

IEEE Meeting Proposed Agenda

Expected Date of Meeting: Sep 21, 2024

Expected Duration: 145 minutes

Location: STE 4026 / Online(<https://meet.google.com/gch-navk-ecf?authuser=2>):

Agenda

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

IEEE Meeting Minutes

1. Call to Order (1 min)

The meeting was called to order at 12:07

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](https://native-land.ca).

3.Roll Call (2 mins)

Present - Présent.e.s

- Executives:
 - Manaal
 - Jad
 - Maddy
 - Somana
 - Aya
 - Xavier
 - Fayza
 - Kevin
 - Eric
 - Akhil
 - Joey (Online)
 - Quinn (Online)
 - Sacha (Late)
 - Farah (Late)

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	Second:	Manaal

Language:	English
BIRT	The agenda be adopted as presented.
Result:	Motion passes unanimously
Discussion:	

Title:	Approval of Previous Meeting Minutes		
Mover:	Jad	Second:	Madison
Language:	English		
BIRT:	<p>The minutes of the previous meeting be approved, as presented: https://docs.google.com/document/d/1HgAMnEjL5eJH6ebcod5po1Utc6VD3DDbNadOxKV-UY/edit?usp=sharing</p> <p>The minutes of the meeting of 08-20-2024, which was tabled last meeting for this meeting, be approved, as presented: https://docs.google.com/document/d/1La9GSXe2RmGN7wNnwtlrHjsfwnQcv8oD7LhWagHQqvQ/edit#heading=h.rcb5vzn97qck</p>		
Result:	Motion passes		
Discussion:			

6. By-Elections (60 mins)

CEG Commissioner

Mingye Chen

Jad: we will ask you 4 questions. Tell us a bit about yourself

Mingye: I was part of the IEEE team 2 years ago and I am 4th/3rd year and I am part of a lot of engineering teams

Jad: what do you plan to do going into this role

Mingye: I want to solve the knowledge gap in what industry is doing and what we do in lectures, like what sensors, which is a big problem when they work on their capstone, I want to recommend a program involving leading-edge technologies

Jad: how do you plan to boost IEEE reach across different academic years

Mingye: to advertise that we can host workshops to cover what is happening in industry

Jad: what class would you abolish if you could

Mingye: statistics, if there is a probability of something not working then just fix it

Adam Thompson Sharpe

Jad: fayza is the timer, we are going to ask you 4 questions, introduce yourself, serious and funny . You will have 30 seconds introduce yourself

Adam: I went into CEG to get more hardware than software, so I focused in on that

Jad: 45 seconds, what do you plan to do going into this role

Adam: Get experience working with people, and I have some leadership and gain more by organizing events

Jad: how do you plan to boost IEEE reach and connect CEG students of different academic years

Adam: I know a decent amount of people in CEG and I can figure out what they are looking for in different years, it would not be hard to find out

Jad: If you could choose one class to abolish what?

Adam: Either English or ITI 1120

Paul Chukwu

CEG 3rd year, I love everything programming, python, java, c__ etc, video games, basketball
Serious: after being to cookies and cram experience with that, mostly presenter talking to students, aim to engage students with the branch

Serious2: improving communication, reaching out through discord, or through friends, so many communities to reach

Funny Qs: Physics classes, all of them

discussion of candidates

Eric: the first two seem the best candidates, Mingye knows exactly what he wants to do

Eric: I ran for VP internal, and Mingye was the one before me, he hosted a 3 part workshop, so I am excited for what Mingye what has in mind.

Akhil: I like Mingye, he had a plan in mind which the others didn't have in mind.

Kevin: Mingye had a determined goal so he seems best candidate

Farah: Having Mingye who has a plan, and we need something concrete moving forward to show the faculty

moving to vote for CEG Commissioner

COI: 0

Adam Thompson Sharpe

Mingye Chen

In favor:11

Paul Chukwu

In favor:0

No Confidence:

Abstain: 1

Mingye Chen is CEG Commissioner

SEG Commissioner

Rolph Addoumie

Introduce: 1st year SEG, interested in software engineering, video games, listen to rap,

Serious qs1: ensuring what IEEE is doing, how they can help SEG students, organize events catered to SEG students, work towards making IEEE a better org specifically for people in SEG

Serious qs2: I can reach those first year SEG students and tell my friends

Funny: Physics

Jack Mackenzie

Introduction: 1st year SEG student, worked on a few projects, worked on website for a coding club, multiple python and java games

Serious q1: plan to connect SEG students, plan events that he would want to go, fun, informative and interesting, make events for people to connect and learn

Serious q2: going to different classes, most students have common classes

Funny Qs: ENG, report writing

Idika Poudel

Introduction: Idika, SEG, passionate about technology, a leader, bossy? , bring people together, first year

Serious q1: bring students together, engineering is a harder course, diversity, lots of international students, study groups, alumni network

Serious q2: a big one would be connecting upper years to lower years, meetups

Funny Qs: History

discussion of SEG commissioner

Akhil: one thing I noticed, because she made a commitment to come here even through proxy, so she would show up for other things. Other thing is she must have talked somewhat to her sister

Eric: the 3rd applicant is proactive and has intent

Jad: call the proxy(her sister) back so we can talk to her sister to make an informed decision

after call with Idika

Quinn: she is a strong candidate, by far

Fayza: based off the little conversation we had with her, all her answers line up with her sister said

Akhil: I also agree, she was also proactive in picking up the call given her circumstance. Even though she was not able to make it in person, she made the effort to communicate and showed initiative.

Manaal: What I noticed is that SEG commissioner is a representative role and I think the deferring factor is that Idika had a vibrant personality and she came ready. The type of person you are matters in this role heavily

Jad: even if she does not have that many technical skills it's outreach we need the most

Akhil: I see that she had a very clear vision

move to vote

COI: 0

Rolph Addoumie

In favor: 0

Jack Mackenzie

In favor:0

Idika Poudel

In favor:14

No Confidence:0

Abstain: 0

Idika is SEG commissioner

ELG Commissioner

Samuel Li - student council treasurer, president, internship at Waterloo with a professor

Read through constitution, messenger to students, lots of opportunities

You can't find everything on your own, there's resources out there that normal students

Funny qs: ITI 1120

Ayush Sookun:

Introduce: IEEE Electronics, Cookies and Cram, 4th year (double degree in physics and electrical eng),

Serious1: improve social impact on ELG, help students from different years, worked on projects

Serious2: close connections with profs, CnCs improve outreach

Funny qs: Semiconductors,

Farooq Qureshi

Introduce: first year Calgary comp eng and tech, high school conferences, champions city wide,

Serious1: work with vp academic for ELG Cookies and Cram, questions are tailored for students with their problems, bring back bELE,

Serious2: outreach to people

Funny qs: principles of chemistry

*discussion about candidates

Akhil: All these candidates are very good, one thing I want to bring up is that Samuel has experience and read the constitution which is very good.

Somana: from all of these conversations, it seemed that all of them read the constitution, so we should not count reading it as something to hold it against the others.

Akhil: I feel like these people are nice and just wanted to mention he said it specifically

Jad: Ayush helped a lot last year in cookies n cram

Jad: for the cookies n cram, both the candidates would not be able to run because they are 1st year instead of 2nd year

Akhil: so if they are not doing cookies n cram, all 3 of them mentioned it, so the 2 first years, their platforms essentially struck out

Aya: I don't agree the 1st and last candidate they seemed very proactive in reach out to the ELG community, so they could find someone to do it, and even not the 2nd one seems he wants to do it regardless

Eric: Faroud was talking about big eng little eng

Manaal: In this case it is better to take Faroud's first year perspective, he has the passion and the outreach as well as will continue to grow within IEEE

Kevin: ayush has a lot of confidence which is good

Madison: he brought up talking to profs in classes which is good

Quinn: What I have always seen is that he was always proactive and he would be a great candidate

Akhil: We want someone who is earlier years, but ayush might be a better fit for other positions.

Fayza: what maddy said, he said he knew a lot of profs too, he is a good bridge point for lower years to talk to when talking to the prof. He seems charismatic and can make this conenciton

Jad: for ELG classes, profs are a big part, so having someone help with that is good

COI: 2, (notable for Quinn)
Samuel Li
In favor: 0

Ayush Sookun:
In favor:6
, tiebreaker vote

Farooq Qureshi
In favor:5

No Confidence:0
Abstain: 0

Ayush is the new ELG Commissioner

Translations Commissioner

Josue

Akhil: his french was fluent and he can switch between english and french

Xavier: he's good at french

*motion to vote *

COI: 1 (Quinn)
In favor of Josue: 12
Abstain: 0

No confidence: 0

Design Commissioner

Ria Prasana

21, first year of MSc, i love to design, graphics,
Done lots of work for IEEE execs, Wie team, by election, office hours, canva,
figma, stickers,
Funny qs: birthday post, dragons with friends faces

Fayza: she was talking about how she designed a lot of stuff we already used
which is good

Akhil: I want to do a COI because i've done some designs too, so I think she
might be a good input to the team

COI: 1

In favor of Ria: 13

Abstain: 0

No confidence: 0

Ria is Design Commissioner

Treasurer

Freddy Andrews

CEG 3rd 4th year, last year as treasurer, gym, basket
Past IEEE treasurer, WIE treasurer,
Funny Qs: Electronics 1

Maxwell Forzley

4th year biomed /mechanical/ , outdoors, programming, interested bcz student council finance, interested in giving back to school
Budgeting for school year, treasurer for stuco org, accounting for receipts, reimbursements

Funny1: abolish not classes but lab

Farah: even though freddy has experience it's important to give a chance to fresh candidates like max who also has experience. Freddy is already involved with WIE so why not give a chance to Max

Akhil: I feel like bringing a new person then having them fix our issues would be overwhelming. The thing is, being fresh blood would swing me to him about bringing IEEE forward.

Manaal: Both are 4th year students, and they both have experience. Freddy would be a good candidate because last year he would go out of his way to help other execs and he's spread IEEE awareness in the CEG community

Farah: Max has been very interested in getting involved and hes already come to the office during office horse and he is very curious about the branch and he would be just as proactive if not more than Freddy

Eric: Freddy was a fantastic treasurer in the past, in terms of diversity of programs, we already have 2 4th year CEG people, and I trust Farah's appraisal whether or not max can do a good job.

Madison: There is a big advantage of having him be both, he really knows his stuff, and the IEEE and WIE finances are interwoven and similar(about freddy)

Jad: Freddy has done a good job in the past, I think I prefer a more technical treasurer because it is unstable right now, so we have plenty of outreach

Farah: for outreach; the computing technology program is different from what we represent, and having another person would be a great asset to the team(about Max)

move to Vote

COI: 1 (Quinn)

Frederick Andrews

In favor: 13

Maxwell

In favor: 1

Abstain:1

No confidence: 0

Photonics Chair

Kushal Jayarathna

Integrated photonics research for about 2 years, currently quantum project, experience with photonics

Number of people to talk to, set up panel discussions, helped organize conference with speakers from germany,

Photonics is abstract, start off at a high level, how to get interested in the field of photonics, guest speakers, researchers to talk about different topics.

Applications of different topics.

Class: English, ENG 1112

Photonics Vice-Chair

Krystian Smialkowski

Elg student, first year, working with nonlinear optics,

Doing research at uOttawa, have connections with photonics researchers, talk to students, promote presentations, bring students and researchers together

Network with students, and prepare students for industry

discussion of both photonics

Xavier: I think both those guys seem confident and into the positions. They thought about what they needed to do. They have run stuff before and they have connections, so it might be worth it to give them a shot.

Freddy: I agree we can just give them a shot, a small budget

Farah: They have been trying their best to figure out how to do photonics which is immense initiative especially from 1st years

Jad: Opening up a new position for 1st year when it comes to running a club is difficult. I heard nothing about their plan and what to do.

Eric: One thing I will say is that your stance is effectively that we are not up to IEEE standards, I think for us we are not trying to do more than we expect, this should not prohibit us from taking this risk. For 1st years, we don't need a massive team for the photonics affinity group. They as a pair have the ability to create events. We have the ability to bring people to events. It would not be extra effort to bring people to those events. I just think that a lot of big concerns are abated.

Xavier: What strain does starting the affinity group put on IEEE?

Farah: I would like to mention that I would not mind providing support. I know there will be strain on our branch, but I would still help them up with the setup and onboarding. I know that the ottawa IEEE section is not mad at us for not having the affinity group but it would be a great initiative

Akhil: one thing I can do is that I have another way to support these people through a connection

Aya: I am wondering if IEEE branches can provide support for the affinity group and what to do

Manaal: the other branches decide what to do so it's different

Madison: I feel like having a team of 2 is not feasible, on top of that we have had 0 engagement for photonics so they will struggle to build their team

Freddy: I don't want to turn away these 2 guys who have waited a long time, and we should empower them

Jad: the benefits to having a photonics group are events. Photonics has not had applicants in a long time because there is very little interest. If the Ottawa section of IEEE sees us take this risk and fail, it would look very bad. They are very good candidates but there are not huge benefits and very high risk. Putting them there now will most likely not yield great results.

Farah: why did we not remove the affinity group

Manaal: the meeting I had last time(with execs) was because they did not want to remove the affinity group. I was told in my very minimal transitions that photonics is only for grad students even though we reviewed the constitution. So I found out we can get rid of photonics, but when I asked previous execs, it is a long application and tedious process.

Eric: there is this thing how in WIE you could not be able to do it with 2 people, it's because you have a bigger plate, so photonics would not have too much to do so 2 people might work

Akhil: We should consider that this is going to be a small group and a multi year thing. It's going to look bad if we don't approach this venture for multiple years.

Jad: it is such a niche group, if no one applies for it who is even tgoing to come to the events

Madison: regards to Eric, even if their events are smaller, they will need to do a lot of internal work and extra work you are not considering, but for WIE we have individual people for that

Manaal motions to move to a vote

Eric seconds

Kushal & Krystian

In favor: 5

No Confidence: 9

Abstain: 2 (Eric, Manaal)

positions are not open because of this

MDD Commissioner

Vacant

Jad: motion to enter into recess for 10 minutes

Madison seconds

Motion passes unanimously

Meeting was called to order at 4:09

Motion to go back into recess

Jad moves

Xavier seconds

Motion passes and the meeting adjourned till 4:19

Meeting resumes at 4:20

7.Executive Updates (40 mins)

• Manaal - Chair

- First IEEE event of the season! Incredible work to all execs involved, Eric you did fantastic and I heard great things from a couple of people
- Helping out with EEF side of things, including communication, applications and reimbursement requests
- I went to Winnipeg for IEEE Annual Student Congress, discussion point below
- Supporting fellow execs with their mandates as per usual
- Talked to Maverick from IEEE Section as well as Nima and Dr. Wahab, tryna get in the good books of the section and its working!
- Met with IEEE CU Chair, mini golfing as potential team meetup plans 🙄

Manaal: EEF application due 23rd. If by tonight I don't hear about what events you want to host, I will assume you don't want them to happen. I went to Winnipeg for the IEEE Annual Student congress, every year from each student branch, 1 vice-chair or chair can go. The good thing is which I will talk about later too. I am very positive about being IEEE chair for a successful year.

Let's try to get the best student branch award. IEEE day coming up October 1st, and I also met with IEEE CU chair, planning on going mini golfing

Eric: at some point, could you list expectations on what the IEEE Ottawa branch expects in discord, it would be helpful

- **Jad - Vice-Chair**

- Scheduled office hours! Post is up, they have started. If you want to switch them, your only chance is now until the people elected put in their office hours as we will
- Community discord is live!!! Great jobs marketing it! We have 125 members currently, so a great start
- Exec shitposts questions are given and waiting for a few more people to respond! And obviously the new team. Welcome 😊
- By election post and form, which is a new concept this year which I think helped both engagement as well as keeping track of the amount of people coming to get ready for them. The form was a simple one.
- Plans set for summer EEF we have a few things planned. HUGE thanks to Aya and Ria, very last minute help with banners and stickers.
- Planning IEEE day with Quinn and rushed for it like crazy, still working on it. Was kind of hard with me being away but I'm trying my best.

Jad: posted office hours but I would have to add the new execs to the list, but this is the time to change your office hours, the deadline is in 2 days. Community discord is alive, we have 125 members so far, Joey is the only one who has administrator. Exec shitpost questions I am waiting for a few responses. The election forms used this year drove a lot of engagement which is good and we got great candidates. Office hours have to be 2 hours, either together or split into 1 and 1. Huge thanks to Ria and Aya for doing stickers for the banner we are doing soon. I am also planning IEEE day with Quinn but is rushed

- **Treasurer**

- Zoom charged us again? Jad and I are trying to figure out why it wasn't canceled last year
- If any exec is missing reimbursements, reach out to me (Farah urs is OTW DW)

Manaal: figuring out why Zoom is charging us, also reimbursements should be filled the day of.

Freddy: I noticed the same thing with Zoom last year, and I did not have access so I don't know what is going on with that.

- **Quinn - VP Social**

- Hi Jad (Yes this needs to be in the minutes)
- Helped out with the EEF rush, huge shoutout to our design team for being on top of things so last minute! New team banners and stickers are OTW. Also a huge shoutout to Joey for being on top of the fall events, making applying for this fall easy peasy.
 - Praying we have a treasurer come now!

- As Jad said, we're getting a move on for IEEE Day and plans have been changed. We're moving towards a quiz style event and plan to give away an arduino kit to the winners. Snacks and pizza for everyone. Date will be October 1st, it should be really chill and I plan to push VTools for this event. More on this in discussion.
- Welcome to the new execs! We're happy to have you guys here and it's really cool to see some people familiar with the branch :)

Quinn: Helped with the EEF rush. Happy that we have a treasurer again. As Jad said, we are making a move on IEEE day, so the current plan is October 1st, probably quiz night, maybe an arduino kit as a prize. I won't be back till January

- **Aya - VP Merch**

- Put apparel on hold a couple days since working on urgent banner and stickers
- on plus side banner and stickers done
- quarter zips for exec merch for sure
- google form going out today to fill out what custom name you want on it

Aya: for the EEF funding so we had to do the stickers and banners ASAP so thanks Ria. We also have more designs in the works. We will for sure be doing quarter zips for exec merch.

- **Xavier - VP Equity**

- Spoke to VP Equity for ESS and got a lot of inspiration and information about the Anti-Oppression training so me and Manaal can get started on that soon.

Xavier: I reached out to VP equity for ESS and I asked if I could copy and repurpose which they denied, but I want to take inspiration.

Manaal: Get a timeline for this so this should be a meeting and it's better to schedule this

Jad: If you need an announcement for this let me know

- **Kevin - Secretary**

- Created agenda

- **Fayza - Mcnaughton Director**

- Did a deep clean of the office and finished up taking inventory
- Office booking form and calendar are out - <https://forms.gle/Nf2H2RVaUSdHuUbc8>
- <https://calendar.google.com/calendar/u/0?cid=Y18wNGNjY2UyYmJiZDE0NWM1NmY5YmYwNTE0NGM4ZmlwNzJmYWY2MTg5Y2Q4ZDIhZGM5MGlzYzM5MmlyMTQ3NTU3QGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

Fayza: We did a deep clean of the office, thanks to the execs who helped out. We have a list of the inventory. So we have an office booking form and there will, in future, be a booking form for items in the office

Eric: Do we know when the equipment booking form will be done?

Fayza: I won't know when but anyone who needs to book equipment can reach out to me. If anyone has anything in the office that they left behind take a look before they get thrown out. I am going to do office snacks tomorrow. Can you make an announcement for that

Manaal: I want to add, for the new execs, important to be respectful of the office, keep the place clean

Fayza: I sent out an office clean out sheet before but let's scrap that, just clean up after yourself.

- **Farah - VP External**

- SPAC EEF almost done
- SPAC funding - almost done
- Ciena networking night marketing started. As requested IEEE will post after this meeting due to byelections
 - Oct 7th
- Reimbursement form for games night submitted.

- **Joey - VP Academic**

- game night, discord fixes

Jad: Joey is not here but she did a lot of work for the discord and participated in the game night heavily.

Akhil: don't display public pictures of Joey for privacy reasons

Jad:for exec shit posts, does anyone have a problem posting it

- **Eric - VP Internal**

- Game night was fun. I am thinking of DIY Escape Rooms next. I posted about it in the new Discord.
- Thanks to Farah, Akhil, Joey, Manaal and all the attendants who helped with setup and teardown. Also thanks to CSSA for lending the games!

Eric: game night was fun and we should do escape rooms in the future

Jad: thank you Eric for the event

- **Sacha - Webmaster**

- I finally figured out how to run the website, so I can start making changes.

Jad: we need headshots for every exec to go on the website

- **Akhil - VP Communications**

- First of all, Game night was fun, and a huge success! Big ups to Eric for putting it together!
- Next, I know halloween is around the corner, and I was thinking we as IEEE don't really have a halloween themed event at all. I was thinking of a pool night or

bowling (It's usually popular and fun), but I'm open to other ideas. Feel free to chime in for ideas.

- Also, regarding that coffee exec bonding, now that we have execs here, I would like to ask how many have coffee, how many are open to trying coffee, and how many don't enjoy coffee, that way I can make a judgment on how much coffee I get, how much milk I get, and how much chocolate I get (for hot chocolate). I'll fix the location somewhere that has a sink (I'm open to suggestions).
- We should put a QR code to join the discord at the door to the IEEE office.
- Future events need to include posters around campus.
- Just before I finish off, I have a large discussion lined up for the team (apologies for holding you all up, but it's quite important).
- Any questions for me?

Akhil: game night was great so applause for Eric. We should do a Halloween event in the future. I want to ask about the coffee exec bonding and who wants to have coffee.

Manaal: repeat this for the new execs.

Akhil: I love coffee and I am a huge fan of it, so I want an exec-bonding where I make coffee for everyone.

Akhil: We should put a QR code on the door for the discord. Future events should have posters around campus.

Aya: we also need to put the office hours on our day

Freddy: have to leave for prior commitments

Jad: for the posters and discord, we can do the QR code. For the posters you have to put a budget on the posters and you have to let us know for futures.

Affinity Groups

- **WIE - Women in Engineering WIE chair(Madison) and WIE Vice Chair(Somana)**
 - Hired + on boarded our team (VP Internal, VP External, VP Communications, Treasurer)
 - Meet the team posts in the works
 - Working on EEF presentation
 - Meeting with Calreton WIE on sunday the 15th
 - Meeting to discuss WIE finances

Madison: hired and onboarded our team, the VP comms is working on team posts. We are also working on the EEF presentation and meeting up with Carleton WIE

8. Motions (10 mins)

Title:	Motion to not follow Robert's Rules very strictly		
Mover:	Akhil	Second:	
Language:	English		
BIRT:	Be It Resolved That we maintain the use of Robert's Rules, but in order to ensure effective and efficient communication, Robert's Rules are not heavily enforced to the point of excessive formality (e.g. the requirement of 2s for short replies that are still on topic). Test this out, keep it if it works (Thoughts less than 3-4 sentences).		
Result:	Motion fails		
Discussion:			

9. Discussion(20 minutes)

Subject: Updating office supplies.

When we cleaned the office, I noticed that there was a sad **lack of useful microcontrollers** for novice, embedded coders. On that point, it would be a great idea to **get nicer sensors** and stuff to use for capstone and design day projects. We could **rent them** for a semester (with a deposit) to people with IEEE memberships. This would be the responsibility of the McNaughton Director or CEG Commissioner to do, but I'd happily help.

Fayza: I want to get a general feel about what we need in the office , so I don't know what's working in there. If anyone knows anything Let me know about what to apply for in the office.

Subject: Printer

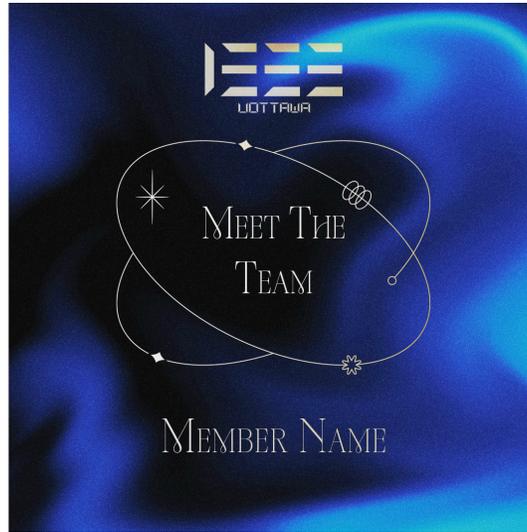
We need a working printer and ink. I would like one that does color printing for use in printing promotional material, but it doesn't have to be. We could always find a cheap used one.

Eric: printer does not work but we need a new one

Manaal: fayza and I are working on the mcnaughton grant and it would only come after that

Subject: Marketing Responsibilities(by Akhil)

- Now for me to instill a few responsibilities to the team.
 - I feel this team is not working as communicatively and collaboratively as I hoped.
 - We need to strip some formalities from the way we communicate on discord. I know Manaal is trying to get on people about future events but we need to have a clear vision as to what we want to achieve this year as a team and we need to all be on the same page with what we expect of each other. I am going to lay out what you should expect of me, and what I expect from you.
 - If someone needs a post out, tell me in advance. I will put it onto my notion as well as the google sheet, and tell me when you want it to be made by. Once you're happy with the promo material, I will post it. If there are any issues with the way I've made something, Don't be shy, if it sucks, it sucks. Be blunt, don't sugarcoat, we want to be efficient for marketing. If I am to properly market the awesome events you all have planned, I need to be in tune with what events have been confirmed and what is being posted on instagram.
 - If an event or post is not in the Google Sheets that I have, it will not go out. Every meeting moving forward, I will ask for an update on any events and posts I need to be making and we will sort it out (I will ask about the update after I am done yapping).
 - I should be mostly available for VC in most circumstances, If something is not being communicated properly on text, I will ask to take it to VC and we will talk with screen share if needed. I do not want the same thing to happen with our previous posts ever again.
- Next, In this meeting, I would like to go over my vision board on figma. This is how I want posts to look going forward. It will modernize the posts happening on insta and create a distinctive brand for us.
 - [Figma Vision Board](#)
 - The idea I am going for is grainy liquefied gradients (Kinda like the picture below):



- We will add little sparkles and accents to it, and we will have this kinda retro futuristic-y look.
- I posted this one earlier and never really got any concrete feedback on it. Although I have heard relatively positive feedback from passive conversation with some members of the team.
- I have worked on this and have had it mostly completed since the summer. I had some technical difficulties sharing it last meeting, hence why I am bringing it up in this one.
- I have been pushing it since the beginning, and have been working on it for a while. I want this to be during this meeting because this is also what I expect our future design commissioner to do as well (I will train them on how to make these posts).
- I need to post an event that is CONFIRMED, with a date at the least. I cant have Manaal just asking me to get future events posted and marketed if they aren't confirmed nor dated. Let me know at least 2 weeks in advance (It needs to be confirmed and have a date) so we have time to market it and post it everywhere we humanly can, Location can come later, we need people to free their schedule for it first.
- I know It may seem I'm asking for a lot, but if you want me to help you make your event a success, I need to be one of the first people to know about it.
- Updates on your events (Date, confirmation, etc)?
- Ok I think I lived up to the name "VP Communications" LOL. I'm done yapping.
- Any Questions (I know I went through a LOT)?
- Last thing: Can Manaal, Jad, and Farah join me in a quick convo after this meeting?

Jad: you are VP comms, your job is to market events we are making. Ria has been helping a lot with that. We have an event calendar, the posts that are supposed to be marketed should be marketed. It is your responsibility backed by everyone else. We want initiative.

Akhil: Yes we have an event calendar but there are only 3 events that have a date and time. The other ones are still to be determined, and I can't start marketing an event if we don't know if the event is confirmed. It is a bad look on our team if we market an event that does not happen. I also want you guys to chime in on posts.

Jad: Ria has been an amazing help for designing stuff who did us a favor. For events, IEEE day is October 1st, so we can't provide info on the event, we are not expected to message you that it is an official event. If it is talked about in the meetings and discussed, then the event will happen.

Quinn: I agree with Akhil, we could do better at communication, but Jad and I are stressed for IEEE day. We didn't even know we had a budget until yesterday. So on October 1st, we will book a room in STEM. We should all be in the loop of everything going on.

Eric: I would be happy to help you with onboarding documents I can help you with that (to Akhil)

Manaal: I want to address that where this all stems from is the marketing calendar, so I think moving forward, this is documentation on your part, they should know when to reach out to you. But I can't agree there was no onboard even though there was.

Akhil: Overall it would be nice to have better communication. Just feel free to follow up as I want to be more effective now.

Jad: there is a lot of stuff going on, so we can't follow up with every single person so it is important to take initiative to make stuff like for by-election posts. I agree we need to work on communication, but we don't want to micro manage every single person. Eric took initiative with game night as an example

Akhil: I will be asking in the server if there are any events that need to be finalized, so I can put it on the google sheet or else it will not go out

Eric: for VP comms, you don't need to reach out to all these people I can highlight these expectations for you

Aya: I do like this figma board as it lines up with the design of our banners

Somana: can we stay away from pink+purple tones as we use it for WIE

Akhil: of course just examples

Jad: I don't like the figma board or the design style. It is not legible writing, and it would not catch anyone's attention. I do know that you are mandated to publish stuff, not change style. If

you want to develop a new vision board work with the design commissioner, but right now our current design scheme is alright albeit with flaws.

Quinn: this discussion should not be here this meeting is already long

Ria: instead of fully revamping our design, we should just build off our current design

Akhil: I want this design thing to be consistent and represent IEEE

Kevin: Can we move this discussion to later offline as this meeting is already long as Quinn said.

Jad: these are public meeting minutes, so be respectful to everyone. So be more professional in your updates

Xavier: represent the branch and IEEE, as well as yourself. Be respectful

Jad: to everyone, on our discord, you can be opinionated, but for public stuff be very careful

Quinn: we should move on to congress debrief

- IEEE Congress Debrief (10 minutes)

Manaal: I went to Winnipeg. Us as a branch the main, I will work on a document for what I want to achieve as a branch. Another thing, Rikki helped us a lot before she was the chair 2 years ago. In terms of the annual membership cycle, we should formulate our standards for the IEEE memberships which means go over incentives and other stuff. Another important thing is that any student branch can be successful. Please make sure we are setting up for success next year. We should also be nominating execs from our branch for awards. It will aid in engagement and awareness. When the IEEE AGM is coming up you should show up to learn and network. Furthermore, last year the Mcnaughton center where 2 million dollars went unclaimed. We should take advantage of these awards. Another important thing is that there are a lot of resources on how to succeed as an IEEE branch. We need to be representing uottawa student groups. I also noticed that our execs should be knowledgeable about the proceedings of IEEE. You need to be able to know what exactly IEEE does, I want to educate execs and the student community about this.

Eric: I want to say thank you to you Manaal for disseminating this information and everything else

Quinn: Manaal if you could compile some resources about places we can look it would be good

Manaal: I just have to transfer it to my laptop and I will release this information to everyone

Subject: Quinn Talking Points

- EEF update of where we are at
- Communication. WE ARE A TEAM
 - LETS START RIGHT
 - Let's not start toxic! (Every point is important, lets be productive <3
- Get ur membys
- Push VTools

Quinn: to be more communicative, giving updates of EEF. We are running into a lot of problems, the money from movie night got switched.

Jad: DM Quinn for EEF stuff to put it on there for events

Eric: for all of the people who were just elected, if your mandates said you have to run an event just go over and brainstorm on what to do

Quinn: Ayush, let's do something for the specialization panel. Overall let's be productive and open to each other. Also please get your memberships you need. Push Vtools, vtools is how many people we have at events by tracking

10. Varia (1 min)

11. Adjournment (1 min)

Title:	Adjourn the meeting		
Mover:	Jad	Second:	Madison
Language:	English		
BIRT:	The meeting be adjourned at 5:31 pm		
Result:	Akhil VP Comms against		
Discussion:			

Closing Remarks

