**AGENDA**
Board of Directors Meeting # 9
October 30, 2024 – 6:00 pm

# Agenda – October 30, 2024

| | | |
|---|---|---|
| **9.0** | **Call to Order** | |
| **9.1** | **Land Acknowledgement**<br>Jayden Khan | |
| **9.2** | **Adoption of the Agenda**<br>9.2.1 Approve the Agenda<br>9.2.2 Declarations of Conflicts | <br>1 |
| **9.3** | **Ratifications and De-Ratifications**<br>9.3.1 Ratify College of Biological Sciences Student Council Representative<br>9.3.2 Ratify Student Senate Caucus Representative | <br>2<br>3 |
| **9.4** | **Comments from the Chair**<br>9.4.1 Introductions and Pronouns | |
| **9.5** | **Approval of Past Minutes**<br>9.5.1 Meeting # 8 – October 9, 2024 | 4 |
| **9.6** | **Executive Committee Minutes**<br>9.6.1 Meeting # 6 – July 26, 2024<br>9.6.2 Meeting # 8 – September 27, 2024<br>9.6.3 Meeting # 9 – October 15, 2024 | 5<br>6<br>10<br>13 |
| **9.7** | **Executive Updates**<br>9.7.1 President – October 30, 2024<br>9.7.2 VP Student Experience – October 30, 2024<br>9.7.3 VP Academic – October 30, 2024<br>9.7.4 VP External – October 30, 2024 | 17<br>18<br>22<br>26<br>28 |
| **9.8** | **Director Reports** | |
| **9.9** | **CSA Service Update and Report** | |
| **9.10** | **Committee Updates and Reports**<br>9.10.1 Summary of Committee Appointments<br>9.10.2 Hiring Committee Report: SHAC Assistant | <br>30<br>34 |
| **9.11** | **Business**<br>9.11.1 Fall 2024 By-Election: Ratification of Results<br>9.11.2 Ratify VP Academic<br>9.11.3 Director Appointment Process<br>9.11.4 Appoint Director to Finance Committee<br>9.11.5 Appoint Directors to SEIF Committee<br>9.11.6 Appoint Director to Elections and Referendum Committee<br>9.11.7 Appoint University Centre Board Alternate Members<br>9.11.8 CSA Audited Statements 2022-2023<br>9.11.9 Policy Referral: Director Appointment Process | <br>35<br>37<br>38<br>40<br>44<br>52<br>55<br>56<br>88 |
| **9.12** | **New Business** | |

| | | |
|---|---|---|
| | 9.12.1 | |
| **9.13** | **Announcements** | |
| **9.14** | **In Camera Session**<br>9.14.1 De-Ratification | |
| **9.15** | **Adjournment** | 92 |

### Item 9.2.1 (a)
### Approve the Agenda

**MOTION**: that the agenda for the CSA Board of Directors Meeting # 9 on October 30, 2024, be approved as printed and distributed.

**Moved**:
**Seconded**:

### Item 9.2.1 (b)
### Amend the Agenda

**MOTION TO AMEND:** to reorder the agenda so that **item 9.11.8 CSA Audited Statements 2022-2023** and **item 9.14.1 De-Ratification** are moved to just after **item 9.11.4 Introductions**.

**Moved**: Nate Broughton, President
**Seconded**:

### Item 9.2.1 (c)
### Approve the Amended Agenda

**AMENDED MOTION**: that the agenda for the CSA Board of Directors Meeting # 9 on October 30, 2024, be approved as amended with:

- reordering the agenda so that **item 9.11.8 CSA Audited Statements 2022-2023** and **item 9.14.1 De-Ratification** are moved to just after **item 9.11.4 Introductions**.

**Item 9.3.1**
**Ratify College of Biological Sciences Student Council Representative**

**MOTION:** That Lachlan Mangaroff be ratified as the College of Biological Sciences Student Council representative on the 2024-2025 CSA Board of Directors, effective immediately.

**Moved:**
**Seconded**:

## Item 9.3.2
## Ratify Student Senate Caucus Representative

**MOTION:** That Marcus Aldred-Ganhao be ratified as the Student Senate Caucus representative on the 2024-2025 CSA Board of Directors, effective immediately.

**Moved:**
**Seconded**:

## Item 9.5
## Approval of Past Board Minutes

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

| | | |
|---|---|---|
| 9.5.1 | CSA Board Meeting # 8 | October 9, 2024 |

**Moved:**
**Seconded:**

## Item 9.6
## Executive Committee Minutes

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

| Agenda Item # | Meeting # | Meeting Date |
|---|---|---|
| 9.6.1 | Meeting # 6 | July 26, 2024 |
| 9.6.2 | Meeting # 8 | September 27, 2024 |
| 9.6.3 | Meeting # 9 | October 15, 2024 |

**Moved:**
**Seconded:**

**Minutes**
Executive Committee Meeting (ECM)
Meeting #6 – July 26, 2024 – 1:00 pm
Microsoft Teams

**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 meeting.

**4.0 Approval of the Previous Executive Committee Minutes**

Meeting #5 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

- O-week prep underway, working on promo with CSA Events Coordinator & CSA Promo
- Hiring for Front Office Coordinator is underway

**5.1.2 Supervisory**

- Hiring for Front Office Coordinator is underway
- Attended Bullring Operations Committee
- Monitoring all services, finding ways for more outreach

**5.1.3 Miscellaneous**

- New Xerox photocopier will be installed next week

**5.2 VP Student Experience**

**5.2.1 Supervisory**

- Discussions with Clubs Coordinator re: Clubs Garage & overflow garage, and how to better utilize the space
- Clubs Coordinator is working on changes to the Clubs Handbook

**5.2.2 Committees**

- Homecoming Internal Planning Committee
- Inclusive Space Subcommittee
- theCannon.ca Operating Committee

- CSA Executive Committee

#### 5.2.3 Miscellaneous

- Working on socials & social media planning for the fall semester
- Working on Clubs Lounge project, making it more inclusive for clubs to hold events
- Donated menstrual hygiene cups to the FoodBank

### 5.3 VP Academic

#### 5.3.1 Supervisory

- Met with Danielle (SHAC Coordinator) to discuss O-Week prep & planning

#### 5.3.2 Committees

- Enrolment Crisis Task Force – Meetings with AVPA & VPSA coming up. Thank you to Nate for leading the task force.
- Inclusive Space Committee – Discussed roadmap for more accessible spaces on campus

#### 5.3.3 Miscellaneous

- Student Memorial Service – Planning to send invites to families by the end of this month
- Transcript Petition – Received with more than 2,000 signatures, escalated to Senate
- Met with International Student Advisor, to learn more about suspension & probation policies

### 5.4 VP External

#### 5.4.1 Supervisory

- FoodBank – Job posting closes on July 17, 2024. FoodBank Coordinator is completing their end of year report. We are currently serving 240 visitors.
- Bike Centre – Running smoothly, served over 50 students in a month

#### 5.4.2 Committees

- Transit Advisory Committee – Talked about increase to Sunday service, as well as new ways to help the Guelph community within the transit space
- CSA/GSA Transit Committee – Approved the late-night service contract. We are so excited to provide this to our students!

- FoodBank Operations – Hiring timeline is well underway, and we are at capacity (240 students)
- Bike Centre Operations – Served over 50 students, restarted Lock4Lock program

**5.4.3 Miscellaneous**

Tap-In campaign began July 16th, look out every Tuesday to learn about our bottled water-free campus campaign.

Looking at the future of the Sustainability Action Fund, messaged stakeholders in Physical Resources. Communication with folks has been proving difficult.

## 6.0 Business

## 7.0 New Business

**MOTION:** Strike the hiring committee for Bike Centre Assistant with the following membership:

Natalie Wilkinson (VP External)
Joseph Train (Bike Centre Coordinator)
Lee Anne Clarke (Business Manager)

**Moved:** Natalie Wilkinson, VP External
**Seconded:** Hartej Singh, President
**Motion Carried.**

**MOTION:** Strike the hiring committee for Assistant Returning Officer with the following membership:

Lauren Pyne (Chief Returning Officer)
Colleen Bovay (Policy & Transition Coordinator)
Hartej Singh (President)

**Moved:** Hartej Singh, President
**Seconded:** Natalie Wilkinson, VP External
**Motion Carried.**

**MOTION:** Strike the hiring committee for Board Scribe with the following membership:

Colleen Bovay (Policy & Transition Coordinator)
Hartej Singh (President)
Harsimran Kalra (VP Student Experience)

**Moved:** Hartej Singh, President
**Seconded:** Natalie Wilkinson, VP External
**Motion Carried**

## 8.0 In Camera

There was no in camera session.

## 9.0 Adjournment @ 2:00 PM

**Next Meeting: TBD**

**Minutes**
Executive Committee Meeting (ECM)
Meeting #8 – September 27th, 2024 – 11:00 am
Microsoft Teams

**Members**: Hartej Singh (President, Chair), Natalie Wilkinson (VP External, Secretary), William Coleman (Interim VP Academic)
**Regrets**: None
**Guests**: None

**1.0 Call to Order** @ 11:01 am

**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**

Last ECM as President. Wishing everyone a great rest of the year!

**4.0 Approval of the Previous Executive Committee Minutes**

Meeting #7 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

Finishing up exit report.

**5.1.2 Supervisory**

N/A

**5.1.3 Committees**

N/A

**5.1.4 Miscellaneous**

N/A

**5.2 ~~VP Student Experience~~ (Vacant)**

**5.3 VP Academic**

**5.3.1 Supervisory**

- **SHAC**: Emailed GSA regarding a catch-up meeting. Planning Halloween games for the last week of October. Hiring new SHAC Assistant.

**5.3.2 Committees**

- **Board of Undergraduate Studies**: Happening this week. Went over academic programs, hospitality & tourism. Byron gave updates at the meeting.
- **Student Executive Committee**: Chatted about SE&RM & Aggie Pub. Pointed out some issues with the process. Student Experience spoke about some changes happening on their end.

#### 5.3.3 Miscellaneous

- Speaking with folks about the forum, AI club may be joining. Finalized booking with Colleen.

### 5.4 VP External

#### 5.4.1 Supervisory

- **FoodBank** & **Bike Centre** staff are amazing! Continuing with changes in the Federal Annex Building. Meeting with contractors to see how impacts to services can be mitigated.

#### 5.4.2 Committees

- **Bike Centre Operations** – Have already seen 76 visitors this month. Seeing about 20 visitors/week compared to 10-15 last year.
- **FoodBank Operations** – At capacity, with folks on the waitlist. Check out the new video posted!

#### 5.4.3 Miscellaneous

- Tap-In OPIRG teach-in went well
- Student Memorial Services final touches and speech writing being done
- Truth & Reconciliation Day Instagram post is planned for the 29th
- Finalizing place to hold Mike Schreiner town hall, hoping to collaborate with SHAC once that is completed

## 6.0 Business

**MOTION:** To ratify the following candidates for the Fall By-Election:
College of Arts Director(s): Jonah Greenhut
College of Biological Science Director(s): Yael Lazebnik, Haidi Wu
**Moved:** Hartej Singh, President
**Seconded:** William Coleman, VP Academic
**Motion Carried**

**MOTION:** To strike SHAC Assistant Coordinator Hiring Committee with the following members:
William Coleman (VP Academic)
Danielle Callaghan (SHAC Coordinator)
Emma Bradley (Promotional Services Coordinator)
**Moved:** Hartej Singh, President
**Seconded:** William Coleman, VP Academic
**Motion Carried**

**7.0 New Business**

There was no new business presented at this meeting.

**8.0 In Camera**

There was no in camera session.

**9.0 Adjournment** @ 11:21 am

**Next Meeting: TBD**

**Minutes**
Executive Committee Meeting (ECM)
Meeting #9 – October 15, 2024 – 2:00 pm
CSA Boardroom

**Members**: Nate Broughton (President, Chair), Naomi Amayaevbo (VP Student Experience, Secretary), William Coleman (VP Academic), Natalie Wilkinson (VP External)
**Regrets**: None
**Guests**: None

**1.0 Call to Order** @ 2:00 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**

The President welcomes everyone to the 1st ECM with the new executive team.

**4.0 Approval of the Previous Executive Committee Minutes**

Meeting #6 & Meeting #8 Minutes were approved.

**5.0 Executive Updates**

**5.1 President**

**5.1.1 HR/Operations Update**

- Steadily transitioning into the role, getting up to speed on policies and procedures. Catching up on lots of emails and messages.
- Touring CSA spaces (Foodbank, Bike Centre, etc.)

**5.1.2 Supervisory**

- Holding introductory meetings with my direct reports, scheduling recurring meetings throughout the rest of the semester

**5.1.3 Committees**

- Prepared SEIF package and sent it out to the committee members, in preparation for the Octobe 16th SEIF committee meeting.
- Prepping for compulsory fees committee meeting tomorrow
- Meeting with the PTC to figure out PBRC's next meeting agenda and scheduling.

**5.1.4 Miscellaneous**

- In contact with UGFA executives (President of UGFA & Chief Negotiator for bargaining) re: potential strike. Contacting GSA to connect on this issue.

**5.2 VP Student Experience**

**5.2.1 Supervisory**

- Steadily getting settled with the new role, going through emails and calendar invites left by the previous VPSE.
- Met with Clubs Coordinator on club accreditation, sorting out the Clubs Garage and the Poster Room.
- Met with Events Coordinator, going through the role and its responsibilities, conversations about possible campaigns and improvements to services under the VPSE portfolio.

**5.2.2 Committees**

- Conversations with the Events Coordinator about future committee meetings.

**5.2.3 Miscellaneous**

- Going to the RISE Summit this weekend with CFS-O!
- Having conversations about making effective changes to CSA spaces on campus.

**5.3 VP Academic**

**5.3.1Supervisory**

- Talked about how to improve SHAC services and the volunteer policy for SHAC.
- Conversations with GSA about the legal support we can provide through SHAC.

**5.3.2Committees**

- Was at the Student Executive Council committee meeting and answered questions about the potential UGFA strike
- Was at the Senate meeting last week. Lots of discussion on Charlotte Yates' leave, but questions remain unanswered.
- Wrapped up with the library student fee committee.
- Calendar Review Committee: had conversations about course changes, changes to prerequisites, etc.

**5.3.3Miscellaneous**

- Had the 1st Community Forum event about the use of AI in education.
- Planning for Art in the Bullring is going very well.
- Prepping for the meeting with Byron Sheldrick, the Associate VP Academic.

**5.4 VP External**

**5.4.1Supervisory**

- FoodBank and Bike Centre are running smoothly, with 39 visitors on the waitlist for the FoodBank.
- FoodBank refresh is still on track, doing more consultation with Physical Resources.
- E-Access to the Foodbank is being set up with the help from Amy, our front office coordinator!
- The Bike Centre is running smoothly and there is not much to report.

**5.4.2 Committees**

- Sat on the Athletics Advisory Committee meeting and spoke on the projects to work on for the year.

**5.4.3 Miscellaneous**

- Mike Schreiner Townhall promotions start on October 16, 2024 with a "save-the-date," and a QR code where students can submit questions will be publicized soon after.
    - SHAC will be tabling at the event as well as providing information to students who use their service.
- Working with Emma regarding Halloween promotions for Guelph Transit.
- Planning for 16 Days of Activism. The Johnston Green will shine a purple light for the 16 days.

## 6.0 Business

**MOTION:** Strike the SafeWalk Assistant Hiring Committee with the following membership:

Lee Anne Clarke, CSA Business Manager (chair)
Naomi Amayaevbo, CSA VP Student Experience (voting member)
Kennedy McGregor, SafeWalk Coordinator (voting member)

Moved: Nate Broughton, President
Seconded: Natalie Wilkinson, Vice President External
**Motion carried.**

## 7.0 New Business

**MOTION:** Approve posting of social media promo for UGFA picket sign making on the 17th/18th in the UC.
Moved: Nate Broughton, President
Seconded: Naomi Amayaevbo, VP Student Experience
**Motion carried.**

## 8.0 In Camera

There was no in camera session.

## 9.0 Adjournment @ 03:09 pm

**Next Meeting: October 25, 2024**

## Item 9.7
## Executive Updates

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

| | | |
|---|---|---|
| 9.7.1 | President | October 30, 2024 |
| 9.7.2 | VP Student Experience | October 30, 2024 |
| 9.7.3 | VP Academic | October 30, 2024 |
| 9.7.4 | VP External | October 30, 2024 |

**Moved:**
**Seconded:**

# Executive Update

President

October 30, 2024

Hi Board! As you know, since last meeting, I have been getting settled into my new role as CSA President! It's been a very busy few weeks, here's a bit of what I've been working on.

## General Update:

One high-priority item for us has been getting the new executives' faces out there – we did our exec photoshoot and promo is going up to introduce the new execs now!

The new execs have all been attending a ton of training sessions with different CSA staff, getting up to speed with everything there is to know about working here.

---

## Labour Action Updates:

**University of Guelph Faculty Association (UGFA):** As I mentioned in my email to the Board, UGFA and the University reached a tentative agreement – it just needs to be approved by UGFA members, and by the University's Board of Governors to be official.

**Guelph Transit:** Similar to UGFA, Guelph Transit workers (the Amalgamated Transit Union, Local 1189) have filed a no-board report and are in a legal strike position as of Nov 1 at 12:01 AM. The union's President said they would provide a three-day notice to riders in advance of any direct strike action, so we will have a bit of heads-up before that occurs. However, we are now planning for how to support students in the event of a strike, especially as it would commence at midnight on Halloween. We have connected with the Associate VP Academic & Vice-Provost Student Affairs to advocate for academic leniency in the event of a strike, and ensuring students have the supports they need to succeed. I will update you by email if any announcements are made.

---

## Ongoing Projects:

**CSA Staff & HR Update + Training:**
We have been preparing to hold our October All-Staff Meeting, introducing the new executives and getting service updates.

The Hiring Committee for the SHAC Assistant has now concluded, just wrapping up final hiring details now. We have begun the hiring process for a new SafeWalk Assistant – that posting was live last week.

Looking ahead, we will be doing some hiring for the Bike Centre – both for a Coordinator and for another Assistant!

Once our audit begins (mid-November), we will begin working on a job description for a full-time permanent HR Support/Admin Assistant position.

**CSA Website Relaunch:**
We are now on the final review cycle for our website redesign & relaunch! Figuring out the exact release timeline with Barking Dog, but it will likely end up being around our holiday break.

**Newsletter Relaunch:**
We are going to be re-launching the external newsletter that goes to all undergrad students! There will be a featured service every month in addition to important dates, events, and announcements from the CSA. In general, we're aiming for the last Wednesday of each month (and feature content for the month ahead), but for Nov/Dec the timeline will be adjusted.

**Elections:**
The Fall By-Election has now officially concluded. We unfortunately did not hit quorum this time, so we will be beginning the appointment process for all the currently vacant seats at this Board meeting! Working with the CRO, ARO, Promo Coordinator, and the PTC to formulate a new elections strategy for the Winter General Elections.

---

**Committees:**

**Internal/Operational Committees:**

SEIF Committee
I pulled together the package for our second SEIF meeting on Oct 16 – we had many more applications this time, and many more were approved! We approved 7 of 15 applications this time, for a total of $2,247.53 in funding for student events & initiatives!

All the application forms for the rest of the year have now gone live on our website, and we've determined a new, streamlined process for our Business Office to pay out clubs to avoid some of the administrative overhead that was happening before.

theCannon.ca Operating Committee
New site feature showing how many total beds are listed on theCannon.ca is now live! We are continuing to figure out what improvements to the site can be made, and more importantly, how to raise awareness about the site to make sure folks know about it. Keep an eye out for lots of promo after the holiday break – we'll be doing lots of promo when people are looking for leases!

Policy & Bylaw Review Committee (PBRC)
PBRC has not met for a while, however we have now scheduled the next meeting for November 6. Reach out to the PTC if you are interested in joining.

Finance Committee
The FC has not met yet, but we'll likely be scheduling something soon. We received our 2022-2023 audit from BDO, and the on-site portion of the 2023-2024 audit will begin Nov 11.

Bullring Operations Committee
We have not yet met yet as a committee, but I wanted to share some exciting news! As some of you may know, the Bullring has been in a bit of a lull since COVID, but our customer numbers are now finally picking back up to pre-COVID levels, and the Bullring was actually profitable in September, which is super exciting!

**External/University Committees:**

Compulsory Fees Committee
CFC had its first meeting on October 16. We received information on the history of the committee, its terms of reference, and the Compulsory Non-Tuition Ancillary Fees Protocol. We approved the SLEF allocations – a total of $153k for student events & initiatives for the fall semester! We established (and I joined) a working group to address what to do with the SLEF carry-forward amounts (there's some surplus still left over from the COVID era).

Town & Gown Committee
I attended Town & Gown this week on behalf of the VP External. We recapped Homecoming – overall, it went well, there weren't too many concerns from community members or the city – there were large but compliant crowds. We also discussed O-Week, some folks raised concerns about the noise, but the majority said it was fine.

Student Leaders & Admin Meetings (SLAM)
At SLAM last week, we received two presentations. The CISO of the University spoke about cybersecurity, emphasizing the need to use unique, secure passwords and to stay vigilant about phishing. Hospitality Services also presented on their policy for bringing external food on campus and provided guidance on offering food, particularly global cuisines, for student events.

University Centre Board
I have been officially ratified to the UC Board – we had our first meeting, electing Will (VP Academic) as the Chair. Looking forward to creating opportunities for more student space in the UC!

Other Committees

- Student Budget Committee (Oct 28)
- Student Wellness Advisory Group (SWAG) (Oct 28)
- Student Financial Services Student Fee Advisory Committee (Oct 29)

---

That's most of what I've been up to for the past couple of weeks. Please feel free to reach out at any time if you have any questions for me 😊

- Nate

# Executive Update

VP Student Experience
October 30, 2024

**General Update:**
Hi everyone! I'm Naomi, the new CSA Vice President Student Experience. It's been about 3 weeks since I started in this role, and it is going okay so far. Still learning all there is about the role, and how I can best support the undergraduate community on our campus. I cannot wait to work with you all and do so much more. I hope you are all preparing for a fun, safe, and spooky Halloween. It is my first time giving an executive update so bear with me.

**Ongoing Projects:**
Sexy Bingo: The first big project I have this semester is the Halloween Sexy Bingo. I am planning out the logistics of the event with the CSA Events Coordinator, Jack. It will be my first planned sexy bingo, but with Jack's assistance it will be a great one like all the others before. The sexy bingo will involve Halloween costumes and a costume contest as well. It will also have the usual attendance and hosting of a drag queen and the bingo cards to win great prizes!

Menstrual Hygiene Initiative: I plan on meeting the runners for the Menstrual Hygiene Initiative, just to get an update on how they are doing and what the numbers look like to estimate the use of the menstrual products we provide to students.

Social Media: I have also been working closely with our CSA Promotional Services Coordinator to figure out ways in which we can improve student engagement with the CSA and our services through social media, and strategic ways to decrease apathy on campus through promotions. We are continuously working on the social media calendar for the rest of the semester, and I am learning more about the behind the scenes that lead to all the content we see on our website and social media platforms (Thanks Emma!). I plan on improving our social media presence especially in how we interact with the students directly through social media and content creation. Hopefully it will be a fun year filled with content!

Executive Office Hours: I had also brought up the need of having "Executive Office Hours" again during one of our Executive Committee meetings, where students can have the opportunity to meet and chat with us about any concerns or questions they might have in the UC during tabling.

Club Accreditation & Clubs Content Making: On the note of clubs, all clubs that submitted accreditation forms for the 2024-2025 Academic Year have been approved, we have a total of 122 clubs. I am also working closely with the Clubs Coordinator, Paraj, to improve the CSA Clubs Instagram activity and traffic. We plan on highlighting clubs and their events on our story more often. Paraj and I will be finding times in our schedules to visit various clubs during their events and creating content and awareness for them on our Instagram account. I believe this will give a lot of students a better

insight on what happens in various clubs, which can in turn increase membership and participation for them as well.

ISS Kitchen Issue: On the note of the ISS (Indigenous Student Society) kitchen issue brought up to me, I have taken the conversation to Vice Provost Student Affairs, Melinda Scott. Melinda got back to me, stating that she was informed that the kitchen has never been inspected by Public Health, and that it has never been a "food safe" kitchen for programming from a departmental perspective, and is only for staff and student individual use. If the ISS would like to pursue Public Health inspection to be certified for catering services, they can contact me, and I can help look into what that might entail.

Stressbusters: Had the first stressbuster meeting with the CSA VP Academic and CSA Events Coordinator. A lot of lovely ideas coming in to keep the students grounded and smiling during stressful times ahead. We had talk about a Santa Claus and Grinch photobooth/photo-taking station (excited to be in a Santa costume), with possible gift card giveaways for coolest pictures when students tag us on their Instagram story. We also have thoughts on a button making station (UC Tabling), and mini games (nerf guns/target practice, cups, etc.).

Library Project: A little project to raise the spirits of students as they study in the library, seeing as the library has had more use this year than ever with the over enrolment, is looking into giving out free ice cream for about an hour or two on the 1st floor of the library.

Referendum Accountability: The CSA Clubs Coordinator and I are working together on a CSA Clubs Referendum Accountability process that all clubs that collect student fees must follow. We believe that it is very important that we keep these clubs accountable to the fees they collect from us, the undergraduate students, and make sure they are using it for the exact referendum question the undergraduate students voted “yes” to.

**Committees:**
Cannon Committee: This was our second meeting this semester, I basically transitioned from sitting on the committee for the Guelph Campus Coop to the CSA. The meeting involved discussion around promoting the cannon website better through events and campaigns on campus. There are plans for possible UC tabling events, giveaways, collaboration with International Student Advisors on information shared on the website, and student incentivized graphic design competitions for the cannon website.

SLAM Committee: Going into my first Student Leaders and Admin Meeting, it was great to see representatives from various parts of our campus community. The meeting had 2 main things on the agenda: Cyber Security and Hospitality Services (International Menu). A representative from CCS IT team had a presentation reminding us about the dangers of cyber phishing and how to mitigate these situations. Hospitality services

shared a new service they started this academic year called their International Menu which can be found on the Student Casual Catering website, where students and student groups can order not just the regular catering menu already established but an international one as well. And hospitality services plan to continue to update this website with new menu items based on demand and requests. I brought up Student Accessibility Services (SAS) concerns brought to me by students to the Wellness representatives at this meeting; in depth conversations to come in SWAG (Student Wellness Advisory Group) committee meeting.

Gryph to Grad Kick-Off Committee: This was the first meeting of this committee for the semester. Student Experience shared with us a tentative Grad week schedule involving Last Lecture, Last Toast, etc. The CSA Events Coordinator and I started conversations on the Last Toast. And we plan on keeping the After Last Toast again for this year, but the name might potentially change to “Last Dance” to reduce any sort of confusion. I am super excited for what this committee has in store for the undergraduate students, seeing as I hopefully will be graduating by the end of this academic year as well.

University Centre Governance Board: Went for my first UC Board meeting and got ratified. It was very insightful and interesting. I volunteered myself to the Management and Operations Sub-Committee, hopefully I can find ways to make the UC a more efficient study space for students while I sit on this board and subcommittee.

Student Experience Advisory Committee: Got to sit down with Student Experience and brainstorm on collaborative was we can improve life on campus for the undergraduate students. More to come from this, as this was more of a house keeping meeting for me.

**Services:**
SafeWalk: I am still learning the ropes on how this service works behind the scenes. We are currently in the hiring process of getting a new SafeWalk Assistant and getting additional volunteers to the already existing list of 40 volunteers. Kennedy (SafeWalk Coordinator) and Lee Anne (CSA Business Manager) did a great job coordinating this service while the VPSE seat was vacant.

**Miscellaneous:**
RISE Summit: I had the opportunity to go for the Racialized and Indigenous Student Experience (RISE) Summit organized by the Canadian Federation of Students, Ontario. There was a lot shared during this 3-day summit, from how we can better support the racialized and indigenous students on campus to how we can collectively work together as various student unions to improve the general university/college experience of undergraduate students. We spoke about a possible collaborative event during Black History Month, if it becomes more conceptual, I will let you all know.

Learning: Overall, I am getting in tune with the role and learning from every core staff at the CSA Office. There is still a good number of things to cover but I hope to be fully versed by November. Thank you to the Policy and Transition Coordinator for being an additional great help and resource during this process.

I hope you all have had a good 2 weeks since I last met you all!

# Executive Update

VP Academic

October 30, 2024

**General Update:**
Hello everyone! It's been a very eventful few weeks at the CSA for sure- it's great to finally have a full Executive team and I'm looking forward to working with all of them for the rest of the year. It's certainly taken a lot to get this year off the ground but once we get to the winter it'll be full steam ahead from there! It's an exciting time to work with CSA since we're starting to see a return to pre-pandemic levels of student engagement, and we'd like to be able to bring up our service delivery and strategies to support that increase. I've been working behind the scenes on a lot of small initiatives to support students and improve the academic experience but I'm also in the planning stages for some larger projects so that will also be taking up some of my workload.

**Ongoing Projects:**
Planning for Art in the Bullring is well underway with FAN- we have had two meetings since my last update and have solidified timing, organization, and catering orders. Art in the Bullring 2024 will be on November 21 from 6-8 PM, at where else but the Bullring! I've been talking with the rest of the team (and executives at other student unions) about creating a student rest/nap space- especially useful for anyone commuting long distances to campus. It'll be a collaborative effort but I'm still in the early planning stages so I hope there will still be more information to come!

**Committees:**
The Library's Student Fee Advisory Committee recently wrapped up its report to Compulsory Fees Committee- we also had some discussion on the recent budget cuts to the Library, including downsizing the Media Studio. I also attended the recent Compulsory Fees Committee meeting with Nate and Member Cote.

Calendar Review Committee has been working our way through the queue of course and program changes from the BSc, BA, and Guelph-Humber program committees. Shout out to the Quality Assurance and Enrolment Services teams that I have been working with as well for their dedication and for keeping these meetings as fun as they can be!

I recently attended the first Senate meeting of the year where we reviewed several changes to committee terms of reference, nominations for honorary degrees, and modifications to the Hospitality & Tourism program, including a new transfer pathway. I also wanted to congratulate Member Rattan on his recent election as Co-Chair, Student Senate Caucus.

Finally, I attended the recent meeting of the UC Board with Nate & Naomi- several new members were ratified, financial statements were reviewed, and UC Services gave a short overview of ongoing projects. There are a few spaces in the UC that are currently

under review- more information will likely come forward at the next meeting. The Board is also very close to finishing negotiations to update the UC Working Agreement, the contract that governs the relationship between the UC and University administration. The Board elections were also held at this meeting- myself and Kathryn Hofer (Student Experience) were elected as board Chair and Vice-Chair, respectively.

**Services:**
SHAC has been continuing to keep on top of their case load and promoting their services to the wider community. We are currently in talks with the GSA on how to expand services to graduate students since they do not have an equivalent office and do not have a financial connection to SHAC.

Last week, we hosted our Halloween pumpkin painting event and educational session- thanks to Dani and her team for putting this together! We've also recently hired a new SHAC Assistant who has been getting up to speed with the team and new staff orientation.

SHAC and the GSA will also be hosting a 'Know Your Lease' education session at The Lookout around the end of November. We will be walking through how rentals work, things to watch out for, and some specific cases of sketchy behaviour from landlords. Since we're working with GSA on this event, there will also be some cases that involve family housing and associated issues.

Finally, I've also been working with the SHAC Coordinator to find some opportunities to expand the services we offer to students. We'll be figuring out some goals for the rest of the year once we finish onboarding our new staff member. If you have any questions, comments, or ideas for service expansion- please don't hesitate to shoot me an email or come talk to me after the meeting!

That's all for now folks- thank you everyone for your continued support!
-Will

Hello Board,

Happy Halloween! I hope everyone has had a great October! I really can't believe that we are entering November, this semester is flying by oh-so fast.

As for me, it has been so awesome having the new team in the office, I am really looking forward to the year and all the things that we can get done together.

I will also be attending the National General Meeting hosted by the Canadian Federation of Students on November 8. I look forward to once again representing the CSA and Guelph students. I can't wait to share with you all my updates, please let me know if you have any questions!

**Ongoing Projects:**

As for ongoing projects, I have a couple things I want to highlight at this time. First being, 16 Days of Activism campaign, which means looking at how I want to support the events happening on campus as well as how we can raise awareness to it. Which begins on November 25 which is the International Day of Elimination Of Violence. Also looking into creating an informative post to spread awareness of Transgender Day of Awareness on November 20. As well as Guelph Transit strike planning- at the time of writing this, the President and I are looking into ways to support our Students in the event of a strike.

Continuing promo and working with SHAC regarding the Mike Schreiner townhall on November 7! Everyone is welcome to attend, it is in Peter Clark Hall from 7pm-9pm. As well as getting promo out for Halloween late night service with Guelph transit. Students will see an increase in buses that are going out during our regular Late-night schedule!! Woo Hoo for getting students out safe!

**Committees:**

**SEIF Committee:** Looking at events running on campus and seeing funds to support that is great. The committee approved many events the last time we met.

**Athletics Advisory Committee**: Looking at new initiatives for the year and how we can make athletics a space where all students can join.

**Suppliers Ethical code of Conduct Committee**: Reached out to the office of Sharmilla Reed to pick up where they left off last year (in terms of plans and the last set of minutes) and also looking at the future of the committee.

**Services:**

**Bike Centre:** Beginning to look at hiring for the next Bike Centre Assistant. This assistants' primary focus will be on working on bikes for the bike auction in March! In regards to Bike Centre services, our Bike Centre team is so amazing and we are serving SO many students and are so happy with how things are going. Big shoutout to Joseph and Franklin.

**FoodBank:** We are currently serving 243 students, with 45 students on the waitlist. As well, FoodBank updates and refresh are continuing and ongoing! We are hoping to get some plans finalized for something potentially over the Winter break. Stay tuned.

**Federal Annex Building:** As part of the University's security initiative, the Federal Annex Building now requires electronic access. We have been getting all our wonderful staff set up in the space with access!

Those are all my updates!

Talk soon,
Nat

## Item 9.10.1
## 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:

**Art in the Bullring Winner Selection Committee**
Appointed: October 9, 2024

| | |
|---|---|
| Joshua Jacinto | Director |
| Jonah Greenhut | Director |
| Ashley Ames | Director |

**Student Affordable Housing Task Force**
Appointed: October 9, 2024

| | |
|---|---|
| William Coleman | Executive Member |

**Statement Making Committee**
Appointed: October 9, 2024

| | |
|---|---|
| Natalie Wilkinson | Executive Member (Chair) |
| Jake Levy | Director |
| Ashley Ames | Director |
| Noam Einy | Director |
| Amir Mokrane Benkelai | CSA Member |

**Guelph Centre for Urban Organic Farming Advisory Group**
Appointed: September 25, 2024

| | |
|---|---|
| Gursimran Chadha | CSA Representative |

**Finance Committee**
Appointed: September 25, 2024

| | |
|---|---|
| Natalie Wilkinson | Executive Member |

**Student Events and Initiatives Funding (SEIF) Committee**
Appointed: September 25, 2024

| | |
|---|---|
| Natalie Wilkinson | Executive Member |
| Jayden Khan | Director |

**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 | Executive Member (Chair) |
| Noam Einy | Director |
| Noel Johnston | Director |

**Elections and Referendum Committee**
Appointed: July 24, 2024

| | |
|---|---|
| Noel Johnston | Director |

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

| | |
|---|---|
| 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 | Chair |
| Ashley Ames | 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

| | |
|---|---|
| Ashley Ames | Director |
| Brady Amos | Director |

### Policy and Bylaw Review Committee
Appointed: June 5, 2024

| | |
|---|---|
| Jake Levy | Director |
| Manpreet Rattan | Director |
| Gursimran Chadha | Director |
| Noel Johnston | Director |

**Item 9.10.2**
**Hiring Committee Report**
Student Help and Advocacy Centre (SHAC) Assistant

**Posting Date:** September 23, 2024
**Closing Date:** October 7, 2024

**Hiring Committee Members:**
William Coleman (VP Academic)
Danielle Callaghan (SHAC Coordinator)
Emma Bradley (Promotional Services Coordinator)

**Number of Applicants:** 60
**Number of Interviews:** 4

**Successful Candidate:** Ella Lake
**Start Date:** Monday November 4, 2024

**MOTION:** That the hiring of Ella Lake for the position of SHAC Assistant be approved, as recommended by the Hiring Committee.

**Moved:**
**Seconded:**

**Item 9.11.1**
**Fall 2024 By-Election: Ratification of Results**

**BE IT RESOLVED** that the Fall 2024 By-Election Unofficial Results, as included in the board agenda package, be received as information;

**AND FURTHER** that the results of the Fall 2024 By-Election, as included in the board agenda package, be declared official.

**Moved:**
**Seconded:**

# Fall 2024 By-Election Unofficial Results

Please note that these results contain all verified and valid votes in the count. These results will be made official following the Board Meeting on October 30, 2024.

**Board of Directors:**

**College of Biological Sciences: Quorum NOT Met**

There were two candidates for the College of Biological Sciences Director position, Haidi Wu and Yael Lazebnik.

A verified total of 213 votes were cast which accounts for 3.83% of CBS students. Therefore, this did not meet the required minimum of a 10% quorum. The results are as follows:

- Haidi Wu (in favour of the candidate): 155
- Yael Lazebnik (in favour of the candidate): 117
- Decline: 7

The election has not met the required 10% quorum for the College of Biological Sciences (556 votes).

**Item 9.11.2**
**Ratify VP Academic**

**WHEREAS** on September 11, 2024, per the Executive Appointment Process outlined in CSA Bylaw 2, the Board of Directors appointed William Coleman as Interim VP Academic for a term ending October 30, 2024;

**WHEREAS** the Fall 2024 By-Election has concluded and did not produce a successful candidate for the role of VP Academic; and

**WHEREAS** Bylaw 2 (Electoral) section 2.3.9 states that if the Executive Officer Appointment Process takes place after a Fall By-Election, or if the Fall By-Election does not produce a successful candidate to fill the role, the appointed Executive will continue to hold the position until April 30 of the current academic year;

**BE IT RESOLVED** that William Coleman, Interim VP Academic, be ratified as the VP Academic for a term ending April 30, 2025.

**Moved:**
**Seconded:**

**Item 9.11.3**
**Director Appointment Process**

**WHEREAS** CSA Bylaw 2 (Electoral) section 2.4 states that should an "at-large" (elected) Board of Directors seat remain vacant following the CSA General Election in the winter semester and a By-Election in the fall semester, the CSA Board shall initiate an appointment process to fill the At-Large Representative vacancies;

**BE IT RESOLVED** that the attached overview regarding the Director Appointment Process to follow the Fall 2024 By-Election be received as information by the Board of Directors;

**AND FURTHER** that the Board of Directors approve the initiation of the Director Appointment Process as proposed.

**Moved:** Nate Broughton, President
**Seconded:**

# Director Appointment Process Overview

Board of Directors Meeting # 9
October 30, 2024

**Current Vacancies: At-Large (Elected) Representatives:**

| College | Number of Vacancies |
|---|---|
| College of Arts | 2 |
| College of Biological Sciences | 2 |
| College of Engineering and Physical Sciences | 1 |
| College of Social and Applied Human Sciences | 2 |
| Ontario Veterinary College | 1 |

**Director Appointment Process:**

**Bylaw/Policy Reference**: Bylaw 2- Electoral, Section 2.3 – At-Large (Elected) Director Appointments

**Appointment Process Summary**:

- In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms no less than 14 days prior to the meeting of the Board at which the appointment is to take place regarding the vacancies on the Board of Directors.
- Requires 25 verified nomination signatures.
- 150-word written candidate statement of interest submitted to the Board.
- Board holds secret ballot.
- Simple majority vote and ratification of successful candidates to follow voting.

**Appointment Timeline**

| | |
|---|---|
| Official call-out to members | Wednesday, October 30, 2024 |
| Nomination Period | Thursday, November 1, 2024 to Friday, November 8, 2024 at 5:00pm |
| Verification of nomination signatures | Monday, November 11, 2024 |
| Review of candidate statements of interest and voting by the Board | Wednesday, November 13, 2024 |

**Item 9.11.4**
**Appoint Director 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** member Nate Broughton has resigned as a CSA Director, leaving a Director vacancy on the committee;

**BE IT RESOLVED:** that the following Director be appointed to the Finance Committee for the remainder of the 2024-2025 academic year:

| |
|---|
| [1 Director] |

**Moved:** Nate Broughton, President
**Seconded:**

***See next pages for Finance Committee information.***

## Finance Committee

### 6.1 Terms of Reference

The Finance Committee ("the Committee") is a standing committee of the CSA Board of Directors that is responsible for monitoring the CSA's finances and providing input into the budgeting process.

### 6.2 Purpose

6.2.1 To ensure that the vision and expectations set out in the approved operating budget of the current year are upheld by those parties whose budget that it pertains to.

6.2.2 To provide additional insight from the Board of Directors about the finances of the CSA when developing the operational budget for the following year.

6.2.3 To provide input to the budgetary process before it is presented to the Board of Directors.

6.2.4 To be the hearing committee in cases where there should be a budget surplus, budget deficit, or where a party wishes to exceed the amount of dollars set out in their approved operating budget.

### 6.3 Membership of the Committee

6.3.1 The Committee shall be made up of six members: the President, a second member of the Executive Committee, three Directors, and the Business Manager.

6.3.2 Members of the Committee shall be appointed by the end of the second Board meeting in the summer semester for a term no later than April 30 of the following year.

6.3.3 Should a member be absent for two or more meetings per semester, the Committee may bring the matter before the Board of Directors or Executive Committee and request that another appropriate member be appointed in their place. At all times, the composition of the committee shall be maintained.

### 6.4 Responsibilities of the Committee Members

6.4.1 To act at all times in the best financial interests of the students and all levels of the CSA. 6.4.2 To adhere to all sections set forth in CSA Bylaw 3 – Financial.

6.4.3 The President shall chair the committee. Responsibilities include facilitation of meetings, creating agendas, calling meetings, inviting the committee scribe, and ensuring adherence to the committee's Terms of Reference and financial bylaws, providing regular updates to the Board, preparing semesterly reports, and presenting financial reports. In addition, the Chair is responsible for ensuring all committee minutes and reports shall be made accessible to all CSA members (including staff and students) including postings on the CSA website and preparing submissions to the CSA Board of Directors.

6.4.4 The CSA Business Manager shall be responsible for preparing financial reports to the Committee for each meeting including summaries of expenditures totaling $5,000 and over.

### 6.5 Meetings

6.5.1 The Committee shall meet at least three times a semester and meetings may be called by two members of the committee on notice of 48 hours or by the direction of the Board of Directors.

6.5.2 Quorum for meetings shall be reached when those in attendance include the Business Manager, the President, and one voting member the Board of Directors.

6.5.3 Decision-making shall be conducted in a consensus-based model. In the case where the group has exhausted all efforts to reach a consensus among its members and consensus has not been reached, the matter shall be referred to the Board of Directors where the matter shall be resolved. Should a matter go before the Board of Directors, all materials relevant and/or discussed by the Committee shall be handed over to the Board.

### 6.6 Reporting

6.6.1 The Committee will prepare a financial report for the Board of Directors in each semester of the financial year. Each report shall contain an overview of the corporation’s financial health in addition to the following:

- Summer semester report shall contain a review of financial bylaws, policies, and year end statements.
- Fall semester reporting shall contain audited statements from the previous fiscal year and the semi-annual report.
- Winter semester report shall contain the proposed budget for the new fiscal year along with financial budget line description manual.

**Item 9.11.5**
**Appoint Directors 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** member Nate Broughton and member Naomi Amayaevbo have resigned as CSA Directors, leaving two Director vacancies on the committee;

**BE IT RESOLVED**:

a) That the following Directors be appointed to the SEIF Committee for the remainder of the 2024-2025 academic year:

| |
|---|
| [2 additional Directors] |
| |

**Moved:** Nate Broughton, President
**Seconded:**

***See next 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 9.11.6**
**Appoint Director to Elections and Referendum Committee**

**WHEREAS** the Elections and Referendum Committee is responsible for overseeing the operations of CSA Elections and ensuring the electoral bylaw and policy of the CSA are upheld throughout the elections;

**WHEREAS** CSA Policy Appendix G, Section 3.2.1 requires membership of the committee to consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors; and

**WHEREAS** member Nate Broughton has resigned as a CSA Director, leaving a Director vacancy on the committee;

**BE IT RESOLVED** that the following Director be appointed to the Elections and Referendum Committee for the 2024-2025 academic year:

| |
|---|
| [1 Director] |

**Moved:** Nate Broughton, President
**Seconded:**

***See following pages for Elections and Referendum Committee information.***

## Elections and Referendum Committee

3.1 The role of the Elections and Referendum Committee shall be to oversee the operations of CSA Elections and exercise decision making power as authorized with regards to elections and referenda. The committee will ensure the electoral bylaw and policy of the CSA are upheld throughout the elections.

### 3.2 Membership and Meetings

3.2.1 Membership of the committee shall consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors. If the President is a candidate in the General Elections, another Executive will be selected.

3.2.2 The committee Chair shall be the CRO. The Chair shall be responsible for scheduling committee meetings and developing the meeting agenda.

3.2.3 The committee scribe shall be the Policy & Transition Coordinator.

3.2.4 Quorum for meetings is a minimum of three members which must include at least one Director.

3.2.5 Members of the Elections and Referendum Committee cannot be members of the Elections Appeals Board or candidates in the elections. The President is permitted to act in their role with the Elections Appeals Board.

### 3.3 Elections Oversight

3.3.1 The Elections and Referendum Committee shall engage in the following activities regarding CSA Elections, along with other tasks as assigned by resolution of the Board of Directors:

- Approve updates to the candidate's and nomination packages before submission to the Board of Directors.
- Approve any changes to the elections schedule and extensions to the nomination period or voting period.
- Receive regular updates regarding elections operations and provide input as needed.
- Receive regular updates regarding any candidate infractions and complaints. Committee meetings may be called on short notice to make determinations on infractions or disqualifications at the discretion of the CRO.
- Consider and approve the Elections Report of the CRO before it's

submitted to the Board of Directors as information following the elections.

- Provide feedback and recommendations following the conclusion of all elections.
- Receive and approve the updated Elections Office Manual following the conclusion of the Winter General Elections.

## 3.4 Referendums

3.4.1 The Elections and Referendum Committee shall engage in the following activities regarding referendum questions, along with other tasks as assigned by resolution of the Board of Directors:

- Receive all submitted referendum questions from the CSA Elections Office.
- Upon receipt of a referendum question, meet to approve the question and provide any feedback within two weeks. Must ensure the question adheres to all requirements and regulations of the university.
- Approve the wording of the referendum question, which must include the current fee paid by students (if any), the proposed increase, and the new fee to be paid.
- Determine which fee schedule, paid to the CSA, for hosting the referendum question, is applicable to the group.

## Item 9.11.7
## Appoint University Centre Board Alternate Members

**WHEREAS** the University Centre is a central building used by students on campus for organizational and social space, and as a building that was built and continues to be funded by student fees;

**WHEREAS** the CSA believes that the University Centre should be controlled by students;

**WHEREAS** the University Centre Board requires membership of ten undergraduate students appointed by the CSA, as well as five undergraduate students as alternate members, as per the Constitution of the University Centre Board; and

**WHEREAS** the University Centre Board currently has three vacancies for alternates;

**BE IT RESOLVED** that the following CSA Members be appointed as alternate members of the University Centre Board for a term of up to two years:

| |
|---|
| [three CSA members] |
| |
| |

**Moved:**
**Seconded:**

**Item 9.11.8**
**CSA Audited Statements 2022-2023**

**(a) Speaking Rights: Business Manager**

**WHEREAS** CSA Rules of Order, Section 3.9, states that presentations will be given a maximum of ten minutes;

**WHEREAS** CSA Rules of Order, Section 3.9.1, states that the length of a presentation may be extended by a Board motion;

**MOTION:** To extend speaking rights to Lee Anne Clarke, Business Manager, to present the draft CSA Audited Financial Statements;

**AND FURTHER** to extend speaking time from 10 to 30 minutes for this presentation.

**Moved:**
**Seconded:**

**(b) Approval of CSA Audited Statements 2022-2023**

**MOTION:** That the presentation by Lee Anne Clarke, Business Manager, regarding the CSA Audited Financial Statements for the Year Ended April 30, 2023, be received as information by the Board of Directors;

**FURTHER** that the CSA Audited Financial Statements for the Year Ended April 30, 2023 be approved by the Board of Directors;

**AND FURTHER** that the CSA Audited Financial Statements for the Year Ended April 30, 2023 be presented to the CSA membership as information at the 2024-2025 Annual General Meeting.

**Moved:**
**Seconded:**

# The University of Guelph Central Student Association
# Financial Statements
## For the Year Ended April 30, 2023

Draft - Subject to Change

# The University of Guelph Central Student Association
# Financial Statements
## For the Year Ended April 30, 2023

**Contents**


**Independent Auditor's Report** 1 - 3

**Financial Statements**

Statement of Financial Position 4

Statement of Changes in Net Assets 5 - 6

Statement of Operations - Unrestricted 7

Statement of Cash Flows 8

Notes to Financial Statements 9 - 18

**Schedules**

Schedule of Academic 19

Schedule of Administration 20

Schedule of Bullring 21

Schedule of Council 22

Schedule of External 23

Schedule of Films 24

Schedule of Live Entertainment 25

Schedule of Programmer - General Entertainment 26

Schedule of Programmes 27

Schedule of Promotional Services 28

Schedule of Student Experience 29


Draft - Subject to Change

# Independent Auditor's Report

Draft - Subject to Change

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

**Qualified Opinion**
We have audited the financial statements of The University of Guelph Central Student Association (the Association), which comprise the statement of financial position as at April 30, 2023, the statements of operations - unrestricted, operations and changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at April 30, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**Basis for Qualified Opinion**
In common with many not-for-profit organizations, the Association derives revenue from sales, sundry and fundraising revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to sales, sundry and fundraising revenues, excess (deficiency) of revenues over expenditures, and cash flows from operations for the years ended April 30, 2023 and 2022, current assets as at April 30, 2023 and 2022, and net assets as at May 1 and April 30 for both the 2023 and 2022 years.

We were unable to obtain sufficient appropriate audit evidence to support the partnership loss which is stated on the statement of operations and changes in net assets in the amount of $6,631 (2022 - loss of $6,583) and the Investment in Cannon.ca Partnership which is stated on the statement of financial position at $47,524 (2022 - $54,155). As a result of this matter, we were unable to determine the adjustments, if any, that might have been found necessary in respect of partnership loss and net deficit for the years ended April 30, 2023 and 2022, Investment in Cannon.ca Partnership as at April 30, 2023 and 2022 and net assets externally restricted as at May 1 and April 30 for both the 2023 and 2022 years.

Our audit opinion on the financial statements for the year ended April 30, 2022 was modified accordingly because of the possible effects of these limitations in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the

financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

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

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

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

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

**Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Draft - Subject to change

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

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Chartered Professional Accountants, Licensed Public Accountants

Guelph, Ontario
TBD

Draft - Subject to Change

# The University of Guelph Central Student Association
## Statement of Financial Position

| April 30 | 2023 | 2022 |
|---|---|---|
| **Assets** | | |
| **Current** | | |
| Cash (Note 2) | **$ 3,378,736** | $ 3,919,575 |
| Short-term investments (Note 3) | **2,466,451** | 1,257,827 |
| Accounts receivable - other | **7,820** | 28,177 |
| Accounts receivable - Bullring | **15,880** | 1,592 |
| Prepaid expenses | **-** | 13,012 |
| | **5,868,887** | 5,220,183 |
| **Long-term investments** (Note 4) | **-** | 203,200 |
| **Investment in University Centre Services** (Note 5) | **60,000** | 60,000 |
| **Investment in Cannon.ca Partnership** (Note 6) | **47,524** | 54,155 |
| **Capital assets** (Note 7) | **396,093** | 296,315 |
| | **$ 6,372,504** | $ 5,833,853 |
| **Liabilities** | | |
| **Current** | | |
| Accounts payable (Note 8) | **$ 2,379,685** | $ 2,081,782 |
| Government remittances payable | **37,092** | 32,861 |
| Deferred revenue | **837** | 587 |
| | **2,417,614** | 2,115,230 |
| **Net Assets** | | |
| **Net assets externally restricted** (Page 5) | | |
| - Dental plan reserve (Note 9) | **812,868** | 822,183 |
| - Health plan reserve (Note 10) | **483,958** | 682,138 |
| - Affordable housing reserve (Note 11) | **223,041** | 156,568 |
| - Late night service reserve (Note 12) | **175,035** | 133,195 |
| - Food bank reserve (Note 13) | **116,797** | 63,952 |
| - Menstrual hygiene reserve (Note 14) | **109,731** | 83,339 |
| - Cannon.ca reserve (Note 6) | **47,524** | 54,155 |
| | **1,968,954** | 1,995,530 |
| **Net assets internally restricted** (Page 6) | | |
| - SafeWalk reserve (Note 15) | **33,357** | 17,491 |
| - Bullring capital reserve (Note 16) | **133,135** | 128,884 |
| - Live entertainment reserve (Note 17) | **210,093** | 224,816 |
| | **376,585** | 371,191 |
| **Net assets invested in capital assets** (Page 6) | **396,093** | 296,315 |
| **Unrestricted net assets** (Page 6) | **1,213,258** | 1,055,587 |
| | **3,954,890** | 3,718,623 |
| | **$ 6,372,504** | $ 5,833,853 |

Draft - Subject to Change

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

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

| For the year ended April 30 | Externally Restricted Dental Plan Reserve | Externally Restricted Health Plan Reserve | Externally Restricted Affordable Housing Reserve | Externally Restricted Late Night Service Reserve | Externally Restricted Food Bank Reserve | Externally Restricted Menstrual Hygiene Initiative Reserve | Externally Restricted Cannon.ca Reserve | Externally Restricted Subtotal |
|---|---|---|---|---|---|---|---|---|
| **Net assets,** beginning of the year | $ 822,183 | $ 682,138 | $ 156,568 | $ 133,195 | $ 63,952 | $ 83,339 | $ 54,155 | $ 1,995,530 |
| Student fees collected | 2,310,632 | 4,351,039 | 60,481 | 461,600 | 214,076 | 39,919 | - | 7,437,747 |
| Interest earned | 39,304 | 55,149 | 5,992 | 4,260 | 1,898 | - | - | 106,603 |
| Partnership loss | - | - | - | - | - | - | (6,631) | (6,631) |
| Premiums for the year | (2,339,451) | (4,573,018) | - | - | - | - | - | (6,912,469) |
| Administration fees | (19,800) | (31,350) | - | - | - | - | - | (51,150) |
| Service fees | - | - | - | (423,136) | - | - | - | (423,136) |
| Other revenues (expenditures) | - | - | - | (884) | (163,129) | (13,527) | - | (177,540) |
| **Operating surplus (deficit)** | (9,315) | (198,180) | 66,473 | 41,840 | 52,845 | 26,392 | (6,631) | (26,576) |
| Purchase of capital assets | - | - | - | - | - | - | - | - |
| Internal transfers (Note 18) | - | - | - | - | - | - | - | - |
| **Excess (deficiency) of revenues over expenditures** | (9,315) | (198,180) | 66,473 | 41,840 | 52,845 | 26,392 | (6,631) | (26,576) |
| **Net assets,** end of the year | $ 812,868 | $ 483,958 | $ 223,041 | $ 175,035 | $ 116,797 | $ 109,731 | $ 47,524 | $ 1,968,954 |

Draft - Subject to Change

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

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

| For the year ended April 30 | Externally Restricted Subtotal | Internally Restricted Bullring Capital Reserve | Internally Restricted Live Entertainment Reserve | Internally Restricted SafeWalk Reserve | Internally Restricted Subtotal | Invested in Capital Assets | Unrestricted | 2023 Total | 2022 Total |
|---|---|---|---|---|---|---|---|---|---|
| **Net assets,** beginning of the year | **$ 1,995,530** | **$ 128,884** | **$ 224,816** | **$ 17,491** | **$ 371,191** | **$ 296,315** | **$ 1,055,587** | **$ 3,718,623** | $ 3,552,199 |
| | | | | | | | - | - | |
| Student fees collected | **7,437,747** | **-** | **-** | **-** | **-** | **-** | **-** | **7,437,747** | 6,384,193 |
| COVID-19 relief | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | 4,024 |
| Interest earned | **106,603** | **4,251** | **-** | **-** | **4,251** | **-** | **-** | **110,854** | 34,834 |
| Partnership loss | **(6,631)** | **-** | **-** | **-** | **-** | **-** | **-** | **(6,631)** | (6,583) |
| Premiums for the year | **(6,912,469)** | **-** | **-** | **-** | **-** | **-** | **-** | **(6,912,469)** | (5,899,992) |
| Administration fees | **(51,150)** | **-** | **-** | **-** | **-** | **-** | **-** | **(51,150)** | (51,150) |
| Service fees | **(423,136)** | **-** | **-** | **-** | **-** | **-** | **-** | **(423,136)** | (126,703) |
| Other revenues (expenditures) | **(177,540)** | **-** | **4,632** | **-** | **4,632** | **-** | **-** | **(172,908)** | (146,799) |
| Excess (deficiency) of revenues over expenditures (unrestricted) | **-** | **-** | **-** | **-** | **-** | **(88,914)** | **342,874** | **253,960** | (25,400) |
| **Operating surplus (deficit)** | **(26,576)** | **4,251** | **4,632** | **-** | **8,883** | **(88,914)** | **342,874** | **236,267** | 166,424 |
| Purchase of capital assets | **-** | **-** | **-** | **-** | **-** | **188,692** | **(188,692)** | **-** | - |
| Internal transfers (Note 18) | **-** | **-** | **(19,355)** | **15,866** | **(3,489)** | **-** | **3,489** | **-** | - |
| **Excess (deficiency) of revenues over expenditures** | **(26,576)** | **4,251** | **(14,723)** | **15,866** | **5,394** | **99,778** | **157,671** | **236,267** | 166,424 |
| **Net assets,** end of the year | **$ 1,968,954** | **$ 133,135** | **$ 210,093** | **$ 33,357** | **$ 376,585** | **$ 396,093** | **$ 1,213,258** | **$ 3,954,890** | **$ 3,718,623** |

Draft - Subject to Change

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

# The University of Guelph Central Student Association
## Statement of Operations - Unrestricted

| For the year ended April 30 | 2023 | 2022 |
|---|---|---|
| **Revenue** | | |
| Academic (pg. 19) | $ 50,589 | $ 47,480 |
| Administration (pg. 20) | 747,010 | 538,385 |
| Bullring (pg. 21) | 968,344 | 559,026 |
| Council (pg. 22) | 71,365 | 57,020 |
| External (pg. 23) | 47,450 | 46,500 |
| Films (pg. 24) | 11,360 | 22,000 |
| Live entertainment (pg. 25) | 22,000 | 75,650 |
| Programmer - general entertainment (pg. 26) | 40,655 | 94,724 |
| Programmes (pg. 27) | 137,009 | 95,426 |
| Promotional services (pg. 28) | 62,721 | 56,634 |
| Student Experience (pg. 29) | 42,500 | 63,340 |
| | 2,201,003 | 1,656,185 |
| **Expenditures** | | |
| Academic (pg. 19) | $ 49,818 | $ 46,646 |
| Administration (pg. 20) | 439,492 | 513,449 |
| Bullring (pg. 21) | 586,373 | 443,225 |
| Bullring - cost of sales (pg. 21) | 363,642 | 211,897 |
| Council (pg. 22) | 171,940 | 119,446 |
| External (pg. 23) | 44,244 | 44,482 |
| Films (pg. 24) | 2,244 | 1,155 |
| Live entertainment (pg. 25) | 49,553 | 9,252 |
| Programmer - general entertainment (pg. 26) | 65,914 | 110,385 |
| Programmes (pg. 27) | 97,212 | 81,131 |
| Promotional services (pg. 28) | 60,170 | 54,752 |
| Student Experience (pg. 29) | 16,441 | 45,765 |
| | 1,947,043 | 1,681,585 |
| **Excess (deficiency) of revenues over expenditures** | $ 253,960 | $ (25,400) |

Draft - Subject to Change

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

# The University of Guelph Central Student Association
## Statement of Cash Flows

| For the year ended April 30 | 2023 | 2022 |
|---|---|---|
| **Cash flows from operating activities** | | |
| Excess of revenues over expenditures | **$ 236,267** | $ 166,424 |
| Items not affecting cash: | | |
| Amortization | **88,914** | 72,438 |
| Net loss - Cannon.ca partnership | **6,631** | 6,583 |
| | **331,812** | 245,445 |
| Changes in non-cash working capital: | | |
| Accounts receivable | **6,069** | (25,163) |
| Prepaid expenses | **13,012** | (11,881) |
| Accounts payable | **297,903** | (68,894) |
| Government remittances payable | **4,231** | 51,593 |
| Deferred revenue | **250** | (592) |
| | **653,277** | 190,508 |
| **Cash flows from investing activities** | | |
| Purchase of capital assets | **(188,692)** | (11,581) |
| Purchase of investments | **(2,865,000)** | (505,000) |
| Proceeds on disposal of investments | **1,907,744** | 266,172 |
| Investment income reinvested | **(48,168)** | (21,784) |
| | **(1,194,116)** | (272,193) |
| **Net decrease in cash** | **(540,839)** | (81,685) |
| **Cash,** beginning of the year (Note 2) | **3,919,575** | 4,001,260 |
| **Cash,** end of the year (Note 2) | **$ 3,378,736** | $ 3,919,575 |

Draft - Subject to Change

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

**April 30, 2023**

## 1 . Significant Accounting Policies

**Nature of Business**

The University of Guelph Central Student Association (the "Association") was incorporated without share capital on May 31, 1979, under the laws of Ontario and provides services to the student body of the University of Guelph, on a not-for-profit basis.

The Association is a non-profit organization and, as such, is exempt from income tax.

**Basis of Accounting**

The financial statements have been prepared using Canadian accounting standards for not-for-profit organizations.

**Financial Instruments**

Financial instruments are recorded at fair value when acquired or issued. All guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

**Capital Assets**

Capital assets are recorded at cost. Amortization based on the estimated useful life of the asset is calculated as follows:

| | Method | Rate |
|---|---|---|
| Furniture and equipment | Straight-line | 10 years |
| Computer equipment | Straight-line | 5 years |
| Leasehold improvements | Straight-line | 12 years |

**Investment in University Centre Services**

The investment in University Centre Services is recorded at cost.

**Investment in Cannon.ca Partnership**

The partnership is accounted for by the equity method in the Association's financial statements.

Draft - Subject to Change

**1. Significant Accounting Policies (continued)**

**Fund Accounting**

The Association follows the restricted fund method of accounting using the following funds:

The Dental Plan Reserve Fund is externally restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Health Plan Reserve Fund is externally restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Affordable Housing Reserve Fund is externally restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees.

The Late Night Service Reserve Fund is externally restricted for the purpose of providing late night bus services to the students. Revenues earned in the fund are generated from student fees and interest.

The Food Bank Reserve Fund is externally restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees. Interest earned on the reserve fund balance during the year becomes part of the fund.

The Menstrual Hygiene Reserve Fund is externally restricted for the purpose of providing hygiene products to students. Revenues earned in the fund are generated from student fees. All funds are included in the operating bank account.

The Cannon.ca Reserve Fund is externally restricted for the purpose of financing future deficits of the partnership. Revenues earned in the fund are generated from the operation of The Cannon.ca.

The SafeWalk Reserve Fund is internally restricted for the purpose of funding SafeWalk program expenditures. Revenues earned in the fund are generated from student fees. All funds are included in the operating bank account.

Draft - Subject to Change

**1. Significant Accounting Policies (continued)**

The Bullring Capital Reserve Fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund.

The Live Entertainment Reserve Fund is internally restricted for the purpose of providing events to students. Revenues earned in the fund are generated from student fees and door receipts. All funds are included in the operating bank account.

**Revenue Recognition**

The Association follows the restricted fund method of accounting for contributions.

Restricted amounts are recognized as revenue of the appropriate restricted fund when received or receivable. If no appropriate restricted fund is presented, then the restricted amount is recognized as unrestricted revenue in the year in which the related expenditures are incurred. Unrestricted amounts are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The collection and amount of non-academic incidental fees charged to students is regulated by the Ontario Ministry of Training Colleges and Universities through its Ontario Operating Funds Distribution Manual and Compulsory Ancillary Fee Policy Guidelines. Pursuant to these, a change to, or introduction of, a fee must be made in accordance with the Ministry's guidelines and the long-term protocol established between the University and its student government. The agreement between the Association and the University requires a referendum of the student body for significant changes to or the introduction of additional fees.

Student fees are recognized in the period to which they relate. Sales revenues are recognized when the related goods or services are provided. Grants are recognized when received or receivable, provided that collection is reasonably assured. Interest income is accrued as it is earned.

**Use of Estimates**

The preparation of financial statements in accordance with Canadian accounting standards for not-for profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. The estimate in these financial statements is the useful lives of capital assets.

Draft - Subject to Change

## 2. Cash

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

| | 2023 | 2022 |
|---|---|---|
| **Unrestricted** | | |
| Cash | **$ 270,602** | $ 590,444 |
| **Externally Restricted** | | |
| Health plan reserve fund | **1,709,737** | 1,325,542 |
| Dental plan reserve fund | **842,725** | 1,147,669 |
| Affordable housing reserve fund | **23,041** | 156,568 |
| Late night service reserve fund | **45,035** | 103,195 |
| Menstrual hygiene reserve fund | **109,731** | 83,339 |
| Food bank reserve fund | **66,797** | 63,952 |
| Due to clubs | **64,483** | 102,675 |
| | **2,861,549** | 2,982,940 |
| **Internally Restricted** | | |
| SafeWalk reserve fund | **33,357** | 17,491 |
| Bullring capital reserve fund | **3,135** | 103,884 |
| Live entertainment reserve fund | **210,093** | 224,816 |
| | **246,585** | 346,191 |
| **Total cash** | **$ 3,378,736** | $ 3,919,575 |

The cash balance earns interest at the rate of 0% to 2.90% (2022 - 0% to 0.5%).

Draft - Subject to Change

## 3. Short-Term Investments

| | 2023 | 2022 |
|---|---|---|
| **Unrestricted** | | |
| GIC | **$ 906,451** | $ 200,000 |
| **Externally Restricted** | | |
| Health plan reserve fund - GIC | **300,000** | 532,149 |
| Dental plan reserve fund - GIC | **750,000** | 470,678 |
| Affordable housing reserve fund - GIC | **200,000** | - |
| Late night service reserve fund - GIC | **130,000** | 30,000 |
| Food bank reserve fund - GIC | **50,000** | - |
| | **1,430,000** | 1,032,827 |
| **Internally Restricted** | | |
| Bullring capital reserve fund | **130,000** | 25,000 |
| **Total short-term investments** | **$ 2,466,451** | $ 1,257,827 |

Short-term investments consist of GICs that earn interest at a rate of 1.60% to 5.05% and mature from September 2023 to April 2024.

## 4. Long-Term Investments

| | 2023 | 2022 |
|---|---|---|
| **Unrestricted** | | |
| GIC | **$ -** | $ 203,200 |

## 5. Investment in University Centre Services

In 2019, the Association entered into an agreement with the University Centre Services to provide an investment of $60,000 for a student-focused lounge space and digital signage partnership. This investment provides the Association with non-financial benefits including contribution acknowledgement, priority service bookings, priority programming, and decision-making involvement. During the year, $11,250 (2022 - $11,250) was received as a return on this investment. To date, $38,750 has been received as a return on this investment.

Draft - Subject to Change

## 6. Investment in Cannon.ca Partnership

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

The Cannon.ca is a website for the purpose of providing students at the University of Guelph a place they can buy and sell used textbooks, along with providing a forum for other university issues.

The Association's portion of the net income of Cannon.ca from inception to April 30, 2023 is included in a reserve account, externally restricted for the purpose of financing future deficits of the partnership.

Financial summaries of the Cannon.ca as at April 30, 2023 and 2022 and for the years then ended are as follows:

**Financial Position**

| | 2023 | 2022 |
|---|---|---|
| Assets | **$ 92,959** | $ 106,221 |
| Liabilities | **-** | - |
| Equity | **92,959** | 106,221 |
| Association's share | **$ 47,524** | $ 54,155 |

**Results of Operations**

| | 2023 | 2022 |
|---|---|---|
| Total revenues | **$ -** | $ - |
| Total expenditures | **(13,262)** | (13,165) |
| Net loss | **(13,262)** | (13,165) |
| Association's share | **$ (6,631)** | $ (6,583) |

**Cash Flows**

| | 2023 | 2022 |
|---|---|---|
| Cash from operations | **$ (12,262)** | $ (14,825) |
| Cash used in financing activities | **-** | - |
| Cash used in investing activities | **-** | - |
| Decrease in cash | **$ (12,262)** | $ (14,825) |

Draft - Subject to Change

## 7. Capital Assets

| | 2023 | | 2022 | |
|---|---|---|---|---|
| | Cost | Accumulated Amortization | Cost | Accumulated Amortization |
| Furniture and equipment | $ 239,565 | $ 173,995 | $ 247,501 | $ 165,028 |
| Computer equipment | 47,319 | 26,930 | 45,476 | 28,261 |
| Leasehold improvements | 558,019 | 247,885 | 389,019 | 192,392 |
| | 844,903 | 448,810 | 681,996 | 385,681 |
| | | $ 396,093 | | $ 296,315 |

During the year, amortization of $88,914 (2022- $72,438) was recorded on capital assets.

## 8. Accounts Payable

| | 2023 | 2022 |
|---|---|---|
| Health plan | $ 1,525,779 | $ 1,175,553 |
| Dental plan | 779,857 | 796,164 |
| Due to clubs | 64,483 | 102,675 |
| Unrestricted | 9,566 | 7,390 |
| | $ 2,379,685 | $ 2,081,782 |

Draft - Subject to Change

## 9. Dental Plan and Dental Plan Reserve Fund

The Dental Plan Reserve Fund is externally restricted for the purpose of funding the students' dental plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and dental plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

| | 2023 | 2022 |
|---|---|---|
| Savings | $ 842,725 | $ 1,147,669 |
| Short-term investments | 750,000 | 470,678 |
| Accounts payable | (779,857) | (796,164) |
| | $ 812,868 | $ 822,183 |

## 10. Health Plan and Health Plan Reserve Fund

The Health Plan Reserve Fund is externally restricted for the purpose of funding the students' health plan, in the event that the claims exceed the premiums paid. Interest earned on the reserve fund balance and on the health plan activity during the year becomes part of the fund. Revenues earned in the fund are generated from student fees.

| | 2023 | 2022 |
|---|---|---|
| Savings | $ 1,709,737 | $ 1,325,542 |
| Short-term investments | 300,000 | 532,149 |
| Accounts payable | (1,525,779) | (1,175,553) |
| | $ 483,958 | $ 682,138 |

## 11. Affordable Housing Reserve Fund

The Affordable Housing Reserve Fund is externally restricted for the purpose of upgrading accessibility of housing for students with special needs. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees.

## 12. Late Night Service Reserve Fund

The Late Night Service Reserve Fund is externally restricted for the purpose of providing late night bus services to the students. Interest earned on the reserve fund balance becomes part of the fund. Revenues earned in the fund are generated from student fees and interest.

Draft - Subject to Change

### 13. Food Bank Reserve Fund

The Food Bank Reserve Fund is externally restricted for the purpose of purchasing food to be distributed to low income students. Revenues earned in the fund are generated from student fees. Interest earned on the reserve fund balance during the year becomes part of the fund.

### 14. Menstrual Hygiene Initiative Reserve Fund

The Menstrual Hygiene Reserve Fund is externally restricted for the purpose of providing hygiene products to students. Revenues earned in the fund are generated from student fees.

### 15. SafeWalk Reserve Fund

The SafeWalk Reserve Fund is internally restricted for the purpose of funding SafeWalk program expenditures. Revenues earned in the fund are generated from student fees. All funds are included in the operating bank account.

### 16. Bullring Capital Reserve Fund

The Bullring Capital Reserve Fund is internally restricted for the purpose of funding capital expenditures. Interest earned on the reserve fund balance during the year becomes part of the fund.

### 17. Live Entertainment Reserve Fund

The Live Entertainment Reserve Fund is internally restricted for the purpose of providing events to students. Revenues earned in the fund are generated from student fees and door receipts. All funds are included in the operating bank account.

### 18. Internal Transfers

Each year the surplus (deficit) of live entertainment and films is internally transferred from operations to the live entertainment reserve. During the year, a deficit of $19,355 (2022 - $86,575 surplus) was transferred.

Each year the surplus (deficit) of the SafeWalk programme is internally transferred from operations to the SafeWalk reserve. During the year, a surplus of $15,866 (2022 - $14,105) was transferred.

Draft - Subject to Change

## 19. Source of Funds

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

## 20. Obligation Under Operating Lease

Future minimum lease payments committed under an operating lease for the Association's photocopier consist of the following:

| | |
|---|---|
| 2024 | $ 10,406 |
| 2025 | 5,203 |
| | $ 15,609 |

## 21. Financial Instruments

### Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Association is exposed to credit risk resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations. The financial instruments that are exposed to credit risk relate primarily to cash, investments, and accounts receivable. There have not been any changes in the risk from the prior year.

### Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Association is exposed to interest rate risk through interest earned on its savings accounts and its guaranteed investments certificates. There have not been any changes in the risk from the prior year.

## 22. Budget Information

The budget figures presented for comparison purposes are unaudited and have been derived from the budget approved by the Board of Directors.

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Academic

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Student fees | $ 46,000 | **$ 46,000** | $ 45,000 |
| Student health plan reserve support | 4,000 | **4,089** | 2,480 |
| Bullring promotional support | 500 | **500** | - |
| | 50,500 | **50,589** | 47,480 |
| **Expenditures** | | | |
| Salaries | 39,240 | **39,235** | 38,810 |
| Employee benefits | 5,110 | **5,037** | 4,396 |
| Student memorial fund | 4,000 | **4,089** | 2,480 |
| Student artwork | 1,000 | **1,050** | 880 |
| Teaching excellence award | 400 | **404** | - |
| Photocopying | 100 | **3** | 44 |
| Campaigns | 350 | **-** | - |
| Advertising and promotion | 150 | **-** | - |
| Supplies | 150 | **-** | 36 |
| | 50,500 | **49,818** | 46,646 |
| **Net revenues** | $ - | **$ 771** | $ 834 |

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Administration

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Student fees | $ 444,500 | **$ 525,505** | $ 403,674 |
| Other income | 63,200 | **63,200** | 37,539 |
| Interest earned | 12,300 | **47,978** | 10,427 |
| Universal bus pass revenue - net | 40,000 | **43,660** | 19,103 |
| Health plan administration fees | 28,500 | **28,500** | 28,500 |
| Dental plan administration fees | 18,000 | **18,000** | 18,000 |
| Entertainment student fees | 11,000 | **12,363** | 18,379 |
| Photocopier revenue | 2,000 | **7,804** | 2,763 |
| | 619,500 | **747,010** | 538,385 |
| **Expenditures** | | | |
| Salaries | 406,800 | **297,872** | 359,005 |
| Employee benefits | 42,500 | **31,522** | 35,116 |
| Professional fees | 44,000 | **23,476** | 49,758 |
| Photocopier expense | 13,000 | **14,708** | 12,009 |
| Insurance | 13,400 | **14,562** | 12,730 |
| Software licensing | 16,000 | **14,239** | 13,981 |
| Telephone | 11,800 | **11,130** | 10,925 |
| Advertising and promotion | 15,000 | **10,453** | 3,465 |
| Office supplies | 9,000 | **8,891** | 8,746 |
| Staff appreciation | 3,000 | **5,365** | 2,049 |
| Temporary wages | 3,500 | **2,838** | 700 |
| Bank charges | 1,600 | **1,666** | 1,625 |
| University services | 3,000 | **730** | 2,492 |
| GSEC - Bullfrog power | - | **678** | (678) |
| Student risk management | 570 | **579** | 571 |
| Staff training and transition | 3,300 | **448** | 438 |
| Maintenance and repairs | 18,700 | **270** | 440 |
| Travel | 330 | **65** | 77 |
| Purchase of equipment | 14,000 | **-** | - |
| | 619,500 | **439,492** | 513,449 |
| **Net revenues** | $ - | **$ 307,518** | $ 24,936 |

During the year, $11,695 (2022 - $10,913) of equipment and $169,000 (2022 - $NIL) of leasehold improvements were purchased, which has not been reflected above.

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Bullring

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Sales | $ 920,000 | **$ 950,235** | $ 550,556 |
| Entertainment student fees | 15,000 | **10,368** | 4,785 |
| | 935,000 | **960,603** | 555,341 |
| **Cost of sales** | 367,000 | **363,642** | 211,897 |
| **Gross margin** | 568,000 | **596,961** | 343,444 |
| **Other revenue** | 11,500 | **7,741** | 3,685 |
| | 579,500 | **604,702** | 347,129 |
| **Expenditures** | | | |
| Wages | 255,600 | **236,837** | 153,524 |
| Management salary | 117,720 | **123,009** | 148,566 |
| Express card commissions/rental | 42,750 | **52,264** | 32,198 |
| Bookkeeping | 45,200 | **45,200** | 21,850 |
| Supplies | 15,000 | **35,737** | 12,122 |
| Staff benefits | 21,230 | **17,961** | 12,549 |
| University space costs | 15,830 | **17,145** | 15,827 |
| Management benefits | 13,430 | **14,320** | 15,003 |
| Entertainment costs | 15,000 | **10,368** | 4,785 |
| Insurance | 6,600 | **7,270** | 6,365 |
| Janitorial services | 7,000 | **7,074** | 4,840 |
| Advertising and promotion | 4,000 | **6,594** | 2,350 |
| Janitorial supplies | 2,800 | **3,178** | 2,418 |
| Maintenance of equipment | 3,500 | **2,732** | 3,153 |
| Staff appreciation | 2,000 | **2,456** | 1,216 |
| Lease of equipment | 1,500 | **1,547** | 1,309 |
| Memberships and licenses | 1,050 | **1,069** | 1,484 |
| Staff training | 1,000 | **684** | 295 |
| University services | 1,000 | **489** | 210 |
| Maintenance of front house | 1,500 | **374** | 3,036 |
| Photocopying | 90 | **35** | 74 |
| Travel/mileage | 200 | **30** | 51 |
| Purchase of equipment | 5,500 | **-** | - |
| | 579,500 | **586,373** | 443,225 |
| **Net revenues (expenditures)** | $ - | **$ 18,329** | $ (96,096) |

During the year, $7,078 (2022 - $NIL) of equipment was purchased, which has not been reflected above.

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Council

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Student fees | $ 64,100 | **$ 64,100** | $ 50,000 |
| Entertainment student fees | 7,265 | **7,265** | 7,020 |
| | 71,365 | **71,365** | 57,020 |
| **Expenditures** | | | |
| Amortization | - | **88,914** | 72,438 |
| Residence room stuffer | 7,200 | **28,114** | - |
| Elections | 11,500 | **22,825** | 10,455 |
| Board appreciation/training | 9,000 | **7,760** | 6,002 |
| Grants - CSA food bank support | 7,500 | **7,500** | 7,500 |
| Grants - College Royal | 7,265 | **7,265** | 7,020 |
| Honouraria | 5,500 | **4,324** | 5,628 |
| Travel and conferences - CFS/CFS-O | 1,500 | **1,541** | - |
| Annual general meeting | 6,200 | **1,410** | 2,541 |
| Executive visioning | 1,500 | **1,156** | 1,178 |
| Grants - fall and winter | 10,000 | **1,131** | 6,194 |
| Executive discretionary fund | 2,000 | **-** | 180 |
| Travel and conferences - CSA staff | 1,000 | **-** | - |
| Travel and conferences - student leadership | 500 | **-** | - |
| Photocopying | 200 | **-** | - |
| Supplies | 500 | **-** | 310 |
| | 71,365 | **171,940** | 119,446 |
| **Net expenditures** | $ - | **$ (100,575)** | $ (62,426) |

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of External

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Student fees | $ 47,450 | **$ 47,450** | $ 46,500 |
| **Expenditures** | | | |
| Salaries | 39,240 | **38,944** | 38,527 |
| Employee benefits | 5,110 | **4,713** | 4,750 |
| Campaigns | 2,400 | **512** | 1,069 |
| Photocopying | 100 | **53** | 36 |
| Supplies | 150 | **22** | - |
| Advertising and promotion | 400 | **-** | - |
| Memberships and subscriptions | 50 | **-** | 100 |
| | 47,450 | **44,244** | 44,482 |
| **Net revenues** | $ - | **$ 3,206** | $ 2,018 |

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Films

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Entertainment student fees | $ 11,360 | **$ 11,360** | $ 22,000 |
| **Expenditures** | | | |
| Film rentals | 11,000 | **2,244** | 1,000 |
| Advertising and promotion | 300 | **-** | 125 |
| Subscriptions | 30 | **-** | 30 |
| Photocopying | 30 | **-** | - |
| | 11,360 | **2,244** | 1,155 |
| **Net revenues** | $ - | **$ 9,116** | $ 20,845 |

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Live Entertainment

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Entertainment student fees | $ 22,000 | **$ 22,000** | $ 75,000 |
| Door receipts and ticket sales | - | **-** | 650 |
| | 22,000 | **22,000** | 75,650 |
| **Expenditures** | | | |
| Performer fees | 12,000 | **28,703** | 5,240 |
| Setup and sound | 7,000 | **17,813** | 2,725 |
| Facility costs | 1,000 | **1,080** | 1,000 |
| Speaker series | - | **1,000** | - |
| Supplies | 300 | **916** | 70 |
| Advertising and promotion | 600 | **35** | - |
| Photocopying | 100 | **6** | - |
| Performer riders | 1,000 | **-** | 217 |
| | 22,000 | **49,553** | 9,252 |
| **Net revenues (expenditures)** | $ - | **$ (27,553)** | $ 66,398 |

During the year, $918 (2022 - $668) of equipment was purchased, which has not been reflected above.

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Programmer - General Entertainment

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Imaginus - net | $ 19,000 | **$ 35,155** | $ 16,324 |
| Student fees | 5,500 | **5,500** | 78,400 |
| | 24,500 | **40,655** | 94,724 |
| **Expenditures** | | | |
| Salaries | 21,700 | **59,322** | 106,597 |
| Employee benefits | 2,500 | **6,583** | 3,788 |
| Supplies | 300 | **9** | - |
| | 24,500 | **65,914** | 110,385 |
| **Net expenditures** | $ - | **$ (25,259)** | $ (15,661) |

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Programmes

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Student fees | $ 99,350 | **$ 99,350** | $ 60,980 |
| Solicitations | 35,400 | **37,240** | 32,327 |
| SW Fees - Graduate | 1,900 | **1,874** | 1,845 |
| Other income (loss) from sales | 250 | **(1,455)** | 274 |
| | 136,900 | **137,009** | 95,426 |
| **Expenditures** | | | |
| Co-ordinators' wages | 78,729 | **67,179** | 58,253 |
| Employee benefits | 6,481 | **5,678** | 4,433 |
| UCS security contract | 15,000 | **5,659** | 6,000 |
| Professional fees | 6,000 | **5,000** | 5,000 |
| Advertising and promotion | 4,900 | **3,520** | 715 |
| CSA administrative fee | 3,050 | **2,983** | 2,664 |
| Club days | 2,440 | **2,181** | 668 |
| Supplies | 1,500 | **1,773** | 352 |
| Volunteer appreciation | 2,200 | **1,186** | 937 |
| Telephone | 600 | **707** | 820 |
| Taxi | 1,400 | **369** | 739 |
| Information and awareness | 600 | **338** | 125 |
| Software and licensing | 250 | **234** | 220 |
| General meetings | 400 | **219** | - |
| Workshops | 700 | **123** | 160 |
| Photocopying | 150 | **63** | 45 |
| Electric vehicle | 12,500 | **-** | - |
| | 136,900 | **97,212** | 81,131 |
| **Net revenues** | $ - | **$ 39,797** | $ 14,295 |

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Promotional Services

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Student fees | $ 47,600 | **$ 47,600** | $ 51,700 |
| Banner service - net | 5,000 | **7,185** | 931 |
| Postering - net | 6,500 | **3,462** | 2,115 |
| Space rentals | 4,000 | **3,120** | 1,629 |
| Miscellaneous - net | 215 | **941** | 259 |
| Graphic design | 1,000 | **413** | - |
| | 64,315 | **62,721** | 56,634 |
| **Expenditures** | | | |
| Salaries | 53,950 | **50,728** | 49,770 |
| Employee benefits | 5,465 | **5,112** | 4,828 |
| Supplies | 4,000 | **3,697** | 24 |
| Memberships and subscriptions | 300 | **365** | - |
| Advertising and promotion | 600 | **268** | 130 |
| | 64,315 | **60,170** | 54,752 |
| **Net revenues** | $ - | **$ 2,551** | $ 1,882 |

Draft - Subject to Change

# The University of Guelph Central Student Association
## Schedule of Student Experience

| For the year ended April 30 | 2023 Budget (unaudited) | **2023 Actual** | 2022 Actual |
|---|---|---|---|
| **Revenues** | | | |
| Student fees | $ 30,500 | **$ 30,500** | $ 48,340 |
| Entertainment student fees | 12,000 | **12,000** | 15,000 |
| | 42,500 | **42,500** | 63,340 |
| **Expenditures** | | | |
| Orientation programming | 12,000 | **12,309** | 14,706 |
| Winter programming | 4,500 | **2,334** | 1,589 |
| Fall programming | 2,500 | **1,660** | 2,918 |
| Photocopying | 100 | **138** | 102 |
| Salaries | 19,280 | **-** | 23,043 |
| Advertising and promotion | 530 | **-** | 131 |
| Employee benefits | 2,640 | **-** | 3,213 |
| Supplies | 150 | **-** | 63 |
| Summer programming | 800 | **-** | - |
| | 42,500 | **16,441** | 45,765 |
| **Net revenues** | $ - | **$ 26,059** | $ 17,575 |

Draft - Subject to Change

**Item 9.11.9**
**Policy Referral: Director Appointment Process**

**WHEREAS** There is currently a director appointment process however it is limited in scope;

**WHEREAS** the CSA just spent 1,000's of dollars on students in an election that only had two candidates on the ballot;

**WHEREAS** candidates can now go through the free-to-run board appointment process;

**WHEREAS** The CSA is mandated to "Provide practical services that improve students' lives and save them money.";

**WHEREAS** the current election model does not uphold this mandate;

**WHEREAS** multiple director seats have remained empty since the W24 election, leaving some colleges unrepresented because the current process doesn't provide an opportunity for director appointments to occur any earlier than following the fall by-election and the appointed college positions often remain vacant during the summer;

**WHEREAS** quorum exists to represent students; however, failed elections do not achieve this goal and often leave seats and students completely underrepresented;

**BE IT RESOLVED** that the Board of Directors received the attached proposal of amendments to Bylaw 2 as information;

**FURTHER** that the topic of the Director Appointment Process as outlined in Bylaw 2 section 2.4 be referred to the Policy and Bylaw Review Committee;

**FURTHER** that the committee consider the attached proposal of amendments to Bylaw 2 section 2.2 and section 2.4;

**AND FURTHER** that the Policy and Bylaw Review Committee provide a verbal update to the Board of Directors at the November 13, 2024 meeting regarding this referral including a recommendation of next steps.

**Moved:** Jonah Greenhut
**Seconded:**

## 2.2 By-Elections

**2.2.1** By-elections shall occur during the Fall semester to fill vacancies on the Board of Directors. Except for the case outlined in 2.2.5.

**2.2.2** Quorum shall be 10% of the general membership of the applicable constituency.

**2.2.3** A simple majority vote is required for a valid outcome.

**2.2.4** Should an Executive position become vacant after a General Election and prior to the Fall By-Election, a separate By-Election for the sole purpose of filling the vacant position(s) may be held in the interim.

2.2.5 In the following situations:

**a)** There is no executive candidate at the top of the ticket **and;**

**b)** There are fewer than two college director races, **and** the candidates are in uncontested elections. This means that there is either no opposing candidate for any of the director positions or there are only two directors running for two director positions. Then, the election will be cancelled by a motion of the board, and an immediate appointment process will commence.

## 2.4 At-Large (Elected) Director Appointments

### 2.4.1 General Election

Should "at-large" (elected) Board of Directors seats remain vacant following the CSA General Election in the winter semester, the CSA Board shall initiate an interim appointment process to fill at least one of the At-Large Representative vacancies where the following requirements must be met:

**2.4.1.1** In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms up until the end of a 15-business day nomination period, and then be voted on at the next Board meeting

**2.4.1.2** The CSA election office will ensure the nomination period is appropriately advertised to the correct constituent with help from the appropriate board director.

**2.4.1.2** The CRO will provide all interested members with nomination forms to seek no less than 25 valid nomination signatures from members of their constituencies. The signatures must be accompanied by a completed nomination package including a 150-word statement of interest.

**2.4.1.3** Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements will attend a board meeting to provide a 2-minute statement to the Board of Directors and answer any questions;

**2.4.1.4.1** The Board of Directors members then hold a secret ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board to serve until the Fall election, where they will be required to rerun.

2.4.1.4.2 In the case that the Fall by-election does not occur, the appointed director may seek to get reappointed and go through the process again. If they are the only candidate, or if there are open seats equal to the number of candidates, the candidate running to be reappointed must be confirmed by a 2/3 majority vote.

**2.4.2 Fall By-Election**

Should an "at-large" (elected) Board of Directors seat remain vacant following the CSA Fall by-election, the CSA Board shall initiate an interim appointment process to fill at the At-Large Representative vacancies where the following requirements must be met:

**2.4.1.1** In collaboration with the President, the Policy & Transition Coordinator will ensure a call-out takes place on relevant platforms up until the end of a 15 business day nomination period and then be voted on at the next Board meeting

**2.4.1.2** The CSA election office will ensure the nomination period is appropriately advertised to the correct constituent with help from the appropriate board director.

**2.4.2.3** The CRO will provide all interested members with nomination forms to seek no less than 25 valid nomination signatures from members of their constituencies. The signatures must be accompanied by a completed nomination package including a 150-word statement of interest.

**2.4.2.4** Following the CRO's validation of the nomination signatures, all candidates who meet the allotted requirements will attend a board meeting to provide a 2-minute statement to the Board of Directors and answer any questions.

**2.4.2.5** The Board of Directors members then hold a secret ballot vote where the successful candidate(s) is/are determined by a simple majority vote, and subsequently ratified and appointed to the Board.

**Item 9.15**
**Adjournment**

**MOTION:** That the CSA Board of Directors Meeting # 8 on October 30, 2024 be adjourned at pm.

**Moved:**
**Seconded:**