



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

Seneca @York
SSF Office – Board room

November 28, 2019
3:00p.m.

Student Representatives Present: (Voting Members)

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)

Krishna Amin	Coordinator, Seneca@York/SSF Inc.
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Guests Present:

Samir Abdi	Manager, Seneca@York/SSF Inc.
Kathy – Ann Scantlebury	Front Desk – Minute taker

1. Call to Order

This meeting is called to order at 3:12 p.m.

- The Seneca@York LBC Meeting #7 for the 2019/20 term was called to order at 3:12 p.m. by VP, Palak.

2. Introductions/Announcements

- Sagar :
Sagar will be out of office from Dec. 15 until Jan. 30
- Palak:
 - ◆ Winter Frosh needs to be plan first if January is planned first
 - ◆ Leave for Council starts in Dec. 18
 - ◆ Council needs to send Bio to be posted on Seneca Website
 - ◆ Council needs to read emails and text
 - ◆ Members report is due by 10th of every month to submit to Palak
 - ◆ Club Fest will happen in February second week, as Club's coordinator Sagar will be on leave until 30 Jan
 - ◆ Items for giveaways request is sent to Roel, waiting for the samples to arrive

- ◆ Palak will be out of office from Dec.14 until Jan.15. She will be available by email for approvals.
- ◆ Krisha will be the temporary V.P while Palak is out of office
- ◆ Palak asked Shrey and Sagar to prepared for class visit for new semesters.
- Samir:
Court has issued a new law about student's incentive. President will let us know how it is going to impact SSF

3. Acceptance of Agenda for November 28, 2019

It was MOVED by Sagar Murugesan and SECONDED by Shrey Pandya, "that the agenda for November 28, 2019 be accepted as presented".

3:0:0

C A R R I E D

Additions:

C) Amendment for approval to buy 120 roses for 6th December worth \$1,000 (instead of buying white ribbon for 6th December worth \$200)

K) Add discussion about Club's day and budget

L) Add discussion about new format for Seneca Got Talent

M) Approval to serve coffee and cookies for exam week.

Motion to accept agenda as amended appears here:

It was MOVED by Sagar Murugesan and SECONDED by Shrey Pandya, "that the agenda for November 28, 2019 be accepted as amended".

3:0:0

C A R R I E D

4. Confirmation of Minutes November 08, 2019

It was MOVED by Shrey Pandya and SECONDED by Sagar Murugesan, "to accept November 08, 2019 meeting minutes as presented".

3:0:0

C A R R I E D

5. New Business

a) National Cookie Day

Motion: Approval of Cookies for National Cookie day event worth \$500

Discussion:

- It will take place on Dec. 4 from 10 a.m. until 1 p.m.
- Samir suggested to call it “cookies with council”
- Cookies will be bought from Walmart
- Amend poster to have show the adjust name

It was MOVED by Shrey Pandya and SECONDED by Sagar Murugesan, “To approve Cookies for National Cookie day event worth \$500.”

3:0:0

C A R R I E D

b) Holiday Lunch

Motion: Approval for Holiday Lunch worth \$3,000

Discussion:

- Seneca-Rec. York will pay 50% i.e. 3000\$

It was MOVED by Palak Chawla and SECONDED by Shrey Pandya, “To approve Holiday Lunch worth \$3,000.”

3:0:0

C A R R I E D

c) National Day of Remembrance & Action on Violence against Women

Motion: Approval to buy 120 roses for 6th December worth \$1,000

Discussion:

- White ribbons received.
- Pending on buying roses
- Try to spend less

It was MOVED by Palak Chawla and SECONDED by Shrey Pandya, “To approve to buy 120 roses for 6th December worth \$1,000.”

3:0:0

C A R R I E D

d) National Day of Remembrance & Action on Violence against Women

Motion: Approval for refreshments for National Day of remembrance on violence against Women worth \$2,000

Discussion:

- There will be a donation box where students can donate
- To serve 300 hot chocolate instead of coffee
- The event will take place from 11 a.m. until 1 p.m.

It was MOVED by Sagar Murugesan and SECONDED by Shrey Pandya, “To approve refreshments for National Day of remembrance on violence against Women worth \$2,000.”

3:0:0

C A R R I E D

e) Exam week

Motion: Approval for Snacks in morning and evening exam week worth \$3,000

Discussion:

- The snacks to be ordered from Walmart
- These are: granola bars, fruits and chocolate
- Coffee, Cookies, bars, Juice boxes, fruits to be served in morning until 13th, and Coffee, Chocolates, bars, Juice boxes, fruits to be served in the evenings until 12th Dec

It was MOVED by Sagar Murugesan and SECONDED by Shrey Pandya, “To approve Snacks in morning and evening exam week worth \$3,000”

3:0:0

C A R R I E D

f) Giveaway bags for exam week

Motion: Postpone indefinitely approval for buying mini giveaway bags for exam week worth \$1,000 max

It was MOVED by Palak Chawla and SECONDED by Sagar Murugesan, "Postpone indefinitely approval for buying mini giveaway bags for exam week worth \$1,000 max."

3:0:0

C A R R I E D

g) Winter FROSH discussion [Palak Chawla]

Discussion

- Brainstorm for Frosh event and Palak will ask council and discuss in the meeting the next day, Nov.29
- There might be a Central Frosh pending on approval. Newnham will be the venue if happening. Council is ready to help Newnham Council in planning the event.

h) January Calendar discussion [Palak Chawla]

Discussion

- Alcohol and drugs awareness event to take place on Jan.22, MADD community to be reached out.
- Shrey suggested daily games for PS4. But it was declined by Palak and Samir considering the other events taking place in the Hive.
- Samir suggested to do the tournament of videogames once or twice a month. Palak advise to do add it for February Calendar.
- Council will give ideas for Winter Frosh that will take place on Jan. 16
- Meet and greet pending on confirmation on time and date, this will depend on council's new timetables.
- Palak advise all the council to plan upcoming events before their vacations.
- Elections nominations will start in January

i) New daily events discussion [Shrey Pandya]

Discussion

- Shrey suggested for weekly events to giveaway samosas on Thursday and Soup on Wednesdays. Palak asked him to get quotes from vendors.
- Talk to illustration professors to get inhouse teacher for Paint Day
- Add financial clinic weekly or monthly

j) Promotions boost discussion [Palak Chawla]

Discussion

- Palak asked council to work on the promotions strategy and do promotion daily
- Boards need to be updated daily

- Shrey needs to discuss with council and Samir about promotions and then come up with a strategy and submit it to Palak

k) Clubs day and budget

Discussion

- Clubs budget needs to be consistent in various campuses, some concerns raised by the clubs: to be taken to Central

l) New format for Seneca's Got Talent

Discussion

- Sagar suggested to do SGT in each campus and the grand finale will be between all the finalists from other campuses.
- Participants can do a solo and group performance
- There will be class visits to promote event
- Sagar mention to give staff a category to be the point of contact for students

m) Exam week refreshments

Motion: Approval to serve coffee and cookies for exam week.

It was MOVED by Palak Chawla and SECONDED by Shrey Pandya, "to approve to buy coffee and cookies for exam week for 1500 cups in morning for 5 days and 600 cups for 4 evenings."

3:0:0

C A R R I E D

6. Members' Reports

Due on Dec. 10 for submission to Palak

7. Assistance need from Manager

- To buy cookies for event on Dec. 4. Samir will go with Sagar
- To buy roses and refreshments for Dec. 6. The price needs to be research.
- To buy snacks (granola bars, fruits, chocolates, mini giveaway bags) for Exam week
- To order office items (Palak will email details)

8. Items to be Taken to the Central Level

Palak will take Seneca's Got Talent, club's day budget , venue income, Volunteer appreciation letter, Daily Breakfast to central.

9. Date and Time of Next Meeting

Friday, 13 Dec. at 2 p.m.

10. Adjournment

It was MOVED by Palak Chawla, and SECONDED by Sagar Murugesan, “that no further business is to be discussed and this meeting is adjourned at 4:24 p.m.”

3:0:0

C A R R I E D