



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

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

September 28, 2020
12:00 p.m.

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:

Ammar Abdulatheem	Manager, Newnham/SSF Inc.
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1. Call to Order

This meeting is called to order at 12:03 p.m.

- The Newnham LBC Meeting #10 for the 2020/21 term was called to order at 12:03 p.m. by VP, Palak.

2. Introductions/Announcements

- VP, Palak Chawla informed in the meeting about the discussion in the informal meeting for going back to LBC structure and committees will take care of all the events for the month of September and each campus LBC will takeover events for rest of the semester.
- Raj Raval informed about the Academic College Council meeting invite and he will be attending all of them until April 2021.
- Palak Chawla asked the council to attend all the college committee meetings, as they are mandatory. If there is any emergency, and they can't attend; they need to inform

their VP and President and make sure someone else is going on their behalf from Newnham council.

- Palak also reminded the council to pick the Winter classes keeping the committee meeting times in mind.

3. Acceptance of Agenda for September 28, 2020

It was MOVED by Sonia Hoxha and SECONDED by Ritik Sharma, “that the agenda for September 28, 2020 be accepted as presented”.

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

4. Confirmation of Minutes September 21, 2020

It was MOVED by Raj Raval and SECONDED by Ritik Sharma, “to accept September 21, 2020 meeting minutes as presented”.

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

5. New Business

a) Events division

VP Palak Chawla informed about the various upcoming events.

-All recurring PD Trainings

-All recurring Certificates.

For the PD trainings and certificates VP, Palak Chawla informed about weekly plan to do keep the application for different trainings each week.

Week 1(Day 1 to 7): Food handling

Week 2(Day 7 to 14): Smart Serve

Week 3(Day 14 to 21): Security

Week 4(Day 21 to Last day): First Aid/CPR

-Language Exchange Program

-How-to-videos

-Women empowerment session

-College talk- Sustainability

-College talk- First people

-Chef Shai session

-Online drawing session.

b) Events preparing to-do's

Events to-do's was distributed within each council member and they were given with the responsibility of each event and specific task like promotion, event participation and student engagement for the same.

Surveys to be taken care by Raj, Promotions/Poster to be taken care by Ritik

- How-to video (5 Oct): Palak

- Language Exchange (French) 6 Oct: Sonia

- How-to video (8 Oct): Palak
- College Talk(sustainability) 8 Oct: Sonia
- How-to video (12 Oct): Raj
- Language Exchange (French) 13 Oct: Sonia
- How-to video(15 Oct) : Ritik
- Chef Shai(16 Oct): Raj
- How-to video(19 Oct) : Palak
- Language Exchange (Hindi) 20 Oct: Sonia
- College Talk(First People) 22/21 Oct: Sonia
- How-to video(23 Oct) : Palak

Motion: Sonia Hoxha moved the motion to approve prize giveaway budget for sustainability event to not exceed 50\$ plus Tax on October 8th, 2020 and was seconded by Raj Raval.

3:0:0

C A R R I E D

c) Events attendance

Week 1:

1 Oct: Coffee with the council - Sonia(for some time) and Ritik
2 Oct: PUBG event - Raj and Ritik

Week 2:

6 Oct: Language Exchange - Sonia
8 Oct: College talk Sustainability - Ritik, Sonia(for some time)
9 Oct: Hispanic Heritage - Palak, Raj
Recipe council: Ammar hummus (Done), Palak, Raj, Ritik, Sonia will send by this weekend

Week 3:

13 Oct: Language Exchange - Sonia
14 Oct: Bingo - Palak, Raj, Ritik
15 Oct: Townhall - Ritik, Sonia (Time not confirmed for this one, so dependent on that)
16 Oct: Chef Shai - Palak and Raj

Week 4:

20 Oct: Language Exchange - Sonia, Ritik
21/22 Oct: college talk First People- If 21st, Raj and Palak; if 22nd - Sonia
21 Oct: Contact cheating awareness event (TBD by King) - if 21st Raj and Palak will join

d) Winter event ideas

VP Palak Chawla informed the council to develop ideas for the winter semester. And asked to use the existing calendar and put the events they fill should be organised and it will be discussed latest by the end of October in order to Submit in November to the Central.

e) New monthly member's report

VP Palak Chawla introduced the council with new member report sent by the President. She asked the council to provide detailed member report.

Also informed them to log in and out on Payworks properly at their hours and add the work done in the comment section. She gave them her own profile's example.

f) Advocacy issues

- Raj Raval discussed about one of the advocacy issues that a student was not able to understand everything in his course. He reached out to the professor, but he needed additional help to understand more. So Palak told Raj to refer the Peer Tutoring, and other Learning Centre aids available for students for additional help.

- Sonia Hoxha informed about one of the issues among students who have mandatory textbooks and are so expensive, especially Bio and science students as mentioned by council. Since option to rent the used books etc are limited and not all the programs have free pdfs available on the internet. This is a big problem for students in this phase of covid. Palak mentioned that this issue is being discussed at Central with the President and necessary communication will take place with College executives to address this issue.

g) Other business

Discussion

- Ritik Sharma will take care of all the promotions of Newnham Council events.
- Raj Raval will be working on engagement side of all the events for Newnham Council.

6. Members' Reports

- VP, Palak Chawla informs council members that member's report will be due on 10th October, 2020 for the month of September and submit the same on time.

7. Assistance needs from Manager

- None as of now

8. Items to be Taken to the Central Level

Central:

- VP, Palak Chawla asked about issuing the refunds to the student for the Formal Party. As there are few of them that has not be refunded yet. She will take this to Central.
- VP, Palak Chawla also informed about the point raised by Raj Raval in the previous meeting about the refund for the convocation fees that was not organised in the college due to COVID situation.

9. Date and Time of Next Meeting

Date: October 05, 2020

Time: 12:00 p.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 02:15 p.m.”

3:0:0

C A R R I E D