



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

Newnham
Room F1525

May 29th, 2023
12:00 p.m.

Student Representatives Present: (Voting Members)

Sonia Hoxha	Vice President/Chair, Newnham/SSF Inc.
Anxhela Likaj	Coordinator, Newnham /SSF Inc.
Vanshika Sharma	Coordinator, Newnham /SSF Inc.
Dhruv Taneja	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.
Akarshannoor Singh	President, Central/SSF Inc.

1. Call to Order

This meeting is called to order at 12:08 p.m.

- The Newnham LBC Meeting #2 for the 2023/24 term was called to order by Vice-President, Sonia Hoxha.

2. Announcements

- VP, Sonia will be partially away from the office on Tuesday June 30th, 2023.

3. Acceptance of Agenda for May 29th, 2023

It was MOVED by Dhruv Taneja and SECONDED by Vanshika Sharma, “The agenda for May 29th, be accepted as presented”.

4. Business:a) Roles, Rules and Respect

- Fall schedule – Council will need to better coordinate the timings for the Fall semester, in order to make sure to have someone at any time in the office.
- Long Weekends – Due to the Right to Disconnect Policy, no emails (e.g., replies etc.) can be expected throughout weekends and days off. Council needs to respect this and await for replies/communications to restart during business days, instead of reaching out to other members expecting to escalate the “no-reply” situation during time off.
- Operation concerns need to be directed to Ammar directly.
- Reminder to respect staff members.
- Sonia and Ammar will deal with Marketing from now on, in order to avoid miscommunication.

b) Committees

- The SSF Committees will be distributed as follows:
 - SDG – Anxhela
 - Off Campus – Dhruv
 - Frosh Kits – Vanshika
 - Clubs – TBD by EOD Monday, 29th
 - Food Bank – Lead by Sonia
- College Committees to be sent soon to council.

c) Class Visits

- VP, Sonia announced that a booking method for the class visits will be implied for the Fall semester to make sure there is no double booking and no delays in the process.
- Pamphlets and Agendas are needed in order to give more information to student. VP, Sonia will ask Marketing about an update on that.
- The council members suggested that a video playing all times in the Senecentre and in front of the office would be great to show the services SSF offers to anyone who passes by.

d) Class Visits Giveaways (Ideas)

- The Council members proposed the following:
 - Tumblers (ask King)
 - Reusable Straws
 - Lunch Bags
 - Teddy Bears
 - Water bottles
 - Mugs
 - Diaries
 - Pens and Pencils
 - Cardholder
 - The members have until the end of the week for other ideas.

e) Distress Week Giveaways (Ideas)

- The Council members proposed the following:
 - Heat Pads
 - Fidget Cube
 - Teddy Bears
 - Candles
 - Lavender scented items
 - Face masks
 - Chapstick
- Reminder to add puppy therapy during the Summer semester.

f) Evening Engagement

- Movies need to be looked at from a few providers.
- Movie Night to be scheduled with popcorn, once every two weeks or so.
- TV Series could be played from 6 pm to 8 pm during the week, for example:
 - TV Series – Monday
 - Disney – Tuesday
 - Anime – Wednesdays
 - Karaoke – Thursdays
 - Idea is to ask someone passionate to host karaoke and give away some gift cards.

g) Events Ideas and Discussion

- Reminder to check for health event. (Clarification needed.)
- Service Fair would be very useful for students – Newnham will need to arrange it. If not for the Summer, for the Fall term.

- The council will need to start talking by the next LBC meeting about the Fall 2023 term programming.
- Some ideas came up for the remainder of the Summer term:
 - Carnival could be organized (Central approval needed) with inflatables, tacos, beavertails, ice cream, trampolines, bubble soccer, caricature, DJ, Marketing staff needed, backdrop for photos, juice.
 - Sonia needs to ask Rec for the field to have more space for more attractions.
 - Marketing staff will be needed.
 - Date TBD after communication with Rec.
 - More ideas for Carnival to be sent to Sonia by end of day.
 - Sonia will ask Rachit to do an event charter to present to Central.
 - Chess tournament / Board Game night
 - Anxhela will go through Roel to get help from Clubs
 - Sonia will contact Paula for Sustainability events.
 - Pool tournament possibly on 15th – Sonia will ask Rachit to create an event charter.
(Council proposed to give away gift cards to winners instead of cues)

It was MOVED by Vanshika Sharma and SECONDED by Anxhela Likaj, “Change timing for Water Gun Party event from 11 am to 2 pm on June 8th, and to approve a budget of \$750+tax for it”.

3:0:0

C A R R I E D

h) Advocacy Issues

- VP, Sonia will ask Marketing about the Advocacy Campaign as nothing came up on social media yet.
- CRM training will need to be scheduled soon in order to facilitate
- No advocacy issues came up to the council members’ attention.

i) Other Business

- College will be asked permission for setting up a table to promote services and gather feedback.
- The purchase of a slushie machine will be needed to be approved.

5. Member’s report

- The Board of Directors discussed the building construction and will be committing \$25 million dollars to the college for building the space. Funds will come from reserve funds and build fee funds.
- Akarshannoor, Sonia and Mario had a meeting Jessica Johnson to see the spaces available for the relocation happening in January. The Events will be happening in the Cafeteria. Still in discussion for more office spaces.
- The council is still waiting for the new member's report.

6. Assistance needed from Campus Manager

- Assistance needed with event charters throughout the week.

7. Items to be taken to the Central Level

- Carnival Event Charter will be sent for Central approval after approval from the LBC.

8. Date and Time of Next Meeting

Date: TBD – Monday

Time: 11:00 a.m.

Venue: F1525, Newnham Campus

9. Adjournment

It was MOVED by Vanshika Sharma and SECONDED by Dhruv Taneja, “that no further business is to be discussed and this meeting is adjourned at 2:36 p.m.

3:0:0

C A R R I E D