



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

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

June 24, 2020
2:00 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 2:04 p.m.

- The Newnham LBC Meeting #4 for the 2020/21 term was called to order at 2:04 p.m. by VP, Palak Chawla.

2. Introductions/Announcements

- Sonia Hoxha asked the other members if they already have looked at the new version of the previous Student Centre, now renamed “Student Home”. Coordinators need to familiarize with it in case they will get any inquiry about this.
- VP, Palak Chawla mentioned that council members will be live for the students every Monday of the remaining semester with the President, Krisha Amin. She further asked who would like to be part of this initiative. Raj Raval and Ritik Sharma confirmed their participation.
- VP, Palak Chawla questioned the members about their attendance in the COCA round table sessions. Sonia Hoxha mentioned about a problem with the timings of

notice about upcoming sessions as they are announced on the same day, with very few hours of advance. This is very uncomfortable as participation might not be possible, unless previously communicated.

- VP, Palak Chawla talked about the survey that has been created recently that is going to be distributed after the events to collect students' opinion and they could win \$10 gift cards. There is going to be a draw and some students will be chosen to win.
- There is another draw after live sessions in which 3 students will be awarded with a choice of free yearly subscription of Netflix, Spotify, Disney+.
- Raj Raval announced that the live DJ party hosted on Friday 19th was successful, with 20-21 people online at the same time throughout the whole event. The live session hosted by President, Krisha Amin and VP, Palak Chawla was also very successful with a constant average of 20 people during the live and more than 1400 views on the posted session.
- VP, Palak Chawla informed the members that she got in contact with the same vendor that was providing SSF with Nescafe samples and feminine products last year. A good idea would be to provide the students with free amazon product or coupons. Another option available is pre-packed items and shipping would be included in the price.
- VP, Palak Chawla also announced that the food bank will launch online and, at first, we will be able to provide the service to limited students. Campus Manager, Ammar Atheem stated that both options (food box and gift card) have the same cost. He also explained a momentary issue behind providing the service to more than 200 students: as the provider of gift cards or boxes is external, each student will need to register through their website. The provider could provide an excel sheet to add each student's information but still, there are limitations for transactions, and they would include limitations on gift cards as well. VP, Palak Chawla asked the coordinators to help finding other companies that could help provide care for students and Ritik Sharma proposed to look for discount codes, as they might be easier to deal with.

3. Acceptance of Agenda for June 24, 2020

It was MOVED by Sonia Hoxha, and SECONDED by Ritik Sharma, "that the agenda for June 24, 2020 be accepted as presented".

3:0:0

C A R R I E D

4. Confirmation of Minutes for June 8, 2020

It was MOVED by Raj Raval and SECONDED by Sonia Hoxha, "to accept June 8, 2020 meeting minutes as presented".

3:0:0

C A R R I E D

5. New Business

a) Updates from the Sub-Committees

- VP, Palak Chawla mentioned that the Programming Sub-Committee is planning the Fall semester and that each of the members has one month to take care of. Any ideas from members outside the sub-committee are welcome.
- Raj Raval mentioned that the Engagement Sub-Committee is drafting policies for clubs that will be sent to Central for approval. The sub-committee is also working on the surveys to be sent out after events. He also announced that Clubs & Associations launch is planned for the Fall semester.
- Ritik Sharma announced that the Promotions Sub-Committee is trying to figure out more ways to reach out to students and make promotions more effective. They are making use of YouTube as a form of communication for general information (about Black History Month and Pride). Talking about social media, it was suggested by Raj Raval and VP, Palak Chawla to post videos on the feed as well, not only on the stories to maintain the history of online programming. Also, to maybe put stories after certain intervals, as it might result confusing to students to have all that information at once. Ritik Sharma mentioned that it would work well to inform students weekly about the upcoming events and remind what is happening the next day.
- Raj Raval proposed to host a conference inviting students to meet their new council and discuss about various things. This would be similar to the Townhall event usually hosted on campus once a semester.

b) Grammarly Update

- VP, Palak Chawla informed the council members that the quote for council, full-time and part-time staff (currently communicating with students) has been received and is pending for President's approval.

c) Upcoming Semester Discussion

- Council discussed how to cope up with the Fall semester while working online.

d) Advocacy Update

- Council discussed advocacy issue for experience while maintaining the confidentiality.
- Ritik Sharma, VP Palak Chawla and Campus Manager, Ammar Atheem discussed about a matter regarding the Indian Dance Club and their request to engage with students and what committee oversees Clubs and has duties over them.

6. Members' Reports

- VP, Palak Chawla confirms again that member's report will be due on July 10th, 2020 for the month of June.

7. Assistance needs from Manager

None

8. Items to be Taken to the Central Level

- VP, Palak Chawla will try to clarify COCA timings of communication about upcoming round table sessions, as mentioned in the Announcements section.

9. Date and Time of Next Meeting

Date: Monday July 6th, 2020

Time: 11.30 a.m.

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

10. Adjournment

It was MOVED by Raj Raval, and SECONDED by Ritik Sharma, “that no further business is to be discussed and this meeting is adjourned at 3.23 p.m.”

3:0:0

C A R R I E D