

AGENDA
Board of Directors Meeting # 6
November 6, 2019 – 6:00 pm – UC 442



6.0. Call to Order	
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6.14. In Camera Session	
6.15. Adjournment	

Motion

Board of Directors Meeting # 6
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**Item 6.2.1.
Approve the Agenda**

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

Moved:

Seconded:

POSSIBLE AMENDMENT:

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

Moved:

Seconded:

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Members Present: Daniah Al-Naseri, Emily Bruce, Anna Canella, Simonne Clout, Jamie Gibson, Briana Green-Ince, Sumana Gupta, Nicole Johnston, Anthony Lenarduzzi, Josh Moran, Alan Negrin, Kathleen Nolan, Ariel Oleynikov, Matteo Raso, Lolia Shallouf, Blakeney Smith, Cameron Stotts

Regrets: Jena Lee Ashley, Molly Brenzel, Emmy Luo, Daniel Ofori-Darko, Jessica Krawitz

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

Chair: Cameron Olesen

Policy & Transition Manager: Earl Evans

Scribe: Sarah Dias

Overview of Motions

5.2.1. Approve the Agenda

MOTION AS AMENDED: That the agenda for the CSA Board of Directors Meeting on October 23, 2019, be approved as amended;

- To reorder the agenda so that Item 5.9: CSA Service Update follows Item 5.4: Comments from the Chair; and
- To add the following item:

5.10.5. Appoint Member to Health & Dental Plan Committee

Motion as amended carried

5.5. Approval of Past Board Minutes

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

5.5.1. Meeting # 4 – October 9, 2019

Motion carried

5.6. Executive Committee Minutes

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

5.6.1. Meeting # 16 – October 8, 2019

5.6.2. Meeting # 17 – October 18, 2019

Motion carried

5.7. Executive Updates

MOTION: To receive the following Executive Updates as information:

- 5.7.1 President
- 5.7.2 VP Student Experience
- 5.7.3. VP Academic
- 5.7.4. VP External

Motion carried

5.9.1. FoodBank – Clarissa Shepherd, FoodBank Coordinator

MOTION: To receive the CSA Services Update on the FoodBank from Clarissa Shepherd, FoodBank Coordinator, at the CSA Board Meeting on October 23, 2019.

Motion carried

5.10.1. PBRC Meeting # 2 – October 16, 2019

MOTION: To receive the information on the Policy and Bylaw Review Committee Meeting # 2, scheduled for October 16, 2019 at 10:30 am.

Motion carried

5.10.2. Vacant CSA Board Positions

MOTION: That an appointment process, as outlined in Clause 2.2.5. of Bylaw 2: Electoral, be initiated to fill the At-Large Representative vacancies in the following Colleges:

- Gordon S. Lang School of Business and Economics (1)
- Ontario Agricultural College (2)
- Ontario Veterinary College (2)

Motion carried

5.10.4. Hiring Committee Report – Front Office Assistant

MOTION: That the hiring of Alexander Charette as Front Office Assistant be ratified for the remainder of the 2019-2020 term, as recommended by the Hiring Committee.

Motion carried

5.10.5. Appoint Member to the Health and Dental Plan Committee (Added Item)

MOTION: That the following CSA Board Member be appointed to the Student Health and Dental Plan Committee for the 2019-2020 term:

- Kathleen Nolan

Motion carried

5.11.1. Working Group for Campus IT Strategy

MOTION: That Daniah Al-Naseri be named to represent the CSA on the Working Group for Campus IT Strategy: Student Experience Pillar.

Motion carried

5.11.2. Undergrad Representative on PBRC

MOTION: That Aoife Pucchio be ratified as a member of the Policy and Bylaw Review Committee, for the 2019-2020 term, effective immediately.

Motion carried

5.11.3. Senate and Board of Governors Election Dates

MOTION: That the following dates be received as information:

Winter 2020 Nomination Period

Monday, January 13 to Friday, February 7, 2020 (12 noon)

Winter 2020 Election Period

Monday, February 24 to Monday, March 2, 2020 (12 noon)

Motion carried

5.11.4. CFS Report – Horeen Hassan, Local 54 Rep

MOTION: To receive the Canadian Federation of Students – Ontario Executive Committee report from Horeen Hassan, Local 54 representative, as information, at the CSA Board meeting on October 23, 2019.

Motion carried

5.11.5. Motion for Fossil Fuel Divestment

MOTION AS AMENDED:

BE IT RESOLVED that the Central Student Association (CSA) works with and continues to support the work of Fossil Free Guelph;

BE IT RESOLVED that the Central Students Association (CSA) write a letter to President Franco Vaccarino demanding the University of Guelph to divest from all fossil fuel companies; and

BE IT FURTHER RESOLVED that the CSA Board encourages other student organizations to write similar letters to President Franco Vaccarino.

Motion as amended carried

5.15. Adjournment

MOTION: To adjourn the CSA Board of Directors Meeting of October 23, 2019 at 7:17 pm.

Motion carried

Agenda # 5 – October 23, 2019

5.0. Call to Order

5.1. Land Acknowledgement

5.2. Adoption of the Agenda

5.2.1. Approve the Agenda

5.3. Ratifications and De-Ratifications

5.4. Comments from the Chair

5.4.1. Introductions and Pronouns

5.5. Approval of Past Board Minutes

5.5.1. Meeting # 4 – October 9, 2019

5.6. Executive Committee Minutes

5.6.1. Meeting # 16 – October 8, 2019

5.6.2. Meeting # 17 – October 18, 2019

5.7. Executive Updates

5.7.1. President

5.7.2. VP Student Experience

5.7.3. VP Academic

5.7.4. VP External

5. 8. Director Reports

5. 9. CSA Services Updates and Reports

5.9.1. FoodBank – Clarissa Shepherd, FoodBank Coordinator

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5.10. Committee Updates and Reports

- 5.10.1. PBRC Meeting # 2 – October 16, 2019
- 5.10.2. Vacant CSA Board Positions
- 5.10.3. **NOTICE:** Amend Appendix G: Electoral (Section 4.2)
re. Nomination Signatures for Director Candidates
- 5.10.4. Hiring Committee Report – Front Office Assistant
- 5.10.5. Appoint Member to the Health and Dental Plan Committee (Added Item)

5.11. Business

- 5.11.1. Working Group for Campus IT Strategy
- 5.11.2. Undergrad Rep. on PBRC
- 5.11.3. Senate and Board of Governors Election Dates (Information)
- 5.11.4. CFS Report – Horeen Hassan, Local 54 Rep (Information)
- 5.11.5. Motion for Fossil Fuel Divestment

5.12. New Business

- 5.12.1.

5.13. Announcements

5.14. *In Camera* Session

5.15. Adjournment

Minutes # 5 – October 23, 2019

5.0. Call to Order

Chair Cameron Oleson called the meeting to order at 6:09 pm.

5.1. Land Acknowledgement

Land Acknowledgement by Briana Green-Ince

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

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

5.2. Adoption of the Agenda

5.2.1. Approve the Agenda

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MOTION: That the agenda for the CSA Board of Directors Meeting on October 23, 2019, be approved as printed and distributed

Moved: Lolita Shallouf

Seconded: Anthony Lenarduzzi

MOTION TO AMEND: To reorder the agenda so that **Item 5.9: CSA Service Update** follows **Item 5.4.1: Introductions and Pronouns;**

Moved: Horeen Hassan, VP External

Seconded: Ariel Oleynikov

Hassan: The Foodbank Coordinator is here to share some information about her service, so it is nice to get that out of the way before we dive into Board reports

Vote on Motion to Amend

Motion carried

MOTION TO AMEND: To add the following item:

5.10.5. Appoint Member to Health & Dental Plan Committee

Moved: Dena Van de Coevering, President

Seconded: Lolita Shallouf

Vote on Motion to Amend

Motion carried

MOTION AS AMENDED:

That the agenda for the CSA Board of Directors Meeting on October 23, 2019, be approved as amended:

- To reorder the agenda so that Item 5.9: CSA Service Update follows Item 5.4.1: Introductions and Pronouns; and
- To add the following item:
5.10.5. Appoint Member to Health & Dental Plan Committee

Vote on Motion as Amended

Motion carried

5.3. Ratifications and De-Ratifications

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5.4. Comments from the Chair

Chair: Good evening, thank you for being here tonight. Just to give you a few brief reminders, as we are moving through the semester, please raise your placard to request to be on the speakers list, raise your hand for a point of information, point of personal privilege, point of order or a point of parliamentary procedure, other than that let's go ahead and continue on to 5.4.1.

5.4.1. Introductions and Pronouns

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

5.5. Approval of Past Board Minutes

MOTION: That the Minutes be approved, as amended, for the following meeting:

5.5.1. Board Meeting # 4 – October 9, 2019

Moved: Anthony Lendaruzzi

Seconded: Blakeney Smith

PTM: Mr. Chair, may I ask that this motion include the words “as amended”? Very sorry, I neglected to include in the list of those present, the five newly elected members who were not members at the beginning of the meeting but ratified during the meeting. My apologies, Mr. Chair, if we could say “as amended”, here is the new list (projected) that it will be in the minutes. If everyone can check to make sure it is correct, my apologies again.

Chair: Any member opposed to as amended, rather than just approval of the minutes? Seeing none, the motion will be to approve the minutes “as amended”.

Vote on Motion

Motion carried

5.6. Executive Committee Minutes

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

5.6.1. Meeting # 16 – October 8, 2019

5.6.2. Meeting # 17 – October 18, 2019

Moved: Ariel Oleynikov

Seconded: Briana Green-Ince

Vote on Motion

Motion carried

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5.7. Executive Updates

5.7.1. President

Dena Van de Coevering: Hello! Hey folks, as you can see from the Board update, there are a few things to highlight. First, PDR, a few hiccups have arisen, and we need some amendments to what was produced. Just want to bring an informal unofficial heads- up to the Board that we are looking into amending the policy to better fit the student body, based on the information that we now have. So we will be in contact with the PDR committee around with what that looks like and how we can work together to do so. Just wanted to give you a heads-up on that piece. Second, it is important to highlight, that we are entering the second period of opt-outs, starting this coming Monday. For three weeks, students can go through their web advisor and select what student fees they do not want to support. We are producing a CSA awareness campaign so students are aware of what they receive when they pay the CSA fee of \$18.49. Be mindful to say what our fee does as well as the other 46 optional fees do. Please take the opportunity to share, since it is important for students to know what's available to them. Beyond that, all is in my update. Hope your semester is treating you well.

5.7.2. VP Student Experience

Claudia Idzik: Hey everyone. Horeen and I hosted an appreciation night called "students vote matters". It was super-successful, Brass Taps was packed. This week is Queer Identity Week, posted on the CSA Facebook page, so check out events that are happening, some really cool events going on. Sexy bingo #2 is tomorrow, starting at 7, If you're able to help for 6:30 to 7 pm, that would be much appreciated. And throughout the event to mark the trivia sheets that would be great. Just shoot me an email or see me after the Board meeting. Halloweek is next week, just posted about it on all social media. There is a bunch of stuff going on, including a pumpkin patch popup. I am going to dress up as a scarecrow, we'll see how that goes. I do need a lot of help 1 to 2 pm on Monday to bring pumpkins to the UC courtyard, so if you can help, please let me know. On Wednesday, October 30, we are streaming IT the movie, putting red balloons up. October 31 is ScareFair. Horeen will talk more about that. Some things not in my Board report, November 7, diva cup is coming for free sign up in UC courtyard. Also, I want to add, the transgender awareness committee is planning and looking for representation for transgender or non-binary folks, so if you're interested in being on the committee, please let me know. That's it for now.

5.7.3. VP Academic

Lindsey Fletcher: Howdy partners! Couple things I want to highlight in my report. Highlight #2 had the first CAPCOM meeting yesterday. A couple members weren't able to make it, but we had a very wholesome chat with the folks that were there. Looking forward to the next meeting as well as next Board meeting where you'll see

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what we've outlined as goals for the year. Highlight #4, events, we had the open and accessible task force run a table event, Monday in the in library. It went really well, we had 60 students talk to us about course material and issues with it, looking to promote open access for scholarly materials. Art in the Bullring is planned for November 14 in the evening, so keep an eye out for posters for that. And I attended the Centre for Innovation and campus mental health poll campus healthy communities conference and evaluation 2.01 workshop, really excited to bring some of that knowledge to the CSA work I am doing.

5.7.4. VP External

Horeen Hassan: Hey folks, I hope all is well and that you're all acing midterms. A few things to highlight, the parking grievance letter that was brought to Board last meeting, has been submitted to Vice Provost of Student Affairs and responded saying they are looking into the matter and will give a better response later. I want to highlight the Time to be Bold campaign. I had been doing a lot of student outreach before the Federal election, trying to get students to vote and giving them information on how and where to vote. Up to 3,236 individuals voted in the special ballot polls in Peter Clark Hall UC basement, so a big shout-out to Student Experience for arranging that and getting those folks to come to Peter Clark Hall, which was really great. First time voter's celebration on October 21, where Interhall Council, Student Housing, and CSA services collaborated to celebrate all the first year students who voted in their first election. We were in Mountain Hall giving out cupcakes and giving out more information on where and how to vote in the Federal election. A lot of first year students were really engaged, they were coming up to me asking questions about voting. They were very honest and were like "I'm not going to take a cupcake because I haven't voted yet", which was really sweet. And I don't know if folks saw the news yet but Cutten Fields was one of the polling stations that was one of the last ones to close, given how many students went to the polling station. I think Brianna came up to me and said it's an hour and twenty minutes just to vote at that polling station, so check that out. That's amazing that so many students heard about where that polling station was located and all showed up to go vote. Again, the Student Votes Matter event went really well, that was a collaboration between Student Experience and I.

As for Halloweek, for the ScareFair on October 31, there will be several different groups attending that event where there will be mini-activities happening at each table in an attempt to raise funds for the Foodbank. So far, these are the following groups and events that have been registered a table and maybe that might give you folks an idea if you want to volunteer at the event for that day. We'll be having a jugglers club table, so if you want to learn how to juggle. Horticulture Club will be having a table at Spooktacular, teaching people how to grow their own food featuring herbs. The Guelph Research Centre for Gender Empowerment, GRGED, will be making small glitter jars and designs. The Student Foodbank will be having an event called "Guess the Produce", so you won't know what

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you're touching. It will be a spooky little activity where you put your hand in a box and try to guess what you're feeling. That will be fun. Muslim Student Association will be making buttons and cookie decorating. The Guelph Centre for Organic Farming will be doing a spooky farm tour at 5 o'clock, then the Sustainability Office will be giving out soup. All of these activities, all the proceeds collected will be going to Student Foodbank. If you're interested, reach out to myself or Claudia and post some table for your group, if interested. Another highlight is the Ontario Executive Committee meeting will be taking place on October 26, this Saturday. This will be brought up later in the agenda with my updates. And the national annual general meeting will be taking place November 23 to 27. If folks have any questions about any of those things. feel free to reach out.

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

- 5.7.1 President
- 5.7.2 VP Student Experience
- 5.7.3. VP Academic
- 5.7.4. VP External

Moved: Simonne Clout
Seconded: Matteo Raso

Vote on Motion
Motion carried

5.8. Director Reports

Cameron Stotts: I had our first Board of Governors meeting today, which is why I'm dressed up a little bit nicer than usual. We talked about a lot of stuff, but the two things I'm going to draw everyone's attention to, the first one, in case you didn't know, we need new President for next year, so presidential selection committee. There's a lot of talk today about the direction we want to take as a university and institution, and who can we hire that is going to take us there. We also want to get student feedback, that's why I want to bring it to everyone field of vision. A survey will go to students, asking them what they want to see out of the institution, and then we are going to do our best to accommodate that and pick a president everyone is happy with. I'm forgetting the second thing right now, but I will bring it up in announcements, if I remember.

Jamie Gibson: waive

Anna Canella: I haven't been able to attend either CAPCOM or PBRC because of conflict with my classes, but I will try to make room to come.

Simonne Gupta: waive

Emily Bruce: waive

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Ariel Oleynikov: I was on the Hiring Committee for a new member of the front office staff. We found someone we think will fit into the environment well.

Briana Green Ince: waive

Simonne Clout: Interested in participating in trans gender awareness committee, and that's it.

Matteo Raso: waive

Anthony Lenarduzzi: Great time giving people money on PDRC.

Josh Moran: CAPCOM was great! Super fun and exciting to lay out some goals for this year.

Lolia Shallouf: PDR Committee was super fun, I learned so much about it.

Daniah Al-Naseri: I am also on the PDR Committee, and it was interesting discussing the material. I am on CAPCOM as well; we discussed some interesting stuff.

5.9. CSA Services Updates and Reports

5.9.1. FoodBank

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

MOTION: To extend speaking rights to the FoodBank Coordinator.

Moved: Horeen Hassan, VP External

Seconded: Kathleen Nolan

Vote on Motion

Motion carried

Clarissa Shepherd: I will try to make this fairly brief, thanks in advance for listening to me talk for this amount of time. First thing I will do is send around an info sheet. If interested in initiatives or with getting involved, just sign up with name and email and mention whatever it is you're interested in. I want to give you an overview of what we do at the Foodbank and get a sense of what everyone already knows about it. Does everyone know where we are located? [Yes] If interacting with people who need our services, it is a good idea to have a mental image of where we are to be able to describe where we are located, since that can be an accessibility issue to people who are in a secluded part on campus. Do people know what supplies and food items we give out to students? The answer is all sorts of non-perishable items, and then freezers with bread, chicken, eggs etc. On Tuesdays, we get eggs and produce and on Thursdays, we get milk, so if people ask you those types of questions, those are the answers. Does anyone know the services we offer? We partner with Ignatius farm on campus, an organic farm on campus. This farm donates to us every Tuesday and Wednesday, and we get to give away organic produce which is awesome. We also have a breakfast club on Wednesdays from 9:30 to 11:30 am in UC lounge. Anyone can come, hot

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and cold options are available. Please come and eat the food. Cooking classes are November 21, fun soup etc., awesome to come to that. We have a snack program we're working with and smoothie social on November 1. We will provide more information about that as we go.

I want to give you a snapshot of our visitors: 70% are graduate students that we are currently serving, 17% are undergraduate, 12% did not report, 70% full-time students and 63% of our users are international. 35% cited the first primary reason for using the service was a low pay situation, and 35% said high rent or bills are reason for them using the service. We support 449 people, but only 272 visitors as of today, but we have 184 people with dependents.

I do want to talk about food insecurity on campus. The Community Engaged Scholarship Institute was kind enough to share some of their information, although they have not fully published their study in the quantitative form yet. They do see that their results will be in line with Canadian campuses with 30-35% of students experiencing food insecurity, so it is a huge issue on campus, that is 8,000-10,000 people who are experiencing this. I did want to highlight a quote here, as student experience is really important in these kinds of issues. I want to give you an idea of what it feels like to experience food insecurity. If you're interested in getting more student experience like that, I do have a qualitative study I can email to you if you sign up your information. You can also watch a video on Twitter which is a great example of seeing students speak about their experiences on food insecurity. In light of all that, and in light of Hospitality Services recently switching over to a weight-based system which has increased the cost of more nutritious options on campus, I am looking to form a more anti-poverty focused task force on campus. If anyone is interested in joining me on this endeavour, please let me know. The previous Foodbank coordinator and I were discussing having a destigmatizing poverty campaign, because this is a really important issue. A lot of people do not think that students are in poverty. Or there is this idea that "oh yeah, all students just have to eat ramen, that is just the norm for students". We want to decrease that idea, so if you're interested at all, please let me know. I would love to have more people on board. Also, plug the digital scholarship that the community-based scholarship board is creating. They will have any individual who is experiencing food insecurity and is a racialized individual sign up for this. It is a paid workshop where individuals are taught and engaged with digital storytelling and given a whole bunch of support and information. It is a really cool initiative that they are starting. If you want to have more information on that, please let me know. And that's it! Thanks for listening. Questions, comments, concerns?

Jamie Gibson: You talked about an anti-poverty task force at the very end there. What would the mandate of such a task force be?

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Clarissa: Mainly we want to raise awareness on student poverty and de-stigmatize student poverty. That could look like campaigning on campus, workshops, conversational pieces to make people understand that it is a real issue that is affecting students with poverty.

Blakeney Smith: Where can we sign up to learn more about this?

Clarissa: On the sheet passed around, give your email and what you're interested in, and I'll email you.

MOTION: To receive the CSA Services Update on the FoodBank from Clarissa Shepherd, FoodBank Coordinator, at the CSA Board Meeting on October 23, 2019.

Moved: Anna Canella

Seconded: Simonne Clout

Vote on Motion

Motion carried

5.10. Committee Updates and Reports

5.10.1. PBRC Meeting # 2 – October 16, 2019

MOTION: To receive the information on the Policy and Bylaw Review Committee Meeting # 2, scheduled for October 16, 2019 at 10:30 am.

PTM: Tried to get quorum and came closer but still not there; this is the second time we tried to have a meeting. We're trying to get a time where it's convenient for everyone, so we'll be in touch with you about your schedules and when is the best time to meet. There's a list about some other things that we talked about informally, since it was not a meeting. Some of the items have been brought to the Board tonight, to be discussed tonight.

Moved: Kathleen Nolan

Seconded: Blakeney Smith

Vote on Motion

Motion carried

5.10.2. Vacant CSA Board Positions

WHEREAS five At-Large Board of Directors positions remain vacant following the CSA By-Election in the fall semester;

MOTION: That an appointment process, as outlined in Clause 2.2.5. of Bylaw 2: Electoral, be initiated to fill the At-Large Representative vacancies in the following Colleges:

- Gordon S. Lang School of Business and Economics (1)
- Ontario Agricultural College (2)
- Ontario Veterinary College (2)

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Moved: Dena Van de Coevering, President
Seconded: Anthony Lendaruzzi

Dena Van de Coevering: Seeing that by-election was successful this year, but also noticing that there are a few more empty seats, we have come up with the idea to fill the remaining seats completely so that all undergraduate voices are best represented around our table. The bylaw states the way students can be appointed and approved by the Board essentially, to come forward and stick with us and share opinions in the future.

PTM: The process in our bylaw basically says that if there are vacant seats after a by-election, which we've had, the Board shall initiate an appointment process and it starts with a callout on relevant platforms, to invite members to a Board meeting. It requires a number of signatures, the CRO, Chief Returning Officer, will have a nomination form, and the applicants will be invited to come to a Board meeting with a 150-word statement. The applicants will make a presentation followed by a paper vote by you, the Board members; that is the process.

Vote on Motion
Motion carried

5.10.3. NOTICE: Amend Appendix G: Electoral (Section 4.2) re. Nomination Signatures for Director Candidates

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

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

MOTION: That Appendix G: CSA Electoral, Section 4.2. be amended to require a total of 25 verified signatures in support of a nomination of a Director, from individuals within their constituency; and

RESOLVED that Appendix G: CSA Electoral, Section 4.3, remain unchanged, requiring a total of 100 verified signatures in support of a nomination of an Executive Officer.

Dena Van de Coevering: I want to highlight the second whereas clause, if certain director elections had less than 200 votes with it, so being mindful that the ratio of the signatures to votes is not actually proportionate. So, this makes sure our policies best reflect for students to become directors on our campus and our organization.

Earl: During the by-election campaign, the CRO came to me and said that some candidates had expressed concern about getting 50 verified signatures. Perhaps next week, we discuss this more fully and we can hear from some of the newer elected candidates. But it is an attempt to help outline a process for the

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candidates to become your candidates. We are not suggesting changing the 100 verified signatures that are required for Executive members.

Chair: I actually believe now reading this again, that the resolved clause is actually out of order. A motion needs to do be to do something, not to not do. This could be in a whereas clause but not part of the resolution.

PTM: Okay, we will change that for the next meeting.

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

5.10.4: Hiring Committee Report – Front Office Assistant

MOTION: That the hiring of **Alexander Charette** as Front Office Assistant be ratified for the remainder of the 2019-2020 term, as recommended by the Hiring Committee.

Moved: Ariel Oleynikov

Seconded: Horeen Hassan, VP External

Ariel: Like I said before, we interviewed a few different candidates, everyone was great, it was lovely to see a lot of people coming up. But we feel that Alexander has a lot to offer, that he would provide a new and fresh perspective, and fit the environment really well. We are pretty happy with the choice, after a lot of discussion.

Vote on Motion

Motion carried

5.10.5. Appoint Member to the Health and Dental Plan Committee

WHEREAS the Student Health and Dental Plan Committee includes the CSA President, one CSA Board Member and the CSA Business Manager, plus GSA representatives, benefits providers, and other committee members;

MOTION: That the following CSA Board Member be appointed to the Student Health and Dental Plan Committee for the 2019-2020 term:

- **Kathleen Nolan**

Moved: Dena Van de Coevering, President

Seconded: Sumana Gupta

Dena Van de Coevering: This committee meets a few times a semester, to look at health and dental plans that we provide to our students in regard to what options are there for them. It's a great way to connect with the wellness director on campus as well as the CSA counterparts that are a part of this committee with us. If interested, I would recommend putting your name down.

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Vote on Motion
Motion carried

5.11. Business

5.11.1. Working Group for Campus IT Strategy

MOTION: That **Daniah Al-Naseri** be named to represent the CSA on the Working Group for Campus IT Strategy: Student Experience Pillar.

Moved: Daniah Al-Naseri

Seconded: Lolita Shallouf

Dena Van de Coevering: For this event, we do have more information and what it looks like. There are two set dates, so if you're available for it then, I definitely recommend putting your name forward. This coming Tuesday 2-3 pm, and then Friday, November 22, 3-4 pm, are the timeslots for the committee meetings, if you are available.

Daniah Al-Naseri: I don't know if this is right way to ask this, but can we have more information about the committee?

Dena Van de Coevering: Essentially, it is working with the CCS or the IT development strategy realm there and also engaging with the student experience target on campus, essentially looking on how to interact with students, looking for more student perspectives to ensure that decisions are made with students in mind, looking for age appropriateness and finding that in line with U of G goals.

Vote on Motion
Motion carried

5.11.2. Undergraduate Representative on Policy & Bylaw Review Committee

WHEREAS Policy Appendix A states that "Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC" (Clause 2.6.2.1.);

WHEREAS a University of Guelph undergraduate student has contacted the PTM and expressed an interest in joining this committee;

MOTION: That **Aoife Pucchio** be ratified as a member of the Policy and Bylaw Review Committee, for the 2019-2020 term, effective immediately.

Moved: Dena Van de Coevering, President

Seconded: Matteo Raso

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Dena Van de Coevering: I want to speak to the character of this individual, observed in different capacities around appointing undergrad members. What I've heard, this individual is very lovely to work with, their interest goes beyond just CSA Board and committee will be engaging

Vote on Motion
Motion carried

5.11.3. Senate and Board of Governors Election Dates (Information)

WHEREAS the University Secretariat has forwarded nomination and election dates to the CSA President that are to be shared with the CSA Board of Directors;

MOTION: That the following dates be received as information:

Winter 2020 Nomination Period

Monday, January 13 to Friday, February 7, 2020 (12 noon)

Winter 2020 Election Period

Monday, February 24 to Monday, March 2, 2020 (12 noon)

Moved: Dena Van de Coevering, President
Seconded: Lindsey Fletcher, VP Academic

Vote on Motion
Motion carried

5.11.4. Canadian Federation of Students – Ontario Report – Horeen Hassan, Local 54 Representative

MOTION: To receive the Canadian Federation of Students – Ontario Executive Committee report from Horeen Hassan, Local 54 representative, as information, at the CSA Board meeting on October 23, 2019.

Moved: Simonne Clout
Seconded: Blakeney Smith

Hassan: As mentioned earlier, the Ontario Executive Committee will be meeting October 26. I just wanted to give you folks the opportunity to have a look at the report that has been submitted to the Ontario Executive Committee for the Canadian Federation of Students. This update is in regard to the structure, operations, and some of the campaigns of the CSA. If there are any questions...?

Suman Gupta: Meeting time?

Hassan: It runs from 9 am to 6 pm.

Vote on Motion
Motion carried

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5.11.5. Motion for Fossil Fuel Divestment

WHEREAS the Intergovernmental Panel on Climate Change (IPCC) Report came out stating that the human population only has up to a decade remaining until our planet suffers irreversible damage from climate change;

WHEREAS the years 2016, 2015, 2017, 2018, and 2014 have been the top five hottest years on record;

WHEREAS fossil fuel companies are the largest polluters of CO2 emissions into our atmosphere driving climate change;

WHEREAS the University of Guelph currently invests \$38 million dollars in fossil fuel companies;

BE IT RESOLVED that the Central Student Association (CSA) works with and continues to support the work of Fossil Free Guelph;

BE IT FURTHER RESOLVED that the Central Students Association (CSA) write a letter to President Franco Vaccarino demanding the University of Guelph to divest from all fossil fuel companies.

Moved: Simonne Clout

Seconded: Horeen Hassan, VP External

Simonne Clout: It is in our best interest to try and push those who have power to invest money to make our future a little bit better. I'd like to see what we can do to get the university to divest in fossil fuels.

Horeen Hassan: To further motivate and give some intent to why this motion was brought forward, thanks to the IPCC report, we now know that we do not have that much time until our planet suffers irreversible damage as a result of climate change. Post secondary institutions should be on the forefront of taking action on climate change. Instead our institution actually invests millions of dollars of student money into fossil fuel companies so this motion is to ask for continued support of Fossil Free Guelph and all the amazing work that they do and to push the university of Guelph to divest.

Jamie Gibson: Point of Information. I was wondering, there are two different motions, the official declaration projected on screen, but there was a slightly different one in the original agenda package which had some further clauses, and just wondering why the change?

Horeen Hassan: A motion like this has been brought to CSA Board several times. It is basically in support of Fossil Free Guelph and the work that they've been doing and so this always returns to the CSA Board in slightly different manner and format. That motion was a passed motion from a few years back that accidentally got into the agenda. Given that it's passed, that's how it got into the agenda, it is a passed motion, not that it has been changed or its been altered, but that it's a previous motion from a previous Executive. If that makes sense.

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Kathleen Nolan: I want to speak in strong support of this motion, I think that other members of would be behind me, that is science-based and we need to take action now. It is high time we do something about it.

Jamie Gibson: Just to sort of reiterate, Point of Information. I had asked a couple minutes ago, this motion that snuck way into original board package, it included a clause to launch an educational outreach campaign through the CSA to encourage investments. Is that something that we are in our capacity to do? And if so, should we amend this motion in that direction?

Horeen Hasson: In a sense that work is already taking place through Fossil Free Guelph, it would kind of be somewhat redundant to come up with another coalition for a campaign of some sort, to do the exact same thing that Fossil Free Guelph is already organized around and is doing that kind of work. It is better to support already existing groups and help them push toward divestment, than to create something else when we don't necessarily have time or resources right now to do.

Blakeney Smith: Point of Information or Point of Parliamentary Procedure. Would it be proper to amend the motion to say that the CSA encourages other student organizations to write similar letters, or maybe I should just say that I encourage others to write similar letters?

Chair: You can add to a motion so that would be a Point of Parliamentary Procedure. And then if want to add that, you would propose that to the Board as an amendment.

Blakeney Smith: I'd like to amend the motion to say that.

MOTION TO AMEND: To add that the CSA Board encourages students to write other similar letters to the university

Moved: Blakeney Smith

Seconded: Kathleen Nolan

Blakeney Smith: It's great for the CSA to write a letter; I think that it's even better for letters to come from all organizations not just those specifically mentioned.

Chair: The amendment would be to add another Be it Resolved clause. Is there any further discussion on amendment?

Anna Canella: Mine is more a question to whoever can answer. Is it more efficient to have it in a package form or to send multiple times in different days and times?

Horeen Hassan: It is somewhat up to the Board and individual student organization or directors to decide. I think what Member Smith was trying to motivate, is given that if the President receives similar letters with the same concern from several different student associations, the message is more powerful. Folks can feel free to use the same CSA letter drafted and sent on behalf of your organization, given that each student will have a slightly different reason or motivation behind wanting the university to divest. They can write the

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letter from their own perspective or they could use a letter drafted by the CSA; it's up to your organization.

Vote on Motion to amend
Motion carried

MOTION AS AMENDED:

BE IT RESOLVED that the Central Student Association (CSA) works with and continues to support the work of Fossil Free Guelph;

BE IT RESOLVED that the Central Students Association (CSA) write a letter to President Franco Vaccarino demanding the University of Guelph to divest from all fossil fuel companies; and

BE IT FURTHER RESOLVED that the CSA Board encourages other student organizations to write similar letters to President Franco Vaccarino.

Vote on Motion as amended
Motion carried

5.12. New Business

5.13. Announcements

Cameron Stotts: Alright, I did remember what I was going to say, so apologize for that. Other thing that was brought forward and I talked about, and I got a lot of positive feedback, is the positive impact that student organizations have on campus. And how the student choice initiative really started hindering that, and the effect that it can have in the long run. Brought forward, and we were approved on our budget today about what the university can do to subsidize the funding that may be lost from the Student Choice Initiative. I did get a lot of positive feedback, so I will keep bringing it up at meetings, to see what can be done in a budgeting perspective to help out student organizations on campus, because they do have such a positive impact, a huge reason why our campus has the nice "Guelphiness" as everyone calls it. So I will be staying on them for that.

Ariel Oleynikov: Family governing for elections, so that's exciting, and art week

Brian Green-Ince: In terms of BSA, we had an event this past weekend, I wasn't able to make it, but I heard it went really well. We collaborated with other studios, it was a paint night, with student organizations to run events there. I encourage you to check it out, if you want to have an event there. Have talent district on November 15 at Brass Taps. If know anyone or want to, we are looking for submissions. Talk to me or sign up. November 25 Bullring game night. That's all.

Blakeney Smith: Two events coming up, just going to read a bit from the Facebook page. First one is book launch for full spectrum resistance by Aric

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McBay. It is a free event, happening on the 28th at Carden Street at 7 pm. Aric McBay is coming to Guelph to talk about how to build social movements, in a time when human rights and our planet are under attack. Only powerful social movements and resistance movements can fight back and ensure, in nature of social justice, full in-depth history studies of social justice and environmental movements, highlights what is learned, after talk discussion on to how to apply these. At 42 Carden Street at 7 pm on October 28. Also, we are sponsoring a Guelph film festival stream of film conviction, not super familiar with, but I believe it is about the criminalization of poverty and mental health issues in particularly North America. That is taking place on Friday, November 1 at 7:30 pm at 32 Gordon Street at the drop-in centre. Tickets are \$22.93.

Simonne Clout: Hi everyone, I have to pull an all-nighter tonight for my midterm. With that, I am looking for music to listen to all night, if you have any recommendations. Playing my band on Saturday, with that we want to accept donations for the FoodBank, nice initiative for Halloween. Also pretty concerned about what is happening with Chile lately.

Anthony Lenarduzzi: Sixty-three days until Christmas, don't forget. Finally figured out what I'm doing for actual Halloween, going as stranger things, really excited. I regret going away for the week because I have two midterms this week, one got moved so I have two this week. But I got a tattoo, so that's cool. CSAHS is going really great.

Josh Moran: I have official numbers for FCC food drive, super-excited to say that we have above and beyond what we thought we were going to get, actually have 4,102 items donated, which is a lot more than last year, which was 1,600. So that was amazing. Operation Christmas Child is starting up, where we donate boxes of toys, so hopefully, we get just as good a turnout. SFOAC is currently in the process of developing a mentorship program with alumni from the college, so that is another thing which is pretty exciting. And we have an industry event coming up on Monday, right before aggie trivia as well, which is on Monday. So come out to test country music knowledge, more faces the better.

Lindsey Fletcher: Aggie pub theme?

Josh Moran: Canadian tuxedo tonight, so throw on a tuxedo and find me, we'll dance the night away.

Earl: I'd like everyone to welcome our new Board Scribe, Sarah Dias. She was ratified here at the last meeting and she is ready to go, so thanks for being here.

Dena Van de Coevering: I welcome Sarah as well.

Claudia: Halloween is in seven days, full spooky season, thank you Anthony. I have transitioned my hair from summer to spooky. Josh, thanks for the hay.

Simonne, when is your band playing?

Simone Clout: At the café, at 8:30 pm.

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Hassan: I screwed up Robert rules like two times today, Earl making eyes at me. Thank you for bearing with me tonight, any questions on any meetings, or in general of Canadian Federation of Students, what they do, reach out, I'm accessible.

Lindsey Fletcher: I went apple picking, it was great! Guelph Market is Saturday. Buy local when you can.

5.14. In Camera Session

5.15. Adjournment

MOTION: To adjourn the CSA Board of Directors Meeting of October 23, 2019 at 7:17 pm.

Moved: Simonne Clout

Seconded: Lindsey Fletcher, VP Academic

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

Executive Committee Meeting # 18

October 21, 2019 – 11:00 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

Motion Passed

Motion to Adjourn

Moved by: PRES

Seconded by: VPA

Motion Passed

7.0. Call to Order

Meeting called to order at 11:13 pm

7.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

7.2. Comments from the Chair

7.4. Executive Updates

7.4.1. President

PRES:

Another busy week ahead, with the main focus on SLEF, I will be spending a lot of time with the review committee. The PDR committee will meet for the first time this week to review the policy as it stands to be prepared for the upcoming submission close date.

Another big focus of the week is the second round of all staff meetings with our service and core staff, this will be a good opportunity for our services to connect over highlights from each service so all feel prepared to connect with students over the opt-out period.

7.4.2. Vice President Student Experience

VPSE: Time off: I am taking Friday, November 1st off. I will be accessible by call only if you need me (driving half the day).

Not much has changed since Friday, but still lots going on. There's the voter appreciation night tonight (Student Votes Matter). There's Sexy Bingo this Thursday, 7-11:00 pm. There's Hallweek all next week. If you can support in any way you can, that would save me.



I'm meeting with the Mental Well-Being Week planning committee, PDR committee, Ontario, UC Programming committee meeting, and SERM committee this week.

7.4.3. Vice President Academic

VPA: Time off: Probably going to take half days on this Friday and next to balance out my hours, as we have several evening events coming up.

Coming up this week, I have the OACCTF Tabling Event tomorrow from 10 am until noon for Open Access Week. Meeting with CAPCOM for the first-time tomorrow which I'm very excited about. Wednesday and Thursday are primarily SLEF Application review. Helping VPSE with the events this week and next week. That's all from me.

7.4.4. Vice President External

VPE: 12:30-3:00 is first time voter bday party. Student votes matter is later today. I'm heading to the Ontario Exec Meeting this weekend.

7.5. Unfinished Business

7.5.1. SCI

President: I have finalized numbers from the fall semester opt-out. We retained about an 80% opt in. It's confirmed as food bank and menstrual hygiene fee will be optional come the winter semester. We have a SCI promo meeting booked for tomorrow. There were ideas of promo-ing one service per week on our socials.

7.6. New Business

7.6.1. November Resource Fair

VPSE: I received an email from the university asking if we wanted to volunteer and table at the open house at the university on November 3. It's from 10:30-3:00 pm. Let me know if anyone is able to volunteer.

VPE: I can do it!

7.6.2. Board Pre-Brief

VPA: How do you feel about booking a meeting before each Board meeting to pre-brief the agenda? I'd like to be able to be on the same page about items and know who is best able to speak to them. if questions arise.

All Exec: In agreement

ACTION: VPA to look at schedules for Tuesday/Wednesday of Board weeks to book 30-minute check-ins.

7.8. Adjournment:

Moved by: VPA

Seconded by: VPE

Motion Passed

Meeting adjourned at 11:46 am



MINUTES

Executive Committee Meeting # 19

October 28, 2019 – 11:35 am

SUMMARY OF MOTIONS

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

Motion Passed

Motion to Adjourn

Moved by: PRES

Seconded by: VPA

Motion Passed

19.0. Call to Order

Meeting called to order at 11:35 am

19.1. Adoption of the Agenda

Motion to Adopt the Agenda

Moved by: VPA

Seconded by: VPSE

Motion Passes

19.2. Comments from the Chair

I hope everyone had a good weekend.

19.3. Executive Updates

19.3.1. President

PRES: Time Off: None.

Several meetings this week, O-week debrief with the Student Transition Office, Core Staff Meeting, two PDR meetings, Digital Signage check in with UC, Compulsory Fee Committee, UC Digital Signage Review Committee, CSA/GSA Transit Committee, Student Budget Committee.

PDR's are a lot of administrative work so that will be a heavy focus of the week when I am not chairing or participating in meetings.

19.3.2. Vice President Student Experience

VPSE: Time Off: I'm off Friday.

All my focus is on Hallweek this week. SLAM meeting today. We have a meeting with Orientation Week tomorrow, and a PDR committee meeting tomorrow.

19.3.3. Vice President Academic

VPA: Time Off: I'll be taking a half day on Friday to balance out my hours for the past week and this week.



Having met with the Registrar last week, I have proactively requested a list of classes with 100+ students registered for the CRO and ARO to use in elections next semester. They've identified it's best to pull this report after the add period ends, so we should have it by mid-January. We also discussed the SCI system changes on WebAdvisor and some academic policies to be reviewed, which I'll be moving forward with as part of AP&P.

My foci for this week include helping VPSE at Halloweek events, Experiential Learning Advisory committee today, Compulsory Fees Committee tomorrow, Late Appeals meeting Wednesday, and working on the CAPCOM report and my board report to complete by Friday.

19.3.4. Vice President External

VPE absent from meeting.

19.4. Unfinished Business

19.4.1. SCI

PRES: I received an email to my student account on Friday afternoon regarding the opt-out process, very similar content to the one from the summer. Was anything said at SLAM today?

VPA: VPSA (Carrie) had indicated that most of the suggestions SLAM put forward for changes were accepted by the Registrar. The only one that wasn't was removing the email signature.

PRES: Should we be putting out a statement to the students identifying that the opt-out window is open and highlighting what we offer? I think it's doing our due diligence to notify students of their options.

VPA: There was a sentiment made at SLAM earlier in the year that students are adults and have the responsibility to be aware of what is happening on campus, which includes checking their emails. They've received official notification about the opt-out process and I'm hesitant to put out a statement that might encourage people to opt-out.

VPSE: I don't know if you want to take a political stance on it or something neutral or more Guelph-focused?

VPA: I think if we're going to produce a statement, it should align more with our awareness campaign highlighting the services provided for the fee students pay rather than saying that students can opt out now.

PRES: So a statement that highlights CSA services and a second section about all optional fees on this campus?

VPSE: Yeah, I'm okay with that.

PRES: Do we explicitly state the window dates?

VPSE: I wouldn't. I think students are already being hounded by Financial Services so they should be aware and the end date will be engrained in their brain.

19.5. New Business

19.5.1. Financial Literacy Fair

VPA: Student Financial Services is holding a financial literacy fair in the UC Courtyard on November 21 at 10:30 am-2 pm. I think it's important for us to be there, perhaps to



promote the Fairness for International Students or Fight the Fees campaigns. I am available 10:30-12:45 pm that day. Would someone be able to cover the table at 12:45-2 pm?

PRES: Would SHAC be available to attend?

VPA: My understanding is that they were trying to reduce events because they have limited resources with two coordinators, but I can definitely ask.

PRES: Do you want to check in with VPE to see if she would be interested in helping with the campaigns?

VPA: Sure.

19.5.2. Website Editing

VPA: Would it be possible for me to get login access to drupal to edit the website? I have some stuff I would like to put up/edit (some ongoing) and recognize the workload that others have at this time. I am happy to incorporate my edits as needed into my workload, rather than sending them off to another exec or staff but will need user access to drupal.

PRES: I want to be mindful of usership and ensuring everyone who has access to the website editing has a pulse on the changes being made. That being said, recognizing the workload of all staff connected and you wanting to get it off your plate, I'm willing to compromise and sign in to give you access when you need it.

VPA: Okay.

19.5.3. W20 Election Dates

PTM joined the meeting.

PRES: On Thursday, it was raised to me that the University is shifting dates earlier for submission of referendum results to March 6.

PTM: Current election dates are voting March 2 to March 5. Keeping in mind, we need it to be ratified or if there's an appeal, we're in trouble. I think we need to move it, if that's their date, March 6. The CRO has suggested in his report that there be five days of voting.

PRES: We need to wait a week after the voting closes to ratify, right?

PTM: Yes, so our option would be immediately after reading week or the week before reading week.

VPA: I think it might also be worth checking with the LEAD Team because they previously ran college government elections voting the week before reading week and that might confuse student voting on multiple ballots. Additionally, with reading week being a break for students except co-op and OVC, would that impact the one week needed appeal process given the stat holiday and students not being around?

PTM: I hadn't thought of that but I'll discuss it with the CRO and ARO.

PRES: I also think we should offer info sessions prior to nominations about the CSA and the roles.

VPA: Maybe we can all book some time in our schedule, including some Board members, so people can drop in and ask about our roles rather than something more structured that people feel they have to be there the entire time.



PTM: I think that would be a good reminder. It might be good for potential nominees to meet with their current Board rep who can talk about the role.

VPA: I'd also suggest we be mindful of setting up those communications in case the Board member is re-running and sees them as competition. Also if they're discussing what the campaign process or anything is like, it could be considered a slate.

PRES: How are we feeling about a November meet-and-greet?

VPA: If we don't have a topic for the Town Hall, could that maybe be a replacement?

PTM: I think that's booked for Peter Clark Hall.

VPSE: I think that's too formal, but Brass Taps might be good.

PRES: I like the idea of Brass Taps being a more casual, drop in session.

PTM: Thinking of the promo, I can ask the CRO and ARO about these dates and backtrack from there.

PRES: It would go to the Board once decided, correct?

PTM: Yes, for information.

19.5.4. SLAM SCI Showcase

VPA: It was mentioned at SLAM today that the CSA was going to organize a showcase/fair for organizations that collect fees. Wondering where we're at for that and if it would be best to delegate to another organization to plan?

VPSE: I can try to organize something in November.

VPA: Also being mindful, it would need to be next week because Fair November is the week after.

PRES: I also think it should be made clear to organizations, the SCI has limited our resources and while we can work together, others also need to step up too.

VPSE: I can see if there is a date that the courtyard is available and see if groups are available and interested, and if not, I will not go forward with it.

19.8. Adjournment:

Moved by: PRES

Seconded by: VPA

Motion Passed

Meeting adjourned at 12:34 pm

ACTION:

ACTION:

ACTION:



Executive Update # 5

Dena Van de Coevering – President

Office: UC 248A

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November 6, 2019



Hello Directors!

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

Our campus is in its second opt-out period and will remain open until November 17. Please continue to highlight the great work that the CSA does for its students, such as our mandate highlights: to represent and amplify the voice of undergraduate students at the University of Guelph, particularly to decision makers; provide practical services that improve students' lives and save them money and to contribute to a positive atmosphere of acceptance, inclusion, belonging and safety on campus.

As for PDR changes, more information later in the agenda, but the **new PDR deadline for the Fall 2019 semester is November 15.**

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

1. Committee Meetings
 - Compulsory Fees Committee (to be renamed)
 - Executive Committee
 - PDR Committee, early submission approval and policy improvements discussion
 - CSA/GSA Transit Committee
 - Student Budget Committee, focus on Registrar's Office and Student Fees
2. Other Meetings
 - Second round of All Staff meetings, supported by Office Manager
 - Student Executive Council
 - President's Council, Office Manager, Business Manager, Policy and Transition Manager, and Promotional Services; brief updates twice a week to ensure that there is cohesion between permanent staff and large-scale impact items of the organization while being time efficient
 - Promo Check-in(s)
 - Core Staff Meeting, permanent staff and executive round table check-in
 - UC/CSA Digital Signage Check-in, focus on transit signage and CSA promo
 - CSA/GSA FoodBank Memorandum of Understanding check-in, ensuring the same level of transition year-to-year between the two organizations and their common service
3. Day-to-Day Life at CSA
 - Final week of 'Get Moving' October, challenge where staff who do something active are encouraged to fill out a ballot to be entered in a draw to win gift-card-based prizes, largely supported by the Joint Health and Safety Committee, including our Office Manager and Bullring Manager
 - November's Health and Safety focus is eye care and ergonomics

If you have questions or inquiries, please ask! Enjoy the first few weeks of actual Fall weather!

Executive Update # 5

Claudia Idzik – VP Student Experience

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519-824-4120 ext. 58328

csavpexperience@uoguelph.ca

November 6, 2019



Hi pals,

Great to see everyone again. Halloweek was last week and it was a huge success! Thank you to everyone who stopped by any of the events, and to the rest of the Executive for being my post the entire week (I'm writing this report late at night and it doesn't really make sense, but think of it as a support metaphor). We ended up raising over a thousand dollars (accounting is still working on the number) and brought over carts full of donations to the Student Food Bank. It's been seven days since Halloween and only 358 days till the next.

#SOTW:

Bloom by Black Party

Important Dates:

November 7: Diva Cup Sign Up, UC Courtyard

November 9: Begonia & Brave Moon, Bullring, 7:00 pm (come watch me introduce the bands!)

November 11-15: Mental Well-Being Awareness Week, various locations

November 21: Sexy Bingo #3, Brass Taps, 7:00-11:00 pm

Events:

Halloweek Recap: Pumpkin Patch Pop-Up garnered about \$100 and some physical donations and we re-used the left-over pumpkins for the Scare Fair. Thank you to member Moran for donating a bulk of the decorations for that (you can pick them up now!). IT screening was cool, we posted a bunch of balloons in the UC and THORN that night. The Scare Fair ended up being the largest event and to my surprise went well! I think it can be a great alternative option for getting donations to the Food Bank. I was in my element that event. Wasn't happy with the lack of costumes on campus.

Sexy Bingo: Sexy Bingo #2 was packed! The first round was quiet, which I presume was because of midterms, but the second round packed the Brass Taps. Sexy Bingo #3 is coming up November 21.

Committees:

Student Leaders & Administration (SLAM): I may be working towards a Student Choice Initiative Resource Fair for all the organizations that have optional fees.

University Centre Board: I was nominated the Chair of the Programming Committee and now sit on their Executive Committee. Fair November is coming up in the UC Courtyard next week.

Mental Well-Being Education Programming Committee: We have confirmed all programming for Mental Well-Being Awareness week, and you will see the posters out shortly.

PDR Committee: Went through many applications and #gave #out #those #funds *hand clapping emoji*

SE&RM: Next meeting is this Thursday.

Executive Update # 5

Claudia Idzik – VP Student Experience

Office: UC 248A

519-824-4120 ext. 58328

csavpexperience@uoguelph.ca

November 6, 2019



Projects:

All of my headspace has been in a million events the last two weeks so I have not had a chance to touch any projects. Diva Cup is tabling November 7 for sign-ups as part of the Menstrual Hygiene Initiative. If you have any friends that would like a Diva Cup, tell them to stop by! It is only open to undergraduate students. Study Space in PCH has been booked for December 4 and 5, and December 11 and 12. In the coming weeks, I will be working on more student involvement projects and student space initiatives.

Other:

- Debriefed one on one with the Student Transition Office about Orientation Week. Gave them some feedback from a CSA perspective on what to keep/stop/start. If you have any other feedback regarding O-Week, I can send it along.
- I've put up the CSA Board meetings as events on Facebook so it reaches a wider audience and students will know that they are able to attend as guests.
- Horeen and I are meeting with Student Experience to talk about a potential speaker collaboration.
- I'm writing the GRE the second last week of November so I may not be as reachable as I usually am. I will be checking emails every day but will not be around the office. Wish me luck!

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

Executive Update # 5

Lindsey Fletcher – VP Academic

Office: UC 249

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November 1, 2019



Ahoy mateys!

Here is an update on what I've been working on since we last met. If you'd like a more exhaustive report of my week-to-week activity or more information about specific projects/committees, please reach out! I'd be happy to meet with you to discuss it further.

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 13.5. – Vice President Academic.**

As we are now half-way through my term, here's a quantitative update: I've attended **218** meetings, **18** events, **10** convocation ceremonies, and **2** conferences. I've drunk approximately **150** caffeinated beverages, bothered Claudia in her office at least **101** times, and interacted with over **110** students (not including during bus pass, O-Week, Sexy Bingo, or meetings).

1. Acknowledgements / Highlights

- Shout out to our VPSE Claudia for running a Spooktacular Halloweek
- Thank you to Director Moran for his hay/corn donations for the photo booth pop-up

2. Internal CSA

- **Student Help and Advocacy Centre**
 - Meeting with Coordinator to receive updates and provide support where needed
 - SHAC is open Monday-Thursday every week with drop-in lawyer hours on Tuesday 6-7 pm and Wednesday 12:30-3 pm
- **CAPCOM**
 - Wrote preliminary report as per CSA Policy Manual, Appendix A, Section 2.4.2.2.
- **Other**
 - Supported VPSE at Sexy Bingo, Halloweek photo pop-up, and Scare Fair

3. University Meetings/Committees

- **Academic Committees**
 - Working with the Registrar, AVP Academic, and AP&P Committee to review academic policies and work towards more student-friendly/-focused policies, which includes looking into:
 - Protection of study breaks
 - Retaking previously passed courses
 - Exam scheduling
 - Class averages on transcripts
 - *Academic Policy Highlight:* You have until the last day of classes (November 29) to drop courses (formerly the 40th class day)

Executive Update # 5

Lindsey Fletcher – VP Academic

Office: UC 249

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November 1, 2019



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- **Non-Tuition Ancillary Fee Committee (formerly Compulsory Fees Committee)**
 - Elected as Chair of this committee
 - Completed Student Life Enhancement Fund (SLEF) application review
 - This is for participating in or providing non-academic initiatives on or off campus that enrich the student experience
 - Applications for Winter 2020 funding are due January 15
 - Working through revisions to the Ancillary Fee Protocol, as mandated by the MTCU
 - Advocating for increasing student representation – if approved by Board of Governors, we will be adding 1 additional student rep for a total of 7, in addition to 5 existing staff/faculty seats and Vice Provost Student Affairs
 - **Experiential Learning Advisory Committee**
 - Discussed experiential learning record (as replacement for co-curricular transcript)
 - Reviewed the 2017 UofG Experiential Learning Framework

4. Events

- **Art in the Bullring**
 - November 14 at 7-9 pm in the Bullring
 - Artwork can be submitted in Tuesdays and Thursdays at 11:30-12:30 (ALEX 379) or Tuesdays 5:30-6:30 (ALEX 286) by November 7
- **Financial Literacy Fair**
 - November 21 at 10:30 am-2 pm in the UC Courtyard
- **Teaching Excellence Award**
 - Nominations for the Teaching Excellence Award will be accepted until February
 - If you know an amazing professor or sessional instructor, please nominate them
 - More information can be found at csaonline.ca/TEA or by contacting me

5. Working with You!

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

6. Personal Updates

- 43 days left of this semester (including weekends and exams)
- I'm going to see the Arkells on Friday
- IT'S NOVEMBER!!!!

Executive Update # 5

Horeen Hassan – VP External

Office: UC 250

519-824-4120 ext. 56376

csavpexternal@uoguelph.ca

November 6, 2019



Hello Directors!

I hope everyone is doing well! Time has been flying, it's already November! So much has been happening at the CSA and there is still so much to do. Now that the Federal Election and Halloweek have passed, I'll be focusing more on campaigns for the rest of the semester. Let me know if there are any campaigns you're interested in or want to join. Also, feel free to reach out if there's an issue we have not addressed that you'd like us to campaign around.

For your reference, my job, duties, and responsibilities are outlined in **Policy Manual, Appendix A, Section 13.6. – Vice President External Affairs.**

EXTERNAL AFFAIRS AND COMMITTEES

- **Guelph District Labour Council (GDLC)** – Last meeting was October 10.
- **Guelph Wellington Coalition for Social Justice (GWCSJ)** – Last meeting was October 8.
- **Green New Deal Planning Committee** – GND planning committee is scheduled to meet soon, let me know if anyone is interested in joining the committee!
- **Transit Advisory Committee (TAC)** – Last meeting took place October 24. There is a new Transit app in the works that gives UpToDate transit updates to transit users and helps them to plan trips. Let me know if folks have any Transit concerns you would like to address.
- **Town and Gown Committee** – Last meeting was October 24, Homecoming was discussed. Next meeting is November 20.

LOCAL AFFAIRS AND COMMITTEES

- **CSA/GSA Transit Committee** – Last meeting took place October 30. I was unable to attend.
- **Suppliers Code of Ethical Conduct** – Last meeting was October 24. The committee went over the University of Guelph's ethical purchasing policy, and the report sent to BOG regarding the Ethical Purchasing Town Hall.
- **Human Rights Advisory Group (HRAG)** – Next meeting TBD.
- **Student Leaders and Administration Meeting (SLAM)** – Last meeting was on October 28. I was not able to attend since I was in Toronto to welcome back our MPPs at Queen's Park.

CAMPAIGNS

- **We the Students** – Will be campaigning around We the Students this week to raise awareness about the cuts to education and how they negatively impact students across campus and across the province.
- **United for Equity** – Tabled in the UC Courtyard October 2. Board members attended an Anti-Oppression workshop with Stacey from DHR October 17. If you have not attended an Anti-O yet, reach out to me and we can find a session for you to attend!
- **Tap In!** – I will be working in collaboration with Wellington Water Watchers to address water issues and bringing back the Tap In campaign soon.

Executive Update # 5

Horeen Hassan – VP External

Office: UC 250

519-824-4120 ext. 56376

csavpexternal@uoguelph.ca

November 6, 2019



- **Fairness for International Students** – I will be meeting with ISO, OIA and a few international students on November 4 to discuss a town hall addressing issues being faced by international students.
- **No Islamophobia** – I will be attending the MSA weekly meeting November 6.
- **Reconciliation** – N/A
- **Fossil Free Guelph** – I've been attending FFG meetings. The meetings are scheduled every Monday from 5:00 pm to 6:30 pm. Feel free to reach out if you're interested in joining.
- **HALLOWEEK** – Halloweek was a success! Shout out to VPSE for all the work she put into the events. Also, a shout out to Horticulture Club, Sustainability Office, and GCUOF for fundraising over \$1000 for the student food bank!

POLITICAL ENGAGEMENT

- **Power of Many** – The Ontario Federation of Labour (OFL) hosted an event to welcome back MPPs at Queen's Park on Monday, October 28. The welcome consisted of several floats of people parading around Queen's Park. This was a power message to the Ontario government. We have not forgotten about the all of the cuts to public services and how they are negatively impacting us.

CANADIAN FEDERATION OF STUDENTS (CFS)/ LOCAL 54 REPRESENTATION

- **Ontario Executive Committee (OEC)** – The Ontario Executive Committee Meeting was October 26 in Toronto. There was a lot of talk around the Student Choice Initiative and information sharing about how other campuses have been impacted and what they are doing to raise awareness.
- **National Annual General Meeting (AGM)** – The National Annual General Meeting will take place from November 23 to 27 in Toronto.

The combination of our regular summer clientele along with conference business and private bookings for receptions made for a very busy summer. During the summer semester, we had four full-time staff members (including myself) as well as several part-time casual staff to help with events and days off. We were open Monday to Friday, 8:30 am to 5:00 pm and served an average of 250 customers per day. With the exception of a one-week closure in August, we were open the entire summer.

Our full complement of approximately 45 part time student staff returned in September. In the fall and winter semesters, we are open Monday to Thursday, 8 am to 10 pm (Wednesdays 12 am for Open Stage) and Fridays, 8 am to 7 pm. We continue to book private events on weekends. September and October have been very busy, we are serving upwards of 1300 people daily (an increase from last year) and we hope to see that trend continue into November and December.

Our Programming:

Open Mic – We host this every Wednesday evening during the semester. It is all ages and all talents are encouraged. This weekly event has been successful.

Live Music – We have a several students or student groups who play monthly or bimonthly during the daytime.

Rainbow Ring – Started again October 21 and runs every Monday for the rest of the semester. It's a casual meeting place for LGBTQ+ community to meet and engage in casual conversation. It is an open and visible space for students to connect with others of shared identity and experience. We provide the space and it is co-hosted by Outline and Guelph Queer Equality.

Bullring Band Night – We hosted our third band night on Friday, October 25 and again, it was a success. We sold over 110 tickets and had three live bands. Begonia is coming up in a couple weeks, on Saturday, November 9 as our first CSA hosted show.

Art in the Ring – An adjudicated art competition will take place at the end of November; the five winners will have their art on display in the Bullring until April.

Our Initiatives:

Composting Program – Coffee grounds are diverted out of the garbage stream and used in the Urban Organic Garden here on campus. Vegetable scraps (food processing) are diverted to our onsite composter.

Compostable Take Out Containers and Cutlery – For over 10 years, we have offered these take-out containers as an alternative to dining in the Bullring.

Mug Mondays – What started as an idea from two students in a sustainability class has turned into an everyday life. We now have a Mug Library. We encourage our clients to bring a reusable mug from home. If they forget, we will lend them one to be returned at leisure. We continue to accept mug donations. The whole idea is to reduce waste of single use coffee cups.

The Bullring will continue to strive to have great customer service, create delicious food and to be as efficient as possible. We look forward to serving you all soon.

- Katrina Lindsay Bullring General Manager

Motion

Board of Directors Meeting # 6
November 6, 2019



Item 6.10.1.

Appoint Hiring Committee – Bike Centre Coordinator

WHEREAS the Bike Centre Coordinator has resigned, effective January 1, 2020;

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

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

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

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

Moved:

Seconded:

Motion

Board of Directors Meeting # 6
November 6, 2019



Item 6.10.2.

Appoint Hiring Committee – Part-Time Bookkeeper

WHEREAS the CSA Business Office has been using assistance from a temporary agency;

WHEREAS the CSA recognizes the need to fill the position of Part-Time Bookkeeper; and

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

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

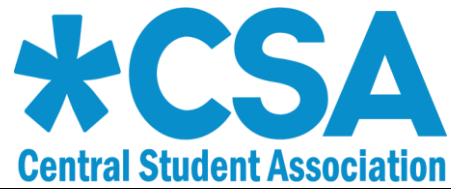
RESOLVED that [*one Board Member*] be appointed to this Hiring Committee.

Moved:

Seconded:

Motion

Board of Directors Meeting # 6
November 6, 2019



Item 6.10.3.

Appoint Hiring Committee – SHAC Assistant Coordinator

WHEREAS additional resources are required in the Student Help & Advocacy Centre (SHAC);

WHEREAS the CSA Board originally approved the hiring of two SHAC Assistant Coordinators for the remainder of the 2019-2020 term, but only one has been hired to date; and

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

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

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

Moved:

Seconded:

PDR Committee Meeting #1

October 22, 2019

1:00 pm

Members Present: Lolia Shallouf, Nicole Johnston, Daniah Al-Naseri, Anthony Lenarduzzi

Executive Present: Dena Van de Coevering, Claudia Idzik

President: We have just reviewed the PDR Policy. Any questions on the policies surrounding these policies?

Lolia: I just wanted to make sure I'm understanding this right. Is the PDR funding only available for student groups and clubs?

President: We changed our policies to ensure that only students who pay our CSA fee are eligible for PDR funding. The tiered system is similar to other funding the university offers as priority goes to our clubs and events that impact the most students, while begin mindful of supporting groups that might not have the most impact on a large number of students, but still valuable to their group.

Anthony: What are PDR lines for this and how much are they?

President: Over the summer, it was given the lines of \$6,000. It was \$13,000 previously but the decision was made to split \$4,000 this semester and \$2,000 next. However, since we received final numbers from our student fees, it is now \$9,000 and I wanted to take this to the committee to see how we would split the amount available. There is a summary sheet attached to the documents which outlines the requirements for this process. It highlights the bigger changes in the policies. The biggest change that we have to this piece is that we have two main deadlines. One of which is this Thursday, and the other is in the winter semester. We determined it would be best to see all applications at once to see the whole picture and best spread our PDR wealth to the individuals that applied. Any questions regarding this?

VPSE: We should nominate a vice chair for the PDR committee at this time.

President: Any nominations from the floor for Vice-Chair?

Motion: For Nicole Johnston to be Vice-Chair of the Petitions, Delegations, and Representations Committee.

Moved: Lolia

Seconded: Anthony

Motion passed

Motion: For VPSE to take on the position as Scribe for the duration of the committee meetings.

Moved: President

Seconded: Lolia

Motion passed



President: As a committee, we can move to approve or amend the PDR Request Form. As we are halfway through the fall semester, it may not be appropriate to change anything on the request form for this semester. However, we can work towards changing it for the next semester if need be.

Nicole: You said that previously you had meetings every three weeks. What if someone wanted to run an event the beginning of the semester but we're not looking at PDR requests till after the event?

President: The intention was that it would be almost similar to SLEF where there is one deadline. If we find that it is inhibiting people from applying, we can definitely look at that to change it.

Anthony: How do we check if they are a fee paying member?

President: We can keep it open instead of checking, and we can request their webadvisor to be shown.

Upcoming Meeting: October 29, 1-2pm; October 30, 2:30-3:30pm

Meeting Adjourned: 2:02 pm



PDR Committee Meeting #2

Minutes

October 29, 2019

Meeting started at 1:05 pm

Attendance: Lolia Shallouf, Daniah Al-Naseri, President, Vice President Student Experience

2.1 PDR Application Deadline

President: My proposal to adjust to a new deadline mid-stream is to look over the applications already submitted, and then proposing a new deadline for PDR applications. Are we okay moving forward with a new deadline of November 15 deadline, and then approving the applications we have already.

Daniah: We can consider these as early submissions.

President: That being said, we're okay to move forward with our applications and critique them and set an amount that we are able to give them. There's a handful of retroactive applications, and I can't find it anywhere in the policy about retroactive applications but it does say it on the back of the application itself, that we are able to refuse retroactive applications.

2.2 Guelph Jazz Festival Colloquium

President: Given that this is a PDR coming from an external organization, are you comfortable not giving any money to this organization, or do you want to look through it?

Daniah: Is it okay to come back to this at a later time?

2.3. Future Vets Club

President: They've applied for \$700, which is already higher than the maximum amount for requests. They've requested the bulk of it for lanyards, which is a conversation I've had at other meetings about purchasing merch.

O: They're requesting \$450 for lanyards and only \$200. And they're only anticipating 150 people.

VPSE: I am not seeing it on Gryphlife as they ran it. We can do a contingency and offer them \$300 if they ran the event.

Agreed on \$300 on the contingency that they've run the event.

2.4. Bowling at iBowl Cambridge

President: They are asking for \$300. Mind you, we do have innovation in our policy and prioritize events that do not occur more than once.

Daniah: The whole event costs \$1200 and they're only requesting this money or 40 people? That seems expensive.

President: If the event hasn't occurred, do we fund them? I'm leaning towards if they haven't SRM'ed it, and the SRM process is through us and our insurance, do we accept the funding? I'm erring on the side of no.

Lolia: They're getting points off for no innovation, which is one of the first things we prioritize.

Daniah: It seems like they aren't concerning a lot of students.

Lolia: If they are not offering transportation to the event, is it really that accessible?



President: Back to the bottom line, they're asking for \$300. It says that it's running this month but there is nothing set on Gryphlife. Would you folks be comfortable for \$100, which is half? We're speaking to the innovation, accessibility.

Agreed on \$100.

2.5. UoG Filipino Student Association Welcome Back Party

President: There is not much detail for how much the event costs to run

Daniah: It seems reasonable for \$55 for the PDR request.

President: Are you folks okay with giving the full amount of \$55?

Agreed on \$55.

2.6. Tamil Students Association Welcome Night

President: They're asking for under \$100 for 30 students. Last year they received \$100. They applied for innovation funding.

VPSE: Innovation funding is only for Orientation Week events and this event is in October?

I didn't see an application for this on the committee.

Daniah: I say we fully fund.

Agreed on \$94.95 for Tamil Students Association.

2.7. Model UN Internal

President: They are looking for \$500, they received \$1000 last year. They indicated 20 students helping and 60 attending. They've received funding from other colleges on campus. If you assume that the 60 individuals attending are students, then there will be a total of 80 students impacted.

VPSE: They're getting \$200 projected income so they're total expenses minus income is \$300.

I say we don't fund more than \$300.

Agreed on \$300.

2.8. Decolonizing Thanksgiving Dinner

President: This organization is not a student organization. From my understanding, they used to be students on campus, but have now graduated.

Daniah: It also says that the CSA has supported this event for over 10 years.

VPSE: So it's not an innovative request.

President: It's also not a student group. They were mindful of the student choice initiative in their application.

VPSE: We can come back to it.

2.9. Guelph Creative Collective.

President: They submitted a report form rather than a request. We can ask them to resubmit for the new deadline.

2.10. Indian Student Association

President: They have not held this event before, and they applied for \$500. They have not submitted a budget.

VPSE: I would not give them money unless we know what our money is going towards.

President: We can ask for them to resubmit with a budget.

2.11. Cure Cancer Classic Team

VPSE: I don't think this is a club on campus, rather than a team going to a cancer event.



Daniah: They've been funded before.

Lolia: How much are they asking for?

President: \$500. The individuals attending are being charged \$275 per person.

VPSE: I also think this is directly funding a charity rather than an event.

President: How do you folks want to proceed?

Daniah: I think they should find funding elsewhere. We should let them know this committee is for events

Lolia: Their application is also really confusing.

Agreed on not funding.

2.12. IB Undergrad Mentoring Program (iBump)

President: Approximately 30 people will be affected by this. They pair undergrads and grads. Last year they received \$250. Be mindful of the innovation piece. The only budget they submitted was that they were spending \$300 on food and \$100 on prizes. Another piece that has been raised previously was not to fund merchandise and also not only funding prizes. If the prizes are being used to incentivise.

Lolia: I think we should match last year's year.

VPSE: Also be mindful they are the third tier.

President: Do we want to drop it to \$175.

12.13. Me to We Fall Semester.

President: They are hosting a sock drive and a pizza party as a thank you to the volunteers that helped out. Approximately 20 students will be affected. They're not asking to fund the sock drive, they're asking for the thank you party. Asking for \$60.

Lolia: I'm okay with funding \$60.

Agreed on \$60 for Me to We.

12.14. Curtain Call Productions "The Wedding Singer"

President: It's a student group that puts on a play every year. They're applying for \$500 and have received \$500 in previous years. They do collect \$10 student fees but their budget is very specific. Total expenses are almost \$1700. We should be mindful of the innovation piece. It is a different play but it does re-occur every year.

Lolia: I do think they bring in an innovation element as it's a different play and many different students come in every year. I would be okay with \$500.

Agreed for \$500 for Curtain Call.

12.15. MSA Coffee House

President: They're looking for several performers, for approximately 50 students. They can accommodate up to 250 students in Peter Clark Hall. It's open to everyone. There is a fee associated with this event.

VPSE: I would fund full \$500 as they're tier one and its innovative.

Agreed on \$500.

12.16. Motion to Adjourn the Meeting

Motion: VPSE

Seconded: President



PDR Committee Meeting #3

Minutes

October 30, 2019

Meeting started at 2:30 pm

Attendance: Lolia Shallouf, Daniah Al-Naseri, Anthony Lenarduzzi, President, VP Student Experience (arrived at 3:00 pm)

Regrets: Nicole Johnston

2.1 PDR Policy

Committee discussed changes to the PDR Policy, with CSA Clubs Administrative Coordinator, CSA Business Manager and CSA Office Manager, as they all interact with the PDR process at various levels.

Discussion focused around number of deadlines, who is eligible for PDR funding, right to refuse retroactive funding. Policy changes will be brought forward to the Board for notice

2.2 PDR Applications

Applications to receive funding:

- Service Dog Society – Puppies and Pizza, agreed on \$481
- Tamil Students Association – TSA Cannon Painting, agreed on \$30
- Tamil Students Association – Movie Night, agreed on \$25

Applications reviewed without funding:

- Sustainability Ambassadors – UGDSB EcoSummit and creating the milkweed meadow student space, policy does not currently speak to funding non-accredited student groups.
- Guelph Jazz Festival Colloquium – external group, not to receive funding based on current policy
- TedxGuelphU – Intended to Innovate, asking to reapply with income budget, and ticket prices

Meeting adjourned: 3:37 pm



Motion

Board of Directors Meeting # 6

November 6, 2019



Item 6.11.1.

Amend Appendix G: Electoral re. Nomination Signatures for Director Candidates

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

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

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

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

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

Moved:

Seconded:

Motion

Board of Directors Meeting # 6

November 6, 2019



NOTICE

Item 6.11.2.

Amendment to Policy Appendix A, Section 2.5: PDR

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

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.

2.5.2. Purpose

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

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

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

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

2.5.3. Membership of the Committee

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

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

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

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

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

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

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

2.5.4. Responsibilities of the Committee Members

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

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

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

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

2.5.4.5. Each member shall act as a member of the CSA, and not as a

member of their own constituency.

2.5.4.6. Members are expected to remove themselves from Conflict of Interest, as defined in Bylaw 1. Other members may declare a conflict for another member of the Committee by a simple majority vote. Members that are determined to be in conflict of interest must abstain on all votes to which that conflict pertains.

2.5.4.7. The Chair shall have the following responsibilities:

- Facilitate meetings
- Ensure that proper minutes are taken for every meeting
- Book meeting locations
- Compile semesterly reports for the Board
- Manage all communications to and from the Committee.

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

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

2.5.4.9. The Scribe shall have the following responsibilities:

- Taking meeting minutes and recording decisions
- Forwarding minutes to the Policy & Transition Manager for distribution to the Members of the Board.

2.5.5. Meetings

2.5.5.1. PDR Committee meetings shall be held as required to receive and to review PDR applications. These meetings are intended to occur on weeks opposite Board of Directors meetings.

2.5.5.2. The schedule of meetings shall be at the discretion of the Committee.

2.5.5.3. Quorum for meetings shall be set at a simple majority of members.

2.5.5.4. If the Committee fails to make quorum at any meeting, the members present may meet to compile recommendations for PDR grants to be approved by the Board of Directors.

2.5.5.5. During periods when the Board of Directors is not meeting and the Executive Committee is granted empowerment under Bylaw 1, the Executive Committee will have the full rights and responsibilities of the PDR Committee.

2.5.6. Reports

2.5.6.1. Reports shall be compiled by the Chair and the Vice-Chair of the Committee.

2.5.6.2. A report shall be submitted to the Board of Directors following

each semester. These reports shall include:

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

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

2.5.7. PDR Requirements

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

2.5.8. PDR Application Process

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

deadline in the Winter semester, should the funding be available.

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

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

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

- Internal accredited CSA clubs
- Special Status groups
- Non-CSA accredited student organizations, other members
- Non-members

- 2.5.8.7. The PDR Committee will also consider the following:
 - Number of students attending the event
 - Number of students impacted by the initiative
- 2.5.8.8. ~~Second time funding for the same event / initiative will not be provided, as the PDR Committee will consider innovation as part of the review process.~~

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

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

2.5.9. Appeals Process

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

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

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

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

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

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

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

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

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

2.5.10. Amendments

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

Motion

Board of Directors Meeting # 6
November 6, 2019



Item 6.11.3.
Class Presentations by Directors

WHEREAS CSA Bylaw 1: Operational states that:

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

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

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

Moved:

Seconded:

CSA Election Timelines

Winter 2020 General Election (Revised)

Nominations: Fri. January 17 to Fri. January 24, 2020 (12 noon)

All Candidates' Meetings: Mon. Jan. 27 and Tue. Jan. 28, 2020

Executive Forum: Thursday, February 6, 2020

- **AGM:** *Wednesday, February 12, 2020*
- **Reading Week:** *Mon. Feb. 17 to Fri. Feb. 21, 2020*

General Election Campaign: Mon. Feb. 3 to Fri. Feb. 14, 2020

General Election Voting: Mon. Feb. 10 to Fri. Feb. 14, 2020

October 31, 2019

csacro@uoguelph.ca (CRO)

csaaro@uoguelph.ca (ARO)

csaptm@uoguelph.ca (PTM)

Capacity, Analysis, and Planning Committee (CAPCOM)

As per CSA Policy Manual, Appendix A, Section 2.4.2.2, this report is being submitted to the CSA Board of Directors for information.

Summary of Goals for 2019-2020:

1. Review of Board Composition

- Following the 2017 Annual General Meeting decision to restructure the Executive governance, CAPCOM has identified the importance of reviewing the Board of Directors composition to ensure the diverse undergraduate population is represented in all capacities.

2. CSA Awareness and Accessibility

- The Executive committee, in addition to our core staff and services, are promoting the CSA through an awareness campaign.
- CAPCOM recognized this as a structural component in relation to the Student Choice Initiative funding framework and educating students on the resources available when opting-in to the CSA.
- CAPCOM will be seeking ways to support the executives and staff in the awareness campaign.
- CAPCOM has also recognized a desire for increased student engagement and input with the CSA, with the understanding that actions and decisions should be student-focused and student-informed.
- CAPCOM seeks to review existing structural barriers to student engagement while seeking additional avenues of communication that are accessible and informative.

3. Cyclical Review of Programs and Services

- CAPCOM recognized the need for cyclical review of programs and services offered by the CSA to ensure efficient and effective operations.
- While this has been explored through transition of executive and staff, CAPCOM seeks a structured evaluation plan and incorporation of student needs with respect to our programs and services.

Goal 1: Review of Board Composition

At the 2017 Central Student Association Annual General Meeting, a motion to restructure the Executive governance was approved. The resulting changes meant replacing the five-commissioner structure by introducing a hierarchical model with one President and three Vice Presidents, all of whom are non-voting members of the CSA Board of Directors.

The Capacity, Analysis, and Planning Committee has reviewed the current Board of Directors composition and is looking to explore alternative compositions that may better represent University of Guelph undergraduate students.

Tasks to be Completed:

- Historical Context
 - o Reviewing previous 5 years of CSA Board composition, including vacancies, electoral results, director retention, and appointed/elected positions
- Environmental Scan
 - o Other student union/association Board compositions, both at UofG and external
 - o Preferably within Ontario, but willing to expand to other Canadian post-secondary institutions of similar size
- Board Member Consultation
 - o Engaging past and current board members for consultation around the electoral process, their role as a Director, and the
- Student and Stakeholder Consultation
 - o Various outreach opportunities
- Write Report and Recommendations
 - o Work with CSA Policy and Bylaw Review Committee through drafts and potential changes to Board structure
 - o Submit final report to CSA Board of Directors for approval, followed by seeking approval of the membership at the Annual General Meeting

Desired Outcomes:

- Student-informed and student-centric decisions regarding representation on the CSA Board of Directors, which may include:
 - o Assessment of seat allocations on the CSA Board
 - o Introduction of new or redesign of existing seats
- Ensuring all undergraduate students feel that they have a voice on the CSA Board
- Increased Board member retention at end of terms, reduce vacancies during the term

Anticipated Completion Date:

In light of the recent changes to the CSA elections timeline and acknowledging the desire to engage students and other CSA stakeholders widely throughout the process, it does not seem attainable to complete this project within the next 2 months, prior to the election nomination period. The aim is that this project will be well underway and continued by the Board and Executives in the next term for an anticipated Fall 2020 completion. This will allow a full report to be prepared and if changes are deemed necessary, they will be recommended and approved by the Board in advance of the 2021 General Election.

Goal 2: CSA Awareness and Accessibility

In light of the Student Choice Initiative introduced by the current Ontario Government, the Executive committee, in addition to our core staff and services, are promoting the CSA through an awareness campaign. With this new funding framework, the Central Student Association has a perceived operational risk due to potential funding changes semester-by-semester and year-by-year. While the Finance Committee, executive and core staff, and the Board of Directors, are all working diligently to be fiscally responsible, CAPCOM has acknowledged the need to further support the awareness campaign with a focus on student engagement.

Tasks to be Completed:

- Meet with Exec/Staff
 - o To be knowledgeable of current efforts and roles of exec and staff
 - o To gain understanding of current status and future awareness campaigns
 - o To understand where support may be needed
- Review structural barriers to engagement
- Student Engagement/Consultation
 - o Seek student input for how to best engage with the CSA
 - o Potentially look at bus pass distribution timing
- Further develop existing awareness strategy
 - o In consultation with executives and staff regarding the current plan and where improvements can be made
- Implement Strategy
 - o Part of transition for exec and board members

Anticipated Completion:

While this will be an ongoing process through the cycles of opt-out occurring every semester, CAPCOM would ideally like to have a plan developed and implemented prior to the turnover of the term so it can be incorporated into transition of executive, staff, and Directors.

Goal 3: Cyclical Review of Programs and Services

CAPCOM is considering the development of cyclical review structures for programs and services under the CSA operating budget. While reviews are conducted annually through transition periods, it was felt that a more formal reporting structure could be useful for evaluating the efficiency and effectiveness of services and programs for undergraduate students. This would also ideally increase accountability and transparency to our students, so they can see that their membership fees are being put to good use and are valued by the collective student community.

Anticipated Completion:

This project is intended for implementation in Summer 2020 to be incorporated into transition for a general cyclical structure and further developments specific to each review process to be made by the 2020-2021 executive and service staff.