



## Newnham Local Branch Council

### Meeting Minutes

#### a) Call to Order

The 4<sup>rd</sup> meeting of the Newnham L. B. C. for the 2019/20 term, chaired by Nicole Lentini, Vice President, was called to order at 12:25p.m.

#### b) Routine Items

##### a. Roll Call

Nicole Lentini, Vice-President

Maria Camila Cepeda Rojas, Coordinator

Rutvik Soni, Coordinator - Teleconference

Juan Pablo Borrero, Coordinator

##### b. Non-voting Observers

Ammar Atheem, Campus Manager

Charanpreet Singh Deu, President

##### c. Regrets

None.

##### d. Absences

None.

##### e. Announcements

The Vice-president Nicole Lentini discussed about the following coordinators responsibilities for next week:

- The events designs has to be done with two weeks in advance for promotions.
- All the events has to be posted in the social hive platform.
- At the moment to do the events charter the coordinators have to be mindful of the budget approved in past LBC meetings.
- Anytime we give away additional swag or prizes in our events, these ones has to be identify with the Prize Away Form in order to keep track of them.
- Volunteers for Canada Day, Bollywood night and FROSH events must be called within the next two weeks.

Nicole attended the Leader's Hall conference from June 11<sup>th</sup> – June 14<sup>th</sup>, 2019, and all the coordinator's attended the COCA conference from June 17<sup>th</sup> – June 21<sup>st</sup>, 2019

It was discussed that the first day of Fall Frosh is going to be on Sept 3<sup>rd</sup>, 2019 and it would carry on till Sept 13<sup>th</sup>, 2019.



c) Approval of the Agenda

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “be it resolved, that the agenda, NH L.B.C. – #4 for June 24<sup>th</sup>, 2019, be amended by adding the items 5H a) Finger print system and 5H b) Coffee supplier.

In Favour: 3                      Opposed: 0                      Abstained: 0  
[CARRIED]

It was MOVED by Juan Pablo Borrero, and SECONDED by Rutvik Soni, “be it resolved that the agenda, NH L.B.C. – #4 for June 24<sup>th</sup>, 2019, be approved as amended.

In Favour: 3                      Opposed: 0                      Abstained: 0  
[CARRIED]

d) Approval of the Minutes

a. Meeting Minutes from LBC #2 – May 27<sup>th</sup>, 2019

It was MOVED Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda Rojas, “be it resolved, that the Minutes, NH L.B.C. – #2 for May 27<sup>th</sup>, 2019, item 5C. Eid Event be amended by increasing the approved budget to a total of \$2300.00 including taxes.

In Favour: 3                      Opposed: 0                      Abstained: 0  
[CARRIED]

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

In Favour: 3                      Opposed: 0                      Abstained: 0  
[CARRIED]

b. Meeting Minutes from LBC #3 – June 10<sup>th</sup>, 2019

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Rutvik Soni, “be it resolved that the approval of the meeting minutes, NH L.B.C. – #3 for June 10<sup>th</sup>, 2019, be DEFERRED”.

In Favour: 3                      Opposed: 0                      Abstained: 0  
[DEFERRED]



e) Newnham L. B. C. Business

**5A. Follow up on weekly assignments**

- Rutvik will be responsible to post the event calendar in SharePoint platform, buy the Canada Day decorations and plan the activities as well as the logistics for Splash Splash party.
- Pablo will be responsible to resolve the volunteers hours tracking.
- Maria Camila will promote the events in the following order, Niagara Falls trip, Canada Day and Bollywood night.

**5B. Approval of Caribbean event**

It was MOVED by Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda Rojas, “be it resolved, that the Newnham L.B.C. approve a budget not to exceed \$3,500.00 including taxes for **Caribbean Event** on August 2<sup>nd</sup>, 2019”.

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

**5C. Event Updates / Planning**

- a. Canada Day: During this event the council will give away summer SSF swag as a strategy to engage more students with our brand and services.
- b. Splash party: The coordinator responsible of events planning will have to plan and share the activities, supplies and logistics to take care of at least two weeks in advance.
- c. Bollywood Night: The tickets has to be at the SSF office by Wednesday July 3<sup>rd</sup> the latest in order to be promoted and sold in all SSF offices in all campuses from Thursday 4<sup>th</sup> of July.

**5D. Volunteers Update**

Pablo, coordinator responsible of volunteers shared that most of the volunteers of summer semester hours had been passed to excel in order to keep digital track of their hours. In order to improve the system Pablo exposed a finger print system as a solution for the hours tracking. The council seemed interested in knowing more about this tool but due to no information about how it shows the information in an excel document they decided to way any approvals for next LBC meeting when more information will be given.

**5E. Club Updates**

It was confirmed that 9 clubs in total are the Summer Semester clubs active. The council decided to send an email to invite them for our next LBC #5 meeting on July 8<sup>th</sup> at 12:00 p.m.



## Seneca Student Federation

Newnham L. B. C (2019-2020) – Minutes #4

June 24<sup>th</sup>, 2019 | 12:30p.m. | Coordinator's Office

### 5F. Club policy review / review of student feedback

- The coordinators suggest to update The Social Hive platform by including the student number registration in order to follow up student's status.
- It was discussed the challenge to measure the SSF fees student's payment to be able to access to clubs' benefits.
- The VP, Nicole, asked the coordinators to give feedback about club's police by email.

### 5G. Club Approvals

Noting reported.

### 5H. Feedback about COCA Conference

#### a. Finger Print System

Juan Pablo was able to find a very inexpensive Finger Print time tracking system that can upload the records into excel documents. He suggested making this purchase to help better track Volunteer hours. Charanpreet asked to hold off on this purchase until the Volunteer plan for the coming year is complete.

#### b. Camila introduced the council to a Coffee Supplier that was started by Seneca Students. They are interested in working with the SSF to help promote their brand on campus. It was suggested to invite them to our next LBC to get more information on the product.

#### c. Events

- World-dish
- Hawaiian party in January.
- For Winter FROSH include the new year's goals as part of the main activities.
- Pool tournament
- Sex toy Bingo
- Paint night
- African dance event
- Terrarium

#### d. Clubs

- Compared with other Canadian Schools the clubs process at Seneca College is good.
- Improve communication system with the club executives.
- Availability to have access to club executive's cellphone number.
- Make flyers or poster about how to start a club.
- In order to engage more clubs with SSF events, it was suggested that for ticket base events the club that sells more tickets has the opportunity to bring 5 club members for free.
- An event such as Club Executives meet and greet should take place in order to connect and interact.



## Seneca Student Federation

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- e. Mental Health
  - Dog Therapy every 2 weeks.
  - Yellow board project in different places of the college to support struggle students. Nicole will reach out with the project manager.
- f. Promotions
  - It was discussed that unify the Seneca International, Sports Centre and SSF events will be a great opportunity to engage more students to more activities.
  - Differentiate street team from promo team. Street team has to be SSF staff and/or council focused on promote SSF Services, and promo team can be staff and/or volunteers.
  - Promote events two weeks in advance.
- g. Sponsorship's
  - Try to get free samples paid if not try to get very useful and good quality ones for students' enjoyment.
- h. Frosh

The Council will have an LBC meeting specifically to plan all the activities, logistics and other business to plan the FROSH week event.

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, "To Recess the meeting at 2:20 p.m. for 30 minutes".

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

It was MOVED by Juan Pablo Borrero, and SECONDED by Maria Camila Cepeda Rojas, "To Resume the meeting at 2:48 p.m.".

In Favour: 3

Opposed: 0

Abstained: 0

[CARRIED]

### 5I. Meet with Residence Staff

- a. Every time events designs are approved the coordinator responsible of promotions should send an email with all of them as well as 30 printed posters of each event to Ethan, person in charge if residence promotions and marketing.
- b. On September 1<sup>st</sup> of 2019 from 9:00 a.m. – 6:00 p.m. will be assisting with the students moving in day, We will be providing 6 staff member to assist with this event, as well all council member have been asked to participate
- c. For this event SSF will have a table to inform and interact with students.
- d. For this day residence asked SSF to help with the BBQ (hamburgers and hot dogs) for 1100 students. Which will be confirmed once Ethan confirms that Residence can split the costs with the SSF.
- e. On July 17<sup>th</sup> of 2019 will be the Open House at residence, one or two SSF staff are needed there to set up a table and promote or services and events.



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- f. In FROSH week was asked to do not plan movie under the stars on September 5<sup>th</sup> due to a date conflict with their events.
- g. For all future events that do not include alcohol at SSF, the residence will be open to help promoting, and vice versa.

### 5J. Other Business

Nothing report.

### f) Vice President's Report

- Nicole invite the coordinators to set 3 main goals they would like to achieve before the end of their council term 2019-2020, she will meet with council member individually to set up a plan to achieve these goals and monitor progress.
- Documents such as On-Board Report were shared in order to know the type of training the coordinators are looking for.
- It was reminded the online train for the coordinators due for this week.

### g) Members' Report

- Nothing to report

### h) Manager, Campus Operations Report

- Space for clubs is being worked on

### i) Adjournment Proceedings

- a. Communications/Directives
- b. Refer to Central – N/A
- c. Date and Time of Next Meeting – July 8<sup>th</sup>, 2019, 11:00 a.m.
- d. Adjournment

It was MOVED by Maria Camila Cepeda Rojas, and SECONDED by Juan Pablo Borrero, “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 5:33 p.m.]