



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

Seneca @York
SSF Office – Board room

March 10, 2020
3:30p.m.

Student Representatives Present: (Voting Members)

Palak Chawla	Vice President/Chair, Seneca@York/SSF Inc.
Krishna Amin	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 staff – Minute taker

1. Call to Order

This meeting is called to order at 3:36 p.m.

- The Seneca@York LBC Meeting #7 for the 2019/20 term was called to order at 3:36 p.m. by VP, Palak.

2. Introductions/Announcements

Palak:

- Coronavirus is starting to affect Ontario. Everyone needs to be careful and stay safe by washing their hands and staying home if sick. This may affect SSF scheduled events. SSF will need to create preventive measure for big upcoming events (like International days, Nowruz, and many more.)
- There was a meeting with a consultant about the future of SSF. Some of the responsibilities and roles may change.
- Central meeting was cancelled for bad weather, they had a call and email chains to discuss major events like International days, VIP formal and many more.

- Formal VIP details confirmed. The venue will be Palais Royale. It will be a three meal courses. In regards with the performances there will be dancers, piano and guitar players, DJ, photobooth, photography and videography.
- Idea to use the bar on the Hive to have a sushi restaurant or events giveaways stand.
- Food bank will be open five days a week with more time slots. There needs to be 1 staff member.

Samir:

- The cleaning supplies order have arrived. The hand sanitizer has been distributed all over the Hive and office.
- The election is going on smoothly. Candidates are printing their poster in the office; there is an excel sheet where they are monitoring the printing.
- Samir will go on vacations from Apr. 8 until Apr. 22.
- Proposal to use the Hive bar as a café where people can rent the board games and videogames as well as get information on SSF services. Also utilize the bar to serve weekly events (tasty Tuesday, bubble tea, breakfast Wednesday) as well as serving food on our special events.
- About food bank, Miriam will be the staff member there. They are stocking and buying the food with Amazon which is pretty good.

3. Acceptance of Agenda for March 10, 2020

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, “that the agenda for March 10, 2020 be accepted as presented”.

3:0:0

C A R R I E D

Additions:

b) Amendment for approval Employee’s Appreciation day giveaway \$3,000 (instead of Employees Appreciation day giveaway \$500)

d) Amendment for approval Magic show worth 4582\$ on 16th March 2020 (email) (instead of Magic show worth 4582\$ on 13th March 2020)

i) Added Approval for St. Patrick’s Day worth \$4,900

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, “that the agenda for March 10, 2020 be accepted as amended”.

3:0:0

C A R R I E D

4. Confirmation of Minutes January 31, 2020

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, “to accept January 31, 2020 meeting minutes as presented”.

3:0:0 C A R R I E D

5. New Business

a) Women Day celebrations

Motion: Approval for Women’s day celebrations on 6th March worth 8923\$ (email)

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, “To approve Women’s day celebrations on 6th March worth 8923\$ (email).”

3:0:0 C A R R I E D

b) Employee Appreciation Day

Motion: Approval Employee’s Appreciation day giveaway \$3,000

Discussion:

It will take place on Mar. 17, 2020.

It was MOVED by Palak Chawla and SECONDED by Shrey Pandya, “To approve Employee’s Appreciation day giveaway \$3,000.”

3:0:0 C A R R I E D

c) Club’s day

Motion: Approval for Club’s day food giveaway worth 1000\$ for 05th February

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, “To approve for Club’s day food giveaway worth 1000\$ for 05th February.”

3:0:0 C A R R I E D

d) Magic Show

Motion: approval Magic show worth 4582\$ on 16th March 2020 (email)

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, "To approve Magic show worth 4582\$ on 16th March 2020 (email)."

3:0:0 C A R R I E D

e) International Day 1

Motion: Approval for International Day 1 on 26th March 2020 worth 5816\$(Email)

It was MOVED by Palak Chawla and SECONDED by Shrey Pandya, "To approve International Day 1 on 26th March 2020 worth 5816\$(email)."

3:0:0 C A R R I E D

f) International Day 2

Motion: Approval for International Day 2 on 27th March 2020 worth 5556\$ (Email)

It was MOVED by Palak Chawla and SECONDED by Shrey Pandya, "To approve International Day 2 on 27th March 2020 worth 5556\$(email)."

3:0:0 C A R R I E D

g) Seneca's Got Talent 2020

Motion: Approval for Seneca's Got talent on 20th March 2020 worth 1821\$(Email)

Discussion

- Prices will be gift cards. We will be having First, Second place and Third place. First place will get \$200 gift card. Also, they will receive a trophy. The Second place will get 150\$, and the Third place will get 100\$.

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, "To approve for Seneca's Got talent on 20th March 2020 worth 1821\$(Email)."

3:0:0 C A R R I E D

h) Nowruz

Motion: Approval for Nowruz celebrations on 19th March 2020 worth 4900\$

Discussion

- We will need one person(if belongs to same Persian culture, that would be great) to explain to students about this festivity and what does it mean. Samir will ask Mina to be there and help.
- There will be food and sweets.
- The set up will be a table with the 7 “S” (Haft-Sin). Which means to have 7 items that begin with letter S.
- Persian music will be playing in the background.

It was MOVED by Palak Chawla and SECONDED by Shrey Pandya, “To approve Nowruz celebrations on 19th March 2020 worth 4900\$”

3:0:0

C A R R I E D

i) St. Patrick’s Day

Motion: Approval for St. Patrick’s Day worth \$4,900

Discussion

- Krisha will plan this event.
- Beverages and drinks need to be green
- The Hive needs to be decorated at the end of this week with St. Patricks Day decoration that we have on the storage

It was MOVED by Palak Chawla and SECONDED by Krisha Amin, “To approve St. Patrick’s Day worth \$4,900

3:0:0

C A R R I E D

j) Consultant meeting and input sessions

Discussion

- Samir and Krisha are part of this project and attended the meeting.

k) VIP Formal promotions

Discussion

- Shrey needs to do promotions for this event
- Palak asked Shrey to set up a table on the Computing Commons everyday since today with the tickets so they can be sold right there.
- On this table there needs to be 1 staff member and 2 volunteers from 11 a.m. until 3 p.m.

l) April event planning

Discussion

- From Apr. 6 until Apr. 10 there will be a “destressing week”.
- Krishna is planning Distressing week will include:
 1. Paint night still pending to confirm date. Tentative to be on Apr. 7 or 10. (Tuesday or Friday) Palak will contact the vendor.
 2. Massage still pending to confirm date. Tentative to be on Wednesday or Tuesday.
 3. Laughter Therapy. Pending to confirm date.
 4. Dessert day. Pending to confirm date. Possible name of the event “Sweet tooth day”
- Shrey wants to incorporate a PS4 tournament. Pending on sending Palak the details and event charter.
- Apr. 13 to Apr. 17 there will be coffee and cookies (exam week). For the evening they will be serving granola and fruits.

m) Council Transition report

Palak will send the council members the format for them to fill in.

n) Event charter completion

Council members need to complete an event charter if SSF gave money to that event.

6. Members' Reports

Palak have already received them, she will be sending them to central.

7. Assistance needs from Manager

- For magic show the magician will need a full meal and a wireless meal. Krishna send Samir the email with details.
- Ask Ammar where they will get the food for Nowruz.

8. Items to be Taken to the Central Level

None

9. Date and Time of Next Meeting

Tuesday, 17 Mar. at 3:30 p.m.

10. Adjournment

It was MOVED by Palak Chawla, and SECONDED by Krisha, “that no further business is to be discussed and this meeting is adjourned at 4:50 p.m.”

3:0:0

C A R R I E D