

# AGENDA

Board of Directors Meeting # 1

May 31, 2023 – 6:00 pm



## Agenda – May 31, 2023

<b>1.0</b>	<b>Call to Order</b>	
<b>1.1</b>	<b>Land Acknowledgement</b> Samar Tariq, VP External	
<b>1.2</b>	<b>Adoption of the Agenda</b> 1.2.1 Approve the Agenda 1.2.2 Declarations of Conflicts	1
<b>1.3</b>	<b>Ratifications and De-Ratifications</b> 1.3.1 Ratify Appointed Directors	2
<b>1.4</b>	<b>Comments from the Chair</b> 1.4.1 Introductions and Pronouns	
<b>1.5</b>	<b>Approval of Past Minutes</b>	
<b>1.6</b>	<b>Executive Committee Minutes</b> 1.6.1 Meeting # 26 – March 13, 2023 1.6.2 Meeting # 27 – March 22, 2023 1.6.3 Meeting # 28 – April 12, 2023 1.6.4 Meeting # 29 – April 21, 2023 1.6.5 Meeting # 1 – May 9, 2023	3 4 6 9 13 15
<b>1.7</b>	<b>Executive Updates</b> 1.7.1 President – May 31, 2023 1.7.2 VP Student Experience (vacant) 1.7.3 VP Academic – May 31, 2023 1.7.4 VP External – May 31, 2023	21 22  24 25
<b>1.8</b>	<b>Director Reports</b>	
<b>1.9</b>	<b>CSA Service Update and Report</b>	
<b>1.10</b>	<b>Committee Updates and Reports</b> 1.10.1 Hiring Committee Report: Bike Centre Coordinator 1.10.2 Hiring Committee Report: Poster Runner 1.10.3 Hiring Committee Report: Promotional Services Coordinator	27 28 29
<b>1.11</b>	<b>Business</b> 1.11.1 Sustainability Action Fund Presentation – Samantha Casey, Communications & Engagement Coordinator 1.11.2 Appoint Members to Sustainability Action Fund (SAF) Working Group 1.11.3 Appoint Directors to the UC Board Member Selection Committee 1.11.4 Appoint Members to Late Payment and Reinstatement Fee Appeals Committee 1.11.5 Appoint Policy and Bylaw Review Committee 1.11.6 Proposed Dates for PDR Deadlines and Meetings 1.11.7 Update Terms of Reference and Appoint Members to Student Affordable Housing Taskforce	30 31 32 34 35 38 39

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<b>1.12</b>	<b>New Business</b> 1.12.1	
<b>1.13</b>	<b>Announcements</b>	
<b>1.14</b>	<b>In Camera Session</b>	
<b>1.15</b>	<b>Adjournment</b>	42

## Motion

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### Item 1.2.1 (a) Approve the Agenda

**MOTION:** that the agenda for the CSA Board of Directors Meeting # 1 on May 31, 2023, be approved as printed and distributed.

**Moved:**

**Seconded:**

### Item 1.2.1 (b) Amend the Agenda

**MOTION TO AMEND:** that the agenda be reordered so that **Item 1.11.1 Sustainability Action Fund Presentation** is the first item of discussion.

**Moved:**

**Seconded:**

### Item 1.2.1 (c) Approve the Amended Agenda

**AMENDED MOTION:** that the agenda for the CSA Board of Directors Meeting # 1 on May 31, 2023, be approved as amended with:

- The reordering of the agenda so that **Item 1.11.1 Sustainability Action Fund Presentation** is the first item of discussion.

## Motion

Board of Directors Meeting # 1

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### Item 1.3.1. Ratify Appointed Directors

**MOTION:** That the following appointed **College Government representatives** be ratified as Members of the 2023-2024 CSA Board of Directors, effective immediately:

Natalie Wilkinson	College of Biological Science Student Council
Abdul Rafe Khan	College of Engineering and Physical Sciences Student Council
Ethan Gouveia	Lang Students' Association
Taylor Legge	Student Federation of the Ontario Agricultural College

**Moved:**

**Seconded:**

**MOTION:** That the following **Student Organization representatives** be ratified as Members of the 2023-2024 CSA Board of Directors, effective immediately:

Samantha Scott	Indigenous Student Society (ISS)
Chikaima Ifezue	Guelph Black Students Association (GBSA)
Emma LeBrun	Interhall Council (IHC)
Naomi Amayaevbo	Guelph Campus Co-op
Michelle Wilk	Student Senate Caucus

**Moved:**

**Seconded:**

**Motion**

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**Item 1.6**  
**Executive Committee Minutes**

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

<b>Agenda Item #</b>	<b>Meeting #</b>	<b>Meeting Date</b>
1.6.1	Meeting # 26	March 13, 2023
1.6.2	Meeting # 27	March 22, 2023
1.6.3	Meeting # 28	April 12, 2023
1.6.4	Meeting # 29	April 21, 2023
1.6.5	Meeting # 1	May 9, 2023

**Moved:**

**Seconded:**

## Minutes

Executive Committee Meeting (ECM)  
Meeting #26 – March 13, 2023 – 3:30 pm  
CSA Boardroom



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 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**

The CSA VP Academic declared a conflict of interest with 6.1 Postponing the AGM to Hold an Emergency Board Meeting.

**3.0 Comments from the Chair**

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

Meeting #25 Minutes were approved.

**5.0 Executive Updates**

No executive updates were provided at this meeting, as the purpose of the meeting was to discuss the business item.

**6.0 Business**

**6.1 Postponing the AGM to Hold an Emergency Board Meeting**

**WHEREAS:** It has been brought forward by the CSA Elections Office that there is substantial evidence to indicate the CSA Winter General Elections Online Voting Ballot has been ascertainably compromised; and

**WHEREAS:** CSA Appendix G – Electoral, section 26.0 Online Elections Contingency Plan, 26.1 states: “In the event that the Board of Directors rules that online elections have been ascertainably compromised, or the online polling provider can no longer support, CSA elections must move to the contingency plan outlined in this policy”; and

**WHEREAS:** The CSA Board of Directors next meeting is scheduled for March 29, 2023, in which the vote must meet to decide if the ballot has been ascertainably compromised prior to the end of the Winter General Elections period on Wednesday, March 15, 2023 at midnight; and

**WHEREAS:** The CSA Executive are aware that the CSA Board of Directors are available during the CSA AGM and quorum to discuss this matter at the Emergency

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Board Meeting is of upmost importance to ensure the integrity of the Elections and organization are upheld; and

**WHEREAS:** The Executive Committee can call a Board Meeting with 48 hours notice.

**MOTION:** To call an emergency board meeting for March 15<sup>th</sup>, 2023 at 6 PM and postpone the AGM, in which a new date will be presented to the Board at a later time,

**Conflict of Interest:** The VP Academic declared a conflict of interest as they are a current candidate in the Winter General Elections. As such, the VP Academic abstained from voting.

**Motioned By:** President

**Seconded By:** VP External

**Motion carried.**

### 7.0 New Business

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 4:00 pm

***Next Meeting: March 22, 2023***

## Minutes

Executive Committee Meeting (ECM)  
Meeting #27 – March 22, 2023 – 6:00 pm  
CSA Boardroom



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

**Regrets:** None

**Guests:** Jacob Levy (CSA Director), Jesse Varkul (CSA Director), Martha Yiridoe (CSA Director), Samantha Ogbeiwi (CSA Director), Daniel Neiterman (CSA Director)

**1.0 Call to Order @ 6:15 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**

Welcome and thank you to all our Board Directors for attending tonight's meeting. The purpose for tonight's meeting is to discuss with you the edits to the Online Elections Contingency Plan, to ensure there are as many barriers removed as possible from participating in the paper ballot voting. We recognize that several directors were unable to be present during the Board Meeting last week due to a conflict of interest but know its important for all students to be heard in the development of the contingency plan. Several edits and changes based off feedback have already been incorporated into the updated draft for the Online Elections Contingency Plan.

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

**5.0 Executive Updates**

No executive updates were provided at this meeting, as the purpose of the meeting was to consult with the CSA Board of Directors prior to approving the updated Online Elections Contingency Plan with an Executive Committee vote.

**6.0 Business**

**6.1 Online Elections Contingency Plan Board of Directors Consultation**

CSA President: Based on the feedback from last week, several additional locations and times have been added to the Online Elections Contingency Plan, most notably various academic buildings including Mackinnon, Rozanski, Thorn, Science Complex, and Lang. We are currently working on getting approval to use Rozanski from the Fire Marshall and the Bullring is the back up plan.



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Executive Committee Meeting (ECM)  
Meeting #27 – March 22, 2023 – 6:00 pm  
CSA Boardroom



A Board Director asked what the thought process behind the Lennox Addington Polling Station was, how are the polling clerks going to work, and how will people engage with students to promote voting. A response was provided that there will be several polling clerks (students on a list that signed up for involvement opportunities throughout the year) at each polling station to encourage students to vote and facilitate the voting process. There will be floater staff that will walk around to talk to students about the CSA Elections. Candidates will not be able to campaign within the general vicinity of the polling station.

A Director asked if staff can provide class talks to direct students to the polling station near the classes and if quorum becomes a concern, making announcements to students. A response was provided informing directors that the CSA Elections Office has a class list for Directors and candidates. If candidates are on co-op, they can have volunteers complete class talks. It is important that Directors and candidates are completing class talks to promote voting.

A concern was brought up by a Director regarding the Athletic Centre polling station from 4-7 PM and not having good student traffic. Several attendees responded that as frequent gym users, there is good traffic during that time and varsity teams are training.

A Director asked how candidates receive quorum updates. The response provided was that the CRO will email candidates updates based on the student lists that will be marked off when a ballot is cast. A Director inquired about what incentives were being offered to promote in-person voting. The CSA President responded informing Directors that there will be a \$500 tuition credit raffle to incentivize students to participate in the CSA Elections.

Concerns were brought up by Directors about not reaching quorum. The Directors were informed that the CSA President is planning on proposing a motion at the March 29 meeting for notice and approval at the April 3 meeting to add a quorum consideration section in the Online Elections Contingency Plan. The intention of the policy addition is for Executive and Director candidates, not the Arboretum Referendum, as it is critical the CSA has Elected Officers and Directors prior to April 30, 2023.

A Director asked when the in-person election ended, in which a response of Wednesday, April 5 at 7 PM was provided.

Having plans for safety during voting was brought up by a Director. The CSA President responded that there are plans for safety and the clerks will be trained prior to when they begin. We have worked with the Campus Safety Office before and know to provide them with the information and call if there are any issues.

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Executive Committee Meeting (ECM)  
Meeting #27 – March 22, 2023 – 6:00 pm  
CSA Boardroom



A Director mentioned that free snacks may also incentivize students to participate in in-person voting. The CSA President responded that snacks could be something to look into further.

Another question was asked about people doing class talks. The CSA President reminded Directors about the class talk information provided to them, which includes a blurb of what to say to the class, poster, and email template. The Director Class Talk incentive will apply to the in-person voting period as well.

The Elections Team is currently in the process of developing an elections FAQ and are looking for suggestions. A Director mentioned clarification on the endorsement process would be helpful for students. Additional topics of interest for students include timeline, where to vote, who to contact with questions, what the CSA is, how to vote if on co-op, and how to vote if sick and cannot come to campus.

Information was shared with the Directors that once this contingency plan is approved by the Executive Committee; the information will be sent out to all students. Based on the motion passed at the In-Camera meeting, the electoral policy & bylaw will be reviewed by PBRC. A Director was concerned about how to stop Instagram accounts from participating in the CSA Elections in the future. It was clarified that Toronto Metropolitan University is experiencing a similar issue and have not found a solution as of yet. It was further clarified that the influence of online social media accounts did not affect the ballot being ascertainably compromised. The issue was not having secure enough measures on the voting link. Students who are ill would fall under the accessibility concern and would be able to use the absentee voting process, in which the absentee voting process is contingent policy amendment being approved by the CSA Board of Directors. To ensure that students can only vote once, there is a digital list at each polling station with live updates.

**6.2 MOTION:** That the Executive Committee Approve the Updated Contingency Plan as is presented and amended.

**Conflict of Interest:** The VP Academic declared a conflict of interest as they are a current candidate in the Winter General Elections. As such, the VP Academic abstained from voting.

**Motion was approved.**

## 7.0 New Business

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 7:30 pm

**Next Meeting: April 12, 2023**

## Minutes

Executive Committee Meeting (ECM)  
Meeting #27 – April 12, 2023 – 9:45 am  
CSA Boardroom



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 9:45 am**

**2.0 Adoption of the Agenda**

**2.1 Approve the Agenda**

The agenda was approved as presented.

**2.2 Declarations of Conflicts**

No conflicts were declared.

**3.0 Comments from the Chair**

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

ECM Minutes #26 and #27 were approved as presented.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

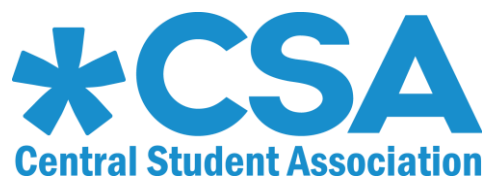
Currently working on transition with the Policy & Transition Coordinator and Business Manager for the incoming CSA Executives. The Health & Dental Committee met to finalize the student fees for the upcoming year based on the claims from the previous year and the anticipated premium.

**5.1.2 UC Board Working Agreement & Undergraduate Representative Recruitment**

The UC Board Working Agreement has additional revisions. I am meeting with the University next week to discuss the areas of concern with the agreement and to provide additional clarification. Since I will be staying on at the UC Board Chair until August 31, 2023, I will be working over the summer to finalized the working agreement so it can be brought forward at the second UC Board meeting. It will be important for the student representatives to meet and discuss the agreement prior to the UC Board meeting. Additionally, the application is live on Gryphlife for undergraduate students to apply for the undergraduate representative positions for

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Executive Committee Meeting (ECM)  
Meeting #27 – April 12, 2023 – 9:45 am  
CSA Boardroom



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September 1 onwards. A selection committee will be struck in May to finalize the representatives for the upcoming year.

### 5.1.3 Board Appreciation Sweaters have arrived!

I am excited to share that the wait is over since quarter zips for the CSA Board of Directors have arrived! Directors can pick up their sweaters at the CSA Front Office between Monday to Friday from 10 AM – 4 PM.

## 5.2 ~~VP Student Experience (Vacant)~~

### 5.3 VP Academic

#### 5.3.1 Supervisory

**SHAC:** SHAC has run their final event of the year and is wrapping things up. We've completed all hiring procedures and successfully identified the new team members. We're discussing what training will look like and planning for that as well as we transition into the new year.

#### 5.3.2 Committees

**OACCTF:** Met with the Open Affordable Course Content Task Force and we discussed the closing of the Textbook Survey. We received a great number of submissions and will be giving out the prizes to the winners. I'm excited to view the responses as we, and the incoming VP Academic, plan to leverage such information for OER initiatives in the future. Like many other committees, I've also been discussing transition and plan to have the incoming VPA attend a meeting with the group for training soon enough.

#### 5.3.3 Miscellaneous

**AVPA:** Had the chance to connect with Byron Sheldrick to discuss things like Navitas as the discussion continues and the demand for revenue for the university continues to increase. I am aware of some departments receiving cuts; specifically labs for Molecular Verology which I'm aware some students have been talking about. I suspect this is only the beginning but it will be interesting to see what happens as we move into the next year with our deficit having been doubling each year.

**TEA:** On a brighter note, I'll be presenting the award or otherwise meeting our Teaching Excellence Award recipient, Dr. Ritu Chaturvedi at the Bullring today with hopefully some of the selection committee and the nominators. It has been great to see this award come back and I'm excited to pass over some

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Executive Committee Meeting (ECM)  
Meeting #27 – April 12, 2023 – 9:45 am  
CSA Boardroom



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suggested changes to the incoming VP Academic as I develop the report for this award.

### 5.4 VP External

#### 5.4.1 Supervisory

**Bike Centre:** Hiring is complete!! Super excited for our new staff members at the centre.

**FoodBank:** We also completed hiring for the coordinator, we have one assistant returning for the summer and will likely look to hire another in the fall!

#### 5.4.2 Committees

Suppliers Code of Ethical Conduct Advisory Committee: We had our last meeting of the year, there was a lot of frustration about this committee. Because of executive turnaround, it is hard to remember the work that was done previously. With that, we opted to elect a co-chair, who will help incoming VP External understand where the committee left off and what the goals are moving forward.

#### 5.4.3 Miscellaneous

World Water Day: We talked to so many students. We received 300 signatures from students and around 280 students sent individual emails to the VPFO calling on the University to end the sale of bottled water on campus. I am super excited about this campaign and excited to see what Samar does with this 🙏

## 6.0 Business

### 6.1 Emergency Board Meeting

**MOTION:** That the CSA Executive Committee call an Emergency Board Meeting for April 19<sup>th</sup> on Microsoft Teams.

**Moved by:** VP External

**Seconded by:** VP Academic

**Motion Carried.**

### 6.2 Striking Promotional Services Coordinator Hiring Committee

**MOTION:** That the following be appointed to the Promotional Services Coordinator Hiring Committee:

- Nicole Walker, CSA President (on committee until April 30, 2023)

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Executive Committee Meeting (ECM)  
Meeting #27 – April 12, 2023 – 9:45 am  
CSA Boardroom

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- Lee Anne Clarke, Business Manager (as of May 1, 2023)
- Jack Fisher, Student Experience Coordinator
- Shaima Alam, Incoming CSA President

**Motioned by:** VP External

**Seconded by:** VP Academic

**Motion Carried.**

### 7.0 New Business

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 10:30 am

***Next Meeting: April 19, 2023***

## Minutes

Executive Committee Meeting (ECM)  
Meeting #29 – April 21, 2023 – 2:30 pm  
CSA Boardroom



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

**Regrets:** None

**Guests:** CSA Policy and Transition Coordinator

**1.0 Call to Order @ 12:00 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**

This is our final ECM meeting for the year. With wrapping up our tasks and getting into transition, there are not many executive updates. As such, executive updates are optional for this meeting. It has been great working with you both this year!

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

Meeting #28 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.2 VP Student Experience (Vacant)**

**5.3 VP Academic**

**5.3.1 Supervisory**

**SHAC:** Today is the SHAC staff's final day per their contract, I can certainly attest to the teams' tireless commitment, and I think we had an excellent year of supporting students on the financial, academic, legal, university process, human rights, and housing/tenancy fronts. As I understand, all the training has been complete as well.

**5.3.2 Committees**

**CRC:** Attended my last Calendar Review Committee meeting. The incoming VP Academic was in attendance as well for the first half hour or so to get an idea of how things work which I think was

## Minutes

Executive Committee Meeting (ECM)  
Meeting #29 – April 21, 2023 – 2:30 pm  
CSA Boardroom



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productive. I've set up his onboarding/training for this committee for next week.

### 5.3.3 Miscellaneous

**Transition:** I've mostly been busy with transition; looking to have everything completed by the end of the day or over the weekend. I've got all the incoming VPA meetings set up now as well. APP was cancelled and gave me room to fit Byron the AVPA into the schedule which worked out great. OACCTF/SSC/CRC are also scheduled.

### 5.4 VP External

## 6.0 Business

**6.1 MOTION:** Nominating Samar Tariq (Incoming VPE) as Local 54 Representative on the Ontario Executive Committee for the 2023 – 2024 term.

**Moved:** VP External

**Seconded:** CSA President

**Motion Carried.**

## 7.0 New Business

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 3:30 pm

***Next Meeting: With the 2023-24 CSA Executives in May 2023!***



## Minutes

Executive Committee Meeting (ECM)

Meeting #1 – May 9, 2023 – 11:22 am

CSA Boardroom



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

**Regrets:** None

**Guests:** None

**1.0 Call to Order @ 11:22 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**

**3.1 I'm so excited for the year!**

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

Meeting #29 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

Promo services coordinator opening was shortlisted to three options. Interviews will happen this week. Job description is being developed for the administrative assistant. Online trainings modules have been sent for new Executives and part-time staff. They are in the process of sending back their certifications. Office will be closed on Fridays. Core staff meetings are scheduled for Tuesdays at 9:30am. Getting set up to authorize payroll.

**PDR**

Finding challenges in process currently and working on improving the application process to be more accessible and easier to understand. Setting up meetings with staff who worked with it in the past.

**Student Experience**

Deciding and planning room stuffers, social media, and survival guide based on feasibility, brand cohesiveness, and increasing connection and communication to students. Will post weekly story updates on social media from each Executive; monthly summary posts of each Executive; website will post monthly ongoing projects; will have weekly office hours, one hour together in Branion, two hours individually at UC courtyard; frank Fridays, Instagram live Q&A to hold President accountable; exec

## Minutes

Executive Committee Meeting (ECM)

Meeting #1 – May 9, 2023 – 11:22 am

CSA Boardroom



intros; giveaways; mid summer event for students still in Guelph; coupon book and tote bag for residences to promote services.

### 5.1.2 Committees

#### **Elections**

Brainstorming what updates can be made to the elections policy to improve security, efficiency, and trust in the process by consulting staff and others.

#### **Arboretum Referendum**

Setting up a meeting with Arboretum team to let them know about next steps, including adding a motion to the Board to pause the moratorium and bypass signature collection. Also setting up meeting with Student Affairs to see what next steps they will be taking.

### 5.1.3 Miscellaneous

#### **Board: Board training prep, Board social**

Have been preparing the slides and talk for the Board training, specifically the intro and what is CSA section. Brainstorming a social for the Board before the first Board meeting, but feasibility is low with most of the Board not being in Guelph. Might be just the fall one.

#### **CSA is accredited**

Accreditation was submitted and approved for CSA on GryphLife

#### **Meetings with VPSA**

We have meetings set up with Irene biweekly, but some are skipped due to scheduling, check them out in calendars. The meeting updating us regarding the strategic plan and university budget is particularly important.

#### **Campus Co-op**

Set up a meeting the Co-op to rebuild CSA's relationship with them and strengthen back the cannon and discover the history with the accessible housing fund.

#### **Sustainable action fund**

Sam will be coming to board to get SAF committee members appointed, will give debrief on the fund. Basically, half of the fund is going towards the climate action plan and the other half to big student projects for improving sustainability on campus, and need CSA reps on the CAF committee to review applications. Also hoping to hold a launch party in

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Executive Committee Meeting (ECM)

Meeting #1 – May 9, 2023 – 11:22 am

CSA Boardroom



fall for the initiation of taking in applications. Something green, like on Johnston Green.

### **Executive photo shoot**

Scheduling a photo shoot for us to use these pictures in social media, introduce ourselves, for other work items and for emails.

## **5.2 ~~VP Student Experience~~ (Vacant)**

### **5.3 VP Academic**

#### **5.3.1 Supervisory**

##### **SHAC**

Biweekly one on ones with Riya will be conducted. Monthly meetings will be held to go over where the team is at and guide where they should head.

##### **Student Memorial Service**

Met with GSA VP Internal and went over to the Arboretum. Started to work on the timeline of the event.

#### **5.3.2 Committees**

##### **TEA (Teaching Excellence Award Selection Committee)**

New members of the committee must be appointed through the board meeting and need to approve the minutes from March 31<sup>st</sup>, 2023.

##### **APP (Academic Policies and Procedures)**

Discussion on when study breaks officially begin and end (e.g., is the “end of classes on Friday” 9:59 p.m.? Is it 11:59 p.m. as it is for DE courses?). “No exams after 5:30pm and no assignments after 11:59pm” is expected to be motioned in the next committee meeting.

#### **5.3.3 Miscellaneous**

##### **Meeting with Associate Vice-President (Academic)**

Discussion on what Byron Sheldrick thinks towards the partnership between the University of Guelph and Navitas.

##### **New Co-op proposals are paused.**

AVPA wrote a memorandum of pausing new co-op programs on May 4, 2023 due to the resourcing constraints on the Experiential Learning Hub.

## **5.4 VP External**

#### **5.4.1 Supervisory**

##### **Food Bank**

Working towards fighting food insecurity on campus. This is being done by Jude exploring possible trade-in options for perishable items with ones

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CSA Boardroom



with higher nutritional values and adding more variety on to the shelves. There will also be a comprehensive survey being sent out by the end of the week to all students using the service, to identify areas of improvement within the food bank (e.g., lack of ethnic food options, excessive variety on pastas taking up shelf-space, whether students enjoy the options they get at our food bank etc.). The condition of the space and building is poor, to de-stigmatize the foodbank, we are working toward planning out creative resources such as zines of recipes students can use with the items they take home.

### 5.4.2 Committees

#### Blue Triton Committee

The meeting held on May 8 talked about how to tackle the end of sale of water bottles on campus. The resolution stands that a former letter, including the voices of the indigenous students on campus will be sent to VP Academic and Hospitality Services highlighting the question of “Is selling stolen water reconciliation?” and key notes from our last in-person meeting. To add, the committee is planning on issuing a press-release with the Ontarian highlighting the former meeting between the VP Academic and Hospitality Services, to relay the message of the former letter (to-be-sent) more publicly.

### 5.4.3 Miscellaneous

#### Meeting with FoodBank user

Will be meeting with an International PhD student at UoG and user of the FoodBank service to speak to their personal experience with the shortcomings of the FoodBank to determine what is and what is not working with the service mid-May.

#### Tap-In Campaign

Further, currently working on incorporating the tap-in campaign during o-week, with possible distribution of re-usable water bottles with the agenda of ending the sale of single-use plastic water bottles on campus attached to it.

## 6.0 Business

## 7.0 New Business

### 7.1 Annual General Meeting

## Minutes

Executive Committee Meeting (ECM)

Meeting #1 – May 9, 2023 – 11:22 am

CSA Boardroom



One meeting per fiscal year is required, but not reached in 2022/2023 term.

2023/2024 AGM will be held in November and will be held every November for the future terms. The 2021 auditor's report will be approved at the 2023/2024 AGM.

### **7.2 Dividing VPSE duties for the summer**

Social media responsibility needs to be distributed among CSA President, CSA VP Academic, CSA External and Student Experience Coordinator.

**7.3 Motion:** CSA VP Academic will be a voting member at the UC Board as a CSA representative.

**Moved:** Shaima Alam

**Seconded:** Junpyo Lee

**Motion Carried.**

**7.4 Motion:** CSA President will be a member at the Student Wellness Advisory Group as a CSA representative.

**Moved:** Shaima Alam

**Seconded:** Junpyo Lee

**Motion Carried.**

**7.5 Motion:** CSA VP External will be a member of the Mental Health Advisory Committee as a CSA representative.

**Moved:** Shaima Alam

**Seconded:** Samar Tariq

**Motion Carried.**

**7.6 Motion:** CSA President, CSA VP Academic, CSA VP External will attend CFS Skills Conference at York University on June 16 to June 18.

**Moved:** Shaima Alam

**Seconded:** Samar Tariq

**Motion Carried.**

**7.7 Motion:** CSA President, CSA CP Academic, CSA VP External will hold one hour tabling per week over the summer 2023 as CSA Executive team at the Branion Plaza or UC Courtyard to communicate with student body.

**Moved:** Shaima Alam

**Seconded:** Junpyo Lee

**Motion Carried.**

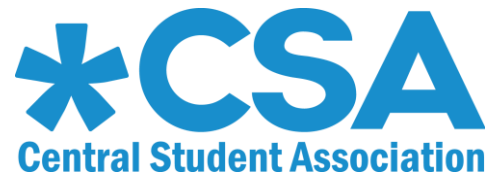
**7.8 Motion:** CSA President, CSA CP Academic, CSA VP External will hold two hours per week over the summer 2023 individually at the UC Courtyard to communicate with student body.

**Moved:** Shaima Alam

## Minutes

Executive Committee Meeting (ECM)  
Meeting #1 – May 9, 2023 – 11:22 am  
CSA Boardroom

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**Seconded:** Junpyo Lee

**Motion Carried.**

### 8.0 In Camera

There was no in camera session.

### 9.0 Adjournment @ 1:20 pm

**Next Meeting: May 23, 2023**

**Item 1.7**  
**Executive Updates**

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

1.7.1	President	May 31, 2023
1.7.2	VP Student Experience (vacant)	
1.7.3	VP Academic	May 31, 2023
1.7.4	VP External	May 31, 2023

**Moved:**  
**Seconded:**

## Executive Update

President

May 31, 2023



### General Update:

Hey there, folks! Welcome to the very first official Board Meeting for your 2023-2024 term! I hope each and every one of you is pumped up and ready for the amazing year ahead, just like I am. Our team is buzzing with excitement as we dive into planning to make the Central Student Association (CSA) the ultimate go-to hub for our awesome undergrads. As a member of our Board, you hold a crucial role in the CSA, serving as a vital link to our amazing students. You'll be spreading the word about the CSA, highlighting all the cool services we offer, getting students' valuable feedback to help us serve them even better, and keeping them in the loop about all the key events happening throughout the year, like Elections, our Annual General Meeting, and a ton of other fantastic opportunities. Get ready to have a blast!

### Ongoing Projects:

**CSA Staffing Update:** We have hired a Promotional Services Coordinator, Emma, and she's starting June 5! Once she gets transitioned with our past coordinator, we're hoping to start work on creating a consistent and cohesive branding that hones in on the work we do, with a comprehensive promotional plan. We're also looking into hiring other support personnel to increase the efficiency, organization, and thoroughness of our work and branding, and we're currently developing job descriptions for it.

**Training & Transition:** This month we have done a lot of training specific to our role but also to be better representatives of students. This consisted of many meetings with staff, but I also scheduled external trainings for Executive and service staff to do. I have also been managing all the mandatory training for our Executives, and new employees.

**Outreach, Publicity, & Promotion:** A lot of the work this month was deciding and planning room stuffers, social media, and our outreach based on feasibility, brand cohesiveness, and increasing connection and communication to students. So, I landed on posting weekly story updates on social media from each Executive; monthly summary posts of each Executive; website will post monthly ongoing projects; we'll have weekly office hours, one hour together in Branion, two hours individually at the UC Courtyard; Frank Fridays, a live Q&A to hold president accountable; Executive introductions; giveaways; mid-summer event for students still in Guelph; coupon book and tote bags for residences to promote services. I will also post a board summary reel after this board meeting.

For now, we are suspending social media postings for services while I create social media guidelines, will gradually find someone to better manage the social media of our @csaguelph and also the services, so it isn't a side task, and there is better cohesive branding. I also plan to publish monthly newsletters in the summer as well to keep students in the loop in our summer work and service. The May one is sent, and the next



## Executive Update

President

May 31, 2023



will be mid June. For the mid-summer event, we are planning a CSA BBQ. July 13 is the date we have landed to be held in Branion Plaza. We're hoping to have a band, burgers, grills, and picnic vibes. You are all very welcome and encouraged to come!

**Petitions, Delegations, & Representations (PDR):** Found challenges in the current process and working on improving the application process to be more accessible and easier to understand. Had meetings with staff who worked with it in the past. Updated PDR policy in tracked changes, need to bring to the Policy & Bylaw Review Committee (PBRC). Implementing PDR changes by finalizing online form and budget.

**Elections:** Brainstorming what updates can be made to the elections policy and format to improve security, efficiency, and trust in the process by consulting staff and others. Consulted with internal staff, now consulting with other universities.

**Arboretum Referendum:** Set up a meeting with the Arboretum team to let them know about next steps, including adding a motion to the board to pause the moratorium policy and bypass signature recollection. Also had a meeting with Student Affairs to see what next steps they will be taking. Student Affairs and the Compulsory Fees Committee will be taking into consideration what the CSA board votes on.

### Committees:

**The Cannon Steering Committee:** Hoping to bring back this committee so we can restrengthen the cannon website. Had an initial meeting with the co-op to get the process started.

### Services:

**Bullring:** It is open and has great summer vibes! They will be closing to fix the roof either July or August, we're also having a meeting for the lease renewal.

Shaima Alam

## Executive Update

VP Academic  
May 31, 2023



Nice to meet you all, I am looking forward to working with the Board as a new VP Academic!

### General Update:

Finished the training, attending various committees and starting some projects for the rest of the year.

### Ongoing Projects:

I met with GSA VP Internal for the Student Memorial Service, went over to the Arboretum, and started working on the event's timeline. CSA Executives also host individual and group office hours every week outdoors. We are recording the number of visitors on a separate tracking sheet to study the impact of outdoor office hours.

### Committees:

For OACCTF (Open and Affordable Course Content Task Force), the Textbook Survey result has come out, and analysis is undergoing. The rate of students buying entire textbook requirements has returned to the pre-covid rate. Please ask me if you want a detailed analysis. For the BUGS (Board of Undergraduate Studies), initiating a new Bachelor of Creative Arts program will be discussed at the senate. For the Task Force on Student Conduct Policy & Practice, we worked on changing the policy regarding non-academic misconduct. Now students will have an option to not leave the record of misconduct on their transcript under certain circumstances. For the Late Fee Appeal Committee, the committee has reviewed the Terms of Reference. Minor changes were made regarding the guideline, and the revised version will be approved by June 9. Lastly, APP (Academic Policies and Procedures) discussed when study breaks officially begin and end (e.g., is the "end of classes on Friday" 9:59 pm or is it 11:59 pm as it is for DE courses). "No exams after 5:30pm and no assignments after 11:59pm" is expected to be motioned in the next committee meeting.

### Services:

Student Help and Advocacy Centre (SHAC) successfully submitted the Orientation Week event proposal. SHAC plans a trivia night during the O-week, themed with housing and tenancy rights. SHAC is also updating resources from last year and organizing for Fall 23 operation.

I would love to hear student voice from the Directors, please reach out to me if you have any ideas to share.

All the best, Junpyo Lee

## Executive Update

VP External

May 31, 2023



### Services:

**FoodBank:** We have a new FoodBank Coordinator, Jude! They are currently working with Morla who is our current part-time FoodBank Assistant. In the month of May the FoodBank introduced zines which include life-hacks, recipes, and tips for how to store and use food from the Food Bank for our users to pick up. Additionally, we've also started weekly in-person check-ins to enhance overview, quality of operations, and communication between the FoodBank and CSA.

**Bike Centre:** The Bike Centre's new coordinator is Nik, and the centre has been seeing consistent traffic throughout the summer. We are thrilled about this because Nik really enjoys their role in this position and through our weekly in-person check-ins it is evident that there are valuable connections being built between this service and UoG students.

### General Updates

#### Committees:

**Blue Triton Committee:** The Tap-In campaign to end the sale of single-use plastic water bottles is still underway. Following the meeting with VP of Finance and Operations and the Head of Hospitality Services last month, where our request to faculty to meet our demand was unfortunately denied. We have drafted a letter of opposition and consideration, and I am working closely with the Blue Triton Committee closely to formalize and issue the letter. Additionally in our last meeting on May 8, we also discussed a press release highlighting these events to keep the student body engaged and aware of the delegation regarding the initiative for the university to stop selling single-use plastic water bottles on campus.

**Town and Gown Committee:** In our last meeting held on May 25, we got to share our monthly updates. The faculty is discussing & planning the landscape, structure of building, and amenities for the new Conestoga College the City of Guelph will host starting Fall of 2026. Further, we extended the conversation to student mental-health and the new actions different stakeholders can initiate to enhance awareness and support in this area of student experience.

#### Miscellaneous:

**On-going projects:** I am currently working on planning the engagement and execution of the Tap-In campaign starting in the Fall 2023 semester and exploring merging this initiative with our O-week planning.

**Meet and Greet:** The Executive team is also making rounds to introduce and meet different student coalitions on campus. Such as the Guelph Black Students Association and the Indigenous Student Society. This will allow us to be aware of the immediate

## Executive Update

VP External

May 31, 2023

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priorities of campus advocacy groups, which represent large portions of the undergraduate student body.

Samar Tariq

## Hiring Committee Report

Bike Centre Coordinator

May 31, 2023



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### Item 1.10.1

#### Hiring Committee Report

Bike Centre Coordinator

**Posting Date:** Monday, February 13, 2023

**Closing Date:** Friday, March 31, 2023

#### Hiring Committee Members:

Jena-Lee Ashley, CSA VP External  
Paige Quinn, Bike Centre Coordinator  
Spencer Ploeger, Bike Centre Assistant

**Number of Applicants:** 11

**Number of Interviews:** 3

**Successful Candidate:** Nik Valkova

**Start Date:** April 24, 2023

**MOTION:** That the hiring of Nik Valkova for the position of Bike Centre Coordinator be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

## Hiring Committee Report

Poster Runner

May 31, 2023



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### Item 1.10.2 Hiring Committee Report Poster Runner

**Posting Date:** Monday, February 13, 2023

**Closing Date:** Wednesday, March 8, 2023

#### Hiring Committee Members:

Nicole Walker, CSA President

Mel Marciniak, CSA Promotional Services and Graphic Design Coordinator

Grace Bilger, CSA Poster Runner

**Number of Applicants:** 4

**Number of Interviews:** 2

**Successful Candidate:** Shareca Manoharan

**Start Date:** TBD

**MOTION:** That the hiring of Shareca Manoharan for the position of Poster Runner be approved, as recommended by the Hiring Committee.

**Moved:**

**Seconded:**

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**Item 1.10.3**  
**Hiring Committee Report**  
Promotional Services Coordinator

**Posting Date:** Wednesday, April 12, 2023  
**Closing Date:** Tuesday, April 25, 2023

**Hiring Committee Members:**

Shaima Alam, CSA President  
Lee Anne Clarke, CSA Business Manager  
Jack Fisher, CSA Student Experience Coordinator

**Number of Applicants:** 15  
**Number of Interviews:** 3

**Successful Candidate:** Emma Bradley  
**Start Date:** June 5, 2023

**MOTION:** That the hiring of Emma Bradley for the position of Promotional Services Coordinator be approved, as recommended by the Hiring Committee.

**Moved:** Shaima Alam, President  
**Seconded:**

## **Motion**

Board of Directors Meeting # 1  
May 31, 2023

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### **Item 1.11.1**

#### **Sustainability Action Fund Presentation: Samantha Casey, Communications & Engagement Coordinator**

##### **(a) Speaking Rights: Communications & Engagement Coordinator**

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

**MOTION:** to extend speaking rights to Samantha Casey, Communications & Engagement Coordinator for the duration of item 1.11.1 to present an overview of the Sustainability Action Fund and to respond to questions that arise from members during discussion of this item.

**Moved:**

**Seconded:**

##### **(b) Presentation: Sustainability Action Fund**

**MOTION:** that the presentation from Samantha Casey, Communications & Engagement Coordinator, on the Sustainability Action Fund be received as information by the CSA Board of Directors.

**Moved:**

**Seconded:**



**Motion**

Board of Directors Meeting # 1  
May 31, 2023

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**Item 1.11.2**

**Appoint Members to Sustainability Action Fund (SAF) Working Group**

**WHEREAS** the purpose of the SAF Working Group is to provide funding to student-initiated projects that provide experiential learning opportunities related to campus sustainability and climate action, advance the University of Guelph's sustainability and climate action goals by improving the operations of the University of Guelph campus, and address an improvement area as identified in the 2020 Sustainability Tracking, Assessment & Rating System (STARS) self-reporting framework; and

**WHEREAS** membership of the SAF Working Group includes three undergraduate students, to be selected by and representative of the Central Student Association;

**BE IT RESOLVED** that the following CSA Members be appointed to the Sustainability Action Fund Working Group for the 2023-2024 academic year:

[three CSA Members]

**Moved:**

**Seconded:**

**Motion**

Board of Directors Meeting # 1  
May 31, 2023



**Item 1.11.3**  
**Appoint Directors to the University Centre (UC) Board Member Selection Committee**

**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 (UC); to acknowledge the special requirements of user groups to management their own activities within the spaces assigned to them, and to provide services for the University Community at large;

**WHEREAS** Appendix J – Internal CSA Policy, Section 5.0 (University Centre Board) states that the UC is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees, it should be controlled by students;

**WHEREAS** the UC Board is comprised of 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** appointments to the University Centre Board are for a term of two (2) years, as defined by the University Centre Board of Directors Constitution; and

**WHEREAS** Appendix J – Internal CSA Policy, Section 5.0 (University Centre Board) provides a process to select undergraduate member appointees to the UC Board by the Vice President Student Experience and two (2) Directors;

**BE IT RESOLVED** that the following CSA Directors be appointed to assist the Vice President Academic, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2023-2024 academic year:

[Two Directors]

**Moved:**  
**Seconded:**

## Motion

Board of Directors Meeting # 1

May 31, 2023

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## Notes:

### [Appendix J – Internal CSA Policy](#)

#### **5.0 University Centre Board**

#### **5.2 Appointments**

5.2.1 To ensure a broad-based cross-section of student representation to the University Centre (UC) Board, the Vice President Student Experience will post a call for applicants interested in sitting on the University Centre Board of Directors. The call must be posted for a minimum of one week on the website and distributed via mass email.

5.2.2 The Vice President Student Experience and two (2) Board of Director members will select from the applications received, representatives to fill any vacancies on the University Centre Board of Directors. The CSA Board shall ratify these members.

5.2.3 The criteria for selecting candidates shall be as follows: understanding of issues of student space, understanding of being an undergraduate student representative, relevant experience to the position, understanding of the role of the University Centre Board of Directors and ability to fulfill the time requirements expected.

5.2.4 Appointments to the University Centre Board of Directors shall be for a term of two (2) years, as defined by the University Centre Board of Directors Constitution.

**Motion**

Board of Directors Meeting # 1  
May 31, 2023



**Item 1.11.4**

**Appoint Members to Late Payment and Reinstatement Fee Appeals Committee**

**WHEREAS** the Terms of Reference of the Late Payment and Reinstatement Fee Appeals Committee states that its' membership shall include two student voting members, including a Central Student Association (CSA) Executive Representative and one other registered undergraduate student to be appointed by the CSA Board of Directors; and

**WHEREAS** a Late Payment and Reinstatement Fee Appeals Committee voting member shall consider and render decisions on Late Payment and Reinstatement Fee Appeals;

**BE IT RESOLVED** that the CSA Board of Directors appoint the following Executive member to the Late Payment and Reinstatement Fee Appeals Committee for the 2023-2024 academic year:

Junpyo Lee, VP Academic

**AND FURTHER** that the following CSA Board Director be appointed to the Late Payment and Reinstatement Fee Appeals Committee for the 2023-2024 academic year:

[One Director]

**Moved:** Junpyo Lee, VP Academic

**Seconded:**

**Motion**

Board of Directors Meeting # 1  
May 31, 2023



**Item 1.11.5  
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 Directors be appointed to the Policy & Bylaw Review Committee for the 2023-24 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 2023-24 academic year:

Shaima Alam, President
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**Moved:** Shaima Alam, President  
**Seconded:**

*See following pages for PBRC information.*

## **Motion**

Board of Directors Meeting # 1  
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### **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 Coordinator. 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 Coordinator 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 Coordinator.

##### **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

## Motion

Board of Directors Meeting # 1  
May 31, 2023

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reduces any potential conflicts of interest. The Policy & Transition Coordinator is responsible for collecting discussion items and coordinating agenda preparation.

**8.3.2** The PBRC minutes will be recorded by the Policy & Transition Coordinator. 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 # 1  
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### Item 1.11.6

#### Proposed Dates for PDR Deadlines and Meetings

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

##### PDR Summer Orientation

Wednesday, August 23, 2023 (time TBD)

##### PDR Fall Semester Deadlines

Wednesday, September 20, 2023 at 11:59 pm

Wednesday, October 18, 2023 at 11:59 pm

Wednesday, November 15, 2023 at 11:59 pm

##### PDR Fall Semester Meetings

Meeting #1: Wednesday, September 27, 2023 (time TBD)

Meeting #2: Wednesday, October 25, 2023 (time TBD)

Meeting #3: Wednesday, November 22, 2023 (time TBD)

##### PDR Winter Semester Deadlines

Wednesday, January 17, 2024 at 11:59 pm

\*Wednesday, February 28, 2024 at 11:59 pm

##### PDR Winter Semester Meetings

Meeting #4: Wednesday, January 24, 2024 (time TBD)

\*Meeting #5: Wednesday, March 6, 2024 (time TBD)

\*\*Meeting #6: Wednesday, March 20, 2024 (time TBD)

\*Tentative dates, pending remaining PDR funds

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

**MOTION:** That the proposed dates for Petitions, Delegations, and Representations (PDR) deadlines and meetings for the 2023-24 academic year be approved as presented in the Board Agenda Package.

**Moved:** Shaima Alam, President

**Seconded:**



**Motion**

Board of Directors Meeting # 1  
May 31, 2023



**Item 1.11.7**

**Update Terms of Reference and Appoint Members to Student Affordable Housing Task Force**

**WHEREAS** the CSA formed a Student Affordable Housing Task Force in the Winter 2023 semester with the purpose of gathering student feedback and developing recommendations to be brought forward to the CSA Board of Directors, as it pertains to affordable housing for students and addressing the housing crisis;

**WHEREAS** the Student Affordable Housing Taskforce Terms of Reference require the membership to include the CSA President (Committee Chair), a minimum of one additional CSA Executive Member, and a minimum of three CSA Board Directors; and

**WHEREAS** campaigns and advocacy for students' rights and interests is primarily associated with the portfolio of the Vice President External;

**BE IT RESOLVED** that the Terms of Reference for the Student Affordable Housing Task Force be updated to list the VP External as committee Chair;

**FURTHER** that the following additional CSA Executive be appointed to the Student Affordable Housing Task Force for the 2023-2024 academic year:

Junpyo Lee, VP Academic

**AND FURTHER** that the following CSA Directors be appointed to the Student Affordable Housing Task Force for the 2023-2024 academic year:

[minimum of 3 Directors, no maximum]

**Moved:** Shaima Alam, President

**Seconded:**

***See following pages for Student Affordable Housing Task Force Information***

## **Motion**

Board of Directors Meeting # 1

May 31, 2023

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### **Student Affordable Housing Task Force – Terms of Reference**

#### **Purpose:**

With 2,300 additional undergraduate students were accepted to the University of Guelph in the Summer of 2022, it had negative implications for students' access to affordable housing on campus and in the Guelph community. Specifically, Student Housing Services expanded their capacity and created an additional residence location at the Days Inn. As students start to consider their living arrangements for 2023-2024, the additional Guelph students have flooded the market with potential tenants looking at off campus housing, driving up the cost of rent. The reality is the unplanned increase in student enrolment puts students at risk of not securing housing for next year or being required to pay an unfeasible amount for it. Seeing as the Central Student Association represents and advocates for undergraduate students, it is important we hold the University accountable for their actions and work towards solutions for our undergraduate community.

The focus will be on gathering student feedback and developing recommendations to be brought forward to the CSA Board of Directors, as it pertains to affordable housing for students and addressing the housing crisis. Once approval from the CSA Board of Directors has been received, the CSA Executive will bring forward the recommendations to the University Administration and Guelph City Council .

#### **Membership:**

The committee membership shall include, but not be limited to:

- CSA President (Chair);
- Minimum of one additional Executive (Member), but is not required for quorum;
- Minimum of 3 Directors to be appointed.

#### **Responsibilities:**

- The CSA President is to be the chair and will actively seek input from the membership;
- If an Executive member is in attendance, they will scribe the meetings. In the event the executive member is absent, a scribe will be appointed for the meeting;
- Members are expected to actively participate in meetings through providing feedback on gathering student input, assisting with determining committee priorities, and developing recommendations in the best interest of undergraduate students.

#### **Structure:**

- The CSA President, Chair, must be present for all meetings;
- Decision-making shall be determined with a simple majority;
- Meetings are to be called at the chair's discretion;

## **Motion**

Board of Directors Meeting # 1

May 31, 2023

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- Quorum will be the CSA President and a minimum of 2 CSA Directors.

### **Considerations:**

Members who miss two meetings without regrets will be de-ratified from the committee. At any time, a member may resign from Student Affordable Housing Task Force by notifying the CSA President.

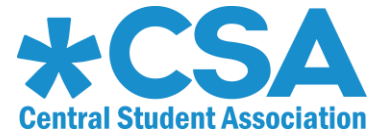
Committee minutes will be circulated between meetings of the Student Affordable Housing Task Force for member review and for approval at the next scheduled meeting.

## **Motion**

Board of Directors Meeting # 1

May 31, 2023

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### **Item 1.15 Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 1 on May 31, 2023 be adjourned at        pm.

**Moved:**

**Seconded:**