# Attendance for February 2, 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 | Present | Departed 7:29 |
| Laura Wilson | College of Social and Applied Human Sciences | | |
| 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 | | |
| 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 | Departed 7:06 |
| Samantha Ogbeiwi | College of Social and Applied Human Sciences - Student Alliance | Present | |
| Quinton Stummer | Lang Students' Association | Present | Departed 7:11 |
| Hudson Bell | Student Federation of the Ontario Agricultural College | | |
| 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) | Present | |
| Vacant | Guelph Resource Centre for Gender Empowerment and Diversity | | |
| Keshini Digamber | International Student Organization (ISO) | Present | |
| Liz Powell | Interhall Council (IHC) | Present | |
| Vacant | Guelph Campus Co-op | | |
| Ariel Oleynikov | Ontario Public Interest Research Group (OPIRG) | Present | Departed 8:12 |
| Justin Mihaly | Student Senate Caucus | | |
| Michael Pacheco | Board of Governors | Present | Departed 7:03 |
| **Executive (Ex-officio, non-voting)** | | **Present / Regrets** | **Arrived / Departed** |
| Nicole Walker | President | Present | |
| Vacant | Vice President Student Experience | | |
| Lisa Kazuhara | Vice President Academic | Present | |
| Shilik Hamad | Vice President External | Present | |

| **Guests** | **Affiliation** |
|---|---|
| Jewel Lindemann | Chief Returning Officer (CRO), CSA |
| Lee Anne Clarke | Business Manager, CSA |

| **Staff** | **Position** |
|---|---|
| Cameron Olesen | Chair |
| Pete Wobschall | Policy & Transition Manager |
| Olivia Wells | Scribe |

# Summary of Significant Resolutions

### 13.5.1 Meeting # 12 – January 19, 2022

**MOTION** that the Minutes be approved for CSA Board Meeting # 12 – **January 19, 2022,** as presented in the board package.

**Motion carried.**

### 13.6 Executive Committee Minutes

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

13.6.1 Meeting # 23 – January 12, 2022

**Motion carried.**

### 13.7 Executive Updates

13.7.1 President
13.7.2 ~~VP Student Experience~~ (position currently vacant)
13.7.3 VP Academic
13.7.4 VP External

**Motion carried.**

### 13.10.1 UC Board Member Selection Committee

**RESOLVED** that the following CSA Directors be appointed to assist the President, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2022-2023, academic year:

| |
|---|
| Member Harris |
| Member Persram |

*Member Maya Persram abstained from the vote.*

**Motion carried.**

### 13.10.2 2022 Teaching Excellence Award Selection Committee

**RESOLVED** that:

a) The CSA Board strike a 2022 Teaching Excellence Award Selection Committee with the mandate to review nominations and select two recipient(s) of the award.

b) The VP Academic, Chair the 2022 TEA Selection Committee.

c) The following two Director(s) be appointed to the 2022 Teaching Excellence Awards Selection Committee.

| |
|---|
| Member Digamber |
| Member Maharaj |
| Member Stevens |

**Motion carried.**

### 13.10.3(a) Bike Centre Assistant Job Description

**RESOLVED** that the job description of the Bike Centre Assistant be approved as provided in the February 2, 2022, board agenda package.

**Motion carried.**

### 13.10.3(b) Hiring Committee - Bike Centre Assistant

**RESOLVED** that:

a) The CSA strike a Hiring Committee for the position of Bike Centre Assistant.

b) The Vice President External be appointed to the hiring committee to satisfy the Executive membership requirement.

c) The Bike Centre Coordinator be appointed to the hiring committee to satisfy the CSA Staff person membership requirement.

d) The following CSA Director be appointed to the hiring committee for the position of Bike Centre Assistant:

| |
|---|
| Member Harris |

**Motion carried.**

### 13.10.4(b) Suspension of the Entertainment Portion of the Media/Entertainment Fee for S22 and F22

**RESOLVED** that:

a) The Entertainment portion (60%) of the Media/Entertainment fee be suspended for the Summer 2022 and Fall 2022 semester.

b) The Finance Committee review the status of the Entertainment Fee Reserve Fund in Fall 2022 to determine if the fee should be suspended for Winter 2023.

**Motion carried.**

### 13.10.4(c) Bullring Promotional Plan Prioritization

**RESOLVED** that as a CSA priority, the Bullring Operations Committee develop a strategic and robust promotional campaign to be implemented no later than Monday, February 14, 2022, in a concerted effort with the Promotional Services and Graphic Designer, to promote awareness on campus.

**Motion carried.**

### 13.10.5 Hiring Committee - Promotional Services & Graphic Designer

**RESOLVED** that:

a) The CSA strike a hiring committee for the position of Promotional & Graphic Designer.

b) The President be appointed to the hiring committee to satisfy the Executive membership requirement.

c) The current Promotional & Graphic Designer be appointed to the hiring committee to satisfy the CSA Staff person membership requirement.

d) The following CSA Director be appointed to the hiring committee for the position of Promotional & Graphic Designer:

| |
|---|
| Member Maharaj |

**Motion carried.**

### 13.10.6 Executive Members Ratifications and De-ratifications

**RESOLVED** that:

a) The VP Student Experience be de-ratified from the Finance Committee and the Petitions, Delegations, and Representations (PDR) Committee effective immediately.

b) The Vice President Academic be appointed to the Finance Committee effective immediately.

c) The Vice President External be appointed to the Petitions, Delegations, and Representations (PDR) Committee effective immediately.

**Motion carried.**

### 13.11.1(b) Receive the Winter 2022 General Election Update

**MOTION** to receive the Winter 2022 General Election update as presented by Jewel Lindemann, Chief Returning Officer (CRO), as information.

**Motion carried.**

### 13.11.1(c) Ratify Winter 2022 General Election Candidates

**RESOLVED** that the following undergraduates be ratified as candidates in the Winter 2022 General Election:

**Executive Positions**

| | |
|---|---|
| CSA President | Nicole Walker |
| VP External | Jena-Lee Ashley<br>Angel Culmer |
| VP Academic | Mason Friebe |

**Director Positions (At-Large Elected Representatives)**

| | |
|---|---|
| College of Engineering and Physical Sciences | Sanya Sareen |
| Gordon S. Lang School of Business and Economics | Daniel Neiterman<br>Mauricio Canedo Fernando |
| Ontario Agricultural College | Isha Maharaj |
| College of Engineering and Physical Sciences | Jacob Levy |

*Member Maharaj abstained from the vote.*

**Motion carried.**

### 13.11.1(d) Winter 2022 By-Election Schedule for Vacant Executive Positions

**RESOLVED** that the following Winter 2022 By-Election Schedule be received as information:

| | |
|---|---|
| Nominations | February 28, 2022 – March 4, 2022 |
| Candidates Meeting | March 4, 2022 |
| Signature Verification / Promo Week | March 7, 2022 – March 11, 2022 |

| | |
|---|---|
| Exec Forum | March 14, 2022 |
| Campaigning | March 14, 2022 – March 25, 2022 |
| Voting | March 21, 2022 – March 25, 2022 |

**Motion carried.**

**13.11.1(e) Director Outreach for Winter 2022 General Election**

**RESOLVED**:

a) Each Director schedule at least one class presentation before the end of the Winter 2022 General Election voting period between February 7 and February 10, 2022, to promote the Winter 2022 General Election.

b) The Chief Returning Officer (CRO) provide Directors with suggested speaking points that can be used in their outreach.

c) The CRO provide Directors with a shared tracking sheet to record their efforts made to promote the voting period.

d) The Policy & Transition Manager provide a summary report based in the tracking sheet of Director outreach efforts at the February 16, 2022 board meeting.

**Motion carried.**

**13.11.2 Presidents Notice of AGM and Call for Business**

**MOTION** that the President's Notice of the CSA's 2022 AGM, to be held on March 30, 2022, beginning at 5:00 pm, via Microsoft Teams, and of the call to members to submit AGM business items no later than Wednesday, March 2, 2022 at 5:00 pm, be received as information.

**Motion carried.**

**13.11.3(a) Nomination Signature Requirements for Directors & Executive**

**RESOLVED** that:

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

b) 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.

**Motion carried.**

### 13.11.4 Member & Board Meeting Location & Format

**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.

**Motion carried.**

### 13.11.5 Revision to CSA Rules of Order, Section 3.12 Secret Ballot

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

**Motion carried.**

### 13.11.6 Dissolve the Student Help and Advocacy Centre (SHAC) Advisory 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.

**Motion carried.**

# Agenda – February 2, 2022

**13.0 Call to Order**
**13.1 Land Acknowledgement**
Damilola Oguntala
**13.2 Adoption of the Agenda**
13.2.1 Approve the Agenda
13.2.2 Declarations of Conflicts
**13.3 Ratifications and De-Ratifications**
13.3.1 Appoint Interhall Council (IHC) Student Organization Representative
**13.4 Comments from the Chair**
13.4.1 Introductions and Pronouns
**13.5 Approval of Past Board Minutes**
13.5.1 Meeting # 12 – January 19, 2022
**13.6 Executive Committee Minutes**
13.6.1 Meeting # 23 – January 12, 2022
**13.7 Executive Updates**
13.7.1 President
13.7.2 ~~VP Student Experience~~ (position currently vacant)
13.7.3 VP Academic
13.7.4 VP External
**13.8 Director Reports**
**13.9 CSA Services Update and Report**
13.9.1 N/A
**13.10 Committee Updates and Reports**
13.10.1 APPOINTMENTS: UC Board Member Selection Committee
13.10.2 APPOINTMENTS: 2022 Teaching Excellence Award Selection Committee
13.10.3 MOTION: Bike Centre Assistant Job Description
APPOINTMENT: Hiring Committee - Bike Centre Assistant
13.10.4 PRESENTATION: Financial Position as of Dec 31, 2021 – Lee Anne Clarke, Business Manager
PRESENTATION: Finance Committee Update, Nicole Walker, President
MOTION: Suspension of the Entertainment Portion of the Media/Entertainment Fee
MOTION: Bullring Promotional Plan Prioritization
13.10.5 APPOINTMENT: Hiring Committee - Promotional Services & Graphic Designer
13.10.6 MOTION: Executive Members Ratifications and De-ratifications
**13.11 Business**

13.11.1 PRESENTATION: Winter 2022 General Election Update – Chief Returning Officer (CRO), Jewel Lindemann
MOTION: Ratify W22 General Election Candidates
MOTION: By-Election Schedule for Vacant Executive Position(s)
MOTION: Director Outreach for W22 General Election
13.11.2 Presidents Notice of AGM and Call for Business
13.11.3 MOTION: Revision to Appendix G – Electoral, 4.2 Nomination Process, c) [Nomination signature requirements for Directors and Executive]
13.11.4 MOTION: Revision to Bylaw 1- Organizational, 9.1 Annual and Other Meetings of the Members, [Permitted AGM location & option to hold virtual meetings]
13.11.5 MOTION: Revision to CSA Rules of Order, Section 3.12 Secret Ballot
13.11.6 MOTION: Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee

**13.12 New Business**
13.12.1

**13.13 Announcements**

**13.14 *In Camera* Session**

**13.15 Adjournment**

# Minutes – February 2nd, 2022

### 13.0 Call to Order

The meeting was called to order at 6:03 pm.

### 13.1 Land Acknowledgement

Hi everyone! I would like us to take some time to acknowledge that the land of Canada, which many of us call home, as well as the University of Guelph, sits on ancestral lands belonging to Indigenous People. More specifically, our university sits on the traditional lands of the Attawandron people and the Treaty Lands and Territory of the Mississaugas of the Credit. As a member of the African diaspora, whose homeland was also colonized, I can testify to the fact that colonization is not a thing of the past, and its negative effects are deeply rooted in our society today. As such, I would like us to educate ourselves on the impacts colonization has had on Indigenous people and work towards dismantling its consequences, which Indigenous people are still suffering from today. In this way, we can work towards reconciliation with our Indigenous communities and help make Canada a just nation for everyone who calls it home. Thank you.

Damilola Oguntala

### 13.2 Adoption of the Agenda

#### 13.2.1 Approve the Agenda

**MOTION** that the agenda for the CSA Board of Directors Meeting # 13 on **February 2, 2022,** be approved as distributed in the board agenda package.

**Moved:** Shilik Hamad, VP External
**Seconded**: Leila Stevens

**MOTION TO AMEND:** To reorder the agenda so that item 13.10.4 Presentation of Financial Position as of Dec 31, 2021 immediately follows item 13.4.1 Introductions and Pronouns.

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

President Nicole Walker shared that this item should be reordered because Business Manager Lee Anne Clark's presentation is tied to her

financial update. By reordering the agenda, this would allow the information they are each presenting to flow better. This would also allow for Lee Anne Clark to leave the meeting earlier.

Policy & Transition Manager Pete Wobschall suggested that this item is reordered because it will allow all of the financial information to be grouped.

**Motion to amend carried.**

**MOTION TO AMEND:** To reorder the agenda so that item 13.11.1 PRESENTATION: Winter 2022 General Election Update immediately follows item 13.10.4 Presentation of Financial Position as of Dec 31, 2021.

**Moved:** Nicole Walker, President
**Seconded**: Leila Stevens

President Nicole Walker shares that this item should be reordered to be respectful of the guest presenter Jewel Lindemann's time.

**Motion to amend carried.**

**AMENDED MOTION** that the agenda for the CSA Board of Directors Meeting # 13 on February 2, 2022, be approved as amended:

a) To reorder the agenda so:
   i. Item 13.10.4 Presentation of Financial Position as of Dec 31, 2021 immediately follows item 13.4.1 Introductions and Pronouns.
   ii. Item 13.11.1 Presentation of Winter 2022 General Election Update immediately follows item 13.10.4 Presentation of Financial Position as of Dec 31, 2021

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

**Amended motion carried.**

### 13.2.2 Declarations of Conflicts

President Nicole Walker declares a conflict as she is a candidate running in the winter election. Even though she is not a voting member, in the event that there is a tie regarding the decision to accept the list of candidates, she will have to defer her tie vote to the VP Academic Lisa Kazuhara based on the CSA's policies.

Member Maharaj also declares a conflict of interest as she is a candidate running in the winter election. If it is a tie, she will look to the chair for guidance as to what is the appropriate course of action to take.

The Chair clarified that for those declaring a conflict of interest, when it is time to vote on affected items, they should select the noted abstention option for the vote because it will be recorded in the minutes as that member abstaining from it. This ensures the conflict of interest has both been declared and acted upon ethically.

### 13.3 Ratifications and De-Ratifications

#### 13.3.1 Ratify Interhall Council (IHC) Appointed Student Organization Representative

**MOTION** to ratify Liz (Elizabeth) Powell as the Interhall Council (IHC) appointed student organization representative, effective immediately.

**Moved**: Nicole Walker, President
**Seconded:** Lisa Kazuhara, VP Academic

President Nicole Walker informed the Board of the Interhall Council's recent hiring process to elect a new Vice President of Communication and Elizabeth was the successful candidate. Nicole expressed her excitement for Elizabeth Powell to join the Board of Directors.

**Motion carried.**

### 13.4 Comments from the Chair

Chair Cameron Oleson wished everyone a good evening. Additionally, he explained how Members could participate in discussions and volunteering both as a reminder and for the benefit of the newly ratified Director.

#### 13.4.1 Introductions and Pronouns

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

### 13.5 Approval of Past Board Minutes

#### 13.5.1 Approval of Past Board Minutes – January 19, 2022

**MOTION** that the Minutes be approved for CSA Board Meeting # 12 – **January 19, 2022,** as presented in the board package.

**Moved:** Lisa Kazuhara, VP Academic
**Seconded**: Shilik Hamad, VP External

**Motion carried.**

### 13.6 Executive Committee Minutes

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

13.6.1 Meeting # 23 – January 12, 2022

**Moved:** Lisa Kazuhara, VP Academic
**Seconded:** Shilik Hamad, VP External

**Motion carried.**

### 13.7 Executive Updates

#### 13.7.1 President

President Nicole Walker shares that she has been busy with the Return-to-Campus survey and sorting through the data collected from it. Additionally, they are looking to gradually ease restrictions on the CSA's staff and services whilst prioritizing safety. The Office Manager is also currently being transitioned and this will occur over the next six weeks as they are currently occupying the position of FoodBank Coordinator. Additionally, the recently hired full-time bookkeeper is no longer with the CSA as it has been determined that this role was unnecessary due to a lot of overlap between it and other business office positions. This staffing change is has triggered the process of reassessing the staffing needs of the

business office. She is also in the process of a promotional strategy for the AGM, so that students are empowered to submit motions. The PDR committee will be meeting next week as the deadline for PDRs is tomorrow. The President encourages those looking to run a club this semester to submit an application. An additional deadline of March 3rd will likely be provided to ensure student organizations can use the additional funding available. As for the Student Budget Committee, Nicole submitted her presentation for it on January 25th and is currently waiting for feedback to incorporate into the presentation. This presentation will be given on February 10th and will also be incorporated into the Final Report for the Board of Governors in April. Finally, she has been looking at SLEF applications and ensuring that those funds are allocated accordingly. She welcomes questions or comment from the Members.

The Policy & Transition Manager notes that Member Vito is not with us this evening so the President should provide the update that he usually would as part of the UC Working Agreement Task Group.

The President explains that this Task Group has been meeting frequently to continue reviewing the working agreement for potential improvements. There will also be another update regarding it in the next UC Board Meeting on February 8th.

**~~13.7.2 VP Student Experience~~** ***(position currently vacant)***

**13.7.3 VP Academic**

VP Academic Lisa Kazuhara has been spending the past week reviewing the responses to the survey. She is happy to report that the CSA received over 5000 responses for this survey. There was a varied response to this survey compared to past years. Input was received from different levels of school and different colleges. So far, her analysis of the results has revealed that students prefer a hybrid learning format with a mixture of online and in-person components. A high percentage of students are concerned about missing classes due to the pandemic and falling behind as a result of this. The results of this survey will be uploaded to the website, social media, and brought to university administrators to advocate for students and ensure they can have a safer return to campus. Student groups are allowed to run events on campus again with some restrictions. GryphLife requests are being received. She is glad to have so many groups planning things. Provincial guidelines currently restrict capacity limits to 10 people indoors, or a 50% room capacity, or 25 people outdoors. This is worth noting for those hoping to plan events on campus. Events can currently only be held in the UC or the Athletic Centre. On January 26th, Lisa presented at the Final Year Information Session on the Last Toast on behalf of the VP Student

Experience. The remainder of planning for this event has been delegated to the President. Outside of this, Lisa is also starting to work on the Teaching Excellence Award and more information about it will follow later in this meeting. She has been working on many committees, including the Professional and Career Development Records linked to peoples' LinkedIn Accounts. She is trying to get the CSA Board of Directors and Service Staff to be qualified for PCDRs so that they can have a professional record of their involvement with the CSA on their LinkedIn profiles. Student Senate Caucus met yesterday to review the survey results and senate will be meeting next week. The O-week Advisory Committee met this morning to review and discuss how O-week can be improved in the coming year for the Fall Semester. If anyone has any comments or questions regarding her update, they are free to contact her regarding them.

### 13.7.4 VP External

The VP External and the FoodBank are supporting Kandace through the FoodBank Operations Committee and she is working on some policies to ensure the committee is reflected in the CSA's policy. The VP External is also assisting in scheduling help at the FoodBank to make Kandace's transition to her new role as the Office Manager smoother. This is especially crucial as there has been an increased need for this service. The CSA is looking for a Bike Center Assistant to provide the Bike Center Coordinator with additional help to ensure that the Bike Auction in March runs smoothly and so that there can be more outreach to students across campus. For transit, some students are still having issues with their student IDs and tapping them to board buses around Guelph. She has been having ongoing meetings with Guelph Transit and the Campus Card office to resolve these issues. Additionally, promotional materials have been posted to the CSA's social media to direct students where they should go if they are having difficulties. She also wanted to share that the CSA and GSA are coming together to provide a late-night bus service on Sunday nights with Guelph Transit until the end of this semester. She was on the Black History Planning Committee and she encourages Members to look at the work of tonight's keynote speaker on YouTube. She has really enjoyed working with this committee and provided a reminder that as we celebrate Black History Month we should continue to stand in solidarity against the injustices, racism and inequality that Black communities experience as we should always support Black artists, businesses, professionals and individuals and of course the Guelph Black Student Association on Campus. She encouraged Members to further their support through donating to local organizations such as the Guelph Black Heritage Society or Black Lives Matter Guelph. The menstrual hygiene initiative has restocked their products across campus. She met with the Sexual Violence Advisory Committee for the first time and had really good conversations with them about what policy changes should take place moving forward. Additionally, she also gained some insight about how

many students and faculty have taking the consent training on CourseLink. She is also part of a working group in the Suppliers Code of Ethical Conduct Advisory Committee. They met to review the terms of reference for the committee and decide how to move forward, as there haven't been any code or policy changes in almost 10 years. Finally, she is now also a member of the PDR Committee which is exciting and she is looking forward to being involved with it. Please feel free to email or contact her if anyone has any questions or ideas they would like to contribute.

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

13.7.1 President
13.7.2 ~~VP Student Experience~~ (position currently vacant)
13.7.3 VP Academic
13.7.4 VP External

**Moved:** Leila Stevens
**Seconded:** Shilik Hamad, VP External

**Motion carried.**

### 13.8 Director Reports

Member Harris shared she is on the Finance Committee of the UC Board and met with them earlier today. She felt that their financial statement is improving and is currently in a better position than was previously thought.

Member Conibear shared that they are organizing PDR meetings that will be coming soon in the future.

Member Maharaj shared that she attended a UC Board Operations and Management subcommittee meeting today regarding the Task Force which the President shared more about in her update. There has been a miscommunication regarding the event limit, and it is strictly set at 10 people. There are also student ambassadors that will be visiting hotspots around the UC such as the atrium and UC courtyard. To ensure students are wearing medical masks, these student ambassadors will be providing them for free to these students, while reminding them of the importance of wearing them.

Member Stevens reiterates the President's message that the Finance Committee's meeting last week was productive and thanks Members for voting on their motions.

Member Persram echoed Member Stevens report and also thanked the Members for voting on the motions from the Finance Committee.

### 13.9 CSA Services Update and Report

No CSA services updates or reports for tonight.

### 13.10 Committee Updates and Reports

#### 13.10.1 Appoint Directors to the University Centre (UC) Board Member Selection Committee

**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 (UC); 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** Appendix J – Internal CSA Policy, Section 5.0 University Centre Board states that the UC 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, and should be controlled by students;

**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** appointments to the University Centre Board of Directors are for a term of two (2) years, as defined by the University Centre Board of Directors Constitution;

**WHEREAS** undergraduate appointees are to be submitted to the Administrative Officer, University Centre Services, by March 16, 2022; and

**WHEREAS** Appendix J – Internal CSA Policy, Section 5.0 University Centre Board provides a process to select undergraduate member appointees to the UC Board by the Vice President Student Experience and two (2) Directors.

**RESOLVED** that the following CSA Directors be appointed to assist the President, in the absence of a Vice President Student Experience, in selecting UC Board appointees for a two-year term beginning in the 2022-2023, academic year:

| |
|---|
| Member Harris |
| Member Persram |

**Moved**: Nicole Walker, President
**Seconded**: Lisa Kazuhara, VP Academic

*Member Persram abstained from the vote.*

President Nicole Walker shared that the selection committee is a great way to get involved. If Board of Directors haven't chosen a committee yet as part of their Board Requirements, she would encourage them to sign onto this one. It is similar to a hiring committee in that it selects students to represent us. This is important because we know the power of the student voice for representing us on the UC.

Member Persram raised a point of information by inquiring whether the CSA is accepting applications currently and selecting for the next semester, or whether Members are being asked to sign onto this committee themselves as UC Board Representatives. She asked for clarification about the duties of this committee.

President Nicole Walker clarified that this would be the first step in the recruiting process for UC Board Members that are undergraduate representatives. They will be striking a selection committee. Then, the Policy & Transition Manager and the President have also been working to develop a promotional plan which would allow for outreach to the general student body. This position is open to the general student body since it's not exclusive to the Board of Directors, although Directors may also be appointed to the UC Board. In the previous year, there was an application that would be submitted to GryphLife. They will be looking at applications this semester for the upcoming term effective in the fall semester. This will then go the UC Board for the last meeting in April to be ratified at the Board level.

**Motion carried.**

### 13.10.2 Appoint Directors to the 2022 Teaching Excellence Award Selection Committee

**WHEREAS** the Teaching Excellence Award (TEA) is presented annually by the Central Student Association (CSA) to recognize and show appreciation for the contributions of outstanding instructors on the University of Guelph campus;

**WHEREAS** the CSA VP Academic is responsible for awarding up to two recipients of the TEA annually as per CSA Policy Appendix A, Section 4.4, which states 'to coordinate the annual Teaching Excellence Award'; and

**WHEREAS** the process the CSA 2022 TEA is currently being planned by the Vice President Academic and nominations are expected to open in the coming weeks.

**RESOLVED** that:

a) The CSA Board strike a 2022 Teaching Excellence Award Selection Committee with the mandate to review nominations and select two recipient(s) of the award.

b) The VP Academic, Chair the 2022 TEA Selection Committee.

c) The following two Directors be appointed to the 2022 Teaching Excellence Awards Selection Committee:

| |
|---|
| Member Digamber |
| Member Maharaj |
| Member Stevens |

**Moved:** Lisa Kazuhara, VP Academic
**Seconded**: Shilik Hamad, VP External

VP Academic Lisa Kazuhara explained that she has begun planning for the Teaching Excellence Award and will open nominations for it soon. It is a great way to acknowledge outstanding professors who have been supporting their students, especially during this pandemic. She is sure there are many great professors that deserve recognition and this committee will work to select those professors based on the nominations they receive. She has been busy with her responsibilities from the VP Student Experience and from the results of the survey, but will be working on this more very soon in the future. Once nominations are out, the VP Academic will contact the volunteers to help choose the winners.

**Motion carried**.

**Item 13.10.3(a) Bike Centre Assistant 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** at their meeting on July 7, 2021, the CSA Board of Directors approved amalgamating the responsibilities and costs of the two previously approved part-time positions of Bike Centre Repair Coordinator and the Bike Centre Coordinator into one full-time Bike Centre Coordinator position;

**WHEREAS** the Bike Centre Operating Committee, in concert with return to campus activities, plans to expand services and undergraduate engagement, requiring additional staffing resources in the form of a Bike Centre Assistant;

**WHEREAS** the proposed Bike Centre Assistant job description is based on the previously board-approved Bike Centre Repair Coordinator job description, which includes no substantive changes to the job description apart from the job title and limited minor formatting; and

**WHEREAS** during this meeting, the Board received the Finance Committee's approval to fund the Bike Centre Assistant position until the end of the 2021-2022 year.

**RESOLVED** that the job description of the Bike Centre Assistant be approved as provided in the February 2, 2022, board agenda package.

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

VP External Shilik Hamad echoed what has been written in this motion by explaining that this will allow for the current Bike Center Coordinator's responsibilities to be expedited further. This would also allow the Bike Center Coordinator to increase their speed of repair processes, accomplish more outreach with the student population, and provide technical assistance for students booking their bike repairs. She feels this position is necessary and would be a great addition.

President Nicole Walker added that the name change of the position is to increase consistency between the FoodBank and Bike Center roles for

operational purposes. All of the job duties are consistent with the Repair Coordinator.

Policy & Transition Manager Pete Wobschall adds that any of these motions can be moved or seconded by any Members rather than just the Executives doing so.

**Motion carried.**

**13.10.3(b) Appoint Hiring Committee – Bike Centre Assistant**

**WHEREAS** the CSA recognizes the need to fill a vacancy in the position of the Bike Centre Assistant for a term beginning asap and ending at the end of the 2021-2022 year;

**WHEREAS** Appendix A – Executive Portfolios, Section 5.3 states that the Vice President External supervises the CSA Bike Centre 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 CSA strike a Hiring Committee for the position of Bike Centre Assistant.

b) The Vice President External be appointed to the hiring committee to satisfy the Executive membership requirement.

c) The Bike Centre Coordinator be appointed to the hiring committee to satisfy the CSA Staff person membership requirement.

d) The following CSA Director be appointed to the hiring committee for the position of Bike Centre Assistant:

| |
|---|
| Member Harris |

**Moved:** Shilik Hamad, VP External
**Seconded:** Lisa Kazuhara VP Academic

VP External Shilik Hamad encourages members to join the committee as it is a great opportunity to see behind the scenes how a position is filled. She would love to work together with the Director who volunteers.

**Motion carried.**

### 13.10.4 Financial Position as of Dec 31, 2021 – Lee Anne Clarke, Business Manager and Finance Committee Update – Nicole Walker, President Joint Presentation

*This item was discussed earlier in the agenda as per approved motions during the adoption of the agenda.*

### 13.10.4(a) Extend Speaking Rights to Lee Anne Clarke, Business Manager

**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 Lee Anne Clarke, Business Manager, for the duration of item 13.10.4 to present the Financial Position as of Dec 31, 2021 and respond to questions that arise from members regarding the presentation.

**Moved:** Nicole Walker, President
**Seconded**: Leila Stevens

President Nicole Walker explains that it is important that Lee Anne Clarke has extended speaking rights for the duration of the Finance Committee motions as there are four parts to it. Nicole added that it is important that Lee Anne adds to this presentation as she provides great financial incite.

**Motion carried.**

President Nicole Walker explains that Members can follow along using the unofficial meeting minutes included in the Board Package. These Finance Committee minutes provide context for the recommendations they will be reviewing in Lee Anne Clark's portion of the presentation. Business Manager Lee Anne Clark provided updates in the finance meeting last Wednesday regarding the student fee receipts, the Bullring operating budget, a financial update and the financial position up to December 31. They also looked at relevant sections of Bylaw 3- Financial to inform decision making during the meeting.

Lee Anne Clarke thanked the Members for allowing her to present. She provided context that the Statement of Financial Position is presented at every Finance Committee meeting as it helps inform decisions about necessary corrective action to keep the CSA's budget on track. She reviewed the position the CSA was in as of December 31st and explained that this update is to provide a list of budget items that went differently than predicted. There are a number of variances between the expected and actual budget, but most of them are fairly minor changes due to the pandemic. The bus pass referendum was a new item added to the budget as it was previously undecided whether there would be a bus pass for this year. Internal changes have also led to the reallocation of some funds. Many of the programs the CSA had planned for the year have not taken place, either because other entities have run them, or because they have been modified or cancelled due to the pandemic. The operating budget is doing well, except for the fact that the Bullring is having a difficult time. Currently, the Bullring is in deficit due to the closures surrounding the Omicron variant. The surplus from the Operating Budget will go towards this deficit but will not cover it completely. Each year a contingency fund of 15% of the budget is directed to the Members' equity in case anything goes wrong. Other changes to the budget included renovations to the business office and accounting software replacement. In addition to maintaining the CSA's fee, we also manage the entertainment fee. This fee is responsible for many initiatives on campus such as concerts, shows, and film screenings. The entertainment fee is predicted to have a large surplus as it is scheduled to be used less due to restrictions to activities on campus. The surplus of this fee will be placed in a dedicated, restricted live entertainment reserve.

President Nicole Walker explains that the meeting also covered a funding proposal from the Bike Center Coordinator and the VP External. This funding proposal requested an increase to the Bike Centre budget line to fund the wages of a Bike Center Assistant for the remainder of the winter semester. As the Finance Committee has the delegated authority to approve funds under $2,000, the Finance Committee approved the proposal and posted the position on Thursday. They also looked at the initial stages for budget development, which includes confirming revenues and expenditures based on the Consumer Price Index for 2022-2023. This is anticipated to result in an increase in student fee revenues. Lastly, they discussed the live entertainment reserve fund, the impact of the pandemic on the Bullring's programming, the CSA's current financial position as of December 31st, 2021, and the appropriate course of action to address the substantial, projected entertainment fee surplus, as well as the CSA's general operation deficit.

**13.10.4(aa) Receive the Financial Update**

**MOTION** to receive the financial update as presented by Nicole Walker, President and Lee Anne Clarke, Business Manager, as information.

**Moved:** Leila Stevens
**Seconded:** Ariel Oleynikov

**Motion carried.**

**13.10.4(b) Suspension of the Entertainment Portion of the Media/Entertainment Fee for S22 and F22**

**Re: Finance Committee Recommendation #1**

**WHEREAS** the Media (Communications)/Entertainment Referendum was passed by undergraduate students in 1975, in which 20% each is provided to the Ontarion and CFRU as the "Media" portion of the fee, and 60% is provided to the CSA as the 'Entertainment" portion of the fee for the purposes of providing subsidized concerts, speakers, smaller shows, film screenings, and cross campus community events;

**WHEREAS** the CSA administers the Entertainment portion of the Media/Entertainment Fee;

**WHEREAS** the Programmer oversees the spending of the "Entertainment" Fee and after dedicating 35 years to the CSA, our Programmer, John Bonnar, took an early retirement in October resulting in the current vacancy in the position;

**WHEREAS** due to the increased Public Health restrictions and impact to programming as a result of the Omicron variant, on-campus events are occurring in a limited capacity, and it is unlikely the annual budget surplus of funds can be used before the end of the fiscal year;

**WHEREAS** any net revenue or deficit in a budget year is retained in a restricted Entertainment Fee Reserve bank account, which currently holds a balance of $119,197;

**WHEREAS** the current budget year is projected to net a surplus of $117,527, for a total estimated Entertainment Reserve Fund of $224,724 by year end;

**WHEREAS** the CSA's mandate is to organize events that make university life even more fun when it is safe to do so while saving students money; and

**WHEREAS** the Entertainment portion of the Media/Entertainment fee in 2021-2022 is $4.09 per student, per semester.

**RESOLVED** that:

a) The Entertainment portion (60%) of the Media/Entertainment fee be suspended for the Summer 2022 and Fall 2022 semester.

b) The Finance Committee review the status of the Entertainment Fee Reserve Fund in Fall 2022 to determine if the fee should be suspended for Winter 2023.

**Moved: Nicole Walker, President**
**Seconded: Maya Persram**

President Nicole Walker noted that she is glad for the opportunity to save students money when there is a surplus in the budget. As a result, the goal is to use some of the Entertainment Fee Reserve Fund to enrich the student experience on campus. This could be accomplished through various programming such as concerts, speakers, and smaller shows in the future as campus reopens further. In the interim, this fee can be suspended, and then in the fall semester it can be revisited to determine whether there is still a surplus and what programming can be done.

**Motion carried.**

**13.10.4(c) Bullring Promotional Plan Prioritization**

**Re: Finance Committee Recommendation #2: Prioritize the development and implementation of a strategic and robust promotional campaign to increase sales at the Bullring**

**WHEREAS** historically, the Bullring generates a large portion of revenue through hosting events such as department holiday parties and open mic night, and running full hours of operation;

**WHEREAS** Public Health restrictions and operational limitations as a direct result of the Omicron variant have negatively impacted the opportunity to generate revenue;

**WHEREAS** the Bullring operation as of December 31, 2021 is in a deficit position of $70,212.00;

**WHEREAS** the CSA Operating budget (Bullring excluded) as of December 31, 2021 is projected to be in a surplus position of $55,432.00 at year end;

**WHEREAS** the impact of the Bullring operations to the CSA's Operating budget as of December 31, 2021, nets a combined CSA General Operations deficit of $15,001;

**WHEREAS** Public Health Restrictions are easing, in-house dining capacities are increasing, students are returning to campus, and sales at the Bullring are expected to increase significantly;

**WHEREAS** the Bullring is known as "Your Living Room on Campus" and plays an invaluable vital role in providing a unique experience to our campus community;

**WHEREAS** the Finance Committee is responsible for monitoring the CSA's finances and act at all times in the best financial interest of the students and all levels of the CSA; and

**WHEREAS** the Finance Committee determined the best course of action to address the current CSA General Operations deficit position of $15,001 is to focus on increasing sales at the Bullring by promoting awareness on campus.

**RESOLVED** as a CSA priority, the Bullring Operations Committee develop a strategic and robust promotional campaign to be implemented no later than Monday, February 14, 2022, in a concerted effort with the Promotional Services and Graphic Designer, to promote awareness on campus.

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

President Nicole Walker explains this motion came about as a result of a long discussion about the Bullring's deficit. It was decided that the Bullring is in need of additional promotion so that the student population has a greater awareness of its services, and the value that it adds to campus culture. By having a robust promotional campaign, the hope is that there could be an increase in the cost of sales. She notes that financially the Bullring is doing everything else right, and so promotion is the most logical way to increase their budget.

Member Stevens adds that the closure of the Bullring would harm the reputation of the CSA. Therefore, it is of great importance that its promotion is prioritized so it can remain a campus legacy long after the pandemic is over.

VP Academic further motivated that the Bullring is a valuable part of campus. She had the chance to appreciate this during the Art in the Bullring event last semester. Many more clubs would like to have the opportunity to book events

there as well. She feels this sentiment is shared by much of the student population which should reinforce the importance of this promotional plan.

Lee Anne Clarke adds that awareness is key especially because many first- and second-year students have had limited experience being on campus thus far. These students likely have a low level of knowledge about the Bullring and what it means to be a patron of this student-run organization making the enhancement of their awareness crucial. This could be done by providing additional information about the Bullring both across campus and within the Bullring itself.

**Motion carried.**

### 13.10.5 Appoint Hiring Committee – Promotional Services & Graphic Designer

**WHEREAS** the CSA's Promotional Services & Graphic Designer has provided notice effective April 1, 2022 and recognizes the need to begin the recruitment process to fill the position as soon as possible to ensure a smooth transition;

**WHEREAS** the President is the Executive Supervisor of the Promotional Services & Graphic Designer position; 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 CSA strike a hiring committee for the position of Promotional Services & Graphic Designer.

b) The President be appointed to the hiring committee to satisfy the Executive membership requirement.

c) The current Promotional Services & Graphic Designer be appointed to the hiring committee to satisfy the CSA Staff person membership requirement.

d) The following CSA Director be appointed to the hiring committee for the position of Promotional Services & Graphic Designer:

| |
|---|
| Member Maharaj |

**Moved:** Nicole Walker, President
**Seconded:** Leila Stevens

President Nicole Walker commended the current Promotional and Graphic Designer for the work they have for the duration they have been with the CSA. Filling this position will be a slightly larger undertaking as this is more of a permanent position than some of the other staff positions at the CSA. She encouraged Members to volunteer to help fulfill this and is looking forward to meeting with them soon.

**Motion carried.**

### 13.10.6 Executive Members Ratifications and De-ratifications

**WHEREAS** the Vice President Student Experience resigned and departed from the CSA in December 2021.

**RESOLVED** that:

a) The VP Student Experience be de-ratified from the Finance Committee and the Petitions, Delegations, and Representations (PDR) Committee effective immediately.

b) The Vice President Academic be appointed to the Finance Committee effective immediately.

c) The Vice President External be appointed to the Petitions, Delegations, and Representations (PDR) Committee effective immediately.

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

President Nicole Walker reiterates that the current executive membership on committees and on the Board of Directors should be reflected by who is still in our organization for the purpose of accurate record keeping.

**Motion carried.**

### 13.11 Business

### 13.11.1 Winter 2022 General Election Presentation

*This item was discussed earlier in the agenda as per approved motions during the adoption of the agenda.***13.11.1(a) Extend Speaking Rights to Jewel Lindemann, CRO**

**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 Jewel Lindemann, Chief Returning Officer (CRO), for the duration of item 13.11.1 to present the Winter 2022 General Election update and respond to questions that arise from members regarding the presentation.

**Moved**: Maya Persram
**Seconded**: Leila Stevens

**Motion carried.**

Jewel Lindemann started by providing the list of candidates for the Winter 2022 election as the period for nominations closed last week. The VP Student Experience received no candidates and this may require a By-Election as a result. There are also a number of vacancies within different colleges. This election period had a smaller engagement than previous general elections likely due to the uncertainty surrounding the return to campus. There are several potential dates that the By-Election could be held. This By-Election would be important because it would allow for the vacant executive positions to be filled. Specifically, nominations could begin during the week following the winter reading week. Jewel notes that this time is unfortunately during a lot of students' midterms, but that it is the best available option. Then, the signature verification and promotional week will take place from March 7-11. Campaigning would begin the following Monday and voting would take place between March 21-25. There will likely also be a Fall By-Election due to Director vacancies. Regardless, a Winter By-Election is still crucial to ensure that the Executive Team can be full by the end of this semester. If anyone has any questions regarding any of this information they can feel free to contact Jewel Lindemann.

### 13.11.1(b) Receive the Winter 2022 General Election Update

**MOTION** to receive the Winter 2022 General Election update as presented by Jewel Lindemann, Chief Returning Officer (CRO), as information.

**Moved**: Leila Stevens

**Seconded**: Lisa Kazuhara, VP Academic

**Motion carried.**

### 13.11.1(c) Ratify Winter 2022 General Election Candidates

**WHEREAS** Appendix G – Electoral, Section 4.1.5 states:

> The CRO shall submit the names of all valid candidates and the offices they are seeking to the Board of Directors for ratification within seven days of the close of nominations. If the Board of Directors does not meet within seven days of the close of nomination, the Executive Committee is empowered to ratify the list of candidates.;

**WHEREAS** the Elections Team has failed to meet this requirement for the Winter 2022 General Elections;

**WHEREAS** the spirit of this policy is to have the Board of Directors, or the Executive Committee in their absence, ratify the list of candidates prior to the end of the nomination policy to ensure the viability of all candidates in the election; and

**WHEREAS** all reasonable efforts will be made in future elections by the Elections Team to adhere to this policy.

**RESOLVED** that the following undergraduates be ratified as candidates in the Winter 2022 General Election:

**Executive Positions**

| | |
|---|---|
| CSA President | Nicole Walker |
| VP External | Jena-Lee Ashley<br>Angel Culmer |
| VP Academic | Mason Friebe |

**Director Positions (At-Large Elected Representatives)**

| | |
|---|---|
| College of Engineering and Physical Sciences | Sanya Sareen |

| | |
|---|---|
| Gordon S. Lang School of Business and Economics | Daniel Neiterman<br>Mauricio Canedo Fernando |
| Ontario Agricultural College | Isha Maharaj |
| College of Engineering and Physical Sciences | Jacob Levy |

**Moved:** Maya Persram
**Seconded**: Lisa Kazuhara, VP Academic

*Member Maharaj abstained from the vote*

**Motion carried.**

**13.11.1(d) Winter 2022 By-Election Schedule for Vacant Executive Positions**

**WHEREAS** there will be at least one vacant Executive position remaining following the Winter 2022 General Election.

**RESOLVED** that the following Winter 2022 By-Election Schedule be received as information:

| | |
|---|---|
| Nominations | February 28, 2022 – March 4, 2022 |
| Candidates Meeting | March 4, 2022 |
| Signature Verification / Promo Week | March 7, 2022 – March 11, 2022 |
| Exec Forum | March 14, 2022 |
| Campaigning | March 14, 2022 – March 25, 2022 |
| Voting | March 21, 2022 – March 25, 2022 |

**Moved:** Shilik Hamad, VP External
**Seconded:** Lisa Kazuhara, VP Academic

**Motion carried.**

### 13.11.1(e) Director Outreach for Winter 2022 General Election

**WHEREAS** CSA Bylaw 1 – Operational, subsection 4.10.1(d) states:

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

**WHEREAS** Bylaw 2 – Electoral, Section 2.1.2 states that "Quorum shall be 10% of the general membership of the applicable constituency."; and

**WHEREAS** it is vitally important to maximize our outreach efforts encouraging undergraduate members to vote in the elections, so that we reach the minimum quorum requirement and realize a successful election process.

**RESOLVED** that:

a) Each Director schedule at least one class presentation before the end of the Winter 2022 General Election voting period between February 7 and February 10, 2022, to promote the Winter 2022 General Election.

b) The Chief Returning Officer (CRO) provide Directors with suggested speaking points that can be used in their outreach.

c) The CRO provide Directors with a shared tracking sheet to record their efforts made to promote the voting period.

d) The Policy & Transition Manager provide a summary report based in the tracking sheet of Director outreach efforts at the February 16, 2022 board meeting.

**Moved**: Lisa Kazuhara, VP Academic
**Seconded**: Leila Stevens

Chief Returning Officer Jewel Lindemann reiterated that it is essential that we reach quorum of 10% or the new candidates cannot be formally elected. This is why it is important that Directors share about their experiences on the Board of Directors in their classes.

President Nicole Walker clarified that this is an incentive for outreach for the elections. Those who speak to their classes will be entered to a draw to win a gift

card for the Bullring. She hopes that this will provide Directors with the incentive to share about their experiences on the Board with their fellow classmates.

*Member Maharaj abstained from the vote*

**Motion carried.**

### 13.11.2 President's Notice: 2022 Annual General Meeting (AGM) & Call for Business Items

**MOTION** that the President's Notice of the CSA's 2022 AGM, to be held on March 30, 2022, beginning at 5:00 pm, via Microsoft Teams, and of the call to members to submit AGM business items no later than Wednesday, March 2, 2022 at 5:00 pm, be received as information.

**Moved**: Nicole Walker, President
**Seconded**: Maya Persram

President Nicole Walker motivated that our bylaws indicate that the CSA must provide sufficient notice to Members for the opportunity to submit Business to the AGM. This is to ensure that students can get involved within the CSA to submit motions that they would like to see, and to be represented in the CSA's policies and bylaws. Anyone with questions can reach out to the President or to the Policy & Transition Manager for any questions regarding policies or bylaws.

**Motion carried.**

### 13.11.3 Revision to Appendix G – Electoral, 4.2 Nomination Process

Notice of this motion was provided at the January 19, 2022, board meeting.

### 13.11.3(a) 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 Directors be increased from 10 nomination signatures to 25, effective immediately following the Winter 2022 General Election cycle.

b) 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.

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

President Nicole Walker shares that she motivated this motion as there were no members for the PBRC present at this meeting. Recently, the Policy & Transition Manager Pete Wobschall did an environmental scan of the student unions of other Ontario universities. This allowed for a comparison of our Executive and Director nomination threshold with that of other universities. Based on the results of this environmental scan, the group landed on 25 signatures being a reasonable amount for Directors to obtain. Other universities have selected anywhere between 10-100 signatures for their Directors, often tied to the size of their respective student populations.

**Motion carried.**

### 13.11.4 Member & Board Meeting Location & Format

Notice of this motion was provided at the January 19, 2022, board meeting.

**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.

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

President Nicole Walker noted how much the CSA has learned throughout the pandemic, including how we can change our processes moving forward to be more accommodating. One good option for doing so is to have remote Board of Director meetings in the summer. This will allow everyone to be part of the meetings when not everyone is on campus. This will also allow the Policy & Transition Manager to be aware of quorum requirements for upcoming meetings, and whether a hybrid or in person meeting format will be necessary based on peoples' availability.

**Roll Call Vote:**
Member Ahmed: **Yea**
Member Harris: **Yea**
Member Oguntala: **Yea**
Member Powell: **Yea**
Member Conibear: **Yea**
Member Maharaj: **Yea**
Member Digamber: **Yea**
Member Stevens: **Yea**
Member Rocha: **Yea**
Member Persram: **Yea**
Member Ogbeiwi: **Yea**

**Motion carried.**

### 13.11.5 Revision to CSA Rules of Order, Section 3.12 Secret Ballot

Notice of this motion was provided at the January 19, 2022, board meeting.

**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.

> **Moved**: Nicole Walker, President
> **Seconded**: Lisa Kazuhara, VP Academic
>
> President Nicole Walker motivated by explaining the CSA wants to update its system of secret ballot voting from paper-based to virtual. This will maintain consistency whether meetings are in-person or virtual, whilst also making the CSA slightly more environmentally-friendly.

**Motion carried.**

### 13.11.6 Dissolve the Student Help and Advocacy Centre (SHAC) Advisory Committee

Notice of this motion was provided at the January 19, 2022, board meeting.

**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.

**Moved**: Lisa Kazuhara, VP Academic
**Seconded**: Leila Stevens

VP Academic Lisa Kazuhara explained that she regularly meets with the SHAC Coordinator and Assistants, and they also provide updates to the Board themselves, rendering this committee obsolete.
**Motion carried.**

### 13.12 New Business

No new business for tonight.

### 13.13 Announcements

Member Ahmed shared that she was glad to be back on campus, and was surprised by how busy it was. She also joined the Guelph Women's Football Team and sprained a finger, but overall, she has been enjoying herself.

Member Harris shared that it is Black Heritage Month and Winter Pride so they are very busy. She is personally hosting several events which are all free, and she would love if members attended some of them, such as an upcoming documentary screening about Black Queer joy held by the Cultural Diversity office. There is also an Ace and/or Aro friendship festival on Kumospace which they designed. She is happy to announce that Live Cold Brew Tea Kombucha has also donated Kombucha for upcoming events. Additionally, for BIPOC, there are several events being held by the Guelph Black Heritage Society. There is also a comedy festival held by Guelph Comedy Festivals with a focus on the LGBTQ2IA+ community. They are stressed and tired, but are glad because they are excited about all these events and they are happy to be so productive. She shared that she tried a delicious vegan recipe for jackfruit recently and recommends it to Members. She also found out that she owns over 150 pairs of underwear and some bras that aren't her size while sorting through her closet to donate clothing.

The Policy & Transition Manager thanked directors who have stayed for the duration of the meeting as they allow the CSA to accomplish business.

President Nicole Walker thanked Board Scribe Olivia for the work on the last minutes, and thanked VP Academic Lisa Kazuhara for the delicious dumplings that she made for her after the last board meeting. Her housemate recently got an air fryer and she has many ideas about how she will use it for recipes such as kale chips and tofu bites soon. She treated herself to two pair of Roots sweatpants over the weekend and is very satisfied with them. She also made Dijon chicken wings in the air fryer and said that Member Stevens thoroughly enjoyed them.

Board Scribe Olivia Wells was glad to hear that Members liked the minutes from the last meeting and welcomes feedback on the minutes she produces for future meetings. She was happy to have the first set of meeting minutes that she produced approved earlier during this meeting. Additionally, she recently had her

graduation portraits taken as this is her last semester at the University of Guelph and enjoyed the experience.

VP Academic Lisa Kazuhara also thanked the Board Scribe Olivia for the meeting minutes from the last Board Meeting. She also has an air fryer at her house, and she is proud of how much more frequently she has been making her own food as a result of it. She has also been enjoying making her own coffee and tea, as well as pancakes and French toast. This has allowed her to cut down on the number of takeout or coffees she buys which is a big accomplishment. She has been busy and is looking forward to completing her analysis of the return to campus survey so she can catch up on some sleep. Finally, she is looking forward to playing the new Pokémon game this upcoming weekend. She has only played for an hour so far since buying it and wants to make up for this lack of time by potentially even playing it overnight.

VP External Shilik Hamad has recently started a new true crime YouTube series. She has been busy with work, and is looking forward to visiting the gym soon now that it is open again. She will be seeing her friend over the weekend and is looking forward to ordering food with her roommate tonight. She wished the new Board of Director Liz Powell well, and thanked the Board Scribe as well.

Member Oguntala is in her second year and tomorrow will be her first time attending a lecture in person, so she is very excited to have this new experience.

Member Powell is excited to be a part of the Board of Directors now and has enjoyed hearing the updates from other members. She enjoyed tobogganing with friends over the past weekend.

Member Conibear was stuck in England over the holidays because she got covid while visiting her boyfriend and his family. She had just recently gotten her booster shot there and only received a small slip of paper as proof of this. They apologize for being unable to make the last couple meetings as a result of this situation. She is in her final year at Guelph and is excited to be starting to hear back from schools she had applied to about offers of admission. This is especially exciting because the admissions teams of some schools had initially not been recognizing their media credits and required them to provide extensive proof of their classes. She is also looking forward to celebrating her three-year anniversary with her boyfriend and her two-year anniversary of being pescatarian.

Member Maharaj explained that unfortunately her house has been having furnace issues and that now it needs to be replaced. Due to the age of her

house and the location of the furnace, repairs may take a while. She also shared that if anybody wants really good chicken wings in an air fryer, she would be happy to share a recipe that has a Caribbean and Indian feel to it from her mom. She also recently bought an incense diffuser and has been enjoying it. The incense that it comes with is rather expensive, so she decided to try replacing it with incense cones from an Indian grocery store instead.

Member Digamber is currently back in Guelph again from the break and misses her mom's food. For ISO, she is helping to plan a great Valentines Day Event. It still needs to be approved, but should be really fun since the colour of your clothes will signal your relationship status. Information regarding this event will be available on ISO's Instagram page.

Member Stevens has been enjoying hearing about recipes and shared a recipe for tofu she has been enjoying. She would love it if anyone who has protein powders or protein shakes they have been enjoying would share them with her.

Member Rocha has been exhausted from the adjustment to school and work lately, but she is hoping it will lighten up soon. They really enjoyed Member Maharaj's incense hack and would love to get an update when she has tested it.

Member Persram did not enjoy how icy it was outside today, and is hoping that it will be cleared for her tour on campus tomorrow. Like many others, she is surprised at how tired she already is from school, but hopes that she and others feeling the same will have a successful semester despite it. She hopes everyone takes a break after this meeting to relax.

Member Ogbeiwi recently returned from Vancouver and has not been enjoying the snow here so far, as Vancouver does not get as much. She has been attending track practice again now that it has restarted and because meets are still happening. She wished members a Happy Black History Month.

**The meeting adjourned at 8:57 pm, as Quorum was lost.**

### 13.14 *In Camera* Session

N/A

### 13.15 Adjournment

N/A

| **Approved by the Board of Directors** | February 16, 2022 |
|---|---|
| Cameron Olesen, Board Chair | |
| Signature | Date<br>February 26, 2022 |
| Pete Wobschall, Policy and Transition Manager | |
| Signature | Date<br>February 18, 2022 |