

AGENDA
Board of Directors Meeting # 7
November 27, 2019 – 6:30 pm – UC 442



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Motion

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**Item 7.2.1.
Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Meeting on November 27, 2019, be approved as printed and distributed

Moved:

Seconded:

POSSIBLE AMENDMENT:

MOTION TO AMEND: To reorder the agenda so that **Item 7.9: CSA Service Update** follows **Item 7.4.1: Introductions and Pronouns**

Moved:

Seconded:

POSSIBLE AMENDMENT:

MOTION TO AMEND: To add the following item(s):

Moved:

Seconded:

MOTION AS AMENDED:

That the agenda for the CSA Board of Directors Meeting on November 27, 2019, be approved as amended:

- To reorder the agenda so that **Item 7.9: CSA Service Update** follows **Item 7.4: Comments from the Chair**; and
- To add the following item(s):

Motion

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Item 7.3.

Ratification and De-Ratification of Directors

7.3.1.

WHEREAS the Lang Students' Association has informed the Policy & Transition Manager (PTM) that it has appointed a representative on the CSA Board of Directors;

MOTION: That **Zachary Rucchin** be ratified as the Lang Students' Association representative on the CSA Board of Directors, effective immediately.

Moved:

Seconded:

7.3.2.

WHEREAS the Interhall Council (IHC) has informed the PTM of a change in CSA Board representation;

MOTION: That Nicole Johnston be de-ratified as the IHC representative on the CSA Board of Directors, effective immediately;

RESOLVED: That **Victoria Bali** be ratified as the Interhall Council (IHC) representative on the CSA Board of Directors, effective immediately.

Moved:

Seconded:

7.3.3.

WHEREAS the PTM has received an email resignation from an elected at-large representative of the College of Social and Applied Human Sciences (CSAHS);

MOTION: That Jamie Gibson be de-ratified as the CSAHS representative on the CSA Board of Directors, effective immediately.

Moved:

Seconded:

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Members Present: Daniah Al-Naseri (left at 7:12 pm), Jena Lee Ashley, Molly Brenzel, Emily Bruce, Simonne Clout, Briana Green-Ince, Jessica Krawitz, Anthony Lenarduzzi, Emmy Luo (arrived 6:10 pm), Josh Moran, Alan Negrin, Kathleen Nolan, Daniel Ofori-Darko, Matteo Raso, Lolia Shallouf, Blakeney Smith, Cameron Stotts

Regrets: Anna Canella, Jamie Gibson, Sumana Gupta, Nicole Johnston, Ariel Oleynikov

Executive Present: Dena Van de Coevering, Claudia Idzik, Lindsey Fletcher, Horeen Hassan

Chair: Cameron Olesen

Policy & Transition Manager: Earl Evans

Scribe: Sarah Dias

Guest: Nicole Walker, IHC

Overview of Motions

6.2.1. Approve the Agenda

MOTION AS AMENDED: That the agenda for the CSA Board of Directors Meeting on November 6, 2019, be approved as amended:

- To reorder the agenda so that Item 6.9: CSA Service Update follows Item 6.4.1: Introductions and Pronouns.

Motion as amended carried

6.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following meeting:

6.5.1. Board Meeting # 5 – October 23, 2019

Motion carried

6.6. Executive Committee Minutes

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

6.6.1. Meeting # 18 – October 21, 2019

6.6.2. Meeting # 19 – October 28, 2019

Motion carried

6.7. Executive Updates

MOTION: To receive the following Executive Updates as information:

- 6.7.1 President
- 6.7.2 VP Student Experience
- 6.7.3 VP Academic
- 6.7.4 VP External

Motion carried

6.9.1. Bullring – Katrina Lindsay, General Manager

MOTION: To receive the CSA Services Update on the Bullring from Katrina Lindsay, Bullring General Manager, at the CSA Board Meeting on November 6, 2019.

Motion carried

6.10.1. Appoint Hiring Committee – Bike Centre Coordinator

MOTION: To appoint a Hiring Committee for the position of Bike Centre Coordinator;

RESOLVED that **Briana Green-Ince** be appointed to this Hiring Committee.

Motion carried

6.10.2. Appoint Hiring Committee – Part-Time Bookkeeper

MOTION: To appoint a Hiring Committee for the position of Part time Bookkeeper;

RESOLVED that **Anthony Lenarduzzi** be appointed to this Hiring Committee.

Motion carried

6.10.3. Appoint Hiring Committee – SHAC Assistant Coordinator

MOTION: To appoint a Hiring Committee for the position of SHAC Assistant Coordinator;

RESOLVED that **Emily Bruce** be appointed to this Hiring Committee.

Motion carried

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6.10.4. PDR Committee # 1 Minutes – October 22, 2019

6.10.5. PDR Committee # 2 Minutes – October 29, 2019

6.10.6. PDR Committee # 3 Minutes – October 30, 2019

MOTION: That the Petitions, Delegations and Representations (PDR) Committee Minutes be approved for the following meetings:

6.10.4. PDR Committee # 1 Minutes – October 22, 2019

6.10.5. PDR Committee # 2 Minutes – October 29, 2019

6.10.6. PDR Committee # 3 Minutes – October 30, 2019

Motion carried

6.10.7. CAPCOM Report

MOTION: That the Capacity, Analysis and Planning Committee (CAPCOM) report be received as information at the CSA Board Meeting on November 6, 2019.

Motion carried

6.11.1. Amend Appendix G: Electoral (Clause 4.2.1.d) re. Nomination Signatures for Director Candidates

MOTION: That Appendix G: CSA Electoral, Clause 4.2.1.d) be amended to require a total of 25 verified signatures in support of a nomination of a Director, from individuals within their constituency.

Motion carried

6.11.3. Class Presentations by Directors

MOTION: That each Director schedule at least one such class presentation before the end of the 2019-2020 term;

RESOLVED that each Director forward details of these presentations (date, class, topic) to the Policy & Transition Manager so that a summary may be reported at the last Board meeting of the term and posted on the CSA website.

Motion carried

6.11.4. Revised Winter 2020 General Election Timelines

MOTION: That the Revised Winter 2020 General Election Timelines be received as information at the CSA Board Meeting on November 6, 2019.

Motion carried

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6.15. Adjournment

MOTION: To adjourn the CSA Board of Directors Meeting of November 6, 2019 at 7:34 pm.

Motion carried

Agenda # 6 – November 6, 2019

6.0. Call to Order

6.1. Land Acknowledgement

6.2. Adoption of the Agenda

6.2.1. Approve the Agenda

6.3. Ratifications and De-Ratifications

6.4. Comments from the Chair

6.4.1. Introductions and Pronouns

6.5. Approval of Past Board Minutes

6.5.1. Meeting # 5 – October 23, 2019

6.6. Executive Committee Minutes

6.6.1. Meeting # 18 – October 21, 2019

6.6.2. Meeting # 19 – October 28, 2019

6.7. Executive Updates

6.7.1. President

6.7.2. VP Student Experience

6.7.3. VP Academic

6.7.4. VP External

6.8. Director Reports

6.9. CSA Services Update and Report

6.9.1. Bullring – Katrina Lindsay, General Manager

6.10. Committee Updates and Reports

6.10.1. Appoint Hiring Committee – Bike Centre Coordinator

6.10.2. Appoint Hiring Committee – Part-Time Bookkeeper

6.10.3. Appoint Hiring Committee – SHAC Assistant Coordinator

6.10.4. PDR Committee # 1 Minutes – October 22, 2019

6.10.5. PDR Committee # 2 Minutes – October 29, 2019

6.10.6. PDR Committee # 3 Minutes – October 30, 2019

6.10.7. CAPCOM Report (To be distributed at meeting)

6.11. Business

6.11.1. Amend Appendix G: Electoral (Clause 4.2.1.d)
re. Nomination Signatures for Director Candidates

6.11.2. NOTICE: Amendment to Policy Appendix A, Section 2.5: PDR

6.11.3. Class Presentations by Directors

6.11.4. Revised Winter 2020 General Election Timelines (Information)

6.12. New Business

- 6.13. **Announcements**
 - 6.14. ***In Camera* Session**
 - 6.15. **Adjournment**
-

Minutes # 6 – November 6, 2019

6.0. Call to Order

Chair Cameron Oleson called the meeting to order at 6:06 pm.

6.1. Land Acknowledgement

Land Acknowledgement by Daniel Ofori-Darko

In keeping with Indigenous protocols across Turtle Island, it is appropriate to acknowledge and pay respect to ancestral and traditional territories and local Indigenous communities. Acknowledging the territory on which we learn and work honours the relationship between the land and the Indigenous ancestors or stewards of the land.

To be meaningful and respectful, a territorial acknowledgement needs to be intentional. This is a time to give thanks, consider our role in the stewardship of Mother Earth and in building relationships with Indigenous people and communities.

6.2. Adoption of the Agenda

6.2.1. Approve the Agenda

MOTION: That the agenda for the CSA Board of Directors Meeting on November 6, 2019, be approved as printed and distributed

Moved: Kathleen Nolan
Seconded: Blakeney Smith

MOTION TO AMEND: To reorder the agenda so that **Item 6.9: CSA Service Update** follows **Item 6.4.1: Introductions and Pronouns**

Moved: Dena Van deCoevering, President
Seconded: Simonne Clout

Vote on Motion to Amend
Motion carried

MOTION AS AMENDED:

That the agenda for the CSA Board of Directors Meeting on November 6, 2019, be approved as amended:

- To reorder the agenda so that Item 6.9: CSA Service Update follows Item 6.4.1: Introductions and Pronouns.

Vote on Motion as Amended

Motion carried

6.3. Ratifications and De-Ratifications

6.4. Comments from the Chair

Chair: Good evening, and welcome. A few reminders, please raise placards high to be recognized for speaking and voting, raise your hand for point of information, point of personal privilege, point of order or a point of parliamentary procedure. In addition, I ask that all members please refrain from using distracting electronics. It is understandable for laptop, but otherwise, try to refrain from using cellphones or other devices that may be distracting to members around you. If you see me using my phone, only as a time keeping device, I will not be using it for anything other than the timer feature. Other than that, let's begin with 6.4.1.

6.4.1. Introductions and Pronouns

Those present introduced themselves and stated the pronouns they wish to use.

6.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved for the following meeting:

6.5.1. Board Meeting # 5 – October 23, 2019

Moved: Lolita Shallouf

Seconded: Anthony Lenarduzzi

Vote on Motion

Motion carried

6.6. Executive Committee Minutes

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

6.6.1. Meeting # 18 – October 21, 2019

6.6.2. Meeting # 19 – October 28, 2019

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Moved: Blakeney Smith
Seconded: Lolia Shallouf

Vote on Motion
Motion carried

6.7. Executive Updates

6.7.1. President

Dena Van de Coevering: Hey folks. Keeping it brief, most information I wanted to share with you is written in the document itself. The main thing to highlight, last meeting we had together, I highlighted PDR policy, in adjusting to better fit our student body and what that fund was for. We have a new set deadline for November 15, and later on, as you may have already seen in the agenda, there is a change to the policy. So, discussion on that later on, but other than that, that's just the update.

6.7.2. VP Student Experience

Claudia Idzik: Hi Friends! Biggest thing I wanted to touch on is Halloweek. It has been a huge success. If all my information is correct, they are still looking at numbers but I think we raised in the \$2,000s for the FoodBank, which was really cool. Then we got a lot of items for them, which me and Horeen took over last week, which was cool. For other important dates, Diva Cup is on campus tomorrow; sign up in the UC courtyard. November 11 to 15 is mental health awareness week. We posted the poster of all the events happening on campus on the social channel, so look out for that. Then the third sexy bingo is before the next Board meeting, November 21, 7 to 11 pm as always. That's all from me.

6.7.3. VP Academic

Lindsey Fletcher: Hey, so a lot of things in the package today, but just wanted to highlight a couple things. I'd like to acknowledge academic policy highlight, so some of you folks might know about recent changes for last day of classes being the new deadline for dropping classes if you chose to do that rather than the 40th class day, which we just recently passed last week. So you do have a bit of extra time and that was motivated by our previous VP Academic, Natalie, and moved forward with some of the committees that I sit on, so it was really great to see. Additionally, with the Non-Tuition Ancillary Fee Committee, which was formerly the compulsory fees committee, you'll see that we are advocating for increased student representation, hoping for approval from the Board of Governors, that will increase the student representation for a total of seven, in addition to five staff and faculty seats. We have Art in the Bullring coming up in about a week, November 14 from 7 to 9 pm.

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Submissions can be made with the Fine Arts Network. We have the financial literacy fair in two weeks, on November 21, from 10:30 am to 2 pm in UC courtyard.

6.7.4. VP External

Horeen Hassan: Hi folks, hope everyone is going really well. Time is flying by; I can't believe it's November. I know a lot of you are counting down the days until Christmas. Now that the Federal Election and Halloween have passed, I will be focusing on campaigns for the most part. There are several different campaigns that CSA is currently running; reach out to me if you're interested. One campaign that I really wanted to highlight, new this year, is the We the Students campaign, which is basically to raise awareness to cuts in education and how they negatively impact students across campus and across province, whether that be the cuts to OSAP grants, the over 400 million dollar cuts to postsecondary institutions, or whether that be the 700 million dollar cuts to financial aid to students. So if you have any questions in regards to the changes to postsecondary education, or if you have your own personal stories on how these changes have impacted you and your experience at the university, you can reach out and it would be amazing to get any help to raise awareness.

Halloweek was really great, as Claudia mentioned. A big shoutout to the Horticulture Club, Sustainability Office and the GCUOF. The three collectively came together and funded over \$1,000 for the FoodBank, which is really impressive, I don't know the final numbers either. On October 28, the MPPs came back to Queens Park, so the Ontario Federation of Labour have a campaign called the Power of Many, which is basically everyone coming together to protest all the cuts that have been made, whether that is to education, or if that is a tax on labour and union and workers rights, or whether that's healthcare. So it was a really great way to come together, not a traditional rally. We had a parade almost, fun, lots of noise. We made several loops around Queens park, great welcome, but also powerful message to the Ontario government, that we have actually not forgotten about all the cuts to the public services, and how they're negatively impacting us.

Last update, the national annual general meeting for Canadian Federation of Students taking place from November 23 to 27. I've received the motion package, it entails a list of motions, so traditionally at these meetings, locals, other student associations, or student unions from across the country, basically we come together and vote on directives for the CSF. These motions are basically an ask for the federation and what we want the federation to do on a national level. I have all the motions with me today; anyone interested can drop by my office and I can tell you what that's all about. And that's all.

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

- 6.7.1 President
- 6.7.2 VP Student Experience
- 6.7.3. VP Academic
- 6.7.4. VP External

Moved: Anthony Lenarduzzi
Seconded: Kathleen Nolan

Vote on Motion
Motion carried

6.8. Director Reports

Briana Green-Ince: Sat in on Guelph Transit meeting, really great, they had a lot to say about plans for next semester. A lot of undergraduate and graduate students will be excited to see the changes.

Simonne Clout: Sat on trans identity planning committee, we want to have some performers and speakers come out for the trans day of remembrance on the 20th, and there is another day we want speakers, but would like to compensate them for their time, and if they are coming from out of town. So I am going to encourage them to apply for PDR funding, and hopefully this works well.

Kathleen Nolan: Went to Anti-O training on Monday, it went well.

Matteo Raso: Went to IT meeting last Friday, didn't do much but nice to get acclimated for future needs.

Anthony Lenarduzzi: PDR committee is very cool. I was sick for one meeting but made the next and all changes good, just a heads up.

Daniah Al-Naseri: Sat on IT strategy committee meeting, first meeting, more an introductory to figure out who has highest interest and influence around campus. Next meeting is November 30. Had PDR meeting, finished reports so that is great!

6.9. CSA Services Updates and Reports

6.9.1. Bullring – Katrina Lindsay, General Manager

This item was discussed earlier in the agenda, as approved under Adoption of the Agenda.

MOTION: To extend speaking rights to the Bullring General Manager.

Moved: Lindsey Fletcher, VP Academic
Seconded: Blakeney Smith

Vote on Motion
Motion carried

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Katrina Lindsay: Hi, I'm Katrina, also known as Kat. You've probably had the opportunity to read the handout already., but I'll just highlight some stuff coming up, that you may or may not know about. I'll start with the year so far. We work May to May, so I am going to start in the summer. We are open the entire summer, pretty steady with our regular clientele, lots of staff and facilities still on campus. On top of that, several conferences go on in the adjacent buildings (Rozanski, MacKinnon) and often their lunches are not included or coffee breaks etc. We get a lot of overflow from all of that happening, particularly in May and June. Also, we hold several events on weekends and through the weeks: retirements, receptions, celebrations etc., as well as anything else going on at the university we tie into. That rolls us into September. Full staff returns in September. Like the CSA, I do all of my hiring the previous spring, and training and orientation part, mostly orientation, the training takes place in September. September and October have been a whirlwind quite frankly. It has been extremely busy, and we continue to be grateful that customers see value in waiting in line, because we know there is a line and we are happy to try and get you through as fast as possible. In September and October, we held events on weekends. Open stage continues to be busy, every Wednesday from 8 pm to midnight, so it will be tonight. We had our third Bullring-hosted band night, the past Friday, October 25, and once again it was a success.

Programming and planning are underway for another winter semester. Rainbow ring taken up this past Monday and will continue for the rest of the semester. We provide the space, and this is co-hosted with Outline and GQE. We continue to have live acoustic sets throughout the day. Coming up in November and December, we are holding a concert on Saturday, November 9, this coming Saturday. Art in Bullring, in partnership with FAN, coming up November 14. We have several Christmas parties booked, up until we close; we have the same closure as the rest of the CSA. Some other initiatives, we donate all our coffee grinds to Guelph Organic Garden, and all veggie scraps in the kitchen go to our onsite composter. We continue to do the Borrow a Mug initiative, which we started last year. You can come in and use one of our ceramic mugs and you can bring it back whenever you want. We continue to take donations, so that you do not have to use a disposable cup. You can always take it away, bring it back tomorrow, the next day, whenever, never, whatever "floats your boat". So that way we are trying to lessen the use of single use cups. We continue to encourage people to dine in. When that option is not available, we have cutlery made of potato starch and bamboo. We have not been selling bottled water in our fridges for many years now, so that is still not an option. We continue to support Bullfrog Power, green energy. We have the in-house microwave, and refill water bottle station on tap, and the ATM is there still. If you have your own mug or thermos, you can use hot water with no charge. I think that is the big stuff we have going on. If you're feeling hungry, come on by for some fresh, affordable food. `Hope to see you all soon!

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Blakeney Smith: As someone who takes mugs, what is the spoilage of mugs?
Katrina Lindsay: We're down about one milk crate from the beginning of September, but we have also had people who were around, particularly last year, who remember and brought in more. So as we have lost, we have gained some. Depending where we are, we may do another mug drive. It was quite successful; we just need to do some advertising. We don't have a whole bunch of storage; it's finding the balance.

MOTION: To receive the CSA Services Update on the Bullring from Katrina Lindsay, Bullring General Manager, at the CSA Board Meeting on November 6, 2019.

Moved: Blakeney Smith
Seconded: Emmy Luo

Vote on Motion
Motion carried

6.10. Committee Updates and Reports

6.10.1. Appoint Hiring Committee – Bike Centre Coordinator

MOTION: To appoint a Hiring Committee for the position of Bike Centre Coordinator;
RESOLVED that *one Board member* be appointed to this Hiring Committee.

Moved: Horeen Hassan, VP External
Seconded: Anthony Lenarduzzi

Horeen Hassan: Dustin Brown, the current Bike Centre Coordinator has decided to resign in order to pursue graduate studies, and so therefore, we are seeking a new Bike Centre Coordinator, for January. It would be nice to get that committee going so we could move forward with the hiring process asap.

Anthony Lendarduzzi: I volunteer myself.

Briana Green-Ince: I will volunteer as well.

Chair: There is a limit of one CSA Board member, correct? [Yes]

Chair: if neither wants to yield, we will do a vote.

Anthony Lenarduzzi: I will yield.

Brian Green-Ince: I am happy to volunteer.

MOTION: To appoint a Hiring Committee for the position of Bike Centre Coordinator;
RESOLVED that **Briana Green-Ince** be appointed to this Hiring Committee.

Vote on Motion
Motion carried

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6.10.2. Appoint Hiring Committee – Part-Time Bookkeeper

MOTION: To appoint a Hiring Committee for the position of Part time Bookkeeper;
RESOLVED that *one Board member* be appointed to this Hiring Committee.

Moved: Lolia Shallouf

Seconded: Kathleen Nolan

Dena Van de Coevering: I just want to highlight different about hiring committee, looking for individual to begin with us in January, might be delayed to actually get going, other than that, recognizing that the office definitely needs support to work through workload

Anthony Lenarduzzi: I will volunteer again

MOTION: To appoint a Hiring Committee for the position of Part time Bookkeeper;

RESOLVED that **Anthony Lenarduzzi** be appointed to this Hiring Committee.

Vote on Motion

Motion carried

6.10.3. Appoint Hiring Committee – SHAC Assistant Coordinator

MOTION: To appoint a Hiring Committee for the position of SHAC Assistant Coordinator;
RESOLVED that *one Board member* be appointed to this Hiring Committee.

Moved: Lindsey Fletcher, VP Academic

Seconded: Emily Bruce

Jessica Krawitz: I will volunteer for the position.

Emily Bruce: I would also like to volunteer.

Blakeney Smith: I would also like to volunteer for the position.

Lindsey Fletcher: We are looking to hold interviews on Friday, November 22, Monday, November 25 and Tuesday, November 26, depending on availability. Just so you have that in your calendar, because it is quite a quick turnaround. I don't know the exact times yet but it will hopefully be those days.

Chair: If no further discussion or volunteers, we will have vote between three members unless any wish to yield.

Blakeney Smith: I'll yield

Chair: Because choosing between candidates it is a secret ballot, please bare with us.

Emmy Luo: Point of information, will candidates give a spiel on why to vote for them?

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Chair: In theory, you just vote, but discussion is still open so they could speak to that; it is entirely within their power if they chose.

Jessica Krawitz: I really want to get involved with helping students, to learn for myself and for my friends and the people around me because a lot of people don't actually know how to do these things.

Emily Bruce: I think it is a great resource for students. I have used it myself, but a lot of students don't know it exists. I believe in their work and hope they hire another good coordinator.

Chair: We now have ballots, so if you will please write on one ballot either Member Bruce or Member Krawitz or abstain. Please no discussion because we are still in order. I will count and then read out the results, if a member of Executive would like to be scrutineer, that would be allowed.

PTM: 17 ballots, Mr. Chair.

Chair: The results are: a total of six votes to Member Krawitz, ten votes for Member Bruce, and one abstention.

MOTION: To appoint a Hiring Committee for the position of SHAC Assistant Coordinator;

RESOLVED that **Emily Bruce** be appointed to this Hiring Committee.

Vote on Motion

Motion carried

6.10.4. PDR Committee # 1 Minutes – October 22, 2019

6.10.5. PDR Committee # 2 Minutes – October 29, 2019

6.10.6. PDR Committee # 3 Minutes – October 30, 2019

PTM: Mr. Chair, we are suggesting that the minutes be approved rather than received because they have recommendations. There are grants that the Board should ratify for various individuals.

MOTION: That the Petitions, Delegations and Representations (PDR) Committee Minutes be approved for the following meetings:

6.10.4. PDR Committee # 1 Minutes – October 22, 2019

6.10.5. PDR Committee # 2 Minutes – October 29, 2019

6.10.6. PDR Committee # 3 Minutes – October 30, 2019

Moved: Lolia Shallouf

Seconded: Anthony Lenarduzzi

Lolia Shallouf: All the funding we get to give and all the fun events, and cool way to find out about events.

Brian Green-Ince: Speak a little louder please.

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Lolia Shallouf: I highly recommend this committee and its recommendations, funding for a lot of events, and a cool way to find out about the events.

Vote on Motion
Motion carried

6.10.7. CAPCOM Report

MOTION: That the Capacity, Analysis and Planning Committee (CAPCOM) report be received as information at the CSA Board Meeting on November 6, 2019.

Lindsey Fletcher, VP Academic, distributed material and members took a few minutes to read it.

Lindsey Fletcher: I'll go over a few things, so that you can have in mind, as we go through them. First, review of Board composition. This has been a discussion from previous years of Executives as well, and coming forward to CAPCOM this year. Given we have had three years of this current structure, we thought it was a great time to look at the Board and make sure that we are fully representative of the students that are on our campus. There's a fairly laid-out plan of what we anticipate doing, based on our discussions. It is looking like it will be a long process. We want to make sure that we are diligent with our students. We are expecting probably a two-year timeframe. CAPCOM will continue with this project, we hope to have it well under way to figure out logistics more so, but we are primarily focusing on background analysis, and student consultation.

Looking forward to our second goal, this is something that is already under way with the Executive, with the staff for student services around the Student Choice Initiative, and the awareness of the CSA, our services, our programs, and everything that we do, and everything that we offer for students. We are looking for ways to increase accessibility for our communication with students, and to increase the outreach that we have on campus, with the current initiative, and explore new options, that might increase our reach, and that will be an ongoing process. And then, our third goal is considering the development of a cyclical review. This is something done in various institutions or from the programs and services that they offer. I brought it up in connection with the way the university reviews academic programs to make sure they are still meeting the needs of the students going through it, while also being effective and efficient with the money that is put into it. This is a way we can increase accountability to students and transparency for what we do in our services. Again, this will be more a long-term goal, looking more generally this year with future developments.

Blakeney Smith: I see mentioned from you and in the report, about transition that happened in 2017. Do you anticipate that this review of the Board composition will have any analysis or information about how the structure is operated either in

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comparison to previous structure or just generally whether it is an effective structure?

Lindsey Fletcher: I can bring to Committee at the next meeting. I don't think it was really anticipated, but it would be something interesting to look at. We can bring it to the next meeting, if it is interesting to the Board right now, certainly willing to bring it up to committee.

Moved: Kathleen Nolan

Seconded: Emily Bruce

Vote on Motion

Motion carried

6.11. Business

6.11.1. Amend Appendix G: Electoral (Clause 4.2.1.d) re. Nomination Signatures for Director Candidates

WHEREAS at present, **Appendix G: CSA Electoral**, Section 4.2, requires a total of 50 verified signatures in support of a candidate being nominated for CSA Director;

WHEREAS this number may be regarded as high when one considers that two of the candidates in the Fall 2019 By-Election were elected with less than 200 votes;

WHEREAS Appendix G: CSA Electoral, Section 4.3, requires a total of 100 verified signatures in support of a nomination of an Executive Officer; and

WHEREAS Notice of this amendment was provided at the CSA Board meeting on October 23, 2019;

MOTION: That Appendix G: CSA Electoral, Clause 4.2.1.d) be amended to require a total of 25 verified signatures in support of a nomination of a Director, from individuals within their constituency.

Moved: Kathleen Clout

Seconded: Blakeney Smith

Vote on Motion

Motion carried

6.11.2. NOTICE: Amendment to Policy Appendix A, Section 2.5: Petition, Delegations and Responsibilities (PDR) Committee

MOTION: That the amendments to Appendix A, Internal CSA Policy, Section 2.5: **Petitions, Delegations and Responsibilities (PDR) Committee** be approved as presented.

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Blakeney Smith: Having read through agenda, I have some recommendations about the reviews, if that is appropriate.

Chair: This absolutely would be the time to say any possible recommendations.

Blakeney Smith: They range from some nit-picky stuff like the bullet points, are not the same format in some places to more substantial suggestions. A couple of incidents in 2.5.7.1 and 2.5.8.6 with members of good standing in changes are referred to of members of good standing with the CSA bylaws, I would suggest they are simply referred to as CSA members in good standing. I suggest specifying that committee require a complete PDR form before releasing further funding. That in 2.5.8.4, says that PDR requests have to benefit University of Guelph. The issue with this is the University of Guelph is a corporate entity, with no particular interest in our PDR benefitting. I suggest it is rephrased to undergraduate community at the University of Guelph. And that it also matches wording and addition made later on. One thing that I would really like to have discussed, is I think 2.5.8, there is a change to the grant used to prioritize applicants. There is a distinction made between members and non-members groups. I found this confusing, and a bit unclear. I would suggest that CSA PDR funds should be for CSA members but also that I can't say this for sure, but I think that there may be liability issues to release funding to not accredited student groups. So just things I would like to see...

Dena Van de Coevering: Thanks for all your feedback, I really appreciate it. If I can speak to your points, the first one I completely agree with members of good standing. The comments regarding to the University of Guelph and undergraduate community, when I wrote it, the intention was specifically undergrads here not to the benefit of the university itself. I'm not sure if there are any recommendations around the table if there is a better way to emphasize that, as that sentence is for undergrads benefit. And then speaking to the points of supporting different groups on campus, so we found it in this round of applying that, the previous policy changes to organizations on campus, but a handful of groups on this campus came through with these last applications, which were not accredited but the committee still felt they could receive funds for various reasons. So we wanted to ensure that folks on this campus would be able to access the funds within reason, to support the initiative or the event they are planning...And then to highlight defining between member and non member, a non-member is someone not invoiced by CSA. The committee would be looking at how it benefits the undergrad committee, so ensuring that it is enabling, and enhancing experiences for students on campus.

Kathleen Nolan: I just wanted to point out, in 2.5.8.4, it says the request directly benefits University of Guelph and the undergraduate community at the University of Guelph. If just took out the University of Guelph part, that would solve the problem.

Dena Van de Coevering: Excellent

Chair: This item will be discussed as a motion at the next Board meeting.

Notice of this amendment was provided, for consideration at the next meeting.

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6.11.3. Class Presentations by Directors

WHEREAS CSA Bylaw 1: Operational states that:

“Each Director shall be prepared to speak to classes during times of significant importance to the CSA, including but not limited to Annual General Meetings, General Member Meetings, Elections, hiring, large scale programs and “Awareness Weeks”;

MOTION: That each Director schedule at least one such class presentation before the end of the 2019-2020 term;

RESOLVED that each Director forward details of these presentations (date, class, topic) to the Policy & Transition Manager so that a summary may be reported at the last Board meeting of the term and posted on the CSA website.

Moved: Dena Van de Coevering, President

Seconded: Anthony Lenarduzzi

Dena Van de Coevering: Part of being Board of Directors is also presenting class talks of informing undergraduate community of CSA itself, and different initiatives we have going on, a very specific example would be during elections or by-elections. This is just a way to create more structure around that. Keep in mind, accessibility is on the CSA mind, so ensuring that each director feels supported to contribute what they can. Feel free to reach out to Earl or our VPA to...if any changes in it. Other than that, the intent of this is to report to PTM in regard to what support can be given in terms of class talks.

Horeen Hassan: In addition to all of that, one thing I really want to stress, I know when I was in one of your seats last year, having that kind of connections to constituents that you actually represent, is a really good way for you to be known as a representative for that particular college. So it is nice for you to get up in front of a class and let folks know that you are the one sitting on the CSA Board representing them, so they know the name and face, and who to come to when they've got issues. Actual on-ground engagement with the student body is very significant. And classroom talks are so much fun, you make more friends. I highly encourage it.

Simonne Clout: Question regarding on social media, there are also platforms for colleges, do those count as making announcements or letting people know and engaging with them, or is that more so frowned upon than class talks?

Horeen Hassan: You can feel free to do that, that probably would be okay, but having physical interaction with people in front of you, I think that is far more significant and a greater value when people can see you and actually come up to you later and have a conversation. Because I don't know about you, but when I am on social media, I just keep scrolling, I don't really give it too much thought. Your message is stronger and keeps people more engaged when you are there present and speaking more to them. Personally, I would say better to do it in

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person, but encouraged and to spread awareness and to talk about messages from social media from personal platforms, that would be really great.

Kathleen Nolan: I'm sure I'm not only one here who has a hard time speaking in front of big classes of people. I am wondering if it is possible if multiple reps from the same College can go together to give the talks?

Emily Bruce: I had the same concern with that. I think maybe if we can change in the motion what that would look like, so people are not forced to stand in a classroom with over 300 people.

Lindsey Fletcher: Absolutely, I think that's a great idea. More people more power. I would like to know, just a suggestion, always notify professor in advance, they appreciate it, so they know they can allocate that time to you, and do not go before midterm or something. Great idea for multiple reps, especially if they are in the same classes, whether it is a 400 person class, a 600, or even a 30 person seminar; any outreach is great!

Horeen Hassan: In addition to that, that was a fear of mine to have courage to get up in front of a big group of people and actually say something. It is daunting and frightening. You can do that in several different ways as well, whether that be taking a friend, or even given a visual to professor and let the professor project that, or post it on courselink, put in your email and have them contact you. Several ways of doing it, going through with professor could be something to help.

Blakeney Smith: Just for clarification, I didn't want to look through agenda again. Am I correct that I read in the reports that you had been in discussion to find out what large classes there would be next semester?

Lindsey Fletcher: Yes, so part of the Electoral Office is that they come to the VP Academic for that class list. I went through webadvisor this semester and it did take quite a long time. I have proactively asked the Registrar to give a list of any classes that have over 100 students registered. We are expecting to have it come to our office after registration has closed. That will be around the second or third week of January. We will have a full list of dates and times, who the professor is.

PTM: Two quick points. One is, I have seen value of having classroom presentations. For example, during the by-election, the CRO told me that he could see the number of voters increase when the President did classroom presentations; not how people voted but the number of votes. There is tangible value to doing classroom presentations. Secondly, staff will help you in any way with details and information so you are not speaking unsupported. For instance, as you know, the Board is looking to make appointments to fill the vacancies. We will give you information so you are not standing up alone, unsupported. We will provide you with information to help you make these presentations.

Josh Moran: Just to speak on behalf of your own college, a lot of courses, especially when you reach third and fourth year classes, tend to become a lot smaller. Is there a way to reach out to those classes as well?

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Anthony Lenarduzzi: Should we be doing this currently since the opt-out period has started?

Lindsey Fletcher: Responding to Member Moran's comment, is that we can look into, if there are specific course codes or even just department that you would like class lists for, I can email the Registrar and ask for that data as well.

Anthony Lenarduzzi: Is it possible to get email of opt-out/in to people on the Board so that we can either send it to our own boards?

Horeen Hassan: As was mentioned earlier, currently the CSA is running a CSA awareness campaign. I feel like opt-out is a really strange period, in a way some students may not know the full organization of the CSA and all the different parts of campus we cover and provide support in. So just saying the specific ways that the CSA does the services we provide, you really benefit from all the services and work the CSA does. We would be more than happy to give that info to help you. A few years back, I didn't even know the CSA was its own separate entity; I thought it was part of the university. As I moved on, I found all the great things that the CSA does. I didn't even know the Bullring was a CSA service. By just even talking about services, advocacy, campaigns, everyone sees things but sometimes connecting dots is not something done. Talking about who we are and how we help you and how you can seek that help and actually make good use of it.

Chair: I notice there have been a lot of questions going around in the Board meeting. Those are great points of information, If you raise them as points of information, you can ask the question directly to a member of the Board and can get an answer to that immediately, rather than going on the speakers list. You are certainly allowed to do it that way but I wanted you to know it was in your power as well. Any further discussion?

Dena Van de Coevering: Raising back to Member Lenarduzzi's point of having an email of opt-in, opt-out, that is a good idea. I will be working to move that existing content so we are able to better disseminate the information.

Simonne Clout: Would that graphic be CSA-specific with the opt-out? I know that so many things can be opted out of that may benefit the students, not necessarily CSA-related but other things that are there for the students. I don't think a lot of people are aware of the full scope of what can be opted out of and what is still necessary to pay for.

Horeen Hassan: Yes, it is not just the CSA whose fee has been deemed optional. There are also really great organizations that have doing really great work. We got the GBSA, we have ASA, we have all these great identity groups, advocacy groups, who have actually brought value and integrity to post secondary education, experiences, and I feel like all those organizations are valid and they are a reason why being a student here is enhanced. So I do encourage you to talk about other organizations and the great work that they do as all. In some way, even though not in English or journalism, I still think that the Ontarian provides great experiences for students. Or the CFRU. There are so many different ways students can get involved in all the great organizations which have been doing great work. If you want to talk about those organizations by all means, go for it.

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Second point, for the awareness campaign, we are actually collecting photos and quotes from students, about the services of the CSA and how they benefit from it. If interested and want your quote and a photo of you to be part of the promo for raising awareness, that would be great; feel free to reach out to Execs.

MOTION: To call the question.

Moved: Blakeney Smith
Seconded: Matteo Raso

Chair: This motion would end all debate and move to motion.

Vote on Motion to Call the Question
Motion carried

MOTION: That each Director schedule at least one such class presentation before the end of the 2019-2020 term;

RESOLVED that each Director forward details of these presentations (date, class, topic) to the Policy & Transition Manager so that a summary may be reported at the last Board meeting of the term and posted on the CSA website.

Vote on Motion
Motion carried

6.11.4. Revised Winter 2020 General Election Timelines

MOTION: That the Revised Winter 2020 General Election Timelines be received as information at the CSA Board Meeting on November 6, 2019.

Moved: Kathleen Nolan
Seconded: Emmy Luo

Dena Van de Coevering: As of two weeks ago, we learned the university moved the deadline to send referendum results to Student Affairs to March 6, plus we need a one week period for any appeal and Board ratification. With that in mind, we had to push forward the timeframe of elections, which puts us just before Reading Week. Within that outline, nominations will start on January 17, and voting on February 10. We will have more information on who is in what position after the Friday before Reading Week.

Vote on Motion
Motion carried

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6.12. New Business

6.13. Announcements

PTM: The next meeting is three weeks from tonight, not two, so we have an extra week in between. Next meeting, there is a training session at 6 o'clock, Board meeting will start at 6:30 pm, but do not change time of arrival. Main thing is three weeks from tonight is the next Board meeting.

Claudia Idzik: Seven days until Halloween, and 358 until the next one. Made FB for all CSA Board meeting, if you have a friend who wants to come, just share FB memo. Last thing, I got my sleeve done!

Horeen Hassan: As mentioned earlier, campaigns big thing I've been focusing on, so if anything you guys are passionate about, whether it be environmental, social, political issues, reach out to me and I'd be happy to help you bring that to life and campaign around it and turn it into something physical that we can raise awareness about. Or if passionate about any existing campaigns reach out to me and I'd be more than happy having you join the team.

Lindsey Fletcher: Halfway through term, super fun. I attended 218 meetings so far, and looking to attend a lot more. So if you have anything you want CSA representation at, let us know; otherwise any questions about any meetings I go to, please ask me.

Cameron Stotts: Next week is shine week, 1 in 5 or mental health awareness, highly recommend everyone check schedule has been posted. There is a bunch of events going on, I highly recommend, and tell all friends. Personally, I am involved in is Wednesday at 5:30 pm. It is the mental health awareness panel, so there will be myself, and it is actually an all male panel which is cool, first time ever an all male panel. We are going to be talking about our experiences of mental health, and answering questions from the audience. If you can attend this event, that would be amazing and bring friends.

Daniel Oforio-Darko: Two events, study abroad night. Turnout was low but the event was still good. Also had an election night, which was pretty good. Looking forward, trying to have events for students in terms of networking, so that will be interesting. Sorry about photobooth, not sure if anyone came but it got cancelled; we are trying to book in November, I'll let you know.

Jessica Krawitz: I'm really happy finally to be done midterms.

Alan Negrin: Things are working well, mostly working hard with other non-binary groups and students for trans identity next week. Currently looking at thrift shop people going looking for clothes, kind of a fun group thing and have trans

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remembrance and resilience, a discussion, a vigil held, poetry, speakers telling story, and trans panel. Still looking for people, but happy we are able to compensate a lot of the panelists. Hopefully, more info, look out for that!

Briana Green-Ince: Event coming up, Friday, November 15, at Brass Taps, still looking for performers. If you want to show your talent, would love to have you. Post on stories reach out to me or talk to me at end of meeting. Also, BR games night coming up on the 21st, open to everyone but have limited spots. I am glad I am finally done midterms, finished yesterday

Simonne Clout: On trans identity committee, never before been helping to plan things and it's really important to me. Know its important to have performers, hard to have affordable, not sure what budget I am working with, finding out on Friday. Course selections, needed two classes to graduate, only got into one, kind of like "ah", and need three classes to be full time so "ah".

Kathleen Nolan: Events for holocaust week, tomorrow night in Peter Clark Hall. There is a holocaust testimony at 6 pm, and open dinner on Friday at 6 pm. Hope to see you there!

Emily Bruce: Recognizing Stress workshop on the 25th from 1-3 pm in the UC. I have posters to pass around, take some or take a picture. It is close to exam time, useful for supporting others and themselves during times of stress.

MOTION: To extend speaking rights to guest, Nicole Walker from IHC.

Motion: Horeen Hassan, VP External

Seconded: Lindsey Fletcher, VP Academic

Vote on Motion

Motion carried

Nicole Walker: In terms of Interhall Council, I am not Nicole Johnston. We are looking for permanent representation. I recently met with the SafeWalk Coordinator, discussing how we can collaborate. Next weekend, November 15-17, Interhall Council is picking resident students to attend the annual conference. They are from the States, Guelph and Ontario and Canada as well. A reminder if anyone wants information on residences, email me. I will help connect you with poster drop off or social media. We want all resident students to know what is happening.

Briana Green-Ince: Point of information: can I give you one of my posters?

Nicole Walker: We have about 75 poster locations, so you can send me online.

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Anthony Lenarduzzi: It is snowing, almost Christmas. It is Christmas music season, so start listening; it's great, it makes everything happier. In terms of CSHA, trivia nights are happening, almost stress buster, go to them they're really great! Any events for mental health, next semester, the Psych Society is still doing a mental health conference in winter semester. Mental health isn't something that happens one week per year, it happens everyday. Alright? Cool.

Josh Moran: On behalf of SFOAC, Operation Christmas Child is an event where we collect boxes full of toys to children for Christmas. It is currently happening right now. I think it's great, warms my heart. No pub tonight, many off to the winter fair in Toronto. We are having a euchre tournament, which is super fun. Want to say hi to Aggies and dance anyway? Come by. We recently had an open meeting. The new thing is pet food minor and two new courses in the works, one being agriculture technology management and indigenous matters. With all that being said, thanks again for a great meeting.

Jena-Lee Ashley: Our annual general meeting is November 18. We need a secretary. That same night, we are also having a graduate student presentation from four indigenous students; most go to this school and one is from U of T. They'll give us insight for later.

Emmy Luo: It's snowing and it looks great! Congrats everyone, we got through midterms, a little break before exams! Not much to report, we had a Halloween social, it went pretty well. Currently, to do more Student Council bonding, it is called "gotcha". Super fun so far, might be getting really intense. If you want to say hi to my dog after, he would love it.

Chair: Thanks for the meeting. I will briefly speak to Member Moran's point on the winter fair. I was there; I have gone every year for past four years. If anyone is at all interested, there are lots of animals, lots of horses and just food. My one announcement and I'll probably never make another one.

6.14. *In Camera Session*

6.15. *Adjournment*

MOTION: To adjourn the CSA Board of Directors Meeting of November 6, 2019 at 7:34 pm.

Moved: Daniel Oforio-Darko

Seconded: Lindsey Fletcher, VP Academic

Vote on Motion

Motion carried

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Approved by the Board of Directors

Date: _____

Signed _____

Cameron Olesen
Board Chair, 2019-2020

Date: _____

Signed _____

Earl Evans
Policy and Transition Manager
2019-2020

Date: _____

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Executive Committee Meeting # 20

November 4, 2019 – 11:00 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

Motion passed

Motion to Adjourn

Moved by: VPA

Seconded by: VPE

Motion passed

7.0. Call to Order

Meeting called to order at 11:09 am

7.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

7.2. Comments from the Chair

President: Seeing as we didn't have our VPE last week and we have our VPSE this week, Happy belated birthdays!

7.4. Executive Updates

7.4.1. President

President: Time off: None.

Light week for meetings, but still a heavy administrative week especially PDRs. Meetings are President's Council, Promo Check-In and Debrief, Board Pre-Brief with you folks, Student Executive Council.

I am supporting the organization of a CSA Tug-for-Tots team, still wrapping up this round of PDRs and working to create an efficient system that can be reused for semesters to come. I am working to complete the CSA Awareness statement that we discussed last week, if someone has time to help this process that would be great.

7.4.2. Vice President Student Experience

VPSE: No time off. My GRE is November 20 so I will be taking November 18-20 off, but will be checking emails and coming in for the meetings already scheduled.



Halloweek was an awesome success. Accounting is still working on the final numbers but I can tell you it's in the thousands. I am planning for Sexy Bingo next week, otherwise I will be focusing on projects and will have more free time to pick up work wherever it needs to be done. We're going headfirst into next year's Homecoming planning next week with multiple meetings so if you have any suggestions for next year's Homecoming programming let me know, or feel free to join. Next Sexy Bingo is November 21. The PCH Study Space is booked for December 4 and 5, and December 11 and 12.

7.4.3. Vice President Academic

VPA: Time off: None foreseeable. I'm physically feeling better this week, which is nice, but mentally still a little off.

This week is kind of light for meetings, but includes the Library SSF, OACC Task Force, Core and Exec meetings, Board of Undergraduate Studies, Student Executive Council, CSA Board, and a SHAC check-in. I'm very excited to see that the gender-neutral calendar changes are going forward to BUGS this week and will be brought to Senate on November 25.

7.4.4. Vice President External

VPE: As you folks know, I have been away for the most part of last week due to a sick family member but am happy to be back. I will be meeting with the International Student Organization, the Office of Intercultural Affairs and a few international students who have reached out to me in regard to raising awareness about issues being faced by international students.

VPA: Ray sent me an update about the URA positions. He said that because the funding for the positions only comes through domestic students, that is why international students cannot apply. Professors can create their own RA positions that are open to international students, however they would have to be able to fund that themselves.

7.5. Unfinished Business

7.5.1. CSA Awareness

President: Two weeks ago, we had the idea come forward of producing student testimonials to thank the CSA for the services and events we provide. It was discussed that instead of providing photos and statements, folks can choose to provide only statements to reduce any hesitation of folks doing this campaign. I wanted to check in and see where everyone was at with their services to see if they were able to be part of the campaign.

7.5.2. SCI

President: Going back to my update about support to write the statement about the CSA Awareness. If I can get some help drafting a statement up, that would be great.



VPE: I can help you write the statement. I also heard some tactics from other schools like George Brown about keeping their Food Bank fee mandatory so I would like to see if I can use those strategies for our Food Bank. As for the legal challenge, it's the same update that I gave you before. The court hearing went well. We probably won't get the results until later this semester.

President: If you can do an environmental scan including George Brown and check back in with Lee Anne and I about the Food Bank fee, that would be useful.

VPE: We also need to be mindful of not just changing the language and not changing anything else about Food Bank.

VPA: If there's any data on their specific fee structures that may be something we need to check in on and see how it compares to ours.

7.6. New Business

7.6.1. CSA Election

President: Last Exec meeting we had to cover the fact that the election dates needed to be moved. We pulled back the timeline so we can meet those deadlines. I have those dates that we discussed with ARO, CRO, and the PTM. It's been approved by the Elections office and I wanted to bring these dates to the Board. We had to move it up so we can still have time for the appeal process and approvals by the Board. They also land during the college elections so we may need to look into the possible repercussions and how we can best promote the elections.

The new dates are as follows:

Nominations open January 17 and end Friday, January 24.

All Candidates meetings start the Monday and Tuesday after.

February 6 is the Executive Forum.

Campaigning starts February 3 to February 14 which is same day voting ends. Week before reading week.

7.6.2. Remainder of the Term – General Goals Check-In

President: We're done six months of our term. I wanted to start the conversation around the goals that we want to work on as a team or independently. I just wanted to bring it forward of what cool ideas we can run in our final semester.

7.6.3. PDRs

President: Just wanted to bring a quick update about PDRs to the Executive. The committee had met and approved to push the official deadline to November 15. Clubs will be notified via listserv and the website has been updated. The PDR policy was looked at by the committee to update it and ensure it best fits this campus.



VPE: How was it run last year, was it people could apply as the semester went by and there were no deadlines? Why was this change made to have strict deadlines rather than applying need-be?

President: The student choice initiative changed and will likely continue to change our funding, so we wanted to have a deadline to make sure we look at the merit of all applications. Having multiple deadlines allows for clubs to be flexible while being fair to the budget line we receive.

VPE: That makes sense. Various organizations have reached out to me about that they are using their own money expecting funding afterwards. There is concern about students having to pay their own money and not getting reimbursed afterwards. I want their concerns to be best addressed.

President: It was discussed the last meeting how the policy should be best addressed and that was a concern that was raised. Essentially, the committee can refuse retroactive funding. We are mindful of the fact that there is a gap between Innovation Funding and PDR funding so events running in between may have some concerns.

VPE: I will try my best to update the organizations on this situation on why these changes were made.

7.6.4. Student Strike

VPE: On November 6, several different GTA schools are doing massive strikes in relation to the MPPs coming back to Queens Park to send them a message that the students are still there and are still angry about the cuts to education. In a way, I feel like we should be doing something given that we are the only municipality with an MPP that actually listens to us. I know it's impacted Guelph in large ways, and I have nothing planned due to the business of last week. It feels overwhelming coming back and being pressured to do something. I don't want to do a rally, I want to engage and if you folks can help with outreach or tabling about raising awareness to the cuts to OSAP and cuts to education, that would be nice.

7.6.5. Supervisory Duties

President: I wanted to check in about supervisory duties. At the core staff it was raised to do evaluations on our staff.

VPA: I have my check-in with Maggy on Thursday, then we will be doing her and Sara's evaluations later next week or early the week after.

7.8. Adjournment:

Moved by: VPA

Seconded by: VPE

Motion passed

Meeting adjourned at 12:01 pm

ACTION: VPSE to check in with social media for Diva Cup awareness campaign.

ACTION: VPE to write a statement about CSA Awareness before the Board meeting.



MINUTES

Executive Committee Meeting # 21

November 11, 2019 – 2:30 pm

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPE

Seconded by: VPA

Motion Passed

Motion to Adjourn

Moved by: VPA

Seconded by: VPSE

Motion Passed

7.0. Call to Order

Meeting called to order at 2:37 pm

7.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPE

Seconded by: VPA

7.2. Comments from the Chair

President: Hope everyone had a good weekend, and I hope everyone is starting to feel less overwhelmed as things are starting to be more quiet.

7.4. Executive Updates

7.4.1. President

PRES: Working on PDRs and prepping for next semester. We have an AGM prep meeting next week, as well as a finance committee meeting.

7.4.2. Vice President Student Experience

VPSE: I will be away November 18-20 as I'm writing the GRE the 20th. The 18th and 19th I will be answering emails and will be in for all meetings, which will amalgamate to about a half day of work each day other than Wednesday.

This week, I am prepping for Sexy Bingo next week the 21st. Jay from Student Experience has been away and still is so I have been picking up SERM on Gryphlife the last few days and some days this week. This week, I will be out and about supporting SHINE: Mental Well-Being Awareness Week, as I sat on the programming committee for this week, as well as some of our board members. It'd be great to see others wear their SHINE shirts and support. We have our first O-Week advisory committee this academic year and I'm excited to get started on new planning. Other than that, small core meetings sprinkled around. I am participating in the tractor pull.



7.4.3. Vice President Academic

VPA: I thought this was going to be a quite week, but it's quite busy with meetings. I've got Athletics Advisory Committee today, Registrar tomorrow, Tractor Tug and Senate committee on Wednesday, Academic Policies and Procedures on Thursday and CAPCOM on Friday. Also have Art in the Bullring on Thursday night and will be using all my free time for report writing, particularly for CAPCOM environmental scan. If anyone needs urgent support, let me know and I can try to add it where I can but otherwise, my schedule is quite full.

7.4.4. Vice President External

VPE: It's a quiet week for me. I've received the motions for the CFS National Meeting, if any of you would like to take a look, I'll distribute the motion package. I'm looking at starting the racialized constituency group with Stacy from DHR. I want to do an environmental scan to see if there's a need for it and how I can fill the gaps.

7.5. Unfinished Business

7.5.1. CSA Awareness

President: I think for the sake of time and the sake of our Promo's person, it would be enough to have the statement out there soon.

VPE: Are the quotes and the photos going to be out soon?

President: Promo is working on a template now.

VPSE: What's the timeline to have the statement out there?

President: Do you want to do it today?

VPE: We should, opt out is done 17th.

7.5.2. SCI

President: I haven't heard anything.

VPA: I'm meeting with the Registrar tomorrow, so I can ask. Will also ask about the student representative on the committee again.

VPE: I'm connecting with George Brown to figure out how they made their Food Bank fee mandatory.

President: Apparently the reason the government didn't put the food bank back as mandatory was because there wasn't enough public outcry.

VPE: Do we want to start our own campaign surrounding this?

President: We can start by submitting motions either to CFS or CSA board.

VPE: The deadline to submit motions was a while ago, we would have to word it as an emergency motion. I think I can do that given the opt-out is ending soon. I can draft a motion to CFS.

VPSE: Can we also put it to the CSA Board? And also organize stuff on top of drafting motions?

VPE: Yes, we can. CFS Ontario is also working towards warning other organizations that this may happen in other provinces and recommending them to draft policies that protects them from the Student Choice Initiative.



7.5.3. Scheduling Exec Check-in

President: Looking to schedule check-ins on Wednesday and Friday. Does everyone have time for this?

VPA: Wednesdays are not good for me as I have back to back meetings all day but I can send an email update.

ACTION: President to schedule check-in on Wednesday and Friday.

7.5.4 Supervisory Duties Check-in

President: I just wanted to check in with everyone to see where they were at with the Supervisory Duties Check-ins with the staff they supervise.

VPA: Maggy and Sara are awaiting their evaluations from Laura, as I know she is working to prepare those this week. Once they do the self-evaluation, I'll be meeting with them to discuss and offer feedback or areas for improvement. I anticipate them being done by the end of the month, but I do have a meeting scheduled with Maggy this week. I'm going to follow up with you Dena via email but I'd appreciate if there are any questions or concerns about staff performance that it is directed to the executive supervisor to address rather than core staff.

VPSE: I have meetings scheduled with Safewalk and Clubs next week so they should be done soon.

VPE: I've started mine with the Bike Centre and Foodbank staff. The Bike Centre had evaluations done in the end of summer but it's good to do again so I can suggest areas for improvement.

President: Okay.

VPA: How are yours going? Are the core staff doing evaluations?

President: I'll be working on the Promo one because her probation period is coming up in November. The other core staff won't be getting evaluated this time around because they all have a lot on their plate and some of them don't have job descriptions written up.

7.6. New Business

7.6.1. TownHall

President: I wanted to raise this with the Exec. The town hall is to get input on larger changes of the CSA and to get feedback from them. Seeing that's the purpose of it, I don't see it necessary to host a town hall this semester as the Town Hall is next week and it's unrealistic for promo to push something out this soon.

VPE: I see the idea. I don't want to not have anything. I think we should have an alternative option such as coffee in the Bullring with the exec so students and constituents can have conversations with us. We can hear their stories and hear what they want from us. It doesn't have to take too much planning. There are people who are interested in our work and want to do the work we're doing. We can invite board members too.

President: Informal is good, but we need to be able to communicate what it looks like. It is important to be there for students and to be tangible.



7.6.2. Library Stressbuster

VPSE: The library contacted me and VPA a while back about a library stressbuster. Generally, the CSA does an “ice cream chilling” event. It costs about \$500. I thought it would be worth looking into other options that would get better use of \$500 but I know ice cream is popular so I am happy doing that. It’s taking place in 120A December 9, from 10:00 am to 12:00 pm. All the Execs are usually present to show face during this event so I will be sending you a calendar invite.

7.7. Adjournment:

Moved by: VPA
Seconded by: VPSE
Motion Passed
Meeting adjourned at 3.42 pm

ACTION: President to schedule 15 minute check-ins.

ACTION: President and VPE to write emergency CFS motions.

ACTION: VPE to check in with George Brown about FoodBank Fee.



MINUTES

Executive Committee Meeting # 22

November 18, 2019 – 11:00 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

Motion Passed

Motion to Adjourn

Moved by: VPSE

Seconded by: VPE

Motion Passed

7.0. Call to Order

Meeting called to order at 11:05 am

7.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPE

Seconded by: VPA

7.2. Comments from the Chair

President: Welcome back to this nice snowy day! Busy week for us so let's get going.

7.4. Executive Updates

7.4.1. President

PRES: This week I have a few PDR meetings, a Finance Committee meeting, and an SEC meeting.

7.4.2. Vice President Student Experience

VPSE: I'm off tomorrow and will not be accessible by email or social to write the GRE. This week I just have a PDR meeting, a Finance Committee meeting, and am wrapping up supervisor meeting. I've got SERM this week, and just after is the last Sexy Bingo of the semester. I have a busy Thursday with no gaps, but have an open Friday to which I will be writing reports and editing minutes for the Board.

7.4.3. Vice President Academic

VPA: Time off: I'll be going home the afternoon of November 28 for a memorial service. I'll be in for the morning but taking an afternoon train home.

As for this week, I have the financial literacy fair on Thursday, which I'm prepping with VPE today. I've also got CAPCOM today which we will be continuing conversations from Friday's meeting. The SHAC Assistant Coordinator application closes on Wednesday, so I'll be meeting with the hiring committee on Friday to go over those and prepare for



interviews. Student Senate Caucus is scheduled for this Thursday, but unfortunately, Charlotte and Patricia are not available, so I have to check in with my co-chair on that.

President: Are you going to be sending an email about that because I haven't received anything for Senate.?

VPA: We should be sending an email out later today or tomorrow for that, I'll have to check with my co-chair.

7.4.4. Vice President External

VPE: I'm working on staff evaluations. I'm meeting with MSA to discuss issues that they've had. Divest fest is coming up next week. I'll be doing outreach for Fridays for Future next week. I'm working on a Foodbank motion for the National CFS meeting.

7.5. Unfinished Business

7.5.1. CSA Awareness

President: Campaign is up and running on our boards and kiosks this week.

VPE: Should we post on socials? Given that they already exist they can go on there.

7.5.2. SCI

President: Our opt-out window closed last night.

VPE: I've reached out to George Brown about their food bank fee. I'm waiting on a response.

7.5.3. Exec Check-in Scheduling

President to schedule Check-in this week.

7.5.4 Supervisory Check-in

President: I know you folks previously touched upon it previously in your minutes but we will re-touch.

VPA: SHAC Coordinator is working on hers. Given the office manager's injury, SHAC Assistant Coordinator hasn't received her self-evaluation yet, but it is in progress and I anticipate having them done by the end of the semester. I'll be scheduling meetings in the last week of November to discuss their self-evaluations.

VPSE: All of mine will be done by Friday, I have meetings scheduled Thursday and Friday this week.

VPE: All of the Bike Centre's will be done by Thursday. I'm waiting on a chat with the Food Bank Volunteer Coordinator's.

President: Promo was completed on Friday and I am completing the ARO's.

7.5.5. Town Hall

President: If someone can execute what we discussed last week regarding the "Meet your CSA" event that would be great. I've discussed the idea of us serving coffee with the Bullring Manager and they said it wouldn't be realistic as the Bullring space is very small.

VPE: We can give away drink tokens for the Bullring in another space like by the stage.

VPA: I think being by the stage would be a good setup as people wouldn't be distracted with the menu. Also, it would give us a lot of space.

President: VPSE, are you able to execute this and connect with Kat?



VPSE: Yes!

VPE: Can we also do cookies?

President: That would be dependent on the budget.

7.5.6 CFS Motions

President: Seeing as it was an action item in the previous agenda, I wanted to touch on this again. We were talking about a divest and foodbank motion at the previous meeting.

VPE: Yeah, the main motion would be about making the Foodbank mandatory. It would be weird to start a campaign that's targeting just a slice, not the whole cake. I need to look at a way to frame it that covers everything else, but also specifically target the food bank. Or maybe we can keep the student choice initiative out of it and make it only the food bank. The BIRT clause can cover the food bank specifically.

VPA: Would you be able to circulate the motion package so we can all read through them?

VPA: You could maybe frame it in a way where you can get the universities to push on other universities to prioritize food security. There's been back and forth discussion of where it fits in the Health & Wellness option. Though it might be a smaller issue, it could be worthwhile.

VPE: Yeah, it can be a BIRT clause. It's a step to ensure that our food bank fee becomes mandatory.

President: The next opportunity to raise this would be next summer because of the meeting? If we remove the SCI element from this motion, then we remove the need for reflecting on numbers about food insecurity.

VPE: I have to claim this as an emergency motion in order to put it in the package, so it has to have some numbers that come out after the deadline has passed.

VPA: Some campuses haven't had their opt-out windows yet or they are ongoing, so keeping that in mind if you did want to use the SCI framework.

VPE: Even if we did 90% opt-in, I can frame it as the fact that this is a priority because that many students care about the food bank.

President: VPE and I will schedule a meeting to draft a motion for the CFS meeting.

7.6. New Business

7.6.1. Vacation, Sick and Personal Days to Date

President: Vacation, Sick, and Personal Days were brought up at the HR meeting. The Business Manager should have reached out to you regarding keeping tabs on what days have been vacation, sick, and personal days.

VPA: I'm just wondering how we categorize days that have been previously approved in the Executive meetings that we would be away due to lieu hours or working excess one week and not the next. Also, should we put notes when we were scheduled off for vacation but still spent two to three hours answering emails and whatnot?



President: When I sent mine in to the Business Manager and I sent the days with a note saying I worked another day off. Once we've compiled our list of days off, we will know what we have left with our team.

7.6.2. Student Advisory Committee – SFS

President: This initiative came from Manny from Financial Services to review the services that financial services manages and to review a survey they've sent out. 1-2 pm on the 26th. VPA if you are available, I think it's most relevant to your portfolio

VPA: That's a Tuesday, so unfortunately, it is during the time of my one class. I can try to make arrangements to attend unless someone else from the Exec is available to attend.

President: I can attend.

VPA: Okay, thank you.

7.8. Adjournment:

Moved by: VPSE

Seconded by: VPE

Motion Passed

Meeting adjourned at 12:10 pm

ACTION: VPE to schedule a meeting with President, re: CFS motions.

ACTION: President to schedule Check-In meetings for the week.

ACTION: VPSE to schedule a "stressbuster" event at the Bullring.



Executive Update # 6

Dena Van de Coevering – President

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November 27, 2019



Hello Directors!

Thank you for being present for our meeting! Especially as the semester gets closer to the exam season and as we all know, the life of a student doesn't slow down.

The second opt-out window has closed. As most of you have likely heard, the CFS-O court challenge was successful in proving the Student Choice Initiative as unlawful, a great win for student groups across Ontario. At this time, we are waiting for more information about the case and what the government's response will be.

As we continue to do our work as the undergraduate voice, we look to our mandate, which highlights: to represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers; provide practical services that improve students' lives and save them money and to contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus.

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 13.3. – President.**

1. Committee Meetings

- Executive Committee
- PDR Committee, final policy review, application approval, Winter 2020 deadlines
- Student Budget Committee, focus on Physical Resources, Library and Student Financial Services
- CSA Finance Committee, support from Business Manager

2. Other Meetings

- Third round of All Staff meetings, supported by Office Manager
- Student Executive Council x2
- President's Council, Office Manager, Business Manager, Policy and Transition Manager, and Promotional Services; brief updates twice a week to ensure that there is cohesion between permanent staff and large-scale impact items of the organization while being time efficient
- Staff Festivus Planning, saying thank you to our service staff
- CSA Election Planning, preparing for our upcoming election which isn't long after Winter 2020 starts
- CSA AGM Planning, one of the most important meetings of the year, starting to plan details, especially when it is mid-CSA elections
- Promo Check-in(s)
- UC Digital Signage Review Committee, representing CSA to approve digital signage
- CAPCOM

3. Day-to-Day Life at CSA

- Represented our undergraduate students during the University's Remembrance Day Ceremony

If you have questions or inquiries, please ask! Good luck on your exams!

Executive Update # 6 – November 27, 2019

Claudia Idzik, VP Student Experience

Hi pals,

It's good to see everyone again! I hope everyone made it through the midterm season, and I hope everyone does well during exams. Things have slowed down a bit in the office, so I'm excited to look towards the future.

#SOTW:

Eat, Sleep, Wake (Nothing but You) by Bombay Bicycle Club

Important Dates:

December 6: Tim Baker at War Memorial Hall, Doors 7:00 pm

December 9: Ice Cream Chillin, Lib 120A 11-1 pm

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 13.4. – Vice President Student Experience.**

Events:

Sexy Bingo: Sexy Bingo #3 was great! It was the last one of the semester, looking forward to next semester's.

Ice Cream Chillin: We are hosting an ice cream chillin' as a stressbuster during exams. Come grab some free ice cream and chat with us!

Grad Week: I've been in the midst of starting to plan for Grad Week happening late next semester. For all student leaders, the Last Lecture applications are open.

Services:

I have completed all evaluations with all of my staff members at SafeWalk and Clubs Office.

Committees:

Student Leaders & Administration (SLAM): Next meeting is just before this Board meeting.

University Centre Board: Next meeting is Tuesday, December 3.

Mental Well-Being Education Programming Committee: Mental Well-Being Awareness week was amazing! We are now heading into planning next semester's week.

PDR Committee: We met after the PDR deadline and #gave #out #that #money.

SE&RM: Next meeting is this Thursday.

Internal Homecoming Planning Committee: We are in the midst of starting planning for next year's Homecoming weekend to ensure it is as successful as possible.

Ongoing Projects:

Study Space: I've booked PCH for Study spaces for 4 days during the exams. Study space will be available December 4 and 5, and December 11 and 12.

Other:

- We did the tractor pull as a team. We won our second pull!



Executive Update # 6

Lindsey Fletcher – VP Academic

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November 25, 2019



Happy (almost) December!

Here is an update on what I've been working on since we last met. If you'd like a more exhaustive report of my week-to-week activity or more information about specific projects/committees, please reach out! I'd be happy to meet with you to discuss it further. For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 13.5. – Vice President Academic.**

1. Acknowledgements / Highlights

- Shout out to FAN and the Bullring for an incredibly successful Art in the Bullring!
- Thank you to VPE for your support with the Financial Literacy Fair
- Did you see the CFS legal challenge against the SCI?

2. Internal CSA

- Participated in Executive, core staff, HR, and visioning/training meetings
- Assisted VPSE with Sexy Bingo, which was well attended and well loved
- **Student Help and Advocacy Centre**
 - Completing staff evaluations for the SHAC Coordinator and Assistant Coordinator
 - Worked on hiring committee with Member Bruce and SHAC Coordinator
 - Providing support and resources to students for academic-related issues
- **CAPCOM**
 - Met on November 15 and November 18 – primarily looking into Goal 1 with intention of student consultation in the Winter semester
 - Goal 1 (Board Composition): Completed environmental scan of Ontario student associations/unions, expanding for comparable, preparing for student consultation
 - Goal 2 (CSA Awareness): Will be looking at in the Winter semester with Exec/staff
 - Goal 3 (Cyclical Review of Programs/Services): Currently on hold – will be looking at in the Winter semester

3. University Meetings/Committees

- **Senate, Board of Undergraduate Studies, Priorities and Planning**
 - Gender-neutral calendar revisions approved by BUGS, forwarded to Senate
 - Teaching and Learning Plan presented to BUGS and Senate
 - Attended Presidential Search Forum along with VPSE and VPE
- **Open and Affordable Course Content Task Force**
 - Debriefed 'Horror Stories' event and in the process of coding data gathered
 - Reviewed the Teaching and Learning Plan – advocated for commitment to open education resources, which has since been added

Executive Update # 6

Lindsey Fletcher – VP Academic

Office: UC 249

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November 25, 2019



4. Events

- **Art in the Bullring**
 - Held on November 14 at 7-9 pm in the Bullring
 - A well-attended and well-loved event. The Fine Arts Network was fun to work with throughout the process and there was amazing artwork submitted
 - Working to ensure art is displayed safely and holding a debrief with FAN & Bullring
- **Financial Literacy Fair**
 - Held on November 21 in the UC Courtyard
 - VPE and I engaged in conversations with many students to discuss changes to OSAP, shifts in institutional funding, and the We the Students movement
- **Teaching Excellence Award**
 - Nominations for the Teaching Excellence Award will be accepted until February
 - If you know an amazing professor or sessional instructor, please nominate them
 - More information can be found at csaonline.ca/TEA or by contacting me

5. Working with You!

- Want to work with me on a committee, event, or project? Let's chat! Feel free to send me an email with your availability and we can set up a meeting.
- If you have accessibility needs that are not currently met working with #yourCSA, please reach out to me or our PTM! We want to ensure you can participate to your fullest.

6. Personal Updates

- 18 days left of this semester (including weekends and exams)
- Started my grad school applications
- Wishing you the best of luck on exams and hoping you have safe and happy holidays

Hello Board CSA Board Members!

SHAC or the Student Help and Advocacy Centre is a legal information and referral centre that aims to help students get answers to their legal, housing, financial and human rights questions (along with anything else they may have questions about)! We do these though empowering students by connecting them to the information they need.

We achieve this in three ways:

- 1) We curate resources and information that may be relevant to students and young adults, then stock it in the SHAC office.
- 2) We train and practice with all staff and volunteers how to research for resources that are relevant to specific student questions, and how to help with legal information (vs. Legal advice- this is an important distinction). For this we utilize the FILAC format.
- 3) We provide a lawyer and a paralegal that students can access FOR FREE to get legal advice!

We see cases of students facing a variety of issues including landlord tenancy issues, maintenance issues, eviction, employment termination, insurance issues, criminal charges, highway traffic act charges, and pretty much anything else you can think of, though the bulk of the cases that we deal with are related to housing and tenancy in some way.

Sometimes a student that visits SHAC will be facing an interdisciplinary issue (i.e. long-term distress due to living situation). SHAC prides itself on its ability to help this student with legal information to deal with the root of the problem, the housing issue, as well as being able to refer the student to appropriate wellness and academic supports, to assist the student on as many levels as possible.

We aim never to have someone leave the SHAC office with an “I don’t know”. If we don’t know the answer or have information on the spot, we will get back to a student within 48 hours.

Since September, we have seen 115 students in the SHAC office, completed 12 FILAC cases and interacted with 220 students through information tabling events on campus, which is on track with or above previous year's numbers for student engagement!

Please feel free to reach out to me with any questions you may have about SHAC or its services.

Maggy Watson
SHAC Coordinator

Motion

Board of Directors Meeting # 7
November 27, 2019



Item 7.10.1.

Appoint Hiring Committee – Chief Returning Officer

WHEREAS the position of Chief Returning Officer (CRO) is vacant;

WHEREAS the CSA recognizes the need to fill the position of CRO for the remainder of the 2019-2020 term;

WHEREAS a Hiring Committee including one CSA Board Member, one CSA Executive Member and one CSA staff member, is required;

MOTION: To appoint a Hiring Committee for the position of Chief Returning Officer;

RESOLVED that *[one Board Member]* be appointed to this Hiring Committee.

Moved:

Seconded:

Motion

Board of Directors Meeting # 7
November 27 2019



Item 7.10.2.

Appoint Standing Referendum Committee

WHEREAS Policy Manual Appendix G, **CSA Electoral**, Section 7.0, states that a Standing Referendum Committee shall be formed upon the submission or knowledge of a forthcoming referendum question submission;

WHEREAS the Policy & Transition Officer has been approached about a possible submission of a referendum question;

MOTION: To appoint a Standing Referendum Committee comprised of the Chief Returning Officer and at least two Directors;

RESOLVED that the following Directors be appointed to the Standing Referendum Committee:

-
-

Moved:

Seconded:

FYI

Elections Appeals Board (EAB) (appointed September 11, 2019)

- Briana Green-Ince
- Nicole Johnston
- Daniel Ofori-Darko
- Matteo Raso

Motion

Board of Directors Meeting # 7
November 27, 2019



**Item 7.10.3.
Appoint Members to the CSA Clubs Tribunal**

WHEREAS Policy Appendix F: Clubs Handbook, Clause 4.3.2, states that the CSA Clubs Tribunal will be composed of the Vice President Student Experience and two Board members to be selected by the Board of Directors;

MOTION: To appoint the following Board Members to the CSA Clubs Tribunal for the 2019-2020 term:

-
-

Moved:

Seconded:

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 3

November 21, 2019 – 10:00 am – CSA Boardroom



Members Present: Earl Evans (PTM / Chair), Ariel Oleynikov, Aoife Pucchio, Blake Smith

Regrets: Anna Canella, Lindsey Fletcher (VP Academic), Horeen Hassan (VP External), Alan Negrin, Matteo Raso, Dena Van de Coevering (President).

Absent: Jamie Gibson

3.0. Call to Order

Chair Earl Evans called the meeting to order at 10:03 am. Quorum was achieved with three ratified members in attendance. This Committee makes its decisions by consensus, rather than voting. All Committee decisions are recommended to the Board through the minutes.

3.1. Committee Membership

Six Directors were ratified by the CSA Board as PBRC members on September 11. Three members of the Executive were named (by Executive Committee). One CSA undergraduate student was ratified as a PBRC member on October 23. PTM is designated as Chair of this Committee by Policy Appendix A.

3.2. Comments from the Chair (PTM)

3.2.1. Introductions and Pronouns

Regrets were received from three members plus the Executive members for today's meeting. Welcome to Aoife, an undergraduate student who had expressed interest in joining the Committee.

3.3. Approval of Past PBRC Minutes

No past minutes for this term.

3.4. Introduction to Policy and Bylaw Review Committee

3.4.1. PBRC Terms of Reference – Policy Appendix A, Section 2.6

The Committee reviewed the PBRC Terms of Reference as outlined in Policy A.

3.4.2. PBRC Report April 3, 2019

The year-end report from the Committee Chair to the CSA Board on April 3, 2019 was presented for information.

MINUTES

Policy and Bylaw Review Committee

PBRC Meeting # 3

November 21, 2019 – 10:00 am – CSA Boardroom



3.4.3. Meeting Schedule

The Chair asked for input on the best day and time for PBRC meetings. This matter will be reviewed when the new semester timetables are finalized.

3.4.4. Vice-Chair Selection

The Committee selected Ariel Oleynikov as Vice-Chair.

3.5. Business

3.5.1. Bylaw 1: Organizational – List of Board Reps (Action Item)

The Committee reviewed the listing in Bylaw 1 of Member Colleges, At-Large reps and Student Organizations. Reference to the CJ Munford Centre will be changed to Guelph Black Student Association. Other organizations (ASA, GQE, and GRCGED) will be contacted to confirm their listing in the bylaw.

3.5.2. Bylaw 2: Electoral – Vacant Director Positions

A Board motion re the process to appoint directors to vacant Board positions was approved on October 23, 2019.

3.5.3. Appendix G: Electoral – Nomination of Directors

An amendment to Policy Appendix G to reduce the required number of nomination signatures from 50 to 25 was approved by the CSA Board on November 6, 2019.

3.6. Other PBRC Business

No other discussion items were added to the agenda.

3.7. Amendments to be Confirmed at 2020 AGM (for Information to PBRC)

For information, the following bylaw amendments have been approved by the Board since the 2019 AGM and will be presented for confirmation at the 2020 AGM:

- Bylaw 1, Sect. 4.1.2. (March 27, 2019) re Summer Schedule Board Meetings
- Bylaw 1, Sect 3.1.9. (April 3, 2019) re Minimum Number Directors
- Bylaw 2, Sect. 2.2.5. (April 3, 2019) re Director Appointment Process
- Bylaw 1, Sect. 8.0. (September 25, 2019) re Standing Committees
- Bylaw 2, Sect. 3.2. (September 25, 2019) re Referendum Quorum

3.8. Adjournment

This meeting adjourned at 10:35 am.

The next meeting will be at the Call of the Chair, next semester.

PDR Committee Meeting # 4
Tuesday, November 19, 2019
1:00 pm

Item 7.10.6.

Members Present: Lolia Shallouf, Anthony Lenarduzzi

Executive Members Present: President, VP Student Experience

3.1. Let's Talk Science

Anthony: It's a program that goes to different schools, but I guess they're running a specific event to encourage women to get into science. They're great.

President: They asked for \$1000, but we can only give them \$500 max. They don't indicate the amount of university students impacted but I'm sure it's a good portion.

Anthony: It's also mostly student run.

President: I motivated for full \$500.

\$500 agreed.

3.2. TEDxGuelphU

President: Here is their updated budget as requested, as last time they just clarified their expenses and not their income. We'll look at their budget. In the past, they've received \$600 from us.

Anthony: As long as it's for students as they didn't give CSAHS an opportunity to go. But if its 80-90% students then it sounds great.

\$500 given.

3.3. World University Service of Canada

Lolia: So they're paying for students to come here, or to go there?

President: They're paying for students to go there!

Anthony: Can we table it until we get to other things? Especially when we rank things as where they go in a general order. I don't want to pay for people to go to a conference when there are people putting on other events on campus.

3.4. Chinese Students and Scholars Association

President: I emailed them letting them know that they didn't attach a budget and that we cannot give \$2000. They emailed me this morning with a new ask of \$500 but still no budget. How do you folks want to proceed?

Lolia: They say they want to invite all Chinese students, but they also said they're inviting other scholars? It's confusing.

Anthony: I'm also uncomfortable not knowing where this money is going towards.

They're also collecting "student fees", but is it membership fees?

Agreed to email for clarification.

3.5. Plant Based at Guelph

VPSE: They accounted overage in their budget!

President: It's got 130 individuals. We're an agricultural school that's big on sciences so this could be a useful event. Their budget makes sense.

Lolia: I don't mind giving them full funding.

Agreed on \$500.

3.6. Animal Interest Group

VPSE: Their budget doesn't tell us anything about the event, just their account info and events running the year.

Anthony: They just told us with this budget that they're making money.

President: I did email them and they basically just resubmitted the same budget but in an email.

Anthony: They just told us they got money from SLEF and that they're pulling money from their own budget which is what they're supposed to do.

Agreed on no money.

3.7. Mature Students Association

Anthony: I'm good for full amount.

Agreed on full amount. \$300.

3.8. Trans Identities Week

President: I had asked them to resubmit it on behalf of GQE as they are the ones hosting it. I don't know if you're okay with the recommendations, ie. It's for GQE and not the CSA.

Anthony: Based on the fact that they may not use the church, I'm good at giving them the lower end of the budget.

3.9. ISA Diwali Formal

VPSE: They said they ran some fundraisers but there's no revenue on their new budget?

President: We can table it to the meeting tomorrow and I can find out what their revenue is.

Adjourned 2:00 pm

PDR Committee Meeting # 5
Wednesday, November 20, 2019
2:30 pm

Item 7.10.7.

Members Present: Daniah Al-Naseri, Anthony Lenarduzzi, Lolia Shallouf,
Executive Members Present: President, VP Student Experience
Absent: Claudia Idzik

6.1. Review of PDR Applications

Indian Students Association

The PDR would be subsidizing the cost of the event. Would be appropriate to cover the negative amount but also it would be better to apply for that event, next semester. \$17.44 given to them. Will encourage them to apply for next deadline for the next event.

G-Creates

Needs Board approval, did not meet quorum as there is a conflict of interest. Committee, omitting individual with conflict, has agreed there is innovation to the events, as vendors and the student involved would be different. There is a recommendation that they receive full funding.

WSCU

Accredited group, they do such important work, that is beyond what other clubs do. And they are asking for such a small amount. Agreed to give \$500.

6.2. Reviewed Updated Policy

No additional changes to the policy on notice.

6.3. Winter 2020 Deadlines

January 21 – Tuesday! Get support on the Monday to submit, the third Tuesday of every month (pending policy change)

Adjourned 3:12 pm

**The University of Guelph
Central Student Association
Financial Statements
For the year ended April 30, 2019**

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Independent Auditor's Report

**To the Members of
The University Of Guelph Central Student Association**

Qualified Opinion

We have audited the financial statements of The University Of Guelph Central Student Association (the Association), which comprise the statement of financial position as at April 30, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at April 30, 2019, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the Association derives revenue from sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to sales, sundry and fundraising revenues, excess of revenues over expenses, and cash flows from operations for the years ended April 30, 2019 and 2018, current assets as at April 30, 2019 and 2018, and net assets as at May 1 and April 30 for both the 2019 and 2018 years. Our audit opinion on the financial statements for the year ended April 30, 2018 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.



Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants
Guelph, Ontario
October 23, 2019

The University Of Guelph Central Student Association Statement of Financial Position

April 30	2019	2018
Assets		
Current		
Cash and short-term investments (Note 2)	\$ 1,148,204	\$ 1,123,614
Accounts receivable (Note 3)		
- University of Guelph	7,194	11,442
- Other	5,057	4,683
- Bullring	348	1,105
Prepaid expenses	-	22,281
	1,160,803	1,163,125
Long-term investment (Note 4)	60,000	-
Capital assets (Note 5)	424,531	415,533
Restricted deposits		
Health plan reserve fund (Note 6)	793,629	632,360
Dental plan reserve fund (Note 7)	323,212	289,418
Affordable housing reserve fund (Note 8)	32,841	135,308
Late night service reserve fund (Note 9)	37,438	42,200
Bullring capital reserve fund (Note 10)	125,754	124,129
Food bank reserve fund (Note 11)	31,520	30,689
Menstrual hygiene reserve fund (Note 12)	41,451	-
Due from operations - Cannon.ca (Note 13)	6,585	6,585
Due from Guelph Campus Co-operative (Note 13)	38,247	23,063
	\$ 3,076,011	\$ 2,862,410
Liabilities		
Current		
Accounts payable and accrued liabilities		
- Other	\$ 55,094	\$ 30,304
- Government remittances	70,752	59,298
Deferred revenue	17,529	22,322
	143,375	111,924
Net Assets		
Net assets externally restricted (Page 6)	1,304,923	1,159,623
Net assets internally restricted (Page 7)	191,960	163,453
Net assets invested in capital assets (Page 7)	424,531	415,533
Unrestricted net assets (Page 7)	1,011,222	1,011,877
	2,932,636	2,750,486
	\$ 3,076,011	\$ 2,862,410

The accompanying notes are an integral part of these financial statements.

The University Of Guelph Central Student Association Statement of Operations and Changes in Net Assets

April 30	Externally Restricted Dental Plan Reserve	Externally Restricted Health Plan Reserve	Externally Restricted Affordable Housing Reserve	Externally Restricted Late Night Service Reserve	Externally Restricted Food Bank Reserve (Page 29)	Externally Restricted Menstrual Hygiene Initiative Reserve	Externally Restricted Cannon.ca Reserve	Externally Restricted Subtotal
Balance, beginning of the year	\$ 289,418	\$ 632,360	\$ 135,308	\$ 42,200	\$ 30,689	\$ -	\$ 29,648	\$ 1,159,623
Premiums collected in the year	1,957,838	2,889,324	-	406,325	-	-	-	5,253,487
Student fees collected	-	-	47,348	-	118,577	35,073	-	200,998
Interest earned	16,175	25,012	185	82	61	-	-	41,515
Partnership income	-	-	-	-	-	-	15,184	15,184
Premiums for the year	(1,927,969)	(2,737,275)	-	-	-	-	-	(4,665,244)
Administration fees	(12,250)	(15,792)	-	-	-	-	-	(28,042)
Service fees	-	-	-	(384,939)	-	-	-	(384,939)
Other expenditures	-	-	(150,000)	(26,230)	(117,807)	(15,944)	-	(309,981)
Excess (deficiency) of revenues over expenditures	-	-	-	-	-	-	-	-
Purchase of capital assets	-	-	-	-	-	-	-	-
Internal transfers	-	-	-	-	-	-	-	-
Prior year surplus to reserve	-	-	-	-	-	22,322	-	22,322
Balance, end of the year	\$ 323,212	\$ 793,629	\$ 32,841	\$ 37,438	\$ 31,520	\$ 41,451	\$ 29,648	\$ 1,304,923

The accompanying notes are an integral part of these financial statements.

The University Of Guelph Central Student Association Statement of Operations and Changes in Net Assets

April 30	Externally Restricted Subtotal	Internally Restricted Bullring Capital Reserve	Internally Restricted Live Entertainment Reserve	Internally Restricted Subtotal	Invested In Capital Assets	Unrestricted	2019 Total	2018 Total
Balance, beginning of the year	\$ 1,159,623	\$ 124,129	\$ 39,324	\$ 163,453	\$ 415,533	\$ 1,011,877	\$ 2,750,486	\$ 2,013,796
Premiums collected in the year	5,253,487	-	-	-	-	-	5,253,487	5,127,628
Student fees collected	200,998	-	-	-	-	-	200,998	565,622
Interest earned	41,515	1,625	-	1,625	-	-	43,140	37,588
Partnership income	15,184	-	-	-	-	-	15,184	23,558
Premiums for the year	(4,665,244)	-	-	-	-	-	(4,665,244)	(4,729,012)
Administration fees	(28,042)	-	-	-	-	-	(28,042)	(28,687)
Service fees	(384,939)	-	-	-	-	-	(384,939)	(28,687)
Other expenditures	(309,981)	-	-	-	-	-	(309,981)	(517,180)
Excess (deficiency) of revenues over expenditures	-	-	-	-	(70,840)	106,065	35,225	257,173
Purchase of capital assets	-	-	-	-	79,838	(79,838)	-	-
Internal transfers	-	-	26,882	26,882	-	(26,882)	-	-
Prior year surplus to reserve	22,322	-	-	-	-	-	22,322	-
Balance, end of the year	\$ 1,304,923	\$ 125,754	\$ 66,206	\$ 191,960	\$ 424,531	\$ 1,011,222	\$ 2,932,636	\$ 2,750,486

The accompanying notes are an integral part of these financial statements.

The University Of Guelph Central Student Association Statement of Operations

For the year ended April 30	2019	2018
Revenues		
Council - general	\$ 119,740	\$ 126,844
Academic commissioner	44,746	41,883
External commissioner	43,800	39,300
Student experience	53,140	48,400
Live entertainment	67,900	63,400
Films	22,113	23,656
Programmes	150,589	104,922
General programming (entertainment)	76,349	72,991
Administration	450,763	660,583
The Bullring	746,201	738,018
Promotional services	53,829	47,314
	1,829,170	1,967,311
Expenses		
Council - general	181,516	191,070
Academic commissioner	43,720	41,969
External commissioner	42,276	38,896
Student experience	52,482	49,412
Live entertainment	45,499	47,831
Films	15,104	13,948
Programmes	139,200	105,869
General programming (entertainment)	78,753	73,505
Administration	431,266	444,706
The Bullring	709,797	660,107
Promotional services	54,332	42,825
	1,793,945	1,710,138
Excess of revenues over expenditures	\$ 35,225	\$ 257,173

The accompanying notes are an integral part of these financial statements.

The University Of Guelph Central Student Association Statement of Cash Flows

For the year ended April 30	2019	2018
Cash flow from operating activities		
Excess of revenues over expenditures	\$ 35,225	\$ 257,173
Adjustments for		
Amortization	70,840	63,876
	<u>106,065</u>	<u>321,049</u>
 Changes in non-cash working capital balances		
Accounts receivable	4,631	19,849
Prepaid expenses	22,281	182,271
Accounts payable and accrued liabilities	36,244	30,933
Deferred revenue	(4,793)	22,322
	<u>164,428</u>	<u>576,424</u>
 Cash flows from investing activities		
Collaborative investment with University Centre Services	(60,000)	-
Purchase of capital assets	(79,838)	(325,179)
	<u>(139,838)</u>	<u>(325,179)</u>
 Change in cash position during the year	24,590	251,245
 Cash position, beginning of year	<u>1,123,614</u>	<u>872,369</u>
 Cash position, end of year	<u>\$ 1,148,204</u>	<u>\$ 1,123,614</u>

The accompanying notes are an integral part of these financial statements.

The University Of Guelph Central Student Association

Notes to the Financial Statements

April 30, 2019

1. Summary of Significant Accounting Policies

Nature of Business	<p>The University of Guelph Central Student Association (the "Association") was incorporated without share capital, on May 31, 1979, under the laws of Ontario and provides services to the student body of the University of Guelph, on a not-for-profit basis.</p> <p>The Association is a non-profit organization and, as such, is exempt from income tax.</p>						
Basis of Accounting	<p>The Association has prepared its financial statements in accordance with Canadian accounting standards for not-for-profit organizations.</p>						
Capital Assets	<p>Capital assets are recorded at cost. Amortization is based on the estimated useful life of the assets as follows:</p> <table><tr><td>Furniture and equipment</td><td>- 10 years straight-line basis</td></tr><tr><td>Computer equipment</td><td>- 5 years straight-line basis</td></tr><tr><td>Leasehold improvements</td><td>- 12 years straight-line basis</td></tr></table>	Furniture and equipment	- 10 years straight-line basis	Computer equipment	- 5 years straight-line basis	Leasehold improvements	- 12 years straight-line basis
Furniture and equipment	- 10 years straight-line basis						
Computer equipment	- 5 years straight-line basis						
Leasehold improvements	- 12 years straight-line basis						
Revenue Recognition	<p>The Association follows the restricted fund method of accounting for contributions. Restricted contributions are recognized as revenue of the appropriate restricted fund when received or receivable. If no appropriate restricted fund is presented, then the restricted contribution is recognized as unrestricted revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.</p>						
Use of Estimates	<p>The preparation of financial statements in accordance with Canadian accounting standards for not-for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The estimate in these financial statements is the useful lives of capital assets.</p>						
Financial Instruments	<p>Financial instruments are recorded at fair value when acquired or issued. All guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.</p>						

The University Of Guelph Central Student Association

Notes to the Financial Statements

April 30, 2019

2. Cash and Short-term Investments

The Association's bank accounts are held at one credit union.

	<u>2019</u>	<u>2018</u>
Cash	\$ 1,139,528	\$ 971,326
Short-term investments	60,000	160,000
Due to food bank reserve fund	(769)	(2,464)
Due from (to) late night service reserve fund	(3,599)	337
Due to Cannon.ca reserve fund	(5,505)	(5,585)
Due to menstrual hygiene reserve fund	(41,451)	-
	<u>\$ 1,148,204</u>	<u>\$ 1,123,614</u>

The cash balance earns interest at the rate of 0% to 1.05% (2018 - 0% to 1.05%).

Short-term investments consists of a GIC that earns interest at a rate of 2.50% and matures in April 2021.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to this risk through interest earned on its savings accounts and its guaranteed investments certificates. This risk has not changed since the previous period.

3. Accounts Receivable

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The financial instruments that are exposed to credit risk relate primarily to accounts receivable. This risk has not changed since the previous period.

4. Long-term Investment

During the year the Association entered into an agreement with the University Centre Services to provide an investment of \$60,000 for a student-focused lounge space and digital signage partnership. This investment provides the Association with non-financial benefits including contribution acknowledgement, priority service bookings, priority programming, and decision-making involvement. During the year, \$5,000 was received as a return on this investment.

The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2019

5. Capital Assets

	2019		2018	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Furniture and equipment	\$ 247,253	\$ 140,418	\$ 106,835	\$ 117,351
Computer equipment	36,191	17,263	18,928	12,519
Leasehold improvements	396,119	97,351	298,768	285,663
	\$ 679,563	\$ 255,032	\$ 424,531	\$ 415,533

During the year, amortization of \$70,840 (2018 - \$63,876) was recorded on capital assets.

6. Health Plan and Health Plan Reserve Fund

The Association administers the student health plan. Use of health plan reserve funds is restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund.

	2019		2018	
Savings	\$ 272,214	\$ 21,763	\$ 21,763	\$ 21,763
Short-term investment	307,950	300,000	300,000	300,000
Due from operations to health plan	213,465	310,597	310,597	310,597
	\$ 793,629	\$ 632,360	\$ 632,360	\$ 632,360

The short-term investments consist of GICs that earn interest at rates of 2.45% and 2.75% with maturity dates of July 2019 and April 2023, respectively. The savings accounts earn interest at the rate of 0.20% to 1.15% (2018 - 0.20% to 1.15%).

The University Of Guelph Central Student Association Notes to the Financial Statements

April 30, 2019

7. Dental Plan and Dental Plan Reserve Fund

The Association administers the student dental plan. Use of dental plan reserve funds is restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund.

	2019	2018
Savings	\$ 85,315	\$ 57,466
Short-term investments	205,200	200,000
Due from operations to dental plan reserve fund	32,697	31,952
	\$ 323,212	\$ 289,418

The short-term investments consist of GIC's that earn interest at rates of 2.45% and 2.75% with maturity dates of July 2019 and April 2023, respectively. The savings accounts earn interest at the rate of 0.20% to 1.05% (2018 - 0.20% to 1.05%).

8. Affordable Housing Reserve Fund

The Association administers an affordable housing plan. Use of the affordable housing reserve funds is restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees. The funds are deposited in a savings account that earns interest at 0.20% (2018 - 0.20%).

9. Late Night Service and Late Night Service Reserve Fund

The Association administers late night bus service for use by the students. Use of any funds resulting from the excess of revenues over expenditures is restricted for the purpose of providing future late night bus services to the students. Revenues earned in the fund are generated from student fees.

	2019	2018
Savings	\$ 33,839	\$ 42,537
Due from (to) operations	3,599	(337)
	\$ 37,438	\$ 42,200

The savings account earns interest at the rate of 0.20% (2018 - 0.20%).

The University Of Guelph Central Student Association

Notes to the Financial Statements

April 30, 2019

10. Bullring Capital Reserve Fund

The Association administers a Bullring capital reserve fund. Use of the Bullring capital reserve fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund. The funds are held in a savings account and earn interest at 1.05% (2018 - 1.05%).

11. Food Bank Reserve Fund

The Association administers a food bank plan. Use of the food bank reserve funds is restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees. Interest earned on the reserve fund balance during the year becomes part of the fund. The funds are held in a savings account and earn interest at 0.002% (2018 - 0.002%).

12. Menstrual Hygiene Initiative Reserve Fund

The Association administers a Menstrual Hygiene Initiative reserve. Use of the Menstrual Hygiene Initiative reserve fund is restricted for the purpose of providing hygiene products to students. Revenues earned in the fund are generated from student fees. This reserve was established during the current fiscal year and all funds are due from operations.

13. Cannon.ca Partnership

The Association has entered into a partnership agreement with the Guelph Campus Co-operative whereby the yearly income or loss of the Cannon.ca is to be divided equally amongst the two partners.

The Association's portion of the net income of Cannon.ca from inception to April 30, 2019 is included in a reserve account as this money is restricted for the purpose of financing future deficits of the partnership.

14. Live Entertainment Reserve

The Association administers a live entertainment reserve. Use of the live entertainment reserve funds is restricted for the purpose of providing events to students. Revenues earned in the fund are generated from student fees and door receipts. All reserve funds are due from operations.

15. Source of Funds

The Association receives all of its student fees from the University of Guelph. These fees are essential to the continuing operation of the Association.



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Independent Auditor's Comments on Supplementary Financial Information

To the Members of
The University Of Guelph Central Student Association

We have audited the financial statements of the The University Of Guelph Central Student Association, which comprise the statement of financial position as at April 30, 2019 and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended and a summary of significant accounting policies and other explanatory information, and have issued our report thereon dated October 23, 2019 which contained a qualified opinion on those financial statements due to sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. The audit was performed to form an opinion on the financial statements as a whole. The supplementary financial information is presented for the purposes of additional analysis and is not a required part of the financial statements. Such supplementary information is the responsibility of management and was derived from the underlying accounting and other records used to prepare the financial statements.

The supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such supplementary information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves.

Other Matters

We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of the April 30, 2019 budget amounts included on pages 17 through 27 of the Supplementary Financial Information.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario
October 23, 2019

The University Of Guelph Central Student Association Schedule of Council - General

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Student fees	64,250	64,250	58,000
Survival guide	\$ 61,000	\$ 48,220	\$ 60,360
Entertainment student fees	7,270	7,270	8,484
	132,520	119,740	126,844
Expenditures			
Amortization	-	70,840	63,878
Survival guide	60,000	55,216	59,039
Elections	15,500	11,002	10,649
Grants - winter	8,500	7,205	6,930
Grants - College Royal	6,595	6,595	6,484
Board appreciation/training	8,000	6,498	7,333
Grants - fall	4,500	5,960	6,100
Student Alliance - Investigative travel	2,300	5,436	2,309
Annual general meeting	7,000	4,225	9,190
Honouraria	4,500	3,155	7,294
Executive visioning	2,500	1,412	1,669
Travel and conferences	1,200	1,194	726
Grants - summer	700	700	1,050
Photocopying	2,000	666	2,132
Grants - Move Out Madness	500	500	500
SLIC registration fee	1,500	375	3,235
Supplies	200	294	152
Executive discretionary fund	1,000	243	700
Grants - CSA food bank support	3,150	-	1,700
Director's insurance	2,200	-	-
Grants - cultural/cross-campus	675	-	-
	132,520	181,516	191,070
Net expenditures	\$ -	\$ (61,776)	\$ (64,226)

**The University Of Guelph Central Student Association
Schedule of Academic Commissioner**

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Student fees	\$ 42,660	\$ 42,660	\$ 37,600
Student health plan reserve support	1,000	1,586	3,783
Bullring promotional support	500	500	500
	44,160	44,746	41,883
Expenditures			
Salaries	36,320	36,219	32,312
Employee benefits	4,270	4,262	3,909
Student memorial fund	1,000	1,586	3,783
Student artwork	1,100	1,073	947
Supplies	150	233	141
Photocopying	260	180	173
Advertising and promotion	300	121	153
Teaching excellence award	360	46	25
Academic campaigns	400	-	526
	44,160	43,720	41,969
Net revenues (expenditures)	\$ -	\$ 1,026	\$ (86)

The University Of Guelph Central Student Association Schedule of External Commissioner

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Student fees	\$ 43,800	\$ 43,800	\$ 39,300
Expenditures			
Salaries	36,320	35,651	32,183
Employee benefits	4,270	4,221	3,544
Campaigns	2,500	1,336	2,523
Photocopying	160	472	121
Advertising and promotion	300	467	392
Supplies	100	79	83
Memberships and subscriptions	50	50	50
University services	100	-	-
	<u>43,800</u>	<u>42,276</u>	<u>38,896</u>
Net revenues	\$ -	\$ 1,524	\$ 404

The University Of Guelph Central Student Association Schedule of Student Experience

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Student fees	\$ 47,140	\$ 47,140	\$ 42,900
Entertainment student fees	6,000	6,000	5,500
	53,140	53,140	48,400
Expenditures			
Salaries	36,320	36,272	31,923
Orientation programming	6,000	5,694	7,854
Employee benefits	4,270	4,267	3,933
Winter programming	3,000	3,063	3,175
Fall programming	2,000	2,387	833
Photocopying	700	479	624
Advertising and promotion	300	271	807
Supplies	150	49	263
Summer programming	300	-	-
University services	100	-	-
	53,140	52,482	49,412
Net revenues (expenditures)	\$ -	\$ 658	\$ (1,012)

The University Of Guelph Central Student Association Schedule of Live Entertainment

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Entertainment student fees	\$ 67,900	\$ 67,900	\$ 63,400
Tickets/sales	45,000	-	-
Partnership support	-	-	-
	112,900	67,900	63,400
Expenditures			
Free concert programming	25,000	20,965	21,826
Speaker series	14,500	15,000	1,000
Partnership expense	-	6,930	-
Supplies	500	1,631	198
Community concert programming	2,000	973	2,298
Performer fees	42,000	-	19,102
Setup, lights and sound	15,000	-	1,638
Purchase of equipment	3,900	-	-
Temporary wages	3,000	-	-
Performer riders	2,500	-	201
Advertising and promotion	2,000	-	1,558
Facility costs	2,000	-	-
Photocopying	500	-	10
	112,900	45,499	47,831
Net revenues	\$ -	\$ 22,401	\$ 15,569

During the year, \$2,528 (2018 - \$3,126) of equipment was purchased, which has not been reflected above.

The University Of Guelph Central Student Association Schedule of Films

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Entertainment student fees	\$ 21,000	\$ 21,000	\$ 19,700
Door receipts	2,000	1,113	3,956
	<u>23,000</u>	<u>22,113</u>	<u>23,656</u>
Expenditures			
Film rentals	13,000	11,912	10,657
Advertising and promotion	2,500	1,237	1,384
Photocopying	1,050	1,080	1,567
Equipment maintenance	500	514	-
Freight and shipping	400	239	319
Supplies	200	92	21
Subscriptions	50	30	-
Facility cost	-	-	-
Purchase of equipment	5,000	-	-
Temporary wages	300	-	-
	<u>23,000</u>	<u>15,104</u>	<u>13,948</u>
Net revenues	\$ -	\$ 7,009	\$ 9,708

The University Of Guelph Central Student Association Schedule of Programmes

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Student fees	\$ 119,090	\$ 118,940	\$ 75,600
Solicitations	13,300	19,728	18,592
Entertainment student fees	11,100	11,100	10,200
Traditional events	400	821	530
	143,890	150,589	104,922
Expenditures			
Co-ordinators' wages	94,524	94,348	72,676
UCS security contract	10,900	10,629	-
Employee benefits	5,743	5,874	4,327
Professional fees	5,000	5,000	5,000
Solicitation	-	4,988	-
Advertising and promotion	4,580	3,256	4,108
Travel and conferences	3,600	2,713	3,184
Volunteer appreciation	5,000	2,548	4,881
Supplies	1,390	2,160	4,789
Taxi	1,600	1,789	1,623
Information and awareness	1,200	1,534	755
Club days	1,440	1,465	-
Campaigns	2,300	924	1,422
Telephone	850	500	500
Speaker fees	3,000	450	890
General meetings	750	417	-
Photocopying	513	332	274
Workshops	300	273	630
Meal national resource fee	1,200	-	810
	143,890	139,200	105,869
Net revenues (expenditures)	\$ -	\$ 11,389	\$ (947)

**The University Of Guelph Central Student Association
Schedule of General Programming (Entertainment)**

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Student fees	\$ 52,050	\$ 52,050	\$ 48,800
Imaginus - net	24,000	24,299	24,191
	<u>76,050</u>	<u>76,349</u>	<u>72,991</u>
Expenditures			
Salaries	69,380	71,804	66,543
Employee benefits	6,130	6,375	6,414
Travel and conferences	500	500	500
Supplies	40	74	48
	<u>76,050</u>	<u>78,753</u>	<u>73,505</u>
Net expenditures	<u>\$ -</u>	<u>\$ (2,404)</u>	<u>\$ (514)</u>

The University Of Guelph Central Student Association Schedule of Administration

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Student fees	\$ 270,010	\$ 303,377	\$ 512,979
Other income	52,300	51,936	50,474
Interest earned	14,560	24,513	16,933
Entertainment student fees	22,000	22,931	26,294
Photocopier revenue	25,000	18,724	24,652
Health plan administration fees	14,000	14,000	14,000
Dental plan administration fees	11,000	11,000	11,000
Universal bus pass revenue - net	4,100	4,282	4,251
	412,970	450,763	660,583
Expenditures			
Salaries	267,185	275,169	278,914
Employee benefits	30,685	28,226	27,580
Professional fees	20,000	25,894	21,360
Photocopier expense	24,200	23,432	23,699
Software licensing	14,000	14,138	11,439
Advertising and promotion	6,000	12,817	5,527
Telephone	13,200	12,810	13,127
Insurance	10,000	11,016	11,691
Office supplies	8,000	8,337	7,661
Staff training and transition	5,000	5,299	6,887
Employer health tax premium	6,200	7,008	6,172
Staff appreciation	2,300	2,370	2,255
Maintenance and repairs	300	2,138	3,889
University services	450	767	2,249
Bank charges	450	594	408
Travel	400	499	327
Temporary wages	2,000	406	2,354
Student risk management	600	346	889
Purchase of equipment	2,000	-	-
Club expenses	-	-	16,544
CFS expenses	-	-	1,734
	412,970	431,266	444,706
Net revenues	\$ -	\$ 19,497	\$ 215,877

During the year, \$12,042 (2018 - \$20,453) of equipment and \$51,980 (2018 - \$300,000) of leaseholds were purchased, which has not been reflected above.

The University Of Guelph Central Student Association Schedule of The Bullring Operations

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Sales	\$ 1,233,480	\$ 1,159,635	\$ 1,200,461
Entertainment student fees	10,500	10,500	10,500
	1,243,980	1,170,135	1,210,961
Cost of sales	522,480	435,212	480,273
Gross margin	721,500	734,923	730,688
Other revenue	8,500	11,278	7,330
	730,000	746,201	738,018
Expenditures			
Wages	294,630	296,898	278,939
Management salary	132,200	136,798	120,779
Express card commissions/rental	69,700	59,900	64,274
Bookkeeping	41,900	41,900	41,200
University services	9,000	32,744	8,000
Staff benefits	25,500	25,563	22,802
Supplies	21,500	17,659	21,006
Staff meals	16,500	16,500	17,100
University space costs	21,000	13,887	18,053
Management benefits	13,500	13,258	13,688
Entertainment costs	10,500	11,587	9,803
Janitorial services	12,000	7,438	8,408
Maintenance of equipment	7,500	6,972	4,499
Insurance	4,400	5,944	1,970
Janitorial supplies	6,000	4,745	5,404
Employer health tax premium	5,000	4,679	4,136
Advertising and promotion	8,500	4,538	10,097
Staff appreciation	4,500	2,564	3,972
Maintenance of front house	5,000	1,976	959
Telephone	1,750	1,750	1,750
Lease of equipment	1,600	1,309	1,547
Travel/mileage	500	474	190
Staff training	1,000	375	796
Memberships and licenses	220	206	656
Photocopying	100	133	79
Purchase of equipment	6,000	-	-
Contingency	10,000	-	-
	730,000	709,797	660,107
Net revenues	\$ -	\$ 36,404	\$ 77,911

During the year, \$13,288 (2018 - \$1,600) of equipment was purchased, which has not been reflected above.

The University Of Guelph Central Student Association Schedule of Promotional Services

For the year ended April 30	2019 Budget (unaudited)	2019 Actual	2018 Actual
Revenue			
Student fees	\$ 34,600	\$ 34,600	\$ 32,800
Banner service - net	4,200	7,382	4,233
Postering - net	6,800	7,017	7,309
Space rentals	2,800	3,455	2,720
Graphics design	500	1,141	194
Miscellaneous - net	300	234	58
	49,200	53,829	47,314
Expenditures			
Salaries	43,120	47,772	38,124
Employee benefits	5,060	5,484	4,145
Advertising and promotion	100	989	-
Supplies	700	87	207
Photocopying	220	-	-
Memberships and subscriptions	-	-	349
	49,200	54,332	42,825
Net revenues (expenditures)	\$ -	\$ (503)	\$ 4,489

Central Student Association

SEMI-ANNUAL BUDGET REPORT

TO OCTOBER 31, 2019

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*Recommended Forward by Finance Committee December 6, 2018
Presented to CSA Board of Directors on January 16, 2019*

SUMMARY: Period Ending October 31, 2019

PORTFOLIO	Revenue *	Expenses *	Balance
Academic	\$ 40,414.00	\$ 37,703.00	\$ 2,711.00
Administration - Actual	\$ 5,263,315.00	\$ 223,276.00	\$ 5,040,039.00
Administration- Adjusted	\$ 223,427.00	\$ 198,541.00	\$ 24,886.00
Bullring (gross margin + rentals = revenue)	\$ 307,712.00	\$ 278,030.00	\$ 29,682.00
Council	\$ 123,656.00	\$ 64,675.00	\$ 58,981.00
External	\$ 40,700.00	\$ 18,117.00	\$ 22,583.00
Films (<i>Entertainment Media Fee</i>)	\$ 15,700.00	\$ 2,614.00	\$ 13,086.00
Live Entertainment (<i>Entertainment Media Fee</i>)	\$ 50,750.00	\$ 13,573.00	\$ 37,177.00
Programmer	\$ 60,660.00	\$ 31,659.00	\$ 29,001.00
Promotion Service	\$ 41,749.00	\$ 54,735.00	\$ (12,986.00)
Student Experience	\$ 53,200.00	\$ 45,712.00	\$ 7,488.00
<i>Service Programme Summary</i>			
Bike Centre	\$ 24,741.00	\$ 23,541.00	\$ 1,200.00
Clubs	\$ 24,100.00	\$ 22,199.00	\$ 1,901.00
SafeWalk	\$ 30,500.00	\$ 13,596.00	\$ 16,904.00
Student Help & Advocacy Centre	\$ 21,750.00	\$ 19,447.00	\$ 2,303.00
FoodBank (<i>FoodBank Fee</i>)	\$ 116,275.00	\$ 91,062.00	\$ 25,213.00

* Includes Fixed Revenue and Fixed Expenses (such as wage commitments, contracts)

ACADEMIC: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
24100	CSA Student Fees	39,300	39,300	42,660
24120	Student Health Plan Reserve Support - Memorial	3,500	614	1,586
24140	Bullring Promotional Support - Artwork	500	500	500
	TOTAL REVENUE	43,300	40,414	44,746
Expenditure				
24200	Salaries (Includes 3% RSP/Educ)	32,765	15,196	18,540
24220	Employee Benefits	4,225	1,820	2,224
24450	Campaigns	700	-	-
24451	Student Artwork @ Bullring	1,100	-	-
24452	Student Memorial Tree Service	3,500	614	1,586
24453	Teaching Excellence Award	300	-	-
24600	Advertising & Promotion	270	-	55
24800	Supplies	240	73	181
24870	Photocopying	200	26	86
	TOTAL EXPENSES	43,300	17,729	22,672
	Net Revenue (Loss)	-	22,685	22,074

Budget Projection (less fixed costs)

Revenue	\$	40,414.00	\$	44,746.00
Current Expenses	\$	(17,729.00)	\$	(22,672.00)
Wage Commitments	\$	(19,974.00)	\$	(19,826.00)
Balance Remaining	\$	2,711.00	\$	2,248.00

ADMINISTRATION (President): Period Ending October 31, 2019 ACTUAL

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
82100	Student Fees	231,850	(25,977)	(53,170)
82101	Entertainment Student Fee (General Coordination)	17,000	(29,143)	(51,578)
82200	Dental Plan - Admin Fee from Plan	18,000	1,831,462	1,691,155
82300	Health Plan - Admin Fee from Plan	28,500	2,772,955	2,226,805
82600	Other Income - Bullring Admin Fee/ATM/Vending	47,600	22,844	21,405
82620	Pro Ink - Net	700	469	902
82700	UCS - Return on Investments (Digital Signs & Boo Lounge)	11,250	-	-
82870	Black & White Photocopy Income	8,000	2,135	2,998
82875	Colour Photocopy Income	11,200	2,874	4,034
82910	Bus Pass - Net	63,000	1,485,439	1,353,539
82911	Late Night - Net	-	52,940	57,908
82920	Interest Earned	22,000	15,930	9,317
	TOTAL REVENUE	459,100	6,131,928	5,263,315
Expenditure				
83200	Salaries/Wages (includes RSP benefit)	275,000	118,998	118,690
83210	Student Risk Management	600	1,211	706
83220	Employee Benefits	30,950	12,739	13,359
83240	Employer Health Tax Premium	7,200	3,863	4,328
83380	Professional Fees (Audit/Lega/HR)	31,000	22,645	11,858
83390	Travel (Business Office mileage, guest parking)	600	398	231
83440	Temporary Wages	15,000	6,137	-
83500	Staff Appreciation (incl coffee/water, mtg food)	3,000	725	892
83501	Staff Training (incl WSIB) & Transition	5,000	95	2,399
83530	Bullfrog Power (GSEC)	-	(3,210)	(4,735)
83531	Menstrual Hygiene Products	-	2,276	(32,738)
83550	Purchase of Equipment	6,000	892	1,515
83600	Advertising & Promotion	7,000	6,709	2,075
83610	Promotional Swag	3,000	99	4,939
83660	Software Licensing/Hosting (CSAONLINE/GryphLife)	12,200	1,650	4,488
83700	University Services (lock/keys/minor repairs)	800	205	371
83701	Leasehold Improvements to CSA Main Office	10,000	-	63,558
83800	Office Supplies (includes postage chrgs)	8,000	3,446	4,647
83820	Telephone and Long Distance (all lines, except Bullring)	11,000	4,558	5,863
83850	Maintenance & Repair (Includes Managed Desktops)	660	250	-
83870	Photocopier Expense	20,000	5,476	9,628
83900	Bank Charges	690	201	186
83930	Insurance	11,400	9,155	11,016
	TOTAL EXPENSES	459,100	198,518	223,276
	Net Revenue (Loss)	-	5,933,410	5,040,039

ADMINISTRATION (President): Period Ending October 31, 2019 *ADJUSTED*

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
82100	Student Fees	231,850	115,925	135,000
82101	Entertainment Student Fee (General Coordination)	17,000	8,500	11,115
82200	Dental Plan - Admin Fee from Plan	18,000	9,000	5,500
82300	Health Plan - Admin Fee from Plan	28,500	14,250	7,000
82600	Other Income - Bullring Admin Fee/ATM/Vending	47,600	22,844	21,405
82620	Pro Ink - Net	700	469	174
82700	UCS - Return on Investments (Digital Signs & Boo Lounge)	11,250	-	-
82870	Black & White Photocopy Income	8,000	2,135	2,998
82875	Colour Photocopy Income	11,200	2,874	4,034
82910	Bus Pass - Net	63,000	31,500	2,400
82911	Bus Pass - Late Night	-	-	-
82920	Interest Earned	22,000	15,930	9,317
	TOTAL REVENUE	459,100	223,427	198,943
Expenditure				
83200	Salaries/Wages (includes RSP benefit)	275,000	118,998	118,690
83210	Student Risk Management	600	300	706
83220	Employee Benefits	30,950	12,739	13,359
83240	Employer Health Tax Premium	7,200	3,863	4,328
83380	Professional Fees (Audit/Legal/HR)	31,000	22,645	11,858
83390	Travel (Business Office mileage, guest parking)	600	398	231
83440	Temporary Wages	15,000	6,137	-
83500	Staff Appreciation (incls coffee/water, mtg food)	3,000	725	892
83501	Staff Training (incls WSIB) & Transition	5,000	95	2,399
83530	GSEC - Bullfrog Power	-	-	-
83531	Menstrual Hygiene Products	-	-	-
83550	Purchase of Equipment	6,000	892	1,515
83600	Advertising & Promotion	7,000	6,709	2,075
83610	Promotional Swag	3,000	99	3,900
83660	Software Licensing/Hosting (CSAONLINE/GryphLife)	12,200	1,650	4,488
83700	University Services (lock/keys/minor repairs)	800	205	371
83701	Leasehold Improvements to CSA Main Office	10,000	-	-
83702	Return on Investment (ROI) Projects with UCS	-	-	-
83800	Office Supplies (includes postage chrgs)	8,000	3,446	4,647
83820	Telephone and Long Distance (all lines, except Bullring)	11,000	4,558	5,863
83850	Maintenance & Repair (includes Managed Desktops)	660	250	4,050
83870	Photocopier Expense	20,000	5,476	9,628
83900	Bank Charges	690	201	186
83930	Insurance	11,400	9,155	11,016
	TOTAL EXPENSES	459,100	198,541	200,202
	Net Revenue (Loss)	-	24,886	(1,259)

BULLRING: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
92101	Entertainment Student Fee	10,500	3,430	2,920
92425	Beverage Sales - Gross Margin	92,000	49,935	41,356
92465	Food Sales - Gross Margin	630,000	247,279	195,962
92490	Miscellaneous Income (less register/over)	10,000	7,068	5,887
	TOTAL REVENUE	742,500	307,712	246,125
Expenditure				
93200	Managerial Salaries (incl's RSP benefit)	135,500	62,150	65,545
93210	Hourly Wages	290,000	108,821	94,461
93220	Managerial Benefits	13,300	6,591	7,171
93225	Hourly Staff Benefits	27,000	9,848	9,436
93240	Employer Health Tax	4,800	-	-
93250	Staff Safety Training	800	423	-
93280	Staff Appreciation/Uniform	4,000	893	261
93290	Staff Meals	17,950	6,590	5,800
93380	Administrative Fee (to CSA Administrative budget)	42,900	21,450	20,950
93390	Travel/Mileage	400	72	349
93400	Entertainment Costs	10,500	3,430	2,920
93550	Purchase of Equipment/Furniture	12,000	4,852	4,015
93560	Lease of Equipment	1,500	714	595
93580	Maintenance of Equipment	6,400	3,056	1,738
93590	Maintenance of Front House	1,800	270	1,466
93600	Advertising & Promotion	9,000	4,345	1,874
93660	Memberships & Licenses	220	-	-
93700	University Services	11,000	-	9,499
93720	University Space Costs	14,615	7,307	6,943
93730	Express Card Commission/LCR Rental	52,000	14,062	11,318
93735	Debit Machine Commission/Rental	7,000	2,371	-
93800	Supplies (incl's replacement flatware)	17,600	7,889	8,360
93810	Janitorial Supplies	4,800	1,499	1,734
93815	Janitorial Services	7,480	3,491	2,314
93820	Telephone and Internet	1,750	1,750	750
93870	Photocopying	135	21	24
93930	Insurance	6,050	6,135	5,944
93950	Contingency/Capital Reserve	42,000	-	-
	TOTAL EXPENSES	742,500	278,030	263,467
	Net Revenue (Loss)	-	29,682	(17,342)

COUNCIL: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
22100	CSA Student Fees	60,800	60,800	64,250
22101	Entertainment Fee (see below *)	6,750	6,750	7,270
22560	Survival Guide Revenue	51,050	56,106	7,740
	TOTAL REVENUE	118,600	123,656	79,260
Expenditure				
PDR Committee Motion Required				
23120	Grants - Summer	-	-	700
23200	Grants - Fall (& Winter in 2019-20)	9,000	2,346	2,882
23220	Grants - Winter	-	-	-
23221	Grants - Cultural/Cross Campus *	-	-	-
CSA Executive Motion Required				
23390	Travel & Conferences: CSA Staff	1,200	668	1,075
23391	Travel & Conferences: CFS/CFS-O	2,300	-	3,489
23392	Travel & Conferences: Student Leadership	1,500	244	375
23510	Executive Visioning/Training /Transition 50/50 Split	4,000	228	1,412
23515	Executive Discretionary Fund	3,000	-	43
23516	Equity	-	-	-
President				
23225	Grants - CSA FoodBank Support	4,000	4,000	3,150
23226	Grants - Move Out Madness	500	-	-
23228	Grants - College Royal *	6,750	-	-
23300	Elections	14,500	3,930	2,655
23440	Honoraria (Chair/Scribe/Committee Scribe)	4,000	842	1,138
23500	Board Training/Appreciation	8,000	1,913	3,169
23560	Survival Guide Expense	51,050	50,276	49,282
23750	General Members Meeting (Fall & Winter)	7,000	-	-
23800	Supplies	600	57	294
23870	Photocopying	1,200	171	666
23930	Director's Insurance	-	-	-
	TOTAL EXPENSES	118,600	64,675	70,330
	Net Revenue (Loss)	-	58,981	8,930

EXTERNAL: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
25100	CSA Student Fees	40,700	40,700	43,800
25120	Solicitations	-	-	-
	TOTAL REVENUE	40,700	40,700	43,800
Expenditure				
25200	Salaries (Includes 3% Education/RSP)	32,765	14,965	17,972
25220	Employee Benefits	4,225	1,300	1,264
25450	Campaigns	2,500	1,599	805
25600	Advertising & Promotion	500	-	220
25660	Memberships & Subscriptions	50	-	-
25700	University Services (TSS/Physical Resources)	-	-	-
25800	Supplies	200	42	54
25870	Photocopying	460	211	228
	TOTAL EXPENSES	40,700	18,117	20,543
	Net Revenue (Loss)	-	22,583	23,257

Budget Projection (less fixed costs)

Revenue	\$	40,700.00	\$	43,800.00
Current Expenses	\$	(18,117.00)	\$	(20,543.00)
Wage Commitments	\$	(20,725.00)	\$	(21,354.00)
Balance Remaining	\$	1,858.00	\$	1,903.00

FILMS: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
42101	Entertainment Student Fees	15,700	15,700	19,700
42400	Door Receipts	1,000	-	349
	TOTAL REVENUE	16,700	15,700	20,049
Expenditure				
43210	Temporary Wages	-	30	-
43400	Film Rental	11,000	1,908	2,921
43550	Purchase of Equipment/Upgrades	2,000	-	-
43600	Advertising & Promotion	1,450	289	690
43660	Memberships/Domain Renewal	50	-	-
43800	Supplies	200	-	92
43840	Freight & Shipping	400	-	49
43850	Maintenance of Film Equipment	500	-	-
43870	Photocopying	1,100	387	349
	TOTAL EXPENSES	16,700	2,614	4,101
	Net Revenue (Loss)	-	13,086	15,948

LIVE ENTERTAINMENT: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
32101	Entertainment Student Fees	50,750	50,750	67,900
32400	Tickets / Sales	29,000	-	-
32500	Partnership Support	-	-	-
	TOTAL REVENUE	79,750	50,750	67,900
Expenditure				
33210	Temporary Wages	2,000	-	-
33400	Performer Fees	32,000	2,875	-
33410	Performer Rider	2,500	-	-
33420	Setup & Sound	10,000	-	33
33500	Partnership Expenses	-	-	7,740
33550	Purchase of Equipment/Sound/Staging	-	-	300
33600	Advertising & Promotion	2,000	106	-
33700	Facility Costs	-	-	-
33720	Free Concert Programming	18,250	8,634	11,040
33730	Community Concert Programming (net loss)	2,000	1,879	-
33740	Speakers	10,000	-	-
33800	Supplies	600	79	1,087
33870	Photocopying	400	-	-
	TOTAL EXPENSES	79,750	13,573	20,200
	Net Revenue (Loss)	-	37,177	47,700

PROGRAMMER (General Entertainment): Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
72100	Student Fees	49,400	49,400	52,050
72500	Courtyard Sales - Net	-	-	-
72600	Imaginus Sales - Net	24,000	11,260	11,424
	TOTAL REVENUE	73,400	60,660	63,474
Expenditure				
73200	Salaries (Includes 10% RSP benefit)	66,800	27,842	33,961
73220	Employee Benefits	6,550	3,772	3,499
73390	Travel & Conferences (Mileage Allowance)	-	-	-
73800	Supplies	50	45	31
	TOTAL EXPENSES	73,400	31,659	37,491
	Under (Over) Budget	-	29,001	25,983

Budget Projection (less fixed costs)

Current Revenue	\$	60,660.00	\$	63,474.00
Current Expenses	\$	(31,659.00)	\$	(37,491.00)
Wage Commitments	\$	(41,736.00)	\$	(38,050.00)
Balance Remaining	\$	(12,735.00)	\$	(12,067.00)

PROMOTIONAL SERVICES: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
52100	Student Fees	38,640	38,640	34,600
52300	Graphic Design	750	-	191
52400	Postering - Net	7,000	1,895	2,607
52500	Large Format Service - Net	5,000	1,340	603
52600	Button Maker & Miscellaneous - Net	100	(652)	235
52700	Space Rentals - Kiosk & UC Banner	4,000	526	1,170
TOTAL REVENUE		55,490	41,749	39,406
Expenditure				
53200	Wages - Graphic Designer	44,300	19,440	21,767
53210	Wages - Poster Runners	5,000	1,321	1,405
53220	Benefits - Graphic Designer	5,400	2,161	2,574
53225	Benefits - Poster Runners (CPP, EI)	250	44	49
53600	Advertising & Promotion	100	-	-
53660	Memberships & Subscriptions	300	-	-
53800	Supplies	140	30	31
53870	Photocopying	-	(245)	-
TOTAL EXPENSES		55,490	22,751	25,826
Net Revenue (Loss)		-	18,998	13,580

Budget Projection (less fixed costs)

Current Revenue	\$	41,749.00	\$	39,406.00
Current Expenses	\$	(22,751.00)	\$	(25,826.00)
Wage Commitments	\$	(31,984.00)	\$	(22,385.00)
Balance Remaining	\$	(12,986.00)	\$	(8,805.00)

STUDENT EXPERIENCE: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
27100	CSA Student Fees	45,200	45,200	47,140
27101	Entertainment Fee: Cross Campus (Orientation)	8,000	8,000	6,000
	TOTAL REVENUE	53,200	53,200	53,140
Expenditure				
27200	Salaries (Includes 3% Education/RSP)	32,765	15,192	18,593
27220	Employee Benefits	4,225	1,872	2,263
27450	Orientation Programming	8,000	6,174	6,327
27453	Summer Programming	-	-	-
27454	Fall Programming (includes Stressbusters)	2,500	1,402	551
27457	<i>Sexy Bingo</i>	-	808	-
27455	Winter Programming (includes Stressbusters)	4,000	-	-
27600	Advertising & Promotion	1,000	190	-
27700	University Services	-	-	-
27800	Supplies	200	58	41
27870	Photocopying	510	90	306
	TOTAL EXPENSES	53,200	25,786	28,081
	Net Revenue (Loss)	-	27,414	25,059

Budget Projection (less fixed costs)

Student/Ent Fees	\$	53,200.00	\$	53,140.00
Current Expenses	\$	(25,786.00)	\$	(28,081.00)
Wage Commitments	\$	(19,926.00)	\$	(19,734.00)
Unspent Orientation	\$	-	\$	-
Balance Remaining	\$	7,488.00	\$	5,325.00

BIKE CENTRE: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
BIKE 62100	Student Fees	18,850	18,850	22,450
62120	Solicitations & Donations	5,200	1,047	3,175
62335	Solicitation Surplus from Previous Yr	-	4,988	-
62400	Sales - Net Income	500	(144)	(310)
	TOTAL REVENUE	24,550	24,741	25,315
Expenditure				
BIKE 63210	Co-ordinators Wages	19,756	9,004	9,572
63220	Employee Benefits (CPP & EI)	1,069	457	487
63450	Workshops	500	70	77
63500	Volunteer Appreciation	1,300	1,359	462
63600	Advertising	1,200	527	218
63800	Supplies	700	731	818
63870	Photocopying	25	29	-
	TOTAL EXPENSES	24,550	12,177	11,634
	Net Revenue (Loss)	-	12,564	13,681

Budget Projection (less fixed costs)

Current Revenue	\$	24,741.00	\$	25,315.00
Current Expenses	\$	(12,177.00)	\$	(11,634.00)
Wage Commitments	\$	(11,364.00)	\$	(5,815.00)
Balance Remaining	\$	1,200.00	\$	7,866.00

CLUBS: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
CLUB 62100	CSA Student Fees	24,100	24,100	24,640
	TOTAL REVENUE	24,100	24,100	24,640
Expenditure				
CLUB 63210	Co-ordinators Wages	9,825	2,456	2,667
63220	Employee Benefits (CPP, EI)	450	126	141
63450	General Meeting	750	384	(150)
63600	Advertising & Promo	500	22	93
63660	UC Services Security of Hallway	10,900	-	-
63700	Club Days Set Up	1,440	600	720
63800	Supplies	150	-	141
63870	Photocopying	85	18	33
	TOTAL EXPENSES	24,100	3,606	3,645
	Net Revenue (Loss)	-	20,494	20,995

Budget Projection (less fixed costs)

Student Fees	\$	24,100.00	\$	24,640.00
Current Expenses	\$	(3,606.00)	\$	(3,645.00)
Hallway Security	\$	(10,900.00)	\$	(10,900.00)
Wage Commitments	\$	(7,693.00)	\$	(8,510.00)
Balance Remaining	\$	1,901.00	\$	1,585.00

SAFEWALK: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
Safe 62100	CSA Student Fees	4,000	4,000	9,050
62120	SSF - Undergraduates *	12,200	7,191	-
62130	SSF - Graduates	1,435	-	-
	TOTAL REVENUE	17,635	11,191	9,050
Expenditure				
Safe 63210	Co-ordinators Wages	11,285	2,820	2,821
63220	Employee Benefits (CPP, EI)	700	153	152
63390	Taxi Expenses	1,850	167	168
63500	Volunteer Appreciation & Training	1,500	197	485
63600	Advertising	1,110	661	475
63800	Supplies	200	-	97
63820	Telephone Charge for x53200	850	500	500
63870	Photocopying	140	86	61
	TOTAL EXPENSES	17,635	4,584	4,759
	Net Revenue (Loss)	-	6,607	4,291

Budget Projection (less fixed costs)

Student Fees	\$	4,000.00	\$	9,050.00
SSF/GSA Funding *	\$	26,500.00	\$	8,000.00
Current Expenses	\$	(4,584.00)	\$	(4,759.00)
Wage Commitments	\$	(9,012.00)	\$	(9,007.00)
Balance Remaining	\$	16,904.00	\$	3,284.00

* Successful fall referendum, increase to fee from \$0.33 to \$0.75 effective January 2020

STUDENT HELP & ADVOCACY (SHAC): Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
SHAC 62100	CSA Student Fees	21,750	21,750	42,200
62101	Entertainment Fees: Speakers	-	-	3,300
62120	Solicitations (incl. SSF support)	-	-	-
	TOTAL REVENUE	21,750	21,750	45,500
Expenditure				
SHAC 63210	Co-ordinators Wages	12,405	3,727	14,040
63220	Employee Benefits (CPP & EI)	745	213	777
63380	Professional Fees (Legal Aid Clinic)	6,000	2,500	2,500
63400	Speaker Expense	-	-	-
63450	Information/Awareness Events	800	33	(44)
63500	Volunteer Training & Appreciation	600	242	47
63600	Advertising	870	-	-
63800	Supplies (incl. Resource Material)	200	-	23
63870	Photocopying	130	22	20
	TOTAL EXPENSES	21,750	6,737	17,363
	Under (Over) Budget	-	15,013	28,137

Budget Projection (less fixed costs)

CSA Fees	\$ 21,750.00	\$ 45,500.00
SSF Funding	\$ -	\$ 3,000.00
Current Expenses	\$ (6,737.00)	\$ (17,363.00)
Prof Fee Commitments	\$ (3,500.00)	\$ (2,500.00)
Wage Commitments	\$ (9,210.00)	\$ (22,354.00)
Balance Remaining	\$ 2,303.00	\$ 6,283.00

FOODBANK: Period Ending October 31, 2019

Account No.	Account Name	BUDGET 19-20	YTD Actual	Last YTD
Revenue				
28100	Student Fees: Undergraduate	94,500	50,168	48,574
28120	Solicitations (CUPE/Donations)	13,345	1,045	2,668
28130	Student Fees: Graduate	16,230	11,789	10,709
28135	CSA Support	4,000	4,000	3,150
28140	Bullring Support for Cooking Classes	500	500	500
28145	Fundraising Sales - Net	-	-	180
	TOTAL REVENUE	128,575	67,502	65,781
Expenditure				
28210	Co-ordinators Wages	40,455	17,815	20,952
28220	Employee Benefits	3,790	1,620	1,578
28390	Transportation Costs	160	69	44
28440	Service Support and Resource	4,000	3,680	-
28450	Cooking Classes	500	-	167
28451	Garden Supplies (In & Out)	160	301	165
28452	Breakfast Club (UFWH) - Net	-	(423)	-
28500	Volunteer Appreciation	650	90	131
28501	Staff or Volunteer Training	500	50	65
28510	Compassionate Fund	300	-	150
28540	Food Acquisition	70,000	37,016	29,405
28541	Special Diet	5,760	2,880	2,785
28600	Advertising	600	743	-
28700	University Services/Rentals	-	29	-
28800	Supplies	1,600	2,305	818
28870	Photocopying	100	77	44
	TOTAL EXPENSES	128,575	66,252	56,304
	Net Revenue	-	1,250	9,477

Budget Projection (less fixed costs)

Current Revenue	\$	67,502.00	\$	65,781.00
Anticipated Fees CSA	\$	44,332.00	\$	47,700.00
Anticipated Fees GSA	\$	4,441.00	\$	5,400.00
Current Expenses	\$	(66,252.00)	\$	(56,304.00)
Wage Commitments	\$	(24,810.00)	\$	(23,120.00)
Balance Remaining	\$	25,213.00	\$	39,457.00

2.5. Petitions, Delegations and Representations (PDR) Committee

Changes in Yellow: Presented to CSA Board on November 6, 2019

Changes in Green: To be presented to CSA Board on November 27, 2019

2.5.1. The CSA is committed to ensuring support for a diverse range of events and initiatives that benefit students.

2.5.1.1. Petitions, Delegations and Representations Committee

The Petitions, Delegations and Representations Committee (“the Committee”) is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding PDR requests.

2.5.2. Purpose

2.5.2.1. To receive, hear presentations for, and make decisions on PDR requests within CSA Bylaws and Policies.

2.5.2.2. To maintain a standardized PDR request form or method.

2.5.2.3. To make recommendations to the Finance Committee for annual funding for PDR lines.

2.5.2.4. To provide complete semesterly reports to the CSA Board of Directors on all transactions involving PDRs.

2.5.3. Membership of the Committee

2.5.3.1. The Committee shall consist of a maximum of six members.

2.5.3.2. The President shall be a member of this Committee.

2.5.3.3. One seat on this Committee shall be reserved for an At-Large or College representative.

2.5.3.4. One seat on this Committee shall be reserved for a Student Organization representative.

2.5.3.5. One seat on this Committee shall be reserved for an additional member of the Executive Committee.

2.5.3.6. The remaining seats may be filled by up to two members of the CSA Board of Directors.

2.5.3.7. The membership of this Committee shall be selected by the Board of Directors.

2.5.4. Responsibilities of the Committee Members

2.5.4.1. The President shall be the Chair of the Committee.

2.5.4.2. The Vice-Chair shall be selected by the membership of the Committee.

2.5.4.3. The Scribe shall be selected by the membership of the Committee.

2.5.4.4. Each member of the Committee is responsible for upholding CSA Bylaws and Policies, especially all aspects of the relevant PDR policies.

- 2.5.4.5.** Each member shall act as a member of the CSA, and not as a member of their own constituency.
- 2.5.4.6.** Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.
- 2.5.4.7.** The Chair shall have the following responsibilities:
- Facilitate meetings
 - Ensure that proper minutes are taken for every meeting
 - Book meeting locations
 - Compile semesterly reports for the Board
 - Manage all communications to and from the Committee.
- 2.5.4.8.** The Vice-Chair shall have the following responsibilities:
- Assist the Chair in their duties
 - Assume the responsibilities of the Chair in their absence.
- 2.5.4.9.** The Scribe shall have the following responsibilities:
- Take meeting minutes and record decisions
 - Forward minutes to the Policy & Transition Manager for distribution to the Members of the Board.

2.5.5. Meetings

- 2.5.5.1.** PDR Committee meetings shall be held as required to receive and to review PDR applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.
- 2.5.5.2.** The schedule of meetings shall be at the discretion of the Committee.
- 2.5.5.3.** Quorum for meetings shall be set at a simple majority of members.
- 2.5.5.4.** If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.
- 2.5.5.5.** During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

2.5.6. Reports

- 2.5.6.1.** Reports shall be compiled by the Chair and the Vice-Chair of the Committee.
- 2.5.6.2.** A report shall be submitted to the Board of Directors following each semester. These reports shall include:

- A list of all PDRs entertained by the Committee (whether the PDR was successful or not).
- The amount granted for each PDR request, and the line from which that grant was taken.

2.5.6.3. A report shall be submitted to the Finance Committee in February of each year, which will include any changes that the Committee wishes to see to the amount of money allocated to the specific PDR lines.

2.5.7. PDR Requirements

- 2.5.7.1.** An applicant for PDR funds must be a fee-paying **CSA member of good standing.** ~~of the CSA bylaws.~~
- 2.5.7.2.** Each year, the CSA will budget funds to be made available by request to qualifying groups.
- 2.5.7.3.** Funds from the Petitions, Delegations and Representations line item, commonly known as the “Grants” line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.
- 2.5.7.4.** Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the “Grant” line items, found in the CSA Council budget.
- 2.5.7.5.** Should the CSA choose to co-sponsor an event, it must do so before the PDR is presented to the Committee, and the Committee must be given full disclosure of the CSA’s involvement.
- 2.5.7.6.** A **completed PDR Report Form**, available on the CSA website, ~~indicating the usage of monies granted,~~ will be required by the Committee ~~and may be necessary~~ for future funding.
- 2.5.7.7.** Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the PDR must be re-submitted to the Committee where the original PDR request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant **completely.**

2.5.8. PDR Application Process

New The PDR Committee will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting a second application deadline in the Winter semester, should the funding be available.

- 2.5.8.1. Qualifying groups shall be defined as groups that operate outside the CSA and have not had funds allocated to them under the CSA operating budget.
- 2.5.8.2. Qualifying groups must submit a completed **PDR Request Form**, available on the CSA website, to the Committee through the President.
- 2.5.8.3. All parties must also disclose as to whether their organization/group collects student fees.
- 2.5.8.4. Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits ~~the University of Guelph and surrounding community~~ **the undergraduate community of the University of Guelph.**
- 2.5.8.5. In fairness to all organizations, no group will be awarded more than \$500.00 in any fiscal year.
- 2.5.8.6. ~~The PDR Committee will rank each funding application based on the following tiered priority system:~~
 - ~~○ Internal accredited CSA clubs (Ranking: 5 points)~~
 - ~~○ Special status groups (Ranking: 3 points)~~
 - ~~○ Non-CSA accredited student organizations (Ranking: 1 point)~~

~~Qualifying groups are based on two categories: member and non-member. Member groups shall be defined as individual(s) that are member in good standing of the CSA bylaws. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph.~~

Qualifying groups/individuals are based on two categories: CSA member and non-member. Member groups shall be defined as groups that include CSA member(s) of good standing. Non-member groups shall be defined as groups that are not invoiced the CSA fee, but clearly demonstrate that the request directly benefits the undergraduate community of the University of Guelph.

~~The PDR Committee will rank each funding application based on the following priority system:~~

- ~~• Internal accredited CSA clubs~~
- ~~• Special Status Groups~~
- ~~• Non-CSA accredited student organizations, other members~~
- University of Guelph accredited undergraduate student organizations, other CSA members**
- Non-members**

2.5.8.7. The PDR Committee will also consider the following:

- Number of students attending the event
- Number of students impacted by the initiative

~~**2.5.8.8.** Second time funding for the same event / initiative will not be provided, as the PDR Committee will consider innovation as part of the review process.~~

Second time funding for the same event/initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the PDR Committee will consider innovation as part of the review process.

2.5.8.9. The President will notify organizations within 72 hours of a PDR Committee decision.

2.5.9. Appeals Process

2.5.9.1. Any party has the right to appeal any decisions made by the Committee on any of the following grounds:

- The Committee violated any CSA Bylaws or Policies.
- A member of the PDR Committee who voted on the PDR in question has a conflict of interest, as outlined in Bylaw 1.

2.5.9.2. Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

2.5.9.3. Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

2.5.9.4. Appeals of the PDR Committee shall be heard by the CSA Board of Directors. Decisions made by the Board of Directors are final.

2.5.9.5. The appealing party will be given fifteen (15) minutes to present both their original PDR submission and the appeal submission to the Board of Directors, verbally and in writing.

2.5.9.6. Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.

2.5.9.7. The Chair will entertain any discussion or motions on an appeal pertaining to any of the following outcomes:

- A motion to deny the appeal and uphold the Committee's decision
- A motion to grant the appeal and make any changes necessary to the PDR Committee in order to ensure a fair hearing
- A motion to grant the appeal, and which point the Board of Directors may make its final ruling on the PDR in question.

2.5.10. Amendments

2.5.10.1. The Committee shall review the PDR policy in accordance with the Policy & Bylaw Review Policy, unless determined necessary by the PDR Committee.

Changes in Yellow: Presented to CSA Board on November 6, 2019

Changes in Green: To be presented to CSA Board on November 27, 2019

CSA Annual General Meeting
February 12, 2020 – 5:00 pm – Peter Clark Hall



NOTICE
CSA Annual General Meeting

As per CSA Bylaw 1, Clause 9.1.3., I hereby give notice that the Annual General Meeting of the Central Student Association shall take place on:

Wednesday, February 12, 2020 at 5:00 pm
in Peter Clark Hall, University Centre.

As per Bylaw 1, Clause 9.1.9., I hereby invite any business items for the CSA Annual General Meeting to be provided to the CSA Policy & Transition Manager (csaptm@uoguelph.ca) by **Thursday, January 23, 2020**.

For more information, contact the CSA Office.

Dena Van de Coevering
CSA President
November 27, 2019

Report

Board of Directors Meeting # 7

November 27, 2019



Item 7.10.4.

Hiring Committee Report – SHAC Assistant Coordinator

Hiring Committee Membership

Lindsey Fletcher, VP Academic

Maggy Watson, SHAC Coordinator

Emily Bruce, Board Member

Job application posted: November 4, 2019

Job application closed: November 20, 2019

Hiring Committee Pre-Meeting: November 22, 2019

Number of applications received: 10

Number of applicants interviewed: 4

Interviews conducted: November 26, 2019

Successful candidate: Krista Bentley

Start date: January 7, 2020 - training in December

MOTION: That the hiring of **Krista Bentley** as **SHAC Assistant Coordinator** be ratified for the remainder of the 2019-2020 term, as recommended by the Hiring Committee.

Moved: Lindsey Fletcher, VP Academic

Seconded: Emily Bruce

This report was distributed at the meeting.

Provided in the agenda as

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Motion

Board of Directors Meeting # 7

November 27, 2019



Item 7.10.10.

Finance Committee Recommendation

WHEREAS the Front Office is the main hub of activity for the Central Student Association;

WHEREAS the Front Office staff strive to make the office a welcoming, friendly space to which students wish to return;

WHEREAS updating and redesigning the office to reflect the branding and promotional scheme of the CSA will support a cohesive look for our services and programs, present ourselves more appropriately to students and further connect CSA services, programs and representation to one central space;

MOTION: That the CSA Office Renovation project, which includes renovations to the CSA Front Office, private offices, and Boardroom, specifically carpet replacement, paint, graphics, window film, replacement room signs, tackboard and window coverings, be approved with a project authorization total of \$35,450.

Moved:

Seconded:

This recommendation was distributed at the meeting.

Provided in the agenda as

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