AGENDA
Board of Directors Meeting # 15
February 26, 2025 – 6:00 pm

Agenda – February 26, 2025

15.0	**Call to Order**	
15.1	**Land Acknowledgement** Nate Broughton, President	
15.2	**Adoption of the Agenda** 15.2.1 Approve the Agenda 15.2.2 Declarations of Conflicts	 1
15.3	**Ratifications and De-Ratifications** 15.1	
15.4	**Comments from the Chair** 15.4.1 Introductions and Pronouns	
15.5	**Approval of Past Minutes** 15.5.1 Meeting # 14 – February 12, 2025	2
15.6	**Executive Committee Minutes** 15.6.1 Meeting # 15 – January 24, 2025 15.6.2 Meeting # 16 – February 14, 2025 15.6.3 Meeting # 16a – February 19, 2025	3 4 9 14
15.7	**Executive Updates** 15.7.1 President – February 26, 2025 15.7.2 VP Student Experience – February 26, 2025 15.7.3 VP Academic – February 26, 2025 15.7.4 VP External – February 26, 2025	16 17 20 23 25
15.8	**Director Reports**	
15.9	**CSA Service Update and Report** 15.9.1	
15.10	**Committee Updates and Reports** 15.10.1 Summary of Committee Appointments 15.10.2 Student Events & Initiatives Funding Committee Minutes # 4	 27 32
15.11	**Business** 15.11.1 Appoint Member to Finance Committee 15.11.2 Appoint Member to Student Events & Initiatives Funding Committee	 38 42
15.12	**New Business** 15.12.1	
15.13	**Announcements**	
15.14	**In Camera Session** 15.14.1	
15.15	**Adjournment**	50

Item 15.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 15 on February 26, 2025, be approved as printed and distributed.

Moved:
Seconded:

Item 15.2.1 (b)
Amend the Agenda

MOTION TO AMEND:

Moved:
Seconded:

Item 15.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 15 on February 26, 2025, be approved as amended with:

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Item 15.5
Approval of Past Board Minutes

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

15.5.1	CSA Board Meeting # 14	February 12, 2025

Moved:
Seconded:

Item 15.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
15.6.1	Meeting # 15	January 24, 2025
15.6.2	Meeting # 16	February 14, 2025
15.6.3	Meeting # 16a	February 19, 2025

Moved:
Seconded:

Minutes
Executive Committee Meeting (ECM)
Meeting #15 – January 24, 2025 – 1:30 pm
CSA Boardroom

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

1.0 Call to Order @ 1:36 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

It's a quick one

4.0 Approval of the Previous Executive Committee Minutes

Meeting #14 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Hiring: Lots of hiring is incoming! Speaking to services on who is returning and figuring who is coming back and what positions need their job postings out. Board Chair interviews ended today and Board Scribe interviews will start next week.

5.1.2 Committees

- Finance Committee: Had its first meeting for the year a couple of days ago, which was centered around orientation and introductions to the committee and what it entails.
- Student Budget Committee: Working steadily with the anticipation of various committee across campus submitting their budget proposals for the incoming academic year 2025/26.
- Cannon.ca Committee: Working on a tabling event to bring awareness to the website sometime in March. As well as working on new merch for the student population.
- Enrolment Crisis Taskforce: A letter is being drafted to lobby the provincial government to increase support for post-secondary education. We're reaching out to a number of student unions to get feedback & ask if they could sign on.

5.2 VP Student Experience

5.2.1 Supervisory

- Menstrual Hygiene Initiative (MHI): Lots of planning has gone into the MHI x Nixit Giveaway event. The giveaway will be happening on February 3rd in the UC Courtyard, and we will be giving out 150 menstrual disc-style cups + cleansers. I have already given out flyer to campus partners in Student Wellness, with multiple offices and departments getting some yesterday. I also will be stopping by the Library to drop off a poster for them later today. Emma, our promo coordinator worked so well with me on the promotional material, and they will all be going out start of next week.
- Safewalk: The service is doing great, and they will be having a free hot chocolate event on February 5 at Branion Plaza.
- Clubs: Clubs Days was a success with a total of 126 clubs out of the 128 that were accredited from Fall semester. Accreditation of new clubs and re-accreditation of existing clubs is ongoing.

5.2.2 Committees

- Executive Committee: The minutes of our ECMs are attached in this agenda, but if you have any questions pertaining to my portfolio or my discussion points in the minutes you are always welcome to reach out to me.
- Black History Month 2025 Committee: This committee comes up every November of the Fall semester and closes right after Black History Month; during the first week of March. We have been meeting weekly on Thursdays at 3pm and The CSA is the campus partner overseeing the BHM Movie Night event this year. The movie for the event will be "The Six Triple Eight", and it will be happening in the Art Gallery of Guelph on Friday February 7th at 6pm.
- Cannon Committee: We are having conversations around creating new merchandise for the Cannon and tabling in the UC in the month of March, to create awareness as always and to remind students that our website is there to help as we slowly get into another season of house hunting as well as new semesters for textbook search.
- SWAG (Student Wellness Advisory Group): The group gave us a general overview of their budget last semester and we are already having conversations about the compulsory fees associated with Student Wellness for the 2025/2026 Academic year. CPI has been announced to

be 2.4% this year, and Student Wellness Services like every other department and campus partner must work with that, and the group has agreed on a CPI+3% increase in their compulsory fees, which will go forward to the Compulsory Fees Committee for review and approval.

- Gryph to Grad Committee: The committee is still meeting and having discussions around the Gryph to Grad week which is April 1st- 4th, and of that week the Last Toast and the Last Dance will be held on Friday April 4, 2025. The Last Toast will be in Brass Taps, and The Last Dance will occur right after in Peter Clark Hall. But on more recent events for this committee is the Gryph to Grad Final Year Information Session which happened yesterday, on Tuesday January 28th at 6 pm over Microsoft Teams, where we shared details on the Gryph to Grad week, and I had the opportunity to present The Last Toast and Last Dance information to the graduating students that were present.
- Student Experience Advisory Committee: We spoke about the Compulsory Fee Request Strategy and 2025-2026 Budget for the OUTline fee, Orientation fee, and Student Experience fee. The committee can to an agreement that the OUTline fee gets 2.4% (CPI) increase and Orientation gets CPI+3%, there is continual discussion about the Student Experience fee.
- CELIC (Co-curricular Experiential Learning Integrity Committee): There were conversations around goal-setting for the next year's cohorts and metrics that determine PDR certifications from out of class learning. There were discussions around how to better improve the CELIC process and the process for submissions if you believe an activity, class, competition, etc. deserves a PDR certification. We are hoping to have LANG resubmit for their case competitions being one of those.

5.2.3 Miscellaneous

- Working up ideas for the social media content that CSA will be rolling out next month.
- And working on the planning for The Last Toast and The Last Dance.

5.3 VP Academic

5.3.1Supervisory

- SHAC: More social media activity to come. Planning for their Winter semester events, such as: Bracelet making event, Info Sessions (Employment Rights, Tenant 101), etc.

5.3.2 Committees

- Enrolment Crisis Task Force: We finished drafting an open letter targeted to the provincial government, and Nate is going to be sending it out to some other student unions for comments.
- Calendar Review Committee: We mainly discussed changes to the BComp program, including the addition of areas of emphasis rather than the current areas of application.
- Library Student Services Fee Advisory Committee: Recommended an increase to the Library student fee of CPI + 3%. This change will be discussed by the Compulsory Fees Committee at its next meeting, and is mainly.

5.3.3 Miscellaneous

- Teaching Excellence Award: Planning kicked off last week with some staff, excited to get working on how to recognize outstanding teaching across campus!
- Meeting with the Library: on Monday, Nate and I met with the University Librarian and her staff to discuss issues students are having with the Library. They have had a historic cut to their budget, around 9.5% which has resulted in the loss of some staff. In terms of hours, we will be working to fill-in some of the gaps in their current schedule. Finally, we also looked at how to maximize student spaces in the Library including changes to how individual study rooms are being managed.
- University Centre: Working agreement passed the Board of Governors on Wednesday

5.4 VP External

5.4.1 Supervisory

- Foodbank: Increased capacity to 263 visitors. Additional storage unit for space increase has been purchased and set up.
- Bike Centre: Working on the bike auction.

5.4.2 Committees

- Transit Advisory Committee: Favourable community fare changes will be in effect on February 1, and more electric buses are continuing to rollout.

5.4.3 Miscellaneous

- Due to the upcoming elections, Natalie will be looking into forms of encouraging students to vote.

6.0 Business

7.0 New Business

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 2:07 pm

Next Meeting: January 31, 2025

Minutes
Executive Committee Meeting (ECM)
Meeting #16 – February 14, 2025 – 1:00 pm
CSA Boardroom

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

1.0 Call to Order @ 1:03 pm

2.0 Adoption of the Agenda

2.1 Approve the Agenda

The agenda was approved as presented.

2.2 Declarations of Conflicts

No conflicts were declared.

3.0 Comments from the Chair

Welcome back after our snow day, and Happy Valentine's Day also! We just put up some valentine's card trend posts on Instagram, and they're doing well!

4.0 Approval of the Previous Executive Committee Minutes

Meeting #15 Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- SafeWalk assistant hiring is starting – the posting is live on the website.
- Bullring hiring is also live, and we need to hire like 20 staff.
- CSA Events Coordinator is moving to Student Experience, so we are figuring that out.
- There is progress on the HR Admin Assistant job description.
- Our new chair and scribe had their first board meeting this Wednesday.

5.1.2 Committees

- Compulsory Fees Committee: Had a number of proposals go forward and they all got approved (9 fees got approved for CPI+3%, which is 5.4%, and Outline just getting a CPI increase).
- SLEF EOI (Student Life Enhancement Fund, Express of Interest) Working Group: The Bullring's application is not getting funded.
- Student Budget Committee: Presented to the Student Finance Budget committee yesterday, there was positive feedback. Brady Amos and CSA President are meeting with Bill Rosehart to go over the presentation detailed.

5.1.3 Miscellaneous

- State of The City: It went well. CSA President was at the university's table with University Admin, and they spoke about the need for more space on the campus.
- McMasters Student Union Conversation: Natalie and Nate visited them, and they spoke about elections and policy with the MSU executives. MSU executives shared their operations and services. Nate invited them to visit our campus and office.
- The Last Toast & The Last Dance: Tickets are live.

5.2 VP Student Experience

5.2.1 Supervisory

- Clubs: The Clubs Office is doing okay, there were very busy the past couple of weeks because of finalizing club accreditations. We officially have 190 clubs as of right now. Clubs coordinator and VPSE have been visiting clubs activities and giving them spotlights on our Instagram story.
- Safewalk: The service just had its hot chocolate event, and it went great. They had the opportunity to speak to students about the service while serving them hot chocolate. They gave out around 100 hot chocolates and informational cards about how to contact SafeWalk! They are also looking into having another of this event in late March. And we are going to be hiring for the SafeWalk assistant soon (posting is live).

5.2.2 Committees

- Student Experience Committee & Student Wellness Advisory Group: Both have had meetings about their budget proposals for the coming 2025/26 Academic Year.
- Athletics Advisory Committee: Submitted their budget proposals for the coming 2025/26 Academic Year. And some student representatives will be having presentations at the next meeting on how to target students that don't already use the athletic services.
- Harm Reduction & Substance Use Working Group: This is a fairly new working group. The initial conversation and collation of members for the group happened towards the end of last year. But the meetings for the group just started this semester (2 meetings so far). And the group is working on developing a drug overdose safety plan and drug response plan.

5.2.3 Miscellaneous

- Menstrual Hygiene Initiative: The MHI giveaway was a success, we were able to get 150+ students sign up on Monday while the actual giveaway was going on in the UC Courtyard with Nixit. Pick up day, yesterday, was also great… there were even students that completely missed the giveaway or did not know about it that came around wanting MHIxNixit products; I told these students to email me because I did factor in the possibility of this and had a couple extra packages made, so a lot of those emails for requests are rolling in. Some students were unable to come in-person on Thursday for pick up, so I am accommodating that by leaving their full names and they day they wish to come with the packages at the CSA Front Office for pick up… so a lot of those emails are rolling in as well.
- Trivia with Student Experience: We are getting ready for our Valentine's Day trivia event with START – Student Experience on the evening of February 13 at Brass Taps. But Snow Day happened, and the event got postponed TBD.
- BHM Movie Night: The CSA's Black History Month event is happening this evening at 6pm in the Art Gallery, where students will be watching the movie, "The Six Triple Eight". I have already had some students and I pre-screen the movie for triggers, and we have trigger postcards ready for the event. The light snacks have been ordered as well, and the movie is ready for watching. I'll give you feedback on how it went at the next ECM.
- Hot Chocolate at the Library: Planning another hot chocolate event at the library for midterms stressbuster for students, especially with how great the last hot chocolate event in the Fall 2024 exam period. Just got confirmation from the library staff yesterday evening that we can have it happen again. The plan is to have it on February 24 from 11 am to 12:30 pm (that is the Monday right after reading week, so a lot of midterms are usually written then and during the week)
- Social Media Content: Getting more organized with the social media content for this semester. Look out for it! And please try to make yourself or your information available when needed for social media content. I will go into more depth during the agenda item.

5.3 VP Academic

5.3.1 Supervisory

- SHAC: Been going well. Had three different academic misconduct cases that VPA is working on himself, but the SHAC staff are working on others as well. They have been working on a lease information sessions Instagram reel, it has been going well. Working on figuring out hiring for next year.

5.3.2 Committees

- Senate: Last meeting on Monday.
- Student Senate Caucus: Discussions on the grad student issues, and issues around digital course materials (possible conversations with the Quality Assurance department).
- UC Board Committee: Developing the budget for next year. A bunch of policy reviews were passed.
- IT Student Advisory Committee: Spoke about classroom tech in recent years, and the future of technology in teaching and learning on campus. Update on OVC with additional MS Teams rooms to their classrooms.

5.3.3 Miscellaneous

- Experiential Learning: Discussion about work-integrated learning outside of co-op jobs.
- Visited Cannon Committee: Discussed with the committee members about the possibility of a tutoring service on the cannon website.
- Online degree programs: Conversations with Jessica Westlake about the compulsory fees for online degrees.
- Degree & Transcript Design Working Group: VPA has been designing the survey/form for the students to fill.

5.4 VP External

6.0 Business

6.1 Social Media:

- The VPSE spoke on plans to make a January recap video and is hoping all executives can send in the information she requested by the end of the day.
- She also spoke about needing to make more student interactive videos, asking students some questions (both fun and serious ones) and trying to make it a series called “CSA Campus Confessions”.

- She also spoke about starting a new series similar to Pubity Polls, to increase general student engagement with our Instagram, through short actions on our stories. The first polls will feature asking "what is the best program on campus".
- Have CFS Interviews being edited to be posted online

6.2 SafeWalk Assistant Hiring Committee

MOTION: Create the SafeWalk Assistant Hiring Committee with the following membership:

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

Moved: Naomi Amayaevbo, VP Student Experience
Seconded: Nate Broughton, President
Motion carried.

7.0 New Business

There was no new business presented.

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 2:00 pm

Next Meeting: February 21, 2025

Minutes
Executive Committee Meeting (ECM)
Meeting #16a – February 19, 2025 – 10:30 am
CSA Boardroom

Members: Nate Broughton (President, Chair), Naomi Amayaevbo (VP Student Experience, Secretary), William Coleman (VP Academic)

1.0 Call to Order @ 10:30 am

2.0 Adoption of the Agenda

2.1 Approve the Agenda
The agenda was approved as presented.

2.2 Declarations of Conflicts
Nate Broughton, William Coleman, and Natalie Wilkinson declared conflicts due to running in the election.

3.0 Comments from the Chair
Very quick meeting today, we just need to ratify the list of candidates for the Winter General Election.

4.0 Approval of the Previous Executive Committee Minutes
No past minutes were considered at this meeting.

5.0 Executive Updates
No updates were presented at this meeting.

6.0 Business

6.1 Ratify Candidates for Winter General Election

MOTION: To ratify the following candidates for the Winter General Election:

Candidate	Position
Nate Broughton	President
William Coleman	Vice-President Academic
Natalie Wilkinson	Vice-President External
Pawandeep Singh	Vice-President Student Experience
Amair Myrie	Vice-President Student Experience
Wedad Alkhaliel	CBS Director
Abdullah Al-Jabji	CBS Director
Yael Lazebnik	CBS Director

Alex Song	CBS Director
Adrian Webster	CEPS Director
Marcus Aldred-Ganhao	CEPS Director
Ethan Warren	CEPS Director
Jonah Greenhut	COA Director
Trevor Jamensky	Lang Director

Moved: Naomi Amayaevbo, VP Student Experience
Seconded: Nate Broughton, President

Abstained: Nate Broughton, William Coleman, Natalie Wilkinson
Motion carried.

7.0 New Business

There was no new business presented.

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 10:35 am

Next Meeting: February 21, 2025

Item 15.7
Executive Updates

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

15.7.1	President	February 26, 2025
15.7.2	VP Student Experience	February 26, 2025
15.7.3	VP Academic	February 26, 2025
15.7.4	VP External	February 26, 2025

Moved:
Seconded:

Executive Update

President

February 26, 2025

General Update:

Hi Board! Hope you all had a restful Reading Week, and I wish you the best of luck with any upcoming midterms!

It's been a few meetings since I've been able to provide a comprehensive update, so please bear with me…

Ongoing Projects:

CSA Staff & HR Update + Training:
We're just wrapping up our internal HR process to determine who is coming back next year – for any position who are not returning, we'll be posting those on our website very soon.

Annual General Meeting:
We've had a handful of planning meetings for our AGM now – we're just about to see everybody on March 12th! We're going to be giving away $2,300 in incentives for folks to come to the AGM and learn about our services. Make sure you invite your friends to come, as our quorum is 100 people to be able to call the meeting to order.

Executive Transition:
We've already begun planning for executive transition – starting to pull together a guide for creating Executive Transition documents.

Committees:

Internal/Operational Committees:

Finance Committee
The Finance Committee has now met a few times – reviewing wage recommendations and the draft audited financial statements. Unfortunately, those need to be approved one level high at the auditor's end before they come forward to the Board, so they likely won't be on time for the AGM. The budget development process for next year will begin soon!

theCannon.ca
TheCannon.ca Committee will be holding a giveaway for rent at the end of March! We will be using the giveaway to promote discussion about the rental market in Guelph, and to have people create videos talking about their experiences.

Student Events & Initiatives Funding
SEIF has met a few times in February – we've approved lots of funding for new student events & initiatives. I've been spending some time thinking about how we can improve the SEIF process, and remove the amount of manual work required to facilitate each meeting. I hope to make some changes at the end of this year.

Enrolment Crisis Task Force
ECTF will be meeting soon to discuss our next steps. We didn't receive enough feedback/support from other student unions to be able to organize the campaign we had hoped.

External/University Committees:
SLEF Review Committee
The Student Life Enhancement Fund received over 100 applications this semester! The SLEF committee met and distributed $106,819.91 in funding for projects to enhance the student experience.

SLEF Carryforward Working Group
The SLEF Special One-Time Funding also received a handful of applications. The working group met a few times and has decided on a suggested allocation (totaling $180,000), but that will still need to be approved by the Compulsory Fees Committee!

University Centre Board
The UC Board and its committees have met a few times – not too much has happened, aside from officially adopting the new Working Agreement for the University Centre, which is the contract between the UC and the University's Board of Governors.

Student Budget Committee
The SBC presented the University's Board of Governors Finance Committee with our presentation on student recommendations for the 2025-2026 budget. We have a follow-up meeting with the Provost & the Vice-Provost, Student Affairs to discuss the recommendations in more detail.

Compulsory Fees Committee
At the last Compulsory Fees Committee, we approved all of the SLEF allocations for W25. CFC also reviewed a number of requests to increase fees by CPI + 3% (total 5.4% increase). Unfortunately, every one of these requests was approved. The GSA President and I spoke with Melinda Scott (the Vice-Provost, Student Affairs) about our concerns with the process, and I intend on following up with a letter on behalf of all the student representatives on CFC.

Student Wellness Advisory Group
SWAG met on Monday, and received a presentation about counselling services on campus. Next meeting, we will receive an update on the President's Task Force on Student Mental Health.

Events/Meetings:

State of the City:
At the beginning of February, I attended the State of the City event, held by the Guelph Chamber of Commerce, and heard updates from the Mayor of Guelph about how the city is doing after this year, and plans for the next year. Notably, I was seated with many University senior admin staff, so I took the opportunity to talk to the University President and others about some student issues, like needing more space on campus and additional wellness supports.

Admin Meetings:
As always, we continue to meet with key stakeholders on campus (for example, Melinda Scott (Vice-Provost, Student Affairs) and Bill Rosehart (Provost & VP Academic)). We regularly meet and discuss student issues and pressing concerns. If you have anything you would like us to discuss, please send me an email!

McMaster Student Union:
The VP External and I traveled to McMaster University to meet with the executives of the McMaster Student Union. We discussed many different topics, including elections, policy work, provincial government lobbying, and met their incoming new MSU President. We intent to keep in touch and work closely together, given our proximity and relatively similarly sized student body.

I also wanted to take a moment to remind all of you to vote, if you haven't already! Check the Elections Ontario website to see your polling station and vote on Thursday, Feb 27th from 9am-9pm.

Have a fantastic night!

- Nate

General Update:
Welcome back after a much-needed reading week. I hope the break was well spent and you're all ready to tackle the second part of this semester. The semester has been very busy with lots of events, promo, initiatives, and I just hope that all we're doing continues to impact the undergraduate community in the most positive way.

Ongoing Projects:
Sexy Bingo: The next Sexy Bingo will be happening tomorrow, promo has been out for a week now and I'm being told by Brass Taps that we are getting reservations in as usual. The students loved the intermission game during the January Sexy Bingo, and I hope they will love the next one this February. I think it was a great idea to bring the intermission games back, and I hope the next VPSE, whomever it is, continues them.

Menstrual Hygiene Initiative: Currently continuing to accommodate the few students that were unable to pick up their giveaway package on February 6th. Also looking into other locations and buildings on campus that we can expand the MHI menstrual dispensers to.

Social Media: We continue to work on the social media calendar, as that is every dynamic. Trying to make videos and create some content from various events we have. Rolling out interview videos we had with CFS when they came to our campus, and generally working on more simple but engaging content for students.

External Catering for Events: There is now a working group discussing ethnic food on campus, which directly relates to external catering on campus, as most student need for external catering comes from the need of ethnic and/or cultural meals. There has only been one meeting but hopefully with further meetings to come, progress while be evident on campus soon. The working group currently consists of members from Student Experience, Hospitality Services, GBSA, TASA, MSA, and CCC. I believe the working group is open to members that represent student groups that are directly impacted by ethnic cuisine need on campus.

Stressbusters: The midterm season stressbuster just happened (Monday 24, February 2025). We had a hot chocolate bar stressbuster on the first floor of the library, as it did exceptionally well last year, and the students loved the range of toppings choice! I will give in-person updates on its outcome at the board meeting.

START x CSA Trivia Event: The collaborative trivia event, "Heart and Smarts", was supposed to happen on February 13, 2025, but got postponed due to that day being a Snow Day. I have confirmed with Brass Taps and UC Services, and it is not happening on March 14, 2025… still starting 7 pm at Brass Taps!

St. Patty's Recharge Station: In the spirit of support for our undergraduate students while they enjoy the festivities of St. Patrick's Day on March 17th, I came up with a simple yet supportive way to be a part of their celebrations. I will be at the UC Bus Loop, on the side closer to Thornborough building, giving out free condoms, refreshments, and drinksmart.ca merch to students during the afternoon. So you, your friends, and constituents, should stop by and get some!

The Last Toast & The Last Dance: Making continual preparations for The Last Dance (getting the DJ, set up and arrangements, photobooths, food and drinks, etc.) and working on creating a potentially permanent process to pick a graduating undergraduate toaster/speaker for The Last Toast.

Committees:
Executive Committee: The minutes of our ECMs are attached in this agenda, but if you have any questions pertaining to my portfolio or my discussion points in the minutes you are always welcome to reach out to me.

Black History Month 2025 Committee: BHM activities on campus are continually on going, while the events happening the committee meetings are paused, but there will be a final meeting at the start of March to go over how BHM went this year, thank people, and discuss how to make it better next year.

Cannon Committee: The committee plans on tabling on March 28th at the Branion Plaza, to continue to spread awareness on the website, especially with less than a month to the end of the school year by the time we table. We will also be promoting new and current thecannon.ca merchandise (new being tote bags and sweatshirts, current being stickers and magnets). We are also working on a giveaway for thecannon.ca, involving students voicing their opinions about the student rental market in Guelph… this giveaway will launch on March 24 and close April 4 on our social media, the tabling on March 28 is a great way to inform students about the giveaway as well as answer any questions.

SWAG (Student Wellness Advisory Group): We got presentations from Accessibility Services as well as Counselling Services, to better understand what they do on their ends and the back-end to support students in their regards. There was an earlier norovirus update given to us, stating a continual decline in self-reported cases.

Gryph to Grad Committee: Reviewed The Last Lecture presenter submissions, and a small adhoc committee of about 4 people to interview the top 3 candidates has been made, interviews to coming soon.

Harm Reduction & Substance Use Working Group: This is a fairly new working group. The initial conversation and collation of members for the group happened towards the

end of last year. But the meetings for the group just started this semester (2 meetings so far). And the group is working on developing a drug overdose safety plan and drug response plan.

Services:
Clubs: Clubs are going great. We officially have 190 accredited clubs right now, which is the highest we've has since Covid 19. Preparations for Clubs Hubs happening in The Lookout on March 24th.

Safewalk: Safewalk is planning on having another hot chocolate event later in March, and the hiring for the SafeWalk Assistant is live and the hiring committee has been struck, so looking forward to the interview process.

Miscellaneous:
Executive Office Hours: The executive office hours have been going great. We get a good number of students stop by our table and have chats with us. The executive office hours at the UC Courtyard also gives us the opportunity to further share important information on upcoming events or happenings, such as the upcoming AGM, hiring, CSA elections, etc.

That's it from me this time folks! We've made it this far into the semester, and I just know each and everyone of us will crush the remaining month and a half of Winter 2025. Midterms must be stressful right now, but I hope you're all getting through them. Happy New Month in advance!

Executive Update

VP Academic

February 26, 2025

General Update:
It has been a busy (but exciting) time at the CSA- getting ready for elections and planning for next year! I've recently been working on a bunch of smaller projects and discussing with University admin such as the AVP Academic. Byron recently mentioned that starting in Fall 2025, the University is going to be moving to two-semester registration, and you'll be able to register for winter courses throughout the Fall semester! I agreed with him that this will make it easier for students to plan out their courses for the year since they'll have access to the Winter course offerings.

Ongoing Projects:
The Degree Parchment & Transcript Review working group has drafted a survey to distribute to students regarding the design of degrees and transcripts. I hope to get this out relatively soon: so watch for that when it comes out if you'd like to give your thoughts!

Teaching Excellence Award is still looking for nominations until early March- if you've had an outstanding professor this year, consider nominating them for this Award!

Recently, I've been discussing the issue of digital course materials with Student Senate Caucus, and we're also hoping to get some help from the Library. I'm helping to organize a group to discuss with the University's QA Director about reviewing the policy on Course Ancillary Fees, which includes course materials.

Committees:
Senate met on 10 February and discussed a series of changes to programs, including adding Areas of Emphasis to the BComp program and adding a co-op option to the Guelph-Humber BBA program. The Provost also mentioned a new 'Academic Planning' group that he plans to start, including some Senate members.

Compulsory Fees Committee also met on 11 February and approved increases for 10 student fees (Athletics, Mental Health, Student Health Services, Student Experience, Orientation, OUTline, Career Services, Student Volunteer Connections, Library, and Arboretum), in addition to confirming the SLEF allocations.

Calendar Review Committee had what is likely to be our last meeting until April, to sort out a series of changes to programs at Ridgetown. We had sent pretty much every change back to the Diploma Program Committee at our last meeting as they were not all thought out. Work will pick up again in April for items that are going to Senate in June.

The Senate Committee on Quality Assurance met on Monday and discussed the Cyclical Program Reviews for 3 undergraduate programs (BA International

Development, BA Studio Art, BA Music). The BA Music in particular has undertaken some major curriculum changes in the past two years, and the Committee was excited to see the progress that these programs had made!

Services:
SHAC has managed a total of 36 cases so far in the Winter semester, with the majority being housing and tenancy-related. However, I've personally taken on several academic misconduct and other University appeals cases. SHAC is also holding a Housing Red Flags event tomorrow to help students know what to look out for in apartment listings. Finally, we're also well underway with hiring for next year's SHAC team!

Executive Update

VP External

February 26, 2025

Hello Board,

We are in the final lap! I can't wait to update you with what I have been up to this month. This month was full on making connections, end of year planning and education.

This month, we welcomed many community members on campus such as the Canadian Federation of Students- Ontario and the Democratic Engagement Exchange. These organizations took a non-partisan approach to Provincial Elections outreach to increase voter turnout and to get students involved in their Provincial government! By the time you read this, it is voting week- head to the polls on **February 27th** to have your voice heard.

As always, questions, comments and a good laugh are always welcomed!

Ongoing Projects:

Provincial Election Outreach: A major project for the month of February has been provincial election outreach. During this month, we invited outside community members as well as ran our own voter outreach campaign. We spoke to students, folks did class talks, and the work continues! This campaign included ways to vote in the upcoming election, what issues matter to students, and how to vote. Our social media was jam-packed with really great information.

Lloyd Longfield Townhall- Just confirmed! The Member of Parliament for Guelph, Lloyd Longfield will be coming to the Lookout on March 11th from 6:00-7:00pm! Students will be able to speak to Lloyd on various issues surrounding the federal government. This is great as Federal elections will be coming up in 2025!

SafeWalk x Late Night: The SafeWalk Coordinator and I have been looking at a collaboration! Students will be receiving resource cards that have both SafeWalk information and Late Night Transit information to increase knowledge about both services.

St. Patrick's Day Late Night Service Promo: Promo is currently underway for St. Patricks day late night service- where the Late night service which typically runs Tuesday night- Saturday morning, will now be running on Monday March 17th to support students getting home safe. Tell your friends, its completely free!

Committees:

CSA/GSA Transit Committee: The committee met to meet new staff at Guelph Transit. We also discussed how late-night service changes that were put in effect this academic year have really supported students. They will be using that data to plan the late-night

routes for the 2025-026 academic year. I also shared tons of feedback that has been provided by students using our QR code, as well as ways we can improve our feedback survey to give more specific, targeted feedback.

PSV and SCSGBV Combined Committee: This committee met with of University administration, on and off campus partners to review the current sexual violence policy within the University. The committee is now seeking feedback from students, if you wish to provide feedback, let me know and I can put you in connection with the appropriate people.

Tap-In Committee: As sustainability month is approaching, the committee is looking at ways to get students into learning about water fountains on campus and water sustainability. Ideas are welcome!

Services:

Bike Centre: Bike Auction preparations are well underway for March! As the bike centre team is busy getting bikes ready for the auction, I have been working on all the logistical details to ensure that promo and bike auction day go smoothly! Students will have the opportunity to preview bikes in Branion plaza on March 25th , with the official auction going live on Thursday March 27 at 9am.

FoodBank: This past reading week has been an exciting time for the foodbank, with new paint and shelving coming into to really give the place a refresh and more opportunities to hold food! Food access needs to be dignified and having a space that is uplifting contributes to that.

Thats all for me folks,
Nat

Item 15.10.1
Summary of Committee Appointments

MOTION: That the Summary of Committee Appointments, as presented in the Board Agenda Package, be received as information.

Moved:
Seconded:

The following Summary of Committee Appointments is provided as information:

University Centre (UC) Board Selection Committee
Appointed: February 12, 2025

Naomi Amayaevbo	VP Student Experience
Jayden Khan	Director
Yael Lazebnik	Director

Teaching Excellence Award Selection Committee
Appointed: January 29, 2025

William Coleman	VP Academic (Chair)
Ethan Warren	Director
Marcus Aldred-Ganhao	Director
Joshua Jacinto	Director

Guelph Centre for Urban Organic Farming Advisory Group
Appointed: January 29, 2025

Marcus Aldred-Ganhao	CSA Representative

Sustainability Action Fund Working Group
Appointed: January 29, 2025

Dhruv Bhat	General Member

Elections Appeals Board
Appointed: January 29, 2025

Daniel Neiterman	Director

Enrolment Crisis Task Force
Appointed: January 20, 2025

Yael Lazebnik	Director

TheCannon.ca Operating Committee
Appointed: January 15, 2025

Marcus Aldred-Ganhao	Director

CSA/GSA Transit Committee

Appointed: January 15, 2025

Noel Johnston	Director

Sustainability Action Fund Working Group
Appointed: November 13, 2024

Haidi Wu	Director

University Centre Board
Appointed: October 30, 2024

Ashley Ames	Alternate Member
Manveer Dhaliwal	Alternate Member
Daniel Neiterman	Alternate Member

Elections and Referendum Committee
Appointed: October 30, 2024

Lachlan Mangaroff	Director

Student Events and Initiatives Funding Committee
Appointed: October 30, 2024

Brady Amos	Director
Jade Dunnette	Director

Finance Committee
Appointed: October 30, 2024

Marcus Aldred-Ganhao	Director

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

Joshua Jacinto	Director
Jonah Greenhut	Director
Ashley Ames	Director

Student Affordable Housing Task Force
Appointed: October 9, 2024

William Coleman	Executive Member

Statement Making Committee
Appointed: October 9, 2024

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

Finance Committee
Appointed: September 25, 2024

Natalie Wilkinson	Executive Member

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

Natalie Wilkinson	Executive Member
Jayden Khan	Director

Elections Appeals Board
Appointed: September 11, 2024

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

Athletics Advisory Council
Appointed: August 28, 2024

Natalie Wilkinson	CSA Executive Representative
Noel Johnston	CSA Representative

Student Affordable Housing Task Force
Appointed: July 24, 2024

Natalie Wilkinson	Executive Member (Chair)
Noam Einy	Director
Noel Johnston	Director

Elections and Referendum Committee
Appointed: July 24, 2024

Noel Johnston	Director

Student Health and Dental Plan Committee
Appointed: June 19, 2024

Mira Carter	Director

Enrolment Crisis Task Force
Appointed: June 19, 2024

Nate Broughton	Chair
Ashley Ames	Director
Noel Johnston	Director

Teaching and Learning Network
Appointed: June 19, 2024

Maya Liddell	Director

Finance Committee
Appointed: June 19, 2024

Brady Amos	Director

Policy and Bylaw Review Committee
Appointed: June 5, 2024

Jake Levy	Director
Manpreet Rattan	Director
Noel Johnston	Director

Item 15.10.2
Student Events and Initiatives Funding (SEIF) Committee Minutes

MOTION: that the minutes for the following SEIF Committee meeting be received as information by the Board of Directors:

Agenda Item #	Meeting #	Meeting Date
15.10.2	Meeting # 4	February 5, 2025

Moved:
Seconded:

Minutes
Student Events and Initiative Funding (SEIF) Committee
Meeting #4 – February 5th 2025 – 6:00 PM
CSA Boardroom

Members: Nate Broughton (CSA President, Chair), Naomi Amayaevbo (VP Student Experience), Paraj Mongia (Clubs Coordinator), Jayden Khan, Brady Amos, Jade Dunnette

Regrets: Haidi Wu, Paraj Mongia (Clubs Coordinator)

1.0 Welcome & Introductions

2.0 Adoption of the Agenda

- **a. Approve the Agenda**
- **b. Declarations of Conflicts**

3.0 Comments from the Chair

4.0 Approval of the Previous Minutes

- **a. Meeting 3: November 20, 2024**

5.0 Review of the SEIF Budget Line: $39,203.70

6.0 Review of SEIF Applications – January 29th 2025 Deadline

SEIF-48 Plant-Based at Guelph

a. Application: Paint Night Social
b. Funding Request: $64
c. Committee Discussion: Looks great! Hope the event was great, looked like a lot of fun.
d. Decision: Fully funded.

SEIF-49 Christian Orthodox Campus Ministry Association

a. Application: COCA Bible Study
b. Funding Request: $500
c. Committee Discussion: Will impact large number of students and lots of dates to participate, looks good!
d. Decision: Fully funded.

SEIF-50 Personal Finance Club

a. Application: Personal Finance Education and & Empowerment Initiative
b. Funding Request: $500
c. Committee Discussion: This appears to be an application for general club funding. SEIF is designed to fund a specific event or initiative. Events need to be submitted on GryphLife for SE&RM approval.
d. Decision: Funding denied.

SEIF-52 Guelph Project Management Collective

a. Application: Guelph Project management Summit
b. Funding Request: $302.08
c. Committee Discussion: SEIF funding to be provided for food only.
d. Decision: Fully funded.

SEIF-53 Monarch Magazine

a. Application: Monarch Magazine Fashion Show
b. Funding Request: $500
c. Committee Discussion: Unclear what income you are generating with ticket price (different on budget form and SE&RM) and if there is income generated from beverage sales. Beverage sales not in budget template. Please clarify the venue of the event.
d. Decision: Denied at this time, please resubmit.

SEIF-54 Guelph Punjabi Association

a. Application: Guelph Punjabi Association Formal
b. Funding Request: $500
c. Committee Discussion: The SEIF committee recommends exploring printing at the CSA Office to save money on printing.
d. Decision: Conditionally funded, $500 for the photobooth only.

SEIF-56 University Of Guelph Ukrainian Students Club

a. Application: Pierogi Night Social
b. Funding Request: $105
c. Committee Discussion: What is “Extra Fee” in the budget? Food cost/distribution was unclear to the committee. Since event already happened, please resubmit with actual expenses listed!
d. Decision: Funding denied.

SEIF-58 Guelph Biotechnology Organization

a. Application: Bake Sale
b. Funding Request: $73.92
c. Committee Discussion: Budget projects a profit.
d. Decision: Funding denied.

SEIF-59 Guelph Project Management Collective

a. Application: Projecting Impact at GPMC
b. Funding Request: $1,000
c. Committee Discussion: No SE&RM submission. Event should not have happened without approval. Will be referred to Clubs Coordinator for further review.
d. Decision: Funding denied.

SEIF-60 Guelph Black Student's Association

a. Application: Halloween Movie Night
b. Funding Request: $300
c. Committee Discussion: Event description did not match title or budget. Please resubmit with an updated description!
d. Decision: Funding denied.

SEIF-61 Guelph Black Student's Association

a. Application: Empower and Connect: Black Excellence in Career Growth
b. Funding Request: $500
c. Committee Discussion: No SE&RM submission.
d. Decision: Funding denied.

SEIF-62 Guelph Black Student's Association

a. Application: Valentine's Movie Night: Exploring Love, Community, and Intersectionality
b. Funding Request: $300
c. Committee Discussion: Budget looks great! Even after $300 funding, budget projects a $50 loss. SEIF can cover the full cost of the event to ensure it remains free for attendees.
d. Decision: Funded $350.

SEIF-63 Guelph Vietnamese Student Association

a. Application: Winter General Meeting- Vietnamese Coffee Workshop!
b. Funding Request: $500
c. Committee Discussion: Non-descriptive budget template, resubmit with actual expenses, unsure what income was generated and actual expenses.
d. Decision: Funding denied.

SEIF-64 Starts With Youth

a. Application: Application for 6 events
b. Funding Request: $422.93
c. Committee Discussion: Please submit one SEIF application per event. Budget provided was the unedited template.
d. Decision: Funding denied.

SEIF-65 University of Guelph Trivia Club

a. Application: Guelph Spring Novice Quizbowl Tournament
b. Funding Request: $587.52
c. Committee Discussion: Budget does not include information on ticket sales. Consider sourcing a buzzer from Canada instead of from the US. Please resubmit including full event budget (including food expenses/revenue, etc).
d. Decision: Funding denied.

SEIF-66 Pakistani Students Association (PSA)

a. Application: Girls Mehndi Night
b. Funding Request: $571.55
c. Committee Discussion: Fully funded, you must include a ticket sale report with your SEIF report. Have a great event!
d. Decision: Fully funded.

SEIF-68 Sikh Student Association

a. Application: Turban up
b. Funding Request: $500
c. Committee Discussion: No SE&RM submitted. Please resubmit!
d. Decision: Funding denied.

SEIF-69 Scientista at Guelph

a. Application: Scientista's Jeopardy Night
b. Funding Request: $235
c. Committee Discussion: Please resubmit, SEIF application does not match SE&RM submission.
d. Decision: Funding denied.

NOT CONSIDERED:

SEIF-51 Photography Club
No SE&RM submission.

SEIF-55 Drop and Cop
No SE&RM submission.

SEIF-57 Japanese Culture Club
No SE&RM submission.

SEIF-67 Celtic Students Society
No SE&RM submission.

SEIF-70 Scientista at Guelph
No SE&RM submission.

7.0 Adjournment

Next Meeting: *February 19th, 2025*

Item 15.11.1
Appoint Director to Finance Committee

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

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

WHEREAS there is a director vacancy on the Finance Committee;

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

[1 Director]

Moved: Nate Broughton, President
Seconded:

See next pages for Finance Committee information.

Finance Committee

6.1 Terms of Reference

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

6.2 Purpose

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

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

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

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

6.3 Membership of the Committee

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

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

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

6.4 Responsibilities of the Committee Members

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

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

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

6.5 Meetings

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

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

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

6.6 Reporting

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

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

Item 15.11.2
Appoint Member to Student Events and Initiatives Funding (SEIF) Committee

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

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

WHEREAS SEIF Committee Member Haidi Wu has resigned from the SEIF Committee, leaving a Director vacancy;

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

[one Director]

Moved: Nate Broughton, President
Seconded:

See following pages for SEIF Committee information.

Appendix D
CSA Committees

Excerpt of Appendix D – CSA Committees

See CSA website for complete Appendix D.

7.0 Student Events and Initiatives Funding (SEIF) Committee

7.1 Preamble

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

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

7.2 Purpose

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

7.2.2 To maintain a standardized SEIF request form or method.

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

7.3 Membership of the Committee

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

7.3.2 The President shall be a member of this Committee.

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

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

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

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

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

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

7.4 Responsibilities of the Committee Members

7.4.1 The President shall be the Chair of the Committee.

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

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

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

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

7.4.6 The Chair shall have the following responsibilities:

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

7.4.7 The Vice-Chair shall have the following responsibilities:

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

7.4.8 The designated staff member shall have the following responsibilities:

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

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

7.5 Meetings

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

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

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

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

7.6 Reports

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

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

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

7.7 SEIF Requirements

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

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

7.7.3 Funds from the SEIF line item, commonly known as the “Grants” line items under the Council Budget of the CSA Operating Budget, shall be intended for events where the CSA is not considered a co-sponsor.

7.7.4 Co-sponsoring shall be defined as when funds are granted to a group for an event from somewhere other than the “Grant” line items, found in the CSA Council budget.

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

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

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

7.7.8 Should a party requesting funding omit information pertaining to CSA sponsorship of a group or event, or should the CSA choose to co-sponsor an event after the Committee has granted funding, the SEIF must be re-submitted to the Committee where the original SEIF request and the new information must be included. After the new information has been presented, the Committee may decide to continue with the original support granted, alter the amount of support granted or rescind the grant completely.

7.8 SEIF Application Process

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

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

7.8.3 Qualifying groups shall be defined as groups that operate outside the CSA

and have not had funds allocated to them under the CSA operating budget.

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

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

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

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

7.8.8 In fairness to all organizations, no group will be awarded more than $1000.00 in any fiscal year.

7.8.9 In fairness to all organizations, no single application will be awarded more than $750.00.

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

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

7.8.11 The SEIF Committee will also consider the following:

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

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

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

7.8.13 Second time funding for the same event / initiative may be provided, if it is demonstrated that it will be innovative from the previous event/initiative, as the SEIF Committee will consider innovation as part of the review process.

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

7.9 Appeals Process

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

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

7.9.2 Any party wishing to file an appeal must do so in writing to the President within seven (7) days of the original decision being communicated to the requestor. This written notice will clearly outline the reasons for the appeal.

7.9.3 Any parties who have been named in the appeal will be given three (3) days to prepare a counter-statement. These statements will be given to the appealing party twenty-four (24) hours in advance.

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

7.9.5 The appealing party will be given fifteen (15) minutes to present both their

original SEIF submission and the appeal submission to the Board of Directors, verbally and in writing.

7.9.6 Any parties who have been named in the appeal will be given ten (10) minutes to present a counter-statement to the Board of Directors, both verbally and in writing.

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

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

Item 15.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 15 on February 26, 2025 be adjourned at pm.

Moved:
Seconded: