



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

Newnham  
Tele Conference (College closed due to COVID-19)

July 20<sup>th</sup>, 2020  
11:30 a.m.

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Student Representatives Present: (Voting Members)

Palak Chawla	Vice President/Chair, Newnham/SSF Inc.
Sonia Hoxha	Coordinator, Newnham /SSF Inc.
Raj Raval	Coordinator, Newnham /SSF Inc.
Ritik Sharma	Coordinator, Newnham /SSF Inc.

Student Representatives Regrets: (Voting Members)

None

Student Representatives Absent: (Voting Members)

None

Guests Present:

None

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1. Call to Order

This meeting is called to order at 11.32 am.

- The Newnham LBC Meeting #6 for the 2020/21 term was called to order at 11:32 a.m. by VP, Palak Chawla.

2. Introductions/Announcements

- VP, Palak Chawla informed council members that Blackboard has been updated.
- VP, Palak Chawla announced that a batch of students have returned on campus because of their program's graduation requirements of mandatory on-hands learning

experience. Some of the students belongs to the Fire Protection department and others in the Biotechnology department.

- VP, Palak Chawla asked the council to, when dealing with gift card recipients, be sure to fill out the right information and keep track of everything. Proper documentation to be maintained.
- VP, Palak Chawla stated that Seneca's Board of Governor position is extended until September 2020.

3. Acceptance of Agenda for July 20<sup>th</sup>, 2020

It was MOVED by Ritik Sharma, and SECONDED by Sonia Hoxha, "that the agenda for July 20<sup>th</sup>, 2020 be accepted as presented".

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

4. Confirmation of Minutes for July 6<sup>th</sup>, 2020

It was MOVED by Raj Raval and SECONDED by Ritik Sharma, "to accept July 6<sup>th</sup>, 2020 meeting minutes as presented".

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

5. New Business

a) Student Concerns

- Sonia Hoxha mentioned that some of the students are asking her if there is any chance of being back on campus in September, even if the college sent out an email in March saying there will be very low chances of getting back. VP, Palak Chawla said that the college will hardly change the delivery method of classes in September, so she suggested to look on the Fall 2020 Programs page since it changes for each specific programs, even though most of them are going to be offered completely online. Also, if the program is offered in-person, the privilege will be given to students who have mandatory on hand experience requirements and graduating students will be called to college first.
- Raj Raval added that some of the students are concerned about coming to Canada and are wondering if they should defer the start of the year to January or just start in September. VP, Palak Chawla confirmed that as per CIC guidelines, the process for the Post Graduate Work Permit will not be affected, and the students are going to be able to complete up to 50% of their programs out of the country. In this way they can start/continue studying in September with no problem.
- Ritik Sharma stated that some students were not able to pay the tuition deposit with Scotiabank. He reached out to the Registration office and they suggested to

go make the deposit directly from the bank or pay with debit cards. The problem with going to the bank is that, after the payment, it takes 3 business days to process the transaction so there are chances that, with this method, the students will most likely lose the opportunity of early enrollment. VP, Palak Chawla will report this issue to President, Krishna Amin so it will not be repeated.

b) Volunteer Plan Ideas

- Sonia Hoxha remarked that the Language Exchange will be a good opportunity to involve students more.
- Ritik Sharma suggested to ask volunteers to help with promotion and record videos of themselves to share for promoting upcoming events.
- VP, Palak Chawla added also graphic design and eSports as other volunteering opportunities.
- The council re-drafted the prize tiers for volunteers, as listed below:

*Bronze: 0-3 hours*

- Appreciation Mail and Exclusive SSF Emails

*Silver: 3-6 hours*

- Volunteer Shirt
- Water bottle
- Exclusive SSF Event Emails

*Gold: 6-10 hours*

- Volunteer Shirt
- Water bottle
- Exclusive SSF Event Emails
- Surprise SSF Gift
- Volunteer Certificate

*Platinum: 10+ hours*

- Water bottle
- Exclusive SSF Event Emails
- Surprise SSF Gift (2 gifts)
- Volunteer Certificate
- Letter Recommendation
- SSF VIP Shirt
- \$50 Gift Voucher (only 15+ hours)

- Free 2x Cineplex Tickets

c) Club's Policy feedback

- Sonia Hoxha mentioned that there are some grammatical errors in the Policy and VP, Palak Chawla asked to correct them and send the file back to her so that it can be updated.
- Raj has worked on the policy and he mentioned that the new policy would imply that, depending on how many years the club has been active for, the budget would increase.
- VP, Palak Chawla discussed about the budget for clubs and mentioned that the situation would be more critical in the case of a club being inactive for even only one semester, so this policy should be re-considered.

d) SSF Website feedback

- Sonia Hoxha brought up the fact that there are missing minutes from the Seneca@York LBC meetings (last uploaded: March 2020) and Board of Directors (last uploaded: February 2020). Also, the only minutes from Central are from the meetings held in May 2019. VP, Palak Chawla will be informing Central about this and it will be updated soon.
- Ritik Sharma noticed that there are not so many connections to social media handles. VP, Palak Chawla mentioned the handles are at the bottom of the Homepage. Ritik and Sonia suggested to add it on the "Get Connected" page as well.
- VP, Palak Chawla added that the Accessibility page (link at the top left icon) is not updated. She also wants to get media folder for the live events videos to be posted after each event to students who missed it can access it anytime. She also mentioned posting videos from past and current events to show students what SSF is doing.

e) Training need for PD

- VP, Palak Chawla and the Newnham Council discussed about trainings that could be useful for Council's Professional Development and these were the ideas:
  - Email Etiquette
  - Conflict Resolution
  - Interpersonal Communication
  - Constructive Criticism
  - Business Partners Handling
  - Presentation Skills
  - Time Management

- Advocacy Tutorial and Examples

f) Updates from Sub-Committees

- Ritik Sharma said that the Promotions Sub-Committee is working on finalizing the approach for promoting events to the students, having a Poll Day to hear from students about the games that they would like to have. They are working on the event charters for Fall 2020 and planning a calendar for the council to organize and decide who is promoting what and when.
- Raj Raval from the Engagement Sub-Committee informed that they are working on the Language Exchange Events to understand how to engage students to participate and/or volunteer. They would like to create a list serve for that. Further, they are building a Google form for the students to choose volunteering opportunities by date. The Student Engagement Sub-Committee is working on the Town Hall event and parting duties between sub-committees to monitor the event and make it more efficient, with everybody's help. They are also updating the event charters.
- Sonia Hoxha mentioned that the Programming Sub-Committee is working on the Budget and Event Charters for the Fall events and VP, Palak Chawla added that the uploaded event charters will be found in the In-Progress Charter folder on Microsoft Teams. Palak also stressed that, when creating new event charters, the latest version needs to be downloaded and used. VP, Palak Chawla mentioned that on Tuesday July 21<sup>st</sup> the Programming Sub-Committee is going to meet with President, Krisha Amin to talk about the Fall programming and Raj Raval to talk about the upcoming Town Hall meeting.
- VP, Palak Chawla also mentioned that the Fall draft is done but each month will be finalized shortly before the month comes (vendors etc.) because of changes that might happen. The budget is not too high as the council is mostly working towards giving gift cards and giveaways that do not require the help of outside vendors. She also asked the council to provide topics of How-To Videos and other events. Input is always welcome.

g) Other Businesses

- None

6. Members' Reports

- VP, Palak Chawla informed council members that member's report will be due on August 10<sup>th</sup>, 2020 for the month of July. She also asked for the report to be sent as early as possible.

7. Assistance needs from Manager

- None

8. Items to be Taken to the Central Level

- None

9. Date and Time of Next Meeting

Date: Monday August 3<sup>rd</sup>, 2020

Time: 11.30 a.m.

Venue: Microsoft Teams Meeting (Invite will be sent by VP, Palak Chawla)

10. Adjournment

It was MOVED by Sonia Hoxha, and SECONDED by Raj Raval, “that no further business is to be discussed and this meeting is adjourned at 12.59 p.m.”

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