

IEEE Meeting Proposed Agenda

Expected Date of Meeting: September 7th, 2024

Expected Duration: 90min

Location: STE 4026 / Online: <https://meet.google.com/kjg-cctc-yoq?authuser=2>

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
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IEEE Meeting Minutes

1. Call to Order (1 min)

The meeting was called to order at 12:06

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 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:

Jad

Fayza

Manaal

Madison

Eric

Akhil

Aya

Xavier

Somana

Joey

Aya

Sacha(online)

Quinn(online)

Farah

Kevin

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)

Title:	Adoption of the Agenda		
Mover:	Jad	Seconded:	Madison
Language:	English		
BIRT	The agenda be adopted as presented.		
Result:	Motion passes		

Discussion:	
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Title:	Approval of Previous Meeting Minutes		
Mover:		Seconder:	
Language:	English		
BIRT:	The minutes of the previous meeting be approved, as presented: https://docs.google.com/document/d/1La9GSXe2RmGN7wNnwtlrHjsfwnQcv8oD7LhWagHQqvQ/edit#heading=h.rcb5vnz97qck		
Result:	This motion is tabled for the next meeting		
Discussion:			

6.Executive Updates (30 mins)

- **Manaal - Chair**

- Helping out execs with their mandates
- Repped IEEE at 101 week
- Attending Section Meetings regularly
- Repping our branch in Windsor next week
- Dr. Sawsan has finally surfaced so I'll get things approved asap

Manaal: these past couple of weeks has been helping out all the execs and their mandates. I also repped IEEE at 101 week. Tried our best and huge thank you to everyone who was there. Finally sold all our merch. Everyone is hyped about upcoming academic year. In addition, another goal is to solidify the membership process. I have been attending all meetings regularly and I have learned a lot about the way meetings work and IEEE works. Algonquin IEEE chapter is coming back and they want to colab with us. I will be in Windsor next weekend for IEEE student conference. So IEEE AGM is in that conference. Next meeting the constitutional amendments will be approved with the doctor sasen(IEEE branch counselor). Every IEEE branch has a counselor. Whatever amendments we have she makes sure it's up to market and standard. Just a lot of establishing connections for the year. If any of you want to get in touch with her next just let me know.

- **Jad - Vice-Chair**

- Set up lettuce meet for bi-weekly meetings, and here we are. (This lettuce meet was very bad)
- Made Office Hour lettuce meet and then worked around everyone's preferences and then scheduled them.
Releasing the office hours soon (by EOD tomorrow, since OH start next week?)
- Roleplayed as Treasurer and created the sheet for future expenses. We will review it in today's meetings.
If you haven't filled it out, you have until we get to that point in the meeting until you do
- Since no movement on the discord server, took the lead and made it discord server with Joey (Huge shoutout).
You should all be in discord, and we'll release it to the public soon. If anyone has any other suggestions for the discord, let us know so we can change it.

Jad: I set up the lettuce meet for biweekly meetings. It was a bad lettuce meet and no one was free for middle of week so it had to be weekend. So I decided for now, this was the best middle ground. Made the office hours lettuce meeting. I did schedule but I can't find the excel so I will have to reschedule them. Quick heads up there will be a lot of talks about financial stuff since there's no treasurer

Xavier: when are by-elections

Jad: last year we had a meeting for budget and bi-elections that were 4 hours. Will review the budget later. Me and Joey have the discord up, if you have any suggestions let me know and we will probably release it after the meeting or monday.

Aya: are you guys going to Uottawa software eng discord will market in classrooms, will we do that

Jad: yes

Manaal: I started an ongoing class schedule for at least one of us to do one talk.

Somana: My digital systems prof is a huge supporter of IEEE and he was telling us to get memberships so I can market

Joey: I can market it in my server

Manaal: to add to somana, a lot of engineer profs are involved with IEEE like groza and rami, I recommend reach out to these profs for events

Jad: same thing, prof rami likes to support IEEE. So good idea for that

- **Quinn - VP Social**

- Went to Faculty Day at 101 Week on behalf of both IEEE and rover. Got a ton of traffic and got the word out for IEEE! Also sold a ton of old merch which hasn't moved in years.... New marketing strategy for next 101 week.
- Excited for the new merch and just got my lanyard woot woot
- Next project I will be working on is creating a guide for hosting events to make it easier for everyone.
- I am officially in Connecticut and will be gone for the semester :/

Quinn: I went to 101 weeks, it was a blast, we have a marketing trend for next year. We probably could keep doing it each year and the lanyards look good. I am excited for the rest of the merch. I also want to talk about electrical stuff. I want to make it easier to host events, last year it felt a lot harder than it needed to be. I am officially in Connecticut and will be gone the entire semester.

Jad: I am also in Toronto this semester. Thank you for everyone who was there in 101 week

- **Aya - VP Merch**

- 2 designs made up for voting with the execs to choose which one we prefer
- need to make sure which programs fall into IEEE so which ones we make merch of
- we need to decide the discount for IEEE memberships and IEEE execs
- Right now consensus is quarter zips for exec merch but up for discussion
- We need to decide if we are buying bulk basics (shirts, crewnecks etc.) and printing ourselves either at a place specialized or for free at CEED (if we decide to do this we'd need all hands on deck depending on the amount we need to make, or we go with a supplier (would be more expensive and quality not as good

Aya: 2 designs and I want to hear everyone's opinions. I want to hear everyone's ideas. I was thinking of multiple items per program, so we can choose those designs. I want to set up a vote for these two.

Akhil: I'm not going to lie those designs are good

Aya: I also wanted to ask what programs fall in IEEE which are included in the merch or all stem

Jad: we have SEG, CEG, and electrical MDD

Eric: for the noise computer design I don't think the font is electrical at glance so I would tweak that

Xavier: There's going to be different designs for every faculty. You're voting for the general design and style

Aya: this will change for every program and there will be discussions on what items to choose

Jad: which items to choose as in what colors?

Aya: yes. I wanted to also talk about discounts in IEEE memberships. We should include a discount to the merch with the membership, so we should talk about what that discount is. We're going for quarter zips for exec merch. I was talking to manaal too so we either do bulk purchases and then print them at a printing supplier which is less expensive.

Manaal: circle back to that, I am in a dilemma because I want to test out that printing which might not be a viable option. It might be better to order for affordability. Personally I want to save those resources and invest it into something else.

Aya: I still think getting t-shirt bulks is less expensive.

Jad:for the IEEE memberships the discount should be 20%

Aya: that's a lot

Jad: We need to market it a lot. For the lanyards so we might do a little give-a-way in discord.

Manaal: I hope everyone here got their membership, if not, get it. The time between this meeting and the next should be a good time to find a supplier, find quotes, and get it all together. Exec discount should be around 40%, important to take care of execs.

Joey: I can set up a discord give a way system

Jad: yeah

Quinn: a strong discount for all merch is good because we get that money back

Aya: For the merch once we get all the designs approved we should do a pre order system instead of ordering a bunch and having them sit there. We should know how many of this design we want to order that exact amount.

- **Xavier - VP Equity**

No updates

Manaal: ESS recently did equity training it would be ideal to finish equity training this month

Xavier: are we making it or hiring people to do it

Manaal: ourselves

Farah: Vp equity for ESS is my roommate so I don't think they mind sharing it

Manaal: if you are able to create the equity form and prepare the presentation we can get it done by the end of month. Also have equity form to fill it out to see what to do about new equity initiatives

Xavier:

- **Kevin - Secretary**
 - Created agenda for this meeting, and reviewed last meeting's agenda
- **Fayza - Mcnaughton Director**
 - Office Calendar
 - Office rules

Fayza: In the office we will have a calendar and we will be able to book the office. I want to throw away all the junk and we should be able to book the equipment. We haven't set up the calendar. Office rules will come in the next week or so, general rules. When we talk about the budgets, I just want to make the place look better. Let me know if you want anything. I also did the inventory in the summer which is unfinished. There will be an excel sheet for everything in the office which I will release. We will have a form for office snacks to add

Eric: why don't we just borrow from CSSA

Jad: too much of a hassle

Manaal: one of my goals when I was campaigning was to get a cart. So maybe we need a bigger cart. If anyone can help Jad and I fix the cart

Akhil: while we are on financial duties whenever it goes on sale, should we get one of those small smart speakers like google home.

Jad: that goes under office supplies and fayza decides that.

Fayza: I will put up a vote for office supplies. About the cart, I have a place in the budget for paint so we can paint over that.

Manaal: the execs who painted the office before did it illegally so we can't repaint it, so we can add stuff but not repaint. These are offenses which could make us lose our office.

Jad: illegal violates site rules

Akhil: for the cart why don't we wrap a piece of paper for that

Jad: it will fall off

Farah: why aren't you getting facilities to do the walls I know they help out other offices

Manaal: I met the SITE reception person the other day and am hounding down past execs who have not given keys. I talked to them and we need to meet with them and close the office for a day. Fayza can we please turn on these lights after

Fayza: yeah I was thinking the same

Aya: instead of overhead lighting we can invest in lamps or ambient lighting. If we trying to study and we stay for 6 hours it's bad

Eric: this is out of bounds for an exec update

Akhil: I can bring my lamp in I don't have space for this

- **Farah - VP External**

- SPAC 2024 - Sponsors as of Sept 6th: Ericsson, Nokia, CBSA, ISED/CRC, NRC with many more in the process of confirmation including IEEE societies, uOttawa's CEED/Startup Garage, and other companies like GD, Nordion, Ciena, etc. Toronto and Montreal Sections are lending a hand.
 - the recently updated budget for spac made us ~18K short. So I am starting to stress a bit.
 - Sponsorship deadline is late september but worst case Oct 15th.
 - Applied for RBC funding through uOttawa for spac and other events. Hopefully we hear back soon.
 - If anyone can help by reaching out to their managers at work or if they know anyone who can connect us to a company who may be interested in sponsoring spac, please let me know.
 - Learn more about SPAC & IEEE Ottawa AGM 2024:
 - [SPAC Patron Package 2024.pdf](#)
- 101 week as a guide - my group had a lot of EECs students. Tried my best to hype up our events for the year and merch.

Farah: SPAC is a student professional awareness conference. First time in 75 years we are working with IEEE. So far past month I have not been able to work as much because of covid. As of yesterday. I reached out for help for the toronto and montreal sections, budget got updates and im 18k short. The sponsorship deadline is mid to late december, I applied for RBC funding but will hopefully hear back soon. I linked the sponsorship package in the meeting minutes.

Akhil: I am a notions campus leader. I market notion on behalf of notion. But what I can do for you farah – I can talk to the managers and have notion to sponsor it.

Farah: I have been using notion since grade 9 that it would be good we can talk after that. If anyone else knows anyone for sponsorships let me know. I was also a 101 week guide, my group had a lot of students who were interested in IEEE events and they wanted to buy merch like crazy.

Manaal:Jad is incredible at sponsorship so ask him

- **Joey - VP Academic**
 - giveaway bot done
 - no updates

Jad: thanks for the help with discord server

- **Eric - VP Internal**
 - A JMTS Promotional event is planned for the 18th from 7:30 -10pm
 - STM 117 has been booked for 7-10 pm
 - No budget is needed for this event.
 - The event is designed to be a recruiting event for the teams, but if I find that most JMTS teams are done recruiting for the year, it may toggle to a workshop-like event (tbd). I want it to be as useful to the teams as possible. I have contacted many of the teams. And will be reaching out to the rest that were in JMTS when I was around.
 - Please try to be available to help with the event
 - Social media should have a post:
 - Should we include other large ENG adjacent clips like cyber sec, video games, etc.
 - Future VP Internal events
 - Thinking of hosting events like ECAW, but more intro and targeted at the most active teams interests. These events would be targeted at JMTS teams, but would be open to the public.

Eric: 2 main updates. First of all apology to Manaal, I should have made it more clear about the 18th which I booked for the JMTS event. IF anyone is available to come to the event please come. Right now I reached out to a bunch of teams in the JMTS discord. If there are teams that could still benefit from this recruiting event. This stuff could be tons of fun. Social media should definitely have a post about this event. We should include a discussion on which kinds of clubs we can include outside of JMTS. I listed a few but I want to talk to you guys about which clubs.

Jad: For social media posts we don't have a design commissioner. For future events I dont think there are recruiting

Eric: Recruiting is a framing not of a goal but just something we tack on

Manaal: Eric making a good point and it's something we should explore. A lot of freshmen need someone to explain it in real life. We can do a workshop Wednesday or something similar every other week. We should set up initiatives for the future. Eric is right, we should engage the community. Uottawa has the worst eng rep in all of Canada, so we should focus on engaging many people starting with JMTS

Jad: engagement is a big part of why there is a community discord server and we only had instagram last year. Any events and any opportunity to speak with a student you should tell them to join discord

Farah: could we post our discord on 101 week

Jad: whenever we want to share it based on if it's appropriate

Eric: Future VP internal events I want to see which eng or adjacent clubs we should include. If anyone has any comments I am open.

Jad: not too familiar I am sure if you make a discord thread people can post ideas.

- **Sacha - Webmaster**

No updates

- **Akhil - VP Communications**

- It was hella fun doing 101 week and participating in the events
- I'll get the 101ers event ball rolling this week
 - Quick ask – do we want to make this a IEEE X Notion (I can get grants from notion as a CL) event?
 - This event is to help students study for exams
 - We can have a giveaway through a contest (IEEE merch and Notion Merch)
 - Lure people with free food
 - End off with IEEE and what we do as an association
 - I'll try to get it done late september
- I know I've mentioned having a movie night.
 - We can bring that in after midterms (its a good way for students to relax after a stressful time)
 - Give out free popcorn and drinks
- We should make a welcome to the school year video to welcome students on behalf of the IEEE team (i can bring my cam here toward the end of this meeting)
- Also we can do liquidation sale at the end of the year – Merch will sell like hotcakes
- Merch stuff – Should I set up a new stripe/square, etc?
 - That way we dont need to search for it.
- Any questions/tasks for me?

Akhil: So much fun participating in 101 week and I graduated during covid. In terms of 101ers event I have been teasing the event where we kind of showing students how to study and prepare for exams. Something like Exec QnA. Joey or Jad can make this work on the discord. I just want to ask should we make this an IEEE x notion event? I have the ability to make this happen.

Manaal: good idea, we have really good access to things we can pull through. Main advantage for collaboration is engagement through association like how more people know Notion more than IEEE. Main problem is trying to book the calendar event so we should be at the front. Let's not overbook events. If you can try to rope in other execs. Easy to do mandates together so we don't duplicate events

Jad: what event calendar is for, sooner you can do it, the better. After by-elections there will be shit-posts. Office hours start next week, Sacha and Quinn and I are only ones that can do it online. If anything happens where you can't be there, let us know and go to the SITE community so just bring it to awareness. SITE discord is where we market office hours.

Akhil: I am glad Manaal is onboard for IEEE x notion. Ideas I have for this event we can do give aways for IEEE and notion merch. We also lure people with free food. Manaal I might have to ask you for that. We can end it with describing what IEEE brings values to the students.

Quinn: I heard you talking about event calendar I just want to know who is on top of that

Jad: I was going to mention when planning events, space out events.

Akhil: that's the goal anyways so I plan on doing it last week of september

Aya: last week of september has hack the hill so beware

Sacha: for akhil, if you can get notion recruiters at the event that would be good.

Akhil: I can get something working there with my resources. I also mentioned a movie night after midterms. We can have it as a wind down kind of thing for students. After midterms in that little space where there is not much stuff to do

Manaal: we can borrow a popcorn machine

Akhil: We can do free popcorn or drinks. We need to lure students over with free stuff so that is a good idea. Another thing we should do a welcome to the school year from IEEE. We can work over what to say.

Aya: Akhil was talking about an online shop

Jad: so online shop is a website?

Akhil: it goes on the discord or website. Any questions or tasks?

Affinity Groups

- **WIE - Women in Engineering WIE chair(Madison) and WIE Vice Chair(Somana)**
 - Posted for elections
 - Made shitposts
 - Met with carleton WIE

Madison: somana and I put out the posts for hiring for our team so we got applications rolling in and we made all the shit posts. I met with carleton for wine and cheese

- **Photonics**

No updates

7.Motions (20 mins)

Title:	Approval of Annual Budget		
Mover:	Jad	Second:	Madison
Language:	English		
BIRT:	Be it resolved that the annual budget for this year, as presented in the " Annual Budget Review " document, be adopted.		
Result:	Motion passes unanimously		

<p>Discussion:</p>	<p>Going through</p> <p>Jad: start with VP Equity battle royal</p> <p>Farah: I helped out with battle royal last year and it's a similar amount we budgeted. You and I can set up a meeting with carleton(Xavier)</p> <p>Xavier: I looked at the budget so sounds good.</p> <p>Jad: so you can see our bank account which isn't that much. There are some events that have revenue. If you do have any revenue bring it up now and explain the event and what the money is used for</p> <p>Xavier: part of my mandate I need to do 1 event per sem I don't know what to do for fall yet. Battle royale costs nothing but I put 1000 but we can put a lot less.</p> <p>Manaal: Rather than spending resources you can add a philanthropic aspect to another event which satisfies your mandate.</p> <p>Xavier: you can strike the battle royal event from the sheet</p> <p>Jad: does anyone have a discussion for battle royal?</p> <p>Farah: good if we apply for winter funding.</p> <p>Manaal: For this budget I want to say it is final but not written in stone. 15000 is a good amount. It should not be costing really a lot.</p> <p>Farah: last year prizes were 500 dollars so not a lot</p> <p>Jad: Next topic office snacks</p> <p>Fayza: I can talk about everything of mine in one go. Paint can be scraped. So I just want printer refills and office snacks. I want to talk about office chairs, so many broken chairs on the side. I did want to replace some of the chairs or just chair covers. If we are striking things like the paint, when the mcnaughton grant comes in, if there is any equipment or anything you want to say, so I can put it in when applying to the grant.</p> <p>Jad: I remove the paint?</p> <p>Fayza: yes</p> <p>Jad: for the office chairs. You can do equipment expansion or when do you apply for the grant</p> <p>Fayza: due in november but I want to apply by end of month.</p>
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Jad: if grant doesn't come in I don't want to spend too much.

Manaal: office chairs should not cost anything because we have approved chairs at SITE no one picked up. For mcnaughton grant gets approved, we put it on the sheet. If not approved we just motion to strike it from the sheet or move it somewhere else

Jad: I am going to strike office chairs and replace them with something. Equipment expansion last year was 4k, office supplies is 250.

Eric: Last year office supplies was a spending year.

Fayza: we have a lot of stuff but I am sure a lot of it is not working.

Jad: if the expense is not here you can bring it in any exec meeting or discord. Preferably everything should be on here.

Fayza: let's do it later I can't estimate. Just things like snacks and printer refills should stay there

Jad: We are keeping office snacks and printer refills and office supplies. Office snacks are allowed for exec members or IEEE member. Don't let anyone take too many snacks

Manaal: I bought a fan for the table, office property whenever I bring it in, don't let anyone take it

Aya: So for my merch amount, so what I was thinking we do the pre order system we can market and put the merch on the website, and with the money we can use it to order so I don't know how much we have to use from bank account.

Manaal: however much as an org we spend, we should put that on the budget. It's just that if we make money off of it, we can still put it on the budget. Personally I don't think we should spend that much on merch

Jad: move onto SPAC

Farah: I request 2500 because my deadline is coming up. We do have sponsors coming in quickly but this is based on previous year budget. Any questions about SPAC specifically would go towards transportation so our students could make it to the conference in Kanata. I could pull out the SPAC budget as well. We would technically become a gold patron

Jad: so the 2500 would there be revenue

Farah: probably no

Farah: We can apply to EF after. Date for SPAC is nov 1st. Deadline is october 15th which is worst case

Manaal: let's say we give 2500 now, it would take 2 and a half months to get that back in our account. We have to figure out a way to find out when that is coming in and if we are all ok with that money going out of our account.

Jad: only concern is 2500 is more than half our account, and what do we get for that .

Farah: First time IEEE is collabing with SPAC, and present at the same weekend we are doing SPAC, and our students will get an opportunity to engage with IEEE ontop of sponsors currently.

Manaal: I will get info on our bank account and incoming money and we'll bring it to a virtual vote before the deadline. After evaluating our expenses further I can't make a decision now. Our options right now are(later) we approve this, we approve another amount or we don't approve it at all. I propose we have a virtual ballot next wednesday

Jad: we don't have a treasurer so this is not good. It is a lot of pure net loss, this is not the only event we will do.

Farah: would it be better to put a minimum amount

Eric: earlier on you mentioned 3 options with SPAC, I advocate for 4th option instead of suspending the vote of this line item, but table the overall amount till later

Manaal: Give me till wednesday, so strike the SPAC thing for now and we can amend it later

Farah:We can strike it but I want to emphasize the deadline, so would wednesday be a good deadline for sure

Jad: we can set it in discord. I stress the whole committee for any expense at all. Say what your opinions are. Winter industry event now.

Farah: In the winter I was thinking of hosting a panel for a company or two only expenses are bring snacks. 300 dollars max

Manaal: I know WIE does annual industry event so maybe a colab

Somona: Early to mid october

Farah: I was thinking of more winter, can't do September or October because of other stuff. But if you do need recruiters I can reach out.

Somona: Regarding the winter we can do the WIE panel together

Manaal: January is coming back semester so we might be able to do it then, but feb is hackathon and we should consider when to book around certain dates. Should we do our own independent event or colab with another org

Farah: I know for MESS, we can maybe colab with mess.

Manaal: Let's keep that expense in

Jad: next is cookies and cram.

Joey: Cookies and cram is around 400 for 14x4 events for the whole term based on last year. Quiz me is around 650

Eric: like around 7 dollars per individual cookies and cram event

Jad: based off last year. Cookies and cram is one of our main events. If there is not enough we can do a discord motion for more money. So now UO ENg Life events

Eric: I was originally budgeting less money for this so 650 is good, we got no student life in engineering, so I want to involve more student clubs. I was thinking for popcorn chips and sodas, so cheaper options.

Jad: I agree, 650 is not needed to be used. So if Pizza is not needed then we can switch it out which is better

Manaal: I been talking to people around campus, everyone is struggling with money. So get as many people involved as you can. Second note is like Jad mentions, if you need more or need less just bring it out. Get a rough idea of what you want to do. Money allocated might change, just get it done ASAP.

Eric: I will talk after the meeting for that

Jad: We will move onto Wine and cheese for WIE

Madison: same amount as last year, we did spend a little over last year but made more. We might switch things with venue and catering, and different options for photography and photo booth.

Manaal: for photo booth thing, I was looking into it, it's not as impossible and you can buy your own equipment for WIE or IEEE and keep it in the office and set up our own photo booth for every event, it's not expensive

Akhil: Regarding events and photography I can help I have equipment. I can bring studio light and extra gear. So contact me

Manaal: Whenever you guys have it, we should set a day IEEE for budget for this event to see if everything is adding up. Us as IEEE we might have to request budget from you guys(WIE). Whenever you have your outlying budget send it over.

Madison: should be finalized by end of september

Jad: now IEEE day

Quinn: I allocated slightly strong for 500. I would like to have it there when I start planning it.

Jad: this year's IEEE day is big

Manaal: IEEE day is very important to us, but 500 is very steep which is almost as much as Eric's events. Last year we spent less than 90. We can even do 250 for a good experience

Quinn: I will drop it down to 250.

Farah: When is IEEE day

Manaal: October 1st

Jad: now to 101ers event

Akhil: this is doomsday price(1000) this is worst case. We might not even have expenses.

Aya: this is helping students study and stuff how is that different from cookies and cram

Akhil: it is very different from my previous idea. You could put it in 100 and should be good. Just for food and stuff,

Joey: Other than us IEEE notion what do students gain.

Akhil: it is more of an event for first years to address their questions on how to study and exam prep and planning. This event has that goal of fixing those issues. I know a lot of students struggle with that, because 1st year is the worst year. People can make friends in that event and form study groups.

Xavier: if it is anything related to school VP Academic could be included

Eric: in interest of targeting people with study we should include Equity

Jad: 1000 dollars is crazy. In the mind of a 1st year, it's more partying and fun than a presentation

Manaal: main concern is that it looks like a supplication event. I know a lot of sub associations have similar events. I want to propose cancel the name 101ers event, and rename IEEE X Notions event and explore that collaboration.

Aya: same thing, put more emphasis on Notion and what you can do with that

Joey: when is this event held

Akhil: last week of september or early october

Jad: this is what the event calendar is for

Farah: I want to mention we should invite profs to this event.

Akhil: helpful I will add that to the event

Manaal: Don't do anything from 22nd of september to october 8th. This is where events calendar is highly crucial for us.

Jad: Now Movie night

Akhil: again max 200 but probably cheaper. Mainly for snacks, we could do cheaper food options, maybe 90 dollars.

	<p>Joey: let's dock it to 100</p> <p>Aya: would you guys be seeling tickets or is it free</p> <p>Akhil: should be free</p> <p>Fayza: Are we going to try to cater to the french or is it just english</p> <p>Akhil: we can do both</p> <p>Eric: I opened Vp internal email what is it used for</p> <p>Jad: it is useless but we need it for a workspace and drive. It is also used for merch and everything like that. The email space is not used but workspace is important and we can bring this to another meeting</p> <p>Manaal: I want to add another budget line for google workspace email for 1029.56. More we save on licenses the better. If you are not using it let us know.</p> <p>Jad: in total this is everything we asked for and this sheet is locked in and we can talk about certain things later.</p>
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Title:	Motion to move into camera		
Mover:	Manaal	Seconder:	Eric
Language:	English		
BIRT:	Be it resolved that the meeting move into camera for a confidential discussion on the status of the Computer Engineering Group (CEG) as a sub-association, including any potential implications, restructuring, or changes to IEEE uOttawa branch status.		
Result:	Motion passes unanimously		
Discussion:	<p>Xavier: what do you mean</p> <p>Jad: so move the camera to offline no recordings. Everything is internal. Meeting is always public, but when we move into camera it stays an IEEE document only and becomes confidential</p> <p>Jad: since there is no public, so let's talk about this.</p>		

8. Discussion

No discussions

9. Varia (5 mins)

VR Escape room would be fantastic team bonding

Eric: Over the summer we did VR escape room so we should do that

Jad: so Quinn and I think it's a good idea, we want to plan one soon.

Quinn: does everyone need a headset?

Eric: locations in ottawa where you can book

Jad: exec bonding is not funded by IEEE

Akhil: regarding exec bonding, the coffee machine topic, I can bring mine in and make coffees for you guys

Jad: I will be sending out office hours for next week. Try to promote the community discord as much as possible.

Manaal: if VP equity wants we can do secret santa this year

Fayza: you said by elections 2 weeks from now, so do all those commissioners come in by elections

Jad: yes encourage friends. For office snacks, we have the budget so when is that happening? Just talk about this in discord

Xavier: let's do allergies and diet restrictions for snacks

Akhil: for soft drinks so put canada dry

10. Adjournment (2 mins)

Title:	Adjourn the meeting		
Mover:	Jad	Second:	Manaal
Language:	English		
BIRT:	The meeting be adjourned at 2:35 pm		
Result:	VP Comms against, notably 12 in favor Meeting is adjourned		
Discussion:			

Closing Remarks