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

Newnham — October 26, 2020
Tele Conference (College closed due to COVID-19) — 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.
Krisha Amin	President/ SSF Inc.

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1. Call to Order

   This meeting was called to order at 12:04 p.m.
   - The Newnham LBC Meeting #15 for the 2020/21 term was called to order at 12:04 p.m. by VP Palak Chawla.

2. Introductions/Announcements

   - Vice President Palak announced that Krisha would be joining us for today's LBC to catch up with the council and discuss essential matters if needed.

3. Acceptance of Agenda for October 26th, 2020

   It was MOVED by Sonia Hoxha and SECONDED by Ritik Sharma "that the agenda for October 26th, 2020, be accepted as presented".

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

4. Confirmation of Minutes October 19th, 2020

It was MOVED by Ritik Sharma and SECONDED by Sonia Hoxha, "to accept October 19th, 2020 meeting minutes as presented".

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

5. New Business

a) Events division

- President Krisha Amin announced the discounted tickets available for the Royal Ontario Museums for the full-time fee-paying students.
- President Krisha Amin also told the council about the three new systems SSF is working on CRM, LMS, and Club's website.
- Council and Krisha discussed a few topics for better advocacy and help to students.

b) Events discussion

VP Palak Chawla asked the council if all the events are done with the work and if they needed anything else. The events are set up as informed by the coordinators, and event charters are completed mostly.

c) Events charters

- VP asked the council to update the charters with the mentioned changes and asked Ritik to add the charter for the Art Journaling sessions.
- Approvals were done for the following November and December events:

i. **Art Journaling session – November 02nd, 2020**
It was MOVED by Ritik Sharma and SECONDED by Sonia Hoxha, "to approve not more than $510 excluding taxes for the vendor and giveaway cost; used for the Art journaling session on November 02nd, 2020".
3:0:0 C A R R I E D

ii. **Language exchange Hindi session – November 03rd, 2020**
It was MOVED by Sonia Hoxha and SECONDED by Ritik Sharma, "to approve not more than $50 for the purchase of 2 gift cards for volunteers, used for the Language Exchange happening on November 03rd, 2020".
3:0:0 C A R R I E D

iii. **First People information session – November 05th, 2020**
It was MOVED by Raj Raval and SECONDED by Ritik Sharma, "to change the date of this event from October 22nd, 2020 to November 05th, 2020".
3:0:0 C A R R I E D
Note: The First People department asked for the change due to some reasons.

iv. **Name that tune event – November 09th, 2020**

It was MOVED by Raj Raval and SECONDED by Sonia Hoxha, "to approve not more than $2000 excluding taxes for the vendor and giveaway cost; used for the Name that tune event on November 09th, 2020".
3:0:0 C A R R I E D

v. **Language exchange Hindi session – November 10th, 2020**
It was MOVED by Sonia Hoxha and SECONDED by Raj Raval, "to approve not more than $50 for the purchase of 2 gift cards for volunteers, used for the Language Exchange happening on November 10th, 2020".
3:0:0 C A R R I E D

vi. **Art Journaling session – November 16th, 2020**
It was MOVED by Sonia Hoxha and SECONDED by Raj Raval, "to approve not more than $510 excluding taxes for the vendor and giveaway cost; used for the Art journaling session on November 16th, 2020".
3:0:0 C A R R I E D

vii. **Language exchange Spanish session – November 17th, 2020**
It was MOVED by Raj Raval and SECONDED by Ritik Sharma, "to approve not more than $100 for the purchase of 4 gift cards for volunteers, used for the Language Exchange happening on November 17th, 2020".
3:0:0 C A R R I E D

viii. **Netflix Party – November 20th, 2020**
It was MOVED by Raj Raval and SECONDED by Ritik Sharma, "to approve not more than $50 for the giveaway cost, used for the Netflix Party happening on November 20th, 2020".
3:0:0 C A R R I E D

ix. **Language exchange Spanish session – November 24th, 2020**
It was MOVED by Sonia Hoxha and SECONDED by Ritik Sharma, "to approve not more than $100 for the purchase of 4 gift cards for volunteers, used for the Language Exchange happening on November 24th, 2020".
3:0:0 C A R R I E D

x. **Art Journaling session – November 30th, 2020**
It was MOVED by Raj Raval and SECONDED by Ritik Sharma, "to approve not more than $510 excluding taxes for the vendor and giveaway cost; used for the Art journaling session on November 30th, 2020".
3:0:0 C A R R I E D

xi. **Language exchange Spanish session – December 01st, 2020**
It was MOVED by Raj Raval and SECONDED by Ritik Sharma, "to approve not more than $100 for the purchase of 4 gift cards for

volunteers, used for the Language Exchange happening on December 01st, 2020".
3:0:0 C A R R I E D

d) Winter calendar
VP Palak Chawla informed the council about the ideas or the winter calendar and discussed the new events. New additions are made every week so that the council is ready before the deadline.

e) Advocacy issues
Raj Raval informed the council about the advocacy issue discussed in the last meeting. He has been following up with the student to help the student. He will update more if anything comes up.

f) Other business

- VP asked Ritik to follow up with Patrick and work with the posters. She also asked him to keep her and Ammar in the loop and send the posters as soon as approved by him to Roel.
- VP asked Ritik to complete the Art Journaling event charter by today, so that Ammar can work on numbering the events for financial tracking.
- VP asked Raj Raval to work on the surveys for all the approved events.
- VP asked Sonia Hoxha to also add the Language Exchange event charter by today to be held on 1st December. They discussed and removed the Language exchange event happening in the exam week due to low attendance and a chance of no volunteers due to exam week.
- Earlier in the meeting, Sonia asked council to update Spanish classes volunteer approvals from 75$ to 100$ due to more volunteers needed. Palak Chawla approved the request and asked Sonia to use the amount only if needed and to update the charters from 75$ to 100$ for approvals.
- VP asked the council to update their events post-mortem reports and add the actual cost associated with the event once done also. The approval does not necessarily have to be the actual cost, it can be less too.

6. Members' Reports

- Currently, there is no member report due.

7. Assistance needs from Manager

- None as of now

8. Items to be taken to the Central Level

- There were no items to be taken to Central at present.

9. Date and Time of Next Meeting

Date: November 04, 2020
Time: 4:00 p.m.
Venue: Microsoft Teams Meeting (VP, Palak Chawla will send invite)

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 02:00 p.m."

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