



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

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

August 12, 2020  
02:00 p.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:

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

This meeting is called to order at 02.15 pm.

- The Newnham LBC Meeting #7 for the 2020/21 term was called to order at 02:15 p.m. by VP, Palak Chawla.

2. Introductions/Announcements

- VP, Palak Chawla informed that food bank is live now for the full time Seneca students enrolled in summer semester. A total of 500 gift cards would be issued to random students who applied online.
- VP, Palak Chawla informed about the schedule builder in the fall semester and the issues faced while building it, along with a solution for building the schedule.
- VP, Palak Chawla informed the council about the Grammarly being activated to use for the members and asked members to start using it.

- VP, Palak Chawla informed about the credit card problem faced by the students for paying the fees and it will be solved before the college opens as advised by the authorities.

3. Acceptance of Agenda for August 12, 2020

It was MOVED by Sonia Hoxha, and SECONDED by Raj Raval, “that the agenda for August 12, 2020 be accepted as presented”.

3:0:0

C A R R I E D

4. Confirmation of Minutes for July 20, 2020

It was MOVED by Raj Raval and SECONDED by Ritik Sharma, “to accept July 20, 2020 meeting minutes as presented”.

3:0:0

C A R R I E D

5. New Business

a) Updates from the Sub-Committees

- Raj Raval informed about updates from the student engagement committee about working on the volunteer program, policy and program to be implemented in the fall semester.
- Ritik Sharma informed about the working on fall semester along with other council members, discussing about the platform for the promotion for two weeks before the events along with the cost involved in the promotions. Also, he informed about the volunteer program for promotions by providing the points to the volunteers.
- Palak asked about the volunteer program for the language exchange program if any discussed by student engagement committee.
- Sonia informed about the finalising the budget for the frosh and fall semester. And creating the event charters for the fall semester. Also, she informed about elaborating each events week wise.
- Palak informed about the bringing the idea about the townhall every month so that every student can get involved with council as suggested by President Krisha Amin.

b) Frosh giveaways idea

- VP, Palak Chawla asked the council to reach out to students and their committees to discuss about the virtual giveaway ideas for the students. Give away to winners or just random students. And she asked the council members to collect the information until the end of the August.

c) Advocacy issue.

- Raj Raval discussed about the advocacy about a student received on August 10, 2020. The council discussed and directed Raj Raval to mail the student as discussed in the meeting.
- Ritik Sharma discussed about the complaints received from the students for building the schedule online for fall semester.
- Sonia Hoxha discussed about the availability of the classes for the fall semester and the problems faced by the students.
- Ritik Sharma as brought forward the issue that the International students are facing problems for travel document letter in order to get their student visa to arrive to Canada in Winter Semester.
- VP Palak Chawla informed in the meeting that issues which are not fixed yet should be mailed to her and Krishna, so that they can discuss with college.

6. Members' Reports

- VP, Palak Chawla thanked the council members for providing the member's report on time.

7. Assistance needs from Manager

- There was no assistance required from the manager at present.

8. Items to be Taken to the Central Level

- VP, Palak Chawla will be discussing about the food bank related challenges to the central.

9. Date and Time of Next Meeting

Date: Wednesday August 26<sup>th</sup>, 2020

Time: 12.00 noon

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 3.15 p.m."

3:0:0

CARRIED