



SENECA STUDENT FEDERATION INCORPORATED
Newnham Local Branch Council Meeting Minutes
PUBLIC SESSION

Newnham Campus
SSF Clubs and Associations room

October 21st, 2019
11:32a.m.

Student Representatives Present: (Voting Members)

Juan Pablo Borrero	Coordinator, Newnham Campus/SSF Inc.
Maria Camila Cepeda Rojas	Coordinator, Newnham Campus/SSF Inc.
Nicole Lentini	Vice-President/Chair /SSF Inc.
Rutvik Soni	Coordinator, Newnham Campus/SSF Inc.

Student Representatives Regrets: (Voting Members)

Steve Mattar – Manager SSF King Campus

Student Representatives Absent: (Voting Members)

None

Guests Present:

Ammar Atheem

1. Call to Order

The Newnham LBC Meeting #16 is called to order at 11:32 p.m.

2. Introductions/Announcements

- Nicole Lentini suggests to correct the date of Remembrance day from November 1st to November 11th 2019.

3. Acceptance of Agenda for October 21st, 2019

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “that the agenda for October 21st, 2019 be accepted as presented”.

Unanimous

C A R R I E D

4. Acceptance of Local Level Meeting Minutes

It was MOVED by Maria Camila Cepeda Rojas and SECONDED by Juan Pablo Borrero, “that the Newnham LBC #14 minutes be deferred as presented”.

Unanimous

CARRIED

5. Newnham L.B.C Business

5A. Diwali Meeting

Maria Camila Cepeda Rojas shared the updates from the meeting with International Department, HR and Students Services. It was confirmed \$750 from International department, \$750 from HR, and Students Services will cover the Drums performers.

Rutvik Soni decided to take the lead of the event, being responsible for de DJ and drummers performance, as well as dancers during the event. The food will be order from a central Indian food supplier. Maria Camila Cepeda Rojas will contact the children Indian dance group to know the legal process to have them at the event.

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Rutvik Soni, “to approve a budget of \$7,782 including taxes for the FESTIVAL OF LIGHTS event to take place on November 8th 2019 from 5:00 p.m. to 10:00 p.m.”.

Unanimous

CARRIED

5B. Planning of events

Maria Camila Cepeda Rojas, coordinator in charge of events, shared the planning done for the events in the following 2 weeks. The following actions were taken depending on the event:

CLUB FEST

All the clubs sanctioned must be part of the event and will be given \$75 each along with office supplies to promote their clubs. A passport with all the clubs names will be given to students that engage with the event, for a chance to win one of the 4 \$25 gift cards prizes. Granola Bars, T-shirts and Water Bottles will be given away at the SSF Table.

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Rutvik Soni, “to approve a budget of \$4,000 including taxes for the CLUB FEST event to take place on October 30th 2019 from 11:00 a.m. to 1:00 p.m.”.

Unanimous

CARRIED

HALLOWEEN PARTY

This event will be free for fee paid students, and \$5 for non-fee paid students and guests. Pizza, non-alcoholic drink and candies will be offered. A costume contest will take place where fee paid students will be able to win gift cards. Games and engagement activities will be happening while DJ performance is happening all night long.

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Rutvik Soni, “to approve a budget of \$7,415 including taxes for the HALLOWEEN PARTY event to take place on November 1st 2019 from 8:00p.m. to 1:00 a.m.”.

Unanimous

C A R R I E D

CPR TRAINNING

It was MOVED by Rutvik Soni, and SECONDED by Maria Camila Cepeda Rojas, “to approve a budget of \$1,200 including taxes for the CPR TRAINNIG event to take place on December 16th and 17th 2019 from 9:30 a.m. to 4:30 p.m., student will be charged \$70.00.”.

Unanimous

C A R R I E D

GRILL CHEESE SANDWICH MONDAYS

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Rutvik Soni, “to approve a budget of \$1,700 including taxes for the GRILL CHEESE SANDWICH MONDAYS event to take place every Monday from 12:00 p.m. until finish”.

Unanimous

C A R R I E D

PANCAKE BREAKFAST

It was MOVED by Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda Rojas, “to approve a budget of \$1,200 including taxes for the PANCAKE BREAKFAST event to take place every Monday from 10:00 a.m. until finish”.

Unanimous

C A R R I E D

BUBBLE TEA TUESDAYS

It was MOVED by Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda Rojas, “to approve a budget of \$400 including taxes for the BUBBLE TEA TUESDAYS event to take place every Tuesday from 12:00 p.m. until finish charging \$2 for fee paid students and \$3 for non-fee paid students”.

Unanimous

C A R R I E D

5C. Newnham Campus Budget

The total Budget approved for FALL 2019 was shared. The quantities are explained below:

- Food giveaways: \$90,000
- Services: \$37,000
- Clubs and Associations: \$13,000
- Events: \$210,000

5D. CTF Club Petition

The LBC decided to assign this to an external panel to review the club’s petition.

5E. Promotions updates and improvements

- Street team should improve in the following tasks
 - Update boards
 - Clean board with past events
 - Set a promotional table every day from 11:30am to 3:00 p.m. in front the library.
- Posters
 - Must be designed with 2 weeks in advance.
 - Printed posters must be posted on boards 2 weeks in advance.
- Volunteers
 - The volunteer program will be ran by Juan Pablo Borrero
 - Maria Camila Cepeda Rojas should send the volunteers list every Friday prior to the week when the volunteers are needed.
 - Juan Pablo Borrero will test the finger print scanner and start to use it for the new and current volunteers.

5F. Club Reviews / Approvals

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “to approve the sanctioning of the INTERNATIONAL WOMEN CLUB.”
Unanimous C A R R I E D

Meeting Recessed on October 21st, 2019 at 2:40 p.m.

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “that no further business is to be discussed and this meeting is adjourned at 2:40 p.m.”.
Unanimous C A R R I E D

Meeting Resumes: October 23rd, 2019 at 11:42 a.m.

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “to differ the sanctioning of the ASTRONOMY CLUB, due membership charge and executives’ roles in submitted constitution.”
Unanimous C A R R I E D

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “to approve sanctioning of the INDIAN DANCE CLUB.”
Unanimous C A R R I E D

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “to differ the sanctioning of the BANGALI STUDENTS ASSOCIATION CLUB due membership charges and advisor role in the executives list.”
Unanimous C A R R I E D

It was MOVED by Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda Rojas, “to approve the sanctioning of the SENECA MUSIC CLUB.”
Unanimous C A R R I E D

CLUB EVENT APPROVALS:

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “to approve the ESPORTS CLUB meetings every Monday at 5:00p.m.”
Unanimous C A R R I E D

It was MOVED by Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda Rojas, “to approve the CHINESE ASSOTIATION’S CLUB event, Chinese student’s games on October 29th or November 1st from 3:00 p.m. to 7:00 p.m.”
Unanimous C A R R I E D

It was MOVED by Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda Rojas, “to differ the approval of MARKETING CLUB’s event QUIZ BOWL for next LBC meeting”
Unanimous C A R R I E D

CLUB REIMBURSEMENT APPROVAL

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “to differ the approval of FIRE PROTECTION CLUB’s Hoddies and T-shirts reimbursement for next LBC meeting”
Unanimous C A R R I E D

NOTE: All clubs that are not sanctioned by the day of this meeting, will be inactivated on social hive.

5G. Other Business

- Suggestions about the auditions were bring by a student. Maria Camila Cepeda Rojas will meet with her in order to listen and discuss opportunities to improve our event.
- The CN Tower Climb approval will be done by email.
- Ammar to purchase Grill Cheese Machines and Pancake cookers
- Pablo asked for a designated promotion contact – flyer postings, ex. Street Team Captain
- Club’s Assistance Needed – 2 staff required, 1 person to cover the office everyday
- Volunteer staff needed – even just twice a week. (Pablo will look after this until staff is hired for this position)
- Another person needed for social media design and postings.
- Maria will send list of volunteers needed for next week to Pablo by the end of the week and will updated group calendar with the remaining events for the semester.
- Rutvik, to finalize details of Club’s Fest and Diwali events.
- The LBC reviewed the quote for the replacement of the club’s space sign, the LBC would like to hold off on the approval of this until we are able to look at picture of what the sign will look like.
- The LBC discussed the replacement of the radios for Newnham, Abdul will get provide another quote to compare before we proceed with this purchase.
- Event Idea Discussions: Food Drive – Competitions – Which department can bring in the most?

6. Vice President's Report
None
7. Members report
None
8. Manager, Campus Operations' Report
None
9. Adjournment Proceedings
 - a. Communications/Directives
None
 - b. Refer to Central
 - HALLOWEEN PARTY
 - FESTIVAL OF LIGTH DIWALI EVENT
 - c. Date and Time of Next Meeting

October 28th, 2019
SSF Newnham Boardroom
5:15 p.m.

- d. Adjournment

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero,
“that no further business is to be discussed and this meeting is adjourned at 2:14 p.m.”.

Unanimous

C A R R I E D