



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

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

June 1, 2021  
12:00 p.m.

---

Student Representatives Present: (Voting Members)

Palak Chawla	Vice President/Chair, Newnham/SSF Inc.
Vaishavi Samir Desai	Coordinator, Newnham /SSF Inc.
Sonia Hoxha	Coordinator, Newnham /SSF Inc.
Rohit Sharma	Coordinator, Newnham /SSF Inc.

Student Representatives Regrets: (Voting Members)

None

Student Representatives Absent: (Voting Members)

None

Guests Present:

Ammar Atheem	Campus Manager, Newnham/SSF Inc.
--------------	----------------------------------

---

1. Call to Order

This meeting is called to order at 12:08 pm.

- Vice-President Palak Chawla called the Newnham LBC Meeting #3 for the 2021/22 term.

2. Announcements

- The Vice-President suggested using the Premium Grammarly account to avoid any mistakes and proofread the work before sending it.
- Ammar advised sending an email to the Marketing Manager if we have any idea regarding posting on social media.

3. Acceptance of Agenda for June 1, 2021

It was MOVED by Sonia Hoxha and SECONDED by Vaishavi Desai, "The agenda for June 1, 2021, be accepted as presented".

3:0:0

C A R R I E D

4. Confirmation of Minutes for May 25<sup>th</sup>, 2021

It was MOVED by Vaishavi Desai and SECONDED by Sonia Hoxha, “to accept May 25, 2021 meeting minutes as presented”.

3:0:0

C A R R I E D

5. Business

a) Advocacy Issues

- Rohit got an advocacy issue from an international student regarding Health Insurance Plan. It was addressed by Rohit right away.
- VP Palak said if we see any unread messages on our social media account, we must let Ammar or VP know and address their concerns after consulting for the right solution with the team.

b) Engagement Ideas

- VP Palak Chawla advised every council to come up with more ideas to engage more students.
- Rohit suggested the idea of organizing Bootcamp for full-time students. He tried to reach out to the vendor of Udemy to schedule Bootcamp for students at a discounted price. He is waiting for the reply.
- VP Palak Chawla told him to let her and Ammar know about the email content before contacting the vendor. So that she can provide constructive feedback.
- VP Palak Chawla said to bring out unique engagement ideas for students to utilize the funds.
- All the coordinators are expected to bring up event ideas, expand the food bank, and email VP Palak Chawla by Friday.
- VP Palak Chawla mentioned that they discussed Food bank ideas in the central and President have asked the VPs to provide feedback from each campus. Hence, she will need the feedback by this Friday.

c) Class Presentation

- VP Palak Chawla showed the class presentation to the coordinators and briefly explained how they would present them in class. She also suggested keeping it short and precise and not stretch more than 10 minutes to avoid confusion.

d) Other business

- Vaishavi asked regarding the format for the upcoming member report.
- VP, Palak Chawla will be sending the sample for the monthly report for council members to record whatever they worked on during the specific month.

6. Member's report

- It will be due on the 10th of each month; for May, it will be on June 10.

7. Assistance needed from Manager

- None

8. Items to be taken to the Central Level

- None

9. Date and Time of Next Meeting

Date: Tuesday, June 8, 2021

Time: 12:00 pm

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

10. Adjournment

It was MOVED by Sonia Hoxha and SECONDED by Vaishavi Desai, "that no further business is to be discussed and this meeting is adjourned at 1:04 pm.

3:0:0

C A R R I E D