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

Newnham — August 17, 2021
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.
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 12:04 pm.
   - The Newnham LBC Meeting #8 for the 2021/22 term was called to order by Vice-President Palak Chawla.

2. Announcements

   - VP, Palak Chawla mentioned that there was an issue with international students that were waiting until the very last of the semester to cancel the health and dental insurance for their summer term if they were not in Canada. Many students are in their home countries, so Morcare offered the option to get a refund given within a deadline, and not get the insurance for the students whose visas were rejected, but the students have not respected the deadlines. Council members are asked to forward any emails regarding deadlines to President, Ritik Sharma.

- VP, Palak Chawla asked the council members to send their office hours/Fall schedule to her.

3. Acceptance of Agenda for August 17th, 2021

It was MOVED by Vaishavi Desai and SECONDED by Sonia Hoxha, "The agenda for August 17th, 2021, be accepted as presented".

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

4. Confirmation of Minutes for August 3rd, 2021

It was MOVED by Sonia Hoxha and SECONDED by Rohit Sharma, "to accept August 3rd, 2021, meeting minutes as presented".

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

5. Business

a) Member's Report

- VP, Palak Chawla is chairing the SSF Cares committee. They are working towards giving a clearer definition of what SSF Cares is, and what it does. They also need to work on the budget as well. They will also need to differentiate this committee from the SDG committee, as they look similar in nature and share some details. The area covered is GTA only as of now, but they are working on that as well.
  She went to the Food Bank committee meeting, and they discussed about budget and other details.
  She also mentioned that she got an Orientation invitation, and the SSF will need to submit a video. She is going to talk to President, Ritik Sharma, about this.
- Sonia Hoxha mentioned that she has been part of the SSF Class Rep committee and the Club committee. She explained the challenges and concerns that they are facing regarding the Class Reps and how they are moving forward as of now.
  Palak mentioned that SSF class reps lead should be required to promote who can help the students. They should be able to also get bursaries, gift cards, certificates. Part-time staff should be hired to support this program.
  Sonia met with the marketing department on behalf of the Clubs committee and listed the goals that the committee is trying to reach in the Fall semester.
- Vaishavi Desai attended class visits, and she got many health insurance questions there. She was involved in the Food Bank committee. They decided to prepare survey questions, but they had to rethink again about the questions' wording as they realized that they need different questions that won't mislead the students. They are still waiting

for approval of these questions. Manager, Ammar Atheem mentioned the rules and regulations around the safety of providing an in-person service.
Vaishavi mentioned that nobody is replying to some messages (again) on the Newnham Instagram page; Palak said that advocacy issues should be addressed by the council, and regular questions by the staff members. However, instructions about who needs to reply were unclear from Central, so it will need to be discussed again.

- Rohit Sharma did class visits, and attended the SSF Cares committee and, as Palak also mentioned they are working on a clear description of what that service is.
  He dealt with various advocacy issues with students that were having issues with selecting their classes or trouble with their schedule.

b) Event Ideas for Fall 2021

- VP, Palak Chawla said that the management team made the tentative Fall schedule, and it will be sent to the council members soon.

c) Monthly reports update

- VP, Palak Chawla suggested not to write N/A in any of the Monthly Report, as that would diminish the work that the council members are doing individually. Palak instructed the council member to write their reports properly and provide proper information of what they did and not write N/A or delete the columns.

d) Other Business

- None.

6. Member's report

    - It will be due on the 10th of each month; for August, it will be on September 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: TBA
   Time: 12:00 pm

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

10. Adjournment

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

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