AGENDA
Board of Directors Meeting # 1
May 28, 2025 – 6:00 pm

Agenda – May 28, 2025

1.0	**Call to Order**	
1.1	**Land Acknowledgement** William Coleman, VP Academic	
1.2	**Adoption of the Agenda** 1.2.1 Approve the Agenda 1.2.2 Declarations of Conflicts	 1
1.3	**Ratifications and De-Ratifications** 1.3.1 Ratify College Government and Student Organization Representatives 1.3.2 De-Ratify Vice President External	 2 3
1.4	**Comments from the Chair** 1.4.1 Introductions and Pronouns	
1.5	**Approval of Past Minutes** 1.5.1 Meeting # 17 – April 2, 2025 1.5.2 Meeting # 18 – April 7, 2025	4
1.6	**Executive Committee Minutes** 1.6.1 Meeting # 18 – March 28, 2025	5 6
1.7	**Executive Updates** 1.7.1 President – May 28, 2025 1.7.2 VP Student Experience – May 28, 2025 1.7.3 VP Academic – May 28, 2025 1.7.4 VP External – Vacant	10 11 13 15
1.8	**Director Reports**	
1.9	**CSA Service Update and Report**	
1.10	**Committee Updates and Reports** 1.10.1 Hiring Committee Report: SE&RM Coordinator 1.10.2 Hiring Committee Report: Business Assistant 1.10.3 Hiring Committee Report: SHAC Assistant 1.10.4 Hiring Committee Report: Clubs Coordinator 1.10.5 Statement Making Committee Minutes # 2 – January 24, 2025	 17 18 19 20 21
1.11	**Business** 1.11.1 Appoint Policy and Bylaw Review Committee (PBRC) 1.11.2 Member's Motion: Finance Committee Referral 1.11.3 Notice: Member's Motion: Amendment to Bylaw 1 1.11.4 Notice: Suspension of Hiring Policy for HR/Admin Assistant Hiring	 26 29 31 33
1.12	**New Business** 1.12.1	
1.13	**Announcements**	
1.14	**In Camera Session**	

	1.14.1	
1.15	**Adjournment**	34

Item 1.2.1 (a)
Approve the Agenda

MOTION: that the agenda for the CSA Board of Directors Meeting # 1 on May 28, 2025, be approved as printed and distributed.

Moved:
Seconded:

Item 1.2.1 (b)
Amend the Agenda

MOTION TO AMEND:

Moved:
Seconded:

Item 1.2.1 (c)
Approve the Amended Agenda

AMENDED MOTION: that the agenda for the CSA Board of Directors Meeting # 1 on May 28, 2025, be approved as amended with:

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Item 1.3.1.
Ratify College Government and Student Organization Representatives

MOTION: That the following appointed **College Government representatives** be ratified as Members of the 2025-2026 CSA Board of Directors, effective immediately:

Susannah Polack-Finley	College of Biological Science Student Council
Noel Johnston	College of Engineering and Physical Sciences Student Council
Kovar Yu	Lang Students' Association
Reese Fletcher	Student Federation of the Ontario Agricultural College

AND FURTHER That the following **Student Organization representatives** be ratified as Members of the 2025-2026 CSA Board of Directors, effective immediately:

Branden Newman	Indigenous Student Society (ISS)
Ella Rigby	Guelph Resource Centre for Gender Empowerment and Diversity
Keira Gayowsky	Interhall Council
Ashley Ames	Ontario Public Interest Research Group (OPIRG)

Moved:
Seconded:

Item 1.3.2
De-Ratify Vice President External

WHEREAS Natalie Wilkinson has submitted written resignation from the role of VP External, effective May 23, 2025;

BE IT RESOLVED that Natalie Wilkinson be de-ratified as CSA VP External, effective immediately.

Moved:
Seconded:

Item 1.5
Approval of Past Board Minutes

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

1.5.1	CSA Board Meeting # 17	April 2, 2025
1.5.2	CSA Board Meeting # 18	April 7, 2025

Moved:
Seconded:

Item 1.6
Executive Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
1.6.1	Meeting # 18	March 28, 2025

Moved:
Seconded:

Minutes
Executive Committee Meeting (ECM)
Meeting #18 – March 28, 2025 – 4:00 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 @ 4:06 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

This may be our last ECM of the year, as we begin preparing for transition week!

4.0 Approval of the Previous Executive Committee Minutes

Meeting #17 Minutes and Meeting #17a Minutes were approved.

5.0 Executive Updates

5.1 President

5.1.1 HR/Operations Update

- Bullring: The Bullring had its million-dollar day on March 20th! This is a great sign of finally coming back to pre-pandemic levels.
- TheCannon.ca: Tabling happened today, and we gave out cookies and merch, and we talked a lot of students who seem excited about the giveaway.

5.1.2 Committees

- Student Executive Council: Meeting last night and went through CSA execs' PCDR responses.
- PBRC: Good discussions were had, and some policies were passed. Jonah is now on the director appointment process working group. Another PBRC meeting will happen much earlier in the new school year, to start work on a number of policies.
- SEIF Committee: Just wrapping up for the year, I've started writing the final report now.

5.2 VP Student Experience

5.2.1 Supervisory

- Clubs: Prepping for summer accreditation that is opening on March 31st and closing May 3rd. Looking into the possibility of new clubs doing accreditation over summer.

- SafeWalk: Working on the volunteer job description, trying to develop the job description to include participating in a SafeWalk event (e.g.: hot chocolate tabling). SafeWalk purchased portable alarms for the volunteers. They had their year-end appreciation event. The Operations Manual is being finalized for next year.
- 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.

5.2.2 Committees

- TheCannon.ca: 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 few submissions for the giveaway and that is great!
- Gryph to Grad Committee: We now have a Last Toaster for The Last Toast! All speakers for The Last Lecture have been chosen (a professor, graduating student, and an alumni). Grad Launch will happen on April 1st in PCH. 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 at 6:00 pm.

5.2.3 Miscellaneous

- 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 in April!
- Sex Bingo: All Sexy Bingos for the year have happened, now we just have to plan for O-Week and arrange the new dates for the Fall 2025 semester!
- 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.

5.3 VP Academic

5.3.1Supervisory

- SHAC: We are currently in the middle of hiring for the new SHAC Assistant and will be interviewing 4 candidates. Working on academic cases and appeals for the SHAC office. Going over the operations

manual with the SHAC Coordinator and will be doing training with current SHAC Assistants.

5.3.2 Committees

- Student Senate Caucus: Conversations on the CEPS split to two separate colleges.
- PBRC: There is a working group to review the director appointment process.
- Senate: Meeting next Wednesday, continuing Student Senate Caucus conversations there as well, and review some university policies.

5.3.3 Miscellaneous

- University Staff: Conversations with Byron to create an integrated waiting list to WebAdvisor. Conversations with the Provost's Office about the organization of summer semester classes and the university calendar.

5.4 VP External

5.4.1 Supervisory

- Foodbank: Will undergo their yearly shutdown from April 25th to May 5th, so they are scaling back purchasing. The refresh is still ongoing but will finish soon. The waitlist is full and they are looking forward to summer semester planning.
- Bike Centre: Bike Auction is currently happening and ends on Sunday at noon. Currently there are bids on 21 bikes and there are 26 in total for auction. The bike picks will happen on Monday and Tuesday at The Bullring.

5.4.2 Committees

- CSA/GSA Transit Committee: Talked about the late-night bus service and reviewed the contract for next year.
- Sustainability Action Fund: Students, staff, and faculty can still apply for expressions of interest for review by the committee. More information about it online or folks can contact the VP External.

5.4.3 Miscellaneous

- President's Task Force on Mental Health: They reached out in relations to the foodbank and she shared information with them on how to continue to fight against food insecurity on campus.

- Federal Election: If you are reading this, you should remember to head to the polls on April 28th to vote. April 14th to 16th is on campus voting as well, locations TBD.
- Summer Bus Pass Opt-In: They early bird day is April 23rd at the CSA Front Office, and it starts proper in the first week of May (cash or debit purchase for $160.00)

6.0 Business

6.1 Social Media:

- End of Year Recap Pictures: All execs will be submitting pictures for all the things they have done the entire school year.

7.0 New Business

There was no new business presented.

8.0 In Camera

There was no in camera session.

9.0 Adjournment @ 4:40 pm

Next Meeting: April 4, 2025

Item 1.7
Executive Updates

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

1.7.1	President	May 28, 2025
1.7.2	VP Student Experience	May 28, 2025
1.7.3	VP Academic	May 28, 2025

Moved:
Seconded:

Executive Update

President

May 28, 2025

Hello everyone! Welcome to your first Board Meeting for the 2025-2026 term! I'm hoping that everyone is super excited to do great things in the year ahead. We're looking forward to getting to know all our new Board members over the course of the year, and to continue to work with all our returning folks!

As a member of our Board, you hold a very important role in the CSA, spreading the word about what we do, promoting our services, getting student feedback, and keeping everyone in the loop about all our events throughout the year.

It's been a busy start to the year with lots of transition work, and I'm catching up after being away from the office for a few days earlier this month.

Ongoing Projects:

CSA Staff – HR Update / Training:

Over the summer, we have hired a new Bookkeeper to begin getting up to speed throughout the month of June before our current Bookkeeper retires!

We're now working on a number of positions that need to be hired for:

1. Events Coordinator (high priority) – Job Description being worked on, needs to be hired ASAP
2. (NEW) HR/Admin Assistant (high priority) – see motion later in the package, we would like to work with a professional recruiting firm to assist with this
3. (NEW) 2x Social Media Assistants – Job Descriptions being worked on, needs to be hired before O-Week
4. FoodBank Coordinator – needs to be hired before August 1st
5. FoodBank Assistant

Training & Transition:

Transition has been going great for our Executive Team – we've been able to have a few very helpful workshops and training sessions from many campus partners. We're just wrapping up the last of our transition by next week, so everyone is mostly settled into their roles now.

Policy Work:

The Policy & Transition Coordinator and I have begun meeting to discuss policy work priorities for both the summer and longer-term, to complete over the course of the year. With PBRC being formed at this first meeting, we're in a good place to start some of that work!

Orientation Week:
We've begun planning for Orientation Week in the office! As we progress through the summer, you can expect to hear a lot more about O-Week, and what exciting plans we have to make it a fun one!

Committees:

I haven't had any significant committee work yet this semester, but things will probably start ramping up fairly soon!

CFS Ontario Executive Committee:

I was ratified to CFS-O's Executive Committee, which essentially serves as the Board of Directors for CFS-O. At our first meeting, we received a ton of presentations about the Federation, all the projects they have on the go, and got trained on skills to help us be able to operate better.

The presentations on Campaigns and Government Relations, Communications, and Services were all highlights, and will help inform the Executive Committee's planning of everything we do this year, to help improve our services.

I really look forward to working with everybody this year – if any Directors have questions about anything, have ideas for something we should look into, or just want to chat, feel free to reach out to me, and I'd be happy to chat, brainstorm, or help however I can!

- Nate

General Update:

I have successfully completed my first month as the VP Student Experience and have now gone through nearly all the required transitions and training sessions. I am excited for what's ahead and optimistic about a progressive year full of student engagement, inclusive programming, and fun events across campus.

Ongoing Projects:
We have kickstarted planning for the year with initial social media strategy meetings, aiming to strengthen our online engagement and event outreach. In addition, I've reached out to the Wellness Centre to explore collaborative opportunities for Men's Mental Health Month and Safety Month, to align awareness efforts with increased student interaction.

Committees:
We held an Executive Committee Meeting on May 21st where we discussed engagement initiatives and committee restructuring. Considering the VP External's departure, we also reviewed committee allocations under her portfolio.

Additionally, I attended the onboarding meeting for the Celic Committee, where we discussed member roles and responsibilities for the upcoming year. I look forward to working closely with them on meaningful student initiatives.

Services:

Clubs:
A new Clubs Coordinator has been hired and will begin on June 2nd. In the interim, I've been handling all club-related responsibilities. This has included managing the club's accreditation process—successfully completed—and working directly with various clubs on their upcoming events. Deadline extensions were granted where appropriate to ensure continued participation. Outreach efforts also included contacting 75 previously accredited clubs to encourage re-engagement.

I am currently addressing issues raised by a few clubs regarding their banking credentials and have been responding to various club inquiries to maintain ongoing support.

Student Events & Risk Management (SE&RM):
The new SE&RM Coordinator has been hired and will be undertaking 10 hours of training this summer. Until then, I am covering relevant responsibilities in collaboration with Kristina, a current SE&RM committee member, to ensure continuity in event risk management and training operations.

Message from the VP:
This first month has been an exciting kickoff to the year. I'm looking forward to strengthening our engagement efforts, supporting inclusive student experiences, and building a vibrant, connected campus community.

Executive Update

VP Academic

May 28, 2025

Central Student Association

General Update:

Hello everyone, and a very warm welcome to all our new Board members for this year. Looking forward to working with all of you over the next year to improve student experience and learning at the University! I've been working through a number of training sessions this month- the sessions hosted by the Canadian Federation of Students (CFS) have been especially helpful. I also had the opportunity to attend the recent Teaching & Learning Innovations Conference, where I learned about new strategies, techniques, and technologies that are being used in classes across our campus. It was also a great opportunity to network with faculty members that are continuing to develop innovative teaching methods to engage students.

Ongoing Projects:

Academic Policy Updates: There are a number of changes coming to academic policies for this fall. I've talked about course selection at length, and will be putting out a social post soon for students to know more about the changes. We've also discussed the definition of full-time status, re-taking passed courses, and codifying the rules for online vs. in-person exams.

University AI Strategy: I recently participated in a workshop that was part of the development of a University AI Strategy. With a number of faculty and staff we discussed how AI can be used to improve our work, what students are learning about AI, and what we would expect from an institutional strategy.

Committees:

Calendar Review Committee: CRC has wrapped up all the changes to the 2025-26 calendar, and a large number of changes coming in 2026-27. This includes the new Civil Engineering program planned to start in Fall 2026 and modifications to the Studio Art program (to name just a few).

Student Career Advisory Committee: This committee recently delivered a series of recommendations to EL Hub leadership on how we can continue to improve career education services at the University. A few recommendations include: partnering with Student Wellness to address career anxiety and mental health in the job searching process, improving the online accessibility of the Experience Guelph platform, and enhancing outreach to faculty.

Student Food Security Committee: This committee is mostly still divided into smaller working groups to propose a series of strategies for addressing food security at an institutional level. I currently lead two working groups looking at needs-based bursaries and at student employment income.

New Committees: As of last week, I have replaced the VPSE on the Co-Curricular Experiential Learning Integrity Committee (CELIC). Additionally (with Natalie's resignation), I've been made our primary representative on DHR's Accessibility Committee and Human Rights Advisory Group.

Services:

SHAC is working on reduced summer hours and no in-person office hours until September- however we have already managed 12 cases since starting summer hours! We have also had our first summer check-in to discuss staff training, case management, and O-Week event planning. I have also been developing a case feedback survey to understand students' experience with SHAC in the spirit of continuous improvement. Finally, I've managed 5 academic appeals or petitions cases in the past month and look forward to helping more students understand and work with the University's academic regulations.

That's all for now folks- but feel free to reach out if something on here got your attention and you want to talk more!
-Will

Item 1.10.1
Hiring Committee Report
Student Events & Risk Management Coordinator

Posting Date: March 6, 2025
Closing Date: March 19, 2025

Hiring Committee Members:

Naomi Amayaevbo (VP Student Experience)
Kristina Eisenbach (Coordinator, Student Leadership – Student Experience)
Patience Akankwasa (SE&RM Coordinator)

Number of Applicants: 31
Number of Interviews: 3

Successful Candidate: Sydney Hooper
Start Date: September 2, 2025

MOTION: That the hiring of Sydney Hooper for the position of Student Events & Risk Management Coordinator be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 1.10.2
Hiring Committee Report
Business Assistant

Posting Date: March 3, 2025
Closing Date: March 14, 2025

Hiring Committee Members:

Lee Anne Clarke (Business Manager)
Nate Broughton (President)
Sabrina Tamillia (Business Assistant)

Number of Applicants: 29
Number of Interviews: 4

Successful Candidate: Emilie Dudgeon
Start Date: September 2, 2025

MOTION: That the hiring of Emilie Dudgeon for the position of Business Assistant be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 1.10.3
Hiring Committee Report
Student Help and Advocacy Centre Assistant

Posting Date: March 4, 2025
Closing Date: March 18, 2025

Hiring Committee Members:

William Coleman (VP Academic)
Danielle Callaghan (SHAC Coordinator)
Emma Bradley (Promotional Services Coordinator)

Number of Applicants: 57
Number of Interviews: 3

Successful Candidate: Hope MacPherson
Start Date: September 2, 2025

MOTION: That the hiring of Hope MacPherson for the position of Student Help and Advocacy Centre Assistant be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 1.10.4
Hiring Committee Report
Clubs Coordinator

Posting Date: April 9, 2025
Closing Date: April 23, 2025

Hiring Committee Members:

Naomi Amayaevbo (VP Student Experience)
Nate Broughton (President)
Emma Bradley (Promotional Services Coordinator)

Number of Applicants: 30
Number of Interviews: 3

Successful Candidate: Christine Rivera
Start Date: September 2, 2025

MOTION: That the hiring of Christine Rivera for the position of Clubs Coordinator be approved, as recommended by the Hiring Committee.

Moved:
Seconded:

Item 1.10.5
Statement Making Committee Minutes

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

Agenda Item #	Meeting #	Meeting Date
1.10.5	Meeting # 2	January 24, 2025

Moved:
Seconded:

AGENDA
Statement Making Committee
Meeting # 2 – January 24, 2025 – 4pm-5pm

Attendance

Members

Natalie Wilkinson	CSA VP-External/ Chair	Present
Noam Einy	CSA Director	Regrets
Ash Ames	CSA Director	Arrived- 4:15pm
Jake Levy	CSA Director	Absent
Amir Benkelai	CSA Member	Present

Guests

Scribe

Natalie Wilkinson	CSA VP-External/ Chair

1.0 Call to Order- Friday January 24th , 4:15pm Quorum shall be the CSA VP External, at least one CSA Director and at lease one CSA general member. 1.0.1 Attendance 1.0.2 Introductions	
1.1 Adoption of the Agenda 1.1.1 Approve the Agenda Agenda was approved. 1.1.2 Declarations of Conflicts The VP External explained what a conflict looks like regarding the Statement making committee. No conflicts were declared.	
1.2 Ratifications and De-Ratifications 1.2.1 N/A	

1.3 Comments from the Chair The VP External talked about being excited to get the statement approved and discussed the run through of the meeting.	
1.4 Approval of Past Minutes 1.4.1 Approval of SMC #1- December 9 2024 The minutes from December 9th, 2024 approved. The VPE noted the physical format of the minutes would be adjusted but the content would remain the same.	
1.5 Business 1.5.1 Graduate Student Association Response The VPE explained how she received an email from the GSA president on December 15th and that they would meet Wednesday of that week to discuss the email that the VPE sent regarding asking for stakeholder response to those impacted by a statement on Graduate students. She then noted that she followed up again, that morning of when the statement making committee would meet but then she did not hear a response as of that time (4:23pm). 1.5.2 CSA statement on Graduate Students The VPE began by saying based on what was discussed in the first statement making committee meeting, as well as the policy of the statement making committee, that the chair must reach out to relevant stakeholders to help craft together a statement. Based on what was decided during the last meeting, the VPE explained that she reached out to Ben Bradshaw, CUPE3919 The Graduate Student Association and the Senate Student Caucus who were the ones who originally spoke about it and a member had brought it forward to the CSA Board of Directors. The VPE explained that she had reached out to them on December 10th which is a day after the committee met on December 9th. After the semester break had passed, the VP External has sent out a follow up email but there was no response, other than from Ben Bradshaw who differed the matter to the Graduate Student Association (GSA). The VPE then read out the draft motion of the Graduate Statement on Graduate Students. "The Central Student Association stands in solidarity with the graduate students at the University of Guelph. During the fall 2024 semester, graduate student at the University of Guelph have been faced with dramatic changes that affect both their academic and personal lives. From HR payment issues, housing changes, and tuition changes, it is abundantly clear that graduate students are not a priority for University Administration.	

Graduate students are essential to the University's successes. Their role as teaching assistants shapes undergraduate academic successes, they foster research innovation and contribute to institutional achievements, Graduate students must be valued and emphasized, not disregarded. The CSA calls on the University of Guelph to reestablish the Payroll Deduction System, create more bursary and funding opportunities for grad students and reinstate Tri-Council Top Up Funds. Neglecting graduate students is not the answer to financial woes." The VPE highlighted that she used what was used in the CSA Board of Directors Meeting Motion to help formulate her response. She then asked members of the committee if they had any thing they would like to add. The VPE added that when it comes to political statements, they need to be charged. They need to be clear and bring up points to make, and then a call to action. The VPE also mentioned that at the upcoming Board of Directors meeting, the VPE will talk about the stakeholders who were reached out to and what had happened during the meetings. Member Benkelai asked if housing should be expanded upon, offered to replace " housing changes" to "sudden evictions". The VPE added those changes. Member Ames then suggested the following" The University of Guelph is made up of both undergraduate and graduate students. Graduate students should not be neglected to prioritize Undergraduate student interests. Member Benkelai then added that to make the statement more charged, the line could read "The interest of undergraduate students should not come at the sacrifice of graduate students. To the extent that, as representatives of Undergraduate students, we fail to see that such sacrifice is needed". The VPE then added that to the draft statement. Member Ames also suggested to add "We believe that a university is made better when both Undergraduate and Graduate students feel welcomed there." The VPE then read out the statement with all suggested edits thus far. Member Benkelai asked to add " Neglecting graduate students will only cause trouble not resolve them." The VPE added that while it is up to the committee to decide, that these things have already happened. That putting a call to action to the end of the statement, and by adding that the reason this has been done is because of financial woes, that despite what the University thinks, it is not the answer. At that point, the VPE received an email from the GSA President, Emily and read out her response. The GSA president said that there was a number of items that needed addressing, such as lack of accountability of the administration side of the HR system, leaving several students unpaid for weeks while still expected to pay tuition, rent, groceries etc. Adding that the University is slow to response, however responded faster when there was a campus wide failure to pay all staff. The GSA president mentioned how admin has been lacking and not taking accountability for the failures and pre-emptive release of	

the payroll system and has failed to provide graduate students with quick action. Also adding that the administration has also failed to take accountability for the negative effects of over-enrolling students. The GSA president then explained how Graduate students have been unable to keep up with their increasing demands om TA-ship and instructor positions due to the increased demand due to high class sizes. Also mentioning how they must hold more office hours and grade more assignments. Also being paired with the lack of increased funding. Finally, the GSA president added that the failures of the HR system caused students to lose trust with administration. The VPE then went over the email again, cited what was already added in the draft statement already made. The VPE suggested adding " The University of Guelph administration must to take accountability for their actions." The VPE suggested that what the GSA president was saying was already covered in what Member Amir and Ames added. Member Ames suggested adding the word *administration* to the interest of Undergraduate students *and administration* should not come to…". The committee agreed on that addition as well. The VPE then also asked if we should add over enrolment to the list of issues stated in the first paragraph and the committee agreed. The VPE stated that grammar, punctuation and sentences will be checked prior to posting. **Motion:** The CSA statement on Graduate Students be sent to the board for approval. *Carried by consensus*	
1.6 New Business N/A- There was no new business.	
1.7 *In Camera* Session N/A- There was no In-Camera Session	
1.8 Adjournment 1.8.1 Adjourn The Meeting was adjourned at 4:58pm on Friday January 24th.	

Item 1.11.1
Appoint Policy & Bylaw Review Committee (PBRC)

WHEREAS CSA Policy Manual Appendix D, Section 8.2.1 allows for any member of the CSA and/or member of the CSA Board of Directors to be a member of the PBRC; and

WHEREAS CSA Policy Manual Appendix D, Section 8.2.4 states that the Policy & Transition Coordinator will be a ratified member of the PBRC;

BE IT RESOLVED that the following CSA Board Directors be appointed to the Policy & Bylaw Review Committee for the 2025-26 academic year:

[One Director minimum; three Directors functions best; no maximum in policy]

AND FURTHER that the following Executive Officer be appointed to the Policy & Bylaw Review Committee for the 2025-26 academic year:

Nate Broughton, President

Moved:
Seconded:

See following pages for PBRC information.

CSA Policy Manual, Appendix D – CSA Committees

8.0 Policy and Bylaw Review Committee (PBRC)

8.1 Responsibilities

8.1.1 To solicit input from members of the CSA and/or CSA Board of Directors relating to the CSA Bylaws and Policies.

8.1.2 To develop draft bylaws and policies on said input for the CSA Board of Directors to accept, reject, or refer back to the PBRC with further recommendations.

8.1.3 To regularly review existing CSA Bylaws & Policies to ensure relevance; and to conduct review with direction from the CSA Board of Directors.

8.1.4 To review, when appropriate, CSA Standing Resolutions to ensure relevance and application to undergraduate students at the University of Guelph.

8.1.5 To make spelling, grammar, and article numbering changes to the CSA Bylaws and Policies as necessary.

8.2 Membership

8.2.1 Any member of the CSA and/or member of the CSA Board of Directors may be a member of the PBRC.

8.2.2 Any individual seeking membership will notify the Policy & Transition Coordinator. They will be ratified as members of the PBRC by the committee at the beginning of the second consecutive meeting which they attend. The membership term will be for the remainder of the academic year.

8.2.3 Members who miss two meetings without regrets will be de-ratified from the committee.

8.2.4 The Policy & Transition Coordinator will be a ratified member of PBRC as per their job duties.

8.2.5 At any time, a member may resign from PBRC by notifying the Policy & Transition Coordinator.

8.3 Structure

8.3.1 The Committee Chair is rotated among the PBRC members on an individual meeting basis. The selection of Chair takes place at the beginning of each meeting. This rotation provides valuable experience for members and

reduces any potential conflicts of interest. The Policy & Transition Coordinator is responsible for collecting discussion items and coordinating agenda preparation.

8.3.2 The PBRC minutes will be recorded by the Policy & Transition Coordinator. Committee minutes will be circulated between meetings of the PBRC for member review and for approval at the next regularly scheduled meeting.

8.3.3 Quorum shall be three ratified members, one of which must be a Director of the CSA.

8.4 Decision Making

8.4.1 The PBRC will operate by consensus of ratified members; it is understood that the committee is open to examining other procedural options as necessary. From time to time, where consensus cannot be reached on a particular topic, the PBRC will vote in accordance with Robert's Rules of Order. For minute-taking purposes, decisions reached by consensus will be noted as such.

8.5 Reporting

8.5.1 The PBRC will report to the CSA Board of Directors at least twice a semester. It is understood that the Board of Directors will request reports on specific issues with specific timelines relevant to that issue.

8.5.2 Reports of the PBRC may include, where relevant but not limited to, a list of meeting dates since the last report, the next regularly scheduled meeting date, time and location, upcoming discussion points, and recommendations for CSA Bylaws and/or Policies for final decision making at the CSA Board of Directors.

Item 1.11.2
Member's Motion: Referral to Finance Committee

WHEREAS Appendix D section 6 states that the Finance Committee ("the Committee") is a standing committee of the CSA Board of Directors that is responsible for monitoring the CSA's finances and providing input into the budgeting process; and

WHEREAS in consideration of goals to increase engagement in the CSA and within the CSA Board of Directors, there are questions regarding financial feasibility;

BE IT RESOLVED that the attached questions be received by the Board of Directors as information;

FURTHER that the attached questions be referred to the Finance Committee to explore the financial feasibility and legality including considerations with the Ontario Not-For-Profit Corporations Act (ONCA) for the purpose of considering these potential costs for inclusion in the 2026-2027 budget;

AND FURTHER that the Committee provides an update on the feasibility of the attached questions no later than the October 29th Board of Directors meeting.

Moved: Jonah Greenhut
Seconded:

Questions for Referral

1. Can we provide a stipend for Board Directors similar to other organizations for the purpose of incentivizing and honouring time commitment of board members?
    a) How would this work for appointed positions?
    b) Is this in line with ONCA?

2. Can a director budget be created to allow for directors to conduct outreach to their constituency, including things such as poster runs, office hours, etc.?

3. Can we tie the election budget for candidates to coincide with the cost-of-living increase that it costs to run in the election (for example, our new postering requirements increasing the cost of postering)?

Item 1.11.3
Notice: Member's Motion: Amendment to Bylaw 1 (Organizational)

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 is hereby provided at the Board meeting on May 28, 2025.

This motion will be considered at the Board meeting on June 11, 2025.

MOTION: to adopt the attached amendment to Bylaw 1 (Organizational) Section 4.10 (Director Duties).

Moved: Marcus Aldred-Ganhao

4.10 Director Duties

4.10.1 Each Director shall:

c) Attend all Board meetings, Board retreats, Board training sessions, Annual General Meetings and General Members' Meetings; However, if a returning elected Director-at-Large or an appointed Director has previously attended a training session in a previous session of the board, they will not be required to attend another training session.

Item 1.11.4
Notice: Suspension of Hiring Policy for HR/Admin Assistant Hiring

Note: Bylaw 4 – Policy of the CSA, Section 2.3 states that the suspension of policies, or a section of a policy, require one Board meeting notice, and a two-thirds majority vote at a meeting of the Board.

Notice of this motion is hereby provided at the Board meeting on May 28, 2025.

This motion will be considered at the Board meeting on June 11.

WHEREAS the CSA requires additional administrative and HR support and intends to hire an HR/Admin Assistant to meet these needs;

WHEREAS the HR/Admin Assistant position was included in the 2025–2026 CSA Operating Budget approved by the Board;

WHEREAS the CSA does not currently have the internal HR expertise to effectively conduct a competitive hiring process for this specialized role;

WHEREAS the CSA President and Business Manager have reviewed alternatives and recommend engaging a professional recruiting firm, Robert Half, to facilitate the hiring process; and

WHEREAS this approach would not comply with the standard hiring committee and job description approval process as outlined in CSA policy;

BE IT RESOLVED that the Board of Directors suspend the relevant sections of Appendix C – Human Resources Policy requiring a hiring committee and Board-approved job description, specifically for the hiring of the HR/Admin Assistant position;

BE IT FURTHER RESOLVED that the Board authorizes the CSA to retain the services of Robert Half to coordinate the recruitment and hiring process for the HR/Admin Assistant;

AND FURTHER that the President shall report back to the Board with a summary of the hiring process and the selected candidate.

Item 1.15
Adjournment

MOTION: That the CSA Board of Directors Meeting # 1 on May 28, 2025 be adjourned at pm.

Moved:
Seconded: