

# IEEE Meeting Proposed Agenda

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**Expected Date of Meeting:** January 27 2025, 7:30PM

**Expected Duration:** 85 minutes

**Location:** STE 4026 / Online at: <https://meet.google.com/jss-muij-mqq?authuser=2>

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## Agenda

1. Call to Order
  2. Land Acknowledgement
  3. Roll Call
  4. Meeting Rules
  5. Administrative Motions
  6. Executive Updates
  7. Motions
  8. Discussion
  9. Varia
  10. Adjournment
  11. Closing Remarks
- 

## IEEE Meeting Minutes

# 1. Call to Order (1 min)

The meeting was called to order at 7:43

## 2. Land Acknowledgement - Reconnaissance des Terres (3 mins)

As we gather here today, we begin by paying our deepest respects to the Algonquin and Mohawk people, the original inhabitants and enduring stewards of the land on which we stand. This land, part of a region with a rich tapestry of Indigenous nations, remains unceded and unsurrendered, resonant with the pulse of millennia of Indigenous presence, culture, and guardianship. We recognize the Algonquin and Mohawk as the traditional guardians of this territory, a responsibility they have borne with reverence and resilience throughout the generations. Their ties to the land are ancient and enduring, woven into the fabric of their cultures and identities, a sacred connection that persists in the face of challenges and changes. We are reminded that our presence here is interconnected with the longstanding histories and rich cultures of Indigenous peoples who have cared for this land from time immemorial.

We acknowledge the traditional knowledge keepers, those who carry the wisdom of the ancestors, the stories of the land, and the teachings of the natural world. They are the custodians of an invaluable legacy that continues to guide and enrich our communities. Their wisdom, passed down through generations, remains a beacon that lights the way for sustainable coexistence with the land and with each other. We also honor the courageous leaders, those who have come before us, those who stand among us, and those who are yet to emerge. Their leadership, grounded in the principles of justice, sovereignty, and self-determination, paves the path for future generations. They stand as testament to the enduring spirit and resilience of Indigenous peoples, facing adversity with strength and unwavering resolve. Lastly, we recognize the youth, the emerging generation of Indigenous leaders and knowledge keepers, who carry forward the hopes and dreams of their ancestors. They embody the potential for a future that holds respect, recognition, and reconciliation at its core.

In our acknowledgment, we affirm our commitment to learning, to understanding more deeply the history and the living legacy of colonialism. We pledge to engage in dialogue, to listen with open hearts, and to forge relationships built on mutual respect and shared purpose. We invite those who are not on this land to reflect upon the territories they occupy, wherever they may be. Resources such as [native-land.ca](http://native-land.ca) can offer guidance in identifying the Indigenous lands on which we live, work, and gather, encouraging an ongoing process of learning and recognition.

As we walk forward, may we do so with mindfulness of the past, attentiveness to the present, and unwavering commitment to a future where the rights and treaties of Indigenous peoples are upheld and honored. In the spirit of peace and friendship, we continue to seek ways to live and work on these lands in harmony with the people who have called this place home since the beginning.

For countless generations, the Algonquin and Mohawk peoples have maintained an unbroken bond with this territory, a relationship that has never been formally ceded or surrendered. Their resilience in the face of adversity and their profound understanding of the land's secrets are awe-inspiring. We look upon their stewardship with admiration and gratitude, recognizing that their ancient wisdom continues to enrich our collective journey on this shared earth.

It is our privilege to extend our deepest appreciation to the traditional knowledge keepers who, whether young or old, stand as the living repositories of wisdom. Their profound insights, teachings, and the continuity of ancient practices

offer a profound insight into the intricate web of life that surrounds us. With profound humility, we embrace the lessons of the past and present, knowing that they guide us toward a more harmonious and sustainable future.

As we stand on this sacred ground, let us carry forward the lessons of the Algonquin and Mohawk nations, the collective wisdom of Indigenous peoples, and the aspirations of those who lead us into the future. Let this acknowledgment serve as a poignant reminder of our shared responsibility to honor the land, respect its custodians, and work collaboratively for a more inclusive, equitable, and sustainable world. For those who are not in Ottawa, please refer to <https://native-land.ca>.

### **3. Roll Call (2 mins)**

#### **Present - Présent.e.s**

- Executives:
  - Somana
  - Madison
  - Jad
  - Ria
  - Eric
  - Akhil
  - Abby
  - Manaal(Online)
  - Ayush(Online)
  - Idika(Online)
  - Sacha(Online)
  - Sam(Online)
  - Ming(Online)

#### **Absent**

- Fayza(Excused)
- Aya(Excused)

- Farah(Excused)
- Quinn(Excused)
- Joe

## 4.Meeting Rules (2 mins)

### Speaking Order

- Point of Privilege
  - Pinky finger raised / "P" in the chat
- Clarification / Point of Parliamentary Inquiry
  - "C"-shaped hand raised / "C" in the chat
- Reply to current discussion point
  - Two fingers raised / "2" in the chat
- New point of discussion regarding current motion/matter
  - Index finger raised / "1" in the chat

### Requests and Inquiries

- Point of Privilege: request for immediate assistance, requesting to be temporarily excused from the meeting, unable to hear speaker
- Clarification: asking someone to repeat what they said, expand on an acronym, or provide a definition/context to what they are saying. Cannot be used to add new material.
- Point of Parliamentary Inquiry: asking the Chair for their opinion (not official ruling) on a matter of procedure.
- Circular discussion / "Calling to Question": Calling the current discussion circular calls on the Chair to assess the immediate relevance of current discussion. If found to be circular, the Chair may allow a "Call to Question" which requires  $\frac{2}{3}$  of executive support to pass. If the Call to Question passes, the motion immediately enters a vote.
  - Circular hand motion / "Circular" in the chat
  - "I would like to call to question the current motion"

**Voting:** Performed through raised hands, either in person or over the Google Meet, in the following order:

1. Those declaring Conflict of Interest (counted as Abstentions)

2. Those In Favor
3. Those Against
4. Those Abstaining

## 5. Administrative Motions (5 mins)

<b>Title:</b>	<b>Adoption of the Agenda</b>		
<b>Mover:</b>	Jad	<b>Second:</b>	Akhil
<b>Language:</b>	English		
<b>BIRT</b>	The agenda be adopted as presented.		
<b>Result:</b>	<b>Motion passes unanimously</b>		
<b>Discussion:</b>			

<b>Title:</b>	<b>Approval of Previous Meeting Minutes</b>		
<b>Mover:</b>	Jad	<b>Second:</b>	Abby
<b>Language:</b>	English		
<b>BIRT:</b>	The minutes of the previous meeting be approved, as presented: <a href="https://docs.google.com/document/d/1-oW_wm_IQwT70LmbxyBVx50zIjwYtl5FiWtPQFbDL00/edit?usp=sharing">https://docs.google.com/document/d/1-oW_wm_IQwT70LmbxyBVx50zIjwYtl5FiWtPQFbDL00/edit?usp=sharing</a>		
<b>Result:</b>	<b>Motion passes unanimously</b>		
<b>Discussion:</b>			

## 6.Executive Updates (40 mins)

- **Manaal - Chair**

- Wine and Cheese was a success, thank you WIE team and proud of you!
- Mostly reaching out and following up on BR patronage stuff
- ESS wants a collab event in March might have to look into that
- Dr. Sawsan approves all mcn purchases, pls let's order
- Meeting with branch counselor to hopefully finish the story of our constitutional amendments
- Looking into putting some of my initial transition thoughts on paper so I don't forget them

Manaal: Firstly we had Wine and Cheese which was a great success. Right now my focus is mainly on BR as it is coming very fast. EEF I think it went ok. For the Mcnaughton grant I think we are good to start ordering stuff. I have another meeting with Dr Sawsen scheduled this week. The section meeting is coming up so I want to be well prepared for that, Ming has done 70% of the work by telling me what we are buying. There is also another thing for ESS where they want to host a collab event for all the engineering societies, and we will have to see if it collides with our existing events and the timelines.

- **Jad - Vice-Chair**

- So much stuff that I forgot:
  - BR rundown:
    - Patronage:
      - UBC speakers, profs, GDC panel
      - AMD interested
      - New sponsored secured today
      - Charity is Canadian Cancer Society
      - 1740\$ in prizes
    - Marketing:
      - Campaigning on ig
      - Looking into posters for
    - Logistics:
      -
  - Marketing for events, forms, reaching out to clubs to repost, working on posters

Jad:Patronage team has reached out and we have potential sponsors. We also pickled a charity which is the Canadian Cancer Society. The EEF application was rejected purely because of the prizes. For logistics for BR we have a schedule set and we are testing out this friday, and you can also participate in this event if you are on the IEEE team. I have also been marketing for a lot of events that IEEE has done.

Akhil: Quick thing regarding the poster, we have a printer in the office we just need a toner. Before we are bottlenecked by EEF's limit or UOSU we should get it.

Jad: I think ESS has free printing so will have to check it out

- **Freddy - Treasurer**

- Handling remaining Wine and Cheese transactions and sending profits to Carleton.

Freddy: dealing with some remaining transfers from Wine and Cheese. I still have to reimburse myself for the catering.

Jad: Thanks for covering it, it was a big purchase.

- **Quinn - VP Social**

- VTOOLS has been updated and reported for all Fall events, I thought I would put a nice breakdown image in the Discussion below
- I will be finishing up the Event Planning Doc this week
- Lastly, as part of my mandate, I'll be working on an executive bonding event. We were tossing around the ideas of going across the bridge, but it might be fun to just play some games in the office. Will keep you updated (obviously!)

Manaal: Even for reporting for all these VTOOLS events, this is really important to see how effective our events are, whether we should run them again, as well as reporting these stats to our branch. It is a lot of work, Quinn put in a lot of personal time, it was not part of his mandate but he still did so everyone say thank you Quinn

- **Aya - VP Merch**

- No updates and banned from meetings now ig 🙄🙄

Jad: We will send a vote whether to do the meetings now at 7:30 or Saturday and hopefully most people will attend the meeting

- **Xavier - VP Equity**

- **Kevin - Secretary**

- Moved the rest of the meeting minutes to the shared drive

- **Fayza - Mcnaughton Director**

Jad: have some updates from Fayza: Uottahack has brought some issues with the TV, both the missing remote and the crooked stand so she will be emailing them about this. Office cleanup is also going to happen, most probably next Monday.

- **Farah - VP External**

- BR finance sheet finalized. Prize amounts fixed.
- SPAC EEF reimbursement finally initialized
- Might work on EEF 101 Guide if I have time.

- In process of finalizing a date for IEEE uOttawa x Meta Session.

- **Eric - VP Internal**

- Talked with Manaal about what event I'll be doing. ESS was planning on contributing funds, but We'll see if they can get their levies
- I still need to automate the HW return notification
- I also realized that none of the HW checkout stuff is bilingual, but I'll get functionality working before I move on to that.

**Eric:** I talked to Manaal about an event last week, we do want to talk more with ESS before planning specifics but still need to look at a date. I still need to automate the hardware return notifications, so I still need to automate the returns. I also realized none of it is bilingual too.

- **Samuel - VP Academic**

- Working with Abby to host a co-op event. Current plans to run it on the 4th in STEM 117, still accumulating responses from co-op students.
  - Hoping everyone who has experiences in co-op or equivalent internships can answer the survey.
  - Forwarding it to friends in co-op helps a lot too, I'm trying to get as many JMTS members to fill it out too, many students there are critically involved in extraordinary experiences.

○ For BR if there is a need for a league commentator I would be happy to volunteer  
Sam: Working with Abby to plan the co op event, so right now it is planned to run on Feb 4th, and still gathering responses for the co op form. Those of you in JMTS teams if you could circulate it around there it would be very helpful.

Jad: Thank you for the form. It is a very well-put form, and for the rest of the execs please fill it out. Also for BR you know League, so you can commentate it because Adam and I do not know anything about the game

Akhil: Regarding the co op event form I can send it to Uottahack as well

- **Sacha - Webmaster**

- Made a website for BR <https://battleroyale.ca>
- Updated OH on ieee website
- Went to wine and cheese to **support women**
- where is my secret santa

Sacha: Made a website for BR and updated the website with OH

- **Ria - Design Commissioner**

- Working on BR posts (charity reveal post and br poster currently in the works)
  - currently finished the intro post, games reveal post, prizes reveal, and game jam
- Created the post for microchips and dips event
- Created the post for pcb design workshop
- FUN UPDATE: Shopping cart design is done and printed



Ria: Working on the BR posts right now, created posts for Microchips and dips as well as PCB design workshop.

Jad: Ria has been incredible, we have so many posters and designs. If we could give her a few round of applause for all the work she's done

- **Ming - CEG Commissioner**

- EEF presentation went well
- Microchips and Dips this Saturday, at 40 sign ups so far. Please share the post with your networks.
- PCB workshop this Sunday.

Ming: Please share the Microchips and dips to get a higher count of people

Jad: Huge thanks to Ming for all the work you have done

- **Abby - MDD Commissioner**

- Working with Sam to host a co-op event!
- Working on making the Minecraft events fun for BR!!
  - if anyone wants to commentate lmk

Abby: working with sam to help with the co op event. Also working on the minecraft events for BR and will be comentating

- **Ayush - ELG Commissioner**

- Booked STM 117 for ELG study night (6pm to 9pm)
- Wanted to inquire about the way pizza is usually ordered
- Wanted to also inquire about marketing procedures for the event

Ayush: Booked Stm 117 for ELG study night and I want to inquire how pizza is ordered?

Jad: Pizza is usually dominos, Wednesday night is 50% off and we usually order it couple of hours in advance, sign up sheet is important for that. For Marketing, @ ria for any designs.

- **Josue - Translation Commissioner**

Jad: He translated form yesterday pretty quick

- **Idika - SEG Commissioner**

- No updates

Jad: When is your event scheduled for?

Idika: it is in March

Jad: So we will have enough for the event when EEF rolls around maybe a little less.

- **Akhil - VP Communications**

- Sorry my updates seem a little long, but they will be quick.
- Huge congrats to the WIE team for an excellent Wine and Cheese
- Assisted Ming with event posts
- Met up with Jad, Other Jad and Adam to talk streaming logistics for BR

- I'll quickly gloss over some logistics for the stream:
  - The stream vibe is gonna be something like a man cave, and will be streamed from our office on the couch.
    - The stream is gonna feel kinda like just some friends hanging out, and having fun conversation.
    - If you wish to join and have some fun, you're more than welcome.
    - The idea is to make it a warm inviting atmosphere.
  - We will decorate the office with some cheap lights and such. This will include:
    - Cheap neon sign kit (\$15-20)
    - Some cheap fairy lights (\$5-10)
    - A cheap sunset lamp (\$15)
    - I'll also bring a candle (this is my own) to lighten the vibe (pun not intended).
  - It'll be streamed from this office with the use of equipment from me and GDC Jad.
    - I'll bring camera, lighting and audio equipment
    - The Jad that's not here right now will bring a capture card
  - For the streaming graphics I'll just find a free stream graphics pack online and customize it.
  - The stream test run is gonna be on friday at 4 so if anyone wants to join in and have some fun, definitely feel free to join!

Akhil: For logistics for the BR stream it's going to be like a man cave and it's going to feel like friends hanging out. Make it overall an inviting atmosphere, we'll decorate the office with cheap lights and such. I will be bringing a camera, lighting and audio equipment. For streaming graphics I will just find one online. The stream test run is at 4:00 Friday.

Jad: just FYI if you are busy with posts just let me know so they can go out. Posters are a huge help so if you could help especially since you know about it more.

Akhil: Sorry for not being as active. I just have had a lot of work that ramped up.

## Affinity Groups

- **WIE - Women in Engineering WIE chair (Madison) and WIE Vice Chair (Somana)**
  - Wine & Cheese (Record attendance yay)
  - BR Marketing
  - EEF
  - WIPS Patronage Package Done
    - Master Contact List in the works

Madison: Wine and cheese was great and working BR Marketing

Jad: Had a lot of fun at Wine and cheese, thank you to the whole WIE team hopefully WIPS will be as good

## 7. Motions (10 mins)

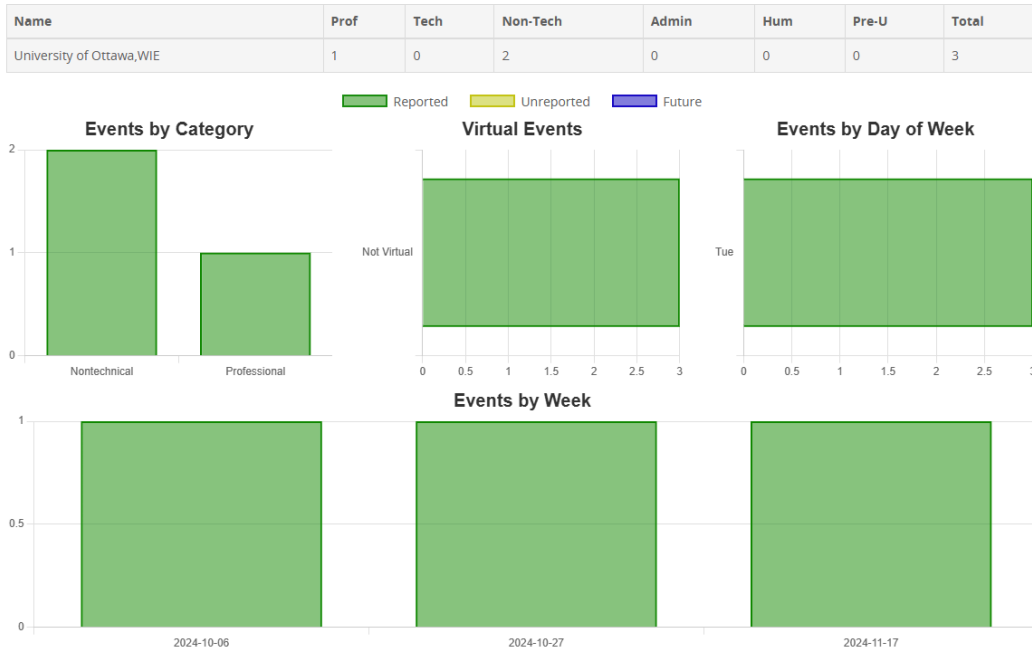
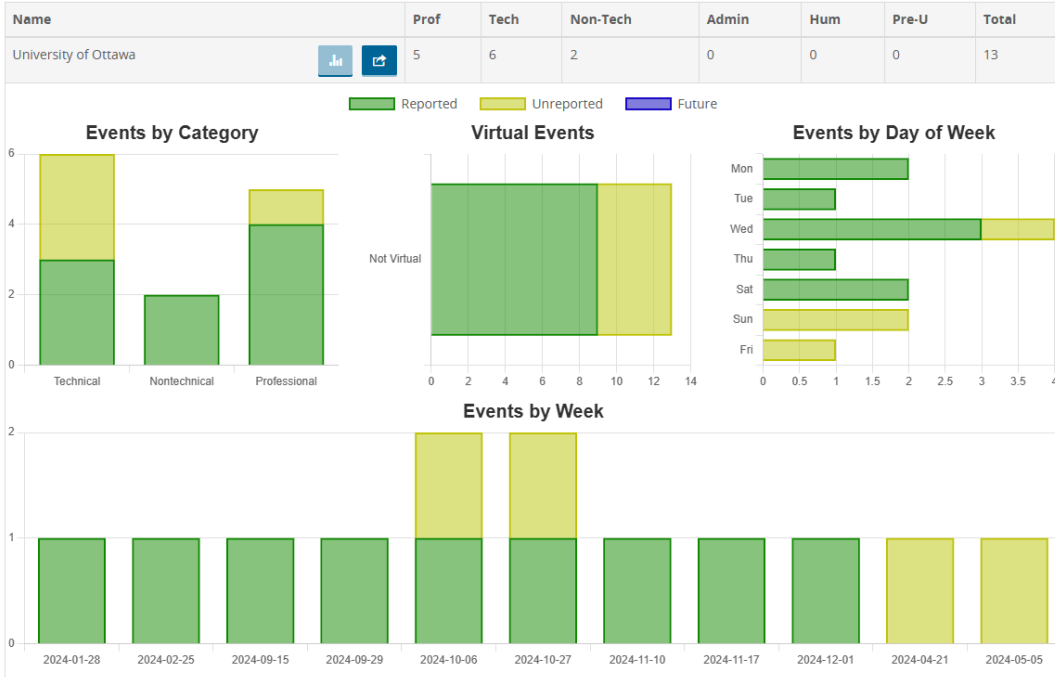
<b>Title:</b>	<b>Requesting funding for Microchips and Dips</b>		
<b>Mover:</b>	Ming	<b>Second</b>	Eric
<b>Language:</b>	English		
<b>BIRT:</b>	<p>WHEREAS snacks and hardware are essential for enhancing the experience and success of events;</p> <p>BE IT RESOLVED THAT the Executive Committee allocate a sum of \$250 from the IEEE uOttawa budget for hardware and \$100 for snacks for the event, "Microchips and Dips," supporting the organization's efforts to create engaging and well-equipped events.</p>		
<b>Result:</b>	<p><b>In Favor: 13</b>  <b>1 abstained</b>  <b>Motion Passes</b></p>		
<b>Discussion:</b>	<p>Ming: EEF confirmation issues but I still have to order some hardware. We still have some from the 1st micro chips and dips but not enough. So it is 250 for just hardware and 100 for chips and dips.</p> <p>Eric: Generally heavily in favor in getting more hardware but are you including Hack the hill hardware in this?</p> <p>Ming: yes but they don't have everything</p> <p>Jad: It is 250 so we are getting EEF soon so keep the receipts either you could wait.</p> <p>Ming: I don't mind waiting so</p> <p>Move to vote</p>		

<b>Title:</b>	<b>Requesting funding for PCB Workshop</b>		
<b>Mover:</b>	Ming	<b>Seconders:</b>	Abby
<b>Language:</b>	English		
<b>BIRT:</b>	<p>WHEREAS snacks and hardware are essential for enhancing the experience and success of events;</p> <p>BE IT RESOLVED THAT the Executive Committee allocate a sum of \$100 for snacks for the event, "PCB Workshop," supporting the organization's efforts to create engaging and well-equipped events</p>		
<b>Result:</b>	<b>Motion passes</b>		
<b>Discussion:</b>	<p>Ming: Same situation so it's been budgeted for EEF but will have to wait so there will be additional costs.</p> <p>Jad: I don't think it will be accepted for full 100 due to the past is it friendly to do 75 instead</p> <p>Jad motions to amend the motion to:</p> <p>BE IT RESOLVED THAT the Executive Committee allocate a sum of \$75 for snacks for the event, "PCB Workshop," supporting the organization's efforts to create engaging and well-equipped events</p> <p>Ming is friendly to amend</p> <p>In favor: 13 in favor Abstained: 1</p> <p>Motion Passes</p>		

# 8. Discussion(20 minutes)

Name: Quinn Murnaghan

Subject: 2024 - Fall Semester #s



## 9. Varia (1 min)

Name: Ming

Cram and Jam

We have a DJ (those who know) in the office, for a hype locked in study and work session. Quartus II goes hard with clubbing music.

Name: Somana

WIPS: Please send me any company contacts you have!

Somana: making the contact list for funding so if anyone has any company contacts please let me know.

Jad: for anyone who doesn't remember WIPS is WIE IEEE professional s

Name: Eric

I came into the office 2 days after the snacks were replenished and they were ALL gone. This isn't wild or crazy or any other goofy word. Let's cooperate to improve this. If this is all we get for \$1000, we should just throw a party and blow it all on pizza and an IEEE endorsed DJ

Jad: the missing snacks have been a very repetitive thing, we don't have unlimited money but don't eat all of them so quickly

Name: Manaal

Wanted to bring up that from the start of the semester, it has been apparent that if there is a change in your schedule you should let us know 24 hours in advance. Please try your best to come in person. It is good for us to practice being honest and communicative as we pass these mandates to future committees. If you can't make it let us know ASAP.

Jad: From previous experience online meetings are not as good so still let us know

Name: Jad

Secunder:Quinn

Motion to move into camera for a quick discussion

## 10. Adjournment (1 min)

<b>Title:</b>	Adjourn the meeting		
<b>Mover:</b>	Jad	<b>Secunder:</b>	Abby
<b>Language:</b>	English		
<b>BIRT:</b>	The meeting be adjourned at 8:46		
<b>Result:</b>	Motion passes		
<b>Discussion:</b>			

### Closing Remarks