madam President, would you like to speak to this first before it is received as information?

Nicole Walker: I can. I think it's a cyber attack, though the University isn't speaking to that and that's just how the media has been labeling it. It's been affecting our ability to access our G:Drive which houses all our files on it, and because of that we don't have any copies of our Executive Committee meeting minutes, but they are stored in the G:Drive so we're just waiting to regain access to it. It should be within the next couple of days, if not today. Once we've regained access, we'll be able to access our minutes and all our other notes are in rough form right now, but they will be copied to the proper templates as soon as we have access. So, we're hoping to have that info available to you all soon, however our committee notes are similar to what we present to you all at these meetings so if you have folks have any questions about the work we're doing, feel free to ask us. We're very open to sharing.

Cameron Oleson: With that being said, I think it's appropriate to open the floor for discussion in case anyone has questions for the Executive.

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Mauricio Fernandez: Do we know exactly what else was affected from the CSA perspective?

Nicole Walker: There were a couple computers on campus that were compromised, and we had one computer, one that we were looking to update anyway, that was compromised. I went to a SLAM meeting (which is the Student Leader Admin meeting) two weeks ago and I did ask the University what was going on, as it does seem very suspicious, there's really no communication about the incident and they wouldn't really share anything, so they've been keeping it really hush hush, which is quite concerning considering it's been an ongoing issue for about a month. From the emails that you have received, they'll be doing a multi-authentication process for staff logins to help ensure this doesn't happen again. Would you mind rephrasing the question?

Cameron Oleson: Just as a learning moment, a good way to phrase that would be "Can the member please rephrase the question?"

Nicole Walker: Sorry, could the member please rephrase the question?

Mauricio Fernandez: Is there anything else from the CSA perspective that was impacted?

Nicole Walker: We weren't able to complete payroll for over a month, so we weren't able to pay our staff. Our Business Office had to manually write cheques in the form of loans and afterwards, we had to reconcile and pay folks, and we were finally able to get our payroll back up and running so on Friday, people got their outstanding amount. And payroll will go out this Friday as well. So that was really impacted, but for folks who didn't receive their pay, we did offer them a loan. We just couldn't access our payroll software, which is housed in the G:Drive. In the future, we're going to look at shifting where this software is being stored, at the advice of CCS, who initially told us to store it on that drive. We didn't ever think something like this would happen. Those are the big overarching ones.

Daniel Neiterman: Could the President expand on who exactly was impacted by the payroll issue? Was that only the CSA, or was it associated with anyone under the oversight of the University? Specifically, different departments such as the Department of Management.

Nicole Walker: To my knowledge, it was just the CSA that was affected through payroll, because of where we store the payroll software. I haven't heard of any other departments with this issue. Most people are just upset that they can't print, which has been great for the CSA printing services since our printer wasn't affected by it. So, we've really capitalized on the IT incident and a lot of people now realize that we offer really cheap

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printing services on campus for students which has been really good as a teaching moment. But other than that, I think we were the only ones with payroll issues. I think during SLAM there were talks of someone having issues accessing certain files, but other than that it seems like we were impacted the most by it.

Isha Maharaj: In terms of payroll, only in certain departments were student staff affected, not permanent staff. But some student staff were affected.

Motion Carried

7.7 Executive Updates

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

7.7.1	President	October 12, 2022
7.7.2	VP Student Experience (vacant)	
7.7.3	VP Academic	October 12, 2022
7.7.4	VP External	October 12, 2022

Moved: Isha Maharaj

Seconded: Jake Levy

Motion carried

7.71. President

Nicole Walker: Hi again everyone. So, according to our bylaws and policies, we only need to submit a written update on a monthly basis, so we'll be providing a written update for our meeting next week. There has been a lot going on these past couple of weeks, so it takes a lot of time to sift through everything and write a report. But I do have some verbal reports to share.

I was nominated and voted for the UC Board Chair for the remainder of this year, which is really good to see considering there is a lot of stuff going on with the UC Board and I'll make sure to update you folks as to what's going on with that, but I have to attend a transition meeting as Chair next week with the outgoing Chair. Then I have a meeting with the VP of Finance to discuss the working agreement for the UC Board. So just really making sure, given everything that's happened with the UC Board in the summer, and there's the change in the director reporting

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structure for the finances and operations, that we're able as students to maintain some of that autonomy the UC Board has from the University.

The VP Academic and I have been having SLEF meetings, which is the Student Life Enhancement Fund, it's a sub-committee of the Compulsory Fees Committee, so we've been doing a lot of work the last week or so reviewing applications for student groups and campus departments.

If you're interested, there's an event tomorrow for Langsgiving, and the CSA is providing the live entertainment for that event. We're really excited to be partnering with Lang on that.

Other stuff: Our October newsletter went out last week. We're looking at ways to improve the viewership of that, and have folks engage a bit more with that, so if you have ideas let us know. We'll be meeting about that as a team, just chatting about ways we can really engage with students. I heard that people don't read emails, or newsletters, especially when it's titled "Newsletter", so we did it as a vibe check this month at the request of one of our staff members and hopefully more people opened it.

Following elections, so as of next week's Board Meeting, we'll be starting the appointment process for positions that are elected. Our elections are almost at quorum. We've hit quorum for all but CSAHS, so we'll be looking for folks to maybe hold class talks this week, send a few emails, and if there are folks who would like to make a bit of money, we're looking for CSA ambassadors, if you're looking for an opportunity that would maybe only take about an hour, feel free to let me know.

Other than that, there's some stuff going on with the Student Budget Committee that I can share next week. I'm just really excited that I'll be helping the President who issued the report to the Board of Governors Finance Committee.

We are looking to do Hallow-Eat, which is, if you folks were here for Meal Exchange, we're having a small group of students dress up in Halloween costumes and go to the community and ask for food donations for the Guelph Student FoodBank, because we're really struggling over there. If you folks are interested, it'll be about two hours from 5:30 until 7:30 on Halloween. You can go out and be festive after. Let me know! And if you wanted to get a group of friends together, we are looking for volunteers, but we're looking to keep it on the smaller scale of about fifty students, and if we have great success, we'll look at expanding the program next year as well.

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That's all for me, but if you folks hear anything about things that are affecting folks on campus, feel free to reach out. I'm happy to chat or answer some questions.

Nicole Walker, President

Isha Maharaj: Just so the President is aware, some people have had issues viewing the newsletter from the Outlook app. Some people have told me they can't open it without their laptops.

Nicole Walker: It works for me, but I can look into it with CCS.

Isha Maharaj: It might be an issue with Maestro because we had this problem over the summer, so it might not be a CSA problem.

Nicole Walker: I also want to add that we don't have anyone for the VPSE position. We had someone running but they withdrew. We've run three byelections with no success so we're going to operate with our team of three for the remainder of this year and work really hard to recruit someone for the VPSE position for next year's Executive team. In the interim, we have Jack Fisher, who is our Student Experience Coordinator who is awesome. And then we'll be looking, operationally, at possibly adding a staff position to support Jack, who has filled in the gaps between the Student Experience portfolio and the programming role, since our previous programmer retired. So, we're trying to see if we can get some help for Jack. You folks might be getting more info on that soon.

7.7.3 VP Academic

Mason Friebe: Over the last few weeks I've been busy with the Student Memorial Service, which will be this Friday. Everything seems to be going well preparation-wise.

Committee-wise, I met with the Calendar Review Committee and did my regular course approvals and grammatical changes to course descriptions. As Nicole mentioned, we've met with the SLEF committee and completed all the applications for this semester. So that's exciting news for those campus groups who received funding.

We also met at Senate already. That was October 3. Charlotte Yates did confirm that there was a cyber-attack on the University in terms of the ongoing IT issues but there's no surprise there. Not much else was said. They're still looking to see what data, if any, was breached. We also talked about the strategic plan for the

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university. They seem to want to move into a greater proportion of international students, in terms of who they're accepting as students, I think it's because they may be having issues with government funding that is supposed to help subsidize tuition for domestic students, but that's in early stages. I'm sure we'll hear more about it moving forward. We also talked about potentially installing CO2 monitors in classrooms. Apparently, that might be of interest, though we didn't get too far with that either, because COVID regulations was brought up as well. The University reassured us that they will continue to follow federal guidelines in terms of that. Currently, COVID regulations are paused but they may be reinstated at any time.

Otherwise, I've been working with FAN, the Fine Arts Network, for the Art in the Bullring event coming up in November. I've also been working with the Teaching Excellence Award and want to promote it on the first day of every month before presenting it at our AGM in April. And we had a Sexy Bingo event that went well. That's all I have!

Mason Friebe, VP Academic

7.7.4 VP External

Jena-Lee Ashley: I don't have too much, and my throat is sore so I'm going to keep talking to a minimum. The Bike Centre is reopening on October 19. There's going to be a promo day on the 17th in Branion Plaza to raise awareness that the Centre is reopening.

We all attended SLAM and started the conversation about issues affecting students, so please let us know if you hear anything or if there's anything you want us to know so we can address it there.

The PDR Committee met, and reviewed applications and I think those minutes will be ready for the next meeting.

We were able to support Giza and our Iranian students last week by loaning them equipment for their protest. If you're ever in need of the CSA tent, tables, chairs, etc. feel free to reach out to us.

On Friday, Irene Thompson and I handed out candy in the bus loop, which was a great way to connect with students and say, "Happy Thanksgiving." That's it for me.

Jena-Lee Ashley, VP External

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Mauricio Fernandez: Will the Bike Centre consider a bike share program to loan bicycles to students?

Jena-Lee Ashley: We were hoping to have a program like this operate through residences and are working on a pilot program because the Bike Centre doesn't have the capacity for it, but we are reviewing the volunteer policy on site, so that needs to be rewritten, but that's something we can look into.

7.8 Director Reports

Isha Maharaj: We had our PDR meeting and had the first Post-COVID Taskforce meeting. I think it was a productive meeting. That's everything for me!

Varnika Karavadi: I also sat on the PDR meeting and sat on the Hiring Committee for the Business Office Assistant, which was a great learning opportunity for me.

Anthony Pereira: I was on the Post-COVID Taskforce meeting as well. It was a good introductory meeting! It was productive.

Mauricio Fernandez: I joined the first few meetings for the UC Board and put my name forward for Finance and Management Committees.

7.9 CSA Service Update and Reports

7.9.1 SafeWalk Service Update

(a) Extend Speaking Rights to SafeWalk Staff

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

WHEREAS CSA Rules of Order, Section 3.9 states that presentations to the Board of Directors that are submitted in the Board package shall be limited to a maximum of ten minutes when presented at the Board of Directors Meeting;

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MOTION: to extend speaking rights to Max Mancuso, SafeWalk Volunteer & Public Relations Coordinator, for the duration of item 7.9.1 to present the SafeWalk Service Update and respond to questions that arise from members regarding the presentation.

Moved: Jake Levy

Seconded: Isha Maharaj

Motion Carried

(b) Receive the SafeWalk Service Update Presentation

MOTION: to receive the SafeWalk Service Update as presented by Max Mancuso, SafeWalk Volunteer & Public Relations Coordinator, as information.

Moved: Jake Levy

Seconded: Isha Maharaj

Motion Carried

Presentation – Max Mancuso

Max Mancuso: Thank you, Mr. Chair. I have a PowerPoint that I'm going to load up really quick here.

Cameron Oleson: I will remind you as well that for a presentation you have ten minutes, so I have a timer for that, and the members can extend that time if needed.

Max Mancuso: Hi everyone, I'm here to talk about SafeWalk. This year's coordinator is Bronte Detenbeck, who couldn't be here tonight. She's the SafeWalk Program Coordinator, and I'm the SafeWalk Volunteer and PR Coordinator.

So, what is SafeWalk? SafeWalk is a student-run volunteer organization operated by the CSA that provides safe and reliable escorts after dark for any person on the University of Guelph Campus. We run from 7:30pm until 2:30am nightly, unless we're running modified shifts, in which case it's 10:00pm until 1:30am. And we have two people volunteering each shift.

So, how can you reach SafeWalk? SafeWalk can be reached by dialing 519-824-4120 ext. 53200, by using the emergency yellow poles around campus to contact Campus Safety, who will in turn contact us, by approaching a friendly volunteer on rounds, by using the SafeGryphon app to call SafeWalk, and by

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using the free SafeWalk button on Bell Canada payphones- though I'm not sure if we still have payphones on campus.

What are the benefits of volunteering for SafeWalk? This is just to give you a sense of what the volunteers get when they work for us. It's a great way to give back to the UofG community, to get better acquainted with the campus, meet new people, and enjoy perks such as free drinks, snacks, and more! When it comes to volunteering, obviously, we as students want to give back to the campus that's done so much for us, and these perks are just secondary to that. You get to meet a lot of cool people when you volunteer and on your nightly walks.

If any of you are interested in joining- though I don't know if I'm allowed to say that- the information on joining the team can be found on our website, csaonline.ca, or you can reach out to us by email at safewalk@uoguelph.ca or swvol@uoguelph.ca.

SafeWalk by the numbers! When I made this presentation last week, we had not yet reached the 50-member mark, but now I'm happy to say we are now at 51, so we're pretty happy about that. Last year, we had about 36 to 38 people on the team including staff, so the fact that we've surpassed this number already is great. We've been able to get things back up and running about three weeks sooner than last year. So, we're very happy about that.

In terms of calls, we have the capacity for more, but I like to think that it's because people are feeling safe alone at night. We've been averaging about a call per night since reopening two Mondays ago, including some repeated callers.

As of today, we have distributed roles to senior returning and new volunteers based on their applications and experience. For volunteers who have been granted senior positions, we will be meeting with them to take their input on how we can work to improve the service. We're looking to gather ideas on how to promote the service.

In terms of how we've gotten the message out there, I've gone a few different ways PR-wise, but the ones that seem to be sticking the most are through peer mentors. They've proven to be an effective means of recruitment. I've interviewed about 20 to 30 people and about a third of them were informed about the service from these leaders. If you happen to know anyone in those programs, please encourage them to continue spreading the word.

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And where does SafeWalk go from here? Volunteer recruitment remains a top priority. At 50, we're doing pretty well, though I would still like to see more, even as high as 60 or 70, just because it would alleviate the number of shifts that people are required to take. We do like to keep it pretty low commitment in terms of one or two shifts per month, but running with 50, some people have to take on a bit more than that. A few more people would help in that regard.

Primary means of communication is through a Discord server. It has proven to be incredibly effective in terms of communicating with everybody. It's where volunteers can sign up for or swap shifts. They can find information and resources, volunteer opportunities, etc.

We're continuing to work on high standards in terms of the professional level of service we provide, both from ourselves and from our volunteers. That includes any extra training we can provide with them. In terms of the golf cart, if and when we do get access to that, just making sure they're properly trained there, if they feel like they need any more training going forward. We have already done one training session this year, and the plan won't likely include another one at this point, because we do have it recorded, but of course, Bea and I always remain open to getting feedback and providing more training as required.

And then volunteer-related team-building exercises are on the way. Due to COVID last year, this wasn't something we got to do much of. I'm really hoping to get going on this though, maybe by painting the canon or having a trivia night, and any other small gestures to show our appreciation to our volunteers, since they're the ones who help us run this service so well.

Bea and I remain committed to working with other organizations and clubs on campus to provide opportunities for the SafeWalk service. Any sort of PR events that we can get our name out there, get our brand recognition out there, especially for students who are new to campus. We've had a solid outreach this year, I think, to first-year students. We're very happy with that. It would be nice to see more people from upper years but if we can't, we can't. But just getting the message out there, making sure people know about the service, know when we operate, keeping in communication in terms of when we're running and when we're not, like over Christmas break and such, as well as when we're running modified shifts, remains a top priority. And we do have our eye on working with other groups on campus. We do have a trivia night planned in collaboration with the Wellness Centre coming up on October 24, I believe, so that's going to be a great way to get our name out there, but we're open to working with anyone. I hope to see you out there if you need a safe walk late at night! Thank you for your time, I'm happy to answer any questions you may have!

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Cameron Oleson: Are there any questions for our guest?

Nicole Walker: I would like to add, SafeWalk falls under our mandate as a CSA service. It helps ensure safety on campus, and that's one of the overarching concepts in our mandate that you are all welcome to check out. Bea and Max do a really great job with their volunteers, and I'm really excited to hear that more folks are engaging with the service. So, let's keep pushing to get the word out! And, Max, did you want to talk a bit more about the golf cart? I know not everyone here is familiar. I can talk about the referendum stuff if you want, and you can talk about what's more in the planning stages for it. Okay, so the referendum for SafeWalk, just to provide a bit of context, would have been passed in the 2020 Winter General Elections, and so it's a fee that is being charged to students so that SafeWalk can have access to an operational golf cart so in the winter specifically but really all year round, accessibility isn't as much of a concern in helping folks get around. And I can pass it back to our guest speaker to expand if that's okay.

Max Mancuso: Our focus is to ensure everyone who uses it is properly trained. Otherwise, Nicole put it well, and I don't have anything else to add.

Nicole Walker: Then I'll just expand and say we're hoping to have the golf cart up and running for the winter semester, and we'll be working with the SafeWalk team to make sure it happens.

Cameron Oleson: Any further discussion or questions?

Daniel Neiterman: Just a quick question for the Chair, is this something that is only done on-campus, or does it extend to areas immediately surrounding campus like, for example, near the Chancellor's area?

Max Mancuso: Our boundaries are the campus perimeter, so anywhere on campus we can go.

Michaela Hishon: Would the perimeter now extend to the students living in the Delta or the Comfort Inn?

Max Mancuso: I'd appreciate if Madam President spoke to that.

Nicole Walker: I would also like to answer Member Neiterman's question as well. The boundary goes all the way to the end of the Cow Path, so it does take folks basically right into Chancellors. At the moment, we're not having SafeWalk going all the way up to the Day's Inn. It's a special year in that we haven't had this in quite a while, so we'll be meeting with the SafeWalk team to talk more

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about it. It is a concern that has been flagged to us, so we're looking at ways to help folks at the Days Inn get home safely since that's a little satellite residence this year and is just past the campus boundary, we might need to work with the volunteers to make sure that area can be serviced as well. It's something we're going to be talking about.

Max Mancuso: As Nicole said, we'll be having more discussions about this. The volunteers I've spoken with about it are ready to do that. In terms of volunteer comfort that doesn't seem to be an issue going forward.

Cameron Oleson: Great! If there aren't any further questions, thank you very much for your presentation!

Max Mancuso: Thank you very much for having me! I appreciate your time and hope that you all have a great night.

7.10 Committee Updates and Reports

7.10 Petitions, Delegations, and Representations (PDR) Committee Minutes

MOTION: That the Minutes be received as information for the following Petitions, Delegations, and Representations Committee meetings of the 2021-2022 academic year:

Agenda Item #	Meeting #	Meeting Date
7.10.1	Meeting # 4	February 7, 2022
7.10.2	Meeting # 5	March 9, 2022

Moved: Jake Levy

Seconded: Michaela Hishon

Motion Carried

7.11 Business

7.11.1 Fall 2022 By-Election Nomination Signatures

WHEREAS the CSA Policy Manual, Appendix G – Electoral, Section 4.2.1 c) states that Director candidates for CSA elections must collect a minimum of 25 verified nomination signatures;

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WHEREAS the previous nomination signature requirement for Director candidates in CSA elections was 10 verified signatures throughout the COVID-19 pandemic;

WHEREAS the nomination signature requirement was reviewed by the Policy & Bylaw Review Committee, in which a recommendation to increase the number of verified signatures from 10 to 25 for Fall 2022 was brought forward to the CSA Board of Directors and approved at the February 2, 2022 meeting;

WHEREAS the CSA has had considerable turnover in the Policy & Transition Coordinator position, formally known as the Policy & Transition Manager role which supports the Elections Office;

WHEREAS due to an oversight, the Fall 2022 By-Election Nomination Package was not updated to reflect the change in policy from 10 to 25 verified signatures for Director candidates;

WHEREAS the CSA Board of Directors received the Fall 2022 By-Election Director Nomination Package as information at the August 31, 2022 Board Meeting and included the 10-signature requirement for Director candidates,

WHEREAS the CSA Elections Office, CSA Board of Directors, and Director candidates were unaware of the changed requirement for 25 signatures;

WHEREAS the oversight was discovered after the conclusion of the nomination period for the Fall 2022 By-Election;

WHEREAS the nomination requirement for the Director appointment process and CSA General Elections will be 25 signatures, unless changes are brought forward by the Policy & Bylaw Review Committee;

MOTION: that the CSA Board of Directors endorse the successful candidates of the Fall 2022 By-Election with the reduced number of 10 verified nomination signatures.

Cameron Oleson: If I can make one recommendation to this motion, simply change it to a motion to suspend the policy, because otherwise, it doesn't actually change anything. So simply suspend the policy for this year and reimplement it for the next election.

Nicole Walker: So, if we suspended the policy, do we need to do a notice of motion and then vote?

Cameron Oleson: So, my understanding as Chair is that we should vote on this in our next meeting which is next week. I believe that would be the best way to move forward with this, as you are talking about your own policies which do require a two-thirds majority

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vote and notice to change, while the policy was not followed this year, I think that it would be best for it to be a notice at this time and would be suspended at the next meeting. And simply you can suspend policy, you cannot suspend bylaw, and all it requires is a two-thirds vote to temporarily suspend it.

Nicole Walker: Then I would like to motion to suspend.

Cameron Oleson: Okay, so, as I was saying, I think that should be passed at the next meeting. So, this constitutes notice. It does not need to be amended because it has not been proposed yet. So, you only have to amend a motion that you're making. I think it would be good to reflect that change in the minutes, that you would like this to be notice, and then send that out as a notification to all the members so they are aware there will be a motion forthcoming for the suspension. But this would count as a meeting's notice. There's no motion that you need to make to change that. As long as you send out the amended wording as to what it will look like at the subsequent meeting, that would be perfectly acceptable. So, with that being said, this will serve as notice: At the next meeting, there will be a motion to suspend the policy for the signatures for this election.

Nicole Walker: Is it okay if we open it up for discussion?

Cameron Oleson: Yes, of course.

Mauricio Fernandez: Will the signatures for next year be only online?

Cameron Oleson: That would speak to the policy as it stands currently. Colleen, would you be able to respond?

Colleen Bovay: I'm not sure if the signatures for this cycle were collected online or handwritten. I'm not sure that the policy speaks to that specifically. Right now, the policy states that 25 verified signatures need to be collected by each at-large director candidate, but that was not reflected in the candidates' package, which is why we're bringing this forward. It was changed in February 2022 from ten signatures during the pandemic because signatures were harder to get, but it was stated that it may be changed again depending on changes of the pandemic, so that's something we can look at moving forward with the Policy and Bylaw Review committee, if we think 25 signatures is still suitable or if the policy should be amended again.

Nicole Walker: I would like to note that we've had a lot of turnover this year. We've had three Policy and Transition Coordinators at this point and our Chief Returning Officer wasn't supposed to come back but we asked her to because we didn't have any success after trying twice to fill the position for the Winter General Election. So, it truly was just an oversight with everything that was going on these last six months within our organization. We weren't trying to be sneaky. The translation of the approved motion just never actually

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happened. But if you folks have questions about it, feel free to ask. We want to be as transparent about this situation as possible.

Cameron Oleson: Any further questions? I'm seeing none. So, keep that in mind, that will be at the next board meeting, the motion to suspend the policy for this election.

7.11.2 Appoint Elections Appeals Board (EAB)

WHEREAS CSA Policy Appendix G, Section 27.3.1 states that the Elections Appeals Board (EAB) shall consist of the following:

- Three Directors and
- Two General Members of the CSA in good standing

WHEREAS Member Tess Vardy was one of the three Directors appointed to the Elections Appeals Board for the 2022-2023 academic year;

WHEREAS Member Tess Vardy was appointed as the CSA Board of Directors representative of Guelph Queer Equality only for the Summer semester of the 2022-2023 academic year;

WHEREAS Member Tess Vardy has now been de-ratified from the CSA Board of Directors;

WHEREAS as result there is now a Director vacancy on the Elections Appeals Board;

MOTION: that the following Director be appointed to the Elections Appeals Board (EAB) for the 2022-2023 academic year:

Michaela Hishon

Nicole Walker: I can explain the requirements of this position. This committee only meets in the event that there is an appeal made, in which case we have a short time frame to call a meeting. It would just be for the Winter General Election and is a fairly low commitment. This group hasn't met in several years, it's really there just in case.

Moved: Jake Levy

Seconded: Isha Maharaj

Motion carried

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7.11.3 CSA Endorsement of the Our Campus, Our Safety: Student Leaders' Action Plan for Institutions and Governments to Address and Prevent Sexual Violence on Campus

WHEREAS there is an unprecedented conversation in North America on sexual and gender-based violence at post-secondary institutions;

WHEREAS survivors, administrators, student advocates, parents, faculty, and gender-based violence organizations are pushing for transformative change;

WHEREAS the CSA VP External attended and participated in the student leaders round table to inform the development of the Our Campus, Our Safety Action Plan;

WHEREAS The Courage to Act report captures promising practices, key policy areas, and prevention plans as a foundational framework to address and prevent gender-based violence at post-secondary institutions across Canada;

WHEREAS student organizations across the country are being asked to endorse the Action Plan assembled by Possibility Seeds' Courage to Act Project;

WHEREAS the 10 calls to action to address and prevent sexual violence on campus align with the values and work that the CSA strives to achieve for our undergraduate students and campus community;

BE IT RESOLVED that the CSA endorse the Our Campus, Our Safety Action Plan;

AND FURTHER That the CSA submit our logo to Possibility Seeds ensuring our endorsement is recognized.

Jena-Lee Ashley: This is a really cool report. The work for it started in 2019, so it's been a while to get it going. But there's 10 calls to action. Four at the university level and the rest are federal and provincial levels of government, just because there haven't been policies in place in the past for sexual and gender-based violence, specifically on campuses. Nicole presented this report to the Sexual Violence Advisory Committee for students when I was off sick, then I was able to present it at the committee on preventing and addressing sexual violence. The University is working with Possibility Seeds to review their policy now. They want student unions to endorse it to help raise awareness and wants our logo on it. Our name is kind of already on it as an author because I went to the roundtable for it and having our logo on it would be nice. And, of course, we want your opinion on that because we don't want to add our logo to anything without approval from the Board.

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Nicole Walker: I will add that sexual and gender-based violence is an issue on all campuses. We had reports of it last year, and this year already as well. So, this is an ongoing issue on our campus that affects our students that we want to address, this helps provide a plan for advocacy and efforts with the CFS and being able to lobby to the different levels of government as well.

Moved: Anthony Pereira

Seconded: Michaela Hishon

Motion Carried

7.12 New Business

No new business was presented at this meeting.

7.13 Announcements

Colleen Bovay: No real announcements for me. I'm excited to get the Policy and Bylaw Review Committee started for this semester at some point soon.

Nicole Walker: I'll just do a quick personal update because I'm really tired because my flight got in after one this morning and I wasn't back in Guelph until about three. I was in Vancouver visiting friends for Thanksgiving. I did 5 hiking trails in four days and walked over 50 km. I saw starfish and baby seals and got to swim in the ocean and climb mountains in the same day. I really love it out West and had a great time and feel refreshed. It's quite an experience and I think everyone needs to visit BC!

Jena-Lee Ashley: I stayed home this weekend because I'm still sick and was asked not to join thanksgiving dinner. I didn't mind though because I got to stay home and play video games!

Mason Friebe: I went home for the weekend, and I hope everyone had a great Thanksgiving!

Isha Maharaj: The ISA sale was very successful, and I got to see Mr. Chair in civilian clothing, which was a wild experience! He left with a tray of goods. Overall, it worked really well. To touch on what Nicole said, I also love BC. I went there with my family this summer and still talk about it. It's also that time of year where dogs are allergic to everything outside, so my vet advised me to drive them everywhere. And there are a bunch of really cool ISA events that are coming up because it's festive season! For my family, we don't celebrate Thanksgiving, but we are starting to deep clean the house very thoroughly.

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You'd think we were selling our house, that's how clean it is! If you've seen my Instagram, you'll see the promo that my partner made for upcoming Diwali events. I'm obsessed with it! He's amazing and CGI'd everything from scratch. So definitely keep an eye out for more about that. I woke up at 3 am with my mom to eat food and fasted all day.

Varnika Karavadi: Our cricket event was great! Four organizations connected to make this happen. It was long and exhausting, but it was great. Isha is really the one who pulled it together. Otherwise, I have nothing going on. I'm doing my job and doing my classes. I have connections back home that I try to keep up with, just trying to maintain that balance. Oh, and the ISO has a pizza games night event tomorrow, so that will be fun!

Kelly Ruigrok: So, the SFOAC had Career Week last week which was great. We had some networking opportunities, resume building, and a career fair. The turnout was great! Thanksgiving was nice.

Anthony Pereira: Interhall elections are going on. It's hard to get people to run and vote in these things but we're getting there. I got to see the Weeknd in concert finally which was great. Went home for Thanksgiving, got to work, and make some money!

Michaela Hishon: CEPSSC isn't doing much right now, just reacquainting ourselves with being in-person. Our entire Executive team is new except for our president, so it's been an exciting process and we're all learning lots which is great. Otherwise, classes are overwhelming. I wrote a midterm today. I don't like Thanksgiving, so I didn't have a good one. My dogs are great, so it was nice to go home to see them.

Martha Yiridoe: For the GBSA, we've been having lengthy discussions about the vandalism in the Landscape Architecture Building a couple weeks ago, where they had antisemitic and anti-black messaging. The school emailed us to tell us about it and we are working on writing a response to it. On a lighter note, Thanksgiving was okay. I went home, I had a wedding to go to. School is schooling.

Jake Levy: The span of time from the end of September through October is a time where the majority of Jewish holidays are held, so in the last 3 weeks I had to go to synagogue for about seven hours a day for two days, and eat apples and honey, it was a really fun couple of days. Then a week later we had a holiday where I wasn't allowed to eat anything which sucked. And I was in synagogue for most of it, though I got a two-hour break in the middle. So that was fun. These past couple of days, we had a holiday where we build huts, eat

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in them, and shake plants. I really wish I could explain it better than that but to keep it short there are reasons. Also, hockey starts in a few minutes, so I'm really excited about that.

Mauricio Fernandez: Nothing exciting. I was just working all weekend and seeing family.

Kandace Blaker: My weekend was fine. It was my boyfriend's birthday last weekend, and he got tickets to the game on Saturday, so that's where I was. I'm sorry to all you baseball fans, but baseball is a waste of time. It was awful. I'm afraid of heights and it was a terrible loss, so I was made to understand. Every time I thought people would cheer, they boo'ed, and vice versa. I'm very much looking forward to hockey starting so I can be done with baseball.

Cameron Oleson: Support given to an on-campus student organization who was having a fundraiser, and I was passing by on my way home. Beyond that, holidays were good and I'm glad to see everyone on campus.

7.14 In Camera

No In Camera session was held at this meeting.

7.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 7 on October 12, 2022 be adjourned at 7:29 pm.

Moved: Anthony Pereira

Seconded: Michaela Hishon

Motion carried

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Approved by the Board of Directors

Date: October 12, 2022

Signed: _____

Date: _____

Cameron Olesen
Board Chair

Signed: _____

Date: _____

Colleen Bovay
Policy & Transition Coordinator

Motion

Board of Directors Meeting # 9
November 2, 2022



Item 9.5
Approval of Past Board Minutes

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

9.5.1	CSA Board Meeting # 7	October 12, 2022
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Moved:
Seconded:

Motion

Board of Directors Meeting # 9
November 2, 2022



Item 9.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
9.6.1	Meeting # 9	August 25, 2022
9.6.2	Meeting # 10	September 19, 2022
9.6.3	Meeting # 11	September 23, 2022

Moved:

Seconded:

Minutes

Executive Committee Meeting (ECM)
Meeting #9 – August 25, 2022 – 10:30 am
CSA Boardroom



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

Regrets: None

Guests: Earl Evans, Interim Policy & Transition Manager

1.0 Call to Order @ 10:30 am

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Meeting #8 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Hiring: Currently in the process of hiring our Policy & Transition Coordinator (PTC) position. Hiring for the PTC should be finalized by the end of this week. Wrapped up the Assistant Returning Officer (ARO) hiring, and the successful hire starts Tuesday, September 6, 2022. Currently hiring for the Clubs Programming Coordinator role and hope to extend a job offer by the end of this week.

5.1.2 Supervisory

Elections: Currently having weekly elections meetings in preparation for the Fall By-Election. Nominations open September 12, and the CRO is finalizing the nomination packages that will be received by the Board August 31 as information. I am finalizing the elections promotions strategy that will also be brought forward to the board. This includes in-person recruitment efforts during O-Week, Clubs Days, and intentionally tabling in spaces with consistent student traffic and areas on campus where there are Board Director vacancies (i.e., OVC, OAC, CBS, etc.).

5.1.3 Committees

Minutes

Executive Committee Meeting (ECM)
Meeting #9 – August 25, 2022 – 10:30 am
CSA Boardroom



Compulsory Fees Committee: The Compulsory Fees Committee (CFC) working group finalized language for the new CFC Protocol, as per the directive of the Ministry of Universities and Colleges. The working group contained members of the CSA (the CSA President) and the GSA. The final protocol is being endorsed by the CSA and GSA, and then being submitted to the Board of Governors for approval.

University of Guelph Strategic Refresh Consultation: The CSA and GSA Executive were invited to a follow up meeting with the Office of the President to provide a student perspective and feedback on the Strategic Refresh that is underway. One area of concern expressed was the lack of student consultation that took place, since a lot of student engagement efforts was done over the summer. The CSA recommended they extend the student consultation into the fall semester to have more student input, separate the consultation into specific topics, and peer-to-peer engagement around the strategic refresh.

PDR Committee: The committee was unable to meet since all members were not in attendance for the first meeting and orientation. As such, the four applications submitted were moved to the first meeting of the fall semester and will be prioritized over the September applications. Individuals who submitted applications were notified of this change.

5.2 ~~VP Student Experience~~ (Vacant)

5.3 VP Academic

5.3.1 Supervisory

SHAC: I will be meeting with SHAC in-person to check-in about the Guelph Wellington Legal Clinic (GWLC) and plan for their O-Week events.

5.3.2 Committees

LINC: Met with the LINC Program Steering Committee, discussed student involvement and coordination in the project as things are developed, implemented and as they seek feedback; mostly surveys, and focus groups for consultation. Provided Brian the contact info for the Student Executive Council.

CRC: Met with CRC and they're happy to announce the completion of the new approval system that is live and online. Without prior experience, I'm not overly familiar with the former system, however,

Minutes

Executive Committee Meeting (ECM)
Meeting #9 – August 25, 2022 – 10:30 am
CSA Boardroom



this new system appears to be way more efficient. We only approved a few course changes that meeting but got to go over the site and plan for further usage.

5.3.3 Miscellaneous

TEA: Updated the document for Teaching Excellence Award. Pending a response from Student Experience as to when they are hosting their Awards Banquet if at all in March, but I am hoping to promote the award every month beginning in November.

5.4 VP External

5.4.1 Supervisory

Bike Centre: Still not open, completed one interview with Hiring Committee on August 24th.

FoodBank: Letter from the CSA President went out on August 2nd highlighting the changes at the FoodBank effective September 1st. The FoodBank will be closed to visitors through the first week of September to allow the FoodBank Coordinator to prepare for the changes. Guelph Transit was able to add an invisible bus stop after we met with them outside of a downtown food bank, and we will be encouraging those with dependents to look into this as an alternative.

5.4.2 Committees

CSA/GSA Transit Committee: Met Aug 22 to discuss Late Night Bus Service

Bike Centre Coordinator Hiring Committee: Met Aug 22

Town and Gown Committee: Met Aug 24

5.4.3 Miscellaneous

Ontario General Meeting: Aug 15-18, campaigns sub-committee, CFSON elections forum

Municipal Elections: Meeting this afternoon with David Mullock to discuss how we can engage students to vote in this election. Advanced polls in PCH.

Food Security, Students at UofG: Basil plants have 3 weeks left

CFSON at Start International: I have 2 folks from CFSON attending the community BBQ with ipads to promote ISIC cards and register students on the spot!

6.0 Business

Minutes

Executive Committee Meeting (ECM)
Meeting #9 – August 25, 2022 – 10:30 am
CSA Boardroom



-
- 6.1 Executive Transition:** The PTM presented an initial draft of Executive Transition & Training timeline (April 2023) to the committee for our feedback. The Executive provided feedback on the timeline that will be incorporated and given to the incoming PTC to continue working on.
- 6.2 Code of Conduct & Confidentiality Agreement:** Our Policy & Transition Manager reviewed the updated Board Director Code of Conduct and Confidentiality Agreement with the Executive, prior to sending it out to the Board of Directors. The Executive each signed the Confidentiality Agreement.
- 6.3 Executive Swag – Update:** The Executive finalized their swag items for the year, which include tie dye bucket hat/baseball cap, executive position buttons, and tie dye fanny packs to go with the CSA's vibe for the year. The swag items were ordered and will arrive prior to the start of O-Week.

7.0 New Business

7.1 Committee Appointments: Judicial Services

The Executive discussed which executive member should sit on the Judicial Services Committee. After reviewing Appendix A in the CSA's Policy & Bylaw Manual, it was determined the VP Academic will sit on Judicial Services, with the alternate member decided by the Executive Committee as the VP External.

- 7.2 CSA/VPSA Meeting Update – Support to Faculty:** During our meeting with the Vice-Provost Student Affairs (VPSA), the executive discussed various avenues in which students can receive support on campus. This discussion arose following a conversation about mandatory training for students to complete, including Mental Health Training, Sexual & Gender-Based Violence, Principles of Belonging, and Positive Space Training. The Executive were curious of the training requirements for staff & faculty, in order to understand various issues affecting students, and refer students to the correct support. The VPSA recommended that the CSA Executive could meet with the Faculty Union at a subsequent meeting to inquire about training faculty receive related to supporting students. Unfortunately, the Executive did not have time to discuss this agenda item and it will be tabled to a future meeting.

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 12:30 pm

Next Meeting: September 19, 2022

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – September 19, 2022 – 10:30 am

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 @ 10:30 am

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

4.0 Approval of the Previous Executive Committee Minutes

Although ECM minutes #9 is outstanding for approval, the Executive Committee is unable to approve the minutes since the University IT Incident has prevented the CSA from accessing their G:Drive, which contains the meeting minutes.

5.0 Executive Updates

5.1 President

5.1.1 Orientation Week

Orientation Week went amazing! The CSA ran so many events and initiatives, in which I was excited to introduce the bands for block party. The social media was good for engaging with students, and it was exciting to finally be back in person with students. I look forward to continuing the positive energy and vibes as we look for opportunities throughout the year to engage students.

5.1.2 HR/Operations Update

CSA All-Staff Meetings Prep: In the lead up to our first All-Staff Meetings of the year, there was a lot of intentional planning with the Office Manager & Executive Support and the Business Manager for developing the agenda to ensure that certain training requirements for staff (Fire/ Emergency Evacuation Training) were met. The first set of All-Staff meetings I will be chairing will be taking place Wednesday, September 21 and Thursday, September 22.

5.1.3 Supervisory

CSA Elections: Our nominations for elections opened on Monday, September 12, 2022. During O-Week events, student signed up to

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – September 19, 2022 – 10:30 am

CSA Boardroom



be on an email list specific to involvement opportunities with the CSA. We gathered over 125+ interested students that we reached out to about the elections. Additionally, CSA Executive and enthusiastic Board Members tabled in various locations on campus to promote the CSA and the elections, including 12 hours across 2 days at CSA Clubs Days!

5.1.4 Committees:

Student Executive Council (SEC): SEC is a biweekly forum where the leaders from the College Governments, Interhall Council, Student Senate Caucus, GSA, and CSA meet to discuss issues affecting students, promote organization initiatives, and discuss inter-organizational collaborations throughout the year. Our first meeting was Thursday, September 15. I am excited to be hosting the meeting on September 29 at the CSA Office!

5.2 ~~VP Student Experience~~ (Vacant)

5.3 VP Academic

5.3.1 Updates

International Students: As of recently, I've been told there is a number of international students still unable to get into Canada due to their VISA's and so they may, unfortunately, face deferrals. If not that, then they will likely be forced to take their first year online via DE courses. Hoping to find out more about this and how it may be affecting them, including the housing situation/waitlist.

Course Outlines: I have heard concerns regarding course outlines and the requirements for them, as the late policy is sometimes excluded which means department chairs might not be reviewing them to the degree necessary to maintain a good quality syllabus. I will be looking into these procedures and find out what really is the standard for these governing documents policy-wise.

5.3.2 Projects/Activities:

Student Memorial Service: I've for the most part been working on the Student Memorial Service; invitations/preparation.

CSA Elections Tabling: The Executive have completed a lot of tabling for the CSA elections.

Teaching Excellence Award: I've learned that Student Experience no longer hosts their annual award ceremony, in which our award has historically been presented at. Currently looking into alternative

Minutes

Executive Committee Meeting (ECM)

Meeting #10 – September 19, 2022 – 10:30 am

CSA Boardroom



places to present like possibly our AGM. Hoping to possibly promote the nominations monthly starting in November.

5.4 VP External

5.4.1 Supervisory

FoodBank: The FoodBank re-opened on September 12 following the dependent changes that were made. Complaints are to be directed to myself or the GSA VP External.

Bike Centre: New Bike Centre Coordinator (Paige) started today, I was able to introduce them to the Bike Centre Assistant (Ryder), and Paige will be meeting with Mel this week to discuss the re-opening promo.

5.4.2 Committees

FoodBank Hiring Committee: Held interviews during O-Week and hired a successful candidate for the second FoodBank Assistant position.

Transit Advisory Committee: Met on September 15. They are short transit operators and are working to hire and train more employees. A few electric busses are arriving late December/early January. Planning to receive 8 more by end of 2023.

Sexual Violence Advisory Committee: Meets on Thursday, will be discussing the Our Campus, Our Safety Action Plan.

6.0 Business

There were no business items to discuss at this meeting.

7.0 New Business

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 11:30 pm

Next Meeting: September 23, 2022

Minutes

Executive Committee Meeting (ECM)
Meeting #11 – September 23, 2022 – 3:30 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 @ 3:30 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

The nomination period was extended from September 16 to September 21 in an effort to recruit as many candidates for the Fall By-Election as possible. The next Board Meeting following the close of the nomination period is not until October 5, which requires the Executive Committee to review and approve the slate on candidates for the Fall By-Election. This ECM is a special meeting specifically for approving the Fall 2022 By-Election candidates, and as such, no executive updates were provided at this meeting.

4.0 Approval of the Previous Executive Committee Minutes

Due to the University IT Incident, the CSA remains unable to access the G:Drive, which includes the ECM Minutes and formatting documents. As such, ECM Minutes #9 and #10 remain outstanding for approval at a future meeting.

5.0 Executive Updates

5.1 President

No updates were provided.

5.2 ~~VP Student Experience (Vacant)~~

5.3 VP Academic

No updates were provided.

5.4 VP External

No updates were provided.

6.0 Business

6.1 Ratifying Fall 2022 By-Election Candidates

Minutes

Executive Committee Meeting (ECM)

Meeting #11 – September 23, 2022 – 3:30 pm

CSA Boardroom



WHEREAS: Appendix G – Electoral, Section 4.1.5 states: “The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nominations, the Executive Committee is empowered to ratify the list of candidates;”

WHEREAS: Due to a high number of interested candidates but a low number of individuals who submitted a completed candidate’s package at the end of the initial nomination deadline of September 16, 2022, the elections team decided it was in the best interest for a successful election to extend the nomination deadline to September 21, 2022;

WHEREAS: The timing of the extended nomination deadline did not align with the September 21, 2022 Board Meeting timelines; and

WHEREAS: The next Board Meeting is scheduled for October 5, 2022, which is outside the seven-day deadline and as such, the Executive Committee is empowered to ratify the list of candidates.

MOTION: To ratify the Fall By-Election Candidate List as presented in the document provided by the Chief Returning Officer:

Vice President of Student Experience

- Angel Culmer

Board of Directors

College of Arts (2 Vacancies)

- No candidates

College of Biological Sciences (1 Vacancy)

- Simran Kalra

College of Engineering and Physical Sciences (1 Vacancy)

- Marcus Aldre-Ganhan
- Blair Curtis
- Jesse Varkul

College of Social and Applied Human Sciences (2 Vacancies)

- Jacob Miller
- Ella Odeh

Minutes

Executive Committee Meeting (ECM)
Meeting #11 – September 23, 2022 – 3:30 pm
CSA Boardroom



Ontario Agricultural College (1 Vacancy)

- No candidates

Ontario Veterinary College (2 Vacancies)

- No candidates

The Executive unanimously voted in favour of the motion to ratify the Fall By-Election Candidate list.

7.0 New Business

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 3:45 pm

Next Meeting: Oct 3, 2022

Item 9.7
Executive Updates

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

9.7.1	President	October 19, 2022
9.7.2	VP Student Experience (vacant)	
9.7.3	VP Academic	October 19, 2022
9.7.4	VP External	October 19, 2022

Moved:
Seconded:

Executive Update

President

October 19, 2022



Hello Board of Directors,

General Update:

I wanted to share with you all that I had the honour of speaking on behalf of our undergraduate students at the Student Memorial Service this past Friday. The Student Memorial Service was started 16 years ago as a way to honour the students who passed away during the previous academic year. Family and friends of the students who have passed attend the service, where there is a tree dedicated in the arboretum to those students. This was my second time speaking at the memorial service, and both services have been a truly special moment that the CSA is responsible for organizing.

With our elections wrapping up, I wanted to give a warm welcome and congratulations to our newest members of our CSA Board of Directors – Simran (CBS), Jesse (CEPS), Jacob Miller (CSAHS), and Ella (CSAHS)! I am excited that our Board is gaining more student leaders!!

Ongoing Projects:

Fall 2022 By-Elections: Our voting period for elections was extended from October 7 to October 14, in which we achieved quorum for all three colleges (CSAHS, CEPS & CBS). We are excited to fill four of our director positions and look to begin the appointment process for vacancies in elected director positions. Unfortunately, the VP Student Experience (VPSE) candidate withdrew from the election. With three unsuccessful elections to fill the VPSE vacancy, the position will remain vacant for the remainder of the 2022-23 term.

Hiring: I am excited to share that the Business Office Assistant and Front Office Assistant committees were successful. We have hired one individual for each position. Thank you to Ana-Maria and Varnika for your help on these hiring committees!

Newsletter: The CSA released its October edition of our monthly newsletter, titled “Vibe Check” and it did help with increasing the number of students who opened the newsletter. We are looking at reviewing how to improve engagement with our newsletter (aka a contest embedded in the newsletter, a social media contest, tabling in the UC to hype up our newsletter, or converting our newsletters to a monthly social media update post). We are currently working on the November edition of our newsletter.

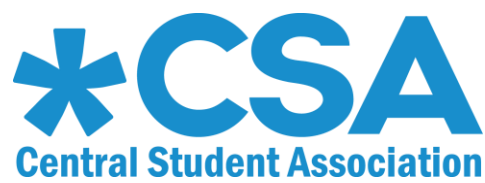
Committees:

Student Budget Committee (SBC): The SBC is a forum for ongoing consultation with students during the University budget development process. Student leaders review and provide feedback on areas of the University’s budget, while considering key issues

Executive Update

President

October 19, 2022



impacting students. Our orientation meeting was on October 7, in which we reviewed the list of budgets/presenters, inquired about adding additional departments, and reviewed the Stop/Start/Continue Feedback format. The SBC has been evolving over the years in its purpose, and as such, I will be working with Jessica Westlake to update the mandate section of the terms of reference to include student issues informing the University's budget. Lastly, I will be taking the lead/co-lead for the presentation and report and am planning on adding a student issues section to share with the Board of Governors Finance Committee. I intend on bringing back pertinent discussion items to our CSA Board of Directors to bring forward at the SBC and include in the presentation.

Student Executive Council (SEC): I hosted SEC on Thursday, September 20 at the CSA office! SEC is an opportunity for the various primary student organizations to discuss issues affecting students, discuss campus collaborations, and more. We have been having great discussions around student issues, which will guide our collective advocacy efforts for the year. I am excited to be taking the lead for planning a Student Leadership Day Fair, where students can explore the different leadership positions to get involved in on campus for the upcoming academic year. It will be the first event of its kind on campus in an effort to increase student leadership involvement on campus!

UC Board: Our first meeting was September 20, in which I was elected as the UC Board chair for this year. I have a check-in meeting regarding the UC Working agreement with VP Finance Sharmilla next week. I will keep everyone updated on the progress of those discussions. I am also in the process of recruiting undergraduate members to fill 2 positions and 5 alternate positions on the UC Board.

Petitions, Delegations, and Representations (PDR): Award letters for the first PDR deadline have been completed and sent out. I am super excited for all the events groups will be able to run!! The second deadline for PDR funding requests is tonight at 11:59 pm. The PDR meeting will be taking place on Wednesday, October 26 at 6 PM. Just a reminder to please RSVP if you haven't already!

Services:

Bike Centre Re-Opening: We are proud to share that our Bike Centre will be re-opening to students for appointments October 19. The hours of operation can be found on our website at: <https://csaonline.ca/bike-centre>

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

With support & positive vibes,

Nicole Walker

Executive Update

VP Academic

October 19th, 2022



General Update:

Hey everyone!

Over the last week or so I've received an update on the University's plan for Internationalization. Essentially, the university has had a plan in place to increase the proportion of international students on campus for a few years now, but due to the pandemic was unable to hit their international student targets this year, which led to the increase in domestic students. Currently, I've been told we have 3.5% to 4% of our student population as international students, which is among the lowest in Canada. The plan is to increase this number to 12% over the next 3 years. In doing so, they hope to create more paid Undergraduate Teaching Assistant (UTA) positions and expand on certain supports/programs. The university has both its' fiscal and academic/community reasons for this plan that revolve around the university's goal of "Global Understanding", and the concerns with government funding. I'm told we're in a large deficit currently, as with inflation, our costs are going up and our domestic student subsidy has flat lined for some time. I am happy to provide more on this plan and situation as I receive more information, but we're hoping it doesn't cause for necessary cuts to budgets among other potential outcomes.

On another note, the annual Student Memorial Service as of Friday has concluded and now project-wise, I will be focusing on our collaborative event with the Fine Arts Network, for the Art in the Bullring event, and the Teaching Excellence Award, among other academic initiatives, like re-visiting course outline policies.

Finally, further to an issue discussed a few weeks ago regarding international students that, due to their VISA's, they were unable to come to campus this fall; it seems approximately 30 were forced to defer, whereas before we were talking over 100. So, either they made it in or selected Distance Education courses for their first year. I'm hoping to receive updates on the numbers soon and how this may have affected our residence waitlist, that was over 70 students long.

Mason Friebe, VP Academic

Executive Update

VP External

October 19th, 2022



Hi Folks,

General Update:

Please enjoy a spooky season joke 😊

#DadJokes

Why don't skeletons ever go trick or treating? Because they have no body to go with.

It has only been one week since our last meeting together, therefore, I will not have a whole lot to update you folks on. I have been putting a social media calendar together to stay more on top of posting on our Instagram. If anyone has any holidays/solidarity dates that you want to see on our Instagram, just reach out to me and I can get something together!

Ongoing Projects:

CSA Social Media Calendar: I was thinking this could be used by future executives to see what has been done in the past. It includes dates, occasions, examples, and external references.

Services:

Bike Centre: Re-opened today! (October 19th). Paige, our Bike Centre Coordinator, has done a wonderful job preparing the centre for re-opening and started booking appointments last week.

Jena-Lee Ashley, VP External

Hiring Committee Report

Business Office Assistant

November 2, 2022



Item 9.10.1

Hiring Committee Report

Business Office Assistant

Posting Date: September 8, 2022

Closing Date: September 23, 2022

Hiring Committee Members:

Nicole Walker, President

Varnika Karavadi, Board Member

Lee Anne Clarke, Business Manager

Number of Applicants: 15

Number of Interviews: 3

Successful Candidate: Kayleigh Hannan

Start Date: October 4, 2022

MOTION: That the hiring of **Kayleigh Hannan** for the position of **Business Office Assistant** be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded:

Hiring Committee Report

Front Office Assistant

November 2, 2022



Item 9.10.2

Hiring Committee Report

Front Office Assistant

Posting Date: Thursday, September 1, 2022

Closing Date: Friday, September 16, 2022

Hiring Committee Members:

Nicole Walker, President

Ana-Maria Mercu, Board Member

Kandace Blaker, Office Manager & Executive Support

Number of Applicants: 8

Number of Interviews: 2

Successful Candidate: Amy Alfred

Start Date: Monday October 24, 2022

MOTION: That the hiring of **Amy Alfred** for the position of **Front Office Assistant** be approved, as recommended by the Hiring Committee.

Moved: Nicole Walker, President

Seconded:

Motion

Board of Directors Meeting # 9
November 2, 2022



Item 9.10.3
Petitions, Delegations, and Representations (PDR) Committee Minutes

MOTION: That the Minutes for the following Petitions, Delegations, and Representations Committee Meeting be received as information by the CSA Board of Directors:

Agenda Item #	Meeting #	Meeting Date
9.10.3	Meeting # 1	September 28, 2022

Moved:

Seconded:

Minutes

Petitions, Delegations, & Representations (PDR) Committee
Meeting #1 – September 28, 2022 – 6:00 pm
CSA Boardroom



Members: Nicole Walker (CSA President, Chair), Jena- Lee Ashley (VP External), Isha Maharaj (Board Member), Varnika Karavadi (Board Member), Daniel Neiterman (Board Member), Anthony Pereira (Board Member)

Attendees: Nicole Walker, Jena- Lee Ashley, Isha Maharaj, Varnika Karavadi, Anthony Pereira

Regrets: None

Absent: Daniel Neiterman

Guests: None

1.0 Welcome & Introductions

- i. The CSA President provided a land acknowledgement.

2.0 Adoption of the Agenda

a. Approve the Agenda

- i. The agenda was approved as presented.

b. Declarations of Conflicts

- i. No conflicts of interest were declared.

3.0 Comments from the Chair

- a. We will rotate who is doing the Land Acknowledgement at each meeting and I am looking for volunteers for the next meeting. Member Karavadi volunteered to provide the land acknowledgement at our meeting on Wednesday, October 26.
- b. Please RSVP to future PDR meetings – we need to know if there will be quorum.

4.0 Approval of the Previous Minutes

a. PDR Committee Minutes #4: February 7, 2022

- i. Minutes were approved as presented.

b. PDR Committee Minutes #5: March 11, 2022

- i. Minutes were approved as presented.

5.0 PDR Committee Orientation

a. Review of CSA PDR Policy Appendix A Sect 2.5

- i. Committee members read through the policy together. As per the committee's recommendation, a cheat sheet will be put together

Minutes

Petitions, Delegations, & Representations (PDR) Committee
Meeting #1 – September 28, 2022 – 6:00 pm
CSA Boardroom



summarizing the critical aspects of the PDR policy to reference when reviewing PDR Applications.

b. Review of PDR Deadlines

- i. Reviewed and discussed PDR Deadlines for the 2022-23 year.

6.0 Appointing a Vice-Chair & Scribe

- a. The committee unanimously voted to appoint Jena-Lee Ashley as the Vice-Chair and Scribe.

7.0 Review of the PDR Budget Line: \$10,000

- a. The committee reviewed PDR budget line and where in the CSA budget it can be found. A copy of the 2022-2023 CSA budget can be found on our website.

8.0 Review of PDR Applications – August 17, 2022 Deadline

a. 1 – Off Campus University Students (OCUS)

- i. **Funding Request:** \$135
- ii. **Committee Discussion:** The President had a discussion with the OCUS President and recalled the club no longer needed the funding for the event. However, the committee is awaiting written confirmation that OCUS is withdrawing their PDR application for this event.
- iii. **Decision:** The committee decided to table this application to the next meeting while awaiting confirmation from the group about next steps.

b. 2 – SciArt

- i. **Application:** Looking for funding to support their art supplies purchase for an event (Nature Identification and Sketching at the Arboretum) expecting 35 people during O-week. Have received funding before, just not this year. Also applied for Innovation funding.
- ii. **Budget:** Sketchpads (\$40); Pencils, sharpener, and erasers (\$20); Hand sanitizers and bug spray (\$20).
- iii. **Funding Request:** \$100
- iv. **Committee Discussion:** Overall, this seems like a reasonable request, the committee is leaning toward providing the funding for the event. Had a conversation that they also applied for Innovation Funding. Question was asked if we do conditional funding – we do.
- v. **Decision: Conditionally approved. If the group is approved for innovation funding, we will ask that they do not accept our**

Minutes

Petitions, Delegations, & Representations (PDR) Committee
Meeting #1 – September 28, 2022 – 6:00 pm
CSA Boardroom



funding and let them know they can re-apply for PDR funding for a future event this year.

c. 3 – Al-Zahra Student Association

- i. **Application:** Looking for funding to support the Club Promotional Initiative for their Arbaeen Event. New club, they have not received PDR funding before.
- ii. **Budget:** Food and Drinks (\$150); Treat Bags (\$125); Brochures and Quotes Cards (\$130); Posters (\$50)
- iii. **Funding Request:** \$500
- iv. **Committee Discussion:** Budget totaled to \$455, they are asking for a minimum of \$400 but a maximum of \$500 for the year. We do not typically provide the funding for the entire year for clubs to operate, it is normally awarded for specific events/initiatives. The committee discussed that partial funding could be an option. Suggested that we fund the Arbaeen Greeting event, treat bags and posters. In terms of sustainability, maybe we should not fund the brochures as this sort of promotional material can be distributed on social platforms.
- v. **Decision: The committee agreed that everything, but the posters should be funded. This would be a total of \$325.**

d. 4 – Guelph Mature Students Association (GMSA)

- i. **Application:** As part of their O-Week Welcome Initiative, GMSA requested funding for updating their space on the 5th floor to make sure the space is more welcoming to their students. They have already received \$150 from the innovation fund for coffee at a lounge tour event. The club collects \$5/semester for members but there were no fees collected during the pandemic.
- ii. **Budget:** Paint for walls (\$200); Paint for lockers (\$80); Putty and Wall Prep (\$25); Paint supplies (\$175); Blinds; (\$577+HST)
- iii. **Funding Request:** \$500
- iv. **Committee Discussion:** Had a discussion around other possible sources of funding for the group, for example, SLEF funding. Committee recognized they are an underrepresented group on campus, and they do not have access to a lot of funding opportunities right now.
- v. **Decision: Partial funding of \$300 for wall and locker paint.**

9.0 Review of PDR Applications – September 21, 2022 Deadline

a. 5 – Guelph Poets Society

Minutes

Petitions, Delegations, & Representations (PDR) Committee
Meeting #1 – September 28, 2022 – 6:00 pm
CSA Boardroom



- i. **Application:** Looking to secure funding for a clue solving based scavenger hunt where gift cards are rewarded to the winners. Roughly 25 students expected to attend the event.
- ii. **Budget:** Prize for O-week event (\$229.55); Signage (\$11.60); Object being searched for (\$4.52); Clues (\$19.31).
- iii. **Funding Request:** Requesting the total of \$264.98
- iv. **Committee Discussion:** They have submitted funding before, but currently unable to access the G:Drive which holds that information.
- v. **Decision: We want clarification about the prize for the o-week event and what the \$229.55 was for before we consider funding.**

b. Guelph Poets Society

- i. **Application:** Funding request for Subs and Clubs during O-Week
- ii. **Budget:** Signage (\$9.80); Amazon Gift Card (\$20)
- iii. **Funding Request:** \$29.80
- iv. **Committee Discussion:** We are unable to fund the Amazon gift card as we do not support unethical purchasing.
- v. **Decision: Partial funding, everything but the amazon gift card; \$9.80**

c. Future Dentists and Optometrists of Guelph (FDOG)

- i. **Application:** Looking to secure funding for Eyes and Teeth Trivia, an event where students can participate in person or online. They gave out gift cards and free pizza.
- ii. **Budget:** Gifts cards (\$55.00); Pizza through Hospitality (\$76.78)
- iii. **Funding Request:** \$131.78
- iv. **Committee Discussion:** They have received PDR funding in the past, just not this year. They gave us receipts where they only spent \$35 on gift cards, meaning their total spent is \$111.78
- v. **Decision: We agree to fund the amount spent, \$111.78**

d. Roots & Shoots

- i. **Application:** Looking to fund an event where students are able to contribute to helping the environment by picking up and cleaning up garbage around campus. The funds will go towards garbage bags and gloves.
- ii. **Budget:** Garbage bags & gloves (\$30.00)
- iii. **Funding Request:** \$30.00
- iv. **Committee Discussion:** Consensus that this is an easy event to contribute funding to, as the costs were reasonable, application and budget were completed and a great initiative to support our undergraduate students.

Minutes

Petitions, Delegations, & Representations (PDR) Committee
Meeting #1 – September 28, 2022 – 6:00 pm
CSA Boardroom



v. **Decision: We agree to fund the amount of \$30.00**

e. Roots & Shoots

- i. **Application:** Looking for funding to help with supplies for Subs and Clubs, a CSA event that took place on Johnston Green.
- ii. **Budget:** Lollipops, table cover, display board (\$18.08); Pictures for display board (\$1.20)
- iii. **Funding Request:** \$19.28
- iv. **Committee Discussion:** Good impact, low-cost event
- v. **Decision: We agree to fund the amount of \$19.28**

f. Roots & Shoots

- i. **Application:** Looking to fund a Kahoot Social event where questions are related to the club's initiatives and themes. Students have the opportunity to win a gift card as well as enjoy free snacks and pizza.
- ii. **Budget:** Pizza (\$80.00); Drinks, paper plates, napkins (\$30.00); Gift Card (\$25.00).
- iii. **Funding Request:** \$135.00
- iv. **Committee Discussion:** Received multiple awards for funding already, we love the previous low funding requests, however we need to be mindful that other groups also want/need funding for events.
- v. **Decision: We agree to fund this \$135.00, however we will request that they try applying for SLEF funding for future events if possible.**

g. Future Dentists and Optometrists of Guelph (FDOG)

- i. **Application:** Requesting funding for Clubs Days, they already requested funding for another o-week event.
- ii. **Budget:** Supplies for display (\$15.00)
- iii. **Funding Request:** \$9.05
- iv. **Committee Discussion:** Requested less than their budget – must have spent less than planned.
- v. **Decision: We agree to fund their request of \$9.05.**

h. CoBump

- i. **Application:** Looking to fund an end of semester event taking place at the Lookout: Rooftop Patio + Grad Lounge. CoBump is for undergraduate students to meet graduate student mentors to ask for advice on various grad-school related topics. This event is to

Minutes

Petitions, Delegations, & Representations (PDR) Committee
Meeting #1 – September 28, 2022 – 6:00 pm
CSA Boardroom



ensure undergraduate students leaving the program had a positive experience, and will consist of food, trivia, and prizes.

- ii. **Budget:** Rubix Cube (\$9.97); Scented Candle (\$14.97); Travel Mug (\$15.97); Bluetooth Speaker (14.98); Boardgame (\$19.93); Jigsaw puzzle (\$12.93); Chocolate bars (\$6.84)
- iii. **Funding Request:** \$100
- iv. **Committee Discussion:** Have received PDR funding before for the same event, applied for SLEF, received \$100 funding in the Winter semester. Funding goes towards prizes – they said they could hold the event without our funding.
- v. **Decision: Deny funding as they have other funding opportunities they could apply for and have applied for (SLEF, CBSSC, fundraising).**

i. Pakistani Students' Association

- i. **Application:** Looking for funding for a Lollywood movie and games night.
- ii. **Budget:** Food and Drinks (\$80.00); Napkins (\$30.00); Plates (\$30.00); HDMI/USB Cable (\$20.00); Gift Cards (\$40.00).
- iii. **Funding Request:** \$200
- iv. **Committee Discussion:** Have not submitted a request for funding for an event before.
- v. **Decision: We agree to fund (\$180.00) everything except the HDMI cables, we will let them know they can rent that through us.**

j. Medical Ethics Society

- i. **Application:** Looking to fund biweekly club meeting to discuss controversial topics. Estimated that there would be 50+ attendees and stated that in previous years they have had a lack of funding.
- ii. **Budget:** Equipment (\$200.00); Food and Beverages (\$200.00); Brass Taps (\$100.00); Brass Taps Drinks Tokens (\$350.00); Posters (\$100.00); Instagram Advertising (\$50.00); Gifts for Speakers (\$600.00); Streaming Platform (\$250.00)
- iii. **Funding Request:** \$500
- iv. **Committee Discussion:** We need more specific details on their budget. Is this one event or a series of events – also, is this their weekly exec meeting? Typically, we do not provide funding for a year's worth of events, but rather specific events or initiatives. Would we be funding equipment? Food and Beverages?
- v. **Decision: Follow up with them for more information before coming to a final decision.**

Minutes

Petitions, Delegations, & Representations (PDR) Committee
Meeting #1 – September 28, 2022 – 6:00 pm
CSA Boardroom



Next Meeting: Wednesday, October 26, 2022!

Information Report

Board of Directors Meeting # 9

November 2, 2022



Item 9.10.4

Summary of Committee Appointments

The following Summary of Committee Appointments is provided as information:

Elections Appeals Board

Appointed October 12, 2022

Michaela Hishon

Motion: That the **Summary of Committee Appointments**, as presented to the Board of Directors Meeting # 9 on November 2, 2022, be received as information.

Moved:

Seconded:

Motion

Board of Directors Meeting # 9
November 2, 2022



Item 9.11.1 Suspension of Electoral Policy

Note: Notice of this motion was given at the Board of Directors Meeting # 7 on Wednesday, October 12, 2022.

WHEREAS the CSA Policy Manual, Appendix G – Electoral, Section 4.2.1 c states that Director candidates for CSA elections must collect a minimum of 25 verified nomination signatures;

WHEREAS the previous nomination signature requirement for Director candidates in CSA elections was 10 verified signatures throughout the COVID-19 pandemic;

WHEREAS the nomination signature requirement was reviewed by the Policy & Bylaw Review Committee, in which a recommendation to increase the number of verified signatures from 10 to 25 for Fall 2022 was brought forward to the CSA Board of Directors and approved at the February 2, 2022 meeting;

WHEREAS the CSA has had considerable turnover in the Policy & Transition Coordinator position, formally known as the Policy & Transition Manager role which supports the Elections Office;

WHEREAS due to an oversight, the Fall 2022 By-Election Nomination Package was not updated to reflect the change in policy from 10 to 25 verified signatures for Director candidates;

WHEREAS the CSA Board of Directors received the Fall 2022 By-Election Director Nomination Package as information at the August 31, 2022 Board Meeting and included the 10-signature requirement for Director candidates,

WHEREAS the CSA Elections Office, CSA Board of Directors, and Director candidates were unaware of the changed requirement for 25 signatures;

WHEREAS the oversight was discovered after the conclusion of the nomination period for the Fall 2022 By-Election;

MOTION: that the CSA Board of Directors suspend Appendix G – Electoral, Section 4.2.1 of the CSA Policy Manual for the CSA Fall 2022 By-Election.

Moved: Nicole Walker, President

Seconded:



Elections Report

Fall 2022 By-Election

October 2022

Notes:

- The nomination period was extended from Friday September 16, 2022, to Wednesday September 21, 2022. See Nomination Period section.
- The voting period was extended from Friday, October 7, 2022, to Friday, October 14, 2022. See Voting section.
- Additional on-campus outreach was done using QR codes. There was an issue with the original QR Code, so it had to re-issued during the first day of voting. See Voting section.
- Following the CSA F22 By-Election, there are six vacancies. See Current Vacancies Sections.

Nomination Period

The original nomination period was set for Monday, September 12th to Friday, September 16th with the All-Candidates' Meeting taking place on Friday, September 16th. On Thursday, September 15th, the Elections Team decided to extend the Nominations Period until September 21st. This decision was made because of low numbers of nominees.

By the end of the nominations period, we had 16 interested nominees. Only 6 nomination packages were submitted in full by the prescribed deadline. One candidate withdrew from the election prior to the voting period.

The official list of Candidates was ratified by the Executive Board following the close of nominations.

Current Vacancies

Following the close of the F22 Nomination Period, the following positions remain vacant:

- College of Arts [2 vacancies]
- Ontario Veterinary College [2 vacancies]
- Ontario Agricultural College [1 vacancy]
- Vice President Student Experience

The Vice President Student Experience remains vacant following three attempts to fill the position. This position was open to nominees during the W22 General Election, the W22 By-Election, and the F22 By-Election. As this was the third attempt to fill the vacancy, the decision was made to leave the position vacant for the 2022/2023 year.

The Board of Directors vacancies will be filled via Director Appointments to take place during the Fall semester.

Recommendation: Reaching out directly to the OVC to get feedback from their students. Recommend the following: There has been limited OVC candidates and engagement in the last

several CSA elections.. Feedback from the students would be valuable to ensure the CSA is serving their best interests.

Signature Verification

The Assistant Returning Officer, Mohadeseh Arefanian, verified 100% of signatures submitted in the candidates' nomination package. All signatures were deemed valid.

Note: 10 signatures were collected on Director's behalf. This was an error as CSA Policy Manual, Appendix G, Section 4.2.1 c states Directors must collect 25 nomination signatures. This was brought to the Board of Directors' attention during their October 12th meeting, and notice was given for a motion to suspend this section of the Electoral Policy.–The motion to suspend Appendix G, Section 4.2.1 c of the CSA Policy Manual for the Fall 2022 By-Election will be brought forward at the November 2nd CSA Board of Directors Meeting.

Signature collection was done through Microsoft Forms, which gave candidates access to a custom link they could send to nominators. Candidates could request updates throughout the nomination process, at which time the CRO, Jewel Lindemann, would download the spreadsheet of responses and provide this information to the candidate.

Campaigning

For this election, it was decided to implement a Campaign Commitment Form. This was to increase the campaign efforts made by candidates. As part of the nomination package, candidates were required to sign a Campaign Commitment Form which outlined the number of posts to be shared during the campaigning period of the election.

Recommendation: Along with the Campaign Commitment Form, a campaigning guide should be created to assist candidates and act a resource. This can be created by the Elections Team, in collaboration with the Promotional Services & Graphic Design Coordinator to include resources on creating campaign material and opportunities to promote their campaign.

Voting Period

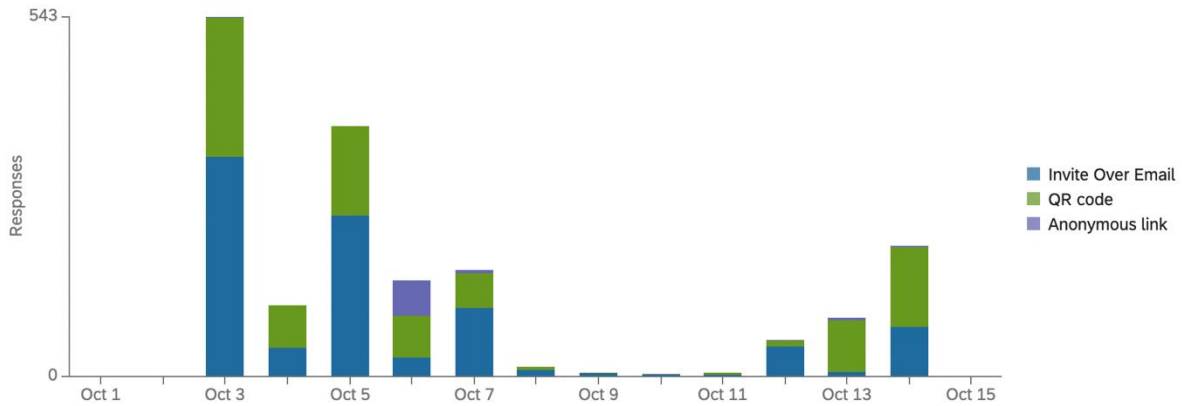
The original voting period was October 3rd to 7th. On October 6th, the Elections Team decided to extend voting by one week to ensure Quorum was reached. Following this decision, two CSA Ambassadors were hired to assist in promoting the election. They tabled with QR codes on October 13th and 14th, in which they successfully completed 3.5 hours of outreach each to help the elections reach quorum.

As a note, the original QR Code sent students to an incomplete version of the ballot. The reason for this is due to the fact that the ballot remains unpublished until voting opens to ensure an equitable election and ensure that all students have access to the ballot at the same time. The QR Code had been downloaded prior to the start of voting, which means it was redirecting students to an unpublished version of the ballot. The CRO provided a new QR Code and was able to reissue the ballot to any students who had not been able to vote as a result of the error.

Recommendation: The QR code should be downloaded after the ballot has been published.

Table: Voting Breakdown

Recent Responses



Email	QR Code	Anonymous Link
917 (52.9 %)	748 (43.2 %)	67 (3.8%)

Notes:

- Reminder emails were sent out on October 5, October 7, October 12, and October 14.
- The Fall Reading Day was on October 11, resulting in students being away from campus.
- Outreach days: October 13 and 14

Unofficial Election Results

Board of Directors

To calculate Quorum, we referenced the total number of surveys completed with the number of Undergraduate students who are members of said college. Please note, declined votes included students who either selected decline on a ballot or did not indicate their preference on a ballot, but had submitted their survey.

College of Biological Sciences: Quorum Met (11.58%)

There was one vacancy for CBS.

There was one candidate for the College of Biological Sciences: Simran Kalra. 567 votes were cast. The results are as follows:

- **Yes (In Favour of Candidate) - 514**
- No (Not In Favour of Candidate) - 38
- Decline - 12

Simran Kalra has been elected as a Director at Large for the College of Biological Sciences.

*College of Engineering and Physical Sciences: **Quorum Met (14.31%)***

There was one vacancy for the CEPS.

There were three candidates for the College of Engineering and Physical Sciences: Marcus Aldred-Ganhao, Blair Curtis, and Jesse Varkul. 473 votes were cast. The results are as follows:

- Marcus Aldred-Ganhao - 106
- Blair Curtis - 145
- **Jesse Varkul - 199**
- Decline - 23

Jesse Varkul has been elected as a Director at Large for the College of Engineering and Physical Sciences.

*College of Social and Applied Human Sciences: **Quorum Met (10.95%)***

There were two vacancies for the CSAHS.

There were two candidates for the College of Social and Applied Human Sciences: Jacob Miller, and Ella Odeh. 555 votes were cast. The results are as follows:

- **Jacob Miller - 249**
- **Ella Odeh - 293**
- Decline - 13

Jacob Miller and Ella Odeh have been elected as Directors at Large for the College of Social and Applied Human Sciences.

The following have been elected:

- Simran Kalra – Director at Large CBS
- Jesse Varkul – Director at Large CEPS
- Jacob Miller – Director at Large CSAHS
- Ella Odeh – Director at Large CSAHS

Election Promotions

Below is the Fall 2022 By-Election Promotional Strategy.

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	O-Week September 2-9	Social Media UC Banner Kiosk Resource Fair – Possibly	This is your CSA Why the election matters/is important for students to get involved Who is the CSA (educational campaign)

		a Bookmark/postcard to handout	
Nomination period	September 12-16	<p>Newsletter – Sept 12</p> <p>Digital Signage Social Media Kiosk Poster run Class talks</p> <p>Tabling + handing out CSA Swag UC banner Student Experience Newsletters Resharing By Student Organizations on social media MS Teams Channels</p> <p>Contact PSO’s and Housing Bullring Poster</p>	<p>Nominations open on September 12/now open</p> <p>How to run</p> <p>Explain positions available</p> <ul style="list-style-type: none"> - Board of Director - VP Student Experience <p>Explain what the positions do and why people should run for those positions</p>
Voting	October 3-7	<p>Tabling with Elections Ambassadors</p> <p>Newsletter – Oct 3</p> <p>Digital Signage Bullring Poster</p> <p>Open Mic night announcement Share info with campus partners</p> <p>Kiosk UC Banner Poster run</p> <p>Social Media (link tree) Table Talkers at the Bullring</p> <p>Table talkers & posters in clubsrooms</p> <p>CSA Swag (buttons that say “I voted in the CSA Elections” Signage at all</p>	<p>Voting now open</p> <p>How to vote (swipe graphic)</p> <p>Leave a space where we can add a graphic for a voting extension.</p> <p>Include messaging on social media for “Last day to vote”</p>

		our services, including front office Staff Meeting MS Teams Channels Student Experience NewsletterSandwich Boards Email SEC & student orgs	
Voting Extension	October 12-14	Social Media Sandwich BoardsUC Banner Poster Run Tabling	Voting Extended until October 14Vote now Why it's important to vote

Jewel Lindemann
Chief Returning Officer
October 27, 2022

Motion

Board of Directors Meeting # 9
November 2, 2022



Item 9.11.2
Fall 2022 By-Election Report and Ratification of Results

BE IT RESOLVED:

- a) that the Fall 2022 By-Election Report, as included in the November 2, 2022 board agenda package, be received as information;
- b) that the results of the Fall 2022 By-Election, as included in the By-Election Report, be ratified and declared official; and
- c) that the following Undergraduate Members be ratified as At-Large College Representatives on the 2022-23 CSA Board of Directors:

College of Biological Sciences	Simran Kalra
College of Engineering and Physical Sciences	Jesse Varkul
College of Social and Applied Human Sciences	Jacob Miller
College of Social and Applied Human Sciences	Ella Odeh

Moved: Nicole Walker, President

Seconded:

Motion

Board of Directors Meeting # 9
November 2, 2022



Item 9.11.3
Appoint Hiring Committee: Chief Returning Officer

WHEREAS the CSA recognizes the need to fill the staff position of the Chief Returning Officer (CRO) ahead of the Winter 2023 CSA General Election;

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

WHEREAS the position of CRO reports to and is supervised by the President;

BE IT RESOLVED:

- a) that the following CSA Director be appointed to the Hiring Committee for the position of Chief Returning Officer:

- b) that Nicole Walker, President, be appointed to the Hiring Committee for the position of Chief Returning Officer; and
- c) that Jewel Lindemann, Chief Returning Officer, be appointed to the Hiring Committee for this position.

Moved: Nicole Walker, President
Seconded:

Update

Board of Directors Meeting # 9
November 2, 2022



Item 9.11.4 Director Appointment Process Update

Current Director Vacancies

At-Large (Elected) Representatives

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

Member College Government Representatives

College Government	Number of Vacancies
Central Veterinary Student Association	1

Student Organization Representatives

Student Organization	Number of Vacancies
Guelph Resource Centre for Gender Empowerment and Diversity	1
Guelph Campus Co-op	1
Board of Governors	1

At-Large (Elected) Representatives

Policy Reference: Bylaw 2- Electoral, Section 2.3 – At-Large (Elected) Director Appointments

Appointment Process Summary:

- In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors.
- Requires 25 verified nomination signatures.
- 150-word written candidate statement of interest submitted to the Board.
- Board holds secret ballot. Options on ballot will mirror regular elections ballots with yes/no/decline options.
- Simple majority vote and ratification of successful candidates to follow voting.
- May conduct one more outreach campaign in January to fill remaining empty seats.

Update

Board of Directors Meeting # 9
November 2, 2022



Director Appointments Timeline:

- **Official Call-Out:** Monday, October 31
- **Directors conducting class talks (Minimum of 1 class talk per Director):** Monday, November 7, to Friday, November 18
- **Submission deadline:** Friday, November 18
- **Verification of signatures:** Wednesday, November 23
- **Reviewing candidate submissions and voting:** Wednesday, November 30, CSA Board of Directors Meeting

Motion

Board of Directors Meeting # 9
November 2, 2022



Item 9.11.4
Director Appointment Process Update

MOTION: that the following update regarding the Director Appointment Process to follow the Fall 2022 By-Election be received as information by the Board of Directors.

Moved: Nicole Walker, President
Seconded:

Motion

Board of Directors Meeting # 9
November 2, 2022



**Item 9.11.5
Appoint Policy & Bylaw Review Committee (PBRC)**

WHEREAS CSA Policy Manual Appendix D, Section 8.2.1 allows for any member of the CSA and/or member of the CSA Board of Directors to be a member of the PBRC;

WHEREAS CSA Policy Manual Appendix D, Section 8.2.4 states that the Policy & Transition Coordinator will be a ratified member of the PBRC; and

WHEREAS CSA Policy Manual Appendix D, Section 8.3.3 states that quorum for the PBRC shall be three ratified members, one of which must be a Director of the CSA;

BE IT RESOLVED that the following CSA Board of Directors Members be appointed to the Policy & Bylaw Review Committee for the 2022-23 academic year:

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

AND FURTHER that the following Executive Officer be appointed to the Policy & Bylaw Review Committee for the 2022-23 academic year:

Nicole Walker, President

Moved: Nicole Walker, President

Seconded:

See following pages for PBRC information.

Motion

Board of Directors Meeting # 9
November 2, 2022



CSA Policy Manual, Appendix D – CSA Committees

8.0 Policy and Bylaw Review Committee (PBRC)

8.1 Responsibilities

8.1.1 To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA Bylaws and Policies.

8.1.2 To develop draft bylaws and policies on said input for the CSA Board of Directors to accept, reject, or refer back to the PBRC with further recommendations.

8.1.3 To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.

8.1.4 To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.

8.1.5 To make spelling, grammar, and article numbering changes to the CSA Bylaws and Policies as necessary.

8.2 Membership

8.2.1 Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.

8.2.2 Any individual seeking membership will notify the Policy & Transition Manager. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.

8.2.3 Members who miss two meetings without regrets will be de-ratified from the committee.

8.2.4 The Policy & Transition Manager will be a ratified member of PBRC as per their job duties.

8.2.5 At any time, a member may resign from PBRC by notifying the Policy & Transition Manager.

Motion

Board of Directors Meeting # 9
November 2, 2022



8.3 Structure

8.3.1 The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and reduces any potential conflicts of interest. The Policy & Transition Manager is responsible for collecting discussion items and coordinating agenda preparation.

8.3.2 The PBRC minutes will be recorded by the Policy & Transition Manager. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

8.3.3 Quorum shall be three ratified members, one of which must be a Director of the CSA.

8.4 Decision Making

8.4.1 The PBRC will operate by consensus of ratified members; it is understood that the committee is open to examining other procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the PBRC will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.

8.5 Reporting

8.5.1 The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

8.5.2 Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

Motion

Board of Directors Meeting # 9
November 2, 2022



**Item 9.11.6
Appoint Members to University Centre (UC) Board**

WHEREAS it is the responsibility of the University Centre Board ('UC Board') to establish written policies respecting the use of facilities and management of space within the University Centre; to acknowledge the special requirements of user groups to manage their own activities within the spaces assigned to them, and to provide services for the University Community at large;

WHEREAS the UC Board is comprised of ten (10) students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) 'Alternates' appointed by the CSA Board of Directors;

WHEREAS 'Alternates' may fill temporary absences of regular members of the UC Board at Board meetings;

WHEREAS there are 2 vacancies to fill for CSA members on the UC Board; and

WHEREAS there are 4 vacancies to fill for Alternates on the UC Board;

BE IT RESOLVED that the following CSA Members be appointed to the UC Board for a term including the remainder of the 2022-23 academic year, and for the 2023-24 academic year:

AND FURTHER that the following CSA Members be appointed as Alternates for the UC Board for a term including the remainder of the 2022-23 academic year, and for the 2023-24 academic year:

Moved: Nicole Walker, President
Seconded:

Motion

Board of Directors Meeting # 9
November 2, 2022



**Item 9.11.7
Appoint Standing Referendum Committee**

WHEREAS the CSA Policy Manual, Appendix G – Electoral, Section 7.1 states that a Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of a forthcoming referendum question submission;

WHEREAS the CSA Elections Team has knowledge of forthcoming referendum question submissions for the Winter 2023 General Election;

WHEREAS the CSA Policy Manual, Appendix G – Electoral, Section 7.2.1 states that the Standing Referendum Committee (SRC) shall be comprised of the Chief Returning Officer and at least two Directors;

WHEREAS the CSA Policy Manual does not restrict membership of the Standing Referendum Committee (SRO) to only the Chief Returning Officer and two CSA Directors;

WHEREAS the CSA President and the Policy & Transition Coordinator (PTC) are members of the CSA Elections Team; and

WHEREAS the President and PTC are knowledgeable of applicable referendum policy and can be a resource in evaluating the wording of referendum questions;

BE IT RESOLVED

- a) That the following CSA Directors be appointed to the Standing Referendum Committee:

- b) That Nicole Walker, President, be appointed to the Standing Referendum Committee; and
- c) That Colleen Bovay, Policy & Transition Coordinator, be appointed to the Standing Referendum Committee.

Moved: Nicole Walker, President
Seconded:

See following page for SRO information.

Motion

Board of Directors Meeting # 9
November 2, 2022



CSA Policy Manual, Appendix G – Electoral

7.0. Standing Referendum Committee

7.1. A Standing Referendum Committee (SRC) shall be struck by the Board of Directors upon the submission, or knowledge of forthcoming referendum question submissions.

7.2. The SRC shall:

- a) Be comprised of the Chief Returning Officer and at least two Directors.
- b) Receive all submitted referendum questions from the CSA Elections Office.
- c) Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks.
- d) Determine the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- e) Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

Motion

Board of Directors Meeting # 9

November 2, 2022



Item 9.15 Adjournment

MOTION: That the CSA Board of Directors Meeting # 9 on November 2, 2022 be adjourned at pm.

Moved:

Seconded: