



## Newnham Local Branch Council

### Meeting Minutes

#### 1. Call to Order

The 2<sup>nd</sup> meeting of the Newnham L.B.C. for the 2019/20 term, chaired by Nicole Lentini, Vice President, was called to order at 12:41 p.m.

#### 2. Routine Items

##### a. Roll Call

Nicole Lentini, Vice-President

Juan Pablo Borrero, Coordinator

Maria Camila Cepeda Rojas, Coordinator

Rutvik Soni, Coordinator

##### b. Non-voting Observers

Abdul Abdussalam, Staff Supervisor.

Fatema Rizvi, Staff

Dhanneyah Emmanuel, Staff, Teleconference

##### c. Regrets

None.

##### d. Absences

None.

##### e. Announcements

Post mortems for events are due one week after the event occurred, and flyers for the event should be ready 2 weeks prior to the event. Events should be added to the Social Hive in order to be promoted more. Sponsorship committee should start looking for samples from different companies.

#### 3. Approval of the Agenda

It was **MOVED** by Juan Pablo Borrero, and **SECONDED** by Maria Camila Cepeda Rojas, “be it resolved, that the agenda, NH L.B.C. – #2 for May 27<sup>th</sup>, 2019 be approved as presented.”

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

#### 4. Approval of the Minutes

It was **MOVED** by Maria Camila Cepeda Rojas, and **SECONDED** by Rutvik Soni, “be it resolved, that the Minutes, NH L.B.C. – #1 for May 3<sup>rd</sup>, 2019 be approved as presented.”

In Favour: 3

Opposed: 0

Abstained: 0



[CARRIED]

## 5. Newnham L. B. C. Business

### 5A. Responsibilities for Summer term

#### i) **Event Staff**

Event staff should be notified of the different event requirements by the council prior to the time of the event. Council should communicate in a direct way with the event staff so that the whole idea is represented in the best way.

#### ii) **Promotions and Fundraising**

Promotion through other social media rather than Instagram should be focused on too, like Twitter. The event should be posted on Social Hive as another way of promoting the activities done by the Federation.

#### iii) **Clubs and Volunteers**

Regarding clubs, Monday is the day designated to meet with the different executives if they have any kind of concern or want to attend the local branch meetings. Processes for clubs should be easier in order to engage more students and facilitate the work for club executives. The college should not interfere in the club operations, and all activities planned and performed should be approved by the council.

Volunteers will receive a certification when they complete the required number of hours, as well as reference. The possibility of giving gift cards after a certain number of hours is being considered. The volunteer hour counting system needs to be revised.

### 5B. Clubs Rules

It was stated that any council member participating in a club, will abstain from any approvals for the specific club.

Clubs need to submit an Event Proposal for each event they wish to have, including any general meetings with the club members.

Clubs need to submit their event calendar with the activities planned for the semester.

### 5C. Finalizing Summer Calendar and Budgets

#### **Approval for Cereal Breakfast**



## Seneca Student Federation

Newnham L. B. C (2019-2020) – Minutes #2

May 27<sup>th</sup>, 2019 | 12:30p.m. | Newnham Campus Boardroom

It was **MOVED** by Juan Pablo Borrero, and **SECONDED** by Rutvik Soni, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$600.00 including taxes for **Cereal Breakfast** event to take place every Monday from 10:00 a.m. – 12:00 p.m. of the summer semester. Cost for each event will be approx. \$45.00”.

In Favour: 3

Opposed: 0

Abstained:

[CARRIED]

### Approval for Eid Celebration Event

It was **MOVED** by Rutvik Soni, and **SECONDED** by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$2,300.00 including taxes for **Eid Celebration Event** to take place on June 5<sup>th</sup>, 2019 from 12:00 p.m. – 3:00 p.m.”

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

### Approval for Games Day

It was **MOVED** by Rutvik Soni, and **SECONDED** by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$150.00 including taxes for **Games Day** event to take place every Thursday from 9:00 a.m. to 5:00 p.m. for the summer semester.”

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

### Approval for Movie Day

It was **MOVED** by Maria Camila Cepeda, and **SECONDED** by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$200.00 including taxes for **Movie Day** event to take place every Friday from 12:00 p.m. – 3:00 p.m. for the summer semester.”

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

### Approval for Promotion Day

It was **MOVED** by Maria Camila Cepeda, and **SECONDED** by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C approve a **Promotion Day** to take place beginning June 4<sup>th</sup>, 2019 and every Tuesday.”

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]



### **Approval for Toonie Chicken**

It was MOVED by Maria Camila Cepeda, and SECONDED by Rutvik Soni, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$2800.00 including taxes for **Toonie Chicken** event to take place every other Wednesday for the summer semester. Each event will cost approximately \$700.00. Chicken meals will be sold to students for \$2.00 and \$4.00 for staff.”

In Favour: 3  
[CARRIED]

Opposed: 0

Abstained: 0

### **Approval for Father’s Day**

It was MOVED by Maria Camila Cepeda, and SECONDED by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$800.00 including taxes for **Father’s Day** event to take place on June 13<sup>th</sup>, 2019 from 12:00 p.m. – 3:00 p.m.”

In Favour: 3  
[CARRIED]

Opposed: 0

Abstained: 0

### **Approval for Dessert Day**

It was MOVED by Maria Camila Cepeda, and SECONDED by Rutvik Soni, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$400.00 including taxes for **Dessert Day** event to take place on June 13<sup>th</sup>, 2019.”

In Favour: 3  
[CARRIED]

Opposed: 0

Abstained: 0

### **Approval for Coffee and Cookies**

It was MOVED by Maria Camila Cepeda, and SECONDED by Rutvik Soni, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$1,000.00 including taxes for **Coffee and Cookies** event to take place from June 18th, 2019 to June 20th, 2019.”

In Favour: 3  
[CARRIED]

Opposed: 0

Abstained: 0

### **Approval for Canada Day**

It was MOVED by Maria Camila Cepeda, and SECONDED by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$2,600.00 including taxes for **Canada Day** event to take place on July 2<sup>nd</sup>, 2019 from 12:00 p.m. – 3:00 p.m.”

In Favour: 3

Opposed: 0

Abstained: 0



**Seneca Student Federation**

Newnham L. B. C (2019-2020) – Minutes #2

May 27<sup>th</sup>, 2019 | 12:30p.m. | Newnham Campus Boardroom

[CARRIED]

**Approval for Latin Pub Night**

It was MOVED by Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$2,860.00 including taxes for **Latin Pub Night** event to take place on July 5th, 2019 from 9:00 p.m. – 2:00 a.m. Tickets will be sold for \$5.00 for students and \$10.00 for guests.”

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

**5D. Event Assignment**

Approval of the summer calendar to be completed by the next LBC meeting.

[DEFERRED]

**5E. Club Approvals**

**Ukrainian Students Club**

It was MOVED by Maria Camila Cepeda, and SECONDED by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C. approve the sanctioning of the Ukrainian Students Club.”

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

**Cool Folks**

It was MOVED by Maria Camila Cepeda, and SECONDED by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C. approve the sanctioning of the Cool Folks.”

In Favour: 0

Opposed: 3

Abstained: 0

[DENIED]

**Whistle Club**

It was MOVED by Maria Camila Cepeda, and SECONDED by Juan Pablo Borrero, “be it resolved, that the Newnham L.B.C. approve the sanctioning of the Whistle Club.”

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

**5F. Equipment Purchases**

[DEFERRED]

**5G. Other Business**

[DEFERRED]



**Seneca Student Federation**

Newnham L. B. C (2019-2020) – Minutes #2

May 27<sup>th</sup>, 2019 | 12:30p.m. | Newnham Campus Boardroom

6. Vice President's Report  
[DEFERRED]

7. Members' Report  
[DEFERRED]

8. Manager, Campus Operations Report  
  
[DEFERRED]

9. Adjournment Proceedings  
a. Communications/Directives  
b. Refer to Central – N/A  
c. Date and Time of Next Meeting – June 10<sup>th</sup>, 2019.  
d. Adjournment

It was MOVED by Maria Camila Cepeda, and SECONDED by Rutvik Soni, “be it resolved, that the Newnham L. B. C. adjourn until the date and time of the next meeting as stated.”

In Favour: 3  
[CARRIED]

Opposed: 0

Abstained: 0

[NH L. B. C. – ended at 3:37 p.m.]