



SENECA STUDENT FEDERATION INCORPORATED
(@York) Local Branch Council Meeting Minutes
PUBLIC SESSION

Seneca @York
SSF Office – Board room

Friday, November 8, 2019
2:00p.m.

Student Representatives Present: (Voting Members)

Krishna Amin	Coordinator, Seneca@York/SSF Inc.
Palak Chawla	Vice President/Chair, Seneca@York/SSF Inc.
Sagar Murugesan	Coordinator, Seneca@York/SSF Inc.
Shrey Pandya	Coordinator, Seneca@York/SSF Inc.

Student Representatives Regrets: (Voting Members)

None

Student Representatives Absent: (Voting Members)

None

Guests Present:

Samir Abdi	Manager, Seneca@York/SSF Inc.
Camila Ruiz	Communications/Minute Taker

1. Call to Order

This meeting is called to order at 2:03p.m.

- The Seneca@York LBC Meeting #6 for the 2019/20 term was called to order at 2:03p.m. by VP, Palak.

2. Introductions/Announcements

- Palak's announcements:
 - ◆ Congratulations to coordinators, Samir and staff on Halloween and Diwali events.
 - ◆ Welcome to Sagar and Shrey as coordinators.

- ◆ Council report due every 10th of each month, coordinators has to send the report to Palak.
- ◆ If council needs time off, they have fill and sign the time off request and that will be approved by the VP. And if there is going to be any late coming or sick leave, they need inform Palak as soon as possible and keep Samir in loop to keep things in smooth run.
- ◆ Central changed the rate in Cineplex tickets. For SSF members, it will be \$9 (limit: two tickets per week) and for guest and non-members \$11 (no limits). There will no longer be processing fees for SSF members who make payments with credit card or debit card.
- ◆ Regarding social media posts, student coverage should be maximum. Shrey will sit down with Communications staff to review the social media policy.
- ◆ There will be some winter break which will be announced later on. SSF President will decide that.

3. Acceptance of Agenda for November 08, 2019

It was MOVED by Krisha Amin and SECONDED by Shrey Pandya, “that the agenda for November 08, 2019 be accepted as presented”.

In Favour 4/Opposed 0 C A R R I E D

Additions:

L) Amendment for approval for refreshments for Men’s days on 19th worth \$3,000 (instead of \$1,000)

P) To add the motion for amendment for meet and greet with council to serve Vada Pav worth \$700 (instead of \$500)

Q) Approval to serve cups of coffee for 12 to 14th for Mental Health Awareness week worth \$300

Motion to accept agenda as amended appears here:

It was MOVED by Krisha Amin and SECONDED by Shrey Pandya, “that the agenda for November 08, 2019 be accepted as amended”.

4:0:0

C A R R I E D

4. Confirmation of Minutes September 30, 2019

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, “to accept September 30, 2019 meeting minutes as presented”.

4:0:0 C A R R I E D

5. New Business

a) Festival of Lights event

Motion: Email approval Festival of Lights event worth \$6,500

It was MOVED by Palak Chawla, and SECONDED by Krisha Amin, “to approve not more than \$6500 including tax for the Festival of lights event (email approval done)”

4:0:0 C A R R I E D

b) Halloween event

Motion: Approval for Halloween event worth \$3,800

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, “to approve not more than \$3800 including tax for the Halloween event.”

4:0:0 C A R R I E D

c) Documents for new council

Discussion:

- Explanation of the Robert’s rules to new council member.
- Financial aid document was a bit confusing for new council members, so there will be a meeting to revise it with Samir, Palak and council on Friday, Nov. 15.

d) Event planning roles and responsibilities

Discussion:

- All the details and coordination for the events needs to be done 2 weeks prior.
- Council members need to create a schedule of activities and responsible for each one of them. In order to respect time and the activities.
- The information of the event and the confirmation of the vendors needs to be sent via email 1 weeks prior the event.

- Council members needs to decide how the things will be set up and create the schedule for activities so that the staff can execute.
- Palak asked the council members to send her their availability for attendance to events in advance.
- Palak requires a planning meeting with council. One meeting per week to discuss logistics and status of events.
- There should be a small meeting with Samir and staff before any event to clarify questions about it.
- Samir asked for involvement of council members on the day of the event for instructions on how to set up and activities.

e) Summer events charters folder

Discussion

- Krisha will send all summer events charters folder by Nov. 29 to Palak.

f) Committee list – adding new council

Discussion

- New council sign up for committees.
- Sagar will be attending Academic Integrity Subcommittee. Krisha will no longer attend this committee as she has class.
- Sagar and Shrey will attend the Education Technology Advisory committee.

g) Campus giveaway items (ideas)

Discussion

- Council members will send Palak a list of their ideas for campus giveaway by the end of the day on Nov. 8.

h) Paint day artist

Motion: Approval for Paint day artists worth \$1,500

It was MOVED by Krisha Amin and SECONDED by Sagar Murugesan, “to approve not more than \$1,500 including tax for Paint day artists”

4:0:0

C A R R I E D

i) Massage day

Motion: Approval for Massage in motion for Massage day worth \$1,700

It was MOVED by Krisha Amin and SECONDED by Sagar Murugesan, “to approve not more than \$1,700 including tax for Massage on Massage day.”

4:0:0

C A R R I E D

j) Refreshments for Men's day

Motion: Approval for refreshments for 12 to 14th November for Mental Health awareness week worth \$1,500 (\$500 for each day)."

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, "to approve not more than \$1,500 including tax for refreshments for 12 to 14th November for Mental Health awareness week."

4:0:0

C A R R I E D

k) Photo booth for men's day

Motion: Approval for Photo booth worth \$1,000 for Men's day on 19th November.

Discussion:

- Council members will send Palak the type of food for the event as well as the vendor proposal by Nov. 12.
- Film a video featuring the students answering "what do you think when we say men"

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, "to approve not more than \$1,000 excluding tax for Men's day on 19th November."

4:0:0

C A R R I E D

l) Refreshments for Men's day

Motion: Approval for refreshments for Men's days on 19th worth \$3,000 (instead of \$1,000)

It was MOVED by Krisha Amin and SECONDED by Sagar Murugesan, "to approve not more than \$3000 including tax for refreshments for Men's days on 19th."

4:0:0

C A R R I E D

m) National Cake Day

Motion: Approval for cheesecakes to giveaway for National Cake Day on 26th November worth \$2,000

It was MOVED by Krisha Amin and SECONDED by Shrey Pandya "to approve not more than \$2000 excluding tax for cheesecakes to giveaway for National Cake Day on 26th November."

4:0:0

C A R R I E D

n) Movie worth

Motion: Postpone indefinitely approval for movie worth \$1,500

It was MOVED by Palak Chawla and SECONDED by Shrey Pandya “to postpone approval for movie worth \$1,500 indefinitely.”

4:0:0

C A R R I E D

o) Black Friday sales

Discussion:

- Palak asked for ideas for Black Friday sales to council member to be send to her by Nov. 15

p) Meet and greet Vada Pav

Motion: Amendment for meet and greet with council to serve Vada Pav worth \$700 (instead of \$500)

It was MOVED by Palak Chawla and SECONDED by Krisha Amin “to amend the approved motion on 30th September for meet and greet with council to serve Vada Pav worth \$700 instead of \$500.”

4:0:0

C A R R I E D

q) Coffee for Mental Health Awareness

Motion: Approval to served cups of coffee for 12 to 14th for Mental Health Awareness week worth \$3000

It was MOVED by Palak Chawla, and SECONDED by Shrey Pandya “to approve not more than \$3000 including tax served cups of coffee for 12 to 14th for Mental Health Awareness week.”

4:0:0

C A R R I E D

6. Members' Reports

Due on Nov. 10

7. Assistance need from Manager

- To create an excel tracking sheet for events: investigate a way to see how many students come to our events as well as differentiate them by SSF members, Non SSF Members and guest. In order to see how much money is being earned and the attendance.
- To check the working of the blue ray in The Hive
- To buy refreshments needed for Mental Health week: juice box (small), granola bar, fruits, chocolate bars and coffee.

8. Items to be Taken to the Central Level

Palak will take the “Daily breakfast (pancakes and grill cheese)” initiative to central.

9. Date and Time of Next Meeting

Friday, 22 November at 2p.m.

10. Adjournment

It was MOVED by Krisha Amin, and SECONDED by Sagar Murugesan, “that no further business is to be discussed and this meeting is adjourned at 4:05p.m.”

4:0:0

C A R R I E D