

# IEEE Meeting Proposed Agenda

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**Expected Date of Meeting:** October 26th, 2024, 12:00 PM

**Expected Duration:** 85 minutes

**Location:** STE 4026 / Online at : <https://meet.google.com/zdm-drot-mbw?authuser=2>

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## Agenda

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

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

The meeting was called to order at 12:05

## 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>.

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

#### **Present - Présent.e.s**

- Executives:

Manaal

Jad

Farah

Xavier(online)

Ria

Madison

Abby

Eric

Aya

Samuel Li(online)

Freddy

Josue(online)

Quinn(online)

Akhil

Mingye(online)

Sacha(late)

Idika

Ayush(late)

#### **Absent**

-Fayza(Excused)

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## 4. Meeting Rules (2 mins)

### Speaking Order

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

### Requests and Inquiries


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

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

1. Those declaring Conflict of Interest (counted as Abstentions)
2. Those In Favor
3. Those Against
4. Those Abstaining

## 5. Administrative Motions (5 mins)

<b>Title:</b>	<b>Adoption of the Agenda</b>		
<b>Mover:</b>	Jad	<b>Seconded:</b>	Eric
<b>Language:</b>	English		
<b>BIRT</b>	The agenda be adopted as presented.		
<b>Result:</b>	<b>Motion Passes</b>		
<b>Discussion:</b>			

<b>Title:</b>	<b>Approval of Previous Meeting Minutes</b>		
<b>Mover:</b>	Jad	<b>Seconded:</b>	Manaal
<b>Language:</b>	English		
<b>BIRT:</b>	The minutes of the previous meeting be approved, as presented:  10-5-2024		
<b>Result:</b>	<b>Motion passes</b>		
<b>Discussion:</b>			

## 6. Executive Updates (40 mins)

- Manaal - Chair

- Working on comms for SPAC
- Setting up BR stuff
- Working with Freddy on UOSU audit, we also have ESS audit due Nov 1
- Helping execs here and there for events
- Reviewed Equity training

Manaal: A lot of my time between last meeting and this one has been talking to people. Talked to Don from ESS. I also reviewed the equity training that Xavier has been working on, it's mostly complete just looking to finalize the date. Also looking into Battle Royal so I noticed a pattern and trend in joint collabs. SPAC is a week away, we'll go into more details later but please help however you can. Lastly, we have our own QUIZMIEEE event, so please help with marketing and support samuel. Cookies n Cram should be thought about to set a date.

- **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 is posted on our instagram
- Website headshots are now on the website!  
FULL TEAM PICTURES!  
Thanks everyone for sending them, and thank you Sacha 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: Today!
  - Time: after meeting -> XX (we can stay however long we want) 😊
- 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
- Quiz mieee help, form and allat. We do need to market insanely, so we'll need everyones help for that
  - Shaved my head, buzzed Jad is in full force

Jad: Finished shit posts, hope you all like them. Took a lot of time. Glad the tradition continues. Office hours have been published on ig and this is the last update to them. We have a full team now, so 21 execs which is great! Exec bonding will be today after the meeting at 3PM. IEEE lanyard giveaway is finished and we announced the winners in discord, so check their name and let me know when the winners arrive

Akhil: 2 of the winners came already but don't know the name.

Jad: QUIZMIEE is coming, so we have to market insanely for this and we need volunteers and help with that. Shaved my head for fun so y

- **Freddy - Treasurer**

- Figuring out conflicting information about the UOSU Club audit.
- Handling reimbursements as they are submitted.

Freddy: in contact with people in UOSU so next time we apply for funding have to do it through the portal. Other than that just handling reimbursement requests.

- **Quinn - VP Social**

- Working on completing an Event Planning 101 Guide,
  - A draft can be found in Branch Documents in the Shared Drive
- Quiz MIEEE this week turn up

Quinn: Finished up draft for Event planning 101 guide basically just booking rooms and whatnot

Jad: can we get Vtools working for QUIZ MIEEE ?

Manaal: I can help with that

Quinn: Manaal, are you the only one with access to it?

Manaal: Yes but I will try to get more execs on it

Jad: Are you contact the branch councilor?

Manaal: it is very difficult to get in contact with her

- **Aya - VP Merch**

- Exec merch in cubbies
- talked to ESS person so we can give them patches for their event on oct 31st (coming monday)

Aya: got Exec merch which is here in the office. I also know that Sam wants some patches for the Quiz MIEEE prizes.

Jad: so are we giving away the patches for their event?

Manaal: they have a patch-sewing event so yes

Sam: If you want me to go around and advertise memberships then I can use the emails

Jad: the emails are collected in the forms so you can use them

- **Xavier - VP Equity**
  - **Equity training almost done, look forward to it**

Xavier: Equity training is almost done, so things will look a whole lot more equitable

- **Kevin - Secretary**
  - Shared drive not everyone has access to the drive

Manaal: if you can make a list of what every exec is using as their email it would be good

Jad: Everyone has extensions for their email but I have no idea if Bmdes has one

Manaal: we can either email support or steven, but abby you can use academic email

- **Fayza - Mcnaughton Director**
  - Finished mcnaughton grant and nominations. All that's left are the signatures needed from the branch/ faculty to submit
    - For the sensor suite stuff in the mcn grant, the grant applies for 75% of the cost we need for the equipment
    - [McNaughton Grant 2024-2025](#)

Manaal: the way that it is written is not how it will be submitted, just how it is written. Fayza has done a lot of work in the last 2 weeks, she has done the nominations which is very long work, and I just wanted to highlight that. She did a really good job

Jad: Thank you Fayza this grant is a lot of writing so great job

- **Farah - VP External**
  - SPAC less than one week away ( need to figure out ieee UOttawa logistics)
    - Marketing at uottawa
      - Posters everywhere
      - Newsletters ( cssa, nsbe, ess, mess are out )
      - Reposts of posters and post at all orgs/ jmts teams we are affiliated with
      - Asked Akhil to repost and highlights
      - Class talks started ( didn't really follow up much on that. I know it has been marketed to bmdes students )
    - Gold table ( couldn't get profs as it's midterm season and most are teaching a class during the 12 hours of spac )
      - Dealing with some difficulties but we will discuss that soon below.
    - Will be MC at spac so I doubt I can be at the table all the time with everyone.
    - With Freddy, figuring out transferring funds to spac.
  - Ciena recap post went out



- BR talks starting
  - Would like everything figured out 2-3 weeks after SPAC.

Farah: SPAC is less than a week ago but there is a lot of logistics to figure out. Marketing in Uottawa(posters) have been put up. NSBE and ESS have put out newsletters. I asked Akhil to repost everything to highlight and he did so thank you. Class talks have started, but for SPAC we are getting a gold table not a silver table. I will be an MC at SPAC so I doubt I can be at the table with everyone. Another thing, Clene recap posts were sent out.

Abby: Do we have to buy tickets for SPAC and AGM if we volunteer?

Farah: You will get an email about that but they will be free if you are a volunteer

Eric: I want to stress on the team that SPAC is a great opportunity to present ourselves well to the organization as a whole.

Jad: what time are booths going to be open?

Farah: Networking room will be open from 1-5

Jad: Also why are they taking our posters

Farah: There's this guy named patrick who keeps taking down our posters for SPAC

Jad: shoutout to Farah for putting up with Carleton

- **Eric - VP Internal**  
**no updates**

Eric: Forgot to mention but I was reached out by the faculty about scheduling a meeting for IEEE Uottawa for a CEG Sub association

- **Samuel - VP Academic**

- Quiz MIEEE
  - Logistics
    - Questions
      - All finished with 10 Linear Algebra questions ranging in length and difficulty (will not get through all of them) I will select a few to run.
      - There are also 3 GNG 1105 questions relevant to the upcoming midterms (verified by Professor Gharbaith), I would like to run all three of these if possible
      - Solutions are all complete and will be formatted soon if not already at the time of this meeting

- I will pass around a sheet of paper during the event asking for competitor emails so that I can send them the questions and solutions
- Food
  - 108 bags of chips
  - About 54 cookies
  - 72 cans of soft drinks
  - I LEFT THEM IN THE IEEE OFFICE, NOBODY EAT THEM, Y'ALL CAN FEAST ON THE LEFTOVERS AFTER MONDAY
- Room
  - STEM 117 (I have the key and will return it Tuesday)
- Volunteer Organization
  - You don't need to be able to answer any questions, I have full solutions if anyone asks just tell them we'll email them the full solutions after the event.
    - I can also link TA office hours and emails if need be.
  - Abby, Ayush, Ming, and Idika if you guys could come to the Quiz MIEEE it would be a great opportunity to connect with your respective constituents.
  - If anyone on IEEE knows the ins and outs of the STEM 117 room projectors I would be very grateful if you could come and help set up. If you can't, could you send me a tutorial on how to do it?
  - Also if anyone wants first dibs on the snack leftovers come and help manage the snacks
- Prizes
  - 5 10 dollar cards or one 50 dollar
  - 6 10 dollar cards or one 60 dollar
- Cookies & Cram w/ESS & CSSA
  - Rachel Qi the VP Academic of CSSA reached out to myself and the VP Academic of ESS Ashna hoping to collaborate on this year's Cookies and Cram
  - We have yet to sit down and discuss it so this is just a heads up that this conversation is going to take place soon.
  - If anyone wants to read the email let me know and I will forward it to you.

Samuel: Thank you Quinn for helping me book STEM 117. Commissioners if you can come, it would be great for the event. I was also planning on a clipboard for solutions and source material during the event for people who want it for them to write their email.

Jad: I want to comment, the form. WIE Industry Night and QUIZ MIEE are not on discord. About the prizes are we looking for teams of 5? Last year what we did teams of 5 is better than teams of 6.

Eric: the biggest problem last year, it was a little tricky, none of the people volunteered knew what the answers were. You can either show the answers or do a different method

Samuel: Once the question time is over, one person judges for the solution. They will send the solutions if people ask questions because there is no time.

Jad: Last year there was a lot of questions and most people were confused. If we had some people who are taking these classes and know what they are doing it would be great to bring them.

Eric: When you tell people to write out an answer, there should be guidelines on how to answer.

Jad: On the budget, it is a bit tricky because I have not gotten EEF email for food, so you have to allocate budget to what is approved. Anything coming from EEF you should spend all of it because it is not our money.

Eric: If you don't have prize money approved, then you can throw in some food as a prize

Manaal: worse comes to worse we can allocate 50 out of our own bank account

Manaal: I think for Cookies n Cram wanting to collab with other orgs is not a bad idea, only thing I think is the logistics of that. I like the idea of pulling together resources on a faculty level even if it is an IEEE event

Eric: This is a discussion we should have between us and the orgs

Akhil: For the marketing of it how do we market it

Sam: I think we can distribute responsibilities

Manaal: we can add more classes to the Cookies n Cram session, but you can say how it's hosted by the other org as an IEEE event.

- **Sacha - Webmaster**
  - **Updated website**

Manaal: Any idea if we can update the WIE website? We don't need to do a complete revamp just updates.

Sacha: sure

- **Ria - Design Commissioner**

- Created the quiz mieee post for the upcoming quiz mieee event
- Helped WIE with creating their posts for industry night!!
- Also helped WIE with creating their banner!!
- Meet the team posts are done and posted!! yayayy!!
- Office hours are also done and posted yayyy!!
- Helped with cena recap post too!!

Ria: Meet the team posts are done so great

Jad: Extend a huge shoutout to Ria for a lot of last minute posts that are going out

Manaal: Could we all sit down and finalize the design scheme for future events and stuff

Akhil: Ria, if you want to communicate with me after SPAC we can talk about standardizing everything going forward

Jad: Don't forget to market QUIZ MIEEE it is very important and last year was great

- **Ming - CEG Commissioner**

- Working with Fayza on McN grants for sensor suite to supplement the gap that EEF grant has
- Some sensors have been ordered, working on workshop material.

Ming: Working with Fayza for the McN grant and I ordered some of the sensors already for the first and second workshop and I am working on the workshop material. I will finalize a date later after checking the event calendar.

Manaal: If ordering anything using the EEF money, make sure you communicate with Freddy because he has to do a lot of work with that

Ming: yes I have been working with Freddy so will continue to do so

- **Abby - MDD Commissioner**

- SPAC
  - Did a class talk/presentation in SED 1113
  - Emailed professors to post announcement about it
- Possible BM Des Event: Industry Night!
  - Aiming for around January/February
  - Farah is helping me establish sponsors
  - Will be an opportunity for BM Des students to network
  - I am going to WIE industry night next week to get an idea of how it works

Abby: I was thinking about a Bmdes event around February or January and next week I will go to WIE industry night

- **Ayush - ELG Commissioner**

Ayush: thinking of doing an ELG study panel in winter since it is where most of the harder classes are. Next semester will gear towards ELG students better

Jad: there are still other commissioners so don't put it all on yourself.

- **Josue - Translation Commissioner**

- Doing translations for post, and constitution for!

Josue: I was wondering if the translation constitution, there seems to be a lot of gibberish in the french constitution.

Jad: we will talk in person when you are here

- **Idika - SEG Commissioner**

- Sent emails to all professors for SPAC talks going to classroom talks next week
- Thinking about hosting something for seg students like an industry night/networking thing (idk yet) around late jan/early feb
- Need to discuss the study panel from last meeting with other commissioners in more detail to layout the plan

Idika: I sent the email to all the professors and will follow up with them this weekend and next week will do a few classroom talks. I was also thinking about an SEG event around December, so market it to 1st years as well as it's easier.

Manaal: We will definitely sit down and talk about the SEG event, but I would personally steer away from a networking event to a creative event. Also please don't do december events other than Cookies n Cream

Jad: There is right now an ELG specialization panel. But our events in December is WIE trivia Night and movie night, but please don't go for December events unless it's a study event early December.

Abby: Ayush had an idea for a 12-hour cramathon

- **Akhil - VP Communications**

- I've been trying to be consistent on SPAC Posts. We got it in a week. and if anyone is volunteering and needs transport, I'll be driving there (probs for the time when Farah needs to get there (I plan to help early on as well)). There are 2 seats left in my car for those who want to join.
- I have mentioned a few things in the discussion. One is MovIEEE Night Ideas and one is a role that probably should be filled (this isn't a motion, just a temperature check on what the team thinks – and not a constitutional change either).
- I have made the speakers in this office bluetooth! Huge thanks to Mingye for helping!
- 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! Great Work Team!
- I'm gonna host one of my Notion Campus leader events in late-ish november and you all are invited!! I'll let you all know closer to the date.

- Other than that, I look forward to the exec bonding today!

Akhil: I have been trying to be consistent with SPAC posts, I think there are 2 seats left in the car for going to SPAC so let me know if you want to join. I have made the speakers in this office Bluetooth, so there are instructions on how to connect to it on the top of the receiver. We have had 3 events since the last IEEE meeting, so great job everyone. I want to host the Notion campus leader event in November so you all are free to come

Eric: Just wanted to point out that the notion campus leader event has nothing to do with the your updates

Akhil: I understand

## 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
    - Companies on insta
  - Finance meeting with WIE Carleton, finalized W&C patronage tiers
  - Contract for venue + catering in the works
    - Payment details
  - WIE banner yay

Madison: I will need help with industry events, there will be 7 companies. We had our second finance meeting with WIE Carleton and we have the contract for the venue. We got the WIE banner ordered and happy with that. Thank you Ria for a lot of help

Manaal: go for younger target audience

Jad: WIE industry night is a great opportunity for students, ontop of QUIZ MIEEE, so we should market both of these.

Akhil: Any QR code in banners should be permanent try to make that work

## 7.Motions (10 mins)

<b>Title:</b>	<b>Hack the Hill Hardware Storage and Liability</b>		
<b>Mover:</b>	Ming	<b>Seconded:</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 70% of 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> <p>For reference, see:  <a href="#">IEEE uOttawa x Hack the Hill Memorandum of Understandin...</a></p>		
<b>Result:</b>			

**Discussion:**

Eric: Hack the Hill needs storage for this hardware and we have the opportunity to store all of this and utilize their equipment. We talked about a 70/30 split where most of the responsibility falls on us to cover.

Manaal: the only thing I do want to add is that we should put a clause when any Hack the Hill members need to access the office, the exec team should be notified.

Akhil: It does say that Hack the Hill and IEEE and this puts it all on us if someone else breaks it because it follows on us

Jad: I am kind of iffy on this and we have to receive the spreadsheet and fayza can maybe store it downstairs.

Eric: As far as damages are concerned, most hardware and electrical components are pretty cut and dry. There is no gray area for damage so it would be clear what is damaged. As far as what qualifies as damage it would not be too much of a problem

Farah: Not even going through IEEE uottawa we can store it with ESS

Eric: I just think it's a great opportunity by providing a lot of technology even though I don't have a personal interest.

Jad: Another thing I want to mention is that we should get a list of hardware

Farah: Are they stored here or in a locker where fayza only has access

Manaal: It's up to us

Quinn: I was going to say outside of having it for an event or workshop it's not worth it.

Eric: I don't really have a plan for it but it would be good to have access in this office. Ming might need it for workshops so i know he would love to use it.

Akhil: What would happen if someone else rather than us if we break it so it should also be on the user whoever is

Jad: I think it is better if we store it in locker it's just a huge risk

Quinn: I don't think it's a good idea, but if we are lending out we have to make sure the user is at responsibility.



Manaal: For this hardware equipment we should have a system for this hardware, most people will know how to handle the hardware. So we can control the level of risk. If we can add the clauses I mentioned earlier it would be good.

Jad: Hardware is a lot more different than the TV so it would not fit in the office

Ming: What Hack the Hill has is not incredibly expensive no matter what we can get from the Mc N grant. As for storage if we organize it properly it is very small so it can be put into smaller boxes.

Jad: In my opinion, I think keeping it in the office is not a smart move. It is a lot of money we can't afford and a huge risk so it is better to store it in a locker.

Eric: Maybe we can have Hack the Hill store most of the stuff and we get a subset of that so we can make it where people have access to this.

Jad: yeah we have to figure out more details about this

Quinn: I am coming around to this so it might be a good idea

Ming: When it comes to lockers, we have to increase the security of the cabinets. The idea of this whole thing is we take the inventory tracking of Hack the Hill and we'll write up something

Jad: we can vote on this now, or we can write this out more before discussing, or do what Eric suggested by having Hack the Hill store most of it and we rent it out

Manaal: motion to table this discussion

Eric seconds

Motion passes

## 8. Discussion(20 minutes)

**Subject:** MovIEEE Night Movie Suggestions

**Name:** Akhil

Any suggestions for MovIEEE night anyone? I was thinking Cloudy With A Chance of Meatballs and Manaal suggested Big Hero 6. Does anyone else have suggestions? We can vote for the one we would like to show the most after our suggestions have been collected. Unfortunately, Wolf of Wall Street has been vetoed by Manaal (I completely understand why), but if people want to watch it, we could make it an exec bonding.

Akhil: Wanted to talk about Movie Night. Any suggestions for movies?

Samuel: Were interstellar and Openheimer considered options?

Abby: Lego Batman?

Jad: PG rated movies is the requirement and not 3 hour long

Manaal: No Aquaman movies

Akhil: I just want it more of a comedy movie that is relaxing

Movie suggestions:

lego Batman, (7)

X men days of the future past, (4)

Cloudy with a chance of meatballs, (3)

Big hero 6, (2)

Tag, (2)

Cars(9)

Shrek(3)

Voting on the movie(each person vote for 2 max)

Cars is the movie decided

**Subject:** Thoughts on having a Logistics Commissioner (under VP Social)?

**Name:** Akhil

- After being part of planning some events, I have noticed that we, as an org, do not have one role that many other orgs do: logistics.
- I understand that this is due to the fact that we mandate our execs to organize their own events.
- Also after looking at the constitution, old and new, there is no mention of anyone in charge of logistics for events (VP External, Internal, and Social are not responsible for this in their mandates).
- Before opening this up to discussion, I would like to give details about what the proposed role would be and what some other people have mentioned. A Logistics Commissioner should help organize the details of events (with the overseeing exec of said event). For instance:
  - They should be responsible for ensuring the food/prizes/other purchases arrive on time.
  - They should divide tasks among execs for each event.
  - They should ensure that we are completely prepared for an event before it happens.
  - They should also ensure that we have been set up properly for the event (getting the key for a room, Putting the banner up, etc)
  - They should organize a quick team huddle post-event and talk about what went right, what went wrong, and what we can do better (Virtual, on Discord chat in general, in-person meeting — we should start doing something like this in the future anyway).
  - They should be responsible for budgeting small scale events (Events like IEEE Day, Game Night, etc) and collaborating with the overseeing exec to do so.
  - They should be responsible for sign-ups for events
  - There's probably more that I am forgetting that falls under logistics, but long story short, it is a person who helps make sure events run smoothly and they are essentially event coordinators (eliminating the large amount of errands execs need to do when preparing for events).
- I have asked some execs here about their thoughts on it, and the ones I have asked agree that this is a role worth possibly creating.
- Considering this is a lot of responsibility and commitment, I am leaning away from the idea of fusing this role with another exec (we can def talk about it), considering this is a lot more work for the exec we are allocating this work to.
- I would like to hear everyone's thoughts on this, as I would like to refine this to something that the team would be open to come the next constitution reform. Again, this is just an idea, so feel free to add to it, suggest changes, etc.

Eric: 2 main reasons why I disagree with this, this should not be under VP social. If there was a role that handled all of that. One person to discuss all of this would be too much work for that one person. Most people who run events don't want to hand it to someone else.

Jad: There are 21 people on this committee, we have more than enough, but VP social will help a lot next semester.

Quinn: A lot of it is preparation so it should fall on the person running the event. It might not be worth it to add

Akhil: There's a reason why it's the logistics commissioner, they don't organize the event. There is no expectation from this person but they just ensure it runs smoothly. It is made to alleviate from whoever runs the event

**Subject:** SPAC LOGISTICS

**Name:** Farah

What we are bringing to our gold table (round) and who is bringing what.

Arrive at venue at 11 to set up our table. (Farah will be there earlier)

Dress formally (can we post a story and add to highlights about this - spac team doesn't seem like they are going to)

Need either prof or a student to take the last spac ticket to rep IEEE uOttawa at our table.

Can I get confirmation by EOD/ Sunday morning.

Need to figure out discussion points to students ( what we will be providing in value in terms of student professionalism I guess )

Reels to film (what is spac ? - post Monday ? - collab post)

Discord site and server announcement ? HTH server announcement - Eric ?

Any more volunteers for the day ? (11-5:30 SPAC)

Will get an email in the next few days with more specifics to what we need done. I will also @ everyone in the spac channel with specifics to that after tmrw, just in case the spac team neglects to do so.

Putting up more posters (I will send the pdf in the chat - if you have time print them out at the ess office and get them stamped ).

Ideas for Sponsors Gifts ? I don't like that we have a small box of chocolates for everyone.

Would like to propose something else to the team.(our budget is 10\$ per sponsor - 160\$ total)

Student Mailing List will be sent tonight - Akhil can i get a newsletter out today/ tmrw with spac and even WIE industry night and quizmieeee ?

Will have more updates in the chat after tmrw's SPAC meeting at carleton's Campus.

Manaal will be there. yay.

Farah: What do we bring to our table it's going to be a round table?

Madison: I don't think our banner will arrive on time but I will definitely bring it if it will

Jad: I don't know if you want to sell stickers and patches

Eric: We can use it as an opportunity to giveaway

Akhil: I can bring the banners anywhere

Jad: banners are very fragile so be careful with it

Farah: in terms of free stickers and patches what do we do with that?

Aya: We have been talking about it so I am personally fine with giving them away because they don't exactly seem to be profitable. We have a lot more patches than stickers and maybe lanyards. Maybe 30 lanyards, 20/10 patches of each

Madison: do we have stickers and WIE patches?

Aya: I have WIE patches

Manaal: it would be nice to have something for the QR code of linktree on the table

Farah: Whoever is responsible for setting up the table should show up at 11 at the event. Another thing, dress formally so suit and dress. Formal attire. Could we get a post about that and add it to our highlights how it is formal attire

Jad: Will students know it is going to be formal?

Farah: I have been trying but I have been getting ignored a lot by SPAC team to let people know.

Manaal: before the prof discussion we should discuss us on the table

Farah: So I have gotten some concern on what value we are providing to students at our table there we should discuss for the volunteers what are we discussing to the students.

Jad: people tend to talk a lot so we have to stay professional and we can talk about our events and industry

Madison: Do we have a final list of who is on the booth?

Farah: So far it's you, Somana, Manaal, Jad and me.

Akhil: Just to add to that point we should talk about our org specifically on what IEEE Ottawa means to the person specifically.

Abby: When it comes to getting a prof is it any professor?

Farah: Anyone under the faculty of engineering. There is one concern, we are seated next to the ottawa section is that we won't be able to put that much value next to the others so they might try to move us to silver table but I will continue to try and keep it as gold

Manaal: There was a little bit of miscommunication because the money we were giving them they thought there was internal funding, so not as a sponsor, and the reason I am bringing this up is because we really should provide the same profession as industry sponsors.

Farah: For the internal funding thing, what was said to us yesterday was completely at fault and stuff we did not agree on and I will try to bring it up and we will have a gold table.

Eric: I know how shaky our relation is with Carleton side but if they did put us at a silver table, it would not help the relationship with the branches and I don't think there is a win for this. I

Farah: In terms of the sections view on us I am not sure, but I will try to keep the gold table and will keep everyone updated on discord

Farah: IEEE Canada was also bumped up to gold table even though they are given silver tier money and they did not let me know.

Jad: It would be very unfair if they did not provide us a gold table when we are providing more than gold money and it would be very corrupt for them to bump us down. If they want to bump us down to silver table then we should cut down our money and reallocate this money to another event like Wine and Cheese

Manaal: With EEF it will be tricky because all of that money was allocated to SPAC but there is a workaround where we can defer the funding for next semester and come next semester we would have to spend that money immediately

Farah: We have done a lot of internships so we can print out the logos of the companies we have all been part of.

Farah: Ottawa section is a co host and they are being represented while we are not

Manaal: For future teams when co-hosting events it's a good idea we should not have less representation

Jad: there is a very big bias for the Carleton side. Having the gold table is the only way for IEEE Uottawa to be represented well

Farah: As MC I have to announce all the gold sponsors so I will make sure we are announced

Eric: We should bring up things for new content

Farah: So during SPAC we should discuss what IEEE is and what it provides and our internships so that should be good.

Manaal: Is there someone from WIE who would be interested for the table?

Madison: I can try

Farah: The reel to film can I get it posted by Monday?

Akhil: Will try my best

Farah: Can we get more discord announcements especially in SITE. Any more volunteers for the day of, please let me know. I will be posting more posters up so if anyone else wants to do it

I sent the pdf so you can print it out and put them out. As for sponsor gifts what ideas do we have?

Manaal: We can do giftcards like for restaurants/Amazon.

Eric: presentation matters as much as the gift so ontop of gift bags there should be a card

Farah: Student mailing list will be sent to us tonight, but Akhil can you get a newsletter out tomorrow or monday. Include WIE industry night and QUIZMIEEEE.

Manaal: for the newsletter if it's an IEEE newsletter then there should be a header on top

Farah: Alright

Akhil: Just regarding the reel, the script involves two people so I need someone to help

Abby: I can help on Monday

## 9. Varia (1 min)

Office snacks

3d printer filament

Jad: I am very proud of every single one of you so good job

## 10. Adjournment (1 min)

<b>Title:</b>	Adjourn the meeting		
<b>Mover:</b>	Jad	<b>Second:</b>	Aya
<b>Language:</b>	English		
<b>BIRT:</b>	The meeting be adjourned at 2:20		
<b>Result:</b>	Motion passes Akhil opposes notably		
<b>Discussion:</b>			

## Closing Remarks

