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

Newnham — May 25th, 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. |

---

1. Call to Order

   This meeting is called to order at 11.02 am.
   - The Newnham LBC Meeting #2 for the 2021/22 term was called to order at 11:02 am by Vice-President Palak Chawla.

2. Announcements

   - Vice-President advised everyone to respect the deadlines.

3. Acceptance of Agenda for May 25th, 2021

   It was MOVED by Sonia Hoxha and SECONDED by Rohit Sharma, "The agenda for May 25th, 2021, be accepted as presented".

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

4. Confirmation of Minutes for May 18th, 2021

It was MOVED by Vaishavi Desai and SECONDED by Sonia Hoxha, "to accept May 18th, 2021 meeting minutes as presented".

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

5. Business

a) Training Exercise – Advocacy Group#3

- Resolving the case study 3.
- Palak advised helping to solve the case study by counselling her for her mental health, as well, if needed.
- Rohit advised going to a higher authority such as the Chair, Student advisor.
- Vaishavi was also told to guide the student to get some mental counselling.
- Ammar advised listening to the problem she is facing the case study and getting an idea about the issue and then reaching out to people who can help her.
- In the end, Palak explained the answer to the case study.

b) Summer events and engagement

- VP Palak Chawla advised every council to come up with more ideas to engage more students.
- VP Palak Chawla asked for having the development training for every student coming back in the Fall semester as well, not only Summer full time, but Ammar advised that it is impossible to have that as students have to pay their fees before they can join the training.
- VP Palak Chawla told the council that we should revisit this topic in August and ask for a few sessions to be conducted in the Fall semester again for returning students to get the certificate.
- Ammar and Palak explained the importance of COCA and Leader's Hall meets. Palak shared her experience with the meets and advised the council to attend them when the time comes.
- VP Palak Chawla asked the council to visit the live events once they start their working hours and attend the events whenever possible. She also asked the council to use social media to reach out to students and ask them how SSF can help them.
- Vaishavi asked about social media and asked if she could reach out to students from personal IDs, and VP Palak Chawla recommended her to use the SSF Newnham page; however, if the council prefers to use their personal profiles, she advised to keep the social media policy in mind.
- Ammar offered the council to join him on various tasks if they want to learn more than their assigned jobs like dealing with vendors, accounting, financial management etc.

c) Other business

- 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 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, Jun 1st, 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 11:58 am.

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