AGENDA
Board of Directors Meeting # 7
September 25, 2024 – 6:00 pm

Agenda – September 25, 2024

7.0	**Call to Order**	
7.1	**Land Acknowledgement** Naomi Amayaevbo	
7.2	**Adoption of the Agenda** 7.2.1 Approve the Agenda 7.2.2 Declarations of Conflicts	 1
7.3	**Ratifications and De-Ratifications** 7.3.1	
7.4	**Comments from the Chair** 7.4.1 Introductions and Pronouns	
7.5	**Approval of Past Minutes** 7.5.1 Meeting # 6 – September 11, 2024	2
7.6	**Executive Committee Minutes** 7.6.1	
7.7	**Executive Updates** 7.7.1 President – September 25, 2024 7.7.2 VP Student Experience – Vacant 7.7.3 VP Academic – September 25, 2024 7.7.4 VP External – September 25, 2024	3 4 6
7.8	**Director Reports**	
7.9	**CSA Service Update and Report**	
7.10	**Committee Updates and Reports** 7.10.1 Summary of Committee Appointments 7.10.2 Hiring Committee Report: Bike Centre Assistant 7.10.3 Hiring Committee Report: FoodBank Assistant 7.10.4 Hiring Committee Report: Assistant Returning Officer 7.10.5 Hiring Committee Report: Board Scribe	 8 11 12 13 14
7.11	**Business** 7.11.1 Appoint Members to Student Events and Initiatives Funding (SEIF) Committee 7.11.2 Appoint Executive Member to Finance Committee 7.11.3 Appoint Member to Guelph Centre for Urban Organic Farming Advisory Group	 15 23 24
7.12	**New Business** 7.12.1	
7.13	**Announcements**	
7.14	**In Camera Session** 7.14.1	
7.15	**Adjournment**	25

Item 7.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 7 on September 25, 2024, be approved as printed and distributed.

Moved:
Seconded:

Item 7.2.1 (b)
Amend the Agenda

MOTION TO AMEND:

Moved:
Seconded:

Item 7.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 7 on September 25, 2024, be approved as amended with:

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Item 7.5
Approval of Past Board Minutes

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

7.5.1	CSA Board Meeting # 6	September 11, 2024

Moved:
Seconded:

Item 7.7
Executive Updates

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

7.7.1	President	
7.7.2	VP Student Experience	Vacant
7.7.3	VP Academic	September 25, 2024
7.7.4	VP External	September 25, 2024

Moved:
Seconded:

Executive Update

Interim Vice President Academic

September 25, 2024

Central Student Association

General Update:

Hello everyone! Excited to be at my second Board meeting as interim VP Academic - thank you to everyone here for the work that you've allowed me to get done already this year! I've been working on starting up a number of projects and initiatives, as well as transitioning into the role with the help of Colleen, Natalie, Hartej, and the rest of the office! Had to sort through quite a few technical issues to get here (and I warned Front Office that I'm not as good with tech as my predecessor) but there's already been a lot of important work happening. We've had a few meetings as a team together and with Vice-Provost Melinda Scott, and discussed off-campus food for events, freedom of expression, and the success of O-Week. Finally, I also had the opportunity to attend a safeTALK Suicide Prevention Training session with some folks from Student Wellness and Student Experience – highly encourage some of you to attend and continue to make our campus a better place!

Ongoing Projects:

Working with a group of students on the Improved Degree Certificates petition- now engaged the Provost and Vice-Provost (Student Affairs). Will hopefully be moving this forward with Dr. Rosehart and the Senate Honours & Awards Committee. This is meant to improve the information presented on degree certificates to include majors, minors, and areas of emphasis. Thanks also to Prathamesh and our former VP Student Experience, Simran, for their work on this.

Will be hosting the Community Forum on Generative Artificial Intelligence – October 9 at 3:30 in this very room ahead of our Board meeting. Semi-structured discussion between students, faculty, and administration on what role AI can have in teaching & learning.

Connected with Jack and the Fine Arts Network to start planning for Art in the Bullring later this semester. Student Memorial Service was moved over to VP External – thanks to Natalie and Lee Anne who have been working closely on this project.

Committees:

Last week I attended the Library Student Services Fee Advisory Committee meeting, which I am now the Student Chair of. I am reviewing their report and recommendations about the Library's student fees-I also hope to have future discussions with the Library outside of this committee. I also had coffee and was introduced to the Calendar Review Committee with some wonderful people from Quality Assurance- work is well underway on next year's Academic Calendar!

I attended the Board of Undergraduate Studies with Manpreet and the other student representatives. I discussed concerns with offering co-op to transfer students under an international partnership agreement with an Indian university.

I have confirmed attendance at the Compulsory Fees Committee and Student Rights & Responsibilities – these will meet later in the semester to discuss changes to compulsory (non-tuition) fees and non-academic regulations.

Finally, I have been working with Jack to organize a meeting for UC Board representatives ahead of the first Board meeting of the year. I also spoke with Mike (UC Operations Manager) about a few spaces that we're worried about the use of, including the former UAIC office. Changes are also coming to non-academic classroom bookings in W25, as UC Services will be taking over that service from ORS.

Services:

SHAC has had two team meetings since I started as Interim VP. Dani and their team have had a wonderful (if somewhat slow) start to the year- cases are starting to pick up now that people are starting to settle in.

SHAC is registered to table at the Financial Literacy Fair later in November to talk about financial/legal services that they provide to students. This is an event hosted by Student Financial Services to help students navigate budgeting, personal finance, and financial issues.

We will be hosting a Halloween community event at the end of October- 'Help! I've Accidentally Rented a Haunted House – Now What? And Other Spooky Rental Issues'. Educational session about tenant rights and laws around Halloween, snacks, and pumpkin painting!

The SHAC team will be doing social media highlights for community resources- these include Student Wellness Services, Guelph Legal Clinic, Off-Campus Living, and others.

Executive Update

Vice President External

September 25, 2024

Hello CSA Board of Directors,

I cannot believe it is the end of September already, it feels like just yesterday it was the start of orientation week. I have had a really amazing, fruitful and busy September and I cannot wait to share it with you all.

Before I begin, I do want to give a huge thank you to Jack, our Events Coordinator for being the reason behind such a successful O-Week and continuing to be a place of guidance and support for the executive team. As well, a big shoutout to member Nate Broughton who volunteered his time during O-week with all his well-rounded knowledge of the CSA and being a helping hand attending so many events and a major support. And last, but certainly not least, the O-Week volunteers who helped to ensure our events shined and went smoothly. You are all so appreciated!!!

I hope you enjoy my update!

Ongoing Projects:

Student Memorial Service: I have been in communication with families and speakers, gathering RSVPs and working with our wonderful Business Manager, Lee Anne, to finalize all the last-minute details and get things ready.

Administration Meetings: The executive team and I have met with the new vice-provost Academic, Bill Rosehart, and met with the Vice-Provost of Student Affairs, Melinda Scott. Both meetings have been incredibly fruitful and truly a place for incredible discussion. I am excited to see what this year has in store.

Townhall: Jack and I met with the MPP for Guelph, Mike Schreiner, to discuss a townhall, and I am SO excited to say that we have a date set in stone for November. Once Jack and I finalize housekeeping I will let you all know. Mike is so excited to speak with students and listen to student voices!!!!!!!

Tap-In Update: Water fountains!!! So excited to put into my official update that Auxiliary services is moving forward to installing more water fountains on campus, and you can see a result of that work in front of Johnston Green! We are one step closer to making the University of Guelph a water bottle free campus!

Committees:

Judicial Service Committee: As an alternate representative on this committee, I had to undergo training and look at the academic misconduct process.

I have not been on very many committees yet, but I do want to give you a glimpse to the committees that I am attending and will be calendar booked for the upcoming semester:

- Food Security Group
- Student Experience and Initiative Fund (SEIF)
- Finance Committee
- Student Leaders and Admin Meetings (SLAM)
- Student Rights & Responsibilities Committee (as an alternate)
- Peas in the Pod
- Transit Advisory Committee
- Student Affordable Housing Taskforce
- CSA/GSA transit Committee
- Statement Making Committee
- Athletics Advisory Committee

I think I have all of them, but I might've missed one or two, but look forward to those updates in the future.

Services:

FoodBank: Happy 20th Birthday FoodBank! The Guelph Student FoodBank is currently at capacity with a waitlist. We also now have a full FoodBank team. Kiersten has joined us and has just been so wonderful.

Great news! Our FoodBank refresh is still continuing and going strong, I cannot wait to see it finished.

Bike Centre: Our gears are still turning, and we are pedalling through the semester! We also want to give a CSA welcome to our new Bike Centre assistant, Franklin. Franklin has so much bike knowledge and has been such an amazing addition to our space!!

That's all from me and thanks for reading!

Natalie

Item 7.10.1
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:

Elections Appeals Board
Appointed: September 11, 2024

Manpreet Rattan	Director
Gursimran Chadha	Director
Noam Einy	Director
Shelby Girdler	General Member
Finn Grace	General Member

Athletics Advisory Council
Appointed: August 28, 2024

Natalie Wilkinson	CSA Executive Representative
Noel Johnston	CSA Representative

Student Affordable Housing Task Force
Appointed: July 24, 2024

Natalie Wilkinson	VP External – Committee Chair
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
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 (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)
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 7.10.2
Hiring Committee Report
Bike Centre Assistant

Posting Date: July 31, 2024
Closing Date: August 16, 2024

Hiring Committee Members:
Natalie Wilkinson, VP External
Lee Anne Clarke, Business Manager
Joseph Train, Bike Centre Coordinator

Number of Applicants: 35
Number of Interviews: 3

Successful Candidate: Franklin Goodfellow
Start Date: September 9, 2024

MOTION: That the hiring of Franklin Goodfellow for the position of Bike Centre Assistant be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 7.10.3
Hiring Committee Report
FoodBank Assistant

Posting Date: July 31, 2024
Closing Date: August 16, 2024

Hiring Committee Members:
Natalie Wilkinson, VP External
Lee Anne Clarke, Business Manager
Alitha Griffith, FoodBank Coordinator

Number of Applicants: 121
Number of Interviews: 5

Successful Candidate: Kiersten Denning
Start Date: September 9, 2024

MOTION: That the hiring of Kiersten Denning for the position of FoodBank Assistant be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 7.10.4
Hiring Committee Report
Assistant Returning Officer

Posting Date: July 31, 2024
Closing Date: August 16, 2024

Hiring Committee Members:
Hartej Singh, President
Colleen Bovay, Policy & Transition Coordinator
Lauren Pyne, Chief Returning Officer

Number of Applicants: 32
Number of Interviews: 2

Successful Candidate: Yolanda Grant
Start Date: September 5, 2024

MOTION: That the hiring of Yolanda Grant for the position of Assistant Returning Officer be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 7.10.5
Hiring Committee Report
Board Scribe

Posting Date: July 31, 2024
Closing Date: August 16, 2024

Hiring Committee Members:
Hartej Singh, President
Colleen Bovay, Policy & Transition Coordinator
Nikki Tu, Board Scribe

Number of Applicants: 41
Number of Interviews: 3

Successful Candidate: Isabella Saucedo Brito
Start Date: September 23, 2024

MOTION: That the hiring of Isabella Saucedo Brito for the position of Board Scribe be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 7.11.1
Appoint Members to Student Events and Initiatives Funding (SEIF) Committee

WHEREAS CSA Policy Appendix D, Section 7.3 requires a maximum of six members for the SEIF Committee, consisting of the following:

- CSA President
- One additional member of the Executive Committee
- One At-Large or College representative
- One Student Organization representative
- Up to two additional Directors

WHEREAS SEIF Committee Member Simran Kalra has been de-ratified from the CSA Executive, leaving an Executive vacancy on the SEIF Committee; and

WHEREAS at the Board of Directors Meeting on July 3, 2024, the motion to appoint the SEIF Committee received only three Directors volunteers, leaving one vacancy;

BE IT RESOLVED that the following Executive Member be appointed to the Student Events and Initiatives Funding Committee for the 2024 - 2025 academic year:

Natalie Wilkinson, VP External

AND FURTHER that the following Director be appointed to the Student Events and Initiatives Funding Committee for the 2024 - 2025 academic year:

[one Director]

Moved:
Seconded:

See following pages for SEIF Committee information.

Appendix D
CSA Committees

Central Student Association

Excerpt of Appendix D – CSA Committees

See CSA website for complete Appendix D.

7.0 Student Events and Initiatives Funding (SEIF) Committee

7.1 Preamble

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

The Student Events and Initiatives Funding Committee ("the Committee") is a Standing Committee of the CSA Board of Directors that is responsible for hearing, deliberating on, and making decisions regarding SEIF requests.

7.2 Purpose

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

7.2.2 To maintain a standardized SEIF request form or method.

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

7.3 Membership of the Committee

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

7.3.2 The President shall be a member of this Committee.

7.3.3 One (1) seat on this Committee shall be reserved for an At-Large or College representative.

7.3.4 One (1) seat on this Committee shall be reserved for a Student Organization representative.

7.3.5 One (1) seat on this Committee shall be reserved for an additional member of the Executive Committee.

7.3.6 The remaining seats may be filled by up to two (2) Directors.

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

7.3.8 A designated staff member will attend meetings in the role of scribe. They will not be a ratified member of the committee.

7.4 Responsibilities of the Committee Members

7.4.1 The President shall be the Chair of the Committee.

7.4.2 The Vice-Chair shall be the additional Executive member on the Committee.

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

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

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

7.4.6 The Chair shall have the following responsibilities:

a) Setting SEIF deadlines for the academic year, subject to Board Approval.
b) Facilitate meetings.
c) Ensure that proper minutes are taken for every meeting.
d) Compile semesterly reports for the Board, with the designated staff member.

7.4.7 The Vice-Chair shall have the following responsibilities:

a) Assist the Chair in their duties.
b) Assume the responsibilities of the Chair in their absence.

7.4.8 The designated staff member shall have the following responsibilities:

a) Facilitate the submission of SEIF applications and compile materials prior to committee meetings.
b) Take meeting minutes and record decisions.
c) Forward minutes to the Policy & Transition Coordinator for distribution to the Members of the Board.
d) Book meeting locations.
e) Manage communications to and from the Committee.

f) Compile semesterly reports for the Board with the President.
g) Coordinate the submission of SEIF Report Forms and ensure completion.
h) Keep an updated list of any groups ineligible for SEIF funds in the current and upcoming academic year.

7.5 Meetings

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

7.5.2 The schedule of meetings shall be pre-determined and submitted to the Board of Directors.

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

7.5.4 If the Committee fails to make quorum at any meeting, a new meeting date can be selected within one business week.

7.6 Reports

7.6.1 Reports shall be compiled by the Chair and the designated staff member of the Committee.

7.6.2 A report shall be submitted to the Board of Directors following each Fall and Winter semester. These reports shall include an overview of:

a) SEIF Applications.
b) Funding requests.
c) Funding allocated.
d) Impact on student body.
e) Summary of funds.

7.7 SEIF Requirements

7.7.1 Applicant groups for SEIF must include a CSA member of good standing.

7.7.2 Each year, the CSA will budget funds to be made available by request to qualifying groups.

7.7.3 Funds from the SEIF 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.

7.7.4 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.

7.7.5 Should the CSA choose to co-sponsor an event, it must do so before the SEIF request is presented to the Committee, and the Committee must be given full disclosure of the CSA’s involvement.

7.7.6 A completed SEIF Report Form, available on the CSA website, will be required by the Committee. A completed SEIF Report Form must include a finalized budget breakdown with matching receipts for all purchases. Any variances from the initial budget submission must be explained. Any unused funds must be returned to the CSA. If a group does not submit a completed SEIF Report Form by the prescribed deadline, the Clubs Executive contacts will be ineligible to apply for SEIF funding for the remainder of the current academic year, and the following academic year.

7.7.7 At the discretion of the SEIF Committee, any organizations that an individual is a Club Executive for will be made ineligible to apply for SEIF Funding for the remainder of the academic year, if deemed necessary due to failure to submit SEIF Report Forms as required. Individuals will be contacted via email with this decision and can file an appeal to the Board of Directors to challenge the decision.

7.7.8 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 SEIF must be re-submitted to the Committee where the original SEIF 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.

7.8 SEIF Application Process

7.8.1 Subject to approval by the Board, the President will set three application deadlines in the Fall semester and one application deadline in the Winter semester, with the option of setting additional application deadlines in the Winter semester, should the funding be available.

7.8.2 Organizations are able to apply for funds retroactively within the current academic year.

7.8.3 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.

7.8.4 Qualifying groups must submit a completed SEIF Request Form, available on the CSA website, to the Committee through the designated staff member.

7.8.5 All parties must disclose as to whether their organization/ group collects student fees or other regular funding sources.

7.8.6 All parties must provide confirmation that their organization has completed an Events Submission to Student Events & Risk Management.

7.8.7 Groups applying for funding will not be considered unless it can be clearly demonstrated the request directly benefits the undergraduate community of the University of Guelph.

7.8.8 In fairness to all organizations, no group will be awarded more than $500.00 in any fiscal year.

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

i. Internal accredited CSA clubs.
ii. Special Status Groups.
iii. University of Guelph accredited undergraduate student organizations.

7.8.10 The SEIF Committee will also consider the following:

- Number of students attending the event.
- Number of students impacted by the initiative.
- If there is a cost to students to attend.
- The inclusivity and accessibility of the event.
- The level of enrichment to students.
- The groups access to other funding sources.
- The specificity of the budget.
- Whether the group has received SEIF in the current academic year.
- The amount of funds remaining in the SEIF budget line.

7.8.11 The SEIF Committee is not permitted to approve funding for:

- Fundraising events, unless the raised funds are going to a student-specific organization.
- Goods purchased from sources that violate the CSA's Ethical Purchasing Policy.
- Alcoholic beverages.

7.8.12 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 SEIF Committee will consider innovation as part of the review process.

7.8.13 The designated staff member will notify organizations within 72 hours of a SEIF Committee decision.

7.9 Appeals Process

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

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

7.9.2 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.

7.9.3 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.

7.9.4 Appeals of the SEIF Committee shall be heard by the CSA Board of Directors at the next regularly scheduled Board Meeting. If there is no Board meeting scheduled within two weeks of the appeal submission, an emergency Board Meeting will be called. Decisions made by the Board of Directors are final.

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

7.9.6 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.

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

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

Item 7.11.2
Appoint Executive Member to Finance Committee

WHEREAS CSA Policy Appendix D, Section 6.3.1 requires the following membership for the Finance Committee:

- CSA President
- Second member of the Executive Committee
- Three Directors
- Business Manager

WHEREAS Finance Committee Member Simran Kalra has been de-ratified from the CSA Executive, leaving an Executive vacancy on the Finance Committee;

BE IT RESOLVED that the following Executive Member be appointed to the Finance Committee for the 2024 - 2025 academic year:

Natalie Wilkinson, VP External

Moved:
Seconded:

Item 7.11.3
Appoint Member to Guelph Centre for Urban Organic Farming Advisory Group

WHEREAS the Guelph Centre for Urban Organic Farming Advisory Group (GCUOF) provides strategic advice for major decisions and overall direction of the Guelph Centre for Urban Organic Farming ('Farm'), including farm educational & research program priorities, infrastructure improvements, and land use; and

WHEREAS membership of GCUOF includes a 'CSA Student Representative';

BE IT RESOLVED that the following CSA Director be appointed to the Guelph Centre for Urban Organic Farming Advisory Group for the remainder of the 2024-2025 academic year, effective immediately:

[one Director]

Moved:
Seconded:

Item 7.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 7 on September 25, 2024 be adjourned at pm.

Moved:
Seconded: