

AGENDA
Board of Directors Meeting # 3
September 25, 2019 – 6:00 pm – UC 442



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3.15. Adjournment	

Motion

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**Item 3.2.1.
Approve the Agenda**

MOTION: That the agenda for the CSA Board of Directors Meeting on September 25, 2019, be approved as printed and distributed.

Moved:

Seconded:

OR

MOTION: That the agenda for the CSA Board of Directors Meeting on September 25, 2019, be approved as amended, to add the following items:

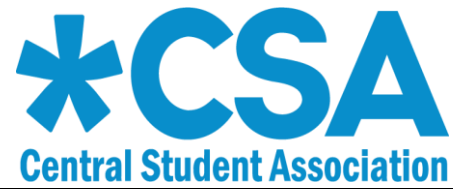
3.12.1.

Moved:

Seconded:

Motion

Board of Directors Meeting # 1
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Item 3.3.1.

De-Ratify and Ratify ASA Representative

MOTION: To de-ratify **Emma McNeill** as Aboriginal Student Association (ASA) representative on the CSA Board of Directors, effective immediately.

RESOLVED: To ratify **Jena-Lee Ashley** as Aboriginal Student Association representative on the CSA Board of Directors, effective immediately.

Moved:

Seconded:

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Members Present: Daniah Al-Naseri (left at 8:18 pm), Emily Bruce, Anna Canella, Jamie Gibson, Briana Green-Ince, Nicole Johnston, Anthony Lenarduzzi, Emma McNeill, Josh Moran, Alan Negrin (arrived at 6:30 pm), Daniel Ofori-Darko, Ariel Oleynikov, Matteo Raso, Lolia Shallouf, Blakeney Smith, Cameron Stotts

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

Chair: Cameron Olesen

Policy & Transition Manager: Earl Evans

Scribe: Thibeca Kengatharan

Overview of Motions

1.2.1. Approve the Agenda

MOTION AS AMENDED: To approve the agenda for the CSA Board of Directors Meeting on September 11, 2019, as amended, to add under New Business:

- University Centre Board Appointments
- Special CSA Board meeting, Wednesday, September 18, 2019, and
- HR Item (*In Camera*)

Motion as amended carried

1.3. Ratifications and De-Ratifications

MOTION: That the following appointed **College Government representatives** be ratified as Members of the 2019-2020 CSA Board of Directors, effective immediately:

Anthony Lenarduzzi	CSAHS Student Alliance
Joshua Moran	Student Federation OAC
Daniel Ofori-Darko	CEPS Student Council
Ariel Oleynikov	College of Arts Student Union

Motion carried

MOTION: That the following **Student Organization representatives** be ratified as Members of the 2019-2020 CSA Board of Directors, effective immediately:

Emily Bruce	GRCGED
Anna Canella	International Students Association
Briana Green-Ince	Guelph Black Students Association
Nicole Johnston	Interhall Council (IHC)
Emma McNeill	Aboriginal Students Association
Alan Negrin	Guelph Queer Equality
Blakeney Smith	Ontario Public Interest Research Group (OPIRG)
Cameron Stotts	Board of Governors

Motion carried

1.5. Approval of Past Board Minutes

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

- 1.5.1. Meeting # 15 – March 27, 2019
- 1.5.2. Meeting # 16 – April 3, 2019

Motion carried

1.6. Executive Committee Minutes

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

- Meeting # 1 – May 2, 2019
- Meeting # 2 – May 7, 2019
- Meeting # 3 – May 13, 2019
- Meeting # 4 – May 22, 2019
- Meeting # 5 – June 6, 2019
- Meeting # 6 – June 11, 2019
- Meeting # 7 – June 24, 2019
- Meeting # 8 – July 2, 2019

Motion carried

1.7. Executive Updates

MOTION: To receive the following Executive Updates as information:

- 1.7.1. President
- 1.7.2. VP Student Experience
- 1.7.3. VP Academic
- 1.7.4. VP External

Motion carried

1.10.1. Revised 2019-2020 CSA Budget

MOTION: To receive the presentation on the 2019-2020 revised CSA budget.

Motion carried

1.10. 2. Hiring Committee Report – FoodBank Coordinator

MOTION: That the hiring of **Clarissa Shepherd** as FoodBank Coordinator be ratified for the 2019-2020 term, as recommended by the Hiring Committee.

Motion carried

1.10. 3. Hiring Committee Report – Promo Services & Graphic Design

MOTION: That the hiring of **Irene Castellano** as Promotional Services & Graphic Design be approved for the 2019-2020 term, as recommended by the Hiring Committee.

Motion carried

1.10. 4. Appoint Hiring Committee – Board Scribe

MOTION: To appoint a Hiring Committee for the position of Board Scribe;
RESOLVED that **Matteo Raso** be appointed to the Hiring Committee for the position of Board Scribe.

Motion carried

1.10. 5. Appoint Members to Finance Committee

MOTION: To appoint the Finance Committee to fulfill the terms of reference outlined in Policy Appendix A, Section 2.6;

RESOLVED that the following CSA Board Members be appointed to the Finance Committee for the 2019-2020 term:

- Jamie Gibson
- Lolita Shallouf
- Blakeney Smith

Motion carried

1.10. 6. Appoint Members to Policy & Bylaw Review Committee (PBRC)

MOTION: To appoint the Policy & Bylaw Review Committee to fulfill the responsibilities and structure outlined in Policy Appendix A, Section 2.9;

RESOLVED that the following CSA Board Members be appointed to the Policy & Bylaw Review Committee for the 2019-2020 term:

- Anna Canella
- Jamie Gibson
- Alan Negrin
- Ariel Oleynikov
- Matteo Raso
- Blakeney Smith

Motion carried

1.10. 7. Appoint Members to Petitions, Delegations & Rep. (PDR) Committee

MOTION: To appoint the Petitions, Delegations and Representations Committee to fulfill the purpose and responsibilities outlined in Policy Appendix A, Section 2.8;

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RESOLVED that the following CSA Board Members be appointed to the PDR Committee for the 2019-2020 term:

- Anthony Lenarduzzi College / At-Large rep.
- Nicole Johnston Student Organization rep.
- Daniah Al-Naseri Board Member (Non-Executive)
- Lolia Shallouf Board Member (Non-Executive)

Motion carried

1.10. 8. Appoint Members to CSA/GSA Transit Committee

MOTION: To appoint the following CSA Board Members to the CSA / GSA Transit Committee for the 2019-2020 term:

- Jamie Gibson
- Briana Green-Ince

Motion carried

1.10. 9. Appoint Members to Elections Appeals Board

MOTION: To appoint the Elections Appeals Board for the 2019-2020 term;

RESOLVED that the following members be appointed to the CSA Elections Appeals Board for the 2019-2020 term:

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

Motion carried

1.10.10. Appoint Members to Capacity Analysis Planning (CAPCOM)

MOTION: To appoint the Capacity, Analysis and Planning Committee to fulfill the terms of reference outlined in Policy Appendix A, Section 2.4;

RESOLVED that the following Board Members be appointed to CAPCOM for the 2019-2020 term:

- Daniah Al-Naseri
- Emily Bruce
- Anna Canella
- Josh Moran
- Alan Negrin
- Cameron Stotts

Motion carried

1.11.5. CSA By-Election – Fall 2019

1.11.5a CSA By-Election: SafeWalk Referendum Question

MOTION: To approve the [following] SafeWalk referendum question for placement on the ballot during the Fall 2019 CSA by-election

Motion carried

1.11.5b CSA By-Election: Promotional Strategy

MOTION: That the Fall 2019 By-Election Promotional Strategy be received as information, as presented at the CSA Board meeting on September 11, 2019.

Motion carried

1.11.5c CSA By-Election: Candidates' Package

MOTION: That the Candidates' Package: Board of Directors Positions (Fall 2019 By-Election) be received as information.

Motion carried

1.11.5d CSA By-Election: Election Fines (Candidates' Package, Pages 17-19)

MOTION: That the Campaign Infractions as listed in the Candidates' Package: Board of Directors Positions, be approved for the Fall 2019 By-Election.

Motion carried

1.12. New Business

1.12.1. UC Board Appointments

MOTION AS AMENDED: To appoint the following as alternate undergraduate representatives on the University Centre Board:

- Justin Brass
- Lindsey Fletcher
- Daniella Mancini
- Dena Van de Coevering
- Jacob Hamilton-Rowe

Motion as amended carried

1.12.2. Special Board Meeting re Budget

MOTION AS AMENDED: That a Special CSA Board Meeting be held on Wednesday, September 18, 2019 at 7:00 pm to consider the revised 2019-2020 CSA Budget.

Motion as amended carried

1.14. In Camera Session

MOTION: To move into *In Camera* session at 8:10 pm.

Motion carried

MOTION: To move out of *In Camera* session at 8:24 pm.

Motion carried

1.15. Adjournment

MOTION: To adjourn the CSA Board of Directors Meeting of September 11, 2019 at 9:09 pm.

Motion carried

Agenda # 1 – September 11, 2019

- 1.0. Call to Order**
- 1.1. Land Acknowledgement**
- 1.2. Adoption of the Agenda**
 - 1.2.1. Approve the Agenda
- 1.3. Ratifications and De-Ratifications**
 - 1.3.1. Ratification of Directors
- 1.4. Comments from the Chair**
 - 1.4.1. Introductions and Pronouns
- 1.5. Approval of Past Board Minutes**
 - 1.5.1. Meeting # 15 – March 27, 2019
 - 1.5.2. Meeting # 16 – April 3, 2019
- 1.6. Executive Committee Minutes**
 - 1.6.1. Various Meetings – May to July 2019
- 1.7. Executive Updates**
 - 1.7.1. President
 - 1.7.2. VP Student Experience
 - 1.7.3. VP Academic
 - 1.7.4. VP External

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1.8. Director Reports

1.9. CSA Services Updates and Reports

1.10. Committee Updates and Reports

- 1.10. 1. NOTICE: Revised 2019-2020 CSA Budget (Finance Committee)
- 1.10. 2. Hiring Committee Report – FoodBank Coordinator
- 1.10. 3. Hiring Committee Report – Promo Services & Graphic Design
- 1.10. 4. Appoint Hiring Committee – Board Scribe
- 1.10. 5. Appoint Members to Finance Committee
- 1.10. 6. Appoint Members to Policy & Bylaw Review Committee (PBRC)
- 1.10. 7. Appoint Members to Petitions, Delegations & Rep. (PDR) Committee
- 1.10. 8. Appoint Members to CSA/GSA Transit Committee
- 1.10. 9. Appoint Members to Elections Appeals Board
- 1.10.10. Appoint Members to Capacity Analysis Planning (CAPCOM)

1.11. Business

- 1.11.1. NOTICE: Amend Bylaw 1/ Policy Appdx A: Standing Committees
- 1.11.2. NOTICE: Amend Bylaw 2 re Referendum Quorum
- 1.11.3. NOTICE: Amend Policy Appdx A, S 2.8: Petitions Delegations Rep.
- 1.11.4. NOTICE: Amend Policy Appdx A, S 13: Executive Officer Portfolios
- 1.11.5. CSA By-Election – Fall 2019
 - a) SafeWalk Referendum Question
 - b) Promotional Strategy
 - c) Candidates' Package
 - d) Election Fines (Candidates' Package, Pages 17-19)

1.12. New Business

- 1.12.1. UC Board Appointments
- 1.12.2. Special Board Meeting re Budget

1.13. Announcements

1.14. *In Camera* Session

- 1.14.1. Approval of Minutes
- 1.14.2. HR Matter

1.15. Adjournment

Minutes # 1 – September 11, 2019

1.0. Call to Order

Chair Cameron Oleson called the meeting to order at 6:01 pm.

1.1. Land Acknowledgement

Land Acknowledgement by Jamie Gibson

I want to begin by recognizing the land on which we gather. The University of Guelph resides on the ancestral land of the Attawandaron peoples and the treaty

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territory of the Mississaugas of the Credit. We also offer our respects to our Anishinaabe, Haudenosaunee, and Metis neighbours.

We recognize the 'Dish with One Spoon' covenant as we share this land and the resources it provides, with the peoples who were here before us, those of us who are here now, and those in the generations to come.

We share the responsibility to ensure the Dish never empties as we strive to strengthen our relationship with the Indigenous peoples in the community we live and work.

1.2. Adoption of the Agenda

1.2.1. Approve the Agenda

MOTION: To approve the agenda for the CSA Board of Directors Meeting on September 11, 2019, as printed and distributed.

Moved: Matteo Raso

Seconded: Jamie Gibson

MOTION TO AMEND: To add University Centre Board Appointments, under New Business.

Moved: Claudia Idzik

Seconded: Lindsey Fletcher

Claudia: We just need to appoint undergraduate representatives to the UC Board as the UC Board is meeting. We're having an orientation for the next Board meeting so this is why it's time sensitive.

Vote on Motion to amend

Motion carried

MOTION TO AMEND: To add Special CSA Board meeting next Wednesday, September 18, 2019 at 7:00 pm, under New Business.

Moved: Dena Van de Coevering, President

Seconded: Matteo Raso

Dena: Seeing that we have been without a proper budget up until this point in time because we were collecting information around the Student Choice Initiative and what that means to our funding for this organization, we see that it would not be appropriate to continue further when we now have an almost full, active Board available to approve as we need to start building our campaigns around ensuring

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students know who we are and giving our best efforts possible and by having a budget sooner rather than later at this point, we will be able to do so.

Vote on Motion to amend
Motion carried

MOTION AS AMENDED: To approve the agenda for the CSA Board of Directors Meeting on September 11, 2019, as amended, to add under New Business:

- University Centre Board Appointments and
- Special CSA Board meeting, Wednesday, September 18, 2019 at 7:00 pm.

Vote on Motion as Amended
Motion carried

Later in the meeting, the Board voted to amend the agenda to add HR Item to the In Camera discussion. The Board then approved the agenda as amended.

1.3. Ratifications and De-Ratifications

1.3.1. Ratification of Directors

MOTION: That the following appointed College Government representatives be ratified as Members of the 2019-2020 CSA Board of Directors, effective immediately:

Anthony Lenarduzzi	CSAHS Student Alliance
Joshua Moran	Student Federation OAC
Daniel Ofori-Darko	CEPS Student Council
Ariel Oleynikov	College of Arts Student Union

Moved: Jamie Gibson
Seconded: Lolita Shallouf

Jamie: I'm sure they're all going to do a great job.

Vote on Motion
Motion carried

Chair: Those directors who were ratified in the previous vote may now vote on this second motion.

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MOTION: That the following Student Organization representatives be ratified as Members of the 2019-2020 CSA Board of Directors, effective immediately:

Emily Bruce	GRCGED
Anna Canella	International Students Association
Briana Green-Ince	Guelph Black Students Association
Nicole Johnston	Interhall Council (IHC)
Emma McNeill	Aboriginal Students Association
Alan Negrin	Guelph Queer Equality
Blakeney Smith	Ontario Public Interest Research Group (OPIRG)
Cameron Stotts	Board of Governors

Moved: Lolia Shallouf

Seconded: Jamie Gibson

Vote on Motion

Motion carried

1.4. Comments from the Chair

Chair: Thank you everyone for being here tonight and thank you for helping us get through the ratification of all members. Everyone here should now be a ratified member which means that you have speaking rights and voting rights.

Going forward, I think it's good to mention, in reference to that, if we have guests, speaking rights will need to be extended to them by a motion. Currently tonight, I don't believe we have any guests so that's not a problem. Typically, we extend based on the item the individual wants to speak to but you have the power to extend speaking rights for the entirety of the meeting or several sections of the meeting.

Additionally, just some reminders for everyone, please raise your placard if you want to vote for an item, either for or against as it's called and also raise your placard if you wish to be added to the speakers' list for an item. Additionally, if you want to raise a point, whether that be a point of information, point of order, point of personal privilege or point of parliamentary procedure, please raise your hand. Since we have several new members and it's been a while since our last Board meeting for the returning members, if you have any questions about how to proceed, please raise a point of parliamentary procedure and ask questions.

Both Earl and myself are here to help you participate to your fullest in these Board meetings.

1.4.1. Introductions and Pronouns

1.5. Approval of Past Board Minutes

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

- 1.5.1. Meeting # 15 – March 27, 2019
- 1.5.2. Meeting # 16 – April 3, 2019

Moved: Ariel Oleynikov
Seconded: Anna Canella

Ariel: They look fine to me.

Vote on Motion
Motion carried

1.6. Executive Committee Minutes

1.6.1. Various Meetings – May to July 2019

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

- Meeting # 1 – May 2, 2019
- Meeting # 2 – May 7, 2019
- Meeting # 3 – May 13, 2019
- Meeting # 4 – May 22, 2019
- Meeting # 5 – June 6, 2019
- Meeting # 6 – June 11, 2019
- Meeting # 7 – June 24, 2019
- Meeting # 8 – July 2, 2019

Moved: Claudia Idzik
Seconded: Matteo Raso

Vote on Motion
Motion carried

1.7. Executive Updates

1.7.1. President

Dena: Hello. A majority of the information I would like to say is actually in the report so if you have questions, I'll be around afterwards, you can find me. The high-level overview is that my job would not be possible without the core staff and the support they have given me over the past summer, along with my Executive who are integral

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to this role. At this time, I would like to extend a big thank you to Earl for preparing this well-run Board meeting and Thibeca for her [second] last scribe meeting.

1.7.2. VP Student Experience

Claudia: Hey pals! Most of my stuff is in the minutes. Just some things to highlight, some important dates. Tomorrow and Friday, September 13, Clubs Days in the UC Courtyard. Thibeca is our Clubs Coordinator and she's been working really hard on this. All the clubs are showcasing what they're doing. September 28 is Gryphons Park on Johnston Green where the CSA is hosting a thing for Homecoming which is supposed to mimic the Jurassic Park that happens during the Raptors games. There's a bunch of inflatables, sports games, some live entertainment that's happening. October 19 – we booked Charly Bliss so if anyone wants a punk band, a really cool thing to go to. Another thing I want to highlight, we now have Diva cups in addition to the menstrual hygiene initiative where you get free tampons and pads in washrooms around the university. It's a cool thing.

1.7.3. VP Academic

Lindsey: Hi returning friends and friends I haven't met yet. You should see my report in the agenda. Take a read and if you have any questions, let me know. Couple of things I want to highlight that I didn't put in there. Teaching Excellence Award – nominations are open all year round until end of February so please check that out. If you have profs that you want to talk about, that's one of the big projects I'm working on this year. Same with Student Memorial Service which is reflected in my report. I've had a chance to attend a couple of conferences that I will be bringing into my work throughout year so if you want to talk to me more about anything in my report or any of the things I just mentioned, please let me know.

1.7.4. VP External

Horeen: Hey folks! First of all, I'm super-excited to work with all of you to learn about all your passions and some of the issues you want to bring forth this year. To be honest, being a part of the student movement has been one of the best parts of my under-graduate degree and I hope that this space can be a space for you folks as well. Of all the external committees, I've been meeting with the Guelph Green New Deal planning committee the most. We meet every single week and we're actually planning a Green New Deal Townhall on campus in Peter Clark Hall on September 19 so mark your calendars. Just an FYI, Karen Houle who is a philosophy prof here at the University of Guelph will be a keynote speaker so that's an event you should not miss. In terms of Local Affairs on campus, I'm sure you folks are all aware about the parking changes here on campus and how it's impacting students. I've been collecting students' stories or concerns over the summer. I'd like to continue to do that so if you folks have any

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issues with parking or you want to bring your perspective to the table, you can forward your stories to me and I will add them to my document that I'm going to share with Parking Services. We've been in conversations so it would be nice to raise those concerns at the next meeting. September 20 is the International Day of Action for Climate Change and OPIRG and CSA will be talking about planning climate action so if you're interested in that, you folks can reach out to me. In terms of campaigns, there are three big ones that I want to highlight today. We the Students is a campaign that demands more grants not loans, the elimination of tuition fees for all students, the increase in public funding for public education. Another campaign that I'd really like to work on this Fall is the Time to Be Bold campaign which is the Federal Election campaign and it encourages students to vote. Fun fact: millennials are actually projected to be the largest voting group in this upcoming federal election so it would be nice to get you folks out there. For once, you've got more power than the baby boomers but baby boomers tend to outvote the youth so we need to make it a big statement and make it to the polls this year.

Another campaign is Tap In! The University of Guelph is still not bottled water free but their contract does end sometime in August 2021, I think, so it would be nice to keep that pressure on to make sure they follow through with their promises. In terms of political engagement, I was a delegate at a City Council meeting. I delegated on a motion put forth by James Gordon and Lee Anne Piper who are City Councillors who wanted Guelph to declare a climate emergency. I delegated for that and unfortunately, they decided to acknowledge a climate crisis rather than actually declaring a climate emergency which was disappointing, but at least it is a step in the right direction. Another political engagement was bringing students' stories pertaining to OSAP cuts to Doug Ford's office. Unfortunately, they locked us out and didn't even have a conversation with us.

The last update that I want you folks to know about is the Federal Election All Candidates panel discussion. In collaboration with CUPE 1334, CSA will be hosting an all candidates panel discussion on October 2 in the UC Courtyard so it would be nice for you folks to come out to that event and see what political parties are putting forth as their platforms and how you can best be represented. If you have any questions, let me know.

MOTION: To receive the following Executive Updates as information:

- 1.7.1 President
- 1.7.2 VP Student Experience
- 1.7.3. VP Academic
- 1.7.4. VP External

Moved: Matteo Raso

Seconded: Blakeney Smith

Vote on Motion
Motion carried

1.8. Director Reports

Daniah: waive.

Lolia: I was on the hiring committee over the summer.

Emma: ASA helped with the Aboriginal Student START program which is an early move in program for Indigenous students on campus. We did have slightly lower turnout than years previous but overall, the students were very engaged as well as their families so hopefully, it's just an off-year.

Josh: In terms of OAC, we just had our first meeting.

Matteo: waive.

Anthony: Back home where I'm from in Windsor, I worked with the Windsor...

Nicole: waive.

Emily: Educational Team workshops... I know they're doing a SafeTALK on campus which is a suicide assistance training.

Anna: I met with our VP External. We had a conversation about fairness to international students and about we can we accomplish over this coming year. I'm excited to get something done, hopefully.

Briana: waive

Ariel: waive

Blakeney: waive

Jamie: waive

Daniel: waive

Cameron: This is technically part of my portfolio but I've asked to be on the Student Wellness Committee this year. I've taken a really big interest on student wellness on campus and Emily has too. If anyone has any questions or concerns, and you want to bring them to me, I would gladly take those.

1.9. CSA Services Updates and Reports

1.10. Committee Updates and Reports

1.10. 1. NOTICE: Revised 2019-2020 CSA Budget (Finance Committee)

MOTION: To extend speaking rights to Lee Anne Clarke, Business Manager

Moved: Anna Canella

Seconded: Nicole Johnston

Anna: She needs to explain.

Vote on Motion
Motion carried

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Lee Anne: *Reads first page of budget.*

Student Fee and Revenue Summary: CSA fees, entertainment fees and other revenue – that's all commissions and sales, for instance, the BullRing. And the Imagnus sale in the UC Courtyard. That's another revenue source and we have ticket sales for various things. We are anticipating \$575,000 and that's the math of 31,000 students times \$18.49. The entertainment fee, is the other source. This is also a referendum fee that was run actually in 1976. It had immediate guidelines about how that in those days it was \$4 and it said the percentages.

To the next page, this fee for this year will be \$6.59 a student. The CSA gets to keep \$3.97 of that because this referendum question said that of that money that you get 20% is going to go to CFRU, 20% is going to go to the Ontario, 60% the CSA is going to manage but of that 60%, you need to spend 40% (grey colour) has to be on concerts and speakers, 10% has to be on films and 10% has to be on cross campus events. If you look over there on the right hand side, you can see the totals and I've tried to use the same colour throughout. In green, you can see \$108,770 and the total of that line \$108,700. That's why we have that number.

It says for concerts we're supposed to spend roughly \$72 610. Under concerts, you can see the various elements that are captured under there and you can see that in turquoise. We've spent \$72,610 which is close to what we're supposed to, within a margin of \$110. There are live concerts, when we have bands we can have subsidized tickets, we can have free concerts, whenever they're hosted in the UC or wherever they may be, speakers and the Bullring has entertainment every Wednesday so receive some portion. Then there's an interesting line here called coordination expenses that's \$11 250. There's a coordination fee under films and there's a coordination fee under campus events. Together, they total \$17,000 and that revenue shows in Dena's budget under administration. That's what this combination is because the referendum question was very specific – do not pay for wages, do not pay for people, put that money into the actual event. However, while you're not paying for wages, you do have to pay for insurance, computers and all those other things to set it up so we work with a margin of about 15 to 16% and that goes into the President's budget to pay for all those other things that are not wages but still real costs.

Films: we know that we have \$18,000 for films and then we will have a free film series and we only charge a toonie and it costs a lot more than that to run and that's part of the film subsidy.

MOTION: To extend speaking rights for the Business Manager for another 20 minutes.

Moved: Jamie Gibson

Seconded: Anna Canella

Vote on Motion

Motion carried

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Lee Anne: Under campus-wide events, College Royal receives cost of living built on that every year. They had to fight to get back in our budget about ten years ago. We used to give them only \$1,000 which was the maximum PDR – that's a grant that people can apply for and that was our max. But they made a cause and that was also very defensible. In the original referendum question, the question said we want cross-campus events, we want Homecoming, we want College Royal. It's named in the referendum question so they made a case for that and we changed the budget and gave them a portion a number of years ago and now it increases by cost of living. That's a fixed cost.

We aren't putting money into cultural entertainment because it's never accessed every year. It's not because we don't value it; it's because no one asks for it specifically and we have other avenues to support events. Orientation is another campus-wide event and that actually increased from \$6,000 to \$8,000 in this budget. Primarily, that is because we have some money for the next line there. Meal Exchange/Trick or Eat – this budget, presented to the Board in April, actually had Meal Exchange removed for a host of reasons and we can talk about that later but it's been removed. We've used the language "suspended" in the hopes that it will resurrect itself at a later time. You can see at the bottom that the total adds up to \$108,700.

If you turn to page 2, you'll see that the entertainment fees add up to that because when we're setting the budget together, we have to combine our CSA fees with our entertainment fee and then we have other revenue. The budget total, if you look at that first chart, lower right hand column, it says that the budget is \$1,770,775. So if somebody were to ask you, "what's the CSA operating budget?" you could legitimately say, it's just under \$1.8 million. That's the right answer. We handle much more money than that but more of it just comes in and goes out for a dedicated purpose. Under the restricted fees, these are other things that the CSA manages. But it's more coming in and paying the transit bill and going back out. We manage all the money for Affordable Housing. We let the money accrue for a few years and then we put it into a really cool project, often with the Campus Co-Op because the referendum question said that it had to be run by students; the Guelph Campus Co-Op has a Board and that's our usual partner. We have added extensions onto some of their buildings and we've protected certain minutes so that they're fully accessible. We've paid for their elevators – that comes out of this fund so that there shouldn't be an increase to rent for people who require a bit more conservation to live.

Bus pass, late night – you can see these things start to get into the millions of dollars with Health Plan, Dental Plan. This is really for your information so you can take a look over that at some point.

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On Page 4, you can see the portfolio, this one is Academic and it has an account number and account name. It says actual 2019. Usually, when we put a budget together, it's in February so we only have the year to date / February numbers and then we guess for the next two months. But because of the timing of all of this, we actually know last year's actual total number at the year-end. These are total numbers for the last Executive. We have the budget they were working with and then the proposed budget on the right hand column at 1920. So I invite you to understand those things, look back and forth and compare. We feel that we have done our best to disperse the money so that it aligns more with the spending of previous years. I'm not going to go through the budgets so I invite you to read and come and ask questions.

I just had a couple of other points. All Executive portfolios in this budget have sufficient funds to support operations, campaigns and initiatives. Advertising and promotion lines have been increased to raise awareness and participation. The Bullring \$40,000 contingency has been restored and is no longer required to support the CSA operations. When last we were revisiting this in April, we needed the Bullring to make money to give the other CSA side so we could function. They get to retain it now and therefore, that means the menu prices should stay relatively the same and their wages can be increased as we had hoped before the Student Choice Initiative. The support for the FoodBank has been restored. Executive and core staff wages were reduced for a 14 week period over the summer but are all now back at 100%. Benefits have also been restored. New revenue sources have been secured and operations have been reviewed and efficiencies have been found. The revised 2019 budget has been a work in progress over the past six months. Members of the Finance Committee believe the allocation of these funds are consistent with our values and our mandate. We've been operating in light of this revised budget for the past four weeks to prepare for Orientation Week, Homecoming and September programming. However, the budget orientation meetings have not yet been scheduled and they usually have been concluded at this point. With our service coordinators, our elections staff and our Executive Committee. These meetings will be set up immediately after the 2019-2020 receives your approval. Please take your time, review every portfolio. If you have any questions, concerns or recommendations, please reach out to Claudia, Dena or me before the next Board meeting.

Nicole: Does suspended Trick or Eat mean that it's not going to be happening?

Lee Anne: Not this year.

Blakeney: The introduction says that you were advised that 5% was likely the attrition rate. Who advised you of that and is that an attrition on students in total or because they're going to be getting another opportunity to opt-out for the Winter semester? What is meant by attrition?

Lee Anne: When we received the numbers, the report stated July 26. We got it about August 1 and that is before students have paid their \$200 deposit. It was

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from the Registrar's office and it's based on what they see students who will hold a place but won't actually give a deposit and show up and they typically have it at 5%. So that's what that's referring to.

Jamie: This budget looks great, given all the challenges.

MOTION: To receive the presentation on the 2019-2020 revised CSA budget.

Moved: Matteo Raso

Seconded: Blakeney Smith

Vote on Motion

Motion carried

1.10. 2. Hiring Committee Report – FoodBank Coordinator

MOTION: That the hiring of **Clarissa Shepherd** as FoodBank Coordinator be ratified for the 2019-2020 term, as recommended by the Hiring Committee.

Moved: Horeen Hassan, VP External

Seconded: Lolita Shallouf

Horeen: We've got a new FoodBank Coordinator, Clarissa – she's amazing. If you're ever at the FoodBank or if you ever want to volunteer at the FoodBank and see what that service is like, you're more than welcome to reach out to me or reach out directly to Clarrissa. I'm excited to work with her. It was really great having Member Shallouf as a part of the hiring committee.

Vote on Motion

Motion carried

1.10. 3. Hiring Committee Report – Promo Services & Graphic Design

MOTION: That the hiring of **Irene Castellano** as Promotional Services & Graphic Design be approved for the 2019-2020 term, as recommended by the Hiring Committee.

Moved: Dena Van de Coevering, President

Seconded: Lindsey Fletcher, VP Academic

Dena: Over the summer, our graphic designer was no longer an employee of the CSA. With full consultation with our HR consultant to ensure that the terms of the contract had been met. I've been advised under the acts and obligations that are required to maintain confidentiality requires strict discussions, therefore only staff members with direct administration were briefed on the subject. Otherwise, we are

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very excited to have Irene on our team and she started on Monday. She's still getting to know her role but she's been a great champ so far.

Jamie: Point of Information. Are we not able to know what happened to the previous person in this position, as the Board?

Dena: From my understanding of our policies, we can in an in camera session. However, it would only be a brief update that I would be able to share at that point.

Jamie: Point of information - what is her start date?

Dena: Monday. This past Monday.

Vote on Motion

Motion carried

1.10. 4. Appoint Hiring Committee – Board Scribe

MOTION: To appoint a Hiring Committee for the position of Board Scribe;

RESOLVED that Matteo Raso be appointed to the Hiring Committee for the position of Board Scribe.

Moved: Anna Canella

Seconded: Ariel Oleynikov

Earl: We will check with your schedule to see when you're available and find a date when all the committee members are available. Two or three people are listed in the motion. We will have one or two meetings before the interviews to make sure we're on the same page with regard to the requirements of the position. Then there will be one or two meetings depending on timing and when the candidates are available. We will do the interviews with you and with the other members as listed as the Hiring Committee. There will be a report to the Board from the Hiring Committee, such as you've seen for the previous two items on this agenda.

Claudia: Is there a minimum amount of committees that Board members need to sit on?

Earl: I believe it's two and at least one hiring committee.

Emma: How quickly is the hiring committee expected to meet?

Earl: Again, we will see when members are available. It would be appreciated as soon as possible because we don't know how long our incumbent is going to stay but she's agreed to stay a Board meeting or two. We will have the hiring meeting as soon as possible so that we bring the committee and Board recommendation as soon as possible.

Ariel: Just to clarify, we must currently be on two committees and a hiring committee in order to be part of the hiring committee?

Chair: It's a requirement as a member of the Board of Directors throughout your term; you need to sit on two committees, one being a hiring committee.

Matteo: I volunteer.

Vote on Motion
Motion carried

1.10. 5. Appoint Members to Finance Committee

WHEREAS CSA Bylaw 1, Section 4.2, provides the Board of Directors with the authority to establish committees to exercise any function of the CSA;

WHEREAS the CSA recognizes the need to appoint a Finance Committee;

WHEREAS the Finance Committee consists of six members including three Board Members, the President as Chair, a second member of the Executive Committee, and the Business Manager; and

WHEREAS the Executive Committee has recommended that the Vice President Student Experience be appointed as the second member of the Executive Committee;

MOTION: To appoint the Finance Committee to fulfill the terms of reference outlined in Policy Appendix A, Section 2.6;

RESOLVED that the following CSA Board Members be appointed to the Finance Committee for the 2019-2020 term:

- Jamie Gibson
- Lolia Shallouf
- Blakeney Smith

Moved: Alan Negrin

Seconded: Anna Canella

Vote on Motion
Motion carried

1.10. 6. Appoint Members to Policy & Bylaw Review Committee (PBRC)

WHEREAS CSA Bylaw 1, Section 4.2, provides the Board of Directors with the authority to establish committees to exercise any function of the CSA;

WHEREAS the CSA recognizes the need to appoint a Policy & Bylaw Review Committee (PBRC); and

WHEREAS any member of the CSA Board of Directors may be a member of the PBRC;

MOTION: To appoint the Policy & Bylaw Review Committee to fulfill the responsibilities and structure outlined in Policy Appendix A, Section 2.9;

RESOLVED that the following CSA Board Members be appointed to the Policy & Bylaw Review Committee for the 2019-2020 term:

- Anna Canella
- Jamie Gibson
- Alan Negrin

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- Ariel Oleynikov
- Matteo Raso
- Blakeney Smith

Moved: Alan Negrin

Seconded: Matteo Raso

Matteo: Point of Information. When does the committee meet?

Earl: Again, we will determine when it is convenient for the members.

Blakeney: Point of Information: What is the frequency of meetings for this committee?

Earl: I don't think there's a pattern. We were meeting for a while last term, probably every two weeks but we didn't sustain that momentum.

Anna: I just want to make a point that the more volunteers we have in a committee, the harder it is to make a meeting time and we have a lot of other committees to delegate and ratify members. Just putting that out.

Vote on Motion

Motion carried

1.10. 7. Appoint Members to Petitions, Delegations & Rep. (PDR) Committee

WHEREAS CSA Bylaw 1, Section 4.2, provides the Board of Directors with the authority to establish committees to exercise any function of the CSA;

WHEREAS the CSA recognizes the need to strike a Petitions, Delegations and Representations (PDR) Committee; and

WHEREAS the PDR Committee consists of a maximum of six members including the CSA President and an additional member of the Executive Committee;

WHEREAS one place on this Committee is reserved for an At-Large or College representative and one place is reserved for a Student Organization representative; and

WHEREAS the remaining places may be filled by up to two members of the CSA Board;

MOTION: To appoint the Petitions, Delegations and Representations Committee to fulfill the purpose and responsibilities outlined in Policy Appendix A, Section 2.8;

RESOLVED that the following CSA Board Members be appointed to the PDR Committee for the 2019-2020 term:

- | | |
|----------------------|------------------------------|
| • Anthony Lenarduzzi | College / At-Large rep. |
| • Nicole Johnston | Student Organization rep. |
| • Danial Al-Naseri | Board Member (Non-Executive) |
| • Lolia Shallouf | Board Member (Non-Executive) |

Moved: Nicole Johnston

Seconded: Matteo Raso

Vote on Motion

Motion carried

1.10. 8. Appoint Members to CSA/GSA Transit Committee

WHEREAS CSA Bylaw 1, Section 4.2, provides the Board of Directors with the authority to establish committees to exercise any function of the CSA;

WHEREAS the CSA recognizes the need to participate in the CSA/GSA Transit Committee; and

WHEREAS the CSA/GSA Transit Committee includes the CSA President, the VP External, two CSA Board Members and the Business Manager;

MOTION: To appoint the following CSA Board Members to the CSA / GSA Transit Committee for the 2019-2020 term:

- Jamie Gibson
- Briana Green-Ince

Moved: Alan Negrin

Seconded: Daniel Ofori-Darko

Vote on Motion

Motion carried

1.10. 9. Appoint Members to Elections Appeals Board

WHEREAS the Elections Appeals Board (EAB) presides over matters regarding minor campaigning infractions on behalf of the CSA Board, as per CSA Policy Manual, Appendix G: Elections;

WHEREAS Policy Appendix G, clause 27.3.1. requires the EAB to consist of the following:

- Three CSA Board members, who are not **Executive**
- Two general members of the CSA in good standing

MOTION: To appoint the Elections Appeals Board for the 2019-2020 term;

RESOLVED that the following members be appointed to the CSA Elections Appeals Board for the 2019-2020 term:

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

Moved: Dena Van de Coevering, President

Seconded: Alan Negrin

Vote on Motion

Motion carried

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1.10.10. Appoint Members to Capacity Analysis Planning (CAPCOM)

WHEREAS CSA Bylaw 1, Section 4.2, provides the Board of Directors with the authority to establish committees to exercise any function of the CSA;

WHEREAS the CSA recognizes the need to strike a Capacity, Analysis and Planning Committee as outlined in Policy Appendix A, Section 2.4;

WHEREAS CAPCOM consists of a minimum of six members including four CSA Board Members, the Vice President Academic as Chair, and a second member of the Executive Committee; and

WHEREAS the Executive Committee has appointed the President as the second Executive member;

MOTION: To appoint the Capacity, Analysis and Planning Committee to fulfill the terms of reference outlined in Policy Appendix A, Section 2.4;

RESOLVED that the following Board Members be appointed to CAPCOM for the 2019-2020 term:

- Daniah Al-Naseri
- Emily Bruce
- Anna Canella
- Josh Moran
- Alan Negrin
- Cameron Stotts

Moved: Lindsey Fletcher, VP Academic

Seconded: Daniel Ofori-Darko

Vote on Motion

Motion carried

1.11. Business

1.11.1. NOTICE: Amend Bylaw 1 / Policy Appendix A: Standing Committees

Jamie: Hoping to seek some clarity as to the functional purpose of this change.

Earl: There were differing lists of committees in policies and bylaws and on our website. This change is saying that there are now five standing committees and they're listed on page 151. The remaining committees, we are them calling operational committees. They are working groups, ad hoc committees, and other names too. I won't say it is housekeeping but it's providing some good sense that we have a certain number of standing committees and it should be a small number. There are five standing committees and the remainder of the committees are operational. A good example is CAPCOM which is now an ad hoc committee but it is a priority for this year's Executive. Operational

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committees will be used as different priorities. This is tightening our bylaws and policies so that they say the same thing and so they lay out in strong terms our standing committees. These are the permanent committees are that will be used by the Board to achieve its goals.

Anna: Point of Information. Has the Executive Evaluation Committee been appointed already? [No]

Anna: Is it supposed to be this week?

Earl: It will probably be in the next meeting. There are a lot of meetings to appoint, a lot of committees and that one, we are sorting out some changes to be recommended to the Board.

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

1.11.2. NOTICE: Amend Bylaw 2 re Referendum Quorum

Jamie: Again, just clarity of the purpose.

Earl: A couple years ago, there were some amendments to the Electoral Bylaw which took a lot of the content out of the bylaw and into the policy, which makes sense because the policy is the everyday working. The matter of quorum for referendum is a very important component and it's an official part of the electoral process. It needs to be formal so we're suggesting it to go back to the Bylaw, the Bylaw being the formal part of our rulings as you know, and so it's formal in that way.

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

1.11.3. NOTICE: Amend Policy Appendix A, S 2.8: Petitions Delegations Rep.

Matteo: Point of Information. Why was it necessary to move it from 2.8 to 2.5?

Earl: It was one of the operational committees so the basic, administrative renumbering of the points of the appendix. Just that it's a housekeeping change of the numbering.

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

1.11.4. NOTICE: Amend Policy Appendix A, S 13: Executive Officer Portfolios

Jamie: Again, why?

Dena: At the beginning of our term, it was a look at the portfolios that were existing and seeing that the higher structure of this organization and its specific roles have sort of been crafted from three years to now. There have been tweaks that have been made to make sure that our policies best reflect what these roles actually do and what we work towards. You'll see in this policy, it's essentially

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what our portfolios will look like in the future and for individuals in our position to ensure they fully understand what their portfolio does.

Lindsey: Point of Personal Privilege. Would it be possible to get the track changes for this? [Yes]

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

1.11.5a CSA By-Election – Referendum Question – SafeWalk

WHEREAS the CSA Board of Directors is required to review a referendum request in the absence of a Board-approved Standing Referendum Committee;

WHEREAS a referendum question initiated by the Executive Committee does not require CSA member signatures to be collected, but does require approval by the Board of Directors;

MOTION: To approve the following SafeWalk referendum question for placement on the ballot during the Fall 2019 CSA by-election:

Preamble:

Every semester, full and part time undergraduate students pay \$0.33 per semester (increased annually by the consumer price index) to support the campus SafeWalk program.

SafeWalk provides those at the University of Guelph accompaniment while traveling on campus every day during the Fall and Winter semesters between 7:30 p.m. and 2:30 a.m. SafeWalk also holds events throughout the semester to give back to the Guelph community, and seeks to further develop the University of Guelph as a safe space for all.

Throughout the past year, SafeWalk has been aiming to increase its accessibility by purchasing an electric vehicle to transport students across campus in addition to its regular services. This would increase the efficiency of the SafeWalk service, as well as open the service to individuals who could benefit from the use of a vehicle on campus.

Do you support an increase to the SafeWalk fee of \$0.42, for a total of \$0.75, per Fall and Winter semester for full time and part time undergraduate students, increased annually by the consumer price index for Ontario?

Moved: Alan Negrin

Seconded: Emma McNeill

Alan: I just want to say that giving SafeWalk access to a motorized vehicle will increase the accessibility in terms of those who may have trouble with mobility or might feel more comfortable in a space like that.

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Emma: Is someone able to speak for this increase in fees and why it wouldn't be a smaller amount that is saved across multiple years to purchase this vehicle?

Jamie: In theory it could be that, I suppose. From what I remember last year, CSA was going to purchase a cart but obviously with the SCI, that changed. But what I do remember from discussions and I would just like to preface this by saying I support allowing this to become an official referendum, I favour this motion. What I remember from last year is a number of people said that lots of other schools with SafeWalk programs already have some sort of motorized vehicle. And that's particularly an important resource when thinking about harder to access locations on campus like the Arboretum or way across campus, away from civilization or a bus route. Again, I'd just like to say this should definitely be put to vote for the students.

Matteo: Point of Information. Didn't we approve purchase of a golf cart last year?

Blakeney: Was that not for FRT?

Jamie: Anyone who was on the Board last year, feel free to step in if you remember things that I don't. But I do remember a whole, big thing about the golf cart and we had the excess revenue at the time. This was a time before Student Choice Initiative because we were like "Wow, we have all this surplus. What are we going to do with it?" But I think that was immediately cut as soon as the new budgeting challenges were introduced. That's my theory, I don't know it as a fact because I'm not Exec.

Lolia: The part in bold is what's going to be asked?

Earl: The entire three or four paragraphs will be on the ballot in the Fall by-election. It's actually the question that's in bold for emphasis tonight so that you can see the main question being asked.

Emma: Has SafeWalk proposed what they plan to do with this additional money in future years after they get access to this vehicle? Do they plan to increase the number of people they have working?

Claudia: SafeWalk – I don't know if they have a proposed budget. I can grab one from them or I can get them to come into a future Board meeting but seeing that the Elections are happening soon, we should approve it today.

Anna: Two questions. First, more administrative, since we're approving only for undergrad students, but there is no limit to graduate students using these resources. Is there going to be any sign-in or tracking sheet of who is using the resource or is it going to all students because that way we'll have only undergraduates fund the resource but everyone using it?

Dena: We will be looking into the conversation around membership which is also something the Board will be looking at, depending on winter opt-out rates. But it's an ongoing conversation and it's really hands-on with different aspects of it. I'm not sure if Safewalk has a procedure now in regard to how they track the usage or the individuals interacting with it.

Lindsey: If I could also just add my understanding as listed on the Registrar's website, the SafeWalk fee is a compulsory fee so it is mandatory for all undergraduate, diploma and graduate students on this campus.

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Anna: But since we're only approving for undergraduates on this referendum question, do they have to approve an increase for the graduates as well? I know we don't have any say on that but is it a different referendum question that has to go through GSA or other resources? Because I do know that they are compulsory, that's why I was asking.

Lindsey: My understanding, we did have a meeting for the compulsory fees committee and it was briefly discussed about referendum questions for undergraduate and graduate. I believe there is discussions that graduates will be running a parallel question to their members.

MOTION TO AMEND: To propose the question at the next meeting.

Moved: Matteo Raso

Seconded: Emma McNeill

Jamie: I am against the amendment. It seems to me that the Election is coming soon and we're on a time budget in terms of having this referendum question. Students are voting for their representatives at large, just put it to the students.

Matteo: The reason I want to postpone is so we can get more information. We still don't know about what happened to the golf cart, like what Member McNeill said. I'm pretty sure we said we're having a meeting next week for the budget anyway so it would only be a week to get the information needed.

Chair: Ask the question not the approval of the question itself.

Claudia: I can speak to three of those things. We haven't approved the Board meeting for next week so we may not have a meeting next week, it depends on how the meeting goes. From my memory, the Student Choice Initiative happened before the meetings that the University had surrounding the fees if SafeWalk was mandatory or not. That's why we postponed getting the golf cart. But it all depends on this fee and the referendum question. If we didn't have the Board meeting next week, then the Board meeting after that is in the middle of voting.

Ariel: I would just like to agree with Member Gibson and Member Idzik to say that I don't think we should postpone the question. This is a vital service that is provided on campus. Personally, as an undergraduate student, 42 cents to have a motorized vehicle purchased for Safewalk to help any students who might need help...

Jamie: This is a motion to put it the students. We're not locking this in. We're asking students, "hey do you want this? Do you not want it?"

Emily: I just want to second what both of you said. In total, I think the amount for everything is really not bad.

Vote on Motion to amend

Motion defeated

Vote on (original) Motion

Motion carried

1.11.5b CSA By-Election – Promotional Strategy

MOTION: That the Fall 2019 By-Election Promotional Strategy be received as information, as presented at the CSA Board meeting on September 11, 2019.

Moved: Ariel Oleynikov

Seconded: Nicole Johnston

Jamie: I was just actually reading this and I noticed that it said for social media, don't just use those three anymore I'm wondering is there a possibility to liberalize this strategy. Can it go to PBRC or something?

Dena: Point of Information. Candidate package or the promotional strategy? [promotional strategy]

Dena: A lot of information is put into this piece about how to advertise the CSA and how to be involved as a Board of Director or in that capacity. This is my moment to chat with our Board of Directors to say you are sitting here now. You are experiencing the CSA Board and what it entails and you know just based on chatting with Earl, we still have other members that can fill seats to ensure that all constituents on campus are being represented fairly by having representation on this Board. If you are interested in being supportive of our by-election, connect with your friends, your councils, the organizations you're involved with and reach out to them to see if there's anyone that's interested to be represent their constituents. Otherwise, you can sort of see how we're planning to do so in accordance with the CRO and ARO Election office.

Vote on Motion

Motion carried

1.11.5c CSA By-Election – Candidates' Package

MOTION: That the Candidates' Package: Board of Directors Positions (Fall 2019 By-Election) be received as information.

Moved: Jamie Gibson

Seconded: Ariel Oleynikov

Jamie: The reason that I asked that question earlier is because last semester, last term, there were referendum teams for various things like the Urban Organic Farm on campus and the Sustainability Fund. I remember when I was in orientation for the election, we were very confused about why in 2019, those are three social media outlets that they can use to boost quorum and they were really concerned about it. I remember assuring them we'll look into next year. That's why I asked.

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Claudia: The way I remember last year when we had the candidates' meetings was that because Instagram and Snapchat have stories and they're so easy to disappear, we can't really track what's going on them. But Instagram posting, I think that's something that they can look into.

Vote on Motion
Motion carried

1.11.5d CSA By-Election – Election Fines (Candidates' Package, Pages 17-19)

MOTION: That the Campaign Infractions as listed in the Candidates' Package: Board of Directors Positions, be approved for the Fall 2019 By-Election.

Moved: Dena Van de Coevering, President
Second: Matteo Raso

Dena: It is my understanding as advised by the PTM that this particular document was approved by the Board last year. This is essentially the same information, it's just going through proper channels for processing and approving.

Vote on Motion
Motion carried

1.12. New Business

1.12.1. UC Board Appointments

MOTION: To appoint the following as alternate undergraduate representatives on the University Centre Board:

- Justin Brass
- Lindsey Fletcher
- Daniella Mancini
- Dena Van de Coevering

Moved: Claudia Idzik
Seconded: Anthony Lendaruzzi

Claudia: The UC Board meets every first Tuesday of the month. They need alternates by the first meeting and orientation so these are the ones that have been appointed.

MOTION TO AMEND: To amend the motion to add Jacob Hamilton-Rowe.

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Moved: Claudia Idzik
Seconded: Anthony Lendaruzzi

Vote on Motion to amend
Motion carried

MOTION AS AMENDED: To appoint the following as alternate undergraduate representatives on the University Centre Board:

- Justin Brass
- Lindsey Fletcher
- Daniella Mancini
- Dena Van de Coevering
- Jacob Hamilton-Rowe

Blakeney: I obviously approve of the Vice President Academic and the President sitting on the Board. But I am not familiar with any of the other individuals on this list and would just like to hear how they were put on this list and maybe character descriptions, if that's okay.

Claudia: I can't provide specific character descriptions but they all went through a GryphLife application which included their resume, previous experiences and why they think student space is important on campus, which is a huge portfolio of what the representatives will have to do on this Board.

Vote on Motion as amended
Motion carried

1.12.2. Special Board Meeting re Budget

MOTION: That a Special CSA Board Meeting be held on Wednesday, September 18, 2019 at 6:00 pm to consider the revised 2019-2020 CSA Budget.

Moved: Dena Van de Coevering, President
Seconded: Matteo Raso

Dena: At this point, we are going to have less clarity and less planning ability to enhance our strategy and our campaign towards the opt-out process and how to combat that and understand the services in the CSA and the CSA itself only to sustain our organization further and ensure that we can maintain and provide services and advocate for students on this campus. Hence, that is why we would like to move it up earlier and also to get a better idea of what we're going into and so our Executives have a better idea of what their budgets look like for the remaining of the term which is almost halfway at this point.

Ariel: I just want to clarify that this wouldn't replace the meeting following that.

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Dena: You are correct.

Jamie: Are there any other items on the agenda for the September 18 or would it be merely the budget?

Chair: The motion reads that it would only be called for the budget itself so unless there is something added to this through an amendment, it would be purely for the budget.

Dena: I would also like to note, after our Business Manager's presentation of the budget, if there are any amendments you would like to see, please visit myself, our VP Student Experience or our Business Manager within the next week so that we have time to review and propose any other changes to this budget.

Emma: Is it possible to postpone the meeting to 7 pm?

Chair: It is possible if an amendment is made to it.

MOTION TO AMEND: To start the special budget meeting at 7 pm.

Moved: Emma McNeill

Seconded: Matteo Raso

Lindsey: My understanding is that if we do delay the meeting then we won't have quorum because three Executives are required to be here and two of them would not be available.

Chair: I believe that quorum is President plus one Executive unless the President is absent, then it's three Executive.

Vote on Motion to amend

Motion carried

MOTION AS AMENDED: That a Special CSA Board Meeting be held on Wednesday, September 18, 2019 at 7:00 pm to consider the revised 2019-2020 CSA Budget.

Vote on Motion as amended

Motion carried

1.13. Announcements

Dena:

- Very nice to officially meet you and have our first Board meeting together
- Looking forward to learning more about you and seeing our Board grow

Claudia:

- Halloween is 50 days
- Sexy Bingo tentative date is September 26
- VPSE portfolio includes acts on campus – input welcome

MINUTES

Board of Directors Meeting # 1
September 11, 2019 – 6:00 pm – UC 442



Horeen:

- Green New Deal Town Hall on September 19
- International Day of Action on September 20
- By Elections

Lindsey:

- Thank you to committee volunteers
- Accessibility Working Group - membership is confidential

Cameron:

- Liaison between Board of Governors and CSA
- Campus tour guide - prospective students, bring that knowledge to Board

Daniel:

- Sit on the CEPSSC as VP External
- Work with Alumni Affairs and sit on the judicial committee
- Will collaborate on anything related to engineers

Jamie:

- Semester is going pretty alright

Blakeney:

- OPIRG's event on September 20 for the Day of Action for Climate Strike

Ariel:

- President of the College of Arts Student Union - upcoming by-elections
- Member of PEAR Team – Student Experience Engagement Team

Briana:

- GBSA first weekly discussion next week
- Photographer – working with the university and taking pictures

Alan:

- Working on socials and events for GQE
- Sexy Bingo is a lot of fun; the one for orientation was great

Anna: 5th lounge – office hours, fridge, microwave and is an open resource

Emily:

- GRCGED upcoming events listed on the website
- Sex toy workshop
- Mental Health Awareness Week in October

Nicole:

- VP Communications for Interhall Council
- Process to advertise on residence

Anthony:

- VP Communications part of the CSHAS-SA
- Works at campus pool – you pay for it, use it

Matteo: Waive

Josh:

- Agricultural Policy and Politics Club – first meeting September 17
 - Focus on implications of politics, policies on rural Canadians and agriculture
- OAC Dean's Office – listen to podcast about research coming out of office

MINUTES

Board of Directors Meeting # 1
September 11, 2019 – 6:00 pm – UC 442



Emma:

- START Aboriginal – early move-in event for Aboriginal events
- Tipi and Tea Social
- Book club open to all students - meet the author
- September 19 – meet with resident elder and focus on wellness

Lolia: Look forward to committee work

Daniah: First meeting

Earl: By-election

1.14. In Camera Session

MOTION: To move into *In Camera* session at 8:10 pm.

Moved: Blakeney Smith

Seconded: Ariel Oleynikov

Vote on Motion

Motion carried

MOTION: To move out of *In Camera* session at 8:24 pm.

Moved: Blakeney Smith

Seconded: Ariel Oleynikov

Vote on Motion

Motion carried

MOTION: To approve the Minutes of the *In Camera* meetings on March 27, 2019 and April 3, 2019.

Moved: Blakeney Smith

Seconded: Ariel Oleynikov

Vote on Motion

Motion carried

MOTION TO AMEND: To amend the agenda to add HR Item to the *In Camera* discussion

Moved: Jamie Gibson

Seconded: Anthony Lenarduzzi

Vote on Motion to amend

Motion carried

MOTION AS AMENDED: To approve the meeting agenda as amended.

Moved: Alan Negrin

Seconded: Blakeney Smith

MINUTES

Board of Directors Meeting # 1
September 11, 2019 – 6:00 pm – UC 442



Vote on Motion as amended
Motion carried

MOTION: To move into *In Camera* session at 8:26 pm.

Moved: Blakeney Smith
Seconded: Emma McNeill

Vote on Motion
Motion carried

MOTION: To move out of *In Camera* session at 8:32 pm.

1.15. Adjournment

MOTION: To adjourn the CSA Board of Directors Meeting of September 11, 2019 at 8:35 pm.

Moved: Alan Negrin
Seconded: Anna Canella

Vote on Motion
Motion carried

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: _____

MINUTES

Board of Directors Meeting # 2 (Special)
September 18, 2019 – 7:00 pm – UC 441



Members Present: Anna Canella, Jamie Gibson, Briana Green-Ince, Nicole Johnston, Anthony Lenarduzzi, Emma McNeill (arrived at 7:06 pm), Josh Moran, Daniel Ofori-Darko, Ariel Oleynikov, Matteo Raso, Blakeney Smith, Cameron Stotts

Regrets: Daniah Al-Naseri, Emily Bruce, Alan Negrin, Lolia Shallouf

Executive Present: Dena Van de Coevering, Lindsey Fletcher

Regrets: Claudia Idzik, Horeen Hassan

Chair: Cameron Olesen

Policy & Transition Manager: Earl Evans

Overview of Motions

2.2. Adoption of the Agenda

MOTION: To approve the agenda for the CSA Board of Directors Special Meeting on September 18, 2019, as printed and distributed.

Motion carried

2.4.1. Revised 2019-2020 CSA Budget

MOTION: To extend speaking rights to the Business Manager for the meeting.

Motion carried

WHEREAS the amended CSA budget approved at the Board meeting on April 3, 2019

- Directed the Finance Committee to “attempt to balance the budget”
- Empowered the Finance Committee to make changes in the budget; and
- Required an update report to the first meeting of the next Board (September 11, 2019);

WHEREAS new and relevant information was released from the University administration during the summer, which necessitated further amendments in the budget amounts;

MOTION: That the revised 2019-2020 CSA Budget be approved as amended.

Motion carried

2.7. Adjournment

MOTION: To adjourn the CSA Board of Directors Special Meeting of September 18, 2019 at 7:07 pm.

Motion carried

MINUTES

Board of Directors Meeting # 2 (Special)
September 18, 2019 – 7:00 pm – UC 441



Agenda # 2 (Special) – September 18, 2019

- 2.0. Call to Order
 - 2.1. Land Acknowledgement
 - 2.2. Adoption of the Agenda
 - 2.3. Comments from the Chair
 - 2.3.1. Introductions and Pronouns
 - 2.4. Business
 - 2.4. 1. Revised 2019-2020 CSA Budget
 - 2.5. New Business
 - 2.6. *In Camera* Session
 - 2.7. Adjournment
-

Minutes # 2 (Special) – September 18, 2019

2.0. Call to Order

Chair Cameron Oleson called the meeting to order at 7:01 pm.

2.1. Land Acknowledgement

Land Acknowledgement by Cameron Stotts.

I want to begin by recognizing the land on which we gather. The University of Guelph resides on the ancestral land of the Attawandaron peoples and the treaty territory of the Mississaugas of the Credit. We also offer our respects to our Anishinaabe, Haudenosaunee, and Metis neighbours. We recognize the 'Dish with One Spoon' covenant as we share this land and the resources it provides, with the peoples who were here before us, those of us who are here now, and those in the generations to come. We share the responsibility to ensure the Dish never empties as we strive to strengthen our relationship with the Indigenous peoples in the community we live and work.

2.2. Adoption of the Agenda

MOTION: To approve the agenda for the CSA Board of Directors Special Meeting on September 18, 2019, as printed and distributed.

Moved: Anna Canella

Seconded: Nicole Johnston

Vote on Motion

Motion carried

MINUTES

Board of Directors Meeting # 2 (Special)
September 18, 2019 – 7:00 pm – UC 441



2.3. Comments from the Chair

Chair: Thank you for attending tonight. Just a reminder, to hold your placards high when voting. And to raise your placard when requesting a point of order, point of information, point of personal privilege or point of parliamentary procedure. Also, we have a guest tonight, speaking to the business item. The Board will need to extend speaking rights to her. And now to introductions.

2.3.1. Introductions and Pronouns

Each member introduced themselves and indicated the pronouns used.

2.4. Business

2.4.1. Revised 2019-2020 CSA Budget

MOTION: To extend speaking rights to the Business Manager for the meeting.

Moved: Lindsey Fletcher

Seconded: Matteo Raso

Motivation: She's here to present the budget.

Vote on Motion

Motion carried

WHEREAS the amended CSA budget approved at the Board meeting on April 3, 2019

- Directed the Finance Committee to “attempt to balance the budget”
- Empowered the Finance Committee to make changes in the budget; and
- Required an update report to the first meeting of the next Board (September 11, 2019);

WHEREAS new and relevant information was released from the University administration during the summer, which necessitated further amendments in the budget amounts;

MOTION: That the revised 2019-2020 CSA Budget be approved as amended.

Moved: Matteo Raso

Seconded: Ariel Oleynikov

Discussion:

Dena: In the past week, only one question was received, clarifying the funding for the SafeWalk program, on page two of the budget... \$13,635 is the compulsory fee for SafeWalk and \$4000 is from CSA fees.

MINUTES

Board of Directors Meeting # 2 (Special)
September 18, 2019 – 7:00 pm – UC 441



Cameron: Will the \$4000 in SafeWalk funding from CSA fees still be required after the referendum or allocated elsewhere?

Dena: We will see how the referendum goes.

Vote on Motion
Motion carried

2.6. *In Camera Session*

2.7. **Adjournment**

MOTION: To adjourn the CSA Board of Directors Special Meeting of September 18, 2019 at 7:07 pm.

Moved: Lindsey Fletcher

Seconded: Matteo Raso

Vote on Motion
Motion carried

Approved by the Board of Directors on	Date: _____
Signed _____ Cameron Olesen Board Chair, 2019-2020	Date: _____
Signed _____ Earl Evans Policy and Transition Manager 2019-2020	Date: _____

MINUTES

Executive Committee

Meeting # 9

July 8, 2019 – 11:17 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

Motion Passed

Motion to Adjourn

Moved by: President

Seconded by: VPSE

Motion Passed

9.0 Call to Order at 11:17 am

9.1. Adoption of the Agenda

9.1.1. Motion to Adopt the Agenda

Motioned by: VPA

Seconded by: VPSE

9.2. Comments from the Chair

9.3. Executive Updates

9.3.1. President

Time away – July 10, and as per previous Exec meeting Last 4 working days in July.

Update: Another busy week, with different trainings for media interaction, exec values check in, and our first CSA-Vice Provost Student Affairs meeting, and checking in with Trent's Student Association President about the impacts of the SCI on their campus. This coming week has a focus on the Survival Guide, website overview and improvements, o-week ideas and the first Joint Health and Safety Committee inspection of the Bike Centre and FoodBank. Just a brief overview of that this week looks like.

9.3.2. Vice President Student Experience

Time away – Nothing coming up!

Update: This was a good week for me! I felt productive and finally started to chip away at specific details. I've sent out many emails for Sexy Bingo and Gryphfest, regarding the Sexy Bingo Action plan and booking acts respectively. Similarly but very differently, I've been



working with Claire Alexander, the Special Projects Manager, to look at the carnival aspect of the University's Homecoming event. I will update more specific details later this meeting. Attended our second Innovation Fund meeting, and surprise, we had to book one more. We should know numbers by Monday. I've been in communication with a few Guelph groups regarding the parking changes that have been brought up with a petition, informing students that we are aware of the situation and letting them know who to contact with their input as that is vital in this case. Lastly, I attended CFRU On-Air training which was the COOLEST thing ever. I really want to start up a CSA related station where we can promote our events, talk about what we've been doing, and inject my own love of music into it. We also have the potential to broadcast at some of our events that aren't already being broadcasted by CFRU. Imagine our campaigns being broadcasted on air (Horeen!).

9.3.3. Vice President Academic

Time away – as previously approved by exec, July 29-August 25 I will be away. July 29-August 6 and August 16-25 are vacation time (10 business days). August 7-15 (5 business days) I am away due to exams, but I will be in and out of the office for meetings as reflected in my calendar (approx. 2-3hr/day). I'm also taking a half day this Thursday because I have a midterm that needs to be done between 9am and 6pm.

Pretty much the same update as last week because I'm continuing my work on these projects. Primarily, I am working with PSGD to get the Student Memorial Service RSVPs sent out this week. Some other notable highlights include working with Registrar (Ray) on academic policies and academic/financial factsheets (in progress), as well as planning ahead for surveying students about priorities (for lobby document, not yet started), the Teaching Excellence award, and academic-related events. I'll be coming back to you over the next few weeks for some feedback or bouncing ideas around.

I'm also looking to complete some training opportunities that I believe will help me in my role, including the 'Supporting Survivors', 'Workplace Psychological Health and Safety', and 'Understanding Stigma' trainings. I've started the Supporting Survivors and Understanding Stigma training and am working through modules as I find an hour here and there in my schedule or just need a break from other tasks.

On a more personal note, I did go strawberry picking and it was wonderful! I was also able to pick up some haskap berries, which look like elongated blueberries, but taste like blue raspberry or lemon – very tart! Raspberry season is up next, starting hopefully within the next week.

9.3.4. Vice President External

Time away – NA

Update: Last week was full of collaboration and a little bit of outreach with student groups. I chatted with different groups about taking on campaigns, and will be doing a bit more of that this week! I've set up a meeting with a community member to chat about hosting a Green New



Deal Town Hall on campus, and have joined the external Green New Deal Planning committee for Guelph. I met with Sustainability last week to see if they are interested in forming working groups that can plan for our own Green New Town Hall on campus, and will be meeting with OPIRG sometime this week. I also met with Jensen from CFS to go over our *Changes to Post-Secondary Education* O-week event, she's more than happy to give the presentation. The Food Bank Hiring committee met several times last week, and we've hired a new Food Bank Coordinator for this year! There has been issues with Student Parking on campus as a result of the new changes to parking that are currently being implemented. Two other execs and I met with Parking Services last week to seek motivation behind these changes and how we can work together to meet student needs. We hope to have a second meeting scheduled soon to go into greater detail about these changes. In the meantime, I've set up a document with student needs and stories pertaining to parking, and will be forwarding these to Parking Services. I would like to get a bigger picture on student needs for parking and look into how many students commute from outside of Guelph. There is some data that needs to be collected.

9.4 Unfinished Business

9.4.1. SCI

President: Opt out closes July 10

9.4.2. Update on Previous ACTION items

9.5.2. Activity Logs

President: This is just a check in on how the activity logs the VPA distributed earlier are going, how you folks like using it.

9.5.4. Orientation Week Merch

VPSE: I was wondering if we were interested in some special merch for visibility during Orientation Week. The previous exec ordered vests, and they mentioned they didn't use it as much. I was thinking maybe we wanted to explore something inexpensive, as wearing the same CSA shirt every day of the week may be a little unfavorable.

VPA: Bucket hats or visors?

VPE: Flag? Shirts with exec positions?

President: Theme?

ACTION: Come up with things for Oweek.

9.5.5. Homecoming Johnston Green Activities

VPSE: I was contacted by a company that provides free inflatables, activities, photo booths, games, etc at events, due to having sponsored companies come in and promote their products. The company handles everything, we just choose the activities we want, and there is a small fee that covers the cost of staffing and transportation. I forwarded this to Claire Alexander as an idea for Homecoming, as that is the direction, they wanted to go for the Homecoming carnival aspect. She suggested that the CSA take leadership on the event, and the University funds the financial aspect of it. I wanted to run this by you guys and see if this is something we were up for, we could possibly request our own CSA booth during the event or something of the nature.



There wouldn't be much to do on the day-of, on-site aspect of it, so we would be able to run our own events during that. There are many sports-related inflatables and games that I'm sure would be a hit.

President: Yeah that sounds like a great idea!

9.5 New Business

9.5.1. Parking Issues

President: The Guelph Post reached out to me to comment about the petition that has been circulating around about the changes to student parking. I sent my comments to them and it is in their article now. I will also reach out to Brandon from Parking to get the report that Parking Services has said they based their new system on it.

VPE: I'm going reach out to the GSA President to talk more about his idea of getting more Go Bus routes to campus from Hamilton and the Kitchener-Waterloo area. We need to prove ridership and that may alleviate some pressures from parking services about public transportation. I created a document to report all the issues that students have been posting about and it will have general data about where individuals are commuting from and other issues they have.

9.5.2. Gryphfest

VPSE: I wanted to check in and see what you folks would like our Gryphfest booth. We can have a photobooth with polaroids, that would be cute! People can take them home as a memory.

Motion to Adjourn:

Motioned by: President

Seconded by: VPSE

Meeting Adjourned



MINUTES

Executive Committee

Meeting # 10

July 22, 2019 – 11:11 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

Motion Passed

Motion to Adjourn

Moved by: VPE

Seconded by: VPA

Motion Passed

10.1. Call to Order

Meeting called to order at 11:11 am

10.2. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

10.3. Comments from the Chair

10.4. Executive Updates

10.4.1. President

PRES:

Time-Off: Same as before, the last 4 CSA business days in July.

Update: Had our first official Joint Health and Safety meeting, our first CSA/GSA Transit committee meeting, Exec Values Check In, Exec O-Week Roles, planning of room stuffers for incoming residence students, compiled content for Residence Life Student Staff training, and did an Instagram take over on Student Experience with VPSE.

10.4.2. Vice President Student Experience

VPSE: No days off.

Orientation week and Homecoming planning as per usual, I'm ridiculously swamped. Please check ASANA daily/every couple days for tasks.



10.4.3. Vice President Academic

Time away – as previous approved by exec, July 29-August 25 I will be away. July 29-August 6 and August 16-25 are vacation time (10 business days). August 7-15 (5 business days) I am away due to exams, but I will be in and out of the office for meetings as reflected in my calendar (approx. 2-3hr/day). I'm also taking a half day this Thursday because I have a midterm that needs to be done between 9am and 6pm.

The Memorial Service RSVPs have been sent out to the families of students who have passed away. The confirmed date is September 20 which you should have all received a calendar invite for. PSGD and I have the Teaching Excellence Award promo ready and have added a page to our website for it. We are going to do rolling nominations, meaning they're always accepted between July 29 and February 28 with the hope that this will attract more nominations throughout each semester, rather than having students think back to their summer/fall instructors in the winter semester.

10.4.4. Vice President External

VPE: Different phases of the same tasks are being chipped away at. For the Federal Elections panel, I am looking into other locations to book with the right date before I reach out to the candidates. Worst case scenario, it will have to be in the UC courtyard. Chamber of commerce would like to co-host a debate with CSA, but no one has reached out yet, we can chat about that later. CFS Skills workshops for staff have been cancelled, it doesn't look like there will be one, but folks are welcome to join the general Skills Symposium or Activist Assembly. Green New Deal Planning is coming along, PCH has been booked for September 19th. Parking is still an issue we are hearing a lot about, several students have emailed me their stories. I am looking at campaigns to put on our website and materials we'd like to order. I know Wellness is interested in some of the material! Feel free to look through the catalogue and let me know if there's anything you'd like me to order for you. I might be in late on Thursday, and will be on campus for the Sexual Violence committee meeting on Friday.

10.5. Unfinished Business

10.5.1. SCI

PRES: Waiting for further detail from the Registrar's Office about the percentage of out-outs.

10.6. New Business

10.6.1. Promo and Graphic Designer Position

President: The Graphic Designer is no longer an employee of the CSA; I have been working in close consultation with our external HR Consultant. The terms of the employment contract and the Employment Standards Act have been met.



I've been advised that under our ESA obligations, we are required to maintain confidentiality and are required to restrict discussion, therefore, only staff members with a direct administrative responsibility have been briefed.

On-going projects will be outsourced until a replacement is hired, Maureen Mendoza who assisted with SCI and is available to do specific contract work after hours, we will also be approaching the Graphic Designer for the Survival Guide to pick up a few more of the CSA ads.

10.6.2. Resource Fair Poster Board

VPSE: I checked out the poster boards we have in the back and they aren't the greatest to showcase the CSA during the resource fair. I will be getting a poster board from Staples and decorating it. Sometime in the next few weeks I will be tasking you guys with writing short description for the board that will be on display for first year students.

10.6.4. Email Extensions for Clubs/Organizations

President: We got an email from Shannon this week regarding email extensions for the uog email endings. The options are studentorg.uoguelph.ca and the option for CSA clubs and services is csastudentorg.uoguelph.ca. They're looking to change

VPA: Would csaorg and not studentorg work instead? It's too lengthy.

VPSE: The reasoning behind it was that faculty and departments had trouble distinguishing whether they were emailing other departments or student departments.

President: I will email Shannon with our concerns about the length and the confusion.

10.6.5. Campaigns

VPE: I was tasked to update the campaigns section of the website, however there are more campaigns that lie under other portfolios that would be better suited for others to update. I will still update the descriptions for the main campaigns like We The Students, however I will put the rest on hold until I get more input from other groups for the campaigns they are interested in running. United For Equity can stay there, and Tap In will be campaigned until we become bottle water free. I would have to have larger conversations and collaborations for other campaigns such as Reconciliation, Not Your Stereotype, No Islamophobia, and Fairness for International Students. I also want students to bring us campaigns that they'd like to run so we can provide them with materials

10.6.6. Federal Elections

VPE: I'm meeting the Coordinator, Student Leadership and the GSA to meet about the federal elections. The Chamber of Commerce is interested in a debate panel for the federal elections. I'm going to continue planning my debate and if they want to collaborate then they can reach out to me.



10.8. Adjournment:

Moved by: VPE

Seconded by: VPA

Motion Passed

Meeting adjourned at 12:12 pm



MINUTES

Executive Committee

Meeting # 11

August 13, 2019 -9:00 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPE

Motion Passed

Motion to Adjourn

Moved by: VPE

Seconded by: VPSE

Motion Passed

11.0. Call to Order

Meeting called to order at 9:04 am

11.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: Pres

Seconded by: VPSE

11.2. Comments from the Chair

11.4. Executive Updates

11.4.1. President

PRES:

Time away – none, except mandatory break August 19 to 23, away at CFSO Conference this Thursday to Sunday.

Currently, working on t-shirt orders for CSA and services to be ready for O-Week. Making sure we have the right logos, sizes and colours for the services that need shirts. Dealing with printer set up with the new printer we got last week.

Sending off opt-out numbers to the corresponding groups. More info in SCI section. Working with Gallivan to create graphics to promo the info about the health and dental opt-out period and working on the undergrad health and dental email to be sent out this week. Learning how to send out a Maestro email.



Working towards the International Students O-Week dinner and BBQ with Clubs and the FoodBank at the end of August. Received promo – door hangers and coupon books for the incoming students and international students. Will be sending the remained of the promo pieces to START International, the 5300 for domestic students have already been delivered.

Promo job was posted last week, will remain open for one more week. Working to make sure that all promo needs are met for our upcoming period. Learning how to use our printer, as we wait for a temp contact to help in the promo office. So far so good.

Supporting O-Week planning with emails/phone calls to faculty/staff and businesses for involvement and donations.

That's what I have for now.

11.4.2. Vice President Student Experience

VPSE: I've applied for Innovation Funding for the second round for most of our events, and the committee is meeting the next few weeks to decide on that. More money is always good. Otherwise, I met with Mike from the UC to talk about the beer garden at homecoming. I met with Claire to finalize some Homecoming details. When I reached out to some downtown businesses for the giveaways I was contacted with Montana, who handles a lot of downtown marketing/relations. She suggested we partner with them to offer students lots of discounts and events, such as concerts in the RBC parking lot, etc. I'm in love with this idea as I love downtown Guelph, so I'll be working with her regarding these partnerships. Dena & I met with RBC and I'm hoping they can become a financial partner for a lot of our larger events this coming year. Finally, I've been working on social media for Orientation Week with Dena and smoothing out anything left to do. Thank you all for helping out with the dunk tank and prize list. Friendly reminder for all of you to be sending our Programmer homecoming artist suggestions!

11.4.3. Vice President Academic

VPA: My exams are almost over (last one is today) so ya girl is getting close to graduating (hopefully)!!!

Upcoming time off is the mandatory break, August 19-23. I have been enjoying time studying and cuddling with my doggo. I will be continuing the doggo companionship and binge-watching season 8 of Suits and a Series of Unfortunate Events over the next week and a half as I recover from exams and prep for September.

I have been checking my emails daily and responding accordingly. The major updates from my emails have been a handful of SHAC cases, planning the Student Memorial Service, responding to VPSE's O-Week emails, and other CSA internal emails. I've received a lot of calendar invites for the fall and winter committees, so my schedule is filling up.



11.4.4. Vice President External

VPE: No time off anytime soon. I've been meeting with groups around the upcoming Federal Election. Last week, I met with the Canadian Federation of University Women, and they were super interesting in enhancing youth voter turnout this election. I have also been meeting with CUPE to plan our Federal Elections debate. In addition, I have been spending a lot of time at the Food Bank as we transition Clarissa. This has been great since it gives me the opportunity to connect with some of the visitors and gives me the experience of directly supervising the service. As you all know, O-Week planning is in full swing and I'm excited to see how things unfold! I'm planning the Changes to Post-Secondary Education event for O-Week with CFS, which will be an info session. I've reached out to businesses about donating to our O-Week events, hope to hear back soon!

11.5. Unfinished Business

11.5.1. SCI

Pres: Received the preliminary number of students that will be invoiced the CSA fee and the Live Entertainment fee, with the recognition that we are to reduce the value by 5% as it is still a changing value if students do not pay their \$200 deposit or do not end up coming to Guelph for their studies. There are other factors to consider when I share the percentage, but we will retain 80% of the CSA budget and 75% of the Live Entertainment budget.

I am in conversation with our Business Manager about the past methods of sharing the fee group's information that was sent with the CSA's, and what the appropriate steps would be.

11.6. New Business

11.6.1. Homecoming

VPSE: Working with Claire, cool things happening, CSA isn't paying for it, but we are putting our name on it. Met with Mike to ask about the Beer Garden during Homecoming, he was going to talk to Carrie. He also said there might be push back from Hospitality. It's looking like a \$4000-\$6000, looking at having tickets. But either way, it'll be less than \$8000, that we have from the SLEF grant. Keep sending John recommendations, last year the Homecoming band was booked two months ago, ideal to advertise right now.

VPA: Can we start advertising this at O-Week if we have tickets by then?

VPSE: Yes.

11.6.2. PCH Study Space Dates

VPSE: I'm about to send over UC a list of dates for the fall semester study space bookings, do you have any recommendations for dates?

VPA: The first Monday to Thursday of the exam week.



VPE: There are some open lecture spaces, would it be good to book space for students to go study if they weren't being used?

VPA: SAS is expanding its use of space, particularly in MCKN. ROZH, Richard, and Athletics are used for exams. War Mem isn't but not ideal space. F19 Exam schedule comes out next week so maybe we check that out first.

VPE: Is it worth it to book a few rooms across campus?

VPSE: I can look into it once the exam schedule comes out.

VPA: I would suggest still booking PCH, but also perhaps we can look into the larger rooms of Macdonald Hall, there's two on the second floor, and 1 on the first floor that have decent capacity.

VPE: I think we should still look into MCKN, since it is a central location.

VPA: I'm just trying to be mindful that MCKN is not a very accessible space, given heavy doors and lack of automatic door openers plus having to weave around hallways to get between floors so I am hesitant moving towards those rooms.

11.6.3. Tabling at Sexpose

VPSE:

11.6.4. Parking

VPE: I have contacted parking services to set up a meeting with them to talk about the ongoing parking issues.

11.6.5. Insta Takeover

11.6.6. Ratifying FoodBank Coordinator

MOTION: That the hiring of Clarissa Shepherd as FoodBank Coordinator be ratified for the 2019-2020 term, as recommended by the Hiring Committee.

Moved: VPE

Seconded: VPSE

Motion Passes

11.6.7. Exec Quorum

President: Exec quorum shows up in two different ways in two different places in our policy and bylaws, we should decide what executive quorum actually is so we can bring it to the board for the first meeting to solve this discrepancy.

VPA: The board votes typically have to be 50% + 1, so I think we should translate that to the executive committee rather than mentioning specific positions (like president and 2 vps) or numbers (3 members).



11.6.8. Appointing Board members to Committees

Pres: Last week I went over the committees with our PTM and it was recommended we appoint board members to committees. Do we want to wait until we have a larger board to appoint members, or is there a sense of urgency to fill these committees the very beginning of the semester?

VPSE: I think it depends on the committee.

VPA: I am hesitant about waiting because these committees are important to our operations and we don't know how the elections are going to go, as much as we hope for the best to get a full board. I would suggest ratifying membership for PDR, PBRC, Exec Evaluation Committee, and Finance as our standing committees to get work started. I'd also like to set up CAPCOM so we can get that done in the fall semester and send it to PBRC in the winter. These would require 13 board members for standing committees and 4 for CAPCOM. With our current ratified and appointed board reps, we should be able to make these committees work and if members decide that it's not the fit for them, we can shift around as new Board members are ratified. We do need to be mindful of the construction of these committees regarding student org. versus college reps.

President: We will move forward with the standing committees listed, however we will preface with the board that we can shift appointments once we elect more members to the board after the by-election.

11.6.9. PDR Exec Members

MOTION: That VPSE is the second executive member on the PDR Committee as they are directly involved with supporting the organization of clubs.

Moved: VPA

Seconded: VPE

VPA: I'm wondering if there may be some perceived conflict having both the VPSE and the President on the PDR committee given they are both on the finance committee. Especially if it happens that the exact same board members are on the finance committee and the PDR committee.

President: Is it worth it to make sure that the board members that sit on the PDR committee are not the same that sit on the finance committee?

VPA: I think that is fair, we just need to make sure that they are not the same.
Motion Passes.

11.6.10. SlutWalk

VPE: I was talking to Wellness and we noticed that SlutWalk was not in any recent programming. Is there any interest in having this event again?



VPSE: I can reach out and take that on, I'd be willing to have the event happen again.

VPA: There is a somewhat active Facebook page 'SlutWalk Guelph' that you might want to reach out to and see if they are planning any of these events before we look to run them.

11.8. Adjournment:

Moved by: VPA

Seconded by: VPE

Motion Passed

Meeting adjourned

ACTION: VPSE: Will look into additional study spaces for exam season.

ACTION: VPSE: Will reach out to SHAC to inquire about Sexpose tabling.



MINUTES

Executive Committee

MEETING # 12

August 27, 2019 – 10:00 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPSE

Seconded by: VPA

Motion passed

Motion to Adjourn

Moved by: VPA

Seconded by: VPE

Motion passed

12.0. Call to Order

Meeting called to order at 10:01 am

12.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPSE

Seconded by: VPA

12.2. Comments from the Chair

PRES: We are busy! O-Week is just days away! So this is a brief meeting to make sure we're all on the same page about several topics that we are dealing with at the moment.

12.4. Executive Updates

President:

Very busy week currently and ahead of us! Lots of promotional material being printed and hung up, I'm learning how to hang kiosk banners and UC banners, as well as, standing banners. Connecting with Physical Resources about updating our Front Office space, to improve our professionalism for our students. Prepping for O-Week promo needs and the items we'll need at our first couple of events. I'll be speaking to 600+



families on Saturday at the President's Move In day resource fair, so that's some good exposure to the CSA. Main focus of the week, is to have an awesome O-Week!

VPSE: I've been diligently working towards Orientation Week. Lots to do. Second round of Innovation funding results came in. We got \$1000 extra for Block party, for \$4000 total. I also requested \$1000 for the College Movie Night to help all the colleges and ourselves out, and that was approved.

VPA: I passed my exams, cuddled my dog, went blueberry picking, and am now back to work. I have finally completed the dreaded task of resetting my voicemail greetings. Friendly reminder to change yours if you haven't already. Not much else for updates from me as I've been on vacation, but I'm very excited for O-Week and am happy to help with any upcoming projects or events if you need support.

VPE: A chunk of the past week was spent in Toronto for the CFS Ontario meeting, which was super informative and engaging. Let me know if anyone has questions about any of the motions that were discussed or the workshops I took part in. O-Week is around the corner, and things are starting to fall into place event though we have so much to do! I'm glad we all had a second to breath with our time off.

12.6 Unfinished Business

12.6.1 SCI

President: No changes to note since our last meeting together.

12.7 New Business

12.7.1. Exec Meeting Fall 2019

Pres: To be confirmed via email, but likely to be on Monday's each week mid-morning.

12.7.2. Federal Annex Building Lease

President: Met with Carrie to discuss the Federal Annex Building Lease. The purpose of this lease would be to renew the space for 5 more years. However, VPFA has requested to reduce the length of this lease, as they see the space deteriorating, and would like to change it, so the shortened lease gives us time to figure out where to move to next if that is the final outcome, and gives us time to



do so. I sent back the lease with a three-year contract, opposed to the one-year contract that VPSA originally requested.

12.7.3. Promotional Services and Graphic Design Hiring Committee

President: I originally emailed the four ratified board members to be on the hiring committee, but unfortunately no board members were available at short notice. VPSE, and the Office Manager, and myself, went through candidates and then decided which were to be interviewed. Unfortunately, the interview dates for the VPSE did not work with their schedule, so it was suggested that the VPA step up to help with interviews on the hiring committee, based on their calendar availability.

Motion to appoint VPA to the PSGD hiring committee.

Motioned by: VPSE

Seconded by: VPE

Motion passes.

12.8 Upcoming Meetings

Will arrange a time through email.

12.9. Adjournment

Motion to Adjourn

Moved by: President

Seconded by: VPSE

Meeting adjourned at 11:31 am

ACTION:

ACTION:

ACTION:



MINUTES

Executive Committee

Meeting # 13

Sept 11, 2019 – 1:00 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: Pres

Motion Passed

13.0. Call to Order

Meeting called to order at 1:03 pm

13.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPE

Seconded by: VPA

13.2. Comments from the Chair

President: I recognize it's our first board meeting today and we will be sitting in lots of meetings today, so let's make this as brief as possible.

13.4. Executive Updates

13.4.1. President

PRES: It's been a busy couple weeks for our team, with O-Week, bus pass distribution, our first board meeting, hiring and training of a core staff member, as well as, our normal meetings starting up as the semester is really getting under way. Those semesterly meetings for myself so far, are Compulsory Fees Committee (to be retitled) which I am now the nominated chair of, Student Leaders and Admin Meetings, Student Executive Council. We also had our first core staff meeting of the semester and got to welcome our Promo person. As well as, checking in with VPSE about our Social Media plan moving forward, and pending the board's approval tonight, the SafeWalk referendum.



13.4.2. Vice President Student Experience

VPSE: No days off coming up. I met with the Gryph to Grad committee to start planning programming for graduating students. We are going ahead with no info sessions in the fall as previously, but sending out an e-newsletter with important information. I've been going to a million Homecoming meetings to really hammer down details of homecoming in two weeks! Two weeks pals! I will be sending a letter to the editor to the Ontario to clear up some misprints in their most recent article about the CSA. Clubs days is tomorrow and Friday, September 12th and 13th and I'm super excited about it. Starting the conversations around the SafeWalk referendum this week. I've found and filled all seats of UC Board!

13.4.3. Vice President Academic

VPA: No upcoming days off – I'll be taking a couple days in October but will update on those next meeting. This week is primarily focused on the Student Memorial Service. Everything seems to be in order with that, I'm working with Irene, Lee Anne, and Nicole to get the programs and signage ready. I'll be out most of that day making sure things are set up in the Arboretum. On the day of, we would like to have one of the CSA exec and one GSA exec greeting the family and directing them to the front of the Arboretum Centre. Nicole and I will then be directing everyone to the ceremony site. It is expected to be about 45 minutes, but we have the space booked until 6pm. In other news, I've sent an email out to the Student Financial Services office, so I can connect with them on financial aid for students. I'm working with Library staff to get an Open Access event ready for the fall. It'll be sometime in October, with more details to come in the next week or two. Those are my priorities for right now, as well as getting more organized for the school year now that students are back and my schedule is getting much busier.

13.4.4. Vice President External

VPE: O-week is all done, and so is bus pass distribution (even though I'm still getting many emails about bus passes, and have still been doing distribution for folks that haven't had the chance to pick up their bus pass). I'm been meeting with the Green New Deal planning committee a lot and the event is right around the corner. There is still a lot to figure out still, but I'm pleased with how things are coming along. First board meeting is tonight, which I'm excited for. The semester is finally starting to kick in and student groups have started meeting up. This past Monday, I attended the Fossil Free Guelph meeting and it's a great group this year (as always), can't wait to make this year the year of divestment from fossil fuels! Parking is big issue, that we must address ASAP. A week of climate actions are also coming up, and I've met with OPIRG to try to plan actions or a walk-out.



13.5. Unfinished Business

13.5.1. SCI – Globe and Mail

President: October 28th-November 17th is the opt-out period for Winter semester fees. We will be having a core staff meeting in the coming weeks, so I ask that you begin thinking about different campaign ideas.

VPSE: I've booked the Aggie board the week before and the weeks during for opt-out.

President: Globe & Mail reached out to me about how Guelph has done in terms of the opt-out period and percentages. This is the second reporter who has reached out to determine what percentages opted-in to our fees. I wanted to check in and see what you folks feel about releasing the percentages.

VPE: Seeing percentages may show which groups people hold value in. A larger opt-in number might encourage students to continue supporting organizations doing good work.

VPA: I don't think it will add value to say if we share our percentages. It's also not our prerogative to share other organization's number. We can say something like "we feel confident in our numbers to continue to provide programs and services to our students"

VPSE: We are all in agreement with not having any percentages shared, however, we can work on the wording.

President: I will check in with Communication and Public Affairs for any advice and go back with a typed statement as opposed to a phone call.

13.5.2. Homecoming

VPSE: No entertainment during Gryphon Park. I discussed with Carrie and Claire and Sam from UC to discuss whether the possibility of having entertainment during Gryphons Park was a possibility.

13.5.3.

13.6. New Business

13.6.1. Portfolio Duties

President: I wanted to check in with everyone about their portfolio duties and if everyone felt comfortable with what's under their portfolio and enacting those duties. If you need to share duties, how comfortable you are reaching out and sharing duties.

VPSE: If we can have a conversation about social media and what the direction we're taking on social media in the next few weeks that would be ideal to discuss portfolio duties relating to social media.



13.6.2. Parking

VPE: I'm waiting on Parking Services to reach out about when they're available to meet about the changes. Students are already on campus now and it's best if we do act as soon as possible and determine what the best term of action is. Whether we file a grievance letter or wait for a meeting is a conversation we should have.

VPA: If you could send our schedules to parking services to let them know when we are available within the next few weeks.

VPE: I've sent parking services our schedules and they've not responded multiple times. They arranged a meeting during a busy time and we had to cancel it.

13.6.3. Memorial Service

VPA: The memorial service is pretty much planned and we have a tentative agenda. With the anticipated agenda, we will be done by around 5 and walk to the arboretum centre around 5:15. We have Carrie, Franco, the CSA, and the GSA, and multi-faith team attending. Nicole and I will be speaking, then David and Dena will speak, as well as Franco and Carrie. Multi-Faith team will end the evening off, and with a moment of silence. If everyone is okay with it, I will be working with Promo to design materials for the memorial, including a welcome sign. Your roles will be welcoming and directing family and guests to where they need to go.

13.6.4. VPA Courses

VPA: I'm going to need to take 3 courses this semester, and the policy says we're only allowed to take 1.0 courses and my semester will look like 1.5 credits. I took full credits in the summer and managed my portfolio. I don't anticipate taking vacation off for exams.

VPE: This may be something you want to bring to the board as it goes against policy.

VPSE: Blessings all around.

13.6.6. DrinkSmart Campaign

VPSE: A division of smartserve contacted me about running a campaign called the DrinkSmart Campaign. The Campaign focuses on knowing the risks of binge drinking, and how to drink responsibly. The campaign is targeted towards university students. Alcohol falls under my portfolio and I would love to take on this campaign with other groups on campus, especially during times of high drinking such Homecoming and St. Patrick's.



13.6.7. Sexy Bingo

VPSE: First sexy Bingo of the year is booked the evening of Thursday, September 26th! Still trying to confirm if we can have Athena there. Otherwise, see you all there.

13.8. Adjournment:

Moved by: VPA
Seconded by: Pres
Motion Passed
Meeting adjourned at 1:40

ACTION:
ACTION:
ACTION:



MINUTES

Executive Committee Meeting # 14

September 16, 2019 – 11:30 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: President

Seconded by: VPA

Motion Passed

Motion to Adjourn

Moved by: President

Seconded by: VPA

Motion Passed

14.0. Call to Order

Meeting called to order at 11:31 pm

14.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: President

Seconded by: VPA

14.2. Comments from the Chair

14.4. Executive Updates

14.4.1. President

PRES: And we're off! Big congrats for moving through and I'd like to think succeeding for the past two weeks of events, meetings and student interactions as we start the season.

As of last week, I am the chair of the Compulsory Fees Committee (to be renamed). Current focus is promoting CSA Elections via promo work, class talks and word of mouth. Looking to complete Health and Safety email for CSA Staff. Working with Irene through her transition into CSA and her role and helping to set priorities. This week I am looking to set up initial meetings the CSA committees that I am chairing. Working to complete my speech for the student memorial service. This is a quick list of recent things to come up, currently happening and soon to be happening.



14.4.2. Vice President Student Experience

TIME OFF: I have lots of lieu time so I've penciled in September 27 as a day to recuperate, I'll only take it off if it's nice weather though. I will also be taking October 3 off unless it's raining. I'm taking a for sure vacation (unless my car breaks down) October 9-14.

UPDATE: Sexy Bingo has been confirmed for Thursday, September 26. Setup will most likely be at 7:00PM and there will be two events, one all-ages and the other 19+. I'm awaiting word from Mike on what he thinks about having Athena there. Tonight, I am giving SERM training to over 100+ clubs, and spending some time this week giving training during smaller sessions. I've been tending to lots of new club inquiries this week, which is great. Otherwise, a lot of my time has been focused on marketing the Homecoming event on the 28th. Please share the word and the Facebook event around your circles!

14.4.3. Vice President Academic

TIME OFF: I'd like to take October 3 (most of day) and 4 (afternoon) off, if possible. October 3 tends to be a difficult day and I'd like to use it for self-care. I have an OACCTF Meeting 2:30-3:30 which I think I'll be okay to attend, as well as the Sponsorship & Funding meeting 6-7pm, which I'm tentative on. October 4 I'm going to see Post Malone in Toronto.

VPA: Student Memorial Service is this Friday at 4:00 pm. We will have a CSA exec (VPSE or VPE) and a GSA exec (VPE or VPF) directing families inside the Arboretum Centre. Both CSA and GSA PRES will be inside the boardroom to welcome families and thank them for attending. GSA VP Internal and I will be leading the service. If you have any questions about that, please let me know prior to Friday. Other than that, I've been following up with students regarding financial aid and the Overheard post which I will be discussing later in this meeting.

I sorted out my courses. I've planned a schedule that I can work with around my courses (M/W morning, T/T afternoon) but still making myself available for students during work hours, which includes working Tuesday and Wednesday evenings this semester.

14.4.4. Vice President External

VPE: The Green New Deal Town Hall is happening this Thursday, September 19! It's in Peter Clark Hall from 6:00-9:00 pm. I'm collaborating with Dr. Karen Houle for ways to promote the event. We came up with ideas to create action around the green new deal, such as a big globe we can carry around for future events where people pledge an action to mother earth. At our SLAM meeting last week, I brought up the parking issues to admin and other leaders on campus. We will be writing grievance letter with all the student's stories and issues with parking into one big document to bring to parking services in the future. I'll be meeting with the Graduate Student Association to compile the document.



14.5. Unfinished Business

14.5.1. SCI

President: I will be looking to you folks on how to best campaign for the CSA during the opt-out period. This period is coming up shortly so we need to figure out how to best promo ourselves next month!

VPSE: I sent in a request towards the Aggie Board to promo our service banner on the board during the opt-out period for about three weeks. Still waiting to hear back from them.

14.5.2. Meeting Minutes

VPSE: For the sake of having executive committee minutes to the board and giving our PTM enough time to format the minutes, please have the Monday's executive committee meeting minutes filled and edited by the same Friday of the week, by noon. I have scheduled myself to download them and send them to our PTM at noon every Friday. I recognize we do not have board meetings every week but for the sake of consistency, and the fact that giving a longer deadline for something that may take a few minutes may cause it fall out of people's minds, I'm proposing a deadline of every single Friday. They will be downloaded and sent as is so if there are any mistakes that is how they will be sent in. I can send calendar invites as reminders for those who wish.

14.6. New Business

14.6.1. Exec Retreat

President: Bring your ideas of a fall exec retreat to our next meeting. I will double check the budget line for that.

14.6.2. Student Financial Services (VPA) / Financial Factsheet

VPA: I reached out to Student Financial Services to discuss the internal and external funding support available to students who need extra funding. It was pointed out that the Overheard post lacked information about financial aid, with specific concerns of students being bounced to the CSA only to be bounced to financial aid. I do want to go forward with my previous idea about the financial fact sheet.

VPE: The fact sheet would essentially just be the resources available to students, correct?

VPA: Kind of, we want to find a way where we can maintain our relationship with financial services and build on how we can communicate the resources available to students. SHAC mentions on their website how to find financial help, more so externally. Student Financial Services information primarily covers education-related costs, but I would like to partner with both so we can have a transparent fact sheet with all the information available on one sheet. I'm meeting with the Registrar this week and we can have it realistically by the end of October.



VPSE: Would this cover international students as well? I had a student ask about travel grants.

VPA: Yeah, we can definitely consider those as well. When I met with the Associate Registrar, Student Financial Services, in early June she had provided me with a booklet of resources. I'd like to draw from that but provide it in a concise way.

14.6.3. UWaterloo Legal Program (VPA)

VPA: There was a CBC news article (linked below) stating UWaterloo, through their UWSA and a new referendum fee, is the second school in Ontario to offer legal resources and support to students. A similar article indicated that Conestoga College was the first, although I can't locate that article now. SHAC, through the CSA fee, has also offered these resources for UofG students for several years. Wanted to get your thoughts on reaching out to CBC to highlight the service that SHAC offers.

VPSE: I think so, it'd be good press.

PRES: I can take that on!

<https://www.cbc.ca/news/canada/kitchener-waterloo/university-waterloo-offering-students-legal-aid-representation-1.5253222>)

14.6.4. Partnership with VP Research

President: Our VPA has great connections on this campus, and during our dunk dunk reach-out the VP Research mentioned that he would love to partner with the CSA.

VPA: The VP Research's role is to oversee operations of the Office of Research, which includes community partnerships, bringing in research funding, and supporting publications from UofG. Specific to undergraduates, the Office of Research provides support and outreach to students surrounding research, particularly for how students can get funding for research and the peer-review and publishing processes. He wants to raise awareness of what his office does and thought we would be a great organization to partner with to reach out to students. It can be tied back to the financial fact sheet, but also other academic or experiential learning opportunities.

VPSE: He would be great in the Gryph to Grad newsletter our committee is sending out next month, I'll send an email to him.

14.6.5. (CSA) Election Season!

President: Make sure you all do some outreach towards student leaders. If you know any students looking to get involved reach out to them. If we can all help with some class talks regarding the SafeWalk referendum.

VPSE: If we can come together and make a schedule of who's taking which classes to talk to, that would be great. I've booked the UC Tables from the 19-23. I've inquired about the Ontarion writing an article about SafeWalk for the next paper and they said they could run an opinion piece if I wrote it.



VPE: How can we engage the board to be part of the campaign team for SafeWalk? How can we better incentivize the board to do the work for us? I was thinking to start an honorarium for a volunteer team.

PRES: So with nominations due Wednesday at 4:00pm, that is also the deadline to submit the campaign team to the CRO and ARO.

14.6.6. Clubs General Meetings and IHC Meeting

President: IHC reached out to me to give an introduction about the CSA at their IHC meeting today, which coincides with the Clubs General Meeting. VPSE, are you okay to intro the CSA at the Clubs General Meeting?

VPSE: Yes, I'm there the whole time!

14.6.7. Federal Elections

President: I just wanted to check in to see what help you needed with the Federal Election event.

VPE: I'd need some promo work going forward. I'd be nice to get the details out on social media.

VPA: If you could make a list of important dates/locations of polling stations, as well as any other debates and confirmed candidates for our debate that would be helpful.

VPE: I'll reach out and get that information from the Leadership Education and Development team.

14.6.9. Homecoming

VPSE: I wanted to circle back to whether we wanted a booth at the Homecoming meeting. We could go along the lines of the other sponsors that will be present and have a wheel to spin so individuals can win contests. Thoughts?

President: I'm good with that.

VPSE: We can bring our polaroids and photobooth there, it was popular at Gryphfest.

14.6.10. Mental Health Conference

VPSE: I'm heading to the Mental Health Conference both days and I think the best for me is to drive from Guelph to Toronto both days. I know we have a budget for conference spending and was wondering if it were possible to have the travel money covered.

VPA: There is some new trains added in, so if you're worried about rush hour driving and parking in Toronto, that may be something to consider. It is about \$15 each way, probably comparable to gas and parking so I'll motion for \$60.

Motion to approve a maximum of \$60 for the VPSE for travel from the conferences budget.

Moved by: VPA

Seconded: President



14.6.12. Halloweek

VPSE: I looked over my budget for Fall Programming and with October coming around, I wanted to do a low key Halloweek event. Maybe 3-4 events the week of Halloween. Let me know if you have any thoughts.

VPE: We can do a food security drive, and it can be something really fun in collaboration with Guelph Student Food Bank.

VPA: On October 22, the OACCTF wants to do a spooky stories event for open access week where you tell us about the educational resources gone wrong. We are tabling from 9 am-noon. If you want to partner with that, I'm more than happy to link you in.

VPSE: I was thinking to have the Halloween scheduling the week after, from October 28 to 31. We can put that in our schedule when promo-ing though!

President: We can potentially partner with IHC as they were looking to engage students with a food drive.

VPA: Can we do a trick or treat with our services, where students go around and trick or treat for information on our services. The prize can be one drink token from brass taps or something similar.

VPSE: I love that!

14.6.13. Exec Time Log (VPA)

VPA: I just wanted to check in with you all to see if we were on the same page about the exec time log. I remember the business office mentioning that we aren't necessarily entitled to lieu time, but I recognize that we've all been working overtime especially during O-Week. Keeping in mind the balance between work and life, I think it's important to balance if we go over our hours. I don't want to see us all burn out by the end of this semester because we have another 4 months after that.

President: Would it be worth coming up with office hours, where we are in the office for one hour a day to answer questions?

VPA: I am in favour of this, but with the nature of my role and all the committees I sit on, I cannot guarantee mine will be consistent day-to-day or week-to-week.

14.6.14. Academia Article this Morning

VPA: There was an opinion piece in the Ottawa Citizen about the student choice initiative and how students shouldn't pay for services they do not feel useful. Not sure of the reach this has to our students, but just wanted to bring your attention to it.

14.8. Adjournment:

Moved by: President

Seconded by: VPA

Motion Passed

Meeting adjourned at 12:43 pm

ACTION: Claudia write a letter to the editor for the Ontarion.

ACTION: Select office hours for the upcoming week.



Executive Update # 2

Dena Van de Coevering – President

Office: UC 248A

519-824-4120 ext. 54408

csapresident@uoguelph.ca

September 25, 2019



Hello Directors!

I'm excited to have our third meeting of the year. With an approved budget, we're heading to a great direction to continue and improve outreach to students. We are in exciting times, as we move into October, with a federal election coming up and the next opt-out period. It is our time to show our students who the CSA is and the awesome things that we do for them!

Important Dates:

- September 24-27, by-election voting period!
(Go vote and tell your colleges to vote too!)

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

1. Committees

- Compulsory Fees Committee (to be renamed), nominated as Chair
- Student Leaders and Admin meeting, heavy focus on parking
- Executive Council Meeting #14

2. Other Meetings

- Weekly Core Staff Meetings, check-in about team's focus of the week and what support we can provide
- Weekly Promo check-ins, and debriefs
- Weekly UC Digital Signage Review Committee
- One-on-one with student about fees
- Student Executive Committee, first meeting, CSA hosting this Thursday
- Campaigns discussion with Exec, to confirm info for website and support between campaigns and Exec
- O-Week Debrief, to review what was good, what needs improvement
- Sexy Bingo Check in with Brass Taps
- LAUNCH, Student Leader Training Meeting

3. Speaking Event

- Interhall Council Board Meeting, highlighting nomination period for Board of Directors
- Student Memorial Service
- Class talks to prompt CSA By-Elections

4. Conferences

- Attending Health Communities Mental Health Conference, October 15

Executive Update # 2

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csapresident@uoguelph.ca

September 25, 2019



5. Media Contact

- In contact with Globe and Mail, and Guelph Mercury about Student Choice Initiative impacts on CSA

6. Success Stories

- A total of seven nominees in By-Election!

Not highlighted in the update, is the planning around the upcoming opt-out period and the campaign and events the CSA will be initiating to educate students around who we are and what we do.

The main takeaway from this highlight is to encourage you to reach out to your other student organizations, and your classes about voting in the By-Election and the Referendum of Fall 2019.

Executive Update # 2

Claudia Idzik – VP Student Experience

Office: UC 248A

519-824-4120 ext. 58328

csavpexperience@uoguelph.ca

September 25, 2019



Hey Pals,

It's been a super busy few weeks and I'm ready to nap. Make sure to read through the important dates. Don't forget to vote in our elections this week! Let me know if you have any questions about any of this, either by emailing or coming into my office.

Your Song of the Week (#SOTW):

Girl Like You by Toro Y Moi

There are 36 days until Halloween!

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

IMPORTANT DATES:

September 26: Sexy Bingo at Brass Taps, 7:00-9:00 pm All ages; 9:00-11:00 pm 19+

September 27: Kolonien noon hour concert

September 28: Gryphons Park on Johnston Green, 11:30 am-5:30 pm

October 19: PUP & Charly Bliss at PCH

Events:

Sexy Bingo: Happening TOMORROW in Brass Taps! This event is wildly popular and a lot of fun. There will be Bingo & Trivia, and sex toy prizes. If there is anyone who would like to help setup at 6:00/6:30 pm, please let me know!

Homecoming: Entertainers, a host, athletes, and an array of games for people to play. The football game will be livestreamed on an outdoor screen. Free food and giveaways!

Ongoing Projects:

Event Accessibility: I've pushed for venue accessibility communication at SLAM. I've been in contact with a few admin to determine where to get venue information for online event postings.

Menstrual Hygiene Initiative: Diva Cup came to table last week and gave away some really cool swag. They tabled at the resource fair on the 24th for some outreach.

Volunteer Team: I've started an Involvement Newsletter! The post went live a week ago and we already have many students signed up, I'm excited to curate the first newsletter. If you folks have any volunteer or involvement opportunities with your organizations you'd like to see in the newsletter, there's a simple gryphlife form to fill out.

Executive Update # 2

Claudia Idzik – VP Student Experience

Office: UC 248A

519-824-4120 ext. 58328

csavpexperience@uoguelph.ca

September 25, 2019



Committees:

Student Leaders & Administration

Mental Well-Being Education & Training Committee

Internal Homecoming Committee

Student Events & Risk Management: Attended LAUNCH to discuss SE&RM

Services:

Super proud of Thibeca for hosting a successful Clubs Days and Clubs General Meeting.

SafeWalk is rigorously campaigning for their referendum question this week.

Other:

- I gave SE&RM training to over 100 clubs at clubs days
- Added a snazzy new “services” tab on our facebook page so that the services are one of the first things viewers see as they click on our page
- Working hard on the SafeWalk referendum as campaign lead
- Attended Student Memorial Service
- DrinkSmart: a campaign I’m tackling on campus that educates on alcohol safety and how to be safe about binge drinking - will be tabling and programming events leading up to events such as Homecoming, St. Patricks day, etc.
- UC Board training - one of my favourite boards to sit on

Executive Update # 2

Lindsey Fletcher – VP Academic

Office: UC 249

519-824-4120 ext. 56742

csavpacademic@uoguelph.ca

September 22, 2019



What's up woodchucks!

Here is a brief update of some projects I've been working on since we last met. I'm very excited that several of my committees are starting up, so I'll have more updates in the upcoming Board meetings. For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 13.5. – Vice President Academic.**

1. Internal CSA

- **Student Help and Advocacy Centre**
 - Working with Maggy and Sara to develop their job evaluations
 - Will be assisting with volunteer training on Sunday, September 29
- **Accessibility Working Group**
 - Gathering group information and reaching out to folks who expressed interest
 - If you are interested, please reach out to me via email or stop by my office to chat – membership is confidential and we meet approximately twice per semester
- **CAPCOM**
 - I'll be reaching out to Board members appointed to this committee within the week, so we can start setting up meetings for the year.

2. University Meetings/Committees

- **Senate**
 - First Senate meeting is October 7
 - Meeting with University Secretariat as co-chair of Student Senate Caucus
 - Attended Senate Priorities and Planning Committee to discuss upcoming year of Senate meetings, also sitting on Board of Undergraduate Studies
 - Let me know if you have questions or concerns about academic policy
- **Registrarial Services**
 - One of the main projects I've started with the University Registrar is to remove all gendered pronouns from the university academic calendars (referring to 'the student' as 'he/she'). This project is underway and expected to be completed by end of Fall 2019.
 - I'll be meeting with the Associate Registrar, Student Financial Services to continue our conversations on financial aid for students
- **Compulsory Fees**
 - Working on this committee, alongside CSA President, to discuss the University of Guelph's approach to Student Choice Initiative
 - Working on a sub-committee to review the fee protocol, as changes are needed in response to the provincial guideline changes

Executive Update # 2

Lindsey Fletcher – VP Academic

Office: UC 249

519-824-4120 ext. 56742

csavpacademic@uoguelph.ca

September 22, 2019



3. Events

- **Student Memorial Service**

- Took place on Friday, September 20, funded by Health & Dental Plan
- We honored the lives of three students who passed away during the 2018-2019 academic year and had members from two of three families attend.
- Overall, it went fairly well, but there are recommendations I'd suggest for next time which will be outlined in my transition reports.

- **Open Access Week**

- Takes place October 21-27, 2019 to promote open access to scholarly materials
- Will be hosting an event on October 22 in conjunction with the Open and Accessible Course Content Task Force to chat with students about open access
- If you've ever used Top Hat, iClickers, e-books, or other course material that you're required to pay for, come out to my booth (location to be confirmed) and tell us your horror stories about it

- **Conferences**

- I'll be attending the Centre for Innovation in Campus Mental Health (CICMH) Whole Campus, Healthy Communities Conference on October 15. On October 16, I've been selected as one of two UofG attendees to participate in a program evaluation workshop.
- I'm looking to attend more conferences and promote these learning opportunities for students. If you have any interest in this, please let me know!

4. Working with You!

- Want to work with me on a committee, event, or project? Let's chat! I'm working on setting office hours, but they won't likely be consistent week-to-week, so feel free to send me an email with your availability and we can set up a meeting.
- If you have accessibility concerns for serving on Board or working with #yourCSA, please reach out to me or Earl! We want to ensure you can participate to your fullest.

5. Personal Updates

- Apple picking season is on right now, so this is your friendly reminder to shop local whenever possible. I'd highly recommend Honey Crisp or Ambrosia.
- Hockey season is fast approaching. If anyone wants to join me at a UofG hockey games, Guelph Storm games, or others, let me know! Habs fans need not apply.
- Three weeks to convocation.

Executive Update # 2

Horeen Hassan – VP External

Office: UC 250

519-824-4120 ext. 56376

csavpexternal@uoguelph.ca

September 25, 2019



Hey Folks!

Nice to see ya'll again! I hope everyone is getting used to Board Meetings and Robert's Rules of Order. A lot has been happening since we last met. Last Thursday, CSA hosted a Green New Deal Town Hall in collaboration with the Guelph Green New Deal Planning committee. The event went well, with 150 in attendance. Several different community organizations were tabling at the event, with everyone from OPIRG, Council of Canadians, Fridays for Future, CFRU, Wellington Water Watchers, to Extinction Rebellion and many more. This event was the first to kick off the week of climate actions. September 20 was the Global Climate Strike, and our friends from OPIRG rallied up students on campus to join a larger crowd downtown Guelph. There were up to 500 people who came together at City Hall to push for climate action, which was very inspiring! On October 2, CSA will be hosting a Federal Elections Panel Discussion to talk about party platform and issues. This Federal Election is a very important one; I want every student to vote this year!

For your reference, my job, duties, and responsibilities can be found in our Policy Manual, **Appendix A, Section 13.6. – Vice President External.**

EXTERNAL AFFAIRS AND COMMITTEES

- **Guelph Wellington Coalition for Social Justice (GWCSJ)** – I was unable to make the last meeting, but there is a Federal Elections Debate happening at the Italian Canadian Club on September 26, if folks are interested.
- **Green New Deal (GND) Planning committee** – Green New Deal Town Hall took place Thursday September 19.
- **Transit Advisory Committee (TAC)** – The last TAC meeting was September 19.
- **Town and Gown Committee** – Last meeting was August 29; next meeting is October 24.

LOCAL AFFAIRS AND COMMITTEES

- **CSA/GSA Transit Committee** – Meeting took place September 25.
- **Human Rights Advisory Group (HRAG)** – Last meeting was August 7, next meeting is TBA.
- **Student Leaders and Administration Meeting (SLAM)** – The first SLAM meeting was September 12 and the next meeting will be October 1.
- **Parking Services/ changes to parking on campus** – I have compiled student issues and concerns around parking and will be forwarding these concerns to senior admin.
- **Ontario Public Interest Research Group (OPIRG)** – September 20 was the international day of action on climate change. OPIRG did an amazing job organizing students on campus!

Executive Update # 2

Horeen Hassan – VP External

Office: UC 250

519-824-4120 ext. 56376

csavpexternal@uoguelph.ca

September 25, 2019



CAMPAIGNS

- **We The Students** – Campaign demands more grants not loans, the elimination of tuition fees for all students, increased public funding for public education, protection of students' independent voices, and the right to organize.
- **Time to Be Bold** – Will be tabling in the UC to talk about the Federal Election campaign, Board volunteers are welcome to join me!
- **United for Equity** – N/A
- **Tap In!** – N/A
- **Fairness for International Students** – Will be meeting with ISO soon to chat about this campaign and providing them with campaign materials.
- **No Islamophobia** – Will be attending the next MSA meeting to talk about the No Islamophobia campaign.
- **Reconciliation** – A campaign around reconciliation efforts, and indigenous language classes. Will be sharing campaign materials with ASA.

POLITICAL ENGAGEMENT

- **Global Climate Strike** – Attended the Global Climate Strike this past Friday at City Hall with 500 other people to push for climate action from our Municipal government. Will be attending the climate strike at Queens Park on September 27.
- **Federal Elections All Candidates Panel Discussion** – CSA in collaboration with CUPE 1334 will be hosting an All Candidates Panel Discussion October 2 in the UC courtyard at 6:30 pm. Hope to see you all there!

Canadian Federation of Students (CFS)/LOCAL 54 REPRESENTATION

- **CFS Legal Challenge** – CFS has a court date for October 11.

Motion

Board of Directors Meeting # 3
September 25, 2019



Item 3.10.1.

Appoint Hiring Committee – Front Office Assistant

WHEREAS the CSA front office is not fully staffed with the current three part-time staff members; and

WHEREAS an additional part-time staff member is required to complete the schedule;

MOTION: To appoint a Hiring Committee for the position of Front Office Assistant;

RESOLVED that [one CSA Board member] be appointed to the Hiring Committee for the position of Front Office Assistant.

Moved:

Seconded:

Motion

Board of Directors Meeting # 3
September 25, 2019



Item 3.10.2.

Hospitality Services Advisory Committee

MOTION: To ratify the following undergraduate students as CSA representatives on the Hospitality Services Advisory Committee (HSAC):

- Laura Hanley
- Cameryn Sanders

Moved:

Seconded:

Motion

Board of Directors Meeting # 3
September 25, 2019



Item 3.11.1

Amend Bylaw 1 re Standing Committees

WHEREAS, at this time, CSA Bylaw 1 and CSA Policy Manual Appendix A provide a different list of CSA standing committees;

WHEREAS the Service Oversight Committee is not considered a joint CSA / GSA standing committee at this time;

WHEREAS working group, advisory, ad hoc and program committees continue to fulfill an important role as CSA operational committees but are not considered standing committees; and

WHEREAS Notice of this discussion was provided at the Board meeting on September 11, 2019;

MOTION: That **CSA Bylaw 1, Section 8.0** be amended to delete the Service Oversight Committee from clause 8.1;

RESOLVED that **CSA Bylaw 1, Section 8.0** be further amended so that clause 8.1 reads as follows:

- 8.1. The Board shall maintain the following Standing Committees:
- a) Executive Committee
 - b) Executive Evaluation Committee
 - c) Finance Committee
 - d) Petitions, Delegations and Representations (PDR) Committee
 - e) Policy and Bylaw Review Committee (PBRC);

RESOLVED that **CSA Bylaw 1, Section 8.0** be further amended to delete amended clause 8.2: Executive Committee (Terms of Reference) and to insert it as a new clause 5.3., with clauses in Section 5.0 being re-numbered as appropriate;

RESOLVED that **CSA Bylaw 1, Section 8.0** be further amended to delete clauses 8.3, 8.4 and 8.5, and to add the following new clauses:

- 8.2. The Terms of Reference for the Executive Committee shall be found earlier in this Bylaw 1, specifically as clause 5.3;
- 8.3. The Terms of Reference for the remaining CSA standing committees shall be found in CSA Policy Manual, Appendix A, Section 3.0.



Central Student Association

Bylaw 1 – Organizational

[Excerpt]

8.0. Standing Committees

8.1. The Board shall maintain the following Standing Committees:

- a) Executive Committee
- b) Executive Evaluation Committee
- c) Finance Committee
- d) ~~Service Oversight Committee~~
- d) Petitions, Delegations and Responsibilities Committee
- e) Policy and Bylaw Review Committee (PBRC)

Delete

~~8.2. Executive Committee [Move to become Clause 5.3]~~

- ~~8.2.1. The voting members of the Executive Committee shall be the President, Vice President Student Experience, Vice President Academic, and Vice President External.~~
- ~~8.2.2. The President shall serve as the Chair of the Executive Committee.~~
- ~~8.2.3. Vice President Student Experience shall serve as secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.~~
- ~~8.2.4. Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.~~
- ~~8.2.5. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.~~
- ~~8.2.6. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.~~
- ~~8.2.7. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-laws of the CSA or by any applicable statute or law are regularly and properly kept.~~
- ~~8.2.8. The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.~~
- ~~8.2.9. The Executive Committee shall recommend policy but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.~~
- ~~8.2.10. The Executive Committee is required to make a report to the Board once a month summarizing its activities.~~
- ~~8.2.11. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.~~



Central Student Association Bylaw 1 – Organizational

New

8.2. The Terms of Reference for the Executive Committee shall be found earlier in this Bylaw 1, specifically as clause 5.3.

New

8.3. The Terms of Reference for the remaining CSA Standing Committees shall be found in CSA Policy Manual A, Section 3.

Delete

8.3. Finance Committee

~~Terms of Reference shall be found in the Central Student Association Policy Manual.~~

Delete

8.4. Service Oversight Committee

~~Terms of Reference shall be found in the Central Student Association Policy Manual.~~

Delete

8.5. Policy and Bylaw Review Committee (PBRG)

~~Terms of Reference shall be found in the Central Student Association Policy Manual.~~



Central Student Association

Bylaw 1 – Organizational

5.0. Executive Officers, also referred to as the Executive Committee

5.1. The CSA Executive Officers operate in a collaborative, hierarchal manner and shall include:

- 5.1.1. the President,
- 5.1.2. the Vice President Student Experience,
- 5.1.3. the Vice President Academic, and
- 5.1.4. the Vice President External.

5.2. Term of Office

- 5.2.1. Each Executive Officer shall be elected by the general membership to serve a term of office, which shall begin no earlier than May 1 and end no later than April 30.
- 5.2.2. No person shall hold an Executive office for more than two terms.
- 5.2.3. At all times, there shall be a minimum of three Executive Officers.
 - If for any reason, the CSA is left with less than three Executive Officers, the Board of Directors shall have the authority to appoint Executive Officers. This shall include ensuring that one individual is the corporate president and one individual is the corporate secretary.

Insert former clause 8.2: as 5.3

5.3. Executive Committee (Terms of Reference) NEW [former Clause 8.2]

- 5.3.1. The voting members of the Executive Committee shall be the President, Vice President Student Experience, Vice President Academic, and Vice President External.
- 5.3.2. The President shall serve as the Chair of the Executive Committee.
- 5.3.3. Vice President Student Experience shall serve as secretary of the Executive Committee and record all pertinent information for the purpose of presenting it to the Board.
- 5.3.4. Not less than half of the elected members of the Executive Committee shall constitute quorum. Each member of the Executive Committee, present in person, shall be entitled to a vote.
- 5.3.5. The Executive Committee may review any matters relating to the property, revenue, business, and affairs of the CSA.
- 5.3.6. The Executive Committee shall have the responsibility to consider all matters relating to fiscal policy, revenue and expenditure.
- 5.3.7. The Executive Committee shall be responsible for ensuring that all necessary books and records required according to the By-laws of the CSA or by any applicable statute or law are regularly and properly kept.
- 5.3.8. The Executive Committee shall have the authority to approve expenditures of up to \$10,000.00 in the summer term and up to \$5000.00 in the fall term or winter term. Authority to exceed this limit shall be granted by the Board as they deem appropriate.
- 5.3.9. The Executive Committee shall recommend policy but shall not initiate policy without the approval of the Board or unless prior permission to establish any policy has been given by the Board.
- 5.3.10. The Executive Committee is required to make a report to the Board once a month summarizing its activities.
- 5.3.11. The Executive Committee may act in the absence of the Board provided such action is recorded in the minutes and is submitted to the next regular meeting of the Board.

Motion

Board of Directors Meeting # 3
September 25, 2019



Item 3.11.2

Amend CSA Policy Manual Appendix A re Standing Committees

WHEREAS, at this time, CSA Bylaw 1 and CSA Policy Manual Appendix A provide a different list of CSA standing committees;

WHEREAS working group, advisory, ad hoc and program committees continue to fulfill an important role as CSA operational committees but are not considered standing committees; and

WHEREAS Notice of this discussion was provided at the Board meeting on September 11, 2019;

MOTION: That **CSA Policy Manual Appendix A** be amended to delete the following committees from Section 2.0: Standing Committees, and to add them to a new Section 3.0: Operational Committees:

- Accessibility Working Group (Section 2.2)
- Bike Centre Committee (Section 2.3)
- CAPCOM (Section 2.4)
- FoodBank Committee (Section 2.7)
- SHAC Advisory Committee (Section 2.10)

so that the following Standing Committees remain in the amended Section 2.0:

- 2.2. Executive Evaluation Committee
- 2.3. Finance Committee
- 2.4. Petitions, Delegations and Representations (PDR) Committee
- 2.5. Policy and Bylaw Review Committee (PDRC)

with subsequent sections in the Policy being re-numbered as appropriate, including Section 3: Confidentiality and Conflict of Interest Agreement, renumbered as Section 4.

Moved:

Seconded:

CENTRAL STUDENT ASSOCIATION

APPENDIX A – INTERNAL CSA POLICY

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1. Board of Directors
2. **Standing Committees (Amended)**
 - 2.1. General Rules
 - ~~2.2. Accessibility Working Group~~
 - ~~2.3. Bike Centre Committee~~
 - ~~2.4. Capacity, Analysis and Planning Committee (CAPCOM)~~
 - 2.2. Executive Committee (added section)
 - 2.3. Executive Evaluation Committee (prev. Section 2.5)
 - 2.4. Finance Committee (prev. Section 2.6)
 - ~~2.7. Foodbank Committee~~
 - 2.5. Petitions, Delegations and Representations (PDR) Committee (prev. Section 2.8)
 - 2.6. Policy and Bylaw Review Committee – PBRC (prev. Section 2.9)
 - ~~2.10. Student Help and Advocacy Centre (SHAC) Advisory~~
3. **Operational Committees (New)**
 - 3.1. Accessibility Working Group (prev. Section 2.2)
 - 3.2. Bike Centre Committee (prev. Section 2.3)
 - 3.3. Capacity, Analysis and Planning Committee – CAPCOM (prev. Section 2.4)
 - 3.4. FoodBank Committee (prev. Section 2.7)
 - 3.5. SHAC Advisory Committee (prev. Section 2.10)

(Renumbered Sections)

 4. Confidentiality and Conflict of Interest Agreement
 5. Protection of Privacy and Access to Information
 6. Special Projects
 7. University Centre Board
 8. Dietary Policy
 9. Email Policy
 10. Ethical Purchasing Policy
 11. Accessible Services Provision
 12. Co-Curricular Transcript Policy
 13. Policy Review Policy
 14. Executive Committee Portfolio Duties
 - President
 - Vice President Student Experience
 - Vice President Academic
 - Vice President External

Report

Board of Directors Meeting # 3
September 25, 2019



Item 3.11.3.

Amend Bylaw 2: Electoral re Quorum Required for a Referendum

WHEREAS it has become evident that **Bylaw 2: Electoral** does not indicate the quorum required for referendum question results;

WHEREAS the quorum requirement is an important aspect of the referendum process and should be formalized in the Electoral Bylaw;

WHEREAS the quorum requirement is stated in **Electoral Policy Appendix G** (Clause 6.4); and

WHEREAS Notice of this discussion was provided at the Board meeting on September 11, 2019;

MOTION: To amend Bylaw 2: Electoral with regard to the required quorum for a referendum question, by adding a new clause 3.2. as follows:

- 3.2. Quorum for a referendum question posed to the membership shall be 20% of the general membership.

Moved: Dena Van de Coevering, President

Seconded:

Motion

Board of Directors Meeting # 3
September 25, 2019



Item 3.11.4.

Amendment to Policy Appendix A, Section 2.8: PDR

WHEREAS Notice of this discussion was provided at the Board meeting on September 11, 2019;

MOTION: That the amended Appendix A, Internal CSA Policy, formerly Section 2.8: **Petitions, Delegations and Representations (PDR) Committee**, be approved as presented, to become Section 2.5.

Moved:

Seconded:

2.5. Petitions, Delegations and Representations (PDR) Committee

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. ~~These requests have previously been entertained by the Board of Directors.~~

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

2.5.4.4. Each member shall act as a member of the CSA, and not as a member of their own constituency.

2.5.4.5. 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.

2.5.4.6. 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.

2.5.4.7. The Vice-Chair shall have the following responsibilities:

- Assist the Chair in their duties
- Assume the responsibilities of the Chair in their absence.

2.5.5. Meetings

2.5.5.1. PDR Committee meetings shall be held no longer than three weeks apart 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**

(PDR Application Process and Requirements split into two sections)

2.5.7.1. **An applicant for PDR funds must be a fee-paying CSA member.**

2.5.7.2. Each semester year, the CSA will budget funds to be made available by request to qualifying groups. (2.8.7.3)

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. (2.8.7.1)

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. (2.8.7.2)

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. (2.8.7.13)

2.5.7.6. ~~Written reports~~ **A 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. (2.8.7.8)

2.5.7.7. Should a party requesting funding ~~consciously or unconsciously~~, 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. (2.8.7.14)

~~2.5.7.8.~~ Given that qualifying groups meet the criteria outlined above, the Committee may also decide to grant funds from the “Cultural Events” line item, to groups that meet the following criteria:

- ~~• That the group presenting the PDR request is considered “on-campus”~~
- ~~• That the event or program that the PDR request is being presented for is a cultural event.~~
- ~~• That the event or program that the PDR request is being presented anticipates the attendance of more than 100 students~~
- ~~• That the event or program that the PDR request is being presented for is open to all students. (2.8.7.9)~~

~~2.5.7.9.~~ The PDR Committee may also decide to grant funds from the “Solidarity Work for Non-U of Groups” line item, to groups that are not on campus. (2.8.7.10)

2.5.8. PDR Application Process

(PDR Application Process and Requirements split into two sections)

- 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. (2.8.7.4)
- 2.5.8.2.** Qualifying groups must submit a completed **PDR Request Form**, available on the CSA website, to the Committee through the President. (2.8.7.5)
- 2.5.8.3.** All parties must also disclose as to whether their organization/group collects student fees. (2.8.7.6)
- 2.5.8.4.** ~~Individuals~~ **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. (2.8.7.7)
- 2.5.8.5.** In fairness to all organizations, no group will be awarded more than ~~\$1000.00~~ **\$500.00** in any fiscal year. (2.8.7.11)
- 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)
- 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.
- 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.

Motion

Board of Directors Meeting # 3
September 25, 2019



Item 3.11.5.

Amendment to Policy Appendix A, Section 13 re Executive Portfolios

WHEREAS Notice of this discussion was provided at the Board meeting on September 11, 2019;

MOTION: That the amended Appendix A, Internal CSA Policy, Section 13, re **Executive Portfolios**, be approved as presented.

Moved:

Seconded:

13.0 Executive Officer Portfolio Duties

13.1. Executive Officer Portfolio Duties

13.2. General Duties

- ~~13.2.1.~~ Each executive member shall be responsible for an area or areas of concentration called portfolios
- ~~13.2.2.~~ Near the end of their term each executive member is responsible for ensuring proper transition for the respective executive-elect into their portfolio
- ~~13.2.3.~~ Each executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This includes holding office hours, performing classroom talks, etc.
- 13.2.1. Each Executive member shall be responsible for an area or areas of concentration called portfolios.
- 13.2.2. Each Executive member shall be responsible for consultation with the general membership on all matters pertaining to each respective portfolio. This may include holding office hours, performing classroom talks, surveying, etc.
- 13.2.3. Each Executive member shall take direction from the CSA Board of Directors when given
- 13.2.4. Each Executive member shall participate in CSA Board meetings and act as a resource to the Board regarding bylaws, policies, services and initiatives
- 13.2.5. Each Executive member is responsible for ensuring proper transition for the respective Executive-elect into their portfolio. [formerly 13.2.2]

13.3. President

- ~~13.3.1.~~ The primary purpose of the President is to uphold the values and goals of the Central Student Association. This includes acting as the main communicator of the organization and leading the Executive Committee upon receiving direction from the Board of Directors. This also includes assuring that the mission, programs and services are consistently presented to the various stakeholders of the organization. This person is also to initiate new projects that address the needs of the students at the University of Guelph.
- 13.3.1. The primary purpose of the President is to uphold the mandate of the Central Student Association:
 - a) To work with a team of Executive, directors and staff to make decisions with the collective interests of students in mind
 - b) To ensure that CSA operations and services are managed effectively and efficiently

- c) To lead the Executive Committee
 - d) To support the coordination of human resources and the development of training and transition for staff, Executive, Board Members and volunteers, and to ensure that appropriate resources and support are available
- 13.3.2.** To act as CSA representative in legal matters, and be knowledgeable of all legally binding contracts signed on behalf of the CSA
- 13.3.3.** To advocate for increasing student engagement and representation on committees

13.3.2. Public Relations

- ~~a) To be the spokesperson of the CSA~~
- ~~b) To contribute to the CSA's Strategic Plan review every five years~~
- ~~c) To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph~~
- ~~d) To make every effort to inform and educate the student body on all CSA initiatives, campaigns, programs, and events in collaboration with the Promotions and Graphic Designer
 - ~~i. through classroom speaking, attending appropriate student events, as well as liaison with as many student organizations as possible~~
 - ~~ii. including but not limited to, the support of other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs)~~~~
- ~~e) To ensure that all aspects of the CSA are adequately promoted to students, specifically focusing on promoting job opportunities, services, and activities
 - ~~i. To prepare and present a report to the Board of Directors explaining their plans for communication and engagement with the student body~~~~
- ~~f) To investigate alternative ways of publicizing CSA programs, initiatives, campaigns, and events to students~~
- ~~g) To promote the CSA through advertising efforts by use of campus Media in collaboration with VP of Student Experience~~
- ~~h) To be the primary contact between the CSA executive, Board of Directors, and the University Senior Administration on non-academic related matters
 - ~~i. To coordinate all meet, greet and appreciation events with the CSA membership, staff, volunteers and executive~~~~

13.3.4. Public Relations

- a) To act as the primary spokesperson of the CSA
- b) To maximize awareness of the CSA as an organization within the University of Guelph and the City of Guelph

- To inform and educate the student body on all CSA initiatives, campaigns, programs, and events, in collaboration with the Vice President Student Experience and Promotional Services & Graphic Design
 - To visit and speak in classrooms, attend appropriate student events, and provide liaison with student organizations
 - To provide support for other Primary Student Organizations (PSOs), Accredited Student Organizations (ASOs) and Special Status Groups (SSGs)
- c) To promote the CSA through advertising efforts by use of campus media in collaboration with the VP Student Experience
- d) To ensure that all aspects of the CSA are promoted to students, specifically focusing on job opportunities, services, and activities
- e) To act as the primary contact between the CSA Executive, Board of Directors, and the University Senior Administration on non-academic related matters
- To coordinate all “meet and greet” and appreciation events with the CSA membership, staff, volunteers and Executive
- f) To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and undergraduate students

13.3.5. Human Resources

- a) To review job descriptions and staff contract changes for accuracy and relevance and to ensure that staff evaluations occur as required
- b) To oversee approvals for overtime hours and to coordinate the use of in-lieu time as compensation for overtime worked
- c) To direct that training plans exist in all service areas, to promote participation in orientation programs, training days, and all-staff meetings and to support corporate priorities
- d) To develop Health & Safety policies, programs, training and protocols in collaboration with the Joint Health & Safety Committee
- e) To support the Policy & Transition Manager and the Office Manager & Executive Support with training and transitioning of directors, Executive, staff and volunteers
- f) To make the final decisions regarding the CSA Complaint Resolution Procedure or complaints regarding incidents of harassment, physical violence or threat, in collaboration with the HR Support Team member(s), as outlined in Appendix C – CSA Human Resources Policy

13.3.3. Finances

- a) ~~To be familiar with all aspects of the budget, day to day finances and to at all time take into consideration the long-term financial sustainability of the CSA as a non-for-profit organization~~
- b) ~~To present regular financial reports to the Board of Directors and the CSA membership~~
- c) ~~To be the executive liaison with the Business Office, especially on matters relating to the budget.~~
- d) ~~To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President, Academic and Business Manager~~
- e) ~~To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies~~
- f) ~~To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio and the Council~~
- g) ~~Responsible for seeking out new revenue generating opportunities consistent with the organization's mandate~~
- h) ~~The President can only overrule a particular expenditure, if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association. The reason for overruling an expense request should be documented and presented to the executive committee for discussion within 24 hours of an overruling by the President~~

13.3.6. Finances

- a) To act as “Corporate President” and to be a primary signing authority of the CSA
- b) To be knowledgeable of all aspects of the budget, day to day finances and at all times, to take into consideration the long-term financial sustainability of the CSA as a not-for-profit organization
- c) To be responsible for the oversight and coordination of the budgeting process in collaboration with the Vice President Student Experience and the Business Manager
- d) To present financial reports to the Board of Directors and the CSA membership
- e) To act as the Executive liaison with the Business Office, especially on matters relating to the budget
- f) To ensure that the budgeting process is equitable, manageable and adheres to the goals and directives set out in the Bylaws and Policies
- g) To meet with the Business Manager on a monthly basis to review the statements of Revenues and Expenditures for each portfolio
- h) To seek new revenue generating opportunities consistent with the association's mandate

- i) To overrule a particular expenditure, only if that particular portfolio or the President believes that the expenditure is not in the best financial interest of the association
 - To document the reason for overruling an expense request and present it to the Executive Committee for discussion within 24 hours of an overruling.
- j) To engage in the planning of the annual University budget
- k) To manage Affordable Housing Initiative funding requests

[from 13.3.3h]

13.3.4. Operations

- ~~a) To be the signing authority of the CSA~~
- ~~b) To be aware of the general operations of all the CSA services by conducting monthly meetings with the General Manager and the Business Manager
 - ~~i. This includes planning the “Year at a Glance” calendar of events and responsibilities for the year, in collaboration with the General Manager, permanent staff and executive committee sometime in the first two months of their term~~~~
- ~~c) To support the Policy & Transition Manager and General Manager with training and transitioning of directors, executive, staff and volunteers~~
- ~~d) To act as a representative of the CSA in legal matters, and shall be made aware of all legally binding contracts signed on behalf of the CSA~~
- ~~e) To ensure that the Student Organization Policy (SOP) Form is completed by the set date in summer, fall, and winter semesters, in order to maintain the CSA’s position as a Primary Student Organization (PSO) at the University of Guelph~~
- ~~f) To be the executive contact for all matters related to CSA ancillary student fees~~
- ~~g) To uphold the CSA’s general objectives according to the Board of Directors annually~~
- ~~h) To be responsible for the oversight of CSA designated spaces~~
- ~~i) To coordinate the Annual General Meeting in collaboration with the Executive Committee and permanent staff~~

13.3.7. Operations

- a) To be knowledgeable of the operations of all CSA services
- b) To be Executive Supervisor for all CSA permanent staff
- c) To uphold the CSA’s general objectives, according to the Board of Directors
- d) To ensure that the Student Organization Accreditation is completed by the set date in summer, fall, and winter semesters, in order to

- maintain the CSA's position as a Primary Student Organization (PSO) at the University of Guelph
- e) To act as the Executive contact for all matters related to CSA ancillary student fees
 - f) To coordinate the Annual General Meeting with the Policy & Transition Manager, in collaboration with the Executive Committee
 - g) To be responsible for the oversight of CSA designated spaces
 - h) To ensure the planning of the "Year at a Glance" calendar of events and responsibilities for the year, in collaboration with CSA staff
 - k) To initiate new projects that address the needs of the students
 - l) To contribute to the CSA's Strategic Plan review every five years
- [from 13.3.2b]*

13.3.5 Committees

- ~~a) To chair the Executive Committee~~
- ~~b) To chair the Finance Committee, and ensure that the committee fulfills its objectives, as outlined in the CSA Policy Manual.~~
- ~~c) To co-chair the Student Health Plan Committee, with the representative of the Graduate Students' Association, in order to ensure that the Student Health and Dental Plans are suitably negotiated and implemented, keeping as a primary objective the needs of the student body~~
- ~~d) To be a member of the Student Executive Council~~
- ~~e) To be a member of the Policy and Bylaw Review Committee~~
- ~~f) To be a member of Student Leaders and Administration Meetings~~
- ~~g) To chair the Capacity, Analysis and Planning Committee~~
- ~~h) To attend and speak at the annual Student Memorial Tree Dedication on behalf of the CSA and the Health and Dental Plan Committee~~
- ~~i) To be a member on Student Budget Caucus~~
- ~~j) To be a member on the PDR Committee~~

13.3.8 Committees

- a) Executive Committee (Chair)
- b) Finance Committee (Chair)
- c) Student Executive Council (member)
- d) Policy and Bylaw Review Committee (member)
- e) Student Leaders and Administration Meeting (member)
- f) Student Budget Committee (member)
- g) Petitions, Delegations and Representations (PDR) Committee (Chair)
- h) thecannon.ca Operating Committee (member)
- i) Committees with GSA:
 - CSA/GSA Transit Committee (Co-Chair)
 - Student Health and Dental Plan Committee (Co-Chair)

13.4. Vice President Student Experience

- ~~13.4.1. The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities~~
- ~~13.4.2. To follow the leadership and direction of the President~~
- ~~13.4.3. To be involved in event planning pertaining to University of Guelph undergraduate students~~
 - ~~a) This includes acquiring feedback, as well as recruiting volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students~~
 - ~~b) To create exciting and safe events, working collaboratively with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.~~
 - ~~c) This includes coordinating and planning Orientation Week events~~
- ~~13.4.4. To advocate for increasing student representation and participation on committees and newly created standing and ad hoc committees~~
- ~~13.4.5. To manage the social media and online presence of the CSA~~
- ~~13.4.6. To provide campaigns and events that ensure the health and well-being of students in collaboration with the Vice President Academic~~
- ~~13.4.7. To oversee and support the CSA Bike Centre, Clubs Coordinators and SafeWalk in collaboration with the General Manager~~

- 13.4.1. The primary purpose of the Vice President Student Experience (VPSE) is to enhance the student experience on and off campus through events and activities.
- 13.4.2. To follow the leadership and direction of the CSA President
- 13.4.3. To be a primary signing authority of the CSA
- 13.4.4. To be involved in event planning pertaining to University of Guelph undergraduate students
 - a) To acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students
 - b) To create engaging and safe events and work in collaboration with other Primary Student Organizations (PSO), Accredited Student Organizations (ASO), Special Status Groups (SSG), etc.
 - c) To coordinate and plan Orientation Week events.
- 13.4.5. To advocate for increasing student engagement and representation on committees
- 13.4.6. To seek alternative ways of publicizing CSA events to students
- 13.4.7. To manage the social media and online promotion of CSA events in collaboration with the CSA Graphic Designer and Social Media Assistant
- 13.4.8. To provide campaigns and events that promote the health and well-being of students in collaboration with the Vice President Academic

- 13.4.9. To supervise CSA Clubs and SafeWalk staff
- 13.4.10. To supervise the Student Events and Risk Management (SERM) Coordinator in collaboration with the Coordinator of Student Leadership, in the Student Experience Department
- 13.4.11. To serve as a staff resource on the Student Events and Risk Management Committee, to assist the SERM Coordinator
- 13.4.12. To coordinate the CSA Free Menstrual Product program and referendum fee, in collaboration with the CSA Business Office

13.4.8. Collaboration

- ~~a) To act as a support person for Special Status Groups, Underrepresented Groups, and Diversity and Human Rights~~
- ~~b) To collaborate with VP External on advocating for underrepresented and marginalized undergraduate students of the University of Guelph~~
- ~~c) To collaborate with VP External on information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety~~
- ~~d) To be informed of the various avenues that are available to students in need of advice, assistance, or support in non-academic university related areas~~
- ~~e) To ensure that student needs are being met through appropriate channels~~
- ~~f) To provide referrals, resources, and act as an advocate as needed~~
- ~~g) To be aware and up to date on University resources that provide non-academic support to undergraduate students~~
- ~~h) To collaborate with CSA Programmer and Promotional Services to ensure effective and engaging marketing of events~~

13.4.13. Collaboration

- a) To act as a support person for special status groups, under-represented groups, and Office of Diversity and Human Rights
- b) To advocate for under-represented and marginalized undergraduate students of the University of Guelph, in collaboration with the VP External
- c) To provide information regarding campaigns and committees that affects undergraduate students' mental health, well-being, and safety, in collaboration with the VP External
- d) To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas
- e) To ensure effective and engaging marketing of events, in collaboration with the CSA Programmer and Promotional Services & Graphic Design.

13.4.9. ~~Space & Student Space Initiatives~~

- ~~a) To cooperate with the President in being responsible for the arrangement and allocation of office spaces~~
- ~~b) To assist when required the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs~~
- ~~c) To assist when required the clubs administrative and programming coordinators to organize equipment rentals through The Shed as well as which clubs will be storing rentals within The Shed~~
- ~~d) To investigate and report CSA specific space and building initiatives~~
- ~~e) To work towards University wide student space initiatives in cooperation with the Executive Committee~~
- ~~f) To consult with the Vice President Academic regarding campus accessibility~~

13.4.14. Club Space

- a) To be responsible for the arrangement and allocation of club space, in collaboration with the CSA President
- b) To assist the clubs administrative and programming coordinators to assign bookable club space and lockers to accredited clubs, as required
- c) To assist the clubs administrative and programming coordinators to organize equipment rentals through the Garage and to determine which clubs will be storing rentals within the Garage, as required
- d) To manage the CSA Clubs Hallway poster boards, in collaboration with the Clubs office.

13.4.15. Student Space Initiatives

- a) To investigate and report CSA-specific space and building initiatives
- b) To work towards University-wide student space initiatives in collaboration with the Executive Committee
- c) To be knowledgeable of and advocate for campus accessibility, in collaboration with the Vice President Academic.

13.4.10. ~~Committees~~

- ~~a) To ensure proper representation on any University committees~~
- ~~b) To increase and advocate for increasing student representation and participation on these committees and newly created standing and ad hoc committees~~
- ~~c) To be a member of University Centre Board~~
- ~~d) To be a member of Student Leaders and Administration Meeting~~
- ~~e) To be a member of Athletics Advisory Committee~~

- ~~f) To be a member of Finance Committee~~
- ~~g) To be a member of Orientation Week Advisory Committee~~
- ~~h) To be a member of Student Life Advisory Committee~~
- ~~i) To be a member of Sexual Violence Committee, as well additional Sub-committees~~
- ~~j) To be a member of Student Wellness Advisory Group~~
- ~~k) To be a member of the 1 in 5 Planning Committee~~

13.4.16. Committees

- a) Executive Committee (Secretary)
- b) University Centre Board (member)
- c) Student Leaders and Administration Meeting (member)
- d) Athletics Advisory Committee (member)
- e) CSA Finance Committee (member)
- f) Orientation Week Advisory Committee (member)
- g) Student Life Advisory Committee (member)
- h) Sexual Violence Committee and sub-committees (member)
- i) Student Wellness Advisory Group (member)
- j) 1 in 5 Planning Committee (member)
- k) OUTline Advisory Committee (member)
- l) thecannon.ca Operating Committee (member)
- m) Innovation Fund Committee (member)
- n) Student Events and Risk Management Committee (Co-Chair).

13.5. Vice President Academic

- ~~13.5.1. The primary purpose of the Vice President of Academic (VPA) is to defend the University of Guelph undergraduate students' academic rights and interests~~
- ~~13.5.2. To follow the leadership and direction of the President~~
- ~~13.5.3. To represent undergraduate students with all matters pertaining to accessibility and funding of academic programming~~
- ~~13.5.4. To oversee issues of accessibility for undergraduate students that identify with having a disability~~
- ~~13.5.5. Financial Support~~
 - ~~a) To be well-versed in various areas of financial support~~
 - ~~i. Ontario Student Grant~~
 - ~~ii. OSAP~~
 - ~~iii. Bursaries~~
 - ~~iv. Work study~~
 - ~~v. Scholarships (Internal and External)~~
 - ~~b) To oversee the planning of the annual University budget in collaboration with the President~~
 - ~~c) To promote the use of financial aid available to students~~
- ~~13.5.6. To create events targeted at reducing student stress in collaboration with the Vice President Student Experience~~

~~13.5.7. To oversee and support the Student Help and Advocacy Centre in collaboration with the General Manager and the VP External~~

- 13.5.1. The primary purpose of the Vice President Academic (VPA) is to defend the academic rights and interests of University of Guelph undergraduate students.
- 13.5.2. To follow the leadership and direction of the CSA President
- 13.5.3. To represent undergraduate students with all matters pertaining to accessibility and academic programming
- 13.5.4. To coordinate the annual Teaching Excellence Award
- 13.5.5. To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee
- 13.5.6. To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager
- 13.5.7. To provide campaigns and events that promote the health and well-being of students, in collaboration with the Vice President Student Experience
- 13.5.8. To be knowledgeable of the various avenues and University resources that are available to students in need of advice, assistance, or support in non-academic areas
- 13.5.9. To supervise the Student Help and Advocacy Centre staff.
- 13.5.10. **Financial Support**
 - a) To be knowledgeable of various areas of financial support including bursaries, grants, loans, scholarships, work study, Undergraduate Research Assistantships (URA) and Undergraduate Student Research Awards (USRA)
 - b) To promote the financial aid available to students
 - c) To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President External. [see VPE 13.6.10b]

~~13.5.8. Academics~~

- ~~a) To collaborate and act as a resource with other academic student leaders~~
- ~~b) To communicate with students around various academic initiatives that are occurring around campus~~
- ~~c) To be completely knowledgeable of the Undergraduate Degree Regulations and Procedures~~
- ~~d) To represent undergraduate students on all academic and accessibility related committees~~
- ~~e) To actively engage with students to determine what academic issues are currently relevant to the undergraduate student body~~
- ~~f) To be responsible for creating a well-researched lobby document to~~

~~address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term~~

13.5.11. Academics

- a) To collaborate with and act as a resource to other student leaders and student organizations
- b) To communicate with students regarding various academic initiatives that are occurring on campus
- c) To be knowledgeable of the Undergraduate Degree Regulations and Procedures
- d) To represent undergraduate students on all academic and accessibility related committees
- e) To actively engage with students on academic issues that are currently relevant to the undergraduate student body
- f) To create and present a well-researched lobby document to University of Guelph administration to address the importance of having an accessible post-secondary education system, and other academic-related initiatives that have been identified as a priority for the current term as part of the Student Budget Committee.

~~13.5.9. Advocacy~~

- ~~a) To advocate on behalf of undergraduate students for an affordable post-secondary education~~
- ~~b) To be the primary advocate for undergraduate students who self-identify as having a disability~~
- ~~c) To work with Student Senate Caucus and College Government Executives to increase access to support services in order to increase academic advocacy~~

~~13.5.10. Senate~~

- ~~a) To act as an ex-officio member of Senate, Student Senate Caucus, and Senate Committees as per the Bylaws of Senate~~

13.5.12. Advocacy

- a) To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education, in collaboration with the Vice President External [see VPE 13.6.10a]
- b) To advocate on behalf of undergraduate students who self-identify as having a disability
- c) To work with student leaders and organizations to increase access to support services for academic advocacy
- d) To advocate for increasing student engagement and representation on committees

13.5.13. Tenancy Rights

- a) To be knowledgeable in specifics of the Residential Tenancies Act and related City of Guelph bylaws in order to provide tenancy advocacy to students
- b) To refer students to the appropriate community organization when advocacy requires a legal opinion
- c) To act as a resource for SHAC on issues related to the Residential Tenancies Act
- d) To be knowledgeable of and to work with Interhall Council to address University residence issues and concerns.

13.5.14. Senate

- b) To act as an ex-officio member of Senate
- c) To represent undergraduate students on Student Senate Caucus, Board of Undergraduate Studies and other Senate committees, as per the Bylaws of Senate.

13.5.11. Committees

- ~~a) To be a member of Student Leaders and Administration Meeting~~
- ~~b) To be a member of Academic Policy and Procedures Committee~~
- ~~c) To be a member of Board of Undergraduate Studies~~
- ~~d) To be a member of Campus Accessibility Committee~~
- ~~e) To be a member of Compulsory Fees Committee~~
- ~~f) To be a member of Calendar Review Committee~~
- ~~g) To be a member of Committee of Undergraduate Academic Advising~~
- ~~h) To be a member of Judicial Committee~~
- ~~i) To be a member of any Special Service Fee Committee~~
- ~~j) To be a member of Student Budget Caucus~~
- ~~k) To be a member of Senate~~
- ~~l) To be a member of Student Senate Caucus~~
- ~~m) To be a member of Student Rights and Responsibilities~~
- ~~n) To be a member of Accessibility Working Group~~
- ~~o) To be a member of Capacity, Analysis and Planning Committee~~
- ~~p) To coordinate the process for the Teaching Excellence Award~~
- ~~q) To coordinate the annual Student Memorial Tree Dedication in collaboration with the Graduate Student Association and the Health and Dental Plan Committee~~
- ~~r) To coordinate Art in the Bullring in collaboration with the Fine Arts Network and Bullring Manager~~

13.5.15. Committees

- a) Executive Committee (member)
- b) Student Leaders and Administration Meeting (member)

- c) Academic Policy and Procedures Committee (member)
- d) Campus Accessibility Committee (member)
- e) Compulsory Fees Committee (member)
- f) Calendar Review Committee (member)
- g) Committee of Undergraduate Academic Advising (member)
- h) Judicial Committee (member)
- i) Student Budget Caucus (member)
- j) Student Rights and Responsibilities (member)
- k) Special service fee committees (member)
- l) Accessibility and/or Academic Working Groups and Task Forces, wherever possible

13.6. Vice President External

- ~~13.6.1. The primary purpose of the Vice President External (VPE) is to represent the University of Guelph undergraduate students within municipal, provincial, and federal levels of politics~~
- ~~13.6.2. To follow the leadership and direction of the President~~
- ~~13.6.3. Coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community.~~
 - ~~a) This involves informing, educating, and involving as many students as possible in these campaigns~~
- ~~13.6.4. Initiate awareness and lobbying campaigns around municipal, provincial, federal, and global issues, especially legislation and policy affecting students~~
- ~~13.6.5. Ensure that all municipal, provincial, or federal election, as well as general election information, is disseminated to students~~
 - ~~a) Responsible for making public forums accessible and inclusive to all undergraduate students~~
- ~~13.6.6. Collaborate with other civic engagement groups wherever possible~~
- ~~13.6.7. Monitor municipal, provincial, federal, and global initiatives, programs, policies, and legislation that impacts students~~
 - ~~a) Where issues could include but are not limited to: post-secondary funding and support, early outreach, and support services for international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs~~
- ~~13.6.8. Build campaign coalitions with campus groups, clubs, and organizations committed to social/environmental justice~~
 - ~~a) Groups may include the Student Help & Advocacy Centre (SHAC), Diversity and Human Rights Office (DHR), Guelph Queer Equality (GQE), Guelph Resource Centre for Gender Empowerment and Diversity (GRGED), CFRU-FM, Guelph's Ontario Public Interest Research Group (OPIRG Guelph), Guelph Black Student Association (GBSA), and International Student Organization (ISO)~~

- ~~13.6.9. Coordinate with the President for responses to hate activity on campus~~
- ~~13.6.10. Act as a liaison to Guelph, Ontario, and Canadian governments~~
- ~~13.6.11. Being aware of city by-laws, programs, and initiatives that impact students~~
- ~~a) Representing the CSA at municipal events, activities, and initiatives where appropriate~~
- ~~b) To communicate with as many community members as possible~~
- ~~13.6.12. To oversee and support MealExchange and the Guelph Student FoodBank in collaboration with the General Manager~~
- ~~13.6.13. To oversee and support the Student Help and Advocacy Centre in collaboration with the VP Academic and the General Manager~~
- ~~13.6.14. Universal Bus Pass and Late Night Service Agreement~~
- ~~a) To act as the administrator of the Universal Bus Pass Program (UPass) and the Late Night Bus Service~~
- ~~b) This involves responding to any student questions about the Bus Pass and Late Night Bus Service (LNBS) providing promotional materials, creating campaigns about the UPass and the LNBS, and organizing distribution of the bus pass during summer, fall, and winter semesters~~
- 13.6.1.** The primary purpose of the Vice President External (VPE) is to represent and defend the rights and interests of the University of Guelph undergraduate students within municipal, provincial and federal levels of government
- 13.6.2.** To follow the leadership and direction of the CSA President
- 13.6.3.** To supervise the CSA Bike Centre and the Guelph Student FoodBank staff
- 13.6.4.** To coordinate with the CSA President for responses to hate activity on campus
- 13.6.5.** To advocate for increasing student engagement and representation on committees
- 13.6.6. Campaigns**
- a) To coordinate campaigns and events centered around municipal, provincial, and federal issues affecting students and our community
- To inform, educate, mobilize and involve as many students as possible in these campaigns
 - To initiate awareness, lobbying and action campaigns around student issues, especially legislation and policy affecting students and the post-secondary education sector

- b) To research and coordinate campaigns which may include anti-poverty, anti-corporate, anti-privatization, anti-war, pro-labour, pro-democracy, post-secondary funding and support, international students, mature students and students with dependents, poverty, health care, employment, labour, human rights, immigration, criminal law, and economic policy, public funding or social programs.

13.6.7. Federal, Provincial and Municipal Governance

- a) To act as a liaison to the City of Guelph, the Ontario government and the Canadian government
 - To monitor initiatives, programs, policies and legislation that impact students and inform undergraduate students about the effect upon students
- b) To be knowledgeable of City bylaws, programs, and initiatives that impact students:
 - To represent the CSA at municipal events, activities and initiatives where appropriate
 - To communicate student issues with community members
- c) To establish and maintain working relationships with the MPP and MP for Guelph
- d) To disseminate municipal, provincial or federal election information to students
- e) To encourage public all-candidate forums to be accessible to undergraduate students and to collaborate with civic engagement groups
- f) To record information about student issues mentioned in party platforms and to follow-up with elected candidates
- g) To remain non-partisan during the campaigning period and voting days, both in person and online.

13.6.8. Social and Environmental Justice and Coalition Work

- a) To build campaign coalitions with campus groups, clubs and organizations committed to social / environmental justice, which may include:
 - Office of Diversity & Human Rights (DHR)
 - Guelph Resource Centre for Gender Empowerment and Diversity (GRCGED)
 - Ontario Public Interest Research Group Guelph (OPIRG)
 - Aboriginal Student Association (ASA)

- Guelph Black Students Association (GBSA)
 - Guelph Queer Equality (GQE)
 - International Student Organization (ISO)
 - CFRU FM
 - The Peak
- b) To address issues of sustainability on and off campus, in collaboration with campus and community partners
- c) To collaborate with other civic engagement groups wherever possible, which may include Guelph Wellington Coalition for Social Justice, Wellington Water Watchers, Council of Canadians.

13.6.9. Labour Unions

- a) To collaborate and build coalitions with labour unions, on and off campus, that are committed to worker rights, which may include:
- Ontario Federation of Labour
 - Canadian Union of Public Employees (Locals 1334 and 3913)
 - Ontario Public Service Employees Union
 - United Steel Workers
 - Guelph District Labour Council
 - Future labour unions on campus.

~~13.6.15. Advocacy~~

- ~~a) To establish and maintain positive working relationships with student lobby groups that the CSA is currently a member of~~
- ~~b) To establish and maintain working relationships with the Member of Provincial Parliament (MPP) and Member of Parliament (MP) for Guelph~~
- ~~c) To oversee issues of sustainability on and off campus~~
- ~~d) To oversee additional matters as directed by the Board of Directors~~

~~13.6.16. Support in Tenancy Rights~~

- ~~a) Be familiar in specifics of the Residential Tenancies Act, and related City of Guelph bylaws in order to provide tenancy advocacy to students~~
- ~~b) When advocacy requires a legal opinion, the VP External will refer students to the appropriate community organization~~
- ~~c) Act as a resource for SHAC on issues related to the Residential Tenancies Act~~
- ~~d) Be aware of university residence issues and concerns and to work with Interhall Council to address them~~
- ~~e) Oversee the implementation of the Affordable Housing Initiative in partnership with the Guelph Campus Cooperative.~~

13.6.10. Advocacy / Lobbying

- a) To advocate on behalf of undergraduate students for an accessible, high quality post-secondary education in collaboration with the Vice President Academic [see VPA 13.5.12a]
- b) To communicate information to students on tuition fees and Board of Governors budget / decisions regarding tuition, in collaboration with the Vice President Academic [see VPA 13.5.10c]
- c) To disseminate information and research with other areas regarding post-secondary education matters [from 13.6.5]
- d) To establish and maintain positive working relationships with student lobby groups

13.6.11. Bus Pass Distribution

- a) To coordinate the CSA Bus Pass Distribution, in collaboration with the Office Manager & Executive Support, in consultation with CSA core staff

~~**13.6.17. Committees**~~

- ~~a) To be a member of Code of Ethical Conduct Advisory Committee~~
- ~~b) To be a member of Hate Activity Sub-committee~~
- ~~c) To be a member of Human Rights Advisory Group~~
- ~~e) To be a member of Town & Gown Committee~~
- ~~f) To be a member of Guelph Transit Advisory Committee~~
- ~~g) To be a member of Student Leaders and Administration Meeting~~
- ~~h) To be a member of neighbourhood committees~~
- ~~i) To co-chair of the CSA/GSA Transit Committee~~
- ~~j) To chair the Student Affordable Housing Initiative Committee~~
- ~~k) To be a member of Energy Conservation Working Group~~

13.6.12. Committees

- a) Executive Committee (member)
- b) Code of Suppliers Conduct Advisory Committee (member)
- c) Hate Activity Sub-Committee (member)
- d) Human Rights Advisory Group (member)
- e) Town & Gown Committee (member)
- f) Guelph Transit Advisory Committee (member)
- g) CSA/GSA Transit Committee (member)
- h) Student Leaders and Administration Meeting (member)
- i) Guelph District Labour Council (member)

Motion

Board of Directors Meeting # 3
September 25, 2019



**Item 3.11.6.
Ratification of Candidates**

MOTION: That the following undergraduate students be ratified as candidates in the CSA Fall 2019 By-Election:

Molly Brenzel	Arts
Aleksander Ginko	Arts
Sumana Gupta	Arts
Simonne Clout	CBS
Kathleen Nolan	CBS
Jessica Krawitz	CSAHS
Michael Pacheco	CSAHS

Moved:

Seconded: