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## MEETING MINUTES

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Board of Directors Meeting

Date: 2025.08.27

Location: TEAMS/2A 310-2

Time: 03:00PM- 05:30PM

<b>Meeting called by:</b>	BOD
<b>Type of Meeting</b>	Board Meeting
<b>Call to order</b>	Chair
<b>Attendees</b>	CSI BOD, Alex Oestreicher, Rajveer Singh, Shubham Savalia, Gopu Kiran Surendran, Kirsh Mistry, Kimberly Brown, Diana Mutoni, Bisman Kaur, Szymon Pelczar, Monil Jethva, Rajveer Singh, Tim Sothern, Matthew Joseph, Justin McLaughlin, Janie Renwick, Sheena Witzel
<b>Proxy</b>	
<b>Regrets</b>	Monica Suljovic
<b>Adjournment</b>	

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## AGENDA TOPICS

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### CALL TO ORDER

### PROCEDURAL

Presenter: Chair- Monil Jethva

**Meeting called to order at 3:05PM**

### LAND ACKNOWLEDGEMENT

### PROCEDURAL

Presenter: Gopu Surendran

We wish to acknowledge the lands where we live, learn, work & organize hold the ancestral connections and stories of Indigenous peoples. As we all know, colonization has orchestrated the displacement of Indigenous peoples from their ancestral lands which has hindered their ability to be in good relations with the land. Indigenous peoples are actively maintaining and strengthening their relationships with the land, which are grounded in respect, reciprocity, and resiliency.

The land our Brantford, Kitchener, Waterloo, and Cambridge campuses are located on represents the unceded territory of the Neutral, Haudenosaunee (Ho-deh-no-show-nee) and Anishinaabe (Ah-ni-nah-bay) peoples. This land was promised to the Haudenosaunee (Ho-deh-no-show-nee) people of Six

Nations, which includes six miles on each side of the Grand River, known as the Haldimand Tract. We also wish to acknowledge and recognize that the lands our Stratford, Ingersoll, Guelph & our future campus in Milton are located on represent the ancestral and treaty lands of the Anishinaabe (Ah-nish-nah-bay) peoples.

Our acknowledgement of the land is our declaration of our collective responsibility to this place and its peoples' histories, rights, and presence. We extend our respect, friendship & solidarity to all Indigenous peoples for their past, present & future contributions to this land and our community, and in their past, present and future struggles.

## TIME TO ADJOURN

## PROCEDURAL

Presenter: Chair – Monil Jethva

Time to adjourn will be 5:30PM

## APPROVAL OF AGENDA

## DECISION

Presenter: Chair- Monil Jethva

Attachment: [BOD Meeting Agenda 2025.08.27.docx](#)

**Motion to approve the agenda for Aug 27, 2025, as presented**

Forward: Hayden Steward

Second: Bisman Kaur

Abstain: None

Opposed: None

In Favor: All

Motion: Carried

## APPROVAL OF MINUTES

## DECISION

Presenter: Chair- Monil Jethva

Attachment: [BOD Meeting Minutes 2025.07.31.docx](#)

**Motion to approve the minutes from July 31, 2025, as presented**

Forward: Bisman Kaur

Second: Hayden Stewart

Abstain: None

Opposed: None

In Favor: All

Motion: Carried

## ITEM: OUTSTANDING QUESTIONS FROM LAST MEETING

## UPDATE

Presenter: Alex Ostreicher

Attachment: [Questions from 07.31.25 Board Meeting .docx](#)

- Questions were answered via email on Aug 7<sup>th</sup> by AVP Shubham
  - What period of time is the GIC for and how much time is still left? And also what is the return on the investment.
    - the funds held in the GIC under CSI are cashable they're not locked into fixed terms and the return on investments is between 2 and 5%.
  - Why was there a decline in food sales in the month of June/July compared to years past?
    - Primarily linked to the reduced catering orders from the college, which has historically been one of our largest customers.
    - This reduction has impacted both the catering company and pita pit.
    - The food truck was not operating this summer, which contributed to lower revenue
    - The Park Hill Cafe is scheduled to close around August 15th due to consistently low performance.
    - The venue has also seen reduced sales, which may be linked to a drop in overall enrollment.
- Those were all the questions received

## ITEM: GUELPH UPASS CONTRACT REVIEW

## DECISION

Presenter: Matthew Joseph

Attachment: [\[FINAL\] Conestoga College-CSI-Guelph UPass Agreement - August 22, 2025.pdf](#)

- Matthew highlighted some provisions/clauses that he felt were most important and those sections were gone through in more detail
  - Term is 5 years long and expires in 2030.
  - The contract auto renews unless either party provides at least 4 months' notice.
  - If contract is breached by either party, there is a 60-day period in which either party can "make this up" or the contract can be terminated.
  - Any administrative fees that the College would like to introduce will have to first be discussed with CSI for approval.

- If City of Guelph would like to increase the fee, CSI would first need to have this approved by their members.
- Refunds that need to be provided for any reason, will need to be done via CSI.
- If City of Guelph determines a shortfall exists, it is the responsibility of the College to pay and collect those funds from whoever is responsible for them.
- There is no indemnity clause in the contract because CSI is not responsible for handling any of the money.

## Motion to approve the Guelph UPass Contract as presented

Forward: Hayden Stewart  
Second: Kimberly Brown  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## ITEM: PRESENTATION OF AUDITED FINANCIALS

## DECISION

Presenter: Tim Sothern

Attachment: [V1 DRAFT Consolidated CSI Financial Statements.pdf](#)

- This draft audit report covers May 1, 2024- April 30, 2025.
- Once approved by the BOD this report will become a final document.
- Financial position in these statements include both CSI and CSSI.
- CSI/CSSI currently in a strong financial position.
- You will notice inventory balance has jumped this year
  - This is due to frosh kits being added to the inventory line
- Prepaid expenses may seem high
  - This is because H&D plans are paid in advance, and since the H&D plan runs Sept – Aug 31, this is already prepaid
- Net equity up from last year
  - Organization ran a profit
- Statement of Operations- Bottom Line
  - Down 20%
  - This is due to enrollment declines
  - Still considered a very healthy surplus

- Overall great audit
- No issues to report to the board

## Motion to approve 2024/2025 Audited Financials, as presented

Forward: Szymon Pelczar  
Second: Hayden Stewart  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## ITEM: ADVOCACY REPORT

## UPDATE

Presenter: Justin McLaughlin & Alex Ostreicher

Attachment: [CSI Advocacy Committee Report Presentation To BOD.pdf](#)

- This is presented every semester.
- Committee was revamped to include more student leader representation.
- Advo priorities can sometimes take over a year to implement
- They are student and data driven
- The report highlights some of the issues resolved over the past year
  - Tuition costs for short-term programs
  - Academic appeals
  - Capstone lab access
  - HVAC issues
  - Spiritual room and cleansing spaces
- Kimberly brings the student issue she received regarding small spiritual rooms to the floor
  - Justin advises that space is limited on campus, and we looking for a larger space, specifically on Cambridge Campus.
  - As of now, this is not an issue, but it will remain on the docket if anything comes up.
- Bisman brings up student complaints regarding the setup of the Doon Spiritual Room, and how it does not accommodate group prayer

- Justin suggests that these specific concerns be emailed to Alex for her to bring to the advocacy committee meeting.
- Justin highlights the Municipality advocacy work being done
  - Housing and Tenants Protection
  - Transit and Transportation
  - Other Engagements
- Gopu has a question regarding the e-scooters and how students can use these
  - Justin indicates that CSI offers promo codes every semester.
  - All information on promo codes can be found on our social media and the transportation portion of our website.
- Krish asks for further details surrounding the Region of Waterloo and the Hate Campaign.
  - Justin indicates that the region is still in the development stage.
  - Alex indicates that this is a topic on the Town and Gown Agenda, and it is being worked on.
- Provincial Advocacy Highlights
  - OSV Representation
  - OSV Priorities for 2025/2026
  - Bill 33
- Federal Advocacy Highlights
  - CASA Advocacy Actions
  - CASA Priorities for 2025/2026

## ITEM: CSI/CSSI FINANCE REPORT

## UPDATE

Presenter: Associate Vice President- Shubham Savalia

Attachment: [Finance Reporting.2025.07.31.xlsx](#)

- CSI July Balance
  - Not many changes to report compared to June
- CSSI July Balance
  - Inventory and capital assets will remain the same all year until the yearly audit is performed.
  - Gopu has a question regarding CSSI Payroll, and if staff are paid in chash
    - Shubham indicates that he will check with the Finance Manager and get back to him.

- Sheena indicates that our staff is not paid in cash.
- Food Service Year Over Year
  - No questions were asked as this report was the same last month

## ITEM: FRIENDLY AMENDMENT FOR BIO BREAK

DECISION

Motion to break for 5 minutes and return at 4:51PM, as presented

Forward: Hayden Stewart  
Second: Bisman Kaur  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## ITEM: INQUIRY REPORT

UPDATE

Presenter: Associate Vice President- Shubham Savalia  
Attachment: [G. July 2025 Inquiry Report.pdf](#)

- Shubham went over the report
- He highlighted at the report followed the same formatting as last month, and not many changes were noted.

## ITEM: SERVICE COUNTS

UPDATE

Presenter: Associate Vice President- Shubham Savalia  
Attachment: [Service Counts 2025 \(Jan-Dec\).xlsx](#)

- All services included in the report were the same as last month
- He explained how to read the report and indicated there were not many changes from last month.

## ITEM: COMPLIANCE REPORT

UPDATE

Presenter: President- Alex Oestreicher  
Attachment: [Monitoring Report of EL #3.8- Asset Protection.docx](#)

- Policy 3.8 - Asset Protection Policy
- Policy is included in the report for ease of reference

- We are currently compliant with insurance and liability protection, which covers both the organization and our directors.
- Files and sensitive data are stored securely on Sharepoint.
- All service contracts over one year in length are reviewed and approved by the BOD and there have been no issues.

## ITEM: EXECUTIVE REPORTS

## UPDATE

Presenter: President- Alex Oestreicher

Attachment: [July - Incidental Report - Alex.docx](#)

- Visited Doon and Waterloo Campus.
- Provided Board Support
- Worked on Board Retreat Planning
- Conducted gap analysis that served as foundation for the Board goal setting session during the retreat.
- CASA, OSV and Student Care Conference reports have been submitted to the communications team.
- Attended the CASA policy and Strategy Conference July 21-25
- Attended the OSB Policy and Strategy Conference July 30-Aug 1

Presenter: Vice President- Alex Rajveer Singh

Attachment: [Rajveer \(July\) EXECUTIVE MONTHLY INCIDENTAL REPORT.docx](#)

- Attended Doon Campus this month
- Attended 2 conferences with CASA
- Assisted Shubham with the monthly newsletter
- Participated in advocacy committee meeting
- Attended roundtable meeting for OSV
- Attended NDP Roundtable at UofW

Presenter: Associate Vice President- Shubham Savalia

Attachment: [July Shubham's Incidental Report.docx](#)

- Visited Doon and Waterloo Campus
- Completed July Newsletter
- Worked on Board Self Evaluation and BOD retreat surveys
- Attended CASA Social Media Training
- Attended Advocacy Committee Meeting
- Attended meeting with executive team



- Attended meeting with Cristina regarding financials

## ITEM: CONFERENCE REPORTS

UPDATE

Presenter: Vice President- Rajveer Singh

Attachment: [OSV Policy Conference Report \(Compiled\).docx](#)

- Worked on priorities that were currently in place
- Advocacy plans were shared with the team and were voted on
- Made a lot of helpful connections collaborating with executives from other schools. Sharing experiences and advice.

Presenter: Vice President- President- Rajveer Singh

Attachment: [CASA Poli-Strat compiled report.docx](#)

- CASA Report
- Conference regarding policy and strategy
- Worked on understanding the difference between College and Universities and how this effects students.
- Attended a session regarding Indigenous people that he felt was highly valuable.

Presenter: Associate Vice President- Shubham Savalia

Attachment: [Compiled Conference Report - ECHO 2025.docx](#)

- Organized by Humber College
- Attended with Rajveer
- He found a lot of value in the session regarding Bill 33
- Learned of potential next steps the government might take

## BOARD MONITORING

IN CAMERA

Presenter: Monil Jethva, Chair

### Motion to enter In Camera at 5:24 PM

Forward: Kimberly Brown

Second: Bisman Kaur

Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## Motion to exit In Camera at 5:30PM

Forward: Hayden Stewart  
Second: Krish Mistry  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## ADJOURNMENT

## PROCEDURAL

Presenter: Chair- Monil Jethva

## Motion to adjourn at 5:31PM

Forward: Bisman Kaur  
Second: Hayden Stewart  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried



October 2, 2025

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date