

# IEEE Meeting Proposed Agenda

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**Expected Date of Meeting:** October 19th, 2024, 12:00 PM

**Expected Duration:** 85 minutes

**Location:**

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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
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## IEEE Meeting Minutes

### 1. Call to Order (1 min)

The meeting was called to order at

## 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 unsundered, 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](https://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:

## 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>		<b>Second:</b>	
<b>Language:</b>	English		
<b>BIRT</b>	The agenda be adopted as presented.		
<b>Result:</b>			
<b>Discussion:</b>			

<b>Title:</b>	<b>Approval of Previous Meeting Minutes</b>		
<b>Mover:</b>		<b>Second:</b>	
<b>Language:</b>	English		
<b>BIRT:</b>	The minutes of the previous meeting be approved, as presented:  10-5-2024		

<b>Result:</b>	
<b>Discussion:</b>	

## 6.Executive Updates (40 mins)

- **Manaal - Chair**
- **Jad - Vice-Chair**
  - FINISHED SHITPOST! They are out! Huge thank you to maddy and ria, they helped me out extremely on this.  
Don't underestimate it, from the photoshop to the design, this takes a huge amount of time, so thank you again.  
I hope you all like them, and hope next year the tradition continues
  - FINISHED OFFICE HOURS. Scheduled with all new execs, and the final schedule should be posted on our instagram after meet the team posts.  
Reminder that they start next week!  
Please take a look if there is something wrong with your hours:

2024 UOTTAWA IEEE OFFICE HOURS FALL SCHEDULE

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
8:30 AM					
9:00 AM					
9:30 AM		MADDY WIE Chairperson			
10:00 AM	IDIKA SEG Commissioner		FARAH VP External		MANAAL Chairperson
10:30 AM				IDIKA SEG Commissioner	
11:00 AM	AKHIL VP Communications	JAD Vice-Chairperson			
11:30 AM					XAVIER VP Philosophy
12:00 PM					AYA VP Merchandise
12:30 PM					
1:00 PM		FREDERICK Treasurer	SAM VP Academic	ERIC VP Internal	
1:30 PM	ABBY EnDes Commissioner				
2:00 PM		FAYZA McNaughton Centre Director			
2:30 PM					
3:00 PM	SACHA Webmaster	FREDERICK Treasurer	MING SEG Commissioner		
3:30 PM					
4:00 PM					
4:30 PM		QUINN VP Social			
5:00 PM	SOMANA WIE Vice-Chairperson				AYUSH ELG Commissioner
5:30 PM				KEVIN Secretary	
6:00 PM					
6:30 PM					
7:00 PM					
7:30 PM					

- Website headshots are now on the website!  
FULL TEAM PICTURES!  
Thanks everyone for sending them, and thank you Sasha for updating it!

21 execs is insane

- Exec bonding!  
Made an announcement, with a lot of options, and lettuce meet.  
Here are the winners!
  - Activity: Game night at Level One
  - Date: Tentative for now, will confirm once reservation, still waiting on a few people. For now it looks like Thursday at 7PM, please fill out: <https://lettucemeet.com/l/L1GL7>
  - Time: 7PM -> XX (we can stay however long we want)Will make announcement on discord about this soon 😊
  
- IEEE lanyard giveaway is finished, announced winners!  
If one of the winners come to the office, check their discord if they match the tag I sent out in the giveaway channel  
If you give them one, please send a msg on discord or msg me, to strike their name
  
- Shaved my head, buzzed Jad is in full force

- **Freddy - Treasurer**
  
- **Quinn - VP Social**
  
- **Aya - VP Merch**
  - Ordered exec merch yippee
  
- **Xavier - VP Equity**
  
- **Kevin - Secretary**
  
- **Fayza - Mcnaughton Director**
  
- **Farah - VP External**
  - Ciena Networking Night was a success. Post coming out after meet the team posts are done.
  - IEEE orc intro meet happened. 20 attendees.
  - SPAC ( 2 weeks away )
    - Ericsson no longer sponsor

- IEEE Canada is now a sponsor. Hosting a workshop. No time for pitch competition.
  - To do list coming out this weekend. Need help with posters. Class talks. Marketing.
  
- **Eric - VP Internal**
  - Working with Hack the Hill on a Memorandum of Understanding For Hardware Storage. This is a document outlining the two parties intents about any future agreement made
  
- **Samuel - VP Academic**
  - Drafted an outline for the upcoming Quiz MIEEE
  - Trying to format it as a relay competition where participants are split into groups and group who accumulates the most points (by answering questions) wins
  - I would appreciate an info package if possible just with records of previous events organized and hosted by VP-Academics to just get a gauge of the level which I should be planning at.
  - Things I need to discuss/opinions:
    - Prize? (any ideas as to what prize we could include?)
    - Location to host
    - Duration of event (I typically ran my old relays for 2 hours, engagement was always good so we could look to extend if need be)
    - Finding source material for questions
    - Food and beverage ideas
      - Caffeinated drinks
      - Pizza
    - Courses to span evenly across all disciplines involved
      - Right now for first years MAT 1341 and GNG 1105 look the most promising but other courses can be added to accommodate other programs present.
      - I am clueless on second year courses so if anyone could help out with that one I would be most thankful
    - Volunteers:
      - As of now I'm looking at 3-5 judges depending on turnout
        - Judges would simply help tally points and confirm validity of answer AND solution of each competing group.
      - 2-3 general helpers to help set things up and off load any work on the judges if need be
    - Date of event TBD
      - I am however eyeing the dates of 28th or 29th although that may be cutting it close for some exams (eg. GNG 1105 which is on the 30th)

- **Sacha - Webmaster**
- **Ria - Design Commissioner**
  - Finished creating the meet the team posts and they were also posted woooo great job guys!!
  - Office hours are done, as jad mentioned, it will be posted soon
  - Created the industry night post for WIE woooo!!
- **Ming - CEG Commissioner**
  - Purchased sensors for Sensor Suite needed for 2 workshops.
  - Once these sensors arrive, testing and creating workshop material will take a few weeks.
  - Workshop dates TBD, likely mid November and early December
  - HTH has a completed draft for the hardware storage and lending. Eric and I have reviewed and think its ready for review by the entire team.
- **Abby - MDD Commissioner**
- **Ayush - ELG Commissioner**
- **Josue - Translation Commissioner**
- **Idika - SEG Commissioner**
  - Looking for mentors in seg for the study panel at the end of november
  - Maybe add in some breaks with something fun (~10-15 mins) in the middle of the study panel so people have more energy
  - Was thinking of the food during it
    - snacks/energy drinks etc.
  - Need to discuss with other commissioners about everything (venue, cost, etc.)
- **Akhil - VP Communications**
  - We had 3 events since our last IEEE meeting!!! I unfortunately wasn't able to make it to WIE Study, but I think our events were a HUGE success!
  - Content calendar is still in the works. I have been busy with school, hence why I havent been this active,
  - SPAC Marketing has been going great (shout out to Farah for the work she has been doing on this!!)
  - I'm gonna host one of my Notion Campus leader events in november and you all are invited!! I'll let you all know closer to the date.
  - Movieeee night Movie ideas? I was thinking of screening Back to the Future (Part one – It's available on netflix), but I am open to other movie ideas.



## Affinity Groups

- **WIE - Women in Engineering WIE chair(Madison) and WIE Vice Chair(Somana)**
  - WIE Study was a big success, 60+ attendees woo
  - Industry night happening on the 29th, pls help out if you can, 7 companies attending, expecting good turnout hopefully
  - Marketing Industry Night
  - Finance meeting with WIE Carleton, finalized W&C patronage tiers
    - Contract for venue + catering in the works

## 7.Motions (10 mins)

<b>Title:</b>	<b>Hack the Hill hardware storage and liability</b>		
<b>Mover:</b>	Ming	<b>Secunder:</b>	Eric
<b>Language:</b>	English		
<b>BIRT:</b>	<p><b>WHEREAS</b> Hack the Hill requires secure storage for hardware used in workshops and for the sensor suite;</p> <p><b>WHEREAS</b> the McNaughton Centre has available locked storage space suitable for this purpose;</p> <p><b>WHEREAS</b> Hack the Hill has been granted access to this storage space under the condition that the organization assumes responsibility for the hardware;</p> <p><b>WHEREAS</b> IEEE uOttawa Student Branch must cover any costs incurred from hardware that is damaged beyond repair or missing during the period of its storage and use;</p> <p><b>BE IT RESOLVED</b> that Hack the Hill hardware will be stored in locked storage within the McNaughton Centre and Hack the Hill will assume liability for any loss or damage to the hardware, covering costs of repairs or replacement as necessary.</p> <p>Additional locked boxes may need to be purchased to prevent items from going missing.</p>		

<b>Result:</b>	
<b>Discussion:</b>	

<b>Title:</b>	<b>Funding for Women in Engineering Banner</b>		
<b>Mover:</b>	Somana	<b>Seconder:</b>	Madison
<b>Language:</b>	English		
<b>BIRT:</b>	<p><b>WHEREAS</b> visibility and representation at events and networking opportunities are essential for WIE to raise awareness and attract more participants;</p> <p><b>WHEREAS</b> the IEEE SPAC, IEEE, and WIE Engineering Endowment Fund (EEF) applications were considered collectively, and the IEEE and WIE events experienced the most significant budget cuts;</p> <p><b>WHEREAS</b> EEF did not approve the purchase of a WIE banner;</p> <p><b>WHEREAS</b> \$11,500 was previously allocated to WIE Wine and Cheese and voted on and approved during the budget review;</p> <p><b>BE IT RESOLVED THAT</b> \$200 from the \$11,500 allocation be used for the purpose of purchasing a WIE-branded banner.</p> <p><b>BE IT FURTHER RESOLVED THAT</b> if the total cost of the banner is less than \$200, only the actual amount spent will be requested for reimbursement.</p>		
<b>Result:</b>			
<b>Discussion:</b>			

<b>Title:</b>	<b>Funding for Women in Engineering Industry Night</b>		
<b>Mover:</b>	Somana	<b>Seconder:</b>	Madison
<b>Language:</b>	English		
<b>BIRT:</b>	<p><b>WHEREAS</b> the Women in Engineering (WIE) is hosting an Industry Night to foster connections between students and professionals in engineering industries;</p> <p><b>WHEREAS</b> this event is an important opportunity for students to network, learn from industry experts, and explore potential career paths;</p> <p><b>WHEREAS</b> EEF only approved \$300 for the WIE Industry night;</p> <p><b>WHEREAS</b> \$11,500 was previously allocated to WIE Wine and Cheese and voted on and approved during the budget review;</p> <p><b>BE IT RESOLVED</b> that \$150 from the \$11,500 allocation be used for WIE Industry Night on October 29th, 2024, to compensate for the funding shortfall</p>		
<b>Result:</b>			
<b>Discussion:</b>			

<b>Title:</b>			
<b>Mover:</b>		<b>Seconder:</b>	
<b>Language:</b>	English		
<b>BIRT:</b>			
<b>Result:</b>			
<b>Discussion:</b>			

<b>Title:</b>	
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<b>Mover:</b>		<b>Seconders:</b>	
<b>Language:</b>	English		
<b>BIRT:</b>			
<b>Result:</b>			
<b>Discussion:</b>			

## 8. Discussion(20 minutes)

<b>Subject:</b> <b>Name:</b>
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<b>Subject:</b> <b>Name:</b>
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## 9. Varia (1 min)

## 10. Adjournment (1 min)

<b>Title:</b>	Adjourn the meeting		
<b>Mover:</b>		<b>Seconders:</b>	
<b>Language:</b>	English		
<b>BIRT:</b>	The meeting be adjourned at		
<b>Result:</b>			

<b>Discussion:</b>	
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**Closing Remarks**