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

Newnham — May 18th, 2021
Tele Conference (College closed due to COVID-19) — 11:00 a.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.

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1. Call to Order

This meeting is called to order at 11.07 am.

- The Newnham LBC Meeting #1 for the 2021/22 term was called to order at 11:07 am by Vice-President, Palak Chawla.

2. Announcements

- VP, Palak Chawla welcomed the new council. Each member presented themselves.
- VP, Palak Chawla introduced the new council to the dynamic of the meeting and the different items in the agenda and minutes.

3. Acceptance of Agenda for May 18th, 2021

It was MOVED by Sonia Hoxha, and SECONDED by Rohit Sharma, "that the agenda for May 18th, 2021 be accepted as presented".

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

4. Confirmation of Minutes for April 30th, 2021

It was MOVED by Vaishavi Desai and SECONDED by Sonia Hoxha, "to accept April 30th, 2021 meeting minutes as presented".

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

5. Business

a) Training Exercises

- VP, Palak Chawla asked the council to talk about the exercises from the training. The first one being a brainstorming session on what the SSF can do or improve to better advocate for students.
- Sonia Hoxha suggested to have drop-in sessions for students to talk directly to the council about issues, without having to search for the council, contacting them and waiting, because the council in this session would be available there in a proactive way for any student that needs to talk.
- Vaishavi Desai suggested to post the office hours on social media and say that they can email us for their issues. She also mentioned that a portal would be useful for students to pitch in their ideas and suggestions.
- Rohit Sharma supported the idea to have an SSF app (or add items to the current Seneca app) to be able to see what the students say and need.
- VP Palak Chawla asked council about 2-3 ways to improve the advocacy for students and explained different types of advocacies we can expect in the upcoming year.
- Sonia Hoxha mentioned about the campus-wide townhall that the NH council tried to bring up last year which was not approved and asked to propose it again. She added that surveys would be useful, too.
- Vaishavi Desai brought up the importance of attentive listening (to hear the full story), and meeting with students, if needed.
- Rohit Sharma mentioned that active listening is important, and council should have the view from other sides as well and not only the student's perspective.
- VP, Palak Chawla said that, if council members get any advocacy issue, they should try to get a formal email from the students directed to them and CC Palak, so she can guide the council members better.

b) Office hours information

- VP, Palak Chawla went through how the payroll service works with the new council.
- VP, Palak Chawla let council know to update her for their hour change or any personal emergencies, if any arise that may hamper the work or the meetings.

c) Summer events and engagement ideas

- Sonia Hoxha asked to bring back the Language Exchange and the Speed Friending event.
- Vaishavi Desai suggested that the Escape Room events would be great for students.
- Rohit Sharma mentioned that, while in-person, the students would play games at the Senecentre, and eSports would be a great idea. Ammar Atheem mentioned that Steve, Manager at King, takes care of these matters.
- VP, Palak Chawla will be sending the Events Directive and the events that happened last year the council to give them some ideas for the events.
- VP, Palak Chawla asked council to send her an email by the end of the week with their ideas not only for new events but also engagement activities overall. She also asked council to remember to target different student body groups to serve everyone equally.

d) Queries from council

- None.

e) Monthly reports

- VP, Palak Chawla will be sending the template for the monthly report, for council members to record whatever they worked on during the specific month. She also reminded the council to note their work on timesheet, it will help them to create a report at the end of the month.

f) Other business

- VP, Palak Chawla asked to work on summer event and engagement ideas and send the ideas through email by the weekend.
- Rohit Sharma asked about the Committees, and Palak said that the President will be assigning them to council soon.

6. Members' Reports

- It is going to be due on the 10th of each month, for the month of May it is going to be on June 10th.

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 May 25th, 2021
   Time: 11:00 am
   Venue: Microsoft Teams Meeting (Invite will be sent by VP, Palak Chawla)

10. Adjournment

    It was MOVED by Vaishavi Desai and SECONDED by Rohit Sharma, "that no further business is to be discussed and this meeting is adjourned at 12:18 pm."

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