MINUTES
Board of Directors Meeting # 12
January 19, 2022 – 6:00 pm – Microsoft Teams

Attendance for January 19, 2022

Board of Directors			
At-Large (Elected) Representatives		**Present / Regrets**	**Arrived / Departed**
Bella Harris	College of Arts	Present	
Vacant	College of Arts		
Leilani Rocha	College of Biological Science	Present	
Maya Persram	College of Biological Science	Present	
Valeria Telles	College of Engineering and Physical Sciences		
Anton Naim Ibraim	College of Engineering and Physical Sciences		
Laura Wilson	College of Social and Applied Human Sciences	Present	Departed 7:47
Alyssa Ahmed	College of Social and Applied Human Sciences	Present	
Leila Stevens	Gordon S. Lang School of Business and Economics	Present	
Joshua Vito	Gordon S. Lang School of Business and Economics	Present	
Isha Maharaj	Ontario Agricultural College	Present	
Vacant	Ontario Agricultural College		
Vacant	Ontario Veterinary College		
Vacant	Ontario Veterinary College		
Member College Government Representatives (Appointed)		**Present / Regrets**	**Arrived / Departed**
Vacant	College of Arts Student Union		
Vacant	College of Biological Science Student Council		
Lily Taylor-Stackhouse	College of Engineering and Physical Sciences Student Council	Present	
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance		
Quinton Stummer	Lang Students' Association		
Hudson Bell	Student Federation of the Ontario Agricultural College	Present	
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
Student Organization Representatives (Appointed)		**Present / Regrets**	**Arrived / Departed**
Jena Ashley	Indigenous Student Society (ISS)		

Damilola Oguntala	Guelph Black Students Association (GBSA)	Present	
Amanda Conibear	Guelph Queer Equality (GQE)		
Vacant	Guelph Resource Centre for Gender Empowerment and Diversity		
Keshini Digamber	International Student Organization (ISO)	Present	
Vacant	Interhall Council (IHC)		
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)	Present	
Justin Mihaly	Student Senate Caucus	Present	Departed 7:19
Michael Pacheco	Board of Governors		
Executive (Ex-officio, non-voting)		**Present / Regrets**	**Arrived / Departed**
Nicole Walker	President	Present	
Sara Kuwatly	Vice President Student Experience		
Lisa Kazuhara	Vice President Academic	Present	
Shilik Hamad	Vice President External	Present	

Guests	**Affiliation**
Stefanie Hebel	SHAC Coordinator, CSA

Staff	**Position**
Cameron Olesen	Chair
Pete Wobschall	Policy & Transition Manager
Sarah Dias	Scribe

Summary of Significant Resolutions

12.5.1 Meeting # 11 – November 24, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 11 – November 24, 2021.

Motion carried.

12.6 Executive Committee Minutes

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

12.6.1 Meeting # 20 – November 10, 2021
12.6.2 Meeting # 21 – December 1, 2021
12.6.3 Meeting # 22 – December 8, 2021

Motion carried.

12.7 Executive Updates

12.7.1 President
12.7.2 ~~VP Student Experience~~ (position currently vacant)
12.7.3 VP Academic
12.7.4 VP External

Motion carried.

12.10.1 Policy & Bylaw Review Committee (PBRC) # 7 – November 12, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 7 – November 12, 2021, as information.

Motion carried.

12.10.2 Hiring Committee – Poster Runner

MOTION that the hiring of Eric Mailhot for the Poster Runner Position be ratified, as recommended by the Hiring Committee.

Motion carried.

12.10.3 Hiring Committee – Board Scribe

MOTION that the hiring of Olivia Wells for the Board Scribe position be ratified, as recommended by the Hiring Committee.

Motion carried.

12.10.4 Hiring Committee – Office Manager & Executive Support

MOTION that the hiring of Kandace Blaker for the Office Manager & Executive Support Position be ratified, as recommended by the Hiring Committee.

Motion carried.

12.10.5 (a) Revised FoodBank Coordinator Job Description

RESOLVED that the job description of the FoodBank Coordinator be approved as provided in the January 19, 2022, board agenda package.

Motion carried.

12.10.5 (b) Hiring Committee - FoodBank Coordinator

RESOLVED that:

a) The following CSA Director be appointed to the hiring committee for the position of FoodBank Coordinator:

Isha Maharaj

b) The former FoodBank Coordinator, now the current Office Manager & Executive Support, be appointed to the hiring committee to satisfy the CSA Staff person

membership requirement for the position of FoodBank Coordinator.

c) The Vice President External be appointed to the hiring committee to satisfy the Executive membership requirement for the position of FoodBank Coordinator.

Motion carried.

12.10.6 University Centre (UC) Board

RESOLVED that the following CSA Members be appointed to UC Board for a two-year term including the remainder of the 2021-2022, and for the 2022-2023, academic year:

Meryam Tawfik, Undergraduate Student

Motion carried.

12.11.2 Revised AGM Date to March 30, 2022

RESOLVED that the date of the 2022 Annual General Meeting (AGM) be moved from February 9, 2022 to Wednesday, March 30, 2022, at 5:00 pm, via Microsoft Teams.

Motion carried.

12.12.1 Alternate for Elections Supervision

RESOLVED that the CSA Elections Office report to Shilik Hamad, VP External for the Winter 2022 General Elections, as recommended by the Executive Committee.

Motion carried.

Agenda – January 19, 2022

12.0 Call to Order
12.1 Land Acknowledgement
Isha Maharaj
12.2 Adoption of the Agenda
12.2.1 Approve the Agenda
12.2.2 Declarations of Conflicts
12.3 Ratifications and De-Ratifications
12.3.1 De-Ratify Interhall Council (IHC) Member Appointed Student Organization Representative
12.4 Comments from the Chair
12.4.1 Introductions and Pronouns
12.5 Approval of Past Board Minutes
12.5.1 Meeting # 11 – November 24, 2021
12.6 Executive Committee Minutes
12.6.1 Meeting # 20 – November 10, 2021
12.6.2 Meeting # 21 – December 1, 2021
12.6.3 Meeting # 22 – December 8, 2021
12.7 Executive Updates
12.7.1 President
12.7.2 ~~VP Student Experience~~ (position currently vacant)
12.7.3 VP Academic
12.7.4 VP External
12.8 Director Reports
12.9 CSA Services Update and Report
12.9.1 Student Help and Advocacy Centre (SHAC) Service Update - Stefanie Hebel, SHAC Coordinator
12.10 Committee Updates and Reports
12.10.1 MINUTES: Policy & Bylaw Review Committee (PBRC) # 7 – November 12, 2021
12.10.2 REPORT: Hiring Committee – Poster Runner
12.10.3 REPORT: Hiring Committee – Board Scribe
12.10.4 REPORT: Hiring Committee – Office Manager & Executive Support
12.10.5 (a) MOTION: Revised FoodBank Coordinator Job Description
(b) APPOINT: Hiring Committee - FoodBank Coordinator
12.10.6 APPOINTMENTS: University Centre (UC) Board
12.11 Business
12.11.1 NOTICE: Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee
12.11.2 MOTION: Revised AGM Date to March 30, 2022

12.11.3 NOTICE: Revision to Appendix G – Electoral, 4.2 Nomination Process, c) [Nomination signature requirements for Directors and Executive]
12.11.4 NOTICE: Revision to Bylaw 1- Organizational, 9.1 Annual and Other Meetings of the Members, [Permitted AGM location & option to hold virtual meetings]
12.11.5 NOTICE: Revision to CSA Rules of Order, Section 3.12 Secret Ballot

12.12 New Business
12.12.1 MOTION: Alternate for Elections supervision

12.13 Announcements

12.14 *In Camera* Session

12.15 Adjournment

Minutes – January 19, 2022:

12.0 Call to Order

The meeting was called to order at 6:02 pm.

12.1 Land acknowledgement

I would like to acknowledge that although we are all in different places right now, the University of Guelph brings us together. The land resides on the traditional land of the Attawandaron people, and the Treaty Lands of the Mississauga of the Credit. We also honour our Anishinaabe, Haudenosaunee, and Metis neighbours, and recognize the significance of the Dish with One Spoon Covenant. I currently call this land my home, but Canada is a place pillaged by colonialism, so I would like to use this moment to recognize the land stolen from the Tainos of the Caribbean to the Chukchis of Russia. Land acknowledgements aren't meant to be performative statements, but reminders of the ongoing journey to dismantling the oppressive systems that were put in place around the world. I encourage you all to take some time to learn about any land you have had the opportunity to visit in the past or will visit in the future, and how you benefit from it even in the smallest ways because although we live in Canada, it is important to acknowledge the land that was stolen worldwide.

Isha Maharaj

12.2. Adoption of the Agenda

12.2.1 Approve the Agenda

MOTION that the agenda for the CSA Board of Directors Meeting # 12 on **January 19, 2022,** be approved as distributed in the board agenda package.

Moved: Shilik Hamad, VP External
Seconded: Justin Mihaly

MOTION TO AMEND: To add item 12.12.1 Alternate for Elections supervision under New Business Items.

Moved: Nicole Walker, President
Seconded: Maya Persram

President Nicole Walker shared that this is a time sensitive item as the nomination period for elections is this week and wants to maintain the integrity of the election process. Currently, there is a direct conflict of interest if the President supervises elections while also running for re-election and it should be passed onto an executive not running for re-election to ensure the process is fair. Therefore, this item warrants being added as New Business to this meeting rather than the next.

Motion to amend carried.

MOTION TO AMEND: To reorder the agenda so that item 12.9.1 Student Help and Advocacy Centre (SHAC) Service Update immediately follows item 12.4.1 Introductions and Pronouns.

Moved: Lisa Kazuhara, VP Academic
Seconded: Justin Mihaly

VP Academic Lisa Kazuhara motivates because she recognizes that Stefanie Hebel, the SHAC Coordinator who is presenting, does have a class that she would like to attend and this reordering will ensure she can attend it.

Motion to amend carried.

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 12 on January 19, 2022, be approved as amended:

a) To add item 12.12.1 Alternate for Elections supervision under New Business Items.

b) To reorder the agenda so that item 12.9.1 Student Help and Advocacy Centre (SHAC) Service Update immediately follows item 12.4.1 Introductions and Pronouns.

Moved: Same as original motion
Seconded: Same as original motion

Amended motion carried.

12.12.2 Declarations of Conflicts

No conflicts declared tonight.

12.3 Ratifications and De-Ratifications

12.3.1 De-Ratify Interhall Council (IHC) Appointed Student Organization Representative

MOTION to de-ratify Shawna Perritt as the Interhall Council (IHC) appointed student organization representative, effective immediately.

Moved: Nicole Walker, President
Seconded: Shilik Hamad, VP External

President Walker expresses her regret about the need to de-ratify a member of the board. She provides context for this by explaining that the member has been unresponsive to several well-documented attempts to contact her since the summer by the Policy and Transition Manager.

Motion carried.

12.4 Comments from the Chair

Chair Cameron Oleson thanked everyone for being here tonight and wished Members a Happy New Year and a successful semester. Additionally, he explained how Members could participate in discussions and volunteering.

12.4.1 Introductions and Pronouns

All Members introduced themselves and shared their pronouns and roles on the Board.

12.5 Approval of Past Board Minutes

12.5.1 Meeting # 11 – November 24, 2021

MOTION that the Minutes be approved for CSA Board Meeting # 11 – **November 24, 2021,** as presented in the board package.

Moved: Lisa Kazuhara, VP Academic
Seconded: Leila Stevens

Motion carried.

12.6 Executive Committee Minutes

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

12.6.1 Meeting # 20 – November 10, 2021
12.6.2 Meeting # 21 – December 1, 2021
12.6.3 Meeting # 22 – December 8, 2021

Moved: Lisa Kazuhara, VP Academic
Seconded: Leila Stevens

Motion carried.

12.7 Executive Updates

12.7.1 President

President Nicole Walker acknowledges she is looking forward to meeting in person. She has included a chart in her written update from the CSA's Covid Planning and Response for context, because she aims to be transparent about protocols for the return to campus. Additionally, she has provided information in a memo included in the Board package regarding the delegation of the Vice President Student Experience Portfolio. Taking on a by-election over halfway through the year, especially with general elections coming up, would be too large of an undertaking. As a result, they have chosen not to conduct a by-election and will instead be delegating the responsibilities for this task among the executives. There is also lots of hiring that has been happening at the CSA recently. Finally, she is working on some committee work right now but will leave the updates regarding this committee work to the Members who have attended these meetings. She is also preparing the Student Budget Committee presentation that is going to the Board of Governors Finance Committee. She ends by noting that she is excited to be meeting with the board again for the semester.

~~12.7.2 VP Student Experience~~ *(position currently vacant)*

12.7.3 VP Academic

The VP Academic Lisa Kazuhara has been adjusting to additional responsibilities that she has taken on since the VP Student Experience position became vacant. This includes student events and risk management responsibilities, which continued throughout the winter break. There have also been many changes related to the return to campus in-person to navigate due to the Omicron variant. She has begun work related to the Teaching Excellence award and reminded the board of the success of the Art in the Bullring last semester. The artwork that won during this event will be displayed for the remainder of the year in the Bullring. Additionally, she has been attending meetings regarding compulsory fees and non-academic fees, and other meetings about experiential learning and open affordable course content. She thanks SHAC for presenting their service update, and acknowledges the success of SHAC during this academic year despite being online as they have had record amounts of students accessing the service during the past week. Safewalk is currently on hold, but should be starting again when students return to campus. Finally, she is debating conducting a survey for students about the return to campus. While she is unsure of when exactly it will be sent out, she asks that when services receive the announcement regarding this survey that they would share it with their students to receive as many results as possible. This will help to gain a more accurate idea of how students are truly feeling regarding the return to campus.

President Nicole Walker clarifies that the survey aims to better understand the opinions of the student body, so that the CSA can better advocate for their needs. There is a mixed response from the student body regarding whether they'd prefer to stay online, return to in-person classes, or have the university offer a hybrid option for classes. Due to this divide, the CSA is creating this survey, so that they can further clarify the wants of students and more accurately reflect students' needs when communicating with university administration.

12.7.4 VP External

The VP External Shilik Hamad updates Members that she was working in the CSA FoodBank during the past week and that it was a great learning experience. While she has worked at the FoodBank before, the past week allowed her to learn about their operations more in depth and gain a greater appreciation of the work they do as a result. She acknowledges the great work done by the FoodBank Coordinator and the challenges that the FoodBank has faced responding to changing Covid protocols. The FoodBank also receives donations from various food companies and the VP External often accompanies the FoodBank Coordinator to pick up these donations. The pandemic has been an obstacle to fundraising and outreach goals for the FoodBank, but they are

endeavouring to reach out to students despite this obstacle and are continuing with operational meetings to ensure that communication is maintained, and the FoodBank feels supported by the CSA. The Bike Centre is in a similar position regarding Covid restrictions and the VP External has been having one-on-one meetings with the Bike Center Coordinator. There have also been discussions between the CSA and an organization called ARCH in regards to using ARCH's services for CSA trainings on education and prevention training. If any Directors would like to get involved, they can let the VP External know. The VP External reminds Members of the process for obtaining the U-Pass and that the GSA was contacted throughout this process. There has been a successful turnout with a limited number of tapping failures. Some students have reached out due to confusion surrounding this charge on their tuition and the VP External has been working to educate people on the U-Pass and how they can access it in response. Additionally, there will be a new late night bus service on Sunday nights for the remainder of the semester. Guelph Transit paired up with the CSA to respond to the need for additional routes for students beyond 7 pm on Sunday nights. The VP External has also been working with the Black History Month Planning Committee and Guelph Women in Leadership, as well as the Cultural Diversity Office to bring in a keynote speaker event for which details will likely be finalized this week. The VP External also attended a CFS Ontario Executive Committee meeting this past week which allowed her to learn more about lobbying and campaigning. She will be joining lobbying and campaigning working groups with CFS to continue to improve her skills in these areas. The VP External is also collaborating with the Two Rivers Festival to pair up with different organizations in Guelph. Additionally, she has been working with OPIRG to organize a garbage pick-up and invites Members to reach out to her if they have interest in helping to organize this event. This coming week she will have her first meeting with the Student Wellness Advisory Group since this responsibility has been delegated to her from the VP Student Experiences' portfolio. She also got to sit with the Student Rights and Responsibilities Committee earlier during the day which was a great opportunity. There were presentations from housing and the Campus Safety Office. Finally, the U of G administration reached out to say they are conducting a community census as part of their anti-racism strategy. To help with this, the VP External will be sending an email to the Board of Directors to encourage the students from their respective colleges and groups to fill this survey out, so the University of Guelph can gain additional input from students.

Member Persram asked the VP External whether the survey she was referring to is the same as the one that was sent out roughly a month or two ago.

VP External Shilik Hamad responded by explaining that she is no longer a student and was unsure whether this was the same survey or not as a result as she no longer receives all the emails that students receive.

VP Academic Lisa Kazuhara clarified that it was sent out on January 19th at 2:18pm from the Office of Diversity and Human Rights and that it should be in the email inboxes of all students.

Member Persram clarified that this means there was a separate survey sent out in November.

MOTION that the following Executive Updates be received as information:

12.7.1 President
12.7.2 ~~VP Student Experience~~ (position currently vacant)
12.7.3 VP Academic
12.7.4 VP External

Moved: Leila Stevens
Seconded: Maya Persram

Motion carried.

12.8 Director Reports

Member Maharaj attended a UC Board Meeting in which a working group was formed, but she is not on the committee so she passed on this announcement to Member Joshua Vito who sits on the committee.

Member Joshua Vito also sits on the UC Board as the Vice Chair and explains that the UC Board is working on editing a working agreement between the Board of Governors and the UC Board and that this group will be meeting several times over the course of the next month to produce this updated working agreement, so that it is presentable for the University. Additionally, the Policy & Bylaw Review Committee (PBRC)'s working group on the joint referendum with the GSA continues and Member Vito acknowledges the work of Pete and Nicole on this to develop one joint referendum policy between the CSA and the GSA. The Board of Directors will be asked to vote on dissolving the SHAC advisory committee as it is now obsolete since the VP Academic oversees, and reports to the board on SHAC activities. Additionally, Member Vito indicated that PBRC is looking to add an exemption pertaining to the hiring of the SERM position to policy, which would allow the University's Student Experience staff person to sit on the hiring committee, while maintaining the limit of three people on CSA hiring committees. Member Vito also stated that PBRC has been doing some work regarding

signatures for nominations, not for this upcoming election, but to amend the policy for next years' elections.

Member Leila Stevens acknowledges her work sitting on the hiring committee for the new Board Scribe and gives a warm welcome to Olivia Wells as the Board Scribe.

12.9 CSA Services Update and Report

12.9.1 Student Help and Advocacy Centre (SHAC) Service Update

This item was discussed earlier in the Meeting, after 12.4.1 Introductions and Pronouns, as the Agenda was amended.

12.9.1(a) Extend Speaking Rights to Stefanie Hebel, SHAC Coordinator

WHEREAS CSA Rules of Order, Section 3.9. states that presentations to the Board of Directors that are submitted in the Board package shall be limited to 10-minutes.

MOTION to extend speaking rights to Stefanie Hebel, SHAC Coordinator, for the duration of item 12.9.1 to present the Student Help and Advocacy Centre (SHAC) Service Update and respond to questions that arise from Members regarding the presentation.

Moved: Lisa Kazuhara, VP Academic
Seconded: Maya Persram

Motion carried.

Stefanie Hebel introduces her position as the SHAC Coordinator. She gives a service update on SHAC using the presentation slides included in the board agenda package and explains the wide variety of services that SHAC provides for University of Guelph Students. Stefanie notes the efforts at SHAC to provide equitable help to as many students as possible. The regular office hours and drop-in legal clinic services are both online as a result of the pandemic. SHAC has a variety of advocacy initiatives that occur throughout the academic year that people can find information about online. Finally, she introduced the rest of the SHAC team and noted their work to expand SHAC's social media presence and make their website more user friendly.

12.9.1(b) Receive the Student Help and Advocacy Centre (SHAC) Service Update

MOTION to receive the SHAC Service Update as presented by Stefanie Hebel, SHAC Coordinator, as information.

Moved: Ariel Oleynikov
Seconded: Maya Persram

The Policy & Transition Manager thanked Stefanie for her presentation.

Stefanie Hebel thanked the board for the opportunity to present and left the presentation in order to attend a class at 6:32 pm.

Motion carried.

12.10 Committee Updates and Reports

12.10.1 MINUTES: Policy & Bylaw Review Committee Meeting # 7 – November 12, 2021

MOTION to receive the minutes of the Policy & Bylaw Review Committee (PBRC) from Meeting # 7 – November 12, 2021, as information.

Moved: Joshua Vito
Seconded: Leila Stevens

Motion carried.

12.10.2 Hiring Committee Report: Poster Runner (1 Position)

Posting Date: Thursday, November 11, 2021

Closing Date: November 25, 2021

Hiring Committee Members:
- Nicole Walker, CSA President
- Irene Castellano, Promotional Services & Graphic Designer
- Isha Maharaj, Board Member

Number of Applicants: 8

Number of People Interviewed: 3

Successful Candidate: Eric Mailhot

Start Date: Wednesday, January 12, 2021

MOTION that the hiring of Eric Mailhot for the Poster Runner Position be ratified, as recommended by the Hiring Committee.

> **Moved:** Nicole Walker, President
> **Seconded:** Isha Maharaj
>
> President Nicole Walker expresses her excitement for this hiring, but acknowledges the start date is not accurate since classes have not returned in-person yet.

Motion carried.

12.10.3 Hiring Committee Report: Board Scribe (1 Position)

Posting Date: Thursday, November 11, 2021

Closing Date: Thursday, November 25, 2021

Hiring Committee Members:
- Nicole Walker, CSA President
- Pete Wobschall, Policy & Transition Manager
- Leila Stevens, Board Member

Number of Applicants: 5

Number of People Interviewed: 3

Successful Candidate: Olivia Wells

Start Date: Wednesday, January 12, 2021

MOTION that the hiring of Olivia Wells for the Board Scribe position be ratified, as recommended by the Hiring Committee.

> **Moved:** Nicole Walker, President
> **Seconded:** VP Academic

President Nicole Walker expresses her excitement for hiring Olivia Wells for the position of the Board Scribe and is confident in her ability to fulfill this role.

Policy and Transition Manager Pete Wobschall notes that Olivia Wells is a former CSA staff member who worked for the FoodBank.

Motion carried.

12.10.4 Hiring Committee Report: Office Manager & Executive Support

Posting Date: Wednesday, December 15, 2021

Closing Date: Monday, January 10, 2022

Hiring Committee Members:
- Nicole Walker, CSA President
- Lee Anne Clarke, Business Manager
- Lori Wilson, External HR Consultant

Number of Applicants: 54

Number of People Interviewed: 2

Successful Candidate: Kandace Blaker

Start Date: Monday, January 24, 2022

MOTION that the hiring of Kandace Blaker for the Office Manager & Executive Support Position be ratified, as recommended by the Hiring Committee.

Moved: Nicole Walker, President
Seconded: Shilik Hamad, VP External

President Nicole Walker notes that Front Office Assistant Meghan Goodall would have conducted the interviews, but was unable to due to the short timeline. As a result, the President conducted the interviews and explains that Kandace Blaker, who is currently the FoodBank Coordinator, is the successful candidate for the Office Manager & Executive Support (OMES) position. She is excited for Kandace to switch positions to the OMES position and is confident that Kandace will be successful in this new role.

Motion carried.

12.10.5(a) FoodBank Coordinator Revised Job Description

WHEREAS Appendix C – Human Resources, Section 4.2.4 states that:

- A job description must be completed and previously approved by the CSA Board,
- Any substantive changes to a job description requires Board approval;

WHEREAS the CSA Board of Directors has previously approved the FoodBank Coordinator job description, however desires to extend the term of the contract from 54-weeks to 75-weeks, so continuity is provided in the position until the end of the 2022-2023 year, including a 2-week transition period into the 2023-2024 year; and

WHEREAS no other substantive changes beyond the term of the contract are included in the FoodBank Coordinator job description.

RESOLVED that the job description of the FoodBank Coordinator be approved as provided in the January 19, 2022, board agenda package.

> **Moved**: Shilik Hamad, VP External
> **Seconded**: Leila Stevens
>
> VP External Shilik Hamad explains she has been having operational conversations with the new Office Manager Kandace Blaker due to the overlap in training requirements between this new position and her current position as the FoodBank Coordinator. The amendments to the FoodBank Coordinator job description will help to ensure enough time for training of the new FoodBank Coordinator and to ensure continuity for this position between the current academic year and the next.

Motion carried.

12.10.5(b) Appoint Hiring Committee – FoodBank Coordinator

WHEREAS the CSA recognizes the need to fill a vacancy in the position of the FoodBank Coordinator for a 75-week term;

WHEREAS Appendix A – Executive Portfolios, Section 5.3 states that the Vice President External supervises the Guelph Student FoodBank staff; and

WHEREAS Appendix C – Human Resources, Section 4.2.2 requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member.

RESOLVED that:

a) The following CSA Director be appointed to the hiring committee for the position of FoodBank Coordinator:

Isha Maharaj

b) The former FoodBank Coordinator, now the current Office Manager & Executive Support, be appointed to the hiring committee to satisfy the CSA Staff person membership requirement for the position of FoodBank Coordinator.

c) The Vice President External be appointed to the hiring committee to satisfy the Executive membership requirement for the position of FoodBank Coordinator.

Moved: Shilik Hamad, VP External
Seconded: Isha Maharaj

VP External Shilik Hamad explains that someone from the Board of Directors should volunteer for the position on the hiring committee as it is a great opportunity and she would appreciate their contribution.

Motion carried.

12.10.6 Appoint Directors to the University Centre (UC) Board

WHEREAS it is the responsibility of the University Centre Board ('UC Board') to establish written policies respecting the use of facilities and management of space within the University Centre; to acknowledge the special requirements of user groups to management their own activities within the spaces assigned to them and to provide services for the University Community at large;

WHEREAS the UC Board is comprised of 10 students, four (4) university appointees, two (2) alumni, two (2) clubs' representatives; including one (1) CSA Executive, nine (9) CSA representatives, and five (5) **'Alternates'** appointed by the CSA Board of Directors;

WHEREAS 'Alternates' may fill temporary absences of regular Members of the Board at Board meetings;

WHEREAS an application from undergraduate student Meryam Tawfik to represent undergraduate students on the UC Board was submitted via GryphLife on January 12, 2022, sent to board Members via email by the Policy & Transition Manager on January 17, 2022, and is being recommended forward by the CSA President in the absence of a Vice President Student Experience; and

WHEREAS there are two (2) vacancies to fill for CSA Members on the UC Board.

RESOLVED that the following CSA Members be appointed to UC Board for a two-year term including the remainder of the 2021-2022, and for the 2022-2023, academic year:

Meryam Tawfik, Undergraduate Student

Moved: Nicole Walker, President
Seconded: Shilik Hamad, VP External

President Nicole Walker explained that the CSA received an application from undergraduate Meryam Tawfik, and indicated that they are eager to become more involved on campus and that the administrative services representative reached out to the President to ask about recruiting additional undergraduate students. Meryam Tawfik took the initiative to fill out an application for this position and the CSA has sufficient information to consider this application.

Motion carried.

12.11 Business

12.11.1 NOTICE: Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee

WHEREAS Appendix D – CSA Committees, Section 13.0 states that the purpose of the Student Help and Advocacy Centre (SHAC) Advisory Committee is: "…to ensure that the Student Help and Advocacy Centre (SHAC) is fulfilling its mandate.";

WHEREAS the terms of reference for the SHAC Advisory Committee was developed under the CSA's commissioner-based organizational model, which pre-dates the CSA's

transition to a hierarchical model in 2018 that altered the Executive's system of planning and reporting, ultimately rendering the SHAC advisory Committee redundant;

WHEREAS Appendix A – Executive Portfolios includes management of SHAC operations as a duty within the Vice President Academic's portfolio;

WHEREAS the VP Academic's portfolio includes the supervision of SHAC staff, planning, monitoring, reporting, and evaluating SHAC activities, and reporting SHAC activities to the board as a component of their regular board updates; and

WHEREAS references to the SHAC Advisory Committee are included in the CSA Policy Manual in Appendix D – Committees:

- Section 3.11 Operational Committees: listed as one of the CSA's 'Operational Committees',
- Section 13.0 Student Help and Advocacy Centre (SHAC) Advisory Committee: includes the terms of reference for the committee.

RESOLVED that the Student Help and Advocacy Centre (SHAC) Advisory Committee be dissolved effective immediately and that all references to it be removed from the CSA Policy Manual.

Motivated: Lisa Kazuhara, VP Academic

The Chair explained that because this item of business is a policy change it will not be voted on during this meeting but can still be discussed by the Board.

The Policy & Transition Manager confirmed that this item falls under multiple areas of the CSA's policy.

The Chair continued by adding that any changes to policy or bylaw require a meetings' notice before it can be voted on, require a 2/3 majority, and that bylaw revisions require a Roll Call vote.

VP Academic Lisa Kazuhara motivated because reporting is done in a different structure now, this advisory committee is no longer necessary. Information is directed through Board of Directors meetings directly, instead of through the committee.

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

12.11.2 Revised 2022 AGM Date

WHEREAS the CSA Board of Directors previously approved to hold the 2022 Annual General Meeting (AGM) on Wednesday, February 9, 2022, at 5:00 pm, via Microsoft Teams;

WHEREAS the CSA has traditionally held the AGM in February to provide a forum to promote Winter General Election candidates;

WHEREAS a primary function of the AGM is for Members to review the most recent financial audited statements;

WHEREAS the CSA's auditor is not expected to have the 2020-2021 financial statements completed by February 9, but is expected to have them completed by Wednesday, March 30, 2022;

WHEREAS the 2021 AGM was held on March 16, 2021, establishing precedent to hold the AGM in March**;**

WHEREAS staff workloads and responsibilities are more able to accommodate the successful planning and execution of the AGM at the end of March.

RESOLVED that the date of the 2022 Annual General Meeting (AGM) be moved from February 9, 2022 to Wednesday, March 30, 2022, at 5:00 pm, via Microsoft Teams.

Moved: Nicole Walker, President
Seconded: Maya Persram

President Nicole Walker explains that this motion was brought forward to ensure financial statements can be included in the meeting. In addition, the current date for the meeting is not ideal due to it being during the elections period and that there is hiring responsibilities being fielded by staff during this time as well. President Nicole Walker also notes that the AGM last year was held at a similar time to the revised date and that they were able to meet quorum by a significant amount. Due to this, the President feels the proposed March date better accommodates the schedules of students.

Motion carried.

12.11.3(b) NOTICE: Nomination Signature Requirements for Directors & Executive

WHEREAS the purpose of nomination signatures is for CSA elections candidates to secure multiple supporters that endorse their character, and are willing to speak to their ability to serve in the desired role;

WHEREAS the CSA has reduced the number of nomination signatures required by candidates running for Executive and Director positions on several occasions over the past two-years due to the uncertainty of conducting this activity within a virtual environment;

WHEREAS the CSA is planning a hybrid model for the Winter 2022 General Election where candidates may use a combination of electronic and paper methods to secure nomination signatures from undergraduates; and

WHEREAS Appendix G – Electoral, Subsection 4.2.1 currently requires:

- Executive Officer: minimum of 50 verified signatures.
- Director: minimum of 10 verified signatures.

RESOLVED that:

a) The requirement for Executive Officers be maintained at a minimum of 50 nomination signatures.

b) The requirement for Directors be increased from 10 nomination signatures to 25, effective immediately following the Winter 2022 General Election cycle.

c) The CSA Board of Directors reassess the minimum number of nomination signatures for Executive and Directors when/if the university environment is no longer limited by restrictions due to covid.

Motivated: Joshua Vito, Director

Member Joshua Vito explains that there have been multiple rounds of readjustments for the number of required signatures for nominations for elections. He is proposing that these numbers be revised again for the 2022 academic year. Member Vito recognizes the work of the Policy & Transition Manager Pete Wobschall in learning about what other student unions at nearby universities require for a comparison. While there are more technically fair options available for some of the signature requirements, these potential options were far more complicated than those selected and would require re-evaluation every election cycle, and this is why sometimes the most technically fair option was not selected. The purpose of these signatures is to verify that there are a number of people attending a nominee's school that are willing to vouch for them.

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

12.11.4 NOTICE: Member & Board Meeting Location & Format

WHEREAS due to restrictions to hold in-person meetings resulting from the introduction of covid, and in anticipation of hosting a virtual AGM in February 2021, at their meeting on February 10, 2021, the CSA Board of Directors removed the following clause from Bylaw 1 – Organizational, Section 9.1.2:

> 'The Annual General Meeting (AGM) shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.';

WHEREAS the CSA Policy Manual, which includes all of the CSA's policy appendices and bylaws, does not explicitly permit the CSA to conduct virtual or hybrid board meetings, or member meetings such as the AGM;

WHEREAS the CSA recognizes the importance of attending in-person meetings, while allowing Members to participate virtually in extenuating circumstances, and that holding virtual meetings is sometimes preferred, such as over the Summer Semester; and

WHEREAS the following resolutions are recommended by the Policy & Bylaw Review Committee (PBRC).

RESOLVED that Bylaw 1 – Organizational be revised by:

a) Adding the following subsection to permit virtual participation in Board Meetings and set expectations and responsibilities of staff and board members:

> 4.16 Board Meetings
>
> 4.16.7 Members of the Board of Directors or any committee designated by the Board of Directors may participate in a meeting of the board or committee by means of a conference telephone, computer application, or similar permitted communications equipment by means of which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence, in person, at a meeting.

A member may attend a meeting and participate in board deliberations and decisions by remote participation if the member is prevented from physically attending the meeting due to: personal illness or disability, out-of-town travel, unexpected lack of child-care, family member illness or emergency; weather conditions, military service, employment obligations, or a scheduling conflict.

Members are expected to provide notice at least 48 hours in advance, or in the event of an emergency, as soon as possible, to the Policy & Transition Manager when they are anticipating attending a meeting virtually.

The determination of a valid reason shall be made by the Policy & Transition Manager in conjunction with the Board Chair.

b) Reinstating the following section, with the addition of a subsection explicitly permitting in-person, virtual, or hybrid Member Meetings, including Annual General Meetings (AGMs):

9.0 Members Meetings

9.1.2 Member Meetings, including the Annual General Meeting (AGM), shall be held at the University of Guelph or elsewhere in the City of Guelph, at a time and place determined by the Board of Directors.

a) Member Meetings may be held physically (in-person), virtually (remotely), or in a combination of both formats (hybrid) as determined by the Board of Directors.

Motivated: Nicole Walker, President

President Nicole Walker explains that as specified in the motion, the preference is still for in-person meetings to occur. However, as the pandemic has made clear, the past two years have required amendments to accommodate extenuating circumstances. These contingencies will allow the CSA to better prepare for the future regardless of what type of planning is required.

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

12.11.5 NOTICE: Revision to CSA Rules of Order, Section 3.12 Secret Ballot

WHEREAS covid-related University policy restricted in-person meetings in early 2020, resulting in CSA Board Meetings being conducted within a virtual environment;

WHEREAS on September 9, 2020 the CSA Board of Directors approved a motion to replace the paper-based secret ballot voting system with a virtual secret ballot voting system at board meetings;

WHEREAS the CSA board has returned to in-person meetings effective in January 2022, and may return to virtual meetings for summer semesters, therefore requiring reinstatement of the option to conduct paper-based secret ballot voting, in addition to maintaining a procedure to conduct secret ballot voting during virtual meetings;

WHEREAS the pre-covid, current, and proposed revision to this policy are included in the January 19, 2022 and February 2, 2022 board agenda packages; and

WHEREAS the proposed revision to this section prescribes a paper ballot system for in-person meetings, and permits virtual secret ballot voting as required; which includes providing a procedure that verifies each member's vote, and maintains voter anonymity.

RESOLVED that the CSA Rules of Order, Section 3.12 Secret Ballot be revised as presented in the January 19, 2022 board agenda package.

Motivated: Nicole Walker, President

> President Nicole Walker provides context that this revision will both help to build in contingencies and to ensure the current operation of Board meetings will be better reflected in CSA bylaws, policies, and the CSA's Rules of Order. Specifically, the addition of an option for secret ballot voting in a virtual format.
>
> The Chair notes that there are times in which a secret ballot vote is required. An example would be any time there is a selection between candidates, a secret ballot vote is required. There have not been any secret ballot votes yet this year, however, Members can also request one if necessary.

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

12.12 New Business

12.12.1 Alternate Elections Executive Supervisor New Business

WHEREAS Bylaw 2 – Election, Section 1.1.3 states: CSA Elections Office staff shall report to, and be supervised by the President;

WHEREAS Bylaw 2- Electoral, Section 1.1.3 a) states: In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive Members are running for election, the CSA Elections Office staff will report to a committee of the Board of Directors as determined by the Board;

WHEREAS the current CSA President, Nicole Walker, intends on running for re-election in the upcoming Winter 2022 CSA General Elections;

WHEREAS it was discussed at the most recent Executive Committee Meeting to recommend that the CSA Elections Office report to Shilik Hamad, VP External for the CSA Winter 2022 General Elections.

RESOLVED that the CSA Elections Office report to Shilik Hamad, VP External for the Winter 2022 General Elections, as recommended by the Executive Committee.

Moved: Nicole Walker, President
Seconded: Leila Stevens

The President Nicole Walker explains this motion is to ensure the elections are a fair and unbiased process. By removing herself from this process, she feels the integrity of the electoral process is maintained.

Motion carried.

12.13 Announcements

Board Scribe Olivia Wells is excited to attend her first board meeting for the position and is looking forward to the rest of the semester.

Member Maya Persram wishes everyone a Happy New Year and hopes everyone's semester is off to a great start. She is a tour guide on campus along with Member Alyssa Ahmed, and last semester they toured roughly 5,000 students and hopes they will be able to do more this semester. This is exciting because last year they did not conduct any tours due to the pandemic. She enjoyed spending part of her winter break in Cornwall with her partner's family. She did not enjoy how cold it was there but still enjoyed spending time with her

partner and his family. She hopes everyone enjoyed the snow day on Monday and took a break during it.

Member Leilani Rocha shares the feeling that transitioning back to classes after the break has been busy. Last week she had to change her whole schedule, so she has been busy. Thankfully these changes are settled now. She enjoyed her break despite it not being as busy because of the pandemic. She relaxed and spent some time with family and friends. She is glad to be back at school and see everyone again. The Guelph Students for Environmental Change is accepting executive applications right now. She invited Members to check out the positions available online if anyone is interested in joining this club.

Member Lily Taylor-Stackhouse is currently in Nova Scotia with family but is excited to return to Guelph for in-person learning. They are working to plan a couple events in February including a six-day conference for women in STEM that they welcome everyone to attend.

Member Leila Stevens commented that she loved the idea of the conference for women in STEM and wished the Board a Happy New Year. She had a busy break due to taking on extra hours at work. She shared that she is currently watching season fourteen of RuPaul's Drag Race and hoped other Members are a fan of the show. She is grateful for all the snow and finds it very beautiful.

Member Keshini Digamber has not returned to Guelph yet and feels like she is still in vacation-mode rather than school-mode as a result, but prefers to enjoy the heat instead of dealing with snow. She is enjoying time with friends and family. She announced that the Hindu Students' Society is hiring new executives and invited Members or anyone they know who is interested in a religious club to consider joining or applying through their Instagram.

Member Joshua Vito also wished the Board a Happy New Year and is excited to return to board meetings in-person. He is excited to try the food that will be available at in-person meetings. He and Member Digamber are in a class together and he congratulated her on a presentation she did well. He had a good winter break and says that his family was sad to learn of the passing of Betty White as they are big fans.

Member Isha Maharaj wished the Board a Happy New Year. She does not enjoy the snow, but her dogs like it so she faces the cold for them. Her break was very busy since she was able to reunite with her best friend who recently moved here from Trinidad. She enjoyed spending Christmas with family. She is looking forward to in-person meetings but will miss being able to keep her dog on her lap during meetings. She is currently planning a birthday party for her dog, whose

birthday is on April 1st or April Fools. She invited the Board to her dog's birthday party in April in Cambridge, assuming gathering limits allow for it. She has enjoyed having her younger brother home as he has been shovelling the snow, but will soon be returning to Ottawa.

Member Bell had a good winter break and is working with the SFOAC to transition things online and plan the end of year banquet virtually.

Member Damilola Oguntala had a relaxing break after a tough semester. She is busy with school and work again.

VP External Shilik Hamad had an enjoyable break. Her roommate had Covid, so she couldn't go back to her house for a week. Despite this, she had plenty of time to rest. She wished the Board a Happy New Year. She does not leave her house often in the winter due to the cold.

VP Academic Lisa Kazuhara was happy to return to Japan for the first time since before Covid and enjoyed seeing her family and friends again. Last time she saw her brother he was still shorter than her, but now he is taller than her. She had to take a lot of Covid tests over the break and quarantine for two weeks and does not recommend it. She had to spend ten hours waiting for a PCR test at the airport. Despite this, she managed to have an enjoyable break and avoid spikes of the Omicron variant in Japan and Canada. Her housemates are not home, so her house is a little lonely and she is happy to chat on the phone with anyone if they'd like to. With elections happening, she encourages Members to consider applying for executive positions at the CSA as she has found her position to be a very rewarding experience. The position has allowed her to balance still feeling somewhat like a student, but also have the opportunity to learn about the workforce and different university departments. If anyone has any questions for her, she would be happy to share more in detail about her experience.

President Nicole Walker encourages people to run in the elections and expresses her support for those who choose to do so. She wants the best candidates to be brought forward to represent the students, and is happy to support this process in whatever way possible, such as by answering any questions people may have. In particular, she has enjoyed attending the student memorial service, attending student events, and painting the referendum aggie board. She also cut her hair recently. She donated 10 inches to make wigs for pediatric cancer patients. Her grandmother is a breast cancer survivor, so it was really important for her to donate her hair and make sure that her grandmother knew about it. When her grandmother had cancer, she was self-conscious about her lack of hair during the process. Relay for Life is also coming up soon and the President suggests potentially making a CSA Relay for Life Team if Members are interested. It would

provide an opportunity for everyone to get involved and get to know each other, and service staff could also be included. It is also her birthday this coming Tuesday and she is turning 24. She is looking for any ideas people have for potential ways to celebrate her birthday. She may be celebrating it alone due to the pandemic and her housemates not being home currently, otherwise she would be having all-you-can-eat sushi with her friends. She is also bringing Lisa cookies after the meeting, and in exchange she is hoping Lisa will give her dumplings as that is what she had requested. She is also feeling a bit scrambled at the beginning of this semester, but is hoping for the best for everyone.

The Policy & Transition Manager is trying to get back into the rhythm of things after six weeks away from board meetings. He notes that the next board meeting will also be virtual, but after that they should be back in-person again and is looking forward to that. He hopes that issues surrounding the pandemic will come to an end soon and that they will not arise again for at least another century. Pete also enjoyed being on the hiring committee for the Board Scribe as this was his first experience being on a hiring committee. He welcomes Olivia Wells to this position and is confident in her ability to do the job well. The Ontario Not-For-Profit Corporations Act just came into effect in October and the Policy & Transition Manager invited Members to read it if they are interested in policy. He encouraged those attending the meeting to share with their colleges and clubs about the upcoming election and encouraged Members to run.

Member Bella Harris recently tried the new vegan chicken sandwich from Mary Brown's, but felt that it was just okay. They were supposed to go to Mexico for three weeks but cancelled this trip because of the pandemic. So, instead of going on the trip she booked three different therapy appointments and cleaned her room. She gave Members a quick virtual tour of her room and the changes made to it. They also responded to the request from the President for ideas to celebrate her birthday by proposing a PowerPoint night virtually with her friends. They also offered Nicole a spare ticket for an escape room that she could do with a friend or two. Plans for a Queer Prom and a night market are being postponed due to the pandemic. She misses everyone, but is glad she doesn't have to go out in the snow to attend this meeting.

Member Ariel Oleynikov shared that OPIRG is planning a non-symposium virtually and a staff retreat. This event will allow them to hang out with their action groups and do a variety of interesting workshops. There have been some new students hired for work-study positions and she is excited to have these new students join. She wished the Board a Happy New Year. In terms of her personal life, she has died her hair a dark purple, but accidentally stained part of her wall purple by leaning against it afterwards. She is not feeling very motivated about school, but is excited to be in her last semester. She has been offered a position

at Wyndham House and is excited to begin work there soon. She begins her onboarding for this position tomorrow. Like some of the other board members, she also has not been enjoying the cold.

Member Alyssa Ahmed would be happy to help Leila learn to speak French. She is from Cambridge and was excited to learn that Member Isha Maharaj is also in Cambridge. Her birthday is on March 31, so she will be celebrating her birthday close to Member Isha's dog. She also cut her hair and is adjusting to it being shorter. She is enjoying the weather and a skating rink nearby her house. She has started a paint-by numbers, but is realizing that it will take her a long time to complete. She went skating this morning and found it very relaxing because she had the rink to herself.

The Board Chair visited his hometown in North Carolina during the winter break and enjoyed eating fried food, hiking in the warm weather, and relaxing. He spent lots of quality time with his younger brother. He also wished everyone a Happy New Year. He is happy to be back and looks forward to in-person meetings, but is happy to be doing this regardless of the format.

12.14 *In Camera* Session

No in camera session was held during this meeting.

12.15 Adjourn

MOTION to adjourn the CSA Board of Directors Meeting # 12 of **January 19, 2022**, at 8:15 pm.

Moved: Shilik Hamad, VP External
Seconded: Maya Persram

Motion carried.

Approved by the Board of Directors	February 2, 2022
Cameron Olesen, Board Chair	

Signature	Date
	February 5, 2022
Pete Wobschall, Policy and Transition Manager	
Signature	Date
	February 3, 2022