MINUTES
2023 Annual General Meeting (AGM)
November 22, 2023 – 6:00 pm
Peter Clark Hall

2023 AGM – Summary of Resolutions

1.3.1 Approve the Agenda

MOTION: That the agenda for the 2023 CSA AGM on November 22, 2023 be approved as printed and distributed.

Motion Carried

1.4.1 Approve the 2022 AGM Minutes

MOTION: To approve the minutes from the 2022 CSA Annual General Meeting held on March 30, 2022.

Motion Carried

1.5.1 Receive the 2020-2021 Audit Report

WHEREAS the audited statements for 2020-2021 were reviewed by the Finance Committee, per CSA Policy Manual Appendix D – Committees, section 6.6; and

WHEREAS the audited statements were approved by the CSA Board of Directors at the Board Meeting on July 27, 2022;

RESOLVED to receive the Audit Report for the year ended April 30, 2021, as presented in the November 22, 2023 CSA Annual General Meeting package, for information.

Motion Carried

1.5.2 Appoint BDO Canada LLP as Auditor for 2022-2023

MOTION: To appoint BDO Canada LLP as Auditor for the CSA for the year 2022-2023.

Motion Carried

1.5.3 Appoint BDO Canada LLP as Auditor for 2023-2024

MOTION: To appoint BDO Canada LLP as Auditor for the CSA for the year 2023-2024.

Motion Carried

1.6.1(a) Amendments to Bylaw 1 – Organizational, Section 2.1 – Membership

MOTION: to confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 1, 2023:

RESOLVED That CSA Bylaw 1 – Organizational be amended as follows:

That Bylaw 1 – Organizational, Section 2.1 be deleted and replaced with the following wording:

Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

a) Pay a CSA membership fee; or
b) Pay a Co-Op work term fee.

Motion Carried

1.6.1(b) Amendments to Bylaw 1 – Organizational, Section 2.8.2 – Rights, Privileges and Responsibilities of Membership

MOTION to confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 1, 2023:

RESOLVED that Bylaw 1 – Organizational, Section 2.8.2 a) be deleted and replaced with the following wording:

Members of the CSA shall have the following responsibilities:

a) Payment of the designated CSA membership fee or the Co-Op work term fee

Motion Carried

1.6.2(a) Amendments to Bylaw 2 – Electoral, Comprehensive Review

MOTION: to confirm the amendments to **Bylaw 2 – Electoral** as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on August 2, 2023:

Motion Carried

1.6.5(a) Amendments to the CSA Policy and Bylaw Manual

MOTION to confirm the following amendment to the CSA Policy and Bylaw Manual as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on March 1, 2023:

RESOLVED that the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the word 'Aboriginal' throughout the Policy and Bylaw Manual be deleted and replaced with the word 'Indigenous'

Motion Carried

1.6.5(b) Amendments to the CSA Policy and Bylaw Manual

MOTION to confirm the following amendment to the CSA Policy and Bylaw Manual as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on March 1, 2023:

RESOLVED that the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the job title 'Policy and Transition Manager' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Policy and Transition Coordinator'.

Motion Carried

1.7 Receive Policy Amendments as Approved by the CSA Board of Directors

Note: Item 1.7 reference information was presented in a separate Agenda Package Supplemental.

MOTION: To receive the following amendments to CSA Policies Appendices as approved by the CSA Board of Directors on the stated date, as information:

1.7.1 **Appendix A – Executive Portfolios**
No revisions to this policy since the previous AGM.

1.7.2 **Appendix B – CSA Services Policy**
No revisions to this policy since the previous AGM.

1.7.3 **Appendix C – Human Resources Policy**
a) Section 4.2 – Hiring (March 1, 2023)

1.7.4 **Appendix D – CSA Committees**
a) Section 8.3.1 – Structure (July 27, 2022)
b) Section 8.3.2 – Structure (July 27, 2022)
c) Section 7 – Student Events and Initiatives Funding Committee (September 13, 2023)

1.7.5 **Appendix E – Organizational Policy**
No revisions to this policy since the previous AGM.

1.7.6 **Appendix F – Clubs Handbook**
a) Comprehensive Review (April 6, 2022)

1.7.7 **Appendix G – Electoral Policy**
a) Section 26.3 – Online Elections Contingency Plan (April 3, 2023)
b) Section 26.7 – Online Elections Contingency Plan (April 3, 2023)
c) Comprehensive Review (August 2, 2023)

1.7.8 **Appendix H – Second Floor Student Space Acceptable Use Policy**
No revisions to this policy since the previous AGM.

1.7.9 **Appendix I – Issues Policy**
No revisions to this policy since the previous AGM.

1.7.10 **Appendix J – Internal CSA Policy**
No revisions to this policy since the previous AGM.

1.7.11 **CSA Policy Manual (all appendices)**
a) Clubs Office Job Titles (April 3, 2023)

Motion Carried

1.9.1 Executive Updates

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

a) President – Shaima Alam
b) VP Student Experience – Mckenna Williams
c) VP Academic – Bawneet Singh
d) VP External – Samar Tariq

Motion Carried

1.11 Adjournment

MOTION to adjourn the CSA Annual General Meeting (AGM) on November 22, 2023 at 8:04pm.

Motion Carried

Annual General Meeting Agenda – November 22, 2023

1.0	**Call to Order**	
1.1	**Land Acknowledgement** President Shaima Alam	
1.2	**Welcome & Introductory Comments** 1.2.1 CSA Chair: Welcome, How to Participate in the AGM 1.2.2 Policy & Transition Coordinator: Importance of Quorum	
1.3	**Adoption of the Agenda** 1.3.1 Approve the Agenda 1.3.2 Declarations of Conflicts	
1.4	**Approval of Past Minutes** 1.4.1 2022 Annual General Meeting Minutes – March 30, 2022 1.4.2 Questions and Business Arising from the Minutes	
1.5	**Receive Auditor's Report** 1.5.1 Motion to Receive the Audit Report – 2020-2021 1.5.2 Motion to Appoint BDO Canada LLP as Auditor for the 2022-2023 fiscal year 1.5.3 Motion to Appoint BDO Canada LLP as Auditor for the 2023-2024 fiscal year	
1.6	**Confirmation of Amendments to CSA Bylaws** (Since the 2022 AGM) 1.6.1 **Bylaw 1 – Organizational** a) Section 2.1 – Membership (February 1, 2023) b) Section 2.8.2 – Rights, Privileges and Responsibilities of Membership (February 1, 2023) 1.6.2 **Bylaw 2 – Electoral** a) Comprehensive Review (August 2, 2023) 1.6.3 **Bylaw 3 – Financial** No revisions made to this bylaw since the previous AGM. 1.6.4 **Bylaw 4 – CSA Policy** No revisions made to this bylaw since the previous AGM. 1.6.5 **CSA Policy and Bylaw Manual** This section reflects changes made to vocabulary throughout the entire manual. a) Indigenous (March 1, 2023) b) Policy and Transition Coordinator (March 1, 2023)	
1.7	**Summary of Amendments to CSA Policy Manual** (Since the 2022 AGM) (Information Only) 1.7.1 **Appendix A – Executive Portfolios** No revisions to this policy since the previous AGM. 1.7.2 **Appendix B – CSA Services Policy** No revisions to this policy since the previous AGM.	

	1.7.3 **Appendix C – Human Resources Policy** a) Section 4.2 – Hiring (March 1, 2023) 1.7.4 **Appendix D – CSA Committees** a) Section 8.3.1 – Structure (July 27, 2022) b) Section 8.3.2 – Structure (July 27, 2022) c) Section 7 – Student Events and Initiatives Funding Committee (September 13, 2023) 1.7.5 **Appendix E – Organizational Policy** No revisions to this policy since the previous AGM. 1.7.6 **Appendix F – Clubs Handbook** a) Comprehensive Review (April 6, 2022) 1.7.7 **Appendix G – Electoral Policy** a) Section 26.3 – Online Elections Contingency Plan (April 3, 2023) b) Section 26.7 – Online Elections Contingency Plan (April 3, 2023) c) Comprehensive Review (August 2, 2023) 1.7.8 **Appendix H – Second Floor Student Space Acceptable Use Policy** No revisions to this policy since the previous AGM. 1.7.9 **Appendix I – Issues Policy** No revisions to this policy since the previous AGM. 1.7.10 **Appendix J – Internal CSA Policy** No revisions to this policy since the previous AGM. 1.7.11 **CSA Policy Manual** This section reflects changes made to vocabulary throughout all policy appendices. a) Clubs Office Job Titles (April 3, 2023)	
1.8	**Summary of Amendments to CSA Rules of Order** (Since the 2022 AGM) (Information Only) No revisions to the CSA Rules of Order since the previous AGM	
1.9	**Report of the Organization** 1.9.1 **Executive Updates** a) President – Shaima Alam b) VP Student Experience – Mckenna Williams c) VP Academic – Bawneet Singh d) VP External – Samar Tariq	
1.10	**Business** **Prize draws!** 1.10.1 Submitted Motions (No motions submitted) 1.10.2 Open Forum	
1.11	**Adjournment**	

Minutes – AGM – November 22, 2023

1.0 Call to Order

The meeting was called to order after quorum was met with 100 CSA Undergraduate members in attendance as verified at 7:22pm.

1.1 Land Acknowledgement

Shaima Alam, President, delivered the following Land Acknowledgment:

As we gather before our CSA Annual General Meeting, I'd like to recognize that the land where we work, live, and learn at the University of Guelph is unceded land from Indigenous people and how little land in Canada is with indigenous peoples today. The University of Guelph resides on the ancestral lands of the Attawandaron people and more recently the treaty lands and territory of the Mississaugas of the Credit.

This land is subject of the Dish With One Spoon Wampum Belt Covenant. The Dish With One Spoon is a treaty between the Haudenosaunee Confederacy and the 7 Nations of the Anishinaabe to peaceably share and care for the lands and resources around the Great Lakes region.

As a second-generation settler and a guest of this land, I continue to benefit from the treaty lands and territory of the Mississaugas of the Credit in my everyday life. I have access to education, fresh drinking, and work on campus at the CSA. It's important to reflect on our personal relationship to the land, and in my own reflections, I reflect on my role as a student leader at the CSA, and how I can honour indigenous sovereignty in the work that I do.

As a part of the student movement, it remains essential that we recognize and establish the fight against colonialism as a point of unity across our student governments at the University and more broadly. As allies, settlers, and Indigenous and non-Indigenous people alike, we must play our role in consistently answering calls to action and amplifying Indigenous voices both on and off our campus. Our efforts to move towards meaningful reconciliation and relationship building require that each of us reflect on our history, acknowledge contemporary experiences, and to engage in thoughtful action, learning, unlearning, and work to develop an intentional future.

1.2 Welcome and Introductory Comments

1.2.1 CSA Chair: Welcome, How to Participate in the AGM

The Chair referred to the information card that was circulated and reminded students of the procedure involved in joining the speakers list. Comments must be related to the item at hand. If members have questions or comments unrelated to the agenda items, they can be saved for the open forum portion of the agenda.

1.2.2 Policy & Transition Coordinator: Importance of Quorum

The CSA Policy and Transition Coordinator reminded attendees of the importance of maintaining quorum for this meeting and asked folks to refrain from coming and going when possible. Attendees were asked to leave only through the exit next to the sign-in table so that quorum can be easily tracked.

1.3 Adoption of the Agenda

1.3.1 Approve the 2022 AGM Agenda

MOTION: That the agenda for the 2023 CSA AGM on November 22, 2023, be approved as printed and distributed.

Moved: Member Jake Levy
Seconded: Member Marcus Aldred-Ganhao

Motion Carried

1.3.2 Declarations of Conflicts

No conflicts were declared at this meeting.

1.4 2022 AGM Minutes

1.4.1 Approve the 2022 AGM Minutes

MOTION: To approve the minutes from the 2022 CSA Annual General Meeting held on March 30, 2022.

Moved: Member Jonah Greenhut
Seconded: Member Marcus Aldred-Ganhao

Motion Carried

1.4.2 Questions and Business Arising from the Minutes

No questions arose from the Minutes.

1.5 Receive Auditor's Report

1.5.1 Receive the 2020-2021 Audit Report

WHEREAS the audited statements for 2020-2021 were reviewed by the Finance Committee, per CSA Policy Manual Appendix D – Committees, section 6.6; and

WHEREAS the audited statements were approved by the CSA Board of Directors at the Board Meeting on July 27, 2022;

RESOLVED to receive the Audit Report for the year ended April 30, 2021, as presented in the November 22, 2023 CSA Annual General Meeting package, for information.

Moved: Member Nate Broughton
Seconded: Member William Coleman

Lee Anne Clarke, Business Manager, provided context that the CSA is a not-for-profit organization. Since our annual revenue is over $500,000, we are required to be audited annually. BDO has served as our auditor since 1979. The Business Manager explained the process of the audit, explaining that the final step is for the members to receive the audited statements as approved by the Board of Directors and appoint the auditors for the next fiscal year at the Annual General Meeting.

The meeting went out of order as quorum was lost. Returned to order one minute later.

The Business Manager explained that the audit schedule is behind due to the impact of the COVID-19 pandemic, so we are currently in the process of catching

up, with plans to complete two audits this year. Every audit includes a letter to the membership explaining whether the auditors have determined that our financial practices and financial position are sound. Every year our operations and cash flow are recorded in accordance with accounting standards for not-for-profit corporations, and the auditors have found that we are solvent and in good financial shape.

Motion Carried

1.5.2 Appoint BDO Canada LLP as Auditor for 2022-2023

MOTION: To appoint BDO Canada LLP as Auditor for the CSA for the year 2022-2023.

Moved: Member Noam Einy
Seconded: Member Marcus Aldred-Ganhao

Motion Carried

1.5.3 Appoint BDO Canada LLP as Auditor for 2023-2024

MOTION: To appoint BDO Canada LLP as Auditor for the CSA for the year 2023-2024.

Moved: Member Jonah Greenhut
Seconded: Member Marcus Aldred-Ganhao

Motion Carried

1.6 Confirmation of Amendments to CSA Bylaws
(Since the previous 2022 AGM)

1.6.1 Bylaw 1 – Organizational

1.6.1(a) Amendments to Bylaw 1 – Organizational, Section 2.1 – Membership

MOTION: to confirm the following amendment to Bylaw 1 – Organizational as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 1, 2023:

RESOLVED That CSA Bylaw 1 – Organizational be amended as follows:

That Bylaw 1 – Organizational, Section 2.1 be deleted and replaced with the following wording:

Members of the CSA shall be registered undergraduate students at the University of Guelph, who:

a) Pay a CSA membership fee; or
b) Pay a Co-Op work term fee.

Moved: Member Clara
Seconded: Member Emma

Motion Carried

1.6.1(b) Amendments to Bylaw 1 – Organizational, Section 2.8.2 – Rights, Privileges and Responsibilities of Membership

MOTION to confirm the following amendment to **Bylaw 1 – Organizational** as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on February 1, 2023:

RESOLVED that Bylaw 1 – Organizational, Section 2.8.2 a) be deleted and replaced with the following wording:

Members of the CSA shall have the following responsibilities:

b) Payment of the designated CSA membership fee or the Co-Op work term fee

Moved: Member Noam Einy
Seconded: Member Nate Broughton

Motion Carried

1.6.2(a) Amendments to Bylaw 2 – Electoral, Comprehensive Review

MOTION: to confirm the amendments to **Bylaw 2 – Electoral** as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on August 2, 2023:

Moved: Member Marcus Aldred-Ganhao
Seconded: Member Noam Einy

Motion Carried

1.6.5(a) Amendments to the CSA Policy and Bylaw Manual

MOTION to confirm the following amendment to the CSA Policy and Bylaw Manual as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on March 1, 2023:

RESOLVED that the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the word 'Aboriginal' throughout the Policy and Bylaw Manual be deleted and replaced with the word 'Indigenous'

Moved: Member Noam Einy
Seconded: Member Nicole Vendrame

Motion Carried

1.6.5(b) Amendments to the CSA Policy and Bylaw Manual

MOTION to confirm the following amendment to the CSA Policy and Bylaw Manual as presented in the 2023 CSA AGM Agenda Package, and as approved by the CSA Board of Directors on March 1, 2023:

RESOLVED that the CSA Policy and Bylaw Manual be amended as follows:

- That all occurrences of the job title 'Policy and Transition Manager' throughout the Policy and Bylaw Manual be deleted and replaced with the job title 'Policy and Transition Coordinator'.

Moved: Member Rosalie
Seconded: Member Hanika

Motion Carried

1.7 Receive Policy Amendments as Approved by the CSA Board of Directors

MOTION: To receive the following amendments to CSA Policies Appendices as approved by the CSA Board of Directors on the stated date, as information:

1.7.1 **Appendix A – Executive Portfolios**
No revisions to this policy since the previous AGM.

1.7.2 **Appendix B – CSA Services Policy**
No revisions to this policy since the previous AGM.

1.7.3 **Appendix C – Human Resources Policy**
a) Section 4.2 – Hiring (March 1, 2023)

1.7.4 **Appendix D – CSA Committees**
Section 8.3.1 – Structure (July 27, 2022)
Section 8.3.2 – Structure (July 27, 2022)
Section 7 – Student Events and Initiatives Funding Committee (September 13, 2023)

1.7.5 **Appendix E – Organizational Policy**
No revisions to this policy since the previous AGM.

1.7.6 **Appendix F – Clubs Handbook**
b) Comprehensive Review (April 6, 2022)

1.7.7 **Appendix G – Electoral Policy**
Section 26.3 – Online Elections Contingency Plan (April 3, 2023)
Section 26.7 – Online Elections Contingency Plan (April 3, 2023)
Comprehensive Review (August 2, 2023)

1.7.8 **Appendix H – Second Floor Student Space Acceptable Use Policy**
No revisions to this policy since the previous AGM.

1.7.9 **Appendix I – Issues Policy**
No revisions to this policy since the previous AGM.

1.7.10 **Appendix J – Internal CSA Policy**
No revisions to this policy since the previous AGM.

1.7.11 **CSA Policy Manual (all appendices)**
Clubs Office Job Titles (April 3, 2023)

Moved: Member Marcus Aldred-Ganhao
Seconded: Member Noam Einy

Motion Carried

1.9 Report of the Organization

1.9.1 Executive Updates

a) President – Shaima Alam

The President shared that for her detailed update, members can review her written update in the AGM package. A primary focus during her term has been enhancing transparency, communication, and solidarity with the students.

The President noted that she has implemented numerous social media initiatives and series' such as Frank Fridays to engage with the membership. She also restarted Executive Office Hours as another way for students to ask questions. The President highlighted recent and upcoming events such as the Monster Mash, and the Taylor Swift Night.

The President sits on many committees and has dedicated time to making policy updates, including updating the processes for Student Events and Initiatives Funding. For services, there has been a focus on data collection to optimize our services and increase utilization. The Bullring has been running numerous events.

The President explained that she has developed a comprehensive branding strategy to ensure our presence across social media and our promotions is cohesive. She hopes for continued growth throughout the rest of the term.

The President also shared updates from the recently resigned VP Academic, to share his key projects from the first half of the term. Any questions can be directed to the President. She shared that the Fall Reading Week Survey circulated this semester will now move to the referendum process in the winter general election. The VPA sat on over 40 committees and planned events such as the Student Memorial Service and Art in the Bullring, which is upcoming.

b) VP Student Experience – Mckenna Williams

The VP Student Experience noted that she is recently elected to this position and has been working in the role for just 3 weeks. She's very excited to get to know the undergraduate student body and make the year memorable

The VP Student Experience shared that her focus so far has been on learning and planning. Her main goals include improving support for CSA clubs, improve advocacy for student experience and mental health, and expand the Menstrual Hygiene Initiative, which supplies free menstrual hygiene products to students.

As the club's office supervisor, she plans to run support sessions for clubs in relation to funding, accreditation, and event planning. This goal is to help clubs be more successful in running large scale events and grow the sense of community.

She highlighted upcoming events this month including the Taylor Swift Night this Friday, and the fall semester stressbusters. These will be minute to win it games, photos with Santa, and a hot chocolate giveaway.

c) VP Academic – Bawneet Singh

The newly elected VP Academic shared that Art at the Bullring is upcoming tomorrow night from 6-8pm. The event will include an array of student artwork, music, and food.

The VP Academic has been participating in many university committees and has been planning stressbusters alongside the VP Student Experience.

For services, the VP Academic oversees the Student Help and Advocacy Centre. He shared that SHAC offers legal assistance and support for students, including academic and legal advice. SHAC is running an upcoming art therapy stressbuster.

The VP Academic explained that his future projects include addressing concerns from students on high prices from hospitality and advocating for extending library hours and improving study space on campus at night.

d) VP External – Samar Tariq

The VP External shared that she's been advocating with the tap-in campaign regarding free water on campus and removing the sale of bottled water, upholding water as a human right. She has also been participating in other campaigns including the Consent matters campaign, We Believe You Day, and Education as

a Fundamental Right. She joined the CFS march for free education this November at Queens Park.

The VP External shared that she is prioritizing food security via the FoodBank and has been reducing the waitlist to serve more students as capacity increases. The service is operating very well.

The VP External shared that she's formed a sub-committee with Guelph Transit to address one-on-one concerns with the service. She encouraged students to send in specific concerns that she can bring to the sub-committee.

The VP External has been engaging with the Canadian Federation of Students, which is the general umbrella union that partners with university student unions. Her and the other executives have been learning many skills through their programming.

Looking forward, the VP External noted wanting to address housing concerns and continue to grow as a student leader.

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

a) President – Shaima Alam
b) VP Student Experience – Mckenna Williams
c) VP Academic – Bawneet Singh
d) VP External – Samar Tariq

Moved: Member Noam Einy
Seconded: Member Rosalie

Motion Carried

1.10 Business

1.10.1 Submitted Motions

No business items were submitted.

1.10.2 Open Forum

No questions were asked for the open forum.

Distribution of prizes took place for the social media draw, $50 gift cards, and tuition credits.

1.11 Adjournment

MOTION to adjourn the CSA Annual General Meeting (AGM) on November 22, 2023 at 8:04pm.

Moved: Member Krishna
Seconded: Member Noam Einy

Motion Carried