
MEETING MINUTES

Board of Directors Meeting

Date: 2025.12.15

Location: Hybrid (TEAMS/2A-310-2)

Time: 6:00PM-8:00PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	
Attendees	CSI BOD, Alex Oestreicher, Rajveer Singh, Shubham Savalia, Hayden Park Douglas Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar, Bisman Kaur, Monil Jethva, Janie Renwick, Sheena Witzel, Monica Suljovic
Proxy	
Regrets	Brandi- Rae Tibishkogijig, Gopu Kiran Surendran, Bisman Kaur
Adjournment	

AGENDA TOPICS

ITEM: CALL TO ORDER

PROCEDURAL

Presenter: Monil Jethva

Meeting called to order at: **6:21 PM**

ITEM: LAND ACKNOWLEDGEMENT

PROCEDURAL

Presenter: Rajveer Singh

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-nish-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 & Milton campuses 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 8:00PM

APPROVAL OF AGENDA

DECISION

Presenter: Chair- Monil Jethva

Attachment: Board Meeting Agenda – [BOD Meeting Agenda 2025.12.15.docx](#)

Motion to approve the agenda for December 15, 2025, as presented

Forward: Hayden Stewart

Second: Krish Mistry

Abstain: None

Opposed: None

In Favor: All

Motion: Carried

ITEM: APPROVAL OF MINUTES

DECISION

Presenter: Chair- Monil Jethva

Attachment: Board Meeting Minutes – [BOD Meeting Minutes 2025.11.26.docx](#)

Motion to approve the minutes from November 26, 2025, as presented

Forward: Hayden Stewart

Second: Diana Mutoni

Abstain: None

Opposed: None

In Favor: All
Motion: Carried

ITEM: BRANTFORD TRANSIT CONTRACT RENEWAL

DECISION

Presenter: Janie Renwick

Attachment: [Brantford Transit Conestoga College - CSI BOD Copy.pdf](#)

- Board has already seen this document
- Janie opens the floor to any additional questions anyone might have
- No questions/concerns were brought forward

Motion to approve the Brantford Transit Contract Renewal from 2025 to 2028

Forward: Hayden Stewart

Second: Krish Mistry

Abstain: 1 (Bisman Kaur)

Opposed: None

In Favor: 7 (Shubham Savalia, Hayden, Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar, Gopu Surendran, Brandi Tibishkogijig)

Motion: Carried

ITEM: CSI BUDGET RATIOS

DECISION

Presenter: Alex Oestreicher

Attachment:

- Alex presented the proposed CSI budget ratios, noting that the ratios had been previously reviewed with the Board at the Roundtable meeting held the prior week.
- The proposed ratios were brought forward to establish financial targets for the upcoming budget cycle and to support long-term financial sustainability, transparency, and alignment with CSI's strategic priorities.
- **The proposed budget ratios were outlined as follows:**
 - Student Engagement: 40%–45%

- Full-Time Salaries: 33%–38%
 - Administration: 7%–10%
 - Reserves and Savings: 10% (Hard Target)
 - Taxes: 3.6%
- Alex further noted that comparative ratios from the 2024 and 2025–2026 fiscal years were included in the presentation to provide historical context and demonstrate consistency with prior budgeting approaches.
 - The Board was invited to ask questions or seek clarification regarding the proposed ratios. No questions or concerns were raised.

Motion to approve the CSI Budget Ratios as presented

Forward: Hayden Stewart

Second: Krish Mistry

Abstain: 1 (Bisman Kaur)

Opposed: None

In Favor: 7 (Shubham Savalia, Hayden, Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar, Gopu Surendran, Brandi Tibishkogijig)

Motion: Carried

ITEM: PEO SELECTION

DECISION

Presenter: Alex Oestreicher

- Alex reminds the board that if you are chosen as PEO you are unable to return to the BOD next year.
- Gopu nominates himself as PEO, and then withdrew his nomination
- Diana nominates herself as the PEO
- No additional nominations were made

Motion to appoint Diana Mutoni as the Primary Electoral Officer for the CSI's 2026/2027 elections

Forward: Hayden Stewart

Second: Krish Mistry

Abstain: 1 (Bisman Kaur)

Opposed: None

In Favor: 7 (Shubham Savalia, Hayden, Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar, Gopu Surendran, Brandi Tibishkogijig)
Motion: Carried

ITEM: REUTER MARKET FOOD SERVICES CONTRACT

UPDATE

Presenter: Sheena Witzel

Attachment: [Form of Agreement - Food services at Reuter campus.pdf](#)

- Document was shared at the round table
- No questions were asked.
- Voting on this document will be made at the next BOD meeting

ITEM: CSI & CSSI FINANCIAL REPORT

UPDATE

Presenter: AVP- Shubham

Attachment: [CSI/CSSI Finance Report](#)

- Shubham went through the financial report for both CSI and CSSI and explained the funds in the accounts and how they are currently broken down.

ITEM: INQUIRY REPORT

UPDATE

Presenter: Shubham Savalia

Attachment: [Inquiry Report](#)

- Shubham went through the November inquiry report and highlighted the most highly utilised programs
- No additional questions or concerns were brought forward.

ITEM: SERVICE COUNTS

UPDATE

Presenter: Shubham Savalia

Attachment: [Service Counts](#)

- Shubham went through the November service report and highlighted the most highly utilised programs
- He also pointed out that the daily counts are provided
- No additional questions or concerns were brought forward

ITEM: COMPLIANCE REPORT

UPDATE

Presenter: Alex Oestreicher

Attachment: [Monitoring Report of EL #3.2 - Treatment of Members.docx](#)

- Alexandra presented the compliance report for Policy 3.2 – Treatment of Members.
- She outlined that the policy requires the President to ensure CSI member interactions are safe, respectful, transparent, and timely, and that members understand available services, information usage, and governance access.
- Key points included:
 - Member data is collected only when necessary (e.g., events, elections, health plan administration).
 - Survey data is non-identifiable, with prize entry collected through separate forms.
 - Member information is stored securely on CSI-managed or college-secured platforms.
 - CSI-operated spaces meet accessibility standards, and staff receive guidance on inclusive service practices.
 - Board policies, bylaws, and meeting minutes are publicly accessible on the CSI website.
 - Multiple communication channels are used to ensure clarity of services.
 - Feedback and complaints are logged and followed up on by staff through accessible reporting mechanisms.
 - Alexandra reported full compliance with Policy 3.2.
- No questions were raised by the Board.

ITEM: EXECUTIVE REPORT

UPDATE

Presenter: Alex Oestreicher

Attachment: [Executive Report-President](#)

- Alexandra presented her Executive Director report for November.
- Highlights included:

- Campus visits to Doon, Waterloo, and Cambridge for board meetings and engagement.
 - Preparation for and participation in board meetings and roundtables.
 - Completion of the October incident report.
 - Updates to the Bill 53 briefing document and review of proposed policy amendments.
 - Review of policies 4.3 and 4.7 and internal governance support work.
 - Attendance at the Ontario Ministry of Finance briefing on the 2026 budget.
 - Completion of the CASA EDI survey and support for CASA advocacy logistics.
 - Review and approval of advocacy letters related to Route 110, Waterloo Region budget, and Milton budget.
 - Ongoing monitoring of Bill 33 and post-secondary sector trends.
 - Limited student inquiries in November, primarily related to events and academic concerns.
 - Continued work on CSI fee-related matters.
- No questions were raised by the Board.

ITEM: EXECUTIVE REPORT

UPDATE

Presenter: Rajveer Singh

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

- Rajveer presented his report for November.
- Key activities included:
 - Campus visits to Doon and Waterloo.
 - Participation in CASA and OSV advocacy-related activities.
 - Assistance with the November board newsletter and social media content.
 - Attendance at weekly executive meetings.

- Preparation for advocacy week with CSI staff.
- Representation of CSI during external campus visits.
- Review of AVP, Vice President, and President assessments.
- Participation in Bill 33 discussions.
- Attendance at advocacy meetings on behalf of CSI with CASA and OSV.
- Rajveer noted that additional detail would be provided in the conference reports.

ITEM: EXECUTIVE REPORT

UPDATE

Presenter: Shubham Savaliya

Attachment: [November - Incidental Report - Shubham.docx](#)

- Shubham presented his report for November.
- Highlights included:
 - Campus visits to Doon and Waterloo.
 - Participation in OSV and OSV Advocacy Week.
 - Preparation of the November newsletter and drafting of the December newsletter.
 - Completion of the Policy Committee monthly report and agenda preparation.
 - Attendance at weekly executive meetings.
 - Participation in Bill 33 discussions.
 - Attendance at financial meetings and preparation for the 2026 Guelph budget delegation.
 - Participation in OSV Advocacy Week (November 20–27), including meetings with MPPs.
 - Representation of CSI at OSV’s culinary meeting.
 - Attendance at CCICMH workshops on campus mental health.
 - Ongoing committee representation and meeting attendance.
- No questions were raised by the Board.

ITEM: CONFERENCE REPORTS (CASA/OSV)

UPDATE

Presenter: Rajveer & Shubham

Attachment: [Shubham OSV Advocacy Week Conference Report.docx](#)

- **OSV Advocacy Week (Presented by Shubham Savaliya):**
 - Purpose: Advocacy with Members of Provincial Parliament on student issues.
 - Sessions included government relations training, mock meetings, advocacy documentation, and meeting preparation.

- Shubham reported meeting with approximately eight MPPs.
- Benefits included networking with student leaders and skill development in advocacy.
- Identified areas for improvement included stronger training and simplified delegation roles.
- **CASA Advocacy Week (Presented by Rajveer Singh):**
 - Purpose: Advocacy on CASA policy asks developed at the policy conference.
 - Sessions included deep dives into policy asks, mock meetings, and participation in the Opposition Gallery at the House of Commons.
 - Rajveer attended approximately 12 meetings with MPs and stakeholders.
 - The conference resulted in securing letters of support for policy advocacy.
 - No negative aspects were identified.
 - Strong preparation support from CSI staff was acknowledged.
 - No questions were raised by the Board.

ITEM: POLICY REPORT

UPDATE

Presenter: Shubham Savaliya

Attachment: [Policy Committee December Report - Shubham.docx](#)

- Committee met Dec 3rd
- Some suggestions were recommended
- All these suggestions are surrounding the removal of the title “board administrator” which has been phased out, and replaced with alternate positions

ITEM: POLICY UPDATES

DECISION

Presenter: Shubham Savaliya

Attachment: [CSI policy amendments 2025.docx](#)

- Shubham went through the proposed wording changes is all of the effected policies
- No additional questions

Motion to approve the proposed changes to the 4.16 Elections Policy

Forward: Hayden Stewart

Second: Krish Mistry

Abstain: 3 (Bisman Kaur, Gopu Surendran, Brandi Tibishkogjig)

Opposed: None

In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar)

Motion: Carried

Motion to approve the proposed changes to the 4.21 - Elections: By-Elections Process

Forward: Hayden Stewart

Second: Diana Mutoni

Abstain: 3 (Bisman Kaur, Gopu Surendran, Brandi Tibishkogijig)

Opposed: None

In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar)

Motion: Carried

Motion to approve the proposed changes to the 2.3 - Directors' Roles and Responsibilities

Forward: Hayden Stewart

Second: Krish Mistry

Abstain: 3 (Bisman Kaur, Gopu Surendran, Brandi Tibishkogijig)

Opposed: None

In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar)

Motion: Carried

Motion to approve the proposed changes to the 3.0 - Secretary

Forward: Hayden Stewart

Second: Diana Mutoni

Abstain: 3 (Bisman Kaur, Gopu Surendran, Brandi Tibishkogijig)

Opposed: None

In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar)

Motion: Carried

Motion to approve the proposed changes to the 3.1.0 – Board Policy Committee

Forward: Szymon Pelczar

Second: Hayden Stewart

Abstain: 3 (Bisman Kaur, Gopu Surendran, Brandi Tibishkogijig)

Opposed: None

In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar)

Motion: Carried

Motion to approve the proposed changes to the 7.0 – Board Governance Committee

Forward: Hayden Stewart

Second: Krish Mistry
Abstain: 3 (Bisma Kaur, Gopu Surendran, Brandi Tibishkogijig)
Opposed: None
In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar)
Motion: Carried

ITEM: NEW BUISNESS

DISCUSSION

Presenter: Chair- Monil Jethva

- No new business was brought forward

ITEM: BOARD MONITORING IN CAMERA

Presenter: Chair - Monil Jethva

Motion to enter In Camera at 7:26 PM

Forward: Hayden Stewart
Second: Diana Mutoni
Abstain: 3 (Bisman Kaur, Gopu Surendran, Brandi Tibishkogijig)
Opposed: None
In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar)
Motion: Carried

Motion to exit In Camera at 7:33 PM

Forward: Kimberly Brown
Second: Krish Mistry
Abstain: 3 (Bisman Kaur, Gopu Surendran, Brandi Tibishkogijig)
Opposed: None
In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni, Szymon Pelczar)
Motion: Carried

ITEM: ADJOURNMENT

PROCEDURAL

Presenter: Chair- Monil Jethva

Motion to adjourn at 7:34 PM

Forward: Hayden Stewart
Second: Szymon Pelczar
Abstain: 3 (Bisman Kaur, Gopu Surendran, Brandi Tibishkogijig)
Opposed: None
In Favor: 5 (Shubham Savalia, Hayden Stewart, Kirsh Mistry, Diana Mutoni,
Szymon Pelczar)
Motion: Carried

Alex Oestreicher

February 17, 2026

President

Date

Brandi Kaur Tibishkogijig

February 12, 2025

Secretary

Date