Attendance for March 23, 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		
Vacant	College of Engineering and Physical Sciences		
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	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		
Samantha Ogbeiwi	College of Social and Applied Human Sciences - Student Alliance	Present	
Quinton Stummer	Lang Students' Association		
Vacant	Student Federation of the Ontario Agricultural College		
Vacant	Central Veterinary Student Association (Ontario Veterinary College)		
Student Organization Representatives (Appointed)		**Present / Regrets**	**Arrived / Departed**

Vacant	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)		
Vacant	Guelph Campus Co-op		
Ariel Oleynikov	Ontario Public Interest Research Group (OPIRG)	Present	Departed 7pm
Justin Mihaly	Student Senate Caucus		
Michael Pacheco	Board of Governors		
Executive (Ex-officio, non-voting)		**Present / Regrets**	**Arrived / Departed**
Nicole Walker	President	Present	
Vacant	Vice President Student Experience		
Lisa Kazuhara	Vice President Academic	Present	Departed 7:15pm
Shilik Hamad	Vice President External	Present	

Guests	**Affiliation**
Adam Zuill	SE&RM Coordinator, CSA

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

Summary of Significant Resolutions

16.3.1 Director De-Ratifications & Achieving Quorum

RESOLVED that Hudson Bell, the appointed representative from the Ontario Agricultural College be de-ratified immediately based on not meeting the minimum attendance and communications requirements as per the CSA Policy Manual.

Motion carried.

16.5.1 Approval of Past Minutes (Committee of the Whole) March 9, 2022

MOTION that the minutes for CSA Committee of the Whole (Board Meeting # 15) from March 9, 2022 be received as information, as presented in the board package.

Motion carried.

16.5.2 Approval of Past Board Minutes - March 14, 2022

MOTION that the minutes be approved for CSA Board Meeting # 15A held on March 14, 2022, as presented in the board package.

Motion carried.

16.6 Executive Committee Minutes

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

16.6.1 Meeting # 26 – March 2, 2022

Motion carried.

16.7 Executive Updates

16.7.1 President
~~16.7.2 VP Student Experience~~ *(position currently vacant)*
16.7.3 VP Academic

16.7.4 VP External

Motion carried.

16.9.1(b) Receive the Student Events and Risk Management (SE&RM) Service Update

MOTION to receive the Student Events and Risk Management (SE&RM) Service Update as presented by Adam Zuill, SE&RM Coordinator, as information.

Motion carried.

16.10.1 Hiring Committee Report Promotional Services & Graphic Design

MOTION that the hiring of Melissa Marciniak for the Promotional Services & Graphic Design position be ratified, as recommended by the Hiring Committee.

Motion carried.

16.10.2 MINUTES: Finance Committee Meeting # 2 – November 17, 2021

MOTION to receive the minutes of the Finance Committee from Meeting # 2 dated November 17, 2021, as information.

Motion carried.

16.10.3 MINUTES: Finance Committee Meeting # 3 – January 26, 2022

MOTION to receive the minutes of the Finance Committee from Meeting # 3 dated January 26, 2022, as information.

Motion carried.

16.10.4(a) Student Experience Coordinator Job Description

RESOLVED that the CSA approve a newly created position of Student Experience Coordinator and the associated job description as presented in the March 23, 2022 Board Package.

Motion carried.

16.10.4(b) Strike Hiring Committee - Student Experience Coordinator Hiring Committee

RESOLVED that:

a) The CSA strike a hiring committee for the position of Student Experience Coordinator.

b) The President be appointed as Chair of the hiring committee.

c) The President, in consultation with the Business Manager, appoint a suitable staff representative to the hiring committee.

d) The following Director be appointed to the hiring committee for the positions of Student Experience Coordinator:

Member Maharaj

Motion carried.

16.10.5 Appoint Directors to the University Centre (UC) Board

RESOLVED that the following CSA Directors be appointed to the UC Board as CSA appointed representatives for up to a two-year term as recommended by the President in the absence of the Vice President Student Experience:

Returning Board Members

Ishaka Maharaj
Haley Bilokraly
Meryam Tawfik
Nicole Walker

Bella Harris

New Member(s) Recommended by Selection Committee

Maya Sharma

New Volunteer Directors

Member Rocha
Member Ogbeiwi

Motion carried.

16.11.1 Additional Special Budget Board Meeting

RESOLVED that a Special CSA Budget Board Meeting be scheduled for Monday, April 11, 2022, beginning at 6:00pm and held virtually on Microsoft Teams.

Motion carried.

16.11.2 Appendix F – Clubs Handbook: Comprehensive Review

NOTICE

RESOLVED that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 board agenda package.

Motivate: Nicole Walker, President

16.12.1 Strike Hiring Committee – Board Scribe

RESOLVED:

a) The CSA strike a hiring committee for the position of Board Scribe.

b) The President be appointed as Chair of the hiring committee.

c) The Policy & Transition Manager be appointed as the staff representative to the hiring committee.

d) The following Director be appointed to the hiring committee for the position of Board Scribe:

Member Digamber

Motion carried.

Agenda – March 23, 2022

16.0 Call to Order
16.1 Land Acknowledgement
Alyssa Ahmed
16.2 Adoption of the Agenda
16.2.1 Approve the Agenda
16.2.2 Declarations of Conflicts
16.3 Ratifications and De-Ratifications
16.3.1 N/A
16.4 Comments from the Chair
16.4.1 Introductions and Pronouns
16.5 Approval of Past Board Minutes
16.5.1 Meeting # 15 – March 9, 2022 (Committee of the Whole Meeting Summary)
16.5.2 Meeting # 15A – March 14, 2022
16.6 Executive Committee Minutes
16.6.1 Meeting # 26 – March 2, 2022
16.7 Executive Updates
16.7.1 President
16.7.2 ~~VP Student Experience~~ (position currently vacant)
16.7.3 VP Academic
16.7.4 VP External
16.8 Director Reports
16.9 CSA Services Update and Report
16.9.1 Student Events and Risk Management (SE&RM) Service Update - Adam Zuill, SE&RM Coordinator
16.10 Committee Updates and Reports
16.10.1 REPORT: Hiring Committee – Promotional Services & Graphic Design
16.10.2 MINUTES: Finance Committee – Meeting # 2 – Nov 17, 2021
16.10.3 MINUTES: Finance Committee – Meeting # 3 – Jan 26, 2022
16.10.4 (a) MOTION: Job Description - Student Experience Coordinator
(b) APPOINT: Hiring Committee: Student Experience Coordinator
16.10.5 APPOINTMENTS: UC Board
16.11 Business
16.11.1 MOTION: Additional Budget Approval Board Meeting
16.11.2 NOTICE: Appendix F – Clubs Handbook: Comprehensive Review
16.12 New Business
16.12.1
16.13 Announcements
16.14 *In Camera* Session
16.15 Adjournment

Minutes – March 23, 2022

16.0 Call to Order

The meeting was called to order at 6:09 pm.

16.1 Land Acknowledgement

The University of Guelph resides on the treaty lands and territory of the Mississaugas of the Credit. We recognize this gathering place where we work, learn and play and tonight is the location of our CSA board meeting. It is home to many past, present, and future First Nations, Inuit, and Métis peoples. It is important for us to come together to continue to work toward the "CALLS TO ACTION" from the Truth and Reconciliation Committee on Indian Residential School to never forget, to heal and to learn about what we can personally do to respect and acknowledge those who's land was stolen. Tonight, I think it will be beneficial to share why we are grateful for the land which is why I would like to go around and all share one reason for which we are grateful for the land we are on today. I will start first then go to my left. I am grateful for this land because it has given me so many beautiful places to enjoy and explore.

Alyssa Ahmed

Members then took turns expressing their gratitude for the land.

16.2 Adoption of the Agenda

16.2.1 Approve the Agenda

MOTION that the agenda for the CSA Board of Directors Meeting # 16 on **March 23, 2022,** be approved as distributed in the board agenda package.

Moved: Member Oleynikov
Seconded: Shilik Hamad, VP External

MOTION TO AMEND: To add the de-ratification of Hudson Bell under 16.3.1 Ratifications and De -Ratifications.

Moved: Nicole Walker, President
Seconded: Member Conibear

President Nicole Walker moved by explaining that Member Bell hasn't been to four consecutive meetings. Additionally, Policy & Transition Manager Pete Wobschall has reached out to Member Bell about the possibility of de-ratification as a result of these missed meetings, but Member Bell did not respond. They are an appointed member, so they can be re-ratified at a later point if they'd like.

Motion to amend the agenda carried.

MOTION TO AMEND: To reorder the agenda so that item 16.9.1 Student Events and Risk Management (SE&RM) Service Update immediately follows item 16.4.1 Introductions and Pronouns.

Moved: Lisa Kazuhara, VP Academic
Seconded: Member Persram

VP Academic Lisa Kazuhara moved that the agenda should be rearranged accordingly to be respectful of the presenter's time.

Motion to amend the agenda carried.

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 15A on **March 14, 2022,** be approved as amended:

a) To reorder the agenda so that: Item 16.9.1 Student Events and Risk Management (SE&RM) Service Update immediately follows item 16.4.1 Introductions and Pronouns.
b) To add de-ratification of Director under 16.3.1 Ratifications and De-Ratifications.

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

Amended motion carried.

Policy & Transition Manager Pete Wobschall noted that there was a time-sensitive need to add another item to the agenda under New Business, and that the agenda should be reconsidered as a result.

Motion to reconsider the agenda carried by unanimous consent.

MOTION TO AMEND: To add Hiring Committee: Board Scribe as item 16.12.2 under New Business.

Moved: Member Harris

Seconded: Member Persram

Motion to amend the agenda carried.

AMENDED MOTION that the agenda for the CSA Board of Directors Meeting # 15A on **March 14, 2022,** be approved as amended:

a) To reorder the agenda so that item 16.9.1 Student Events and Risk Management (SE&RM) Service Update immediately follows item 16.4.1 Introductions and Pronouns.

b) To add de-ratification of Director under 16.3.1 Ratifications and De-Ratifications.

c) To add item 16.12.2 Hiring Committee: Board Scribe under New Business.

Members of the prevailing side moved to carry the agenda.

16.2.2 Declaration of Conflicts

No declaration of conflicts declared tonight.

16.3 Ratifications and De-Ratifications

16.3.1 Director De-Ratifications & Achieving Quorum

WHEREAS CSA Rules of Order states that quorum shall be half of the total number of voting members of the Board of Directors;

WHEREAS it is vitally important to achieve quorum to carry on with the important business that the CSA relies on to be successful in its mission;

WHEREAS Bylaw 1 – Organizational states, Section 4.10 Director Duties states that 'each Director shall':

- Tender their resignation if two meetings are missed per semester without obtaining prior leave of absence.
- Be aware that the Board may decide to remove Directors who fail to perform their duties.
- The determination of a valid excuse shall be made by the Policy & Transition Manager in conjunction with the Chair of the Board.

WHEREAS Bylaw 1 – Organizational, Section 6.0 Accountability and Removal from Office states that:

- The Board of Directors shall have power to de-ratify any Director, excluding the Executive Committee, should they be absent without reasonable cause for two or more consecutive meetings or, three or more regularly scheduled meetings. Notice of absence for a meeting must be written and submitted to the Policy & Transition Manager or a designated staff member at least 24 hours in advance of the meeting.

RESOLVED that Hudson Bell, the appointed representative from the Ontario Agricultural College be de-ratified immediately based on not meeting the minimum attendance and communications requirements as per the CSA Policy Manual.

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

Motion carried.

16.4 Comments from the Chair

Chair Cameron Oleson wished everyone a good evening. Additionally, he provided a reminder of how Members could participate in discussions and volunteering.

16.4.1 Introductions and Pronouns

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

16.5 Approval of Past Board Minutes

16.5.1 Receive Past Minutes (Committee of the Whole) March 9, 2022

MOTION that the minutes for CSA Committee of the Whole (Board Meeting # 15) from March 9, 2022 be received as information, as presented in the board package.

Moved: Member Persram
Seconded: Shilik Hamad, VP External

Motion carried.

16.5.2 Approval of Past Board Minutes - March 14, 2022

MOTION that the minutes be approved for CSA Board Meeting # 15A held on March 14, 2022, as presented in the board package.

Moved: Shilik Hamad, VP External
Seconded: Member Maharaj

Motion carried.

16.6 Executive Committee Minutes

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

16.6.1 Meeting # 26 – March 2, 2022

Moved: Lisa Kazuhara, VP Academic
Seconded: Member Stevens

Motion carried.

16.7 Executive Updates

16.7.1 President

President Nicole Walker highlighted that a Return-to-Campus memo was sent out yesterday regarding changing public health guidelines. In particular, there were steps provided for exposures to Covid-19 and how to clearly navigate them. Removing the mask mandate outside the context of campus may lead to an increase in cases and the University wants to prepare accordingly. The Annual General Meeting is next Wednesday, and Directors should register to attend if they haven't already done so. She provided the Directors with an email with information about class talks for the Annual General Meeting. There will be prizes for those who attend the Annual General Meeting. There is also an Instagram giveaway to reward those who promote the meeting. The CSA is hiring: SHAC is hiring 3 positions, the FoodBank is hiring, SafeWalk is hiring, and a lot of the postings close soon so consider applying for these positions if you'd like to get involved more with the CSA. Finally, the By-election did not receive any applications and this is why there is an item about the Student

Experience position later in tonight's meeting. She is happy to answer any questions that Members may have regarding her update or otherwise.

Member Conibear confirmed that the President had sent out an email regarding the job postings to the Directors recently.

President Nicole Walker thanked Member Conibear for confirming this.

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

16.7.3 VP Academic

VP Academic Lisa Kazuhara is currently in interviews for the new SafeWalk Volunteer Coordinator position. They extended the application in hopes of receiving more good potential candidates. Our services are back open. SHAC is working in a hybrid format right now to accommodate students who are still online. SafeWalk is operating at full capacity again. College Royale and Relay for Life happened and both were a success from a SE&RM perspective. There has been a large increase in applications for events. As of March 18, capacity limits were removed for rooms, but mask requirements remain in placing. O-week events and training happens in April, so if you are applying for O-week you'll need to do your training then. She has been dedicating a lot of time to SE&RM approvals. She met with the O-Week Advisory Committee to discuss O-Week 2022, which is looking like it will be more in person than the last two years. For the Teaching Excellence Award, it will likely not be done this year due to the high amount of work that the executive team has taken on since the Student Experience position is not currently filled. They are slowly starting to transition to the next team of executives, as the current executive position terms will be ending in a little over a month. For any SE&RM approvals, please submit what you can as early as possible due to the high volume of applications that this office is experiencing right now. If Members know of anyone, they should encourage event planners to submit as early as possible. The Professional Career and Development Records has been going well and she has been approving more recently. She hopes some of the Members will see them in their linked-in profiles soon. If anyone has any questions, she is happy to respond either now or via email later.

Member Persram asked who Directors should ask about submitting items to the Professional Career and Development Records Committee.

VP Academic Lisa Kazuhara responded that they could contact the Experiential Learning Hub about this.

Member Vito asked what was being cancelled as he missed it during the update.

VP Academic Lisa Kazuhara responded that it was the Teaching Excellence Award.

Chair Cameron Oleson provided a reminder that Members could make a motion for a recess with a specified time in case any members need it.

VP Academic Lisa Kazuhara added that she had a meeting with the University today. She wanted to let Members know that if you see any oppressive actions or anything that goes against human rights, it is best to contact the Student Safety office. Members can also contact the Human Rights office is also willing to help as they recognize not all students are comfortable contacting the Student Safety office. She asked that Members please report any hate speech or related incidents and have the appropriate department review it and investigate it.

16.7.4 VP External

VP External Shilik Hamad informed the Board that the Bike Centre is launching their auction next week Thursday. They are hiring for a Bike Center Assistant. For the FoodBank, they are also hiring for two vacancies in the following year and she has been helping the new Coordinator adjust to their position. In terms of transit, the late-night service is back after coordinating with GSA and Guelph Transit to work this out. She is also working on preparing an educational framework for the upcoming provincial election. She will be meeting with Elections Canada next Wednesday to discuss bringing the voting-on-campus program back again. She met with Mike Schreiner at a CFS Townhall to discuss the pandemic and the future of education, as well as mental health and food insecurity. Next Thursday at 7pm, there will be a sexy bingo consent addition in collaboration with Guelph-Wellington Women in Crisis as well as Wellness at the University of Guelph. Let your friends know to sign up for the Annual General Meeting. She met with members of the Ukrainian club to help advocate for their needs and demands for the University. Lastly, she has been focusing on putting together her transition documents for the next VP External.

MOTION that the following Executive Updates be received as information:

16.7.1 President
~~16.7.2 VP Student Experience~~ *(position currently vacant)*
16.7.3 VP Academic
16.7.4 VP External

Moved: Member Harris

Seconded: Member Stevens

Motion carried.

16.8 Director Reports

Member Maharaj was on the Hiring Committee for the Promotional Services and Graphic Designer position and she is pleased with the results of the Committee.

Member Conibear has registered for the Annual General Meeting and gave a class talk for it yesterday.

Member Harris has also done class talks for the Annual General Meeting and will continue to give them. They are also looking forward to an upcoming PDR meeting that they will be attending.

Member Persram attended a UC Board Selection Committee meeting with the CSA President and Member Harris. They reviewed one application from an undergraduate student and approved it to come forward at tonight's meeting as a UC Board member appointment.

16.9 CSA Services Update and Report

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

16.9.1 CSA Student Events and Risk Management (SE&RM) Service Update

16.9.1(a) Extend Speaking Rights to Student Events and Risk Management (SE&RM) Staff

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 Adam Zuill, SE&RM Coordinator, for the duration of item 16.9.1 to present the Student Events and Risk Management (SE&RM) Service Update and respond to questions that arise from members regarding the presentation.

Moved: Lisa Kazuhara, VP Academic
Seconded: Member Oleynikov

Motion carried.

Adam Zuill introduced himself and gave a service update for SE&RM. He gave some context about the SE&RM process. This service reviews all student-run events on campus and assesses them for approval based on risk. This process also ensures student-run events follow the University's and the government's guidelines, and aims to eliminate any accident from occurring from events. He gave a brief overview of the different types of risk and reminded the Board that all student events are requested to be submitted at least two weeks in advance. There is a detailed submission process that student-run events must follow. This year, SE&RM has received almost 2,000 submissions. Of these 1,400 events were approved and roughly 500 were not, but the rejected events were followed up with afterwards and modified so they could still be held later. He outlined the event review process for CSA and non-CSA clubs. He also explained the SE&RM Committee and its responsibilities. This committee is responsible for reviewing events with significant risk and responding to any questions posed by their affiliates. SE&RM also provides office hours for students who have any questions at multiple points throughout the week. He is glad to point out that students have been attending these office hours and obtaining helpful advice as a result. There are also training sessions that event submitters are required to attend to learn more about how to properly host an event. These are hosted virtually and take roughly an hour to complete. This year has been particularly interesting for the SE&RM office due to the significant changes in health and public safety guidelines, making this process more important than ever. He finished by introducing the team of facilitators at SE&RM and providing his contact information in case anyone had any questions.

VP Academic Lisa Kazuhara highlighted the great work of Adam during this year. It has been a difficult year for this office and he has managed all the changing restrictions very well. Additionally, there has been a high number of events with risks associated near the end of this semester and he has been managing the high volume of work well.

President Nicole Walker also thanked Adam for his great work.

Member Stevens asked if there were any plans in place to improve the GryphLife event registration webpages.

Adam Zuill responded that they are indeed planning to smooth out the process as he has also heard from students that currently it can be somewhat tedious.

VP External Shilik Hamad also thanked the SE&RM Committee and Adam Zuill for their work. She reminded the Board how crucial their work is to improving the quality of life on campus through events.

VP Academic Lisa Kazuhara also responded to Member Stevens by noting that a conversation about improving the registration process is taking place, and that they too hope to improve the process. If Members of the Board wish to advance the issue further and speed up this process, she suggested they could create a motion to do so.

Member Vito has also used the SE&RM event site and concurs with Member Stevens. He was surprised by the amount of event requests that the SE&RM office receives each year. He wondered if the Sales and Solicitation form was also going to be simplified, potentially so that it is possible to submit both through one centralized form. Finally, he asked more about how Adam Zuill manages the workload for SE&RM throughout his week.

Adam Zuill responded by explaining he spends some of his time during office hours reviewing events. He also reviews events on Monday mornings and Friday evenings to ensure that all events received within a week are reviewed at some point during that same week. As for the Sales and Solicitations form, he recognizes some students have had trouble with it and he appreciates their concerns. Hospitality Services currently is responsible for this requirement, and he has thought about further discussing it with them. Moving forward he would be happy to open a discussion up about this form with Hospitality Services.

VP Academic Lisa Kazuhara added that Hospitality Services is a separate stakeholder, and this is part of why it would be difficult to have a centralized document for events based on her experience. This difficulty is partially why they haven't resolved this sooner. She also noted that for those hoping to host events, having the structure of the event submitted within 10 days is key, and if event planners need, they can change details of the event such as the timing or place closer to the event. The main point would be that the SE&RM Committee wants to review the risk as soon as the event planner can provide details of it.

Member Digamber asked how the SE&RM Committee handles unapproved events that take place despite not having received an approval.

Adam Zuill responded by saying that this has happened a limited number of times this year, and that they would respond by talking to the facilitators and creating an agenda for the next Committee meeting so they can review the incident properly. Then at the biweekly meeting for the SE&RM Committee, they would discuss this incident based on the information he had gathered.

Sometimes they would reach out to the student group that held the event to gain additional information if necessary. They then hold a vote as to what actions should be taken against them. Most of the time unapproved events are held simply because they are not familiar with the SE&RM process. Sometimes the Committee would decide that they student organization could not hold events for the rest of the semester, or that they would need to provide extended notice of their future events, such as for three weeks instead of two. Overall, any repercussive decisions would be based on the specific context of the situation and approved by the Committee.

VP Academic Lisa Kazuhara added that the biggest reason for the SE&RM process is for insurance purposes. This way if something goes wrong with the event, the organizers can assume the risk rather than the University or the CSA. The SE&RM office also wants to make sure the events are safe for students to attend.

Policy & Transition Manager Pete Wobschall commented that it was an excellent presentation and notified Adam Zuill that he could stay for the duration of the meeting, or leave if he chose to.

16.9.1(b) Receive the Student Events and Risk Management (SE&RM) Service Update

MOTION to receive the Student Events and Risk Management (SE&RM) Service Update as presented by Adam Zuill, SE&RM Coordinator, as information.

Moved: Member Vito
Seconded: Member Stevens

Motion carried.

16.10 Committee Updates and Reports

16.10.1 Hiring Committee Report Promotional Services & Graphic Design

Posting Date: Friday, February 11th, 2022

Closing Date: Tuesday, March 1, 2022

Hiring Committee Members:

- Nicole Walker, CSA President
- Kandace Blaker, Office Manager & Executive Support

- Ishaka Maharaj, Board Director

Number of Applicants: 23

Number of People Interviewed: 3

Successful Candidate: Melissa Marciniak

Start Date: Monday, March 28, 2022

MOTION that the hiring of Melissa Marciniak for the Promotional Services & Graphic Design position be ratified, as recommended by the Hiring Committee.

> **Moved:** Nicole Walker, President
> **Seconded**: Member Maharaj
>
> President Nicole Walker noted how excited the CSA is to have Mel start with the CSA on Monday, and how excited they are for new folks to join the permanent staff team.

Motion carried.

16.10.2 MINUTES: Finance Committee Meeting # 2 – November 17, 2021

MOTION to receive the minutes of the Finance Committee from Meeting # 2 dated November 17, 2021, as information.

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

Motion carried.

16.10.3 MINUTES: Finance Committee Meeting # 3 – January 26, 2022

MOTION to receive the minutes of the Finance Committee from Meeting # 3 dated January 26, 2022, as information.

> **Moved**: Member Stevens
> **Seconded**: Member Rocha

Motion carried.

16.10.4 Student Experience Coordinator

16.10.4(a) Student Experience Coordinator Job Description

WHEREAS the CSA conducted a Winter 2022 General Election, and a subsequent By-Election, and was unsuccessful in filling the role of Vice President Student Experience (VPSE);

WHEREAS the CSA plans to hold a Fall 2022 By-Election with the intention of filling the VPSE position for the remainder of the 2022-2023 year;

WHEREAS the Executive Committee requires support in covering VPSE duties until the position can be filled; and

WHEREAS the newly created position of Student Experience Coordinator would be funded with the budget allocated to the vacant VPSE position.

RESOLVED that the CSA approve a newly created position of Student Experience Coordinator and the associated job description as presented in the March 23, 2022 Board Package.

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

President Nicole Walker explained that based on the election and the by-election, there were still no applicants that completed their candidate packages for the VP Student Experience role. As a result, they can either continue running by-elections, or instead they can consider an interim position for the summer and part of the school year. They felt that the latter option would be preferential as there is expected to be a large number of student events held in-person in the Fall. As a result, the rest of the executive team won't be able to manage this without some additional help. This interim position will not take on all of the responsibilities of the VP of Student Experience. Rather they will provide support where needed, so that they rest of the executive team can be more devoted to advocacy work. This position runs until October at which point a by-election can be held to find someone for this position the remainder of the year.

Member Stevens asked how long the overlap between the interim position and the By-election was expected to be.

President Nicole Walker explained that there would potentially be some as this is roughly a 5-month contract. The aim is that it will provide coverage and flexibility in case of any complications associated with the by-election. This will allow for

this temporary position to adequately cover the transition period while the newly elected candidate adjusts to the role.

Member Stevens asked how long this period of both people being employed would be.

Policy & Transition Manager Pete Wobschall clarified that the contract currently runs until the 28th of October (as stated in the job description), but if staff thinks there is benefit to an extended overlap, they can move that the board extend the position further. Additionally, this could be included in the staff report in September, at which point they could reconsider how long this position should be.

President Nicole Walker added that typically they only bring a job description back to the Board for significant changes. A slight change in the length of the contract would not typically warrant an official update, but it could still be included in the executive reports.

Member Vito asked whether there was anything that would preclude a person who already meets the qualifications for this role from running in the election to continue in the role.

President Nicole Walker says this is allowed and she would encourage it as it would allow for continuity of the position.

Policy & Transition Manager Pete Wobschall said that defining significant change is somewhat difficult. In terms of due process according to CSA policy, the Finance Committee would have to confirm the budget to keep the person on the staff.

President Nicole Walker responded that the Finance Committee typically only approves expenditures under $2,000.

Policy & Transition Manager Pete Wobschall confirmed that there would be oversight either by the President or by the Finance Committee.

Member Maharaj asked what would hypothetically happen if no one applied in the October by-elections, and whether this would mean the position would be extended.

President Nicole Walker stated that there would be a number of options that they could pursue if this was the case. One possibility would be that the CSA would have to make due with a vacancy. The CSA has not yet discussed extending this

contract, but they would be willing to consider it if it was the best option for the staff and the students.

Motion carried.

16.10.4(b) Strike Hiring Committee - Student Experience Coordinator Hiring Committee

WHEREAS the CSA recognizes the need to fill the vacancy of Student Experience Coordinator until the Vice President Student Experience position is filled in the Fall 2022 By-Election;

WHEREAS CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive Member, and one CSA staff member; and

WHEREAS the President supervises the Student Experience Coordinator.

RESOLVED that:

a) The CSA strike a hiring committee for the position of Student Experience Coordinator.

b) The President be appointed as Chair of the hiring committee.

c) The President, in consultation with the Business Manager, appoint a suitable staff representative to the hiring committee.

d) The following Director be appointed to the hiring committee for the positions of Student Experience Coordinator:

Member Maharaj

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

President Nicole Walker explained the importance of this Hiring Committee as the person selected would have a lot of responsibility in planning events for the next year. This has a huge impact on the CSA's student body.

Motion carried.

16.10.5 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 (UC),
- To acknowledge the special requirements of user groups to manage 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 up to two (2) years, as defined by the University Centre Board of Directors Constitution;

WHEREAS undergraduate student, Maya Sharma has applied to be a CSA representative on the UC Board through a GryphLife application and is recommended forward by the UC Board Selection Committee; and

WHEREAS several of the current CSA representatives have expressed a desire to continue representing the CSA further.

RESOLVED that the following CSA Directors be appointed to the UC Board as CSA appointed representatives for up to a two-year term as recommended by the President in the absence of the Vice President Student Experience:

Returning Board Members

Ishaka Maharaj
Haley Bilokraly
Meryam Tawfik
Nicole Walker
Bella Harris

New Member(s) Recommended by Selection Committee

Maya Sharma

New Volunteer Directors

Member Rocha
Member Ogbeiwi

Moved: Nicole Walker, President
Seconded: Member Harris

President Nicole Walker noted that there is a need to fill this committee completely. The positions were advertised in the newsletter. They will put forward the names we currently have, and continue to recruit new Members for the new board of directors in May. They will employ a comprehensive promotional strategy to bring awareness to students over the summer. For Members who are interested, this is a way that they can continue their student advocacy over the summer.

Member Vito sits on the UC Board and noted how interesting it is and what a great opportunity it presents for student advocacy. He says it is open to all CSA members, and encouraged Directors to let anyone they know who is interested to apply. The new members of the UC Board might actually be approving a new working agreement. This is significant as the current working agreement has been in place for roughly 30 years. He thinks we need more students to be present for this, especially since sometimes it really helps to have a lot of CSA representatives for voting purposes.

Chair Cameron Oleson explained that Members could volunteer for this Committee if they were eligible to continue on it next year. There are several spaces available if people are interested.

Member Persram has also sat on the UC Board for two years, and noted how much fun it is and what a great opportunity it is. It is not a large commitment, as they do not meet that frequently. She would encourage those qualified to consider joining.

Member Harris also noted that she is on the UC Board and she has enjoyed being a part of it.

Member Maharaj also sits on the UC Board and confirmed that it has been very fun. There is some controversy on the UC Board, but it is important that students have a voice and that there is adequate representation for the students to ensure that changes made are made in the best interest of the students.

President Nicole Walker noted that the CSA is also looking for alternates to ensure there is ten undergraduate students to attend the meetings at all times. This allows undergraduates to have a majority presence since they are the majority of the student body. Those who volunteer as alternates would likely not have to commit as much time.

Member Persram asked what the process for graduate students is to join.

President Nicole Walker recommended she reached out to the GSA for information regarding this.

Member Ogbeiwi asked whether everyone has the same roles on the UC Board.

Member Maharaj responded by explaining that there are different committees and subcommittees that members can apply for and be included on.

Member Ogbeiwi asked how frequent the meetings were held.

Member Vito responded by explaining they are roughly meeting once a month.

Policy & Transition Manager Pete Wobschall noted how important the UC Board is for students. It is supposed to be under the VP Student Experience's responsibilities, but there is not currently someone in this position. Ideally, the VP Student Experience would hold a meeting with the CSA Members and alternates on the UC Board in preparation for the UC Board Meetings. This ensures that the undergraduate representatives, including alternates, are prepared and properly informed for these UC Board meetings.

Member Vito agreed with Pete and added that the UC belongs to the students and is one of their most important assets. As a result, the UC Board is really important to the student body and so it is crucial that CSA Members are properly represented on this Board. This way they can effectively vote in the best interest of the students they represent and ensure the UC is used according to students' wishes. He noted that otherwise there are people on the UC Board who would

potentially seek to increase their jurisdiction within the UC Building at the expense of the students.

President Nicole Walker responded to Member Ogbeiwi by explaining that they meet on the first Tuesday of each month, and that subcommittees typically meet once a month as well. Due to the pandemic this has not been the case for the past two years. Secondly, she notes that there are pre-meetings for the undergraduates held before each meeting. This way they can go into the meeting feeling prepared to make an informed decision. There is a rich history between the University and the UC Board and the students. Student fees are being used to run and operate the UC itself, making it especially important that CSA Members are represented so their fees can be used appropriately. There have been incidents in the past about the revision of the UC working agreement. This created some conflict between UC services, the student body, and the University administration.

Member Persram noted again that it is a really fun opportunity, and that last year she worked on making a virtual marketplace. Next year this subcommittee hopes to be coordinating events that are held entirely in person. Being on the programming subcommittee has been a rewarding experience as they handle a lot of the events held in the UC.

Member Harris explained that the University Centre was created for students by students, but that since then it has become somewhat controversial as some of the university administration has taken some of the space. She recalled attending a UC Board meeting a few years ago as a student. At this meeting, they were frustrated by how University Administration did not listen to the requests of its students for the use of the space. Overall, it is important that it is students representing other students on the Board, as ultimately students are the ones who have the rest of the students' best interest in mind.

VP External Shilik Hamad further explained that in 1966 the student union building fee was voted on. Further information about this is available on the CSA's online history page. The students voted in favour of a student union building fee for a student union building, which became the UC. The administration took over and stopped collecting the student union fees and bankrupted this fund. The students voted to start another student union which is the CSA today. A past CSA president sued the university administration for misappropriation of funds regarding the UC. Finally, the students won back the building, and we have regained control of the second floor. Today, we are still working on this to take back the rest of the UC.

Motion carried.

16.11 Business

16.11.1 Additional Special Budget Board Meeting

WHEREAS Bylaw 3 – Financial, Section 5.0 Budgeting Process states that the CSA budget shall be:

- Determined during the Winter semester for the upcoming year.
- Presented to the Board of Directors before the last Board meeting of the winter semester [to permit ample time for thorough review by board members].
- Brought before the Board of Directors for due consideration and approval; and

WHEREAS draft budget development has been delayed due to competing priorities caused by staff vacancies and personal emergencies, however, is expected to be completed by the April 6, 2022 board meeting.

RESOLVED that a Special CSA Budget Board Meeting be scheduled for Monday, April 11, 2022, beginning at 6:00pm and held virtually on Microsoft Teams.

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

President Nicole Walker explained that this meeting is necessary as a result of a death in the family of the Business Manager Lee Anne Clarke. Her attendance at the funeral for this today means that she could not attend the Finance Committee meeting, which means she could not give her presentation on the budget. It is very important that it is approved and that the Board is given ample time to review it. As a result, this motion would mean it was given as notice in the April 6th meeting, and then could be voted on in the proposed meeting on the 11th. She noted that students often go home to study over the exam period, and this is why they proposed this meeting be held virtually so it could accommodate students regardless of where they were.

MOTION for a 5-minute recess.

Moved: Member Persram
Seconded: Member Stevens

Motion carried.

Motion carried.

16.11.2 Appendix F – Clubs Handbook: Comprehensive Review

NOTICE

WHEREAS a working group composed of the former VP Student Experience, Clubs Administrative Coordinator, Clubs Programing Coordinator, Policy & Transition Manager, and President have completed a prescribed three-year comprehensive review of Appendix F – Clubs Handbook and recommends it forward to the CSA Board of Directors.

RESOLVED that Appendix F – Clubs Handbook be approved following a comprehensive review conducted during the Fall of 2021 and as presented in the March 23, 2022 board agenda package.

Motivate: Nicole Walker, President

> President Nicole Walker noted that a lot of this work was completed in the Fall Semester. This work was done by the VP of Student Experience, the Policy & Transition Manager, the Administrative and Programming Clubs Coordinators. They wanted to make sure that the current information in the Clubs Handbook accurately reflects our current practices. It became a little outdated due to the pandemic, and they want to approve the changes made so they can continue to use what is still relevant. They will likely be taking another review during the summer to review the practices that are outdated and bring forward more changes. They are trying to keep the policy up to date with what happens in the day-to-day.

16.12 New Business

16.12.1 Strike Hiring Committee – Board Scribe

WHEREAS the CSA recognizes the need to fill the vacancy of Board Scribe for the 2022-2023 academic year;

WHEREAS CSA policy requires a hiring committee to include a minimum of one CSA Director, one CSA Executive member, and one CSA staff member; and

WHEREAS the President is the Executive Supervisor, and the Policy & Transition Manager is the Immediate Supervisor of the Board Scribe.

RESOLVED:

a) The CSA strike a hiring committee for the position of Board Scribe.

b) The President be appointed as Chair of the hiring committee.

c) The Policy & Transition Manager be appointed as the staff representative to the hiring committee.

d) The following Director be appointed to the hiring committee for the position of Board Scribe:

Member Digamber

Moved: Member Harris
Seconded: Member Persram

Member Harris noted how critical it was that the volunteer position is filled so the Hiring Committee could proceed.

Motion carried.

16.13 Announcements

Policy & Transition Manager Pete Wobschall asked Members to sign up for the Annual General Meeting. He reminded Members that if he had made a mistake with their placard pronouns, or if they wanted them added, Members should write their pronouns on their placards so he can do so.

VP External Shilik Hamad celebrated the Kurdish New Year on Monday and wished Members a Happy New Year. She is going back to Kurdistan in May to see family which is very exciting.

President Nicole Walker thanked the Board Scribe for the minutes and read an excerpt from them that she enjoyed. She has a dog at her house this week named Brody who she would love to keep. Brody loves going for walks with Nicole and playing frisbee. She got her nails done for a formal event she was supposed to attend last week, and they look very cute.

Member Persram shared that she has enjoyed the coffee that Leila bought for her, and she said anyone else could buy her Starbucks too. She has been very busy this March. She went home this weekend and spent time with her parents,

as they will be in Florida for a few weeks visiting her grandmother. She told the executives that she would like to purchase a CSA hoodie.

President Nicole Walker said she would see if she could make it happen. Perhaps it could be part of Director Appreciation during the last meeting, and that there could also be cake.

Member Stevens gave a class talk yesterday, and gave a Drag Race update. She has also been enjoying having the dog Brody at their house. She wants to get a hatchback for a car and her dad has been helping her research options to do so. She has been enjoying in person board meetings and does not want them to end as she has enjoyed getting to know the Board better.

Member Vito recently enjoyed visiting family and celebrated his Nona's 90th birthday. He also enjoyed the minutes from past board meetings. He is also not excited to finish these board meetings, but he is looking forward to what is to come. He recently had a good interview for a position on Parliament Hill.

Member Persram just remembered that her roommate is getting married and she is the maid of honour. She would appreciate tips as she has never been one before.

President Nicole Walker wants Member Vito to tell the Board what his Nona says each year on her birthday.

Member Vito responded that each year when they say Happy Birthday to his Nona, she says she hopes it will be her last birthday, and that she prays to God each night that she will die. They recently got her a special blessing from the Pope which she has already hung up and is thoroughly enjoying.

Member Oguntala said that the grilled cheese had too much butter.

Member Ogbeiwi flies home tomorrow to Vancouver and has figured out her internship for the summer. She will be working for CBSA a student border officer for the summer. She is looking forward to that.

Member Digamber would also like a CSA sweater, and she would like desserts included in future meetings. She is leaving the Board after this semester.

Member Maharaj is looking forward to the event she is helping to host this Friday. Members should take a look at their website for this, or borrow some of her clothing for the event if they need to. She is performing and would love if people came to support and attend it. She also needs to find 2 more people for

another event she is performing at on Saturday. To add onto the grandparent discussion, her great- grandmother also prayed she would die for the last few years of her life. Now when she speaks to her nani and nana, they both tell her that they might die soon as well.

Member Rocha said that Holi was very fun. They are also being lent clothes by Isha for the upcoming event. She works with Member Persram's roommate's fiancé. They just met him this semester.

Member Maharaj also knows a student who secretly got married last year in India without telling her parents. This student met her now-husband on Facebook three months before she went there to get married to him, and Member Maharaj was very shocked when she initially learned this story.

Member Rocha has been busy balancing school and work, but she celebrated Holi on the weekend prior. They are finally relaxing again as March is always a very hectic month. She got a job for this summer as a research assistant in OVC. She will be working on antimicrobial resistance which she thinks will be enjoyable. Their grandma is coming in May and they haven't seen her in 4 or 5 years and are excited to see her. She is also looking forward to seeing her cousins in Michigan this summer.

Member Conibear really likes Bella's pants since they are sailor moon. She had an assignment due in the morning last week which caught her by surprise as they are typically due at night. They did not enjoy staying up late the night prior to complete it in time.

Member Harris has sailor moon pajama pants on and she chose them to make Amanda happy, and because they have pockets. Their grandparents are dead, but their mom says they should be happy for her when she dies and to throw a party. Bella has started to get into TikTok lately. She has been enjoying finding her niche in content on the app so far. They ordered a black forest slice of cake from Coven Market in Hamilton, which they were going to bring to the meeting today, but unfortunately forgot. They would like a haircut. She has a CSA hoodie from a couple years back. She recommends getting the more expensive hoodie as it is much softer inside.

Member Vito asked about their shirt.

Member Harris explained what it said to Member Vito, and explained that she chose it based on a conversation with her friends before coming to campus. They also have one about the mayflower and one about how they cannot be racist because they have white friends. She decided to host an anti-oppression

workshop for the Spring Pride Committee, and mentioned it as she knows some members had expressed interest in attending one at the last meeting. It is on Sunday April 3rd at 7pm on Zoom. They encouraged Members to attend and assured it will be fun, because they are still themself during these workshops. She really wants a vegan cake by default for these board meetings, and recommended ordering it from The Grain Bakery downtown, as they have a very rich and delicious chocolate cake. She started the Queer ASL course she is attending online, and the instructor tricked them during the last session. They thoroughly enjoyed that it is a BIPOC exclusive class, and that the instructor tricked the students into patting themselves on the back. She shared with the Board that ASL was illegal to practice internationally for over a hundred years until the 1980s.

Member Ahmed also has two friends getting married this summer. She is going with a friend to Iceland and is booking flights for it tomorrow. She is going to Huntsville to celebrate her birthday with her friends this weekend. She is going to a Raptors game tomorrow night with her family and is really excited for it.

Board Scribe Olivia Wells is glad that people have been enjoying the minutes she has created so far. She also has three friends getting married this summer. She is very excited to share that she was accepted to her program of choice for her Masters'.

16.14 *In Camera* Session

No in camera session.

16.15 Adjournment

MOTION to adjourn the CSA Board of Directors Meeting # 16 of **March 23, 2022**, at 8:22 pm.

Moved: Shilik Hamad, VP External
Seconded: Member Ahmed

Motion carried.

Approved by the Board of Directors	April 6, 2022

Cameron Olesen, Board Chair	
Signature	Date April 11, 2022
Pete Wobschall, Policy and Transition Manager	
Signature	Date April 7, 2022