AGENDA
Board of Directors Meeting # 5
August 28, 2024 – 6:00 pm

Agenda – August 28, 2024

5.0	**Call to Order**	
5.1	**Land Acknowledgement** Member Noel Johnston	
5.2	**Adoption of the Agenda** 5.2.1 Approve the Agenda 5.2.2 Declarations of Conflicts	 1
5.3	**Ratifications and De-Ratifications** 5.3.1 De-Ratify VP Academic	 2
5.4	**Comments from the Chair** 5.4.1 Introductions and Pronouns	
5.5	**Approval of Past Minutes** 5.5.1 Meeting # 4 – July 24, 2024	3
5.6	**Executive Committee Minutes** 5.6.1 Meeting # 5 – July 12, 2024	4 5
5.7	**Executive Updates** 5.7.1 President – August 28, 2024 5.7.2 VP Student Experience – August 28, 2024 5.7.3 VP Academic – Vacant 5.7.4 VP External – August 28, 2024	8 9 11 12
5.8	**Director Reports**	
5.9	**CSA Service Update and Report**	
5.10	**Committee Updates and Reports** 5.10.1 Summary of Committee Appointments 5.10.2 Hiring Committee Report: FoodBank Coordinator 5.10.3 Hiring Committee Report: Office Coordinator and Service Support	 14 17 18
5.11	**Business** 5.11.1 F23-W24 FoodBank Report 5.11.2 Appoint CSA Representatives to Athletics Advisory Council	 19 43
5.12	**New Business** 5.12.1	
5.13	**Announcements**	
5.14	**In Camera Session** 5.14.1	
5.15	**Adjournment**	44

Item 5.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 5 on August 28, 2024, be approved as printed and distributed.

Moved:
Seconded:

Item 5.2.1 (b)
Amend the Agenda

MOTION TO AMEND:

Moved:
Seconded:

Item 5.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 5 on August 28, 2024, be approved as amended with:

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Item 5.3.1
De-Ratify VP Academic

WHEREAS Bawneet Singh has submitted written resignation from the role of VP Academic; and

WHEREAS Thursday, August 22, 2024 was the final day in office as VP Academic;

BE IT RESOLVED that Bawneet Singh be de-ratified as CSA VP Academic, effective immediately.

Moved:
Seconded:

Item 5.5
Approval of Past Board Minutes

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

5.5.1	CSA Board Meeting # 4	July 24, 2024

Moved:
Seconded:

Item 5.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
5.6.1	Meeting # 5	July 12, 2024

Moved:
Seconded:

Minutes
Executive Committee Meeting (ECM)
Meeting # 5 – July 12, 2024 – 1:00 pm
CSA Boardroom

Members: Hartej Singh (President, Chair), Harsimran Kalra (VP Student Experience, Secretary), Bawneet Singh (VP Academic), Natalie Wilkinson (VP External)
Regrets: None
Guests: None

1.0 Call to Order @ 1:15 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

Hello everyone, Let's get started with our ECM.

4.0 Approval of the Previous Executive Committee Minutes

Meeting 4 ECM Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

Inclusive training is organized for efficient hiring.

5.1.2 Supervisory

Supervising the core staff and team bonding with exec.

5.1.3 Miscellaneous

Received new tote bags for the O-week residence room stuffing.
Social media meeting with VPSE and Promotional Coordinator.
Clubs' handbook review with Clubs Coordinator and PTC.

5.2 VP Student Experience

5.2.1 Supervisory

Supervising the Club's office, ongoing work on the Clubs Handbook for necessary policy updates.

5.2.2 Committees

Sat on some committees over the week like Homecoming Internal planning committee, Inclusive Space Subcommittee, the cannon.ca committee and CSA Executive committee.

5.2.3 Miscellaneous

Ongoing planning for the fall events and O-week. Working on planning the socials for the O-week and better social media engagement over the Fall semester.

Clubs Garage and Overflow Garage- Ongoing conversations with clubs to efficiently use the space, re-organizing the space for better use in regulations with Fire codes. We will be donating Menstrual Hygiene products to our food bank for the food bank visitors to use.

5.3 VP Academic

5.3.1 Supervisory

Meeting with SHAC Coordinator: Met with Danielle to discuss O-week preparation and future projects.

5.3.2 Committees

Enrollment Crisis Taskforce: We Sent letters to multiple admins. The taskforce had new student memberships.

Meeting with International Student Advisor: Learned more about suspension and probation policies. I have great information and knowledge on this, so if anyone wants to discuss on this, let me know I am happy to assist.

Inclusive Space Committee: The committee met and discussed the future implications of the project and the roadmap for better accessibility. Thanks to member Noel for being another student representative other than our VP Student Experience.

5.3.3 Miscellaneous

Student Memorial service: Planning to send mail to the families by the end of this month.

Transcript Petition: The petition has been revived and escalated to the senate members. The student who initiated it have more than 2000 signatures on the petition. VP Student Experience who is also ex board of governor is also giving us some insights on moving forward.

Enrollment Crisis Task Force: The task force is set to meet with AVPA and VPSA on Tuesday. This might have already occurred, and a verbal update will be provided. Thanks to member Nate to lead the task force in my busy schedule and updating me with all the required details and information.

Meeting with Melinda: Discussed enrollment issues and outside food accommodation for club events. Melinda has shown a positive response and is also concerned about the food regulations as per the University guidelines.

5.4 VP External

5.4.1 Supervisory

Foodbank: Food bank job posting closes on July 17, 2024. FoodBank Coordinator completing their end of year report. We are currently serving 240 visitors.

Bike Centre: Running smoothly, served more than 50 students in a month.

5.4.2 Committees

Peas and the Pod working Group

Food bank Operational

Bike Centre Operational

5.4.3 Miscellaneous

Tap-in social media series begin July 16 till second week of August. Editing food bank and Bike center assistants job descriptions.

6.0 Business

N/A

7.0 New Business

N/A

8.0 In Camera

Motion: To strike the hiring the committee for Foodbank Assistant with the following membership:
Natalie Wilkinson (VP External)
Foodbank Staff Member
Lee Anne Clarke (Business Manager)
Moved: Natalie Wilkinson
Seconded: Hartej Singh
Motion Carried

Motion: To send VP External, VP Student Experience and VP Academic to CFS conference, with the budget $366.67
Moved: Natalie Wilkinson
Seconded: Hartej Singh
Motion Carried

9.0 Adjournment @ 2:00 pm

Next Meeting: July 26, 2024

Item 5.7
Executive Updates

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

5.7.1	President	August 28, 2024
5.7.2	VP Student Experience	August 28, 2024
5.7.3	VP Academic	Vacant
5.7.4	VP External	August 28, 2024

Moved:
Seconded:

Executive Update

CSA President

August 28, 2024

General Update:

1. **McMaster Conference**: During the McMaster Conference, we had the opportunity to learn about various vendors that can provide valuable services and resources to students. This knowledge will help us better support the student body with more diverse and effective options.

2. **Move-in Day Coming**: Move-in Day is scheduled for Friday and Saturday. This event is a crucial time for welcoming new students to campus and helping them settle into their new living arrangements. Preparations are underway to ensure everything runs smoothly.

3. **EDI Training**: Last Wednesday, we participated in an EDI (Equity, Diversity, and Inclusivity) training session. This training was instrumental in deepening our understanding of the importance of fostering an inclusive environment that respects and values diversity in all its forms.

4. **Internal Newsletter**: The latest Internal Newsletter has been circulated among CSA staff. It includes introductions to the core staff, information about the upcoming all-staff meeting, and details about events like Festivus and the end-of-the-year celebration.

5. **Health and Dental Plan Newsletter**: The Health and Dental Plan Newsletter has been released, containing essential information about the opt-out dates. It's crucial for students to review this information to make informed decisions about their health and dental coverage.

6. **Hiring for the Front Office Closed**: The hiring process for the front office has concluded, and we are pleased to announce that Amy has been selected for the position. We're excited to have her on board and look forward to her contributions to the team.

Ongoing Projects:

- **O-week Events:** O-week is packed with exciting events such as the Block Party, Gryphfest, and more. These activities are designed to welcome new students and build a vibrant, inclusive community on campus.

- **Social Media Outreach:** We are actively creating reels and other content focused on various student services. This social media outreach aims to engage students and increase awareness of the resources available to them.

- **VP Academic Transition:** Our VP Academic, Bawneet, has recently resigned. We are currently working on reallocating his duties and managing ongoing projects to ensure a smooth transition and continued support for academic initiatives.

- **Upcoming Newsletter for September:** The September newsletter is in the works, and it will feature important updates, event highlights, and other essential information for the upcoming month. Stay tuned for more details.

- **We Got Games:** "We Got Games" is a vendor we connected with during the McMaster Conference. We plan to maintain contact with them to explore potential collaborations that could benefit our student community.

Committees:

- Bullring operation committee.
- Accessibility committee
- Scribe hiring committee
- ARO hiring committee

Services:

- **Bullring**: The Bullring is back in operation after their break, ready to serve students once again. It's a great place for students to relax, grab a bite, and catch up with friends.

- **Social Media**: We have launched several initiatives on social media, including a recurring question series to engage with students. Our VPSE is spearheading these efforts and can provide further updates on what's planned.

- **Student Space**: We are optimizing the available student spaces to their fullest potential. For example, we are planning to host "We Got Games" in the CSA space, creating a fun and interactive environment for students.

Executive Update

Vice President Student Experience

August 28, 2024

General Update: Hello everyone, my name is Harsimran Kalra (Simran), Vice President of Student Experience. Orientation Week officially kicks off today, and we're thrilled about the upcoming events. I'll be out and about, engaging with students, and advocating for CSA services and initiatives. Looking forward to a great week!

Ongoing Projects: This fall, I have organized series of vibrant and exciting events, including Sexy Bingo, where I will manage all aspects of logistics to booking charismatic hosts, venue, prizes etc., to ensure a memorable experience. In addition, I will collaborate with various on-campus organizations to effectively highlight and utilize campus resources during these events, fostering a more inclusive and resourceful environment. My efforts will also focus on hosting educational sessions about menstrual hygiene, particularly the use of menstrual cups, in partnership with Nixit, and I'm actively seeking further collaborations to broaden our impact. To maximize engagement and awareness, I will significantly enhance our social media strategy before and throughout Orientation Week, providing comprehensive event details on Instagram and creating engaging IG/TikTok reels to attract and inform students. I am also excited to participate in and judge the pep rally, where I will capture and share the dynamic atmosphere through compelling social media content. Stay tuned for all the fun and informative updates we have planned!

Committees: Sat on some committees over the week like Homecoming Internal planning committee, Inclusive Space Subcommittee, the cannon.ca committee, one on one with Vice Provost Student Affairs, Melinda Scott and CSA Executive committee. In the homecoming internal Planning committee, we are discussing the half time show and as over the years, CSA will continue to provide the late-night bus service. Also, campus safety office is looking to expand the number of officers on duty during the game. Starting in September, there will be more committee work as a lot of them are scheduling the meetings in August.

Services: Planning the Club's Day for the fall is underway. Additionally, we will be dedicating a significant amount of time to the upcoming Club's accreditation process. We are also working on securing a space for SafeWalk during Homecoming to enhance our outreach efforts.

Executive Update
Vice President External
August 28, 2024

Hello CSA Directors,

Happy last online meeting! I hope you all had a wonderful summer, and I cannot wait to see everyone in person in September.

This past month I have been working hard to get things ready for the fall. I did enjoy a two-week holiday, but I feel refreshed and look forward to welcoming new students to campus.

I had the opportunity to attend a conference hosted by McMaster University which had executives from student unions that I have not met yet! During this conference, I got to speak to other executives and learn about topics such as connecting with the board, developing relationships within student unions, connecting with municipalities and exploring IEDI within student unions as well. If you want to learn more about what I did- let me know!

I recently received new promo materials from the Canadian Federation of Students so stay tuned during O-Week at our resource fair to pick up some new swag!

I hope you enjoy my update as I write to you from the Ontario General Meeting (I can't wait to tell you all about it in September).

Ongoing Projects:

As for ongoing projects, I am now taking over the Student Memorial Service, so I have been taking the time to get to know the service and I am so honoured to continue the work on it.

Unfortunately, I have no update on the Sustainability Action Fund, but I have reached out to the appropriate people that I have been advised to contact. I am keeping on top of it.

I am also in the works of planning out how I want the affordable housing taskforce to look like! I look forward to holding my first meeting.

Committees:

Committees kind of took a pause this month, with many restarting in September. So less of an update on that front. Still happy to answer any questions you may have.

TapIn!: The TapIn! Committee is currently working on planning for disorientation week, which is a collaboration with OPRIG. We are thinking of doing a teach-in to inform

students about the importance of choosing tap water, and how water is not a commodity but a human right. We have now focused on posters and are so excited to finish our drafts on those.

Bike Centre and FoodBank Operational Committees: These committees are monthly check-ins (or more as needed) with our coordinators that occur with the business manager. I will provide updates in the services section to follow.

Services:

FoodBank:

Our new FoodBank Coordinator, Alitha, has joined our team! Alitha has been going through training with our outgoing coordinator, Joy, which has been going so smoothly!

We finally got our new fridges! So, Alitha will be able to order goods to match our now larger capacity. This has been a huge priority for the summer, so it is great to have them in.

FoodBank Assistant hiring is well underway! The committee is excited to welcome a new member to the team.

Bike Centre:

The CSA Bike Centre has been busy, it has been so great having students work on their bikes in the space. We are so excited for the fall.

The Bike Centre hiring committee is pedaling along with our Bike Centre Assistant hiring. We can't wait to welcome a new member to the team.

So folks, that is all from me in this bit of a sparse update- but please do not hesitate to reach out if you need anything from me or if you have any questions!

Sincerely,
Natalie

Item 5.10.1
Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Moved:
Seconded:

The following Summary of Committee Appointments is provided as information:

Student Affordable Housing Task Force
Appointed: July 24, 2024

Natalie Wilkinson	VP External – Committee Chair
Bawneet Singh	VP Academic – additional Executive
Noam Einy	Director
Noel Johnston	Director
Nathan Cozzi	Director

Elections and Referendum Committee
Appointed: July 24, 2024

Hartej Singh	President
Nate Broughton	Director
Noel Johnston	Director

Student Events and Initiatives Funding (SEIF) Committee
Appointed: July 3, 2024

Hartej Singh	President
Simran Kalra	VP Student Experience
Nate Broughton	Director (At-Large)
Naomi Amayaevbo	Director (Student Organization)
Gursimran Chadha	Director

Student Health and Dental Plan Committee
Appointed: June 19, 2024

Mira Carter	Director

Enrolment Crisis Task Force
Appointed: June 19, 2024

Nate Broughton	Director (Co-Chair)
Bawneet Singh	VP Academic (Co-Chair)
Ashley Ames	Director
Naomi Amayaevbo	Director
Noel Johnston	Director

Teaching and Learning Network

Appointed: June 19, 2024

Maya Liddell	Director

TheCannon.ca Operating Committee
Appointed: June 19, 2024

Ashley Ames	Director

Finance Committee
Appointed: June 19, 2024

Hartej Singh	CSA President (Chair)
Simran Kalra	Executive Member
Ashley Ames	Director
Brady Amos	Director
Nate Broughton	Director

Policy and Bylaw Review Committee
Appointed: June 5, 2024

Hartej Singh	President
Jake Levy	Director
Nate Broughton	Director
Naomi Amayaevbo	Director
Manpreet Rattan	Director
Gursimran Chadha	Director
Noel Johnston	Director

Item 5.10.2
Hiring Committee Report
FoodBank Coordinator

Posting Date: Tuesday, July 2, 2024
Closing Date: Friday, July 19, 2024

Hiring Committee Members:

Natalie Wilkinson, VP External
Joy Amyotte, FoodBank Coordinator
Lee Anne Clarke, Business Manager

Number of Applicants: 59
Number of Interviews: 4

Successful Candidate: Alitha Griffith
Start Date: Monday, August 12, 2024

MOTION: That the hiring of **Alitha Griffith** for the position of **FoodBank Coordinator** be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 5.10.3
Hiring Committee Report
Office Coordinator and Service Support

Posting Date: July 15, 2024
Closing Date: July 26, 2024

Hiring Committee Members:
Hartej Singh, CSA President
Jack Fisher, Events Coordinator
Emma Bradley, Promotional Services Coordinator

Number of Applicants: 86
Number of Interviews: 6

Successful Candidate: Amy Lee Chong
Start Date: August 19, 2024

MOTION: That the hiring of Amy Lee Chong for the position of Office Coordinator and Service Support be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 5.11.1
Fall 2023 – Winter 2024 FoodBank Report

MOTION: That the Fall 2023 – Winter 2024 FoodBank Report, as provided in the Board Agenda Package, be received as information.

Moved:
Seconded:

F23-W24 FOODBANK REPORT

WRITTEN BY JOY AMYOTTE

F23-W24 Appointment Demographics

***The following is information gathered from the Checkout List.

Visitor Activity Data F23/W24

Month	Active Visitors	Change in Visitors	Items Given	Average Item/Visitor	Estimated $/Visitor
Only open for 1 week Aug-23	57		935	16.4	32.81
Sep-23	125	68	3213	25.7	51.41
Oct-23	112	-13	3084	27.5	55.07
Nov-23	100	-12	2961	29.6	59.22
Dec-23	129	29	3623	28.1	56.17
Jan-24	136	7	3605	26.5	53.01
Feb-24	145	9	4045	27.9	55.79
Mar-24	187	42	5079	27.2	67.90
Apr-24	166	-21	4215	25.4	63.48
May-24	203	37	5621	27.7	69.22
Jun-24	205	2	4110	20.0	50.12
Jul-24	212	7	5981	28.2	70.53
ANNUAL AVERAGE (August 2023 ommited)	156		4140	26.7	59.27

Relevant Service Changes:

***In September 2023, Appointment Form switched from Google to Microsoft (for security)
***In October 2023, a second foodbank assistant was hired
***In December 2023, we were officially using registar's office to confirm enrolment
***In December 2024, many new visitors were registered to replace inactive/graduated visitors
***In Janurary 2024, a half hour of appointments was added Monday thorugh Wednesday
***In Feburary 2024, the public intake form was closed since the waitlist peaked at 130+ students
***In Feburary 2024, the graduation grace period was removed
***In Feburary 2024, 50+ new visitors were registered to replace inactive/graduated visitors
***In March 2024, Price per Item increased from $2.00 to $2.50
***In April 2024, we started using Microsoft Bookings for automatic appointment bookings
***In May 2024, visitor appointments opened on Thursdays for a half-day
***In May 2024, the waitlist OFFICIALLY reached 0
***In July 2024, new coordinator is hired
***In August 2024, Annual Visitor Re-Registration began (180 students reapply, 60 spots open)

Active visitorship INCREASED 70% (from 125 to 212). Current capacity is 240 registered visitors.

Historical Data:

	Active Visitors	Average Item/Mth	Average Item/Visitor	Estimated $/Visitor
In Fall 2022 (No Data for Winter 2023), average…	165	3494	21.2	42.35
In Fall 2021-Winter 2022 , average…	132	5349	40.5	81.05

(In Fall 2021-Winter 2022, dependents were still served... that's why the numbers are so high)

Additional Information:

General nature of visits were pleasant! Lots of positive feedback that visitors felt more welcome in the building when chatting with staff and seeing that staff are having fun/smiling.

F23-W24 Visitor Demographics

***The following is information gathered from the Intake Form or Campus Hunger Survey

This year the Guelph Student FoodBank served 363 unique indiviuals.

Meanwhile 397 unique individuals applied for the FoodBank services.

The difference here is a result of students not completing registration once spots open OR students not being eligible. The former was more common.

Student Type at the University of Guelph (Reference: Intake Form)

	Undergraduate Student	76	19%
	Graduate Student	321	81%

Status at the University of Guelph, Part 1 (Reference: Intake Form)

	Full-Time Student	376	95%
	Part-Time Student	21	5%

Status at the University of Guelph, Part 2 (Reference: Intake Form)

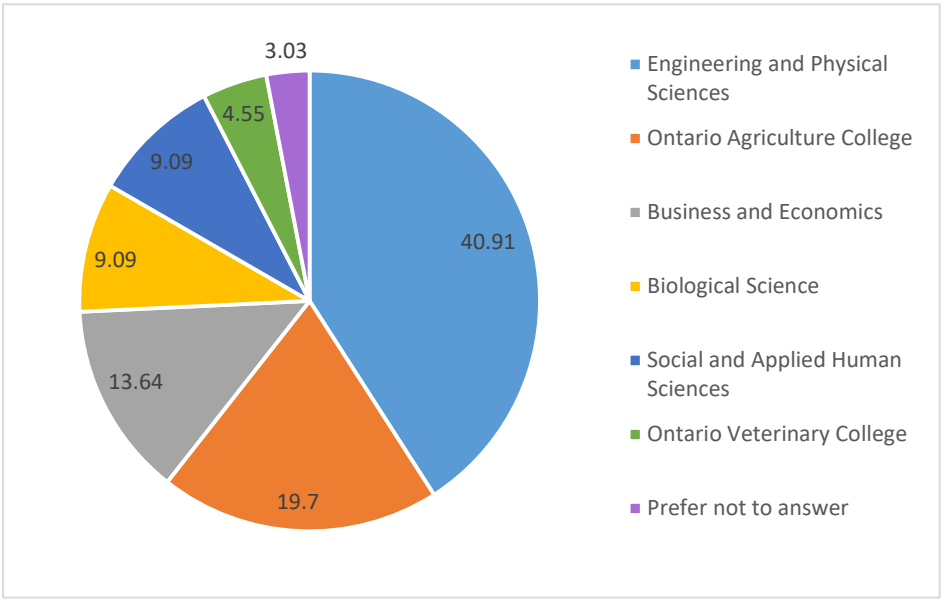
	Domestic Student	67	17%
	International Student	330	83%

How long have you been using the Guelph Student FoodBank? (Reference: Intake Form)

	Not a Current Visitor	233	59%
	0-6 Months	49	12%
	6-12 Months/1 Year	64	16%
	1-2 Years	32	8%
	2 Years or More	19	5%

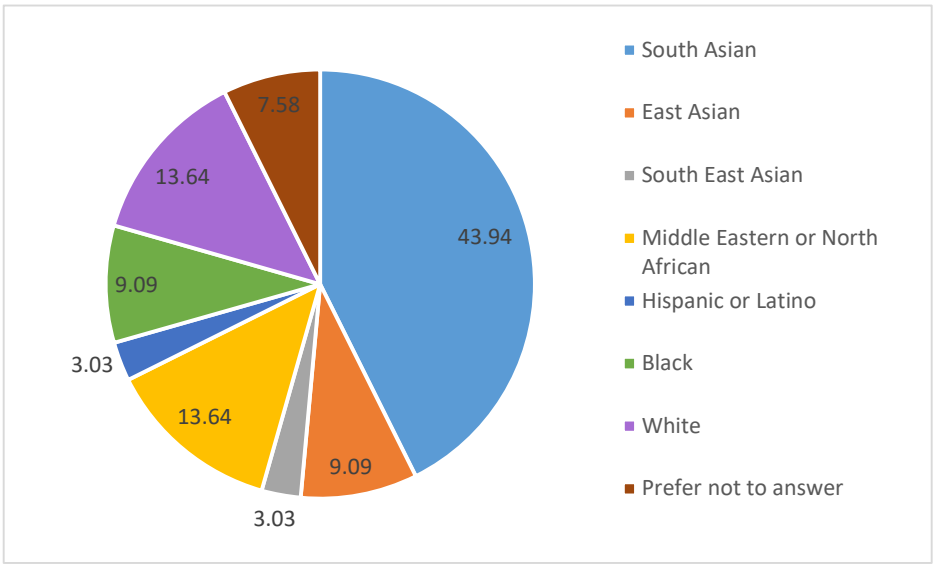
F23-W24 Visitor Demographics

What college do you belong to? (Reference: Campus Hunger Survey)



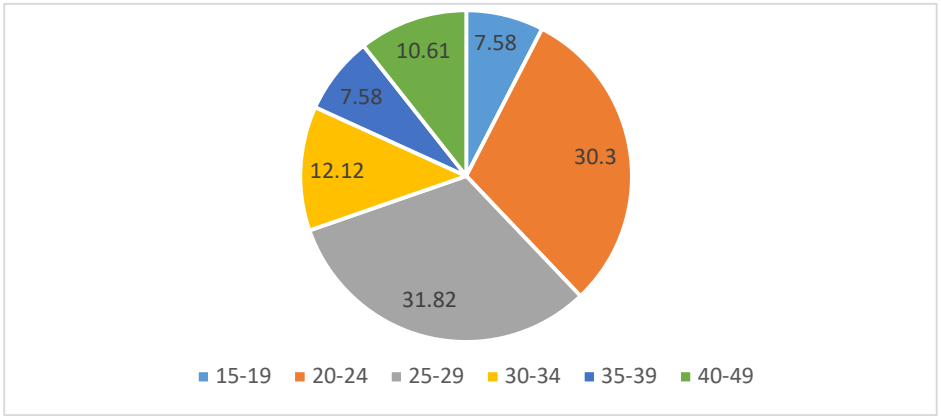
Numbers shown represent percentage

What is your racial identity? (Reference: Campus Hunger Survey)



Numbers shown represent percentage

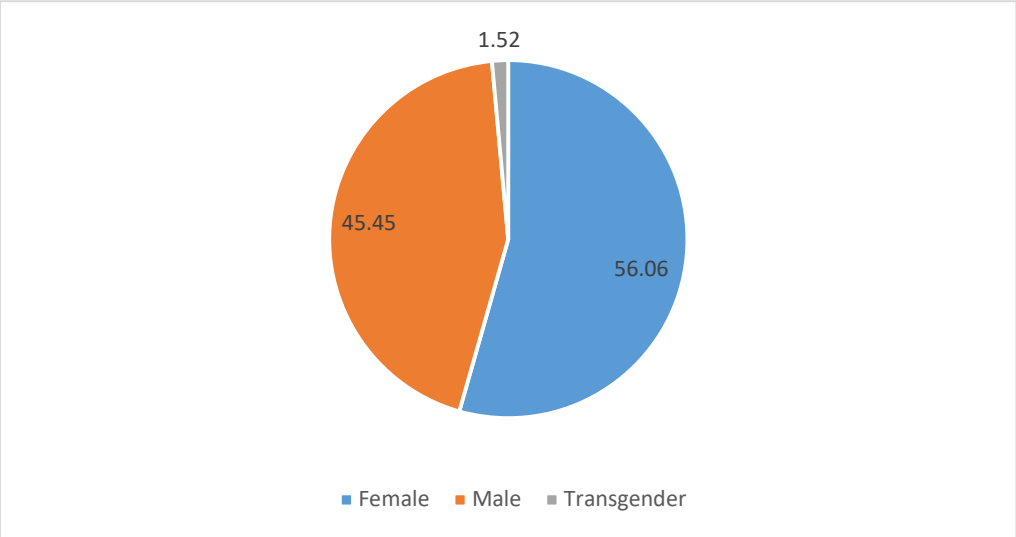
How old are you? (Reference: Campus Hunger Survey)



Numbers shown represent percentage

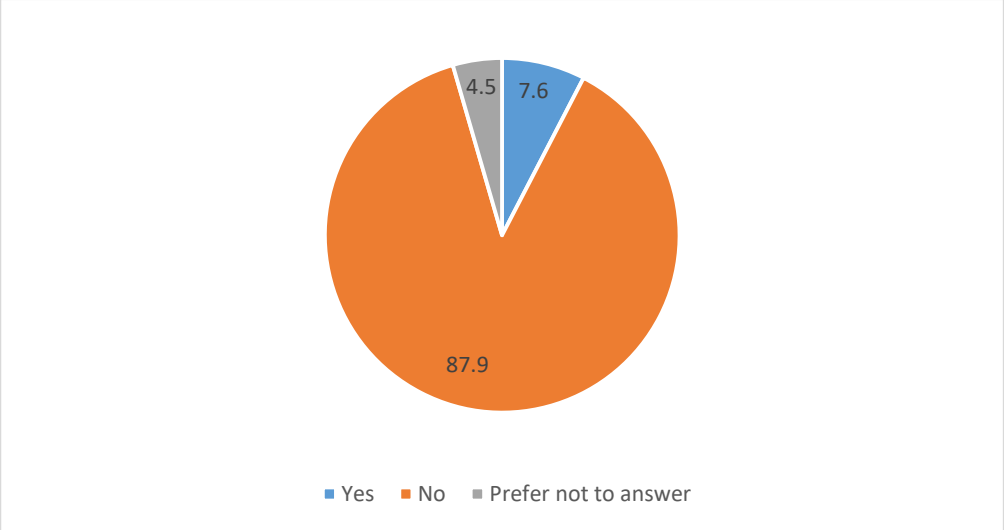
F23-W24 Visitor Demographics

What is your gender? (Reference: Campus Hunger Survey)



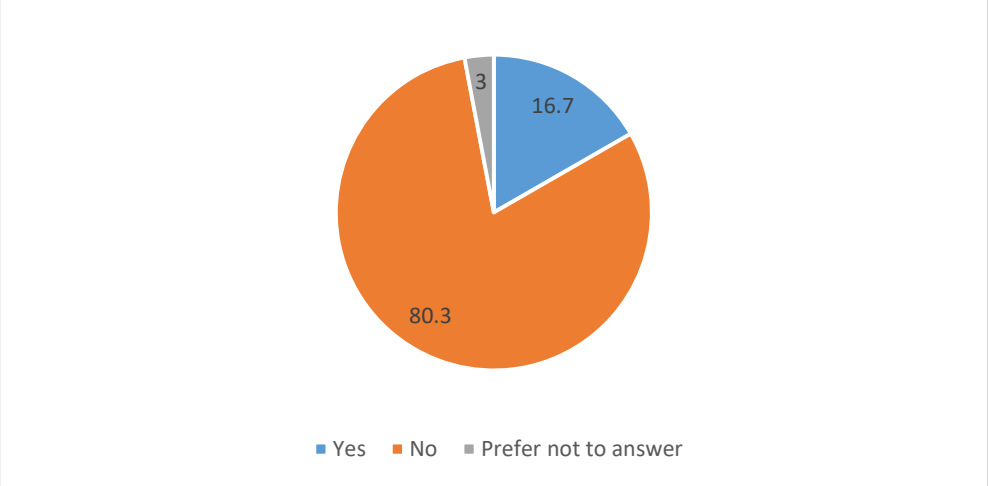
Numbers shown represent percentage

Do you identify as 2SLGBTQIA+ ? (Reference: Campus Hunger Survey)



Numbers shown represent percentage

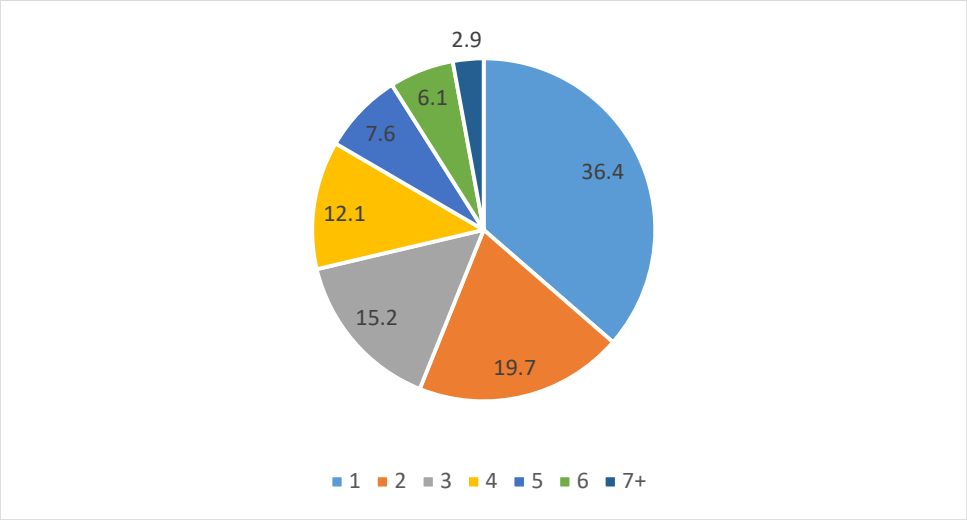
Do you have a disability? (Reference: Campus Hunger Survey)



Numbers shown represent percentage

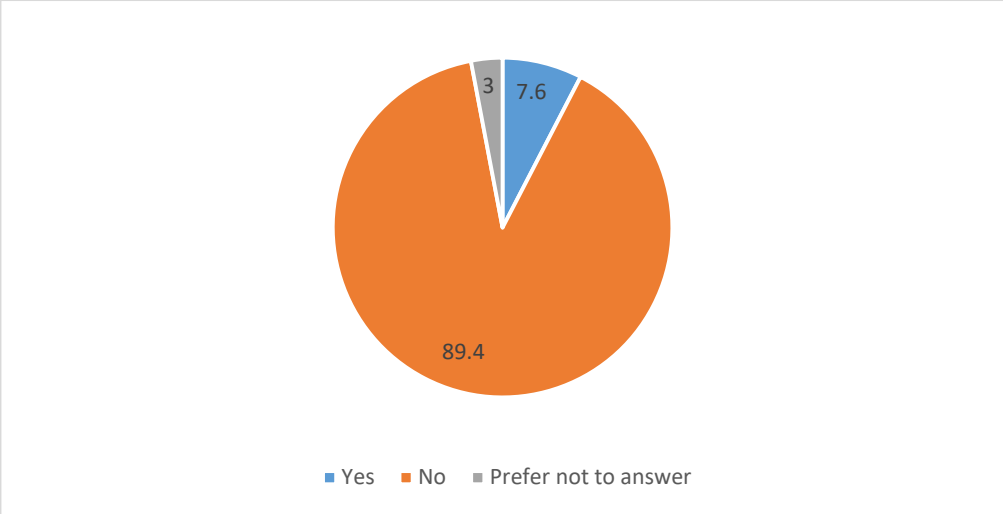
F23-W24 Visitor Demographics

What is your household size (including yourself)? (Reference: Campus Hunger Survey)



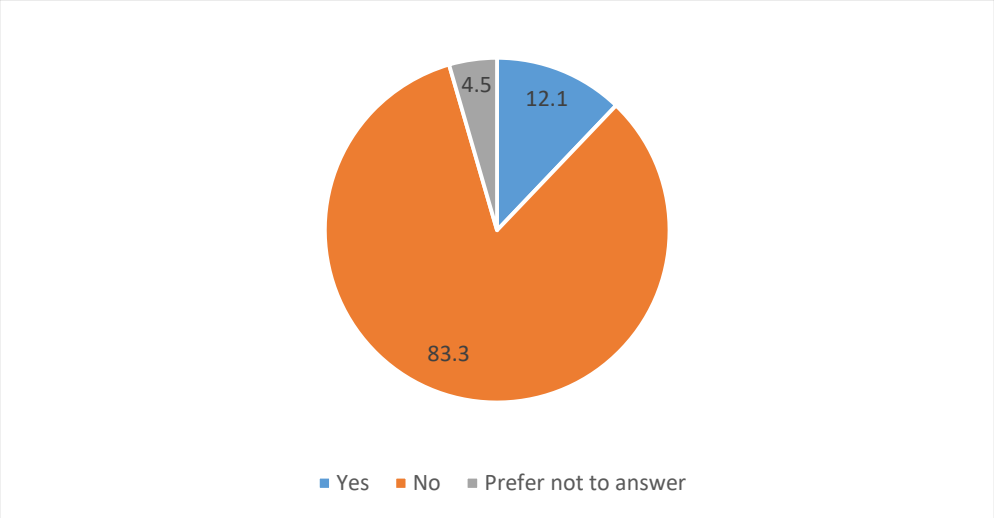
Numbers shown represent percentage

Are you a single parent? (Reference: Campus Hunger Survey)



Numbers shown represent percentage

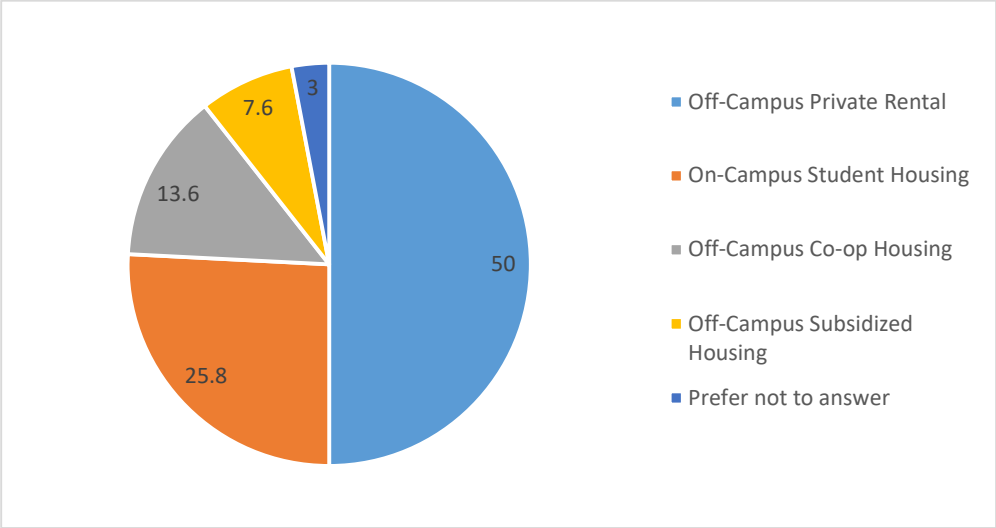
Do you have pets? (Reference: Campus Hunger Survey)



Numbers shown represent percentage

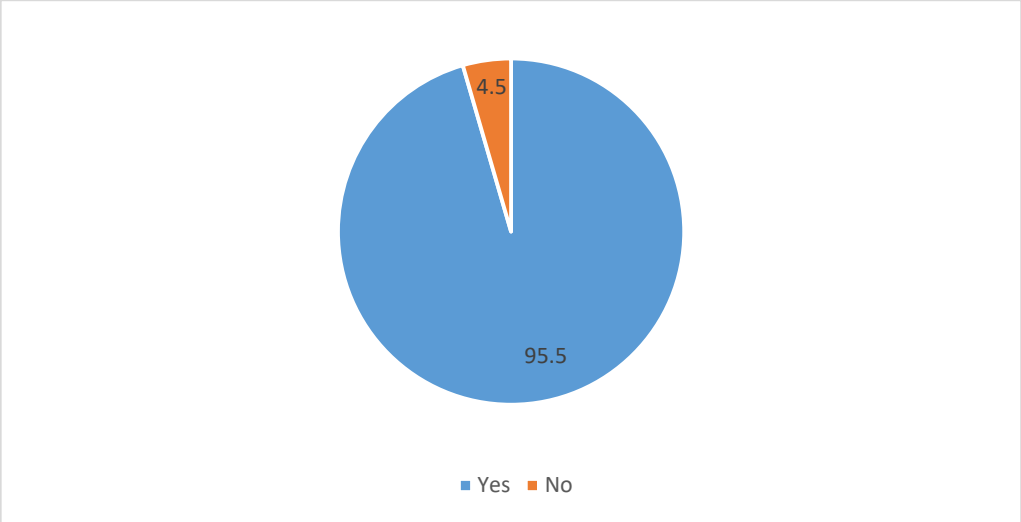
F23-W24 Visitor Demographics

What type of housing do you live in? (Reference: Campus Hunger Survey)



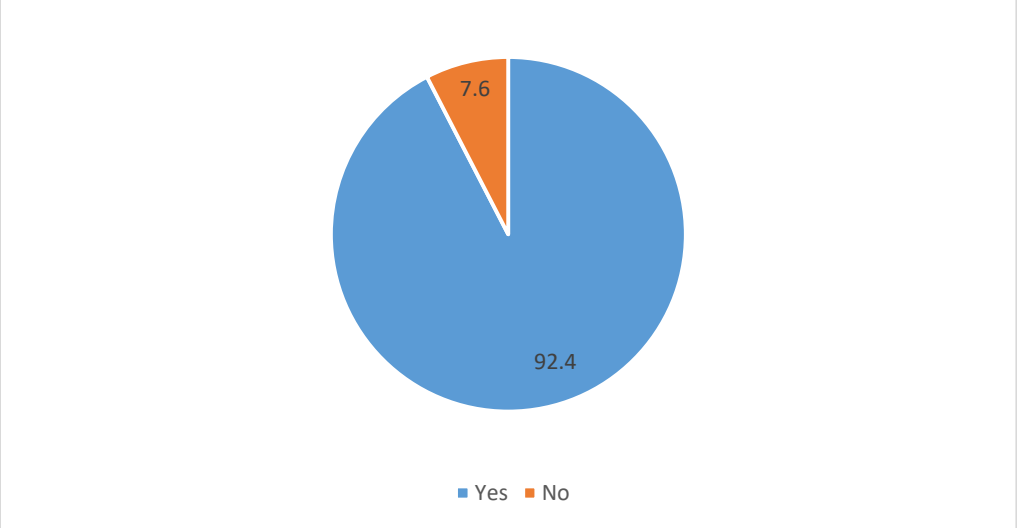
Numbers shown represent percentage

Do you have daily access to a kitchen (stove, oven, sink)? (Reference: Campus Hunger Survey)



Numbers shown represent percentage

Do you have reliable transportation to the GSFB? (Reference: Campus Hunger Survey)



Numbers shown represent percentage

F23-W24 Visitor Demographics

HIGHLIGHTS

Students served are majority:

Graduate Students (81%)
Full-time Students (95%)
International Students (83%)

91% of international students identified are also graduate students.
96% of international students identified are also full-time students.

Meanwhile an estimated 6% of UoG students are international students (Registar, 2024).
Meanwhile an estimated 16.6% of UoG students are Graduate Students (NCHA, 2022).

An estimated 40% of visitors are South Asian.

Meanwhile an estimated 5.7% of UoG Students are South Asian (NCHA, 2022).

An estimated 40% of visitors are in Engineering programs.

Meanwhile an estimated 13% of UoG students are in the College of Engineering and Physical Sciences, most of these students being in Engineering programs (CEPS, 2024).

An estimated 62% of visitors are between the ages 20-29.

An estimated 56% of visitors are female and 45% are male.

Meanwhile an estimated 70.7% of UoG Students are female and 23.8% are male (NCHA, 2022).

An estimated 7.5% of visitors identify as 2SLGBTQIA+ and 1.5% visitors identify as transgender.
An estimated 16.5% of visitors have a disabilty.

Approximately 64% of visitors live with other people. Only an estimated 36% live alone.
(The Campus Hunger Survey did not specifiy if household includes roommates or if it is only family)

An estimated 7.5% of visitors are single parents.
An estimated 12% of visitors have pets.

An estimated one half of visitors live in off-campus private rentals, and one quarter live on-campus.
An estimated 4.5% of visitors do not have access to a kitchen.
An estimated 7.5% of visitors do not have reliable transportation to our location.

THINGS TO PAY ATTENTION TO

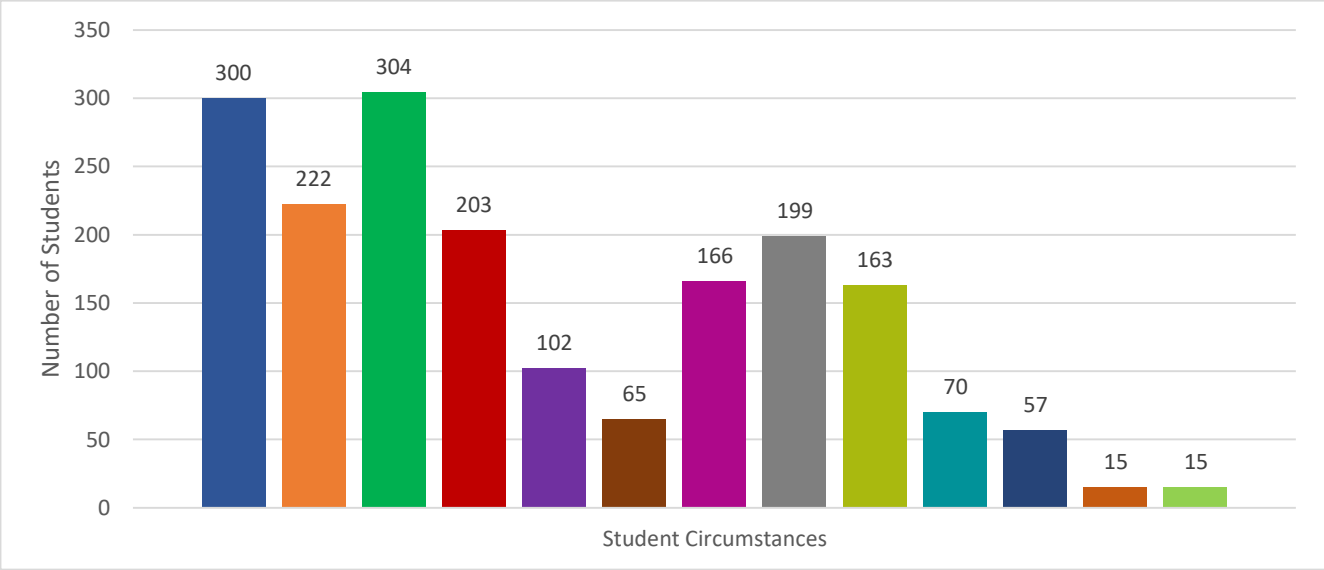
A significant percentage of visitors are international students, graduate students, South Asian, and/or male, when compared to how large their population is on campus.
A significant percentage of visitors are from Engineering programs.
A lot of these identities overlap.

Conclusion:

There is statistical data to back up claims that international students and engineering programs have unaffordable tuition and fees.
But since not everyone participated in the Campus Hunger Survey, data is not as accurate as it could be. For this reason the new registration form includes some of these questions.
Specifically: academic department, racial identity, age range, gender identity, identify as 2SLGBTQIA+, identify as disabled, & housing type. All are optional except for academic department.

F23-W24 Visitor Demographics

You may be experiencing a food emergency if any of the following questions relate to your own circumstances… (Reference: Intake Form)



	Have you worried that food would run out before you got money to buy more?	300	75.6%
	Have you been unable to afford groceries after the food in your home has run out?	222	55.9%
	Have you been unable to afford nutritious, balanced meals?	304	76.6%
	Have you or your dependents relied on only a few kinds of low-cost food because you were running out of money to buy food?	203	51.1%
	Have you been unable to provide your dependents with nutritious, balanced meals because you couldn't afford it?	102	25.7%
	Did you or your dependents ever not eat for a whole day because there wasn't enough money for food?	65	16.4%
	Did you or your dependents ever eat less, cut the size of your meals or skip meals because there wasn't enough money for food?	166	41.8%
	Were you ever hungry but didn't eat because you couldn't afford enough food?	199	50.1%
	Did you lose weight because you didn't have enough money for food?	163	41.1%
	Did you or your dependents ever not eat for a whole day because there wasn't enough money for food?	70	17.6%
	Were any of your dependents ever hungry but you couldn't afford more food?	57	14.4%
	None of these apply to me	15	3.8%
	Other	15	3.8%

HIGHLIGHTS

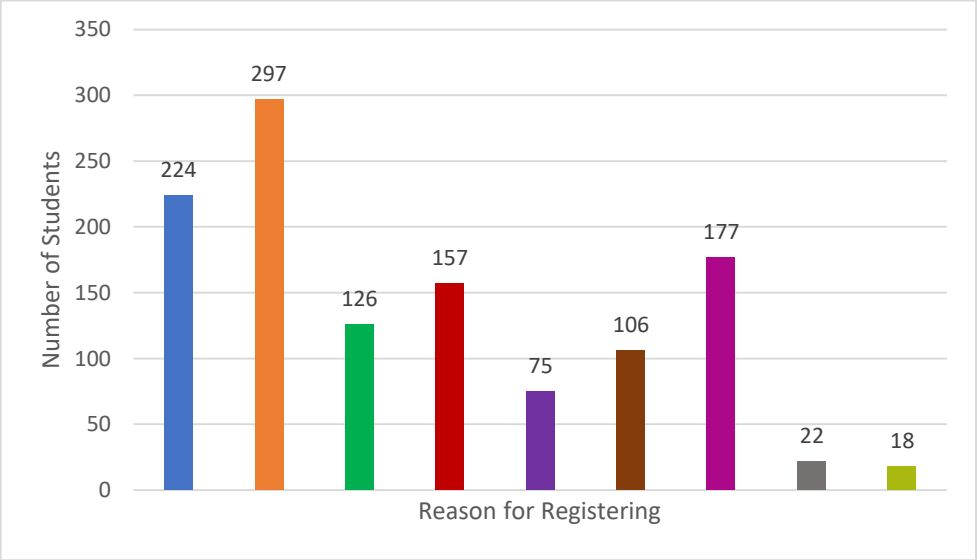
The most significant factors that identify students as food insecure are:

Not being able to afford nutrious foods, worrying about running out of money/food, & not eating.

The new registration form will now, once again, ask visitors how many dependents they have.
This question won't be used to determine how many items a visitor gets per month like it did before 2022. Rather it is now an optional question for research and advocacy purposes.

F23-W24 Visitor Demographics

What is your main reason for registering? (Reference: Intake Form)



	Low Paying Job/Insufficient Hours	224	56.4%
	High Rent/Bills or Other Fixed Costs	297	74.8%
	Unemployed/Unable to Find Work	126	31.7%
	No Time to Work Due to Course Load	157	39.5%
	Poor Budgeting	75	18.9%
	Insufficient Student Loan	106	26.7%
	Unexpected Expenses	177	44.6%
	Circumstances Related to the COVID-19 Pan	22	5.5%
	Other	18	4.5%

HIGHLIGHTS

Most students are registering for the GSFB because they:

1. Have high rent
2. Have a low paying job
3. Experience unexpected expenses

Conclusion:

Rent control and jobs that pay living wages could mitigate student poverty.

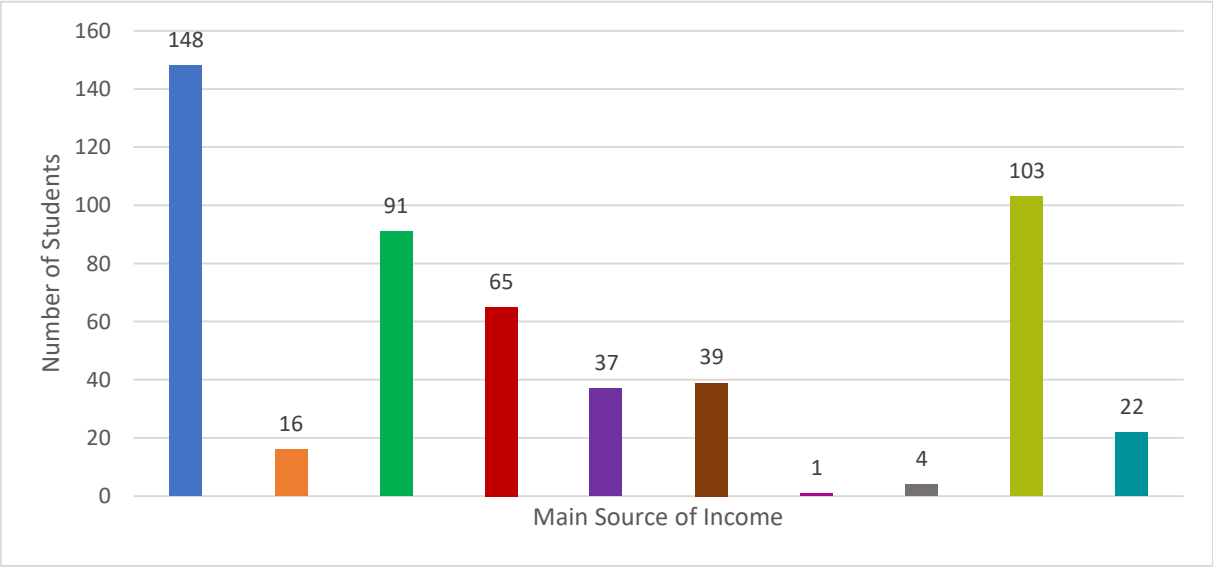
Students cannot afford the current rent averages in Guelph! (See below)

	2024 average	2023 avg	2024 median	2023 med	2024 range	2023 range
1 bedroom apt/studio	1654	1620	1648	1500	1100-2200	950-2500
2 bedrooms	1102	1090	1100	1000	800-1275	799-2200
3 bedrooms	961	874	950	870	800-1150	650-1200
4 bedrooms	949	804	950	825	735-1200	635-1050
5 bedrooms	936	923	950	900	700-1100	600-1300
6 bedrooms	1003	836	1000	895	925-1100	500-1000
7+ bedrooms	1025	846	1013	875	975-1100	750-1100
1 bedroom units are all independent apartments/studios. All other prices list are per bedroom within a larger unit.						
Outside of 1 bedroom independent units, the average rent for sharing a unit with at least one roommate is $988						
All data collected from current listings (April 2023 and Feb 2024) on thecannon and Places4Students (Guelph).						

*Provided by Off-Campus Living

F23-W24 Visitor Demographics

What is your main source of income? You may select more than one option. (Ref: Intake Form)



	Part-Time Employment	148	37.3%
	Full-Time Employment	16	4.0%
	Teaching Assistant Position	91	22.9%
	Scholarship	65	16.4%
	OSAP (or Similar Loan)	37	9.3%
	Bank Loan	39	9.8%
	CESB (Emergency Student Benefit)	1	0.3%
	ODSP	4	1.0%
	Family	103	25.9%
	Other	22	5.5%

HIGHLIGHTS

The main sources of income for most visitors are:

1. Part-Time Employment
2. Family
3. Teaching Assistant Positions (Graduate Students Only)
4. Scholarship

Conclusion:

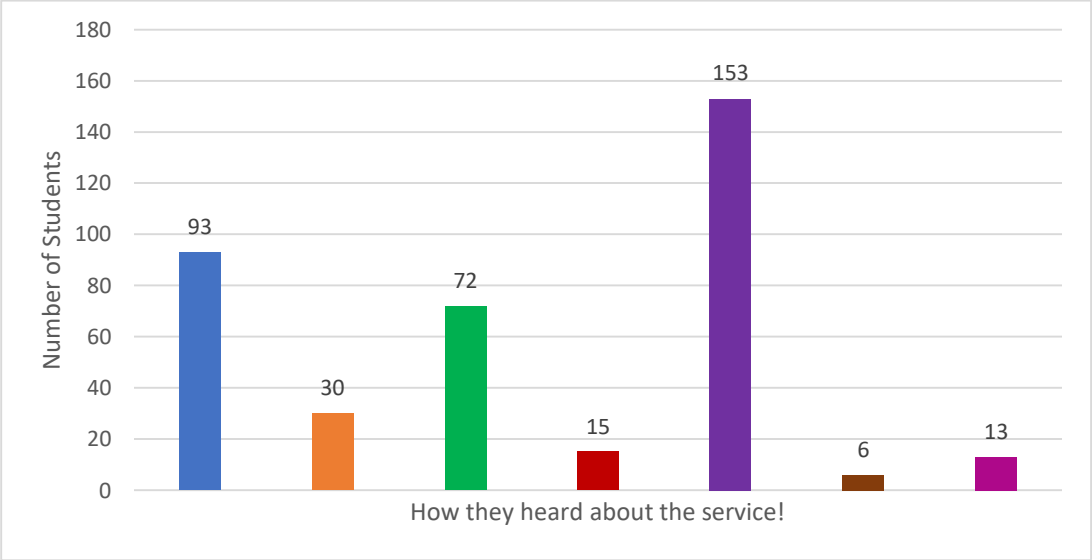
Wages from employment and money granted from scholarships/bursaries are not adequate at meeting the needs of students, resulting in increased student poverty.

Many student jobs pay low wages because they work under the guise of "resume building" or "experiential learning." This is taking advantage of students' talents and labour. These jobs may give students the experience they need to further their career, but they are usually not paid adequately or given enough hours.

Other student jobs that give enough hours (like retail or hospitality), still do not pay living wages. Guelph's living wage is $20.90!!! But most university student jobs pay the minimum wage, $16.55!

F23-W24 Visitor Demographics

How did you hear about this service? (Reference: Intake Form)



	Referral from University Service	93	23.4%
	Volunteer/Staff of the Foodbank	30	7.6%
	Website	72	18.1%
	Social Media	15	3.8%
	Word of Mouth	153	38.5%
	Advertisment	6	1.5%
	Other	13	3.3%

HIGHLIGHTS

38.5% of visitors have heard about the service through word of mouth

23.4% of visitors are referred to us by another UoG service

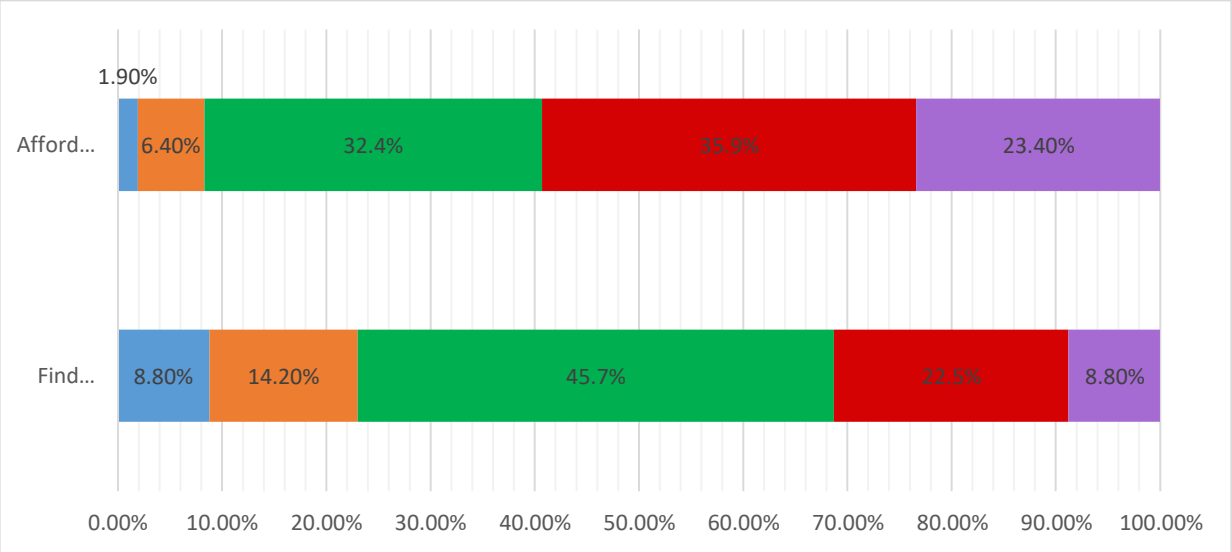
Conclusion:

Most students learn about our service through peers or are referred to us by a person at the University. This means that only certain people will end up accessing our service/resources. And without advertising we are still reaching service capacity, which is concerning.

This results in a large portion of the student population unaware of what we can offer, which includes referrals to other food access and anti-poverty resources.

F23-W24 Visitor Experience with Food Insecurity

How difficult is it for you to...? (Reference: Intake Form)



		Find...	Afford...
	Not Difficult	8.80%	1.90%
	Rarely Difficult	14.20%	6.40%
	Sometimes Difficult	45.7%	32.4%
	Often Difficult	22.5%	35.9%
	Always Difficult	8.80%	23.40%

Are there specific foods that have been difficult for you to find? (Ref: Intake Form)

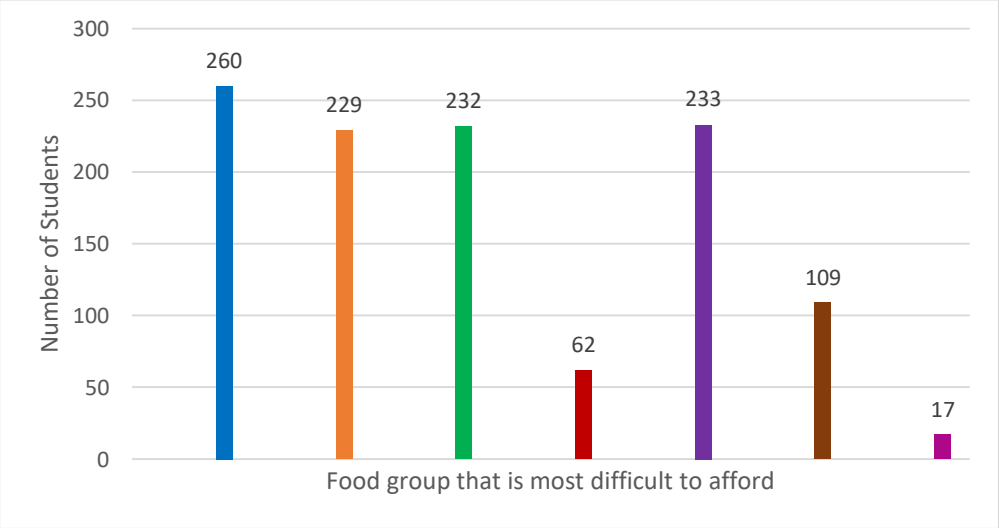
HIGHLIGHTS

Most visitors find it:
Sometimes Difficult to FIND the foods they prefer to eat, especially cultural foods
Often Difficult to AFFORD the foods they prefer to eat

Since international students make up the largest portion of our visitors, many of the items reported as difficult to find are cultural food items. This stresses the importance of the foodbank providing cultural foods, especially around significant holidays.

F23-W24 Visitor Experience with Food Insecurity

What foods are the most difficult for you to afford? You may select more than one option. (Reference: Intake Form)



	Fruits	260	65.5%
	Vegetables	229	57.7%
	Meat Products	232	58.4%
	Meat Alternatives (tofu, tempeh, etc.)	62	15.6%
	Dairy Products	233	58.7%
	Grain Products	109	27.5%
	Other	17	4.3%

Please describe any dietary restrictions (Ref: Intake Form)

HIGHLIGHTS

Students have the most difficulty affording:

1. Fruits
2. Dairy Products
3. Meat Products
4. Vegetables
5. Grain Products
6. Meat Alternatives

Other products students specified struggling to afford include: Nutrient dense/cultural foods

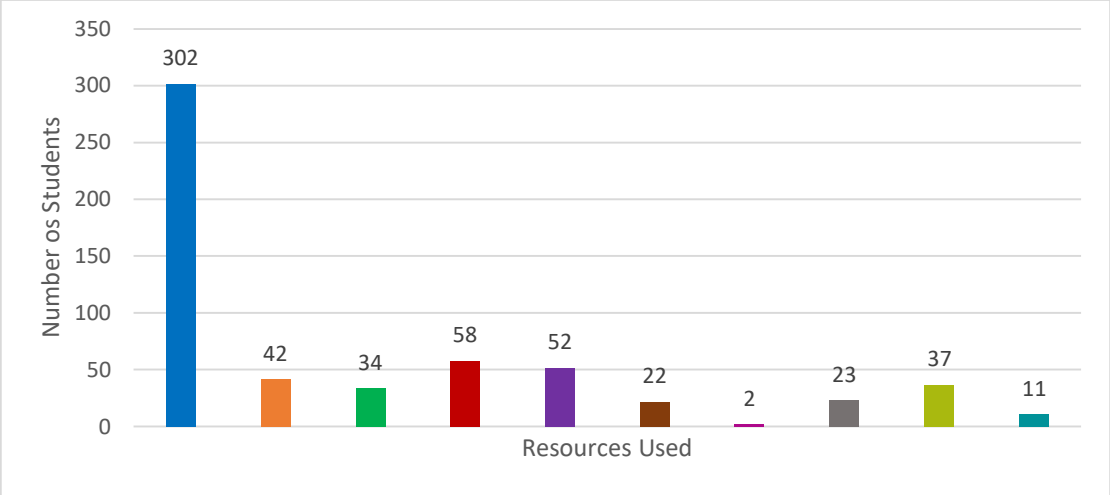
62% of visitors do not have any dietary restrictions.

Most popular dietary restrictions include:

Halal preferences, Vegetarian preferences, Common allergies (i.e. dairy, wheat, soy, nuts)

F23-W24 Visitor Experience with Food Insecurity (Ref: Intake Form)

Which supports or resources did you use because you are experiencing food insecurity?



	Personal (friends, family, partner, etc.)	302	76.1%
	Other CSA Services (i.e. SHAC, Bus Pass, SafeWalk)	42	10.6%
	University Financial Services	34	8.6%
	Non-University Financial Services (i.e. bank loans, lines of credit, OSAP, ODSP, etc.)	58	14.6%
	University Health and Wellness Services (i.e. SAS, Counselling Services, Student Health Services)	52	13.1%
	Non-University Health and Wellness Services (i.e. visited family physician, talked to a psychotherapist)	22	5.5%
	University Advocacy Services (i.e. GRCGED, Office of Diversity and Human Rights, OUTline, Multi-Faith Resource Team)	2	0.5%
	University Academic Services (i.e. Student Life, Learning Services, Writing Services, Co-op and Career Services)	23	5.8%
	Non-University Social or Food Services (i.e. The SEED, Guelph Food Bank, Chalmers, etc.)	37	9.3%
	Other	11	2.8%

HIGHLIGHTS

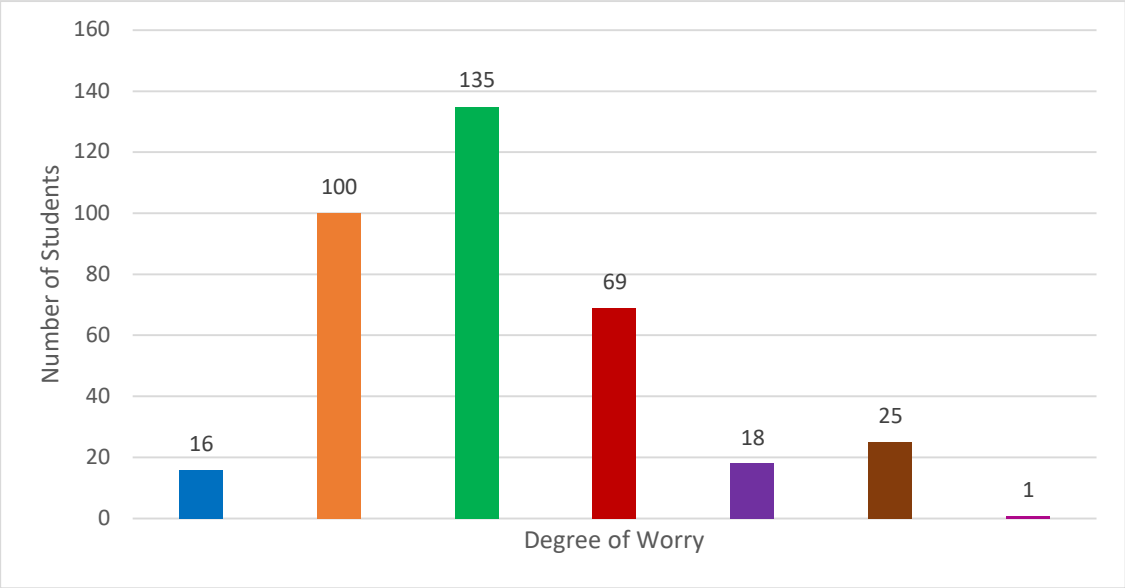
76.1% of visitors use personal resources like friends and family, and a large percentage of these students only rely on those personal resources. 199 visitors reported ONLY using personal resources. This is 50% of the visitors we served this year.

Other most used services include:

1. Non-University Financial Services
2. University Health/Wellness Services
3. CSA Services
4. Non-University Social/Food Services
5. University Financial Services
6. University Academic Services
7. Non-University Health/Wellness Services
8. University Advocacy Services
9. Other resources students shared include: Addiction Services and Practising Self-Care

F23-W24 Visitor Experience with Food Insecurity

Please select the statement that best describes how your worry(ies) about food impact your ability to enjoy other aspects of your life. (Ref: Intake Form)



	Concerns about food do not impact my ability to enjoy other aspects of my life	16	4.0%
	Concerns about food cause me worry but I am still able to enjoy other aspects of my life	100	25.2%
	Concerns about food cause me great worry and negatively impact my ability to enjoy other aspects of my life	135	34.0%
	Concerns about food take up most of my time and limit my ability to enjoy other aspects of my life	69	17.4%
	Not sure	18	4.5%
	Prefer not to answer	25	6.3%
	Other	1	0.3%

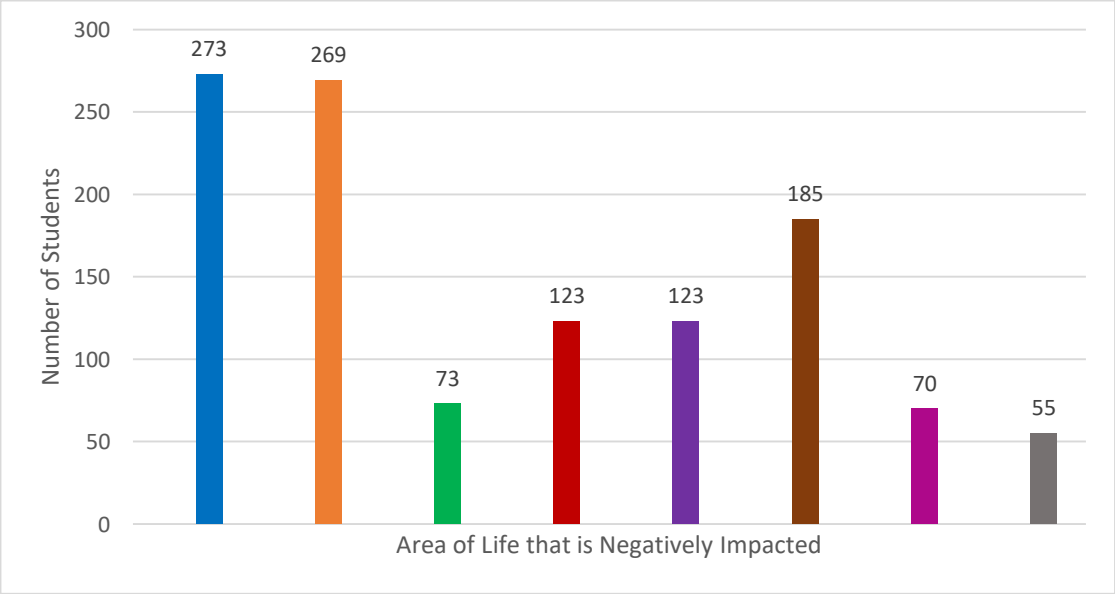
HIGHLIGHTS

Majority of visitors rank themselves in the second most severe category of concern

Only 4% of students do not feel that food access impacts their abililty to enjoy life

F23-W24 Visitor Experience with Food Insecurity (Ref: Intake Form)

Please indicate which areas of your life are negatively impacted by concerns about food.



	Physical Health	273	68.8%
	Mental Health	269	67.8%
	Spiritual Health	73	18.4%
	Grades	123	31.0%
	Extra-Curriculars	123	31.0%
	Social Life	185	46.6%
	Class Participation	70	17.6%
	Dependent Care	55	13.9%

HIGHLIGHTS

This most impacted aspects of life are as follows:

1. Physical Health
2. Mental Health
3. Social Life
4. Grades
5. Extra Curricular Activities (tied with Grades)
6. Spiritual Health
7. Class Participation
8. Dependant Care

Other aspects of life negatively impacted include: sleep, thesis progression

F23-W24 Visitor Experience with Food Insecurity

Please describe the effect of the COVID-19 pandemic on your daily life (Ref: Intake Form)

HIGHLIGHTS

The most common effect the COVID-19 Pandemic had on student life was their ability to find SAFE and AFFORDABLE housing.

This is because rent increased and job/income security decreased. Together these negatively impacted housing for students

In addition to this, many students had negative impacts to the quality of and progression in their education, decreased social life, and lastly it had negative impacts on mental health.

Some students noted that they have had to turn to food banks as a result of the pandemic.

F23-W24 FoodBank Goals

The main goal during my term was to increase capacity and maximize efficiency of the service. This goal was successfully met.

HOW?

1. Visitor capacity was increased from an average of 165 to 240, which is a 45.5% increase.
2. Active visitorship increased from 125 to 212, is a 70% increase.
3. A new appointment booking system was implemented with Microsoft Bookings software. So far I have only heard positive feedback about the software. The built-in calendar reminders and security of the software have been incredibly beneficial. We see less appointments being missed AND have been told that the software is a lot more accessible to visitors that struggled with the old Sign-Up Sheet and Excel Schedule system due to disabilities. The time saved from schedule building has been beneficial for the Coordinator. AKA more time for adminstrative duties.
3. We are now partnered with the Registar's Office to give us enrollment confirmation so we know we know specifically when students need to be removed from the visitor list because of taking an academic pause or graduation. This speeds up the semesterly enrollment process because we know which students specifically need to be contacted.

***

This year the FoodBank did not host offer any workshops or additional programming. But we did host: a Winter Clothing Room, Basil Plant Giveaway, & Menstrual Cup Giveaway. AND attend fundraisers/events. Some old programming was removed.

Item Giveaway Participation:

Winter Clothing Room	35
Basil Plant Giveaway	75
Menstrual Cup Giveaway	19

We had over 15 food drives/fundraisers hosted for us, and got to actively participate in the Athletics Super Weekend Food Drive by attending Hockey and Lacrosse games and the Aggie Hockey Night Fundraiser where jerseys were sold to fundraise for us.

We attended the mandatory CSA Annual General Meeting and General Members, but we also had a display at the SNAP Nutrition Fair. The Nutrition Fair was something fun and unique we got to do because it provided the assistants with a small research project to make both a poster board and a series of 3 zines about eating healthy on a budget. We also provided students with free apples and bananas. 160 students came to the booth to snack and learn with us!

The Compassionate Fund program was removed from our programming to re-allocate funding to food acquisition. The Special Dietary Fund was removed previously, so this was the next logical step in updating our budgetting.

Our garden beds are in the process of being dismantled as a result of their disrepair since the COVID Pandemic. In it's place we have partnered with the Gryphon Greenhome Growers, a group of volunteer staff and students that grow produce for us in the Bovey Greenhouses. Any overflow is donated to the MealCare Community Fridge.

F23-W24 FoodBank Goals

***

Participation in these public events was to helpful to promote our prescence as a service that can be accessed for food access referrals and nutrition resources, even when at serving capacity.

We put focus on creating distributable resources (i.e. zines) and creating a social media presence on Instagram.

Another reason to increase our visibility was to encourage donations and food drives for our service. As a team, we have to watch how much advertising we do because it will increase the number of students applying for our waitlist. This was particularly an issue when the waitlist was left to grow infinetly. In Feburary 2024, we decided to introduce a waitlist cap. This was to reduce the number of students waiting 4+ months for assistance and to allow us to advertise without as much worry. Increased visibility will allow us to give referrals to food insecure students instead of having them suffering alone. This will also increase the donations we receive. Donations help off-set our purchasing so we can celebrate more cultural holidays and put money into improving the quality of the workspace.

This can be proven by the fact that from F23-W24 we had 15 food drives/fundraisers hosted on our behalf, following up the Guelph Today article about the FoodBank by Santana Bellantoni. The FoodBank has received well over $35k in cash and in-kind donations this academic year, largely because of increasing our visibility.

We were able to replace 2 of our residential fridges with industrial fridges because of all the money off-set by our generous donors. These fridges will help increase food storage capacity so we can offer a greater variety of fresh food options.

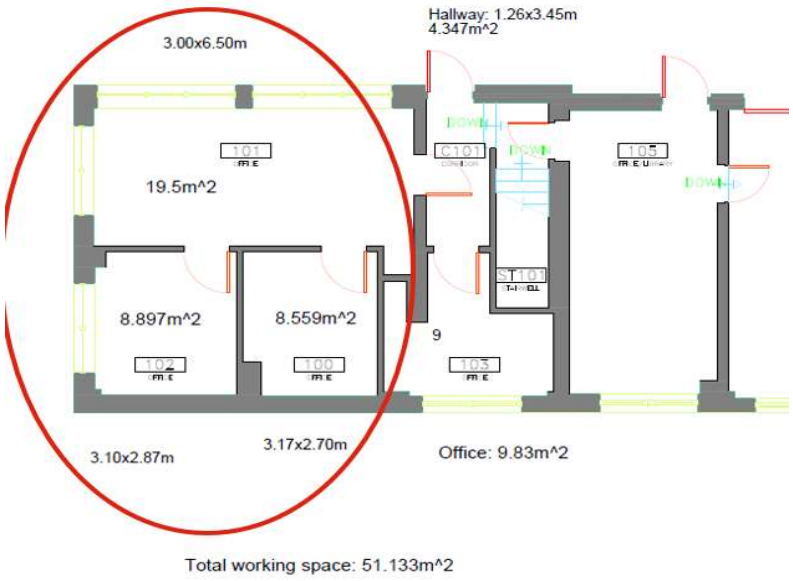
In summary, visibility of our service has been far more positive than negative. Soliciations are essential for our service to continue growing!

Looking Ahead to F24-W25

The following is a list compiled of reasonable suggestions from staff and visitors.
Context for issues have also been outlined to the best of my ability.

1. Larger and More Accessible Working Space

The building in which we operate from (Federal Annex), is split between the FoodBank and Bike Centre. The current working space of the FoodBank is 51.13 m^2. This limits food storage capacity which then limits our visitor capacity. For perspective, the working space in an average sized classroom in MCKN is 72.36 m^2



Total working space: 51.133m^2

This is a goal the CSA is currently working on by improving/renovating the space for our 20th anniversary. We are receiving a grant to have this work completed. Tasks include: garden maintenance, fresh coat of paint, storage for dry goods to be installed in the basement, a new "Welcome" mural to celebrate the multicultural space we have. These plans have been severely delayed due to staffing issues in Physical Resources.

The CSA will also continue to advocate for a new space. Federal Annex is set to be demolished in 2026/2027. We need a new space that is bigger than what we currently have so we can expand our service to tackle the increasing prevalence of food insecurity on campus. But we also need a space that is accessible. The new space must be close to the bus loop so students have easy access to transportation, and have low foot-traffic to reduce the feeling of stigma. But it also must be fully accessible for students with disabilities. Currently, the FoodBank does not have an accessible washroom. This poses a problem as we want our facility to be fully accessible so we can reduce barriers to accessing healthy food, and to have an appropriate workspace for staff members with disabilities.

2. Additional Staffing

We have had a large increase in visitors this year, yet our staffing has remained the same. We no longer have a dedicated day for portioning food since we now serve visitors every day that we are open (Monday through Thursday). This leads to items running out of stock, stressed staff, and disappointed visitors because demand is hard to keep up with. We now have to portion during appointments, which can become incredibly chaotic since we are already limited in staffing (especially during the summer when we lose an assistant).

At minimum, the FoodBank should have 2 part-time assistants year-round to support the FoodBank Coordinator if we want to keep the high level of service established this year.

Looking Ahead to F24-W25

Each assistant can work 10-12 hours per week which supplements the Coordinator's full-time hours (32-35 hours per week) very well. The 20-24 total support hours allows the Coordinator ample time to complete required administrative duties and any outreach, solicitation, and event planning as needed.

Adequate staffing is also important for the mental health of the FoodBank team. Since, we run an emergency food service, we often deal with students in crisis. The last thing we need is to add additonal stress to the job because of a lack of resources.

Summer semesters are always stressful for the FoodBank staff because we are down to only 1 assistant instead of 2. A large percentage of the Undergraduate students may go away for the summer so it may seem like campus is less busy. But the unfortunate truth is that the FoodBank does not reduce our service hours. We serve the same number of students year-round and still have to function with less staff.

Hunger does not go away on vacation.

Visitors can tell that there is a staffing shortage because there has been a drop in the quality of service during appointments. There is significantly less time to be personable due to the increased work load to split between only 2 staff members. We are often juggling multiple tasks at once during appointments now. It's the only choice we have left because we cannot go over on our work hours per week. This is unfair to the visitors. They deserve dignified service and the staff member's full attention.

While the current FoodBank team is very efficient, it is not in our best interest to continue operating like this because it can lead to staff burnout, or run the risk of new staff not being able to keep up with the workload and potentially quitting.

Introducing volunteers to our service again would help mitigate some of these issues, but I do understand that the CSA does not have a volunteer policy and likely will not for a long time. Should the FoodBank obtain a larger working space, having volunteers might be beneficial. As it stand right now, we simply do not have the physical space to have more than 3 people working at a time.

In future, if this idea is reviewed again, implementing volunteer training would be simple. Volunteers do not need food handler's training as long as a staff member is present. Legally, only 1 person on site needs to have food handler's training (which would be the Coordinator or Assistants). We have access to the volunteer training program/information the City of Guelph Food Bank uses because we are a member agency. As a member agency, we can access this for free. The training would go over simple aspects of serving visitors at foodbanks and portioning food.

But since I see re-introducing volunteers as a long-term goal, it is more tangible to first increase the hours of paid part-time staff from 8 month to 12 month contracts.

Looking Ahead to F24-W25

3. Improving Staff Contingency Plans

As it currently stands, if the FoodBank Coordinator falls ill the CSA FoodBank will close for as long as they are ill. The FoodBank Assistant cannot work in the building alone, so if the Coordinator is not present due to an illness the whole operation is shutdown. The Assistant is still allowed to come in to accept food orders, but may not serve appointments alone. Closures like this can cause a backlog in the service appointments which can result in students not being able to book appointments to get food. This issue will become greater the more we increase visitor capacity.

If a FoodBank Assistant falls ill, the Coordinator is left without staff support for as long as the Assistant is ill. This means that any outreach or administration work is paused since the Coordinator will have to handle all service appointments and food portioning.

This can result in a lot of guilt between the FoodBank staff in the off chance that they do fall ill. I would suggest that the contingency plan be improved to prevent sudden closures like this because our FoodBank is a lifeline for many students.

Increasing staff might mitigate this issue but I'm sure any additional support would help!

4. Increasing FoodBank Fee

Currently, the FoodBank Fee only increases the same amount as inflation.
There was a suggestion made to me that it could be changed to increase "Inflation + 3%"
This may be ideal for the FoodBank as it will provide additonal funding for the staffing restraints so we can have the best service possible!

Doing this would be REALLY helpful for the FoodBank because it is the most used CSA service. And with the increasing prevalence of food insecurity on campus since the COVID pandemic, a fee increase of this type would be justifiable.

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While I have additional dreams and wishes for the FoodBank, these 4 are certainly the most attainable. I encourage the in-coming FoodBank team and Board of Directors to seriously consider these suggestions along with the data presented in this report. The problem of food insecurity on campus will only continue to increase. So, I urge everyone to go forward and use this knowledge for the betterment of our students! It is the minimum we owe them as their student association!

But other than all of that, I would like to thank all the lovely humans I got to work with at the CSA. This was truthfully one of the best jobs I have ever had. I love data (as you can tell) but the people is what made the job extra special. It was so worth applying to work at the CSA FoodBank 5 times until I was finally successful, haha! If you see me on campus, always feel free to say "hi!" :)

Kind Regards,
Joy Amyotte (they/them), CSA FoodBank Coordinator F23-S24 August 20, 2024

Item 5.11.2
Appoint CSA Representatives to the Athletics Advisory Council

WHEREAS the Athletics Advisory Council advises the President of the University of Guelph and the Director of Athletics on policy matters regarding the athletics programs and use of athletics facilities at the University of Guelph including student fees, athletics budget, new athletic centre, intramurals, and more; and

WHEREAS the Athletics Advisory Council requires the membership of a CSA Executive as a non-voting member and one CSA representative as a voting member to be appointed by the CSA;

BE IT RESOLVED that the following CSA Executive and Board Director be appointed to the Athletics Advisory Council:

Simran Kalra, VP Student Experience
[1 Board Director]

Moved:
Seconded:

Item 5.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 5 on August 28, 2024 be adjourned at pm.

Moved:
Seconded: