AGENDA
Board of Directors Meeting # 18
April 7, 2025 – 6:00 pm

Agenda – April 7, 2025

18.0	**Call to Order**	
18.1	**Land Acknowledgement**	
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Item 18.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 18 on April 7, 2025, be approved as printed and distributed.

Moved:
Seconded:

Item 18.2.1 (b)
Amend the Agenda

MOTION TO AMEND:

Moved:
Seconded:

Item 18.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 18 on April 7, 2025, be approved as amended with:

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Item 18.5
Approval of Past Board Minutes

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

18.5.1	CSA Board Meeting # 16	March 26, 2025

Moved:
Seconded:

Item 18.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
18.6.1	Meeting # 17	February 21, 2025
18.6.2	Meeting # 17a	March 12, 2025

Moved:
Seconded:

Minutes
Executive Committee Meeting (ECM)
Meeting #17 – February 21, 2025 – 1:00 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 @ 1:03 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

Our AGM is coming up very soon! Make sure you have your AGM updates and board updates sent to me by the end of the day.

4.0 Approval of the Previous Executive Committee Minutes

Meeting #15 Minutes, Meeting #16 Minutes and Meeting #16a Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Bullring: Positions for hiring have just closed, and we had almost 400 applications, hiring coming up. Bullring had another good month, and are still positive!
- Office restructure: Safewalk office has moved to the yellow room, to make room for the HR Admin Assistant person.
- Taxes: The business office just finished filling everyone's T4, staff to get all of theirs soon.

5.1.2 Committees

- SEIF Committee: About 15 applications, and a good amount of them were approved. The next deadline is this Wednesday.
- Finance Committee: Looked at the draft audit but it will not go to the board the next board meeting, because the Auditors are yet to approve it.

5.1.3 Miscellaneous

- AV Equipment Loan: We gave CSA AV equipment to the Theatre Department last night, they will return it when we need it. They will have the AV equipment from February 20 – March 31.

- AGM Motions: Assisting board members with drafting their AGM motions.

5.2 VP Student Experience

5.2.1 Supervisory

- 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.

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: Just accommodating all the students that were unable to pick up their giveaway packages on February 6th, and also giving out a few extras to students we met at the pickup date that wanted so but missed the giveaway.
- Trivia with Student Experience: It has officially been postponed to March 14th from February 13th due to the snow day. It will still be happening in Brass Taps at 7 pm. Student Experience has been informed.

- Hot Chocolate at the Library: The hot chocolate stressbuster event will be happening on March 24th (next week Monday), as students return back from reading week, from 11 am to 12:30 pm. All preparations are going well.
- Sex Bingo: Planning the next Sexy Bingo for February 26th, promo is out, and reservations are being made. Planning out another intermission game between the two rounds of bingo.
- St. Patty's Recharge Station: Planning on tabling on St. Patty's Day at the Bus Loop with free condoms, refreshments, and drinksmart.ca merch. While also sharing resources we have for students (e.g.: SafeWalk and late-night transit service.)
- Gryph-to-Grad Week: Updates not directly from the main committee, because we have not had a committee meeting since my last update, so adding it on here. 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. Making continual preparations for The Last Dance (getting the DJ, set up and arrangements, photobooths, food and drinks, etc.) and working on the process to get a toaster/speaker for The Last Toast.

5.3 VP Academic

5.3.1 Supervisory

- SHAC: Running a Housing Red Flags event next week. The event was moved from the 26th to the 27th of February. SHAC Assistant hiring is underway.

5.3.2 Committees

- Calendar Review Committee: Constructive feedback for Ridgetown campus.

5.3.3 Miscellaneous

- Meeting with Byron: Going to be part of the committee for Learning and Enhancement fund review. The university is moving to a two-semester registration process for the start of the new school year, meaning you can register for Fall and Winter semester during your Fall class registration. Adding a virtual queue system for Web Advisor peak registration days. Taken thecannon.ca feedback to Byron.
- Student Senate Caucus: Holding a discussion about course materials and the policies around that.

5.4 VP External

5.4.1 Supervisory

- Foodbank: During the reading week the foodbank has undergone some physical refresh.
- Bile Centre: The bike auction showcase will be happening on Branion Plaza on March 25th. The auction itself opens March 27th at 9 am and closes at March 29th noon.

5.4.2 Committees

- CSA/GSA Transit Committee: Talked about next year's late night service and the numbers of this year's late night service, and how it meets the student needs and how to apply that for future years.
- Combined PASV and SCSGBV: Spoke about how the Provost and VP Provost are trying to enhance the sexual violence policies we have on campus already. Discussing barriers to access the policy, and consultations from various campus members. The committee meetings will also continue over the summer. They talked about the role athletes play in the topic as well.
- Sustainability Action Fund: Talked about getting the fund and the application launched for March which is sustainability month. Looking into plans to suspend the fund temporarily next year.

5.4.3 Miscellaneous

- Lloyd Longfield Townhall: He is coming to Guelph at would be at The Lookout on March 11th, and he will be speaking on student loans. We are partnering with the GSA, and students will be asking questions, and it will be catered.
- Provincial Election Promo: Promo has continued to trickle out and be reposted. Just remember to VOTE!

6.0 Business

6.1 Social Media:

- Instagram Reels for the CFS interviews are slowly trickling out.
- Trying to make a simple short reel for the AGM next week. Just to create awareness and increase online activity for the organization.
- March 17th bike auction promo roll out.
- Townhall promo will also be going out (poster run and Instagram post)

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 28, 2025

Minutes
Executive Committee Meeting (ECM)
Meeting #17a – March 12, 2025
CSA Main Office

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

1.0 Call to Order @ 8:52 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

The Chair made no comments.

4.0 Approval of the Previous Executive Committee Minutes

No previous Executive Committee Minutes were considered.

5.0 Executive Updates

No Executive Updates were presented.

6.0 Business

6.1 Call Emergency Board Meeting RE: Clubs Conduct Tribunal

WHEREAS CSA Bylaw 1 (Organizational) section 4.16.5 states that "meetings of the Board of Directors may be called on 48 hours notice in three ways," including by the "decision of three members of the Executive Committee";
WHEREAS CSA Policy Manual Appendix F (Clubs Handbook) section 7.2.1 states that "the [Clubs Conduct] Tribunal is struck as required"; and
WHEREAS the Clubs Office has requested the formation of the Clubs Conduct Tribunal to resolve a concern related to a CSA Club's conduct;
BE IT RESOLVED that a meeting of the CSA Board of Directors shall be called on Monday, March 17, 2025, at 6PM, on Microsoft Teams, for the purpose of appointing Directors to the Clubs Conduct Tribunal.

Moved: Nate Broughton, President
Seconded: Naomi Amayaevbo, VP Student Experience
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 @ 8:55 pm

Item 18.7
Executive Updates

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

18.7.1	President	April 7, 2025
18.7.2	VP Student Experience	April 7, 2025
18.7.4	VP External	April 7, 2025

Moved:
Seconded:

Executive Update

President

April 7, 2025

Central Student Association

General Update:

Hello Board,

As we come together for our final meeting of the year, I want to take a moment to reflect on the incredible journey we've shared. This has been a year of big challenges, big changes, and a whole lot of learning – for me personally, and for the CSA as a whole.

Serving as President this year has been an incredible experience, and being re-elected for another term is both an honour and a big responsibility I don't take lightly. I'm very excited to keep building on the work we've started, and to continue working on creating a better, more impactful CSA!

To those of you finishing your time with the CSA, thank you for the dedication and heart you brought to the table. Your work has made a real difference, and your presence will be missed. To those returning: I look forward to working alongside you again as we continue growing, improving, and advocating for students together.

Thank you all for your contributions this year, and for making this work so rewarding. Here's to rest, reflection, and an even stronger CSA in the year ahead!

Ongoing Projects:

Executive Transition:
We've started planning executive transition in more depth, all the execs are finishing up their transition manuals and we've begun working on the schedule for transition week. My transition manual and planning for the beginning of next year is going to be one of my top priorities for April.

End-of-Year Reports:
As you can see from this Board package, I've spent a good chunk of time in this past week writing end-of-year reports. I hope these provide you with more insight into our different committees and some of the things we do here.

Committees:

Although there haven't been many committee meetings since my last update, there are a couple more meetings later in April before the end of the year!

Internal/Operational Committees:

Policy & Bylaw Review Committee
As I mentioned in my update on March 26th, and as I'm sure you can tell from this package, PBRC was able to meet at the end of that week and discussed a number of different policy changes. These are a few items that we're hoping to pass before the beginning of next year. More policy work will continue next year, the bulk of which will happen over the summer!

Events/Meetings:

TheCannon.ca Tabling:
Members of theCannon.ca committee tabled in Branion Plaza on Friday, March 28th to raise awareness about theCannon.ca and the services we provide! We gave away lots of cannon cookies and tote bags, and promoted the rent giveaway theCannon is doing right now.

University Budget Presentation:
Student leaders received a presentation of the University's Budget on Thursday, and a public workshop is scheduled for Monday, April 7th at 12PM in PCH.

One thing I wanted to bring forward for awareness is the University's enrollment assumptions. They project a 7,950 headcount for incoming students in 2025/26 (compared to 7,170 in 2024/25) – this brings overall enrollment projections to 27,573 undergraduate students in 25/26 (compared to 25,325 in 2024/25). The projections continue through 2027/28, with a total undergraduate headcount of 32,366 students – with the incoming cohort size stabilizing at around 7,950 from 25/26 onwards.

Executive Update

VP Student Experience
April 7, 2025

General Update:
Cannot believe we've made it to the end of the school year! It has been a very busy school year, and very busy semester for most if not all of us. Lots of events, initiatives, and activities happened through the CSA, and I'm thankful that the students loved it all and participated wholeheartedly.

Ongoing Projects:
Sexy Bingo: All Sexy Bingos for the school semester and year have happened, now we just have to plan for O-Week and arrange the new dates for the Fall 2025 semester.

Menstrual Hygiene Initiative: We had 2 giveaways already this semester (February – CSA x Nixit, March – The Free Flow Market), and we are hoping to bring The Free Flow Market for a second run this April!

Social Media: Tested the use of a social media/content creating temporary student worker at the last Sexy Bingo for the semester, wonderful content coming soon from that.

External Catering for Events: The working group is currently looking into the Sales & Solicitation form for events of campus, as well as looking at ways to improve room bookings for events that involve food outside of the University Centre and mainly in classroom spaces.

Stressbusters: For the exam stressbuster period, we are hoping to have 3 stressbuster events: ice cream with toppings at the library, little game show at the UC, and free refreshments and snacks in Branion Plaza. More details about the stressbusters will be posted on our social media.

The Last Toast & The Last Dance: The Last Toast is sold out, and we are making final touching and arrangements to the event.
There has been a 100+ tickets of The Last Dance sold, and some still have some tickets open till the night of the event. Currently working on the decorations concept. Have the DJ booked, food ordered, arrangements locked, photobooths and 360 cameras ready. Tell your graduating constituents to come for The Last Dance and make memories. And for those that are unable to make it to The Last Toast they can come by the CSA Office after the fact to buy their champagne glasses at $5/glass.

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.

Cannon Committee: The committee had a tabling on March 28th at the Branion Plaza, to continue to spread awareness on the website and our giveaway. The tabling event went great, and we were able to give out some new merch (tote bags) and some pre-existing merch (magnets). We have a couple of submissions for the giveaway and that is great!

Gryph to Grad Committee: We have a Last Toaster for The Last Toast, one of our very own directors. All speakers for The Last Lecture have been chosen (a professor, graduating student, and an alumni). The Grad Launch happened on April 1st in PCH from 1:30 pm – 3:30 pm, it was great to table and promote The Last Toast and The Last Dance and meet a lot of the graduating students as well. The Last Lecture is on April 3rd in PCH from 5:30 pm – 7:00 pm, The Last Toast is on April 4th from 4:00 pm – 5:30 pm, and The Last Dance is on April 4th from 6:00 pm to late. Check your emails for more detailed info about the Gryph-to-Grad week!

Services:
Clubs: Clubs is doing alright, with plans for the Summer accreditation on the way, which is happening from March 31st to May 3rd, so inform all club leaders! Club Hub on March 24 in The Lookout went great, and we were able to host about 70 club executives and give out club credits.

Safewalk: Safewalk is working on their operations manual as well as the Safewalk volunteer job description.

Student Events & Risk Management (SE&RM): The hiring for the next SE&RM Coordinator is on-going, interviews are over but we're still in the final decision-making process.

Miscellaneous:
Clubs Tribunal: The Clubs Tribunal was recently struck due to a breach in policy by a CSA accredited club on our campus. The tribunal has met and provided its verdict to the club! More details will be later provided in the form of a report.

We've been through it, we've struggled, we've had our ups and downs, but we've made it out alive! I'm so happy to have spent this past couple of months serving you all! It has been a pleasure being a director and an executive! To the graduating directors, good luck with the future; and to the returning directors, you've got the power to do so much more than we already have. Goodluck with exams and have a lovely summer!

Hello Board,

As this year at the CSA concludes, I wanted to reflect on my year here.

As many of you are aware, I have faced a lot of changes this year during my term, which led to being apart of many projects, while outside of my portfolio were a lot of fun and a wonderful learning experience.

I also had the opportunity to work with all of you, my second board of directors cohort! I wanted to thank of all you who indulged in my jokes with me, had insightful conversations and lots of laughs. The year went by so fast, and I cannot believe it is already April.

I wanted to thank my executive team for always listening to my rants, my jokes in the office and being willing to have fun with me! You all helped me grow so much and I would not have been able to complete this year without you.

To my VPE team- you are rockstars and have absolutely killed it this year! We have been able to meet and serve more students then ever before, and it is all thanks to the hard work and dedication you have put into your roles.

To the Core Staff- I have learned so much about myself and you have passed on so much of your wisdom to me this year! I can't wait to see what is next for the CSA and where we grow <3

Best of luck to those graduating and finishing their time here at the CSA! To the rest of you- see you next year!

Ongoing Projects:

Federal Elections: Election season is well underway! Canadians head to the polls on April 28th! As we did with the provincial election, we will be rolling out promo about why students should go to the polls as well as where they can vote! More details tbd!!!!

End Of Year Wrap-up: As the school year comes to an end, there is a ton of administrative work to be done, including operations manuals and transition manuals. Committees have also wrapped up quite a bit so there are some last-minute action items on that front. We are also planning internal office staff parties and all those plans! We also have been going around campus and thanking people who have been such a great support and resource during our year!

Committees:

Sustainability Action Fund: This month we looked over expressions of interest and discussed which applications we want to move forward with a formal application! The committee stuff is exciting and looking forward to having real projects come out of the committee. Students, staff and faculty can always submit expressions of interest! If you have any questions, you can reach out to myself or Natalie Hope, one of the chairs of the committee.

Policy, Bylaw and Review Committee: This committee talked about various items, some of which will be up for approval at this meeting! It's been great working with this group this year.

Food Security Committee: This committee meant to talk about the Food Security Workshop that was hosted by Sam Laban and the former Provost, Gwen Chapman. The two came up with various action items and goals for the committee to work toward. Looking forwarding to seeing how this committee progresses throughout the summer and next academic year.

Services:

Bike Centre: The bike centre just wrapped up their annual bike auction! We have sold 23 bikes! We are waiting for another to be picked up and then evaluating next steps with the remaining two! The team did such an amazing job. From the bike auction preview day to the online Instagram bidding, to bike pickup. It went really smoothly. As the year comes to a close, the team will be greeting students and finishing up the operations manual. We were so fortunate to have such a great team and get students back on their bikes.

FoodBank: The FoodBank will be undergoing its annual shut down in preparation for the summer semester. The FoodBank will be closed from April 25th and will reopen Monday May 12th! Registration for the summer is also currently underway for students taking classes over the summer and undergraduate students who will be resuming their studies in the fall. The FoodBank is still at capacity and the waitlist is closed!

Thank you to you all for all your support, kindness and memories this past year.

- Nat

Item 18.10.1
SEIF Committee Winter 2025 Report

MOTION: That the Student Events and Initiatives Funding Committee Winter 2025 Report, as included in the board agenda package, be received as information.

Moved: Nate Broughton, President
Seconded:

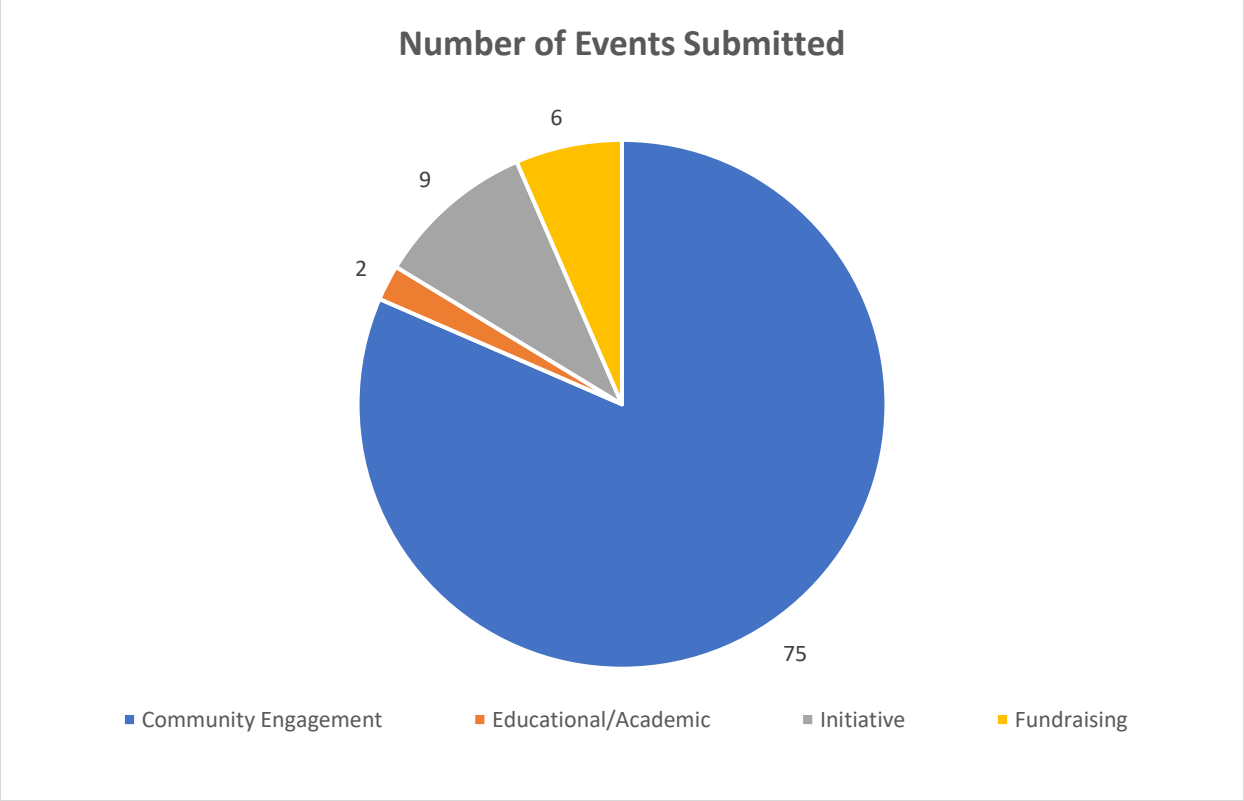
Winter 2025 Report

The SEIF Winter 2025 Report was compiled by Nate Broughton, CSA President.

Committee Members: Nate Broughton (CSA President, Chair), Natalie Wilkinson (VP External), Paraj Mongia (Staff), Jayden Khan (Director), Brady Amos (Director), Ethan Warren (Director)

SEIF Applications

- Total Applications Submitted: **95**
- Number of CSA Club Applications: **91**
- Number of unique applicants: **71**
- Breakdown of categories:
  - Community Engagement: **75**
  - Educational/Academic: **2**
  - Initiative: **1**
  - Fundraising: **2**

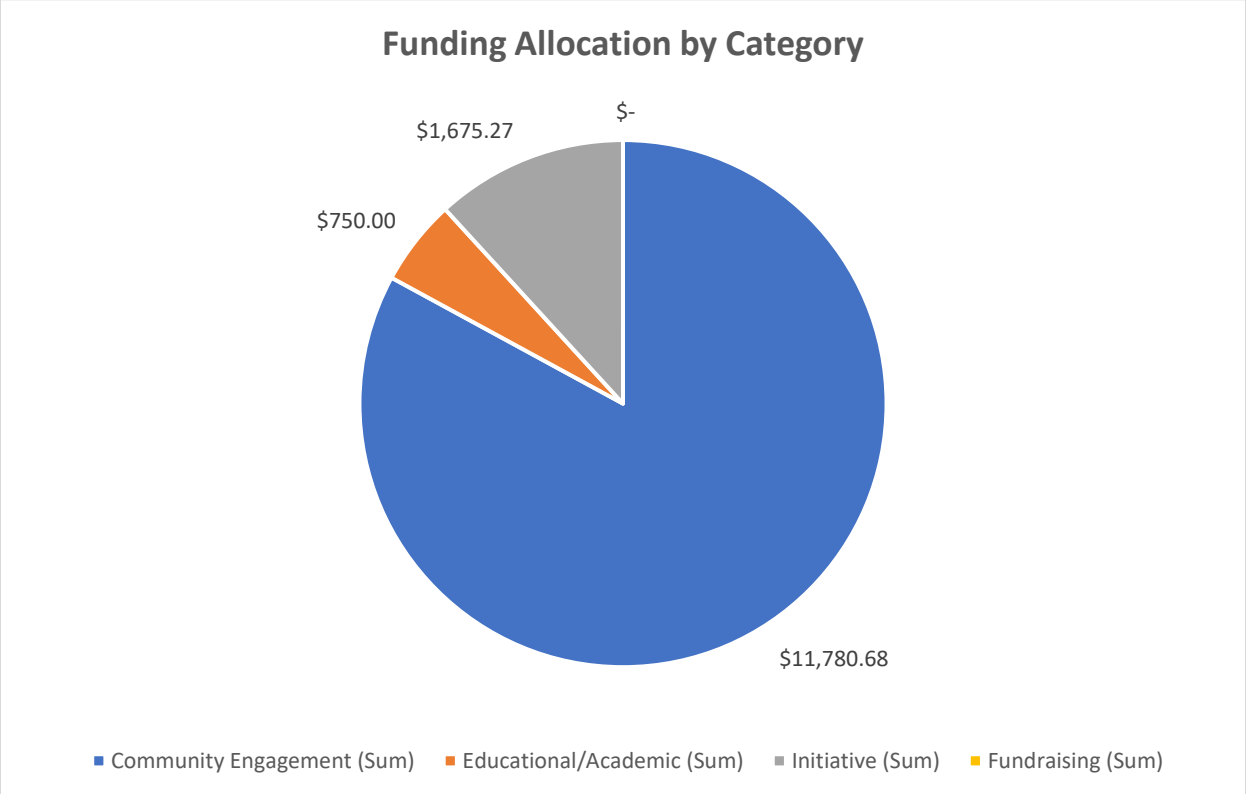


Funding Requests:

- Total requested: **$36,844.32**
- Average requested: **$387.83**
- Number of funding requests over $750: **6**
- Funding requested per category:
    - Community Engagement Events
        - Total: **$29,306.02**
        - Average: **$390.75**
    - Educational/Academic Events
        - Total: **$1,100.00**
        - Average: **$550.00**
    - Initiatives:
        - Total: **$3,139.96**
        - Average: **$348.88**
    - Fundraising events:
        - Total: **$1,748.34**
        - Average: **$291.39**

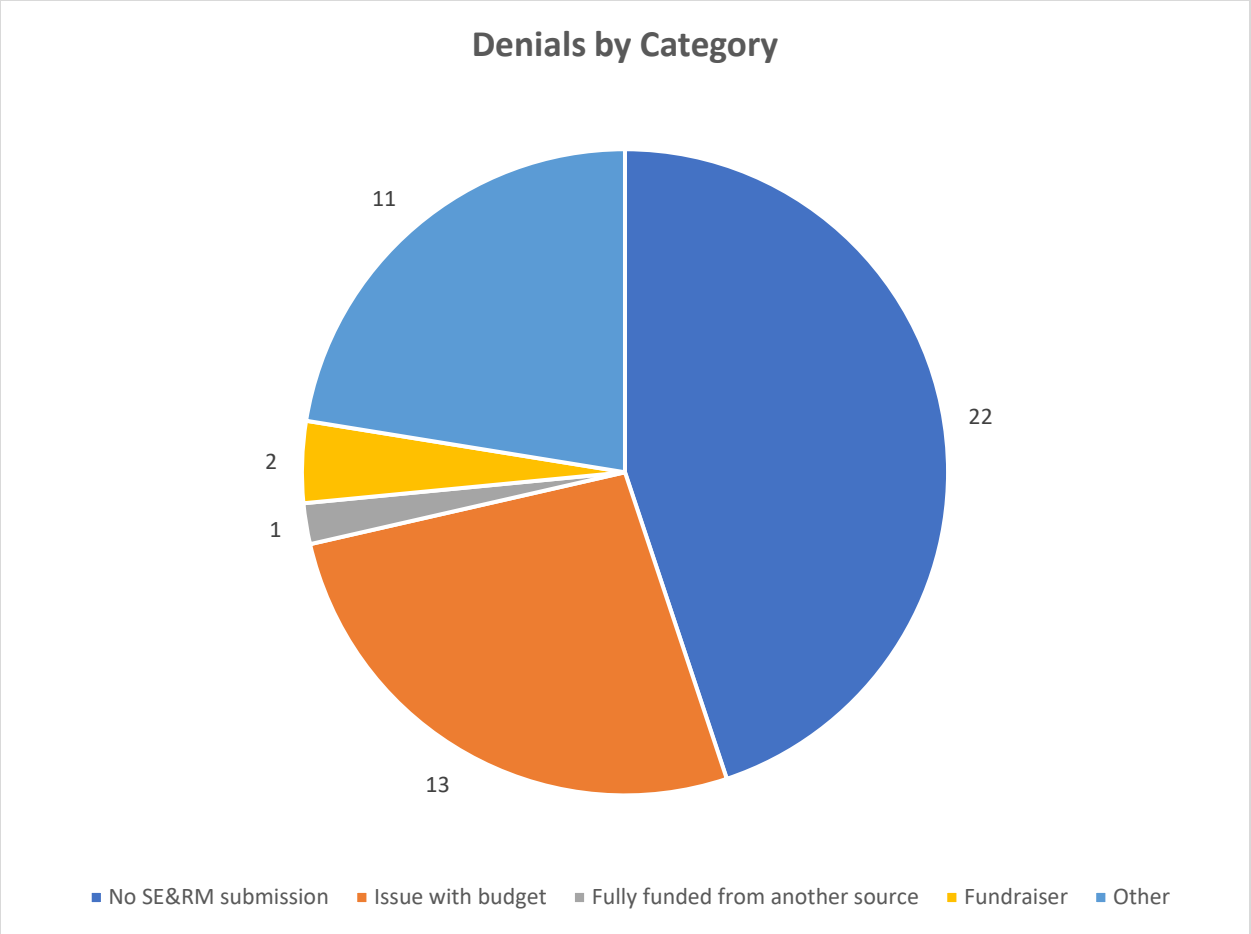
Funding Allocated

- Total funding granted: **$14,205.95**
- Total funding spent: **$5,586.46**
    - Difference due to pending final SEIF reports
- Average funding granted: **$315.69**
- Funding allocated per category:
    - Community Engagement Events
        - Total: **$11,780.68**
        - Average: **$294.52**
    - Educational/Academic Events
        - Total: **$750.00**
        - Average: **$750.00**
    - Initiatives:
        - Total: **$1,675.27**
        - Average: **$418.82**
    - Fundraising events:
        - Total: **$0.00**
        - Average: **$0.00**



Applications Denied

- Total applications accepted: **45**
- Total applications denied: **50**
- Applications denied per reason for denial:
  - No SE&RM submission: **22**
  - Issue with budget: **13**
  - Fully funded from another source: **1**
  - Fundraiser: **2**
  - Other: **11**



Impact on student body

- Total events/initiatives on campus funded by CSA: **45**
- Total Final Reports Submitted: **4**

The SEIF policy (formerly known as PDR) was revised in Summer 2023, including more specific criteria for applications, transparency on evaluation and prioritization, the changing of the name to better serve its purpose, the addition of a staff member to implement responsibilities, actionable repercussions for missing final reports and more. In addition, the SEIF process went through a large overhaul with the change in the application format and reporting structure. This includes a new online form, new budget template, clear requirements for applications, hiring a staff member to be the point person for questions, following up, and checking for application completion between committee meetings.

The SEIF committee has committed to enforcing the policies as outlined in CSA Policy Appendix D, Section 7.0. This includes prioritizing events run by CSA clubs and not funding fundraising events to donate to external causes. The most common reason for denial remains no application being submitted to the Student Events & Risk Management (SE&RM) Committee for approval.

The SEIF budget line has seen a large cash injection because of a defunct club this year. At the January 15, 2025 meeting, the Board adopted the President's motion that increased the funding limit of SEIF for each organization from $500 to $1,000 for the year. For the upcoming 2025-2026 year's budget, the President & Finance Committee recommended increasing the amount of funds in the SEIF budget line – from $10,000 to $15,000.

Planned Summer Projects

Over the summer, the President plans to review the SEIF Guidelines in consultation with the SEIF Committee, with the goal of ensuring they are accessible, effective, and responsive to student needs. This review may draw inspiration from the University's Student Life Enhancement Fund model. One specific area of exploration will be the current treatment of club-run fundraising events, which are typically ineligible for SEIF due to projected profits. However, these events often contribute meaningfully to the student experience and to club sustainability - both of which align with SEIF's core purpose. The committee will consider whether these types of events could be eligible under revised guidelines.

Ongoing & Future Improvements

As we prepare for the 2025–2026 academic year, we are also planning several improvements to streamline and modernize the SEIF process:

- Simplified Application Experience
  Redesigning the SEIF application form with more dropdown menus and fewer open-ended questions, making it easier and faster for clubs to apply, and for the CSA to compile reports.
- Backend Automation
  Implementing internal tools to automate key administrative steps:
  - SEIF meeting agenda creation
  - Automatic follow-up emails for missing reports
  - Auto-generation of SEIF approval letters
  - Real-time notifications to applicants regarding the status of their submission

These changes aim to make SEIF more accessible, transparent, and efficient. We will continue to promote SEIF opportunities through CSA newsletters and social media, and look forward to building a more student-friendly process in the year ahead.

Summary

CSA Budget: Grants (SEIF)	$(10,000.00)
Club Balance Transfers (Defunct Clubs)	$(34,111.32)
Total SEIF Awards to Date	**$19,384.66**
Total SEIF Adjustments/Returned Funds	$(273.29)
Balance of Funds Remaining in SEIF Budget	**$(24,999.95)**

Thank you to all the SEIF Committee members for your time, insight, and dedication this semester – these meetings are often long, and you always stick it out for the benefit of our clubs. Your work has helped support a vibrant and engaging student experience!

Item 18.10.2
Finance Committee 2024-2025 Annual Report

MOTION: That the Finance Committee 2024-2025 Report, as included in the board agenda package, be received as information.

Moved: Nate Broughton, President
Seconded:

Finance Committee – 2024-2025 Annual Report

This report was prepared by Nate Broughton, CSA President & Chair.

Members: Nate Broughton (President, Chair), Lee Anne Clarke (Business Manager), Natalie Wilkinson (VP External), Brady Amos (Director), Marcus Aldred-Ganhao (Director), Ash Ames (Director, ending February 6, 2025), Noel Johnston (Director, beginning February 26, 2025), Naomi Amayaevbo (VP Student Experience, guest).

Preamble

The Finance Committee is a standing committee of the CSA Board of Directors responsible for overseeing the financial health of the organization. It plays a key role in monitoring expenditures, supporting the annual budgeting process, and ensuring that all spending aligns with the CSA's approved operating budget. The Committee also provides strategic input from the Board during budget development and serves as a review body in cases of budget surpluses, deficits, or requests to exceed approved allocations. Through regular meetings and financial reporting, the Finance Committee ensures transparency, accountability, and the sound management of student funds.

Summary of Activities

January 23, 2025 (Meeting #1):

- Committee orientation: reviewed Terms of Reference and Bylaw 3 – Financial.
- Received overview of 2024–2025 CSA Operating Budget and revenue sources.
- Reviewed financial position to December 31, 2024.
- Reviewed expenditures over $5,000, including O-Week and Homecoming events.
- Recommended salary & wage increases (based on 3-year average CPI) to the Board.

February 6, 2025 (Meeting #2):

- Received updated financial report and Bullring update.
- Approved $48,678 project to upgrade Airport Lounge (Mezzanine) from the current year's surplus in the Administration portfolio.
- Reviewed equipment purchase.
- Reviewed budget development timelines.
- Held discussion on FoodBank scrutiny and SafeWalk promotion.

February 18, 2025 (Meeting #3):

- Reviewed updated student fee receipts and financial position.
- Noted surplus of $209,968 projected in 2024–2025 CSA Operating Budget.
- Bullring performance improved year-over-year (net revenue of $23,125.78).
- Reviewed initial draft of audited financial statements (year ending April 2024).
- Recommended forward the audited statements to the Board for approval.

March 18, 2025 (Meeting #4):

- Reviewed Bullring and CSA financial updates to February 28, 2025.
- Discussed 2025–2026 budget development:
    - Reviewed first draft of most budget portfolios (Admin, Council, VPs, etc.).
    - Potential fee suspensions (MHI, SafeWalk, for the Winter 2026 semester).
    - Event/Live Entertainment budget planning.

March 20, 2025 (Meeting #5):

- Continued budget development discussions:
    - Admin, Bullring, Entertainment, and FoodBank portfolios.
- Reviewed and approved two funding proposals:
    - $2,000 additional funding for Bullring live entertainment.
    - $2,000 additional funding for Gryphon Greenhome Growers (3G).

Budget Highlights

The 2025–2026 CSA Operating Budget, approved by the Board of Directors in March 2025, totals **$2,437,360**, representing an increase from the previous year's $2,151,470. This is the first year in CSA history with **over $1 million in student fee receipts**. The budget reflects thoughtful investments across multiple portfolios in response to increased enrollment, service demand, and operational needs.

Administration:

- **Professional Fees** increased from $64,000 to $90,000, including audit fees, our external HR consultant, and anticipated legal costs.
- **Purchase of Equipment** increased from $14,000 to $20,000 to accommodate new staff roles.
- **Leasehold Improvements** increased from $40,000 to $120,000 to support major renovations, including the CSA Clubs Lounge and the Bullring patio.
- **UCS – ROI** budget line set to $0, as the agreement has been fulfilled.

Bullring:

- The Bullring's strong performance in 2024–2025 resulted in an increase to its **Administrative Fee** (calculated via formula), contributing to the Admin portfolio.

Council:

- **Student Events & Initiatives Fund (SEIF)** increased from $10,000 to $15,000.
- **Elections** budget increased from $21,000 to $25,000 in anticipation of expanded outreach.

Events Coordination:

- Now managed by the Events Coordinator.
- Introduced new, clearly defined budget lines for seasonal events and promotion:
    - **Summer Events:** $600
    - **Fall Events:** $2,000
    - **Winter Events:** $2,000
    - **Advertising & Promotion:** $1,000

FoodBank:

- Increased **food acquisition** budget from $126,800 to $147,200 to meet rising demand.
- Introduced a new **$2,000 equipment maintenance** budget line following repeated freezer malfunctions and technician recommendations for preventative maintenance.

Live Entertainment:

- Portfolio now managed by the CSA President.
- Added a distinct budget line for the **Homecoming show** (previously merged with other lines) to increase transparency & visibility.

SafeWalk:

- **Student fees reduced** due to the suspension of the SafeWalk fee for the Winter 2026 semester.
- **Advertising & promotion** increased significantly from $3,000 to $7,650 for continued service expansion and promotion
- **Volunteer appreciation & training** increased significantly from $1,800 to $7,700 to implement a new honouraria system for committed volunteers.

Student Help & Advocacy Centre (SHAC):

- **Professional fees** increased by $1,000 to introduce new, free workshops run by the Guelph-Wellington Legal Clinic, in addition to regular legal office hours.

Student Experience:

- **Stressbuster programming** increased from $800 to $1,800.
- **Fall programming** increased from $3,000 to $4,000; **Winter programming** from $5,000 to $7,000.
- **Summer programming** removed to focus resources on high-impact terms.

Summary of Motions

January 23, 2025 (Meeting #1)

MOTION: To recommend forward the Salary & Wage Recommendations, as included in the agenda package, to the CSA Board of Directors for approval.

Motion carried.

February 6, 2025 (Meeting #2):

MOTION: To approve the Physical Resources proposal, with a Project Authorization total of $48,678, to be expensed to Leasehold Improvements.

Motion carried.

MOTION: To de-ratify Ash Ames from the Finance Committee due to their two absences, effective immediately.

Motion carried.

February 18, 2025 (Meeting #3):

MOTION: To recommend that the draft Audited Financial Statements go forward to the CSA Board of Directors for approval.

Motion carried.

March 18, 2025 (Meeting #4):

MOTION: To suspend the Menstrual Hygiene Initiative (MHI) fee for the Winter 2026 semester.

Motion carried.

MOTION: To suspend the SafeWalk fee for the Winter 2026 semester.

Motion carried.

March 20, 2025 (Meeting #5):

MOTION: To approve an additional $2,000 in Entertainment Fee funding for the Bullring to support ongoing live music programming.

Motion carried.

MOTION: To approve $2,000 in funding for Gryphon Greenhome Growers (3G).

Motion carried.

MOTION: To recommend the draft 2025-2026 CSA Budget to the Board of Directors for approval.

Motion carried.

Closing Remarks

On behalf of the CSA, I would like to sincerely thank all members of the Finance Committee for their active engagement, thoughtful contributions, and dedication throughout the 2024–2025 fiscal year. You have played an important role in ensuring the financial transparency and accountability of the organization, and in building a budget that reflects the needs and priorities of our student body.

Item 18.11.1
Winter 2025 General Election Report

(a) Speaking Rights: Chief Returning Officer

WHEREAS CSA Rules of Order, Section 3.3 states that visitors can be extended speaking rights following a motion passed by the Board of Directors;

BE IT RESOLVED that speaking rights be extended to Lauren Pyne, Chief Returning Officer.

Moved:
Seconded:

b) Receive Winter 2025 General Election Report

MOTION: That the Winter 2025 General Election Report, as included in the board agenda package and as presented by Lauren Pyne, Chief Returning Officer, be received as information.

Moved:
Seconded:

Elections Report

Winter 2025 General Election

Prepared by Lauren Pyne, Chief Returning Officer

Preparations Prior to the Nomination Period

Throughout the month of January, the Chief Returning Officer, Lauren and the Assistant Returning Officer, Yolanda organized promotion tabling in the University Centre to inform students of the upcoming election and nomination period. This also served as an opportunity to inform students of the positions available, the role of the Executives and the role of the Board.

Tabling occurred every week with additional promotion at the student resource fair and Clubs Days.

Nomination Period

The nomination period was scheduled to begin on February 3, 2025, and closed on February 12, 2025, at 5:00 p.m. The All-Candidate's Meeting was held the next day, February 13, 2025, via Microsoft Teams

The following positions were accepting nominations in the W25 General Election:

- President
- Vice President, External
- Vice President, Student Experience
- Vice President, Academic
- Director, College of Biological Sciences (2 seats)
- Director, College of Arts (2 seats)
- Director, College of Social and Applied Human Sciences (2 seats)
- Director, College of Engineering and Physical Sciences (2 seats)
- Director, Lang School of Business (2 seats)
- Director, Ontario Agricultural College (2 seats)
- Director, Ontario Veterinary College (2 seats)

Twenty-three individuals requested a nomination package during the nomination period, including six Executive and seventeen Director candidates. By the end of the nomination period, signature verification was completed for a total of nineteen candidates as three did not collect any signatures and one withdrew prior to the end of the nomination period. The nomination package was completed and submitted via Microsoft Forms, potential candidates received a link which they would complete and submit.

Vacant Seats

Following the close of the W25 Nomination Period, the following positions remain vacant:

- Director, College of Social and Applied Human Sciences (2 seats)
- Director, Ontario Veterinary College (2 seats)
- Director, Ontario Agricultural College (2 seats)

While there was certainly an increase in nominations as opposed to the Fall By-Election it is still likely students are unaware of the function and organization of the CSA. As such it is in the interest of the Board to make themselves known to students to increase student engagement in further elections and additional CSA initiatives. [1].

[1] Recommendation: That students are made more aware of the function of the Board, and the decisions that are made. Promotion should include the roles and responsibilities of the Board and Executives. Promotion should also include information on the general structure of the CSA and how it advocates for undergraduate students.

Signature Verification

Using the Improved Signature Verification Workflow introduced in the Winter 2024 Election, the CRO and ARO were able to look up 100% of Director nomination signatures. Signature verification was completed over the Reading Week break. At the end of verification, fifteen candidates successfully obtained the required signatures for their nomination. The following were ratified as official candidates in the Winter 2025 General Election:

- Nate Broughton (CSA President)
- William Coleman (Vice President, Academic)
- Natalie Wilkinson (Vice President, External)
- Pawandeep Singh (Vice President, Student Experience)
- Amair Myrie (Vice President, Student Experience)
- Marcus Aldred-Ganhao (Director, College of Engineering and Physical Sciences)
- Ethan Warren (Director, College of Engineering and Physical Sciences)
- Adrian Webster (Director, College of Engineering and Physical Sciences)
- Yael Lazebnik (Director, College of Biological Sciences)
- Alex Song (Director, College of Biological Sciences)
- Wedad Alkhaliel (Director, College of Biological Sciences)
- Abdullah Al-Jabji (Director, College of Biological Sciences)
- Jonah Greenhut (Director, College of Arts)
- Trevor Jamensky (Director, Lang School of Business)

Upon request, candidates were notified of the number of signatures they received by the CRO or the ARO.

Note: Amair Myrie officially withdrew prior to the voting period. As such, their name was removed from the ballot and a statement was posted on the website and the elections Instagram account regarding their withdrawal.

Campaigning

The Candidate's Forum was held on February 26, from 4:30 – 5:30 PM in the University Centre Courtyard. The event was moderated by the ARO as the CRO could not attend due to illness. For the first time, the Forum was streamed live on the main CSA Instagram page. Additional student questions were collected through this platform and asked to candidates. The stream had a total of 15 viewers at its peak. The practice of livestreaming was a recommendation following the Fall 2024 By-Election [2]. As was done in the previous By-Election, 3-minute-long videos were filmed of the candidates announcing their candidacy and platforms to students. The videos were filmed by the ARO then posted as Reels on the Elections Instagram page [3]. All campaign materials were approved by the CRO and ARO. The candidates mainly campaigned with the use of posters, Instagram posts, and class talks [4].

[2] Recommendation: The Elections office continues to livestream the Candidate's Forum to optimize student engagement and accessibility. In future the livestream should be saved and posted on the Elections Instagram page and website for viewing during the voting period.

[3] Recommendation: The Elections office continues the practice of filming 3-minute-long Instagram Reels to be utilized in addition to the Forum. These videos have high view counts and reach a wider student audience.

[4] Recommendation: More work needs to be done to ensure the candidates meet their campaign requirements. Candidates should be leading their own campaigns, and some discussions have been held to alter the candidates' package. One suggestion is having them specifically commit to one campaigning method and the CRO will follow up with them (ensure posters are made and distributed, class talks have been done, social media posts have been posted, etc.)

Voting Period

The voting period was scheduled to run from March 3 to March 7. The election was extended as per the approved extension period and voting officially was closed at 11:59 PM on March 14.

The ballot was designed as one form and utilized the branching function in Microsoft Forms to differentiate between colleges. This required students to select their college. They would first vote for the Executives and then be taken to the ballot with the Director candidates for their college. A short survey at the end of the ballot was included for students to indicate where they received information regarding the election, however there were no responses to the survey. After reviewing the ballot responses for the purpose of determining the results, there was a potential error with the branching wherein students may not have been taken to the survey page after they cast their ballot [5].

For promotion, the CRO recorded announcements with CFRU to circulate throughout voting week and the extension period. The Instagram page was also consistently updated and reposted

with the QR Code as a Post or Story. During the extension period, the CRO, ARO and Vice President Student Experience, Naomi organized a giveaway for all undergraduate students. All students who cast a vote in the election were automatically entered to win one of four $50 VISA gift cards. This giveaway announcement saw a sharp increase in the number of votes the ballot received each day. Further promotion of the extension occurred by keeping a QR Code in the CSA Front Office for visitors to scan as they walked in and the CRO maintained a table at the CSA Service Fair at the Annual General Meeting held on March 12, 2025.

A small change was employed to the previous polling tables set up on campus in past elections. The CRO organized locations and staffing by employing fifteen temporary staff to either table or carry a QR Code around campus at different locations as instructed by the CRO. The QR Code practice was adopted by the CSA in the Spring By-Election to optimize student engagement during exam time and it was decided that this would be a better use of resources to reach a wider student audience.

[5] Recommendation: The candidates will be sent the generic QR Code ballot earlier than the Sunday before the voting period so that posters can be made with QR Codes that go directly to the ballot. The ballot itself is locked so it cannot be opened prematurely, and this will better streamline the voting process for students.

Elections Tabling Schedule – During Voting Week

Monday, March 3

10am – 1:30 pm

QR Code: University Centre, Thornborough, Rozanski Hall, Bullring

11am – 3pm

Table: Summerlee Science Complex

1pm – 4:30pm

QR Code: Mackinnon Hall, Creelman Hall, Lennox-Addington Dining Hall

Tuesday, March 4

11am – 3pm

QR Code: University Centre, Thornborough, Science Complex

1pm – 4:30pm

QR Code: Mackinnon, Creelman Hall, War Memorial Hall, MacDonald Hall

5pm – 8:30pm

Table: Mountain Hall Pod, with a QR Code sent over to Prairie Hall Pod

Wednesday, March 5

11am – 3pm

QR Code: University Centre, MacNaughton, Alexander Hall, Science Complex

1pm – 4:30pm

QR Code: Bullring, Rozanski Hall, Athletics Centre

5pm – 8:30pm

Table: Mountain Hall Pod, with a QR Code sent over to Prairie Hall Pod

Thursday, March 6

10am – 1:30 pm

QR Code: Science Complex, Alexander Hall, MacNaughton Hall, Thornborough

11am – 3pm

Table: UC Courtyard

1pm – 4:30pm

QR Code: Outside library, Mackinnon Hall, MacDonald Hall, Lennox-Addington Dining Hall

Friday, March 7

10am – 1:30 pm

QR Code: Outside library, Mackinnon Hall, Creelman Hall, War Memorial Hall, MacDonald Hall

11am – 3pm

Table: UC Courtyard

1pm – 4:30pm

QR Code: Mountain Hall, Thornborough, MacNaughton Hall, Rozanski Hall

EXTENSION DATES

Monday, March 10

10am – 1:30 pm

QR Code: Mountain Hall, Prairie Hall, Thornborough, Athletics Centre

11am – 3pm

Table: UC Courtyard

1pm – 4:30pm

QR Code: Science Complex, Alexander Hall, MacNaughton Hall

Tuesday, March 11

10am – 1:30 pm

QR Code: Science Complex, MacNaughton Hall, Rozanski Hall, Bullring

QR Code: Mackinnon Hall, Creelman Hall, MacDonald Hall, LA Dining Hall

11am – 3pm

Table: Summerlee Science Complex

1pm – 4:30pm

QR Code: Mountain Hall, Prairie Hall, Thornborough, Athletics Centre

Wednesday, March 12

10am – 1:30 pm

QR Code: Science Complex, MacNaughton Hall, Rozanski Hall, Bullring

QR Code: Mackinnon Hall, Creelman Hall, MacDonald Hall, LA Dining Hall

11am – 3pm

Table: Summerlee Science Complex

1pm – 4:30pm

QR Code: Mountain Hall, Prairie Hall, Thornborough, Athletics Centre

Thursday, March 13

10am – 1:30 pm

QR Code: Outside library, Mackinnon, MacDonald Hall, LA Dining Hall

11am – 3pm

Table: Rozanski Hall

1pm – 4:30pm

QR Code: Science Complex, Alexander Hall, UC, MacNaughton Hall

QR Code: Mountain Hall, Prairie Hall, Thornborough, Athletics Centre

Friday, March 14

10am – 1:30 pm

QR Code: Athletics Centre, Rozanski Hall, Bullring

10am – 1:30 pm

QR Code: UC, Thornborough, Mountain Hall

11am – 3pm

Table: Athletics Centre

1pm – 4:30pm

QR Code: Science Complex, Alexander Hall, MacNaughton Hall, Outside library

QR Code: Mackinnon, Creelman Hall, MacDonald Hall, LA Dining Hall

Official Election Results

Executives

CSA President: ***Quorum Met (11.26%)***

Nate Broughton was the only candidate for the position of CSA President. 2825 votes were cast, which accounts for a quorum of 11.26%. The results are as follows:

- Yes (in favour of candidate): 2294
- No (not in favour of candidate): 250
- Decline: 281

Nate Broughton has been elected as CSA President.

VP Student Experience: ***Quorum Met (11.26%)***

Pawandeep Singh was the only candidate for the position of Vice President, Student Experience 2825 votes were cast, which accounts for a quorum of 11.26%. The results are as follows:

- Yes (in favour of candidate): 2099
- No (not in favour of candidate): 418
- Decline: 308

Pawandeep Singh has been elected as VP Student Experience.

VP Academic: ***Quorum Met (11.26%)***

William Coleman was the only candidate for the position of Vice President, Academic. 2825 votes were cast, which accounts for a quorum of 11.26%. The results are as follows:

- Yes (in favour of candidate): 2294
- No (not in favour of candidate): 235
- Decline: 296

William Coleman has been elected as VP Academic.

VP External: ***Quorum Met (11.26%)***

Natalie Wilkinson was the only candidate for the position of Vice President, External. 2825 votes were cast, which accounts for a quorum of 11.26%. The results are as follows:

- Yes (in favour of candidate): 2326
- No (not in favour of candidate): 247
- Decline: 252

Natalie Wilkinson has been elected as VP External.

Board of Directors

College of Engineering and Physical Sciences: ***Quorum MET (12.96%)***

There were three candidates for the position of College of Engineering and Physical Sciences Director: Marcus Aldred-Ganhao, Ethan Warren and Adrian Webster. 539 votes were cast, the results are as follows:

- Marcus Aldred-Ganhao (In favour of the candidate): 289
- Ethan Warren (In favour of the candidate):248
- Adrian Webster (in favour of candidate): 218
- Decline: 68

Marcus Aldred-Ganhao and Ethan Warren have been elected as Directors for the College of Engineering and Physical Sciences.

College of Biological Sciences: ***Quorum Met (14.94%)***

There were four candidates for the position of College of Biological Sciences Director: Yael Lazebnik, Alex Song, Wedad Alkhaliel and Abdullah Al-Jabji. 804 votes were cast, the results are as follows:

- Yael Lazebnik (In favour of the candidate): 384
- Alex Song (In favour of the candidate): 388
- Wedad Alkhaliel (In favour of the candidate): 243
- Abdullah Al-Jabji (In favour of the candidate): 285
- Decline: 47

Yael Lazebnik and Alex Song have been elected as Directors for the College of Biological Sciences.

College of Arts: ***Quorum Met (12.44%)***

There was one candidate for the position of College Arts Director: Jonah Greenhut. 283 votes were cast, the results are as follows:

- Yes (In favour of the candidate): 263
- No (Not in favour of the candidate): 11
- Decline: 7

Jonah Greenhut has been elected as Director for the College of Arts.

Lang School of Business: ***Quorum NOT Met (5.91%)***

There was one candidate for the position of Lang School of Business Director: Trevor Jamensky. 278 votes were cast, the results are as follows:

- Yes (In favour of the candidate): 211
- No (Not in favour of the candidate): 42
- Decline: 26

Trevor Jamensky has NOT been elected as Director for Lang School of Business.

The college with the highest number of votes was CBS with 887 ballots cast. CBS did have the largest number of candidates with four students running for director, so this could contribute to the high number of votes. By contrast, the lowest votes came from the OVC with 39 ballots cast. This can be explained by the fact that OVC is historically the college where the least votes are cast and additionally, no candidates were running for this position. In total, 68 ballots were rejected. [6].

[6] Recommendation: Continue to provide students with a link to the University website where students can confirm their college. In past years students were often confused and selected the incorrect ballot causing their ballot to be invalid. Continuing to add this resource on the ballot with reminders to check their WebAdvisor account will improve this issue.

Promotional Strategy

Please see below for the promotional strategy for the Winter 2025 General Election. This strategy was put together by the Elections Office in collaboration with the CSA Promotional Coordinator, the CSA Policy & Transition Coordinator and the VP Student Experience.

Elections Rollout Phases	Date	Promo Materials	Description / Key Messaging
Pre-election	Jan 20 -31	Tabling Meet the Elections Team Instagram posts ADITL posts from executives Information Sessions x2 Class Talks Tabling at Clubs Days Announcements with CFRU (continues throughout the election)	This is your CSA Why the election matters/is important for students to get involved Who is the CSA (educational campaign) Explain positions available - Board of Director - President - VP Student Experience - VP Academic - VP External Explain what the positions do and why people should run for those positions
Nomination period	Feb 3 - 12	Newsletter Digital Signage Social Media Kiosk Poster run Class talks (Directors) Tabling UC banner Student Experience Newsletters Resharing By Student Organizations on social media MS Teams Channels Contact PSO's and Housing Bullring Poster Information session x2 Nominations information to send to student clubs Instagram Story takeover	Nominations open on February 3, 2024/ now open How to run Explain positions available - Board of Director - President - VP Student Experience - VP Academic - VP External Why you should care as an undergrad Responsibilities of each role
CSA Promotion and Campaign period	Reading Week (Feb 13 – 21) Campaign Week (Feb 24 – 28)	All Candidates Forum (Feb 26) Livestream Forum on Instagram Digital signage IG Reels with candidates Poster run Social media UC banner Newsletter - including asking for questions	All candidates forum will be a large event to engage students and interested in elections before voting begins Candidates can be asked pre-set questions from students so students can make informed decisions

Voting	March 3 - 7	Tabling/In-person polling stations every day Student staff walking around with the voting QR code Digital Signage Share info with campus partners Kiosk UC Banner Poster run Social Media Signage at all our services, including front office All Staff Meeting MS Teams Channels Student Experience Newsletter Sandwich Boards Email student clubs Class talks	Voting now open How to vote (swipe graphic) Leave a space where we can add a graphic for a voting extension.
Voting Extension	March 8 - 14	Social Media Table at AGM (March 12) Sandwich Boards UC Banner Reminder newsletter Poster Run In-person polling stations Student staff walking around with the voting QR code kiosk	Voting Extended until March 14 Vote now Why it's important to vote Giveaway Announcements

The CSA Elections Instagram page was utilized constantly and remained up to date throughout the entire Elections period. The page was used similarly to previous elections by using the Post and Story features. As standard practice, the account also added the CSA main page as a collaborator which helps to reach a wider student audience. This year, throughout the month of January Instagram was used to post "club spotlights". These were collaboration posts with different clubs that we spoke to at Clubs Days. Each club was asked to answer a question about the CSA Election and then we gave them the opportunity to promote their club and events. The Instagram page was also used to post videos each candidate sent in promoting their own campaign. This was done for both executives and directors. [7].

[7] Recommendation: The Elections office and Executives should continue to schedule tabling during the pre-election promotion and nomination periods. Tabling will occur both during O-Week for the Fall By-Election, Clubs Days events and resource fairs. Additionally, the Elections Office will independently schedule tabling locations. It will also allow us to do more extensive promotion earlier and introduce students to the CSA in general.

Class Talks

As per policy, the CSA Board of Directors are required to do two class talks during the Elections period: one during Nominations and one during Voting.

During Nominations, the Policy and Transition Coordinator informed all directors to provide their availability to the CRO to schedule class talks. The CRO then reached out to around 25 professors who taught large classes to inquire if they would be willing to allow a representative to deliver a class talk. From there, the CRO scheduled two directors for each class. One would deliver the talk, and the other was scheduled as a backup in case one was needed. The directors were all sent calendar invites informing them of their scheduled talk. All members were given sample scripts to use as an outline for their talks.

Due to illness, the CRO was unable to schedule the directors for class talks during the voting period. As such, all directors were sent the list of large classes, a sample script, template email to professors and a voting poster. Out of the eighteen directors, only two emailed that they had completed their class talk [8] [9].

[8] Recommendation: The CRO will continue to schedule directors for class talks based on their availability. All directors must provide their availability and respond to the calendar invites promptly when sent by the CRO.

[9] Recommendation: To encourage class talks from candidates, the Elections office will work to organize a "media training" workshop in the Winter semester to provide some tips that will help with class talks and other forms of campaigning. This training session should be open to all students that may be interested, not only candidates for the CSA election. The workshop can also be open to candidates running in other college elections, not exclusively the CSA.

QR Code Tracking

For this first time, the Winter 2025 election utilized a QR Code tracking system to determine what promotional materials are most used by students to access the ballot and nomination forms. As indicated in the table below, the most scanned item was the QR Code with the student volunteers that would direct the general election ballot. By contrast, social media posts had the lowest scan counts, however this can be attributed to the fact that students are scrolling through Instagram on their phone and would not use a second device to scan the code. As such, the link to the ballot is added to the Instagram account bio [10].

[10] Recommendation: The Elections office will continue adding tracking mechanisms to the QR codes on promo materials. In addition, specific QR codes for each location will be created to determine the best areas where maximum scans are achieved. All links will also be outfitted with tracking to determine how many clicks are achieved. Tracking will be assigned to the IG bio links, all newsletter links and website links.

Table 1: QR Code tracking data by promotion materials

Summary of QR Code Tracking Data	
Nomination Period	
Promo Material	**Number of Scans**
UC Banner, Digital Signage, Kiosks	5
Social Media Posts & Stories	0
Posters	3
Candidate's Debate	
Promo Material	**Number of Scans**
UC Banner, Digital Signage, Kiosks	2
Social Media Posts & Stories	1
Posters	1
Winter 2025 Ballot	
Promo Material	**Number of Scans**
UC Banner, Digital Signage, Kiosks	29
Social Media Posts	3
Posters	9
Polling Table Stations	18
Student Volunteer QR Codes	1431
W25 Candidate Info from Website	
Promo Material	**Number of Scans**
UC Banner, Digital Signage, Kiosks	13
Social Media Posts & Stories	2
Posters	2
TOTAL SCANS FROM ALL CODES	**1519**

Penalties, Infractions and Appeals

One warning was issued to a candidate during the Winter 2025 General Election. No infractions were issued, or appeals were received during or following the election, and the Elections Appeals Board was not required to convene.

Summary of Recommendations:

[1] Recommendation: That students are made more aware of the function of the Board, and the decisions that are made. Promotion should include the roles and responsibilities of the Board and Executives. Promotion should also include information on the general structure of the CSA and how it advocates for undergraduate students.

[2] Recommendation: The Elections office continues to livestream the Candidate's Forum to optimize student engagement and accessibility. In future the livestream should be saved and posted on the Elections Instagram page and website for viewing during the voting period.

[3] Recommendation: The Elections office continues the practice of filming 3-minute-long Instagram Reels to be utilized in addition to the Forum. These videos have high view counts and reach a wider student audience.

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[5] Recommendation: The candidates will be sent the generic QR Code ballot earlier than the Sunday before the voting period so that posters can be made with QR Codes that go directly to the ballot. The ballot itself is locked so it cannot be opened prematurely, and this will better streamline the voting process for students.

[6] Recommendation: Continue to provide students with a link to the University website where students can confirm their college. In past years students were often confused and selected the incorrect ballot causing their ballot to be invalid. Continuing to add this resource on the ballot with reminders to check their WebAdvisor account will improve this issue.

[7] Recommendation: The Elections office and Executives should continue to schedule tabling during the pre-election promotion and nomination periods. Tabling will occur both during O-Week for the Fall By-Election, Clubs Days events and resource fairs. Additionally, the Elections Office will independently schedule tabling locations. It will also allow us to do more extensive promotion earlier and introduce students to the CSA in general.

[8] Recommendation: The CRO will continue to schedule directors for class talks based on their availability. All directors must provide their availability and respond to the calendar invites promptly when sent by the CRO.

[9] Recommendation: To encourage class talks from candidates, the Elections office will work to organize a "media training" workshop in the Winter semester to provide some tips that will help with class talks and other forms of campaigning. This training session should be open to all students that may be interested, not only candidates for the CSA election. The workshop can also be open to candidates running in other college elections, not exclusively the CSA.

[10] Recommendation: The Elections office will continue adding tracking mechanisms to the QR codes on promo materials. In addition, specific QR codes for each location will be created to determine the best areas where maximum scans are achieved. All links will also be outfitted with tracking to determine how many clicks are achieved. Tracking will be assigned to the IG bio links, all newsletter links and website links.

Lauren Pyne, Chief Returning Officer

Yolanda Grant, Assistant Returning Officer

Colleen Bovay, Policy & Transition Coordinator

Approved by the Elections and Referendum Committee: **Wednesday, April 2, 2025**

Received by the Board of Directors: **Monday, April 7, 2025**

Item 18.11.2
Amendment to Appendix C (HR Policy) re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on April 2, 2025.

MOTION: to adopt the attached amendments to Appendix C (HR Policy) Section 9 (Staff Evaluation), Section 10 (Salary and Benefits), and Section 11 (Vacation), as recommended forward by the Policy & Bylaw Review Committee.

Moved: Nate Broughton, President
Seconded:

Appendix C Human Resources Policy

9.0 Staff Evaluation [CURRENT POLICY]

9.1

The focus of the staff evaluation process is on employee development. It is intended to be an opportunity to review performance against pre-determined performance standards and to set action plans that will promote employee development and improved performance.

9.2

During the first two weeks of employment, the Human Resources & Services Manager will co-ordinate the distribution of the staff evaluation form to each staff member. Staff members will fill out applicable sections of the form and submit the form to the Human Resources & Services Manager. The Human Resources & Services Manager will ensure that all staff evaluations are completed within the three-month probationary period.

9.3

Staff evaluation forms must be completed and received by the respective supervisors by the end of January. All staff evaluations will be reviewed by the Human Resources & Services Manager and Policy & Transition Coordinator, who may endorse the recommendations of the supervisor, or make additional recommendations as he/she sees fit

9.4

Two copies of the evaluation and any arising recommendations are to be made. One is to be given to the employee, and the other to remain in the employee's Personal Record.

RECOMMENDED POLICY

9.0 Staff Evaluation

9.1 (no change to this bullet)

The focus of the staff evaluation process is on employee development. It is intended to be an opportunity to review performance against pre-determined performance standards and to set action plans that will promote employee development and improved performance.

9.2

During the first four weeks of employment, Executive Supervisors (or designate) must meet with respective staff members to review the customized staff evaluation template for the position.

9.3

Staff evaluation forms must be completed by the Supervisor (or designate) and reviewed with the staff member no later than the end of the third month of regularly scheduled hours.

9.4

The President must ensure that all staff evaluations are completed within the probationary period and a copy included in the employee's staff file.

9.5

Should performance issues be identified, Executive Supervisors (or designate) must work with a member of the HR Support Team to ascertain next steps. Any decision to terminate employment within the probationary period must be fully documented and presented together with a member of the HR Support Team to the President for approval.

10.0 Salary and Benefits [CURRENT POLICY]

10.1

Salary ranges and individual rates of pay for each CSA position shall be determined in accordance with the budget limits, qualifications required, and prior salary ranges for that position. Employment equity is to be maintained according to the directives of the province of Ontario.

10.2

The Staff Representatives and the CSA Finance Committee shall meet annually during the setting of the following year's budget in order to discuss and make recommendations for global percentage salary increases, which shall take effect at the beginning of the following fiscal year or at the filling of any position by a new employee.

10.3

Individual salary increases over and above the annual global percentage increase may be granted in circumstances where the employee's performance demonstrably merits such action. It is the employee's immediate supervisor's responsibility to make recommendation for a salary increase to the Executive Committee. The recommendation must be supported by written justification including the employee's performance evaluation. All such increases are to be within the set salary range of each position unless significant changes in the job description have taken place.

10.4

Benefits for full-time contract and full-and-part-time permanent staff include transportation subsidies (e.g. parking stickers for staff who regularly drive to the university in their own vehicle); access to Health Plan coverage; legislated benefits including Unemployment Insurance and Canada Pension Plan.

10.5

Salary payment will be made bi-weekly with appropriate tax, EI, and CPP deductions

10.6

Permanent full-time permanent part-time, full-time contract employees, as well as the elected Executives are eligible for a lump payment equal to a percentage of their annual salary as a contribution towards either a retirement plan or education plan, of their choice. The percentage shall be determined as follows:

1-2	years of service	3%
3-4	years of service	4%
5-6	years of service	5%
7-8	years of service	6%
9-10	years of service	7%
11-12	years of service	8%
13-14	years of service	9%
15 +	years of service	10%

10.7

In the event that CSA part-time contract positions are not filled by students eligible for the student health and dental plans, they shall be eligible for the employee health plan and shall be notified accordingly.

RECOMMENDED POLICY

10.0 Salary and Benefits

10.1

Wage recommendations for the following year's budget shall be drafted by the Business Manager, in consultation with the President, and reviewed by the CSA Finance Committee at the last Finance Committee meeting of the Fall Semester. Wage recommendations must include the base hourly rate for Bullring part-time employees and CSA part-time employees, and the annual salary for full-time contract positions and Executive members. Final wage recommendations are to be brought forward at the first board meeting of the winter semester for approval by the CSA Board of Directors.

10.2

Salary ranges and individual rates of pay for permanent staff positions shall be determined by the President and Business Manager in accordance with budgetary limits, qualifications required, and prior salary ranges for that position. Employment equity is to be maintained.

10.3

Annual wage increases for permanent staff members are determined by the President and the Business Manager in accordance with budgetary limits, and must consider comparative levels of responsibility, and changes to the job description

10.4

Wage and salary payments will be made bi-weekly with appropriate tax, EI, and CPP deductions.

10.5

Permanent, full-time contract staff, and Executive members are entitled to:

10.5.1 CSA provided semesterly bus pass or a CSA provided parking pass,

10.5.2 Paid access to the Employee Health and Dental Plan,

10.5.3 Lump payment equal to a percentage of their annual salary as a contribution towards either a retirement plan or education plan, of their choice. The percentage shall be determined as follows:

1-2	years of service	3%
3-4	years of service	4%
5-6	years of service	5%

7-8	years of service	6%
9-10	years of service	7%
11-12	years of service	8%
13-14	years of service	9%
15 +	years of service	10%

11.0 Vacation [CURRENT POLICY]

11.1.2 Permanent and executive employees will accumulate vacation days according to the following schedule for completed years of service:

Years of Service	Vacation Time	Vacation Pay
< 1 year	-	4%
1-5 years	10 days	4%
6-10 years	15 days	6%
11-15 years	20 days	8%
16+ years	25 days	10%
All vacation time and pay will be pro-rated to start date		

RECOMMENDED POLICY

11.1.2 Permanent and executive employees will accumulate vacation days according to the following schedule for completed years of service:

Years of Service	Vacation Time	Vacation Pay
< 1 year	-	4%
1-2 years	10 days	4%
3-4 years	12.5 days	5%
5+ years	15 days	6%
All vacation time and pay will be pro-rated to start date		

11.1.4 (NEW)

Permanent, executive, and full-time contract employees will be paid their usual and customary wages during the Winter Break. The Winter Break begins the first business day after fall exams conclude and ends on the last business day before winter classes commence.

Item 18.11.3
Amendment to Appendix D (Committees) re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on April 2, 2025.

MOTION: to adopt the attached amendment to Appendix D (Committees) Section 3.14 (Committee Minutes), as recommended forward by the Policy & Bylaw Review Committee.

Moved: Nate Broughton, President
Seconded:

3.14 Committee Minutes

3.14.1 Standing Committees

a) All Standing Committees of the CSA shall take minutes at each one of its respective meetings~~.~~, to be approved by the committee at a subsequent meeting.
b) All minutes shall be submitted to the Policy & Transition Coordinator for the purpose of archiving and submission to the Board of Directors to receive as information. ~~and making minutes available to the general membership via the CSA website.~~
c) Minutes from the final meeting of the academic year may be approved by the committee via email to ensure timely submission to the Board of Directors.

Item 18.11.4
Amendment to Bylaw 1 (Organizational) re. PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and a roll call vote.

Notice of this motion was provided at the Board meeting on April 2, 2025.

MOTION: to adopt the attached amendment to Bylaw 1 (Organizational) Section 5.5 (Conduct of Executive Committee Meetings), as recommended forward by the Policy & Bylaw Review Committee.

Moved: Nate Broughton, President
Seconded:

5.5 Conduct of Executive Committee Meetings

5.5.1 The President shall act as the Chair of the Executive Committee.

5.5.2 Quorum for Executive Committee Meetings shall be no less than half of the elected members. ~~is three voting members.~~

This shall comprise no less than the President, and one ~~two~~ Vice President~~s~~;

If the President is unable to be present at an Executive Committee Meeting, and every attempt has been made to ensure their attendance, quorum may be all elected ~~the three~~ Vice Presidents. Minutes from these meetings must be sent to the President within 24 hours.

Item 18.11.5
Amendment to Bylaw 2 (Electoral) re. PBRC

Note: Bylaw 1 - Organizational, Section 12, states that amendments to a CSA Bylaw require one Board meeting notice. Bylaw amendments require a two-thirds majority vote at a Board meeting and a roll call vote.

Notice of this motion was provided at the Board meeting on April 2, 2025.

MOTION: to adopt the attached amendment to Bylaw 2 (Electoral) Section 1.1 (Electoral Officers), as recommended forward by the Policy & Bylaw Review Committee.

Moved: Nate Broughton, President
Seconded:

1.1 Electoral Officers

1.1.3 CSA Elections Office staff shall report to and be supervised by the President.

a) In the event that the President is a candidate for election, CSA Elections Office will report to another Executive member who is not a candidate, as determined by the Board. If all Executive members are running for election, the CSA Elections Office staff will report to the two board directors that sit on the Elections and Referendum Committee. ~~a committee of the Board of Directors as determined by the Board.~~

Item 18.11.6
Amendment to Appendix G (Electoral) re. PBRC

Note: Bylaw 4 – Policy of the CSA, Section 2.2 states that amendments to a policy require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion was provided at the Board meeting on April 2, 2025.

MOTION: to adopt the following amendment to Appendix G (Electoral) Section 3.1 (Membership and Meetings) as recommended forward by the Policy & Bylaw Review Committee.

Moved: Nate Broughton, President
Seconded:

3.0 Elections and Referendum Committee

3.1 Membership and Meetings

3.1.1 Membership of the committee shall consist of the President, Policy & Transition Coordinator, CRO, ARO, and two Directors. If the President is a candidate in the General Elections, ~~another~~ the Executive chosen to supervise the Elections Office will be ~~selected~~ a member of the Committee. If all Executive Officers are running for election, there will be no Executive Officers ratified to the Committee.

Item 18.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 18 on April 7, 2025 be adjourned at pm.

Moved:
Seconded: