

IEEE Meeting Proposed Agenda

Expected Date of Meeting: November 09 2024, 12:00 PM

Expected Duration: 85 minutes

Location: STE 4026 / Online at: <https://meet.google.com/vio-qxfe-rjo?authuser=2>

Agenda

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

IEEE Meeting Minutes

1. Call to Order (1 min)

The meeting was called to order at 12:06

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

As we gather here today, we begin by paying our deepest respects to the Algonquin and Mohawk people, the original inhabitants and enduring stewards of the land on which we stand. This land, part of a region with a rich tapestry of Indigenous nations, remains unceded and 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 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:

Aya

Madison

Jad

Manaal

Xavier

Samuel

Ayush

Fayza

Ria

Freddy

Eric

Quinn(online)

Farah(late)

Akhil(online)

Somana(online)

Ming(online)

Sacha(online)

Josue(online)

Absent

4. Meeting Rules (2 mins)

Speaking Order

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

Requests and Inquiries

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

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

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

5. Administrative Motions (5 mins)

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

Title:	Approval of Previous Meeting Minutes		
Mover:	Jad	Seconded:	Eric
Language:	English		
BIRT:	The minutes of the previous meeting be approved, as presented: https://docs.google.com/document/d/1jMQSr4miBew85fvWGyi3xljAt6Tkjrc3itrV0ytckYw/edit?usp=sharing		
Result:	Motion passes		
Discussion:			

6.Executive Updates (40 mins)

- **Manaal - Chair**

- Dr.Sawsan meetings and review underway hopefully we can wrap this up soon so we can get started on prepping next AGM
- Met with CSSA x ESS to plan study event late november (Date set for Nov 26, we're taking care of marketing and reaching out for CEG 2136 and BmDes class mentors)
- Did a lot of talking to students this past week, gathering feedback on IEEE, engineering and alike, good insight
- Working with different execs on different projects (Equity Training, Hardware Agreement, Cookies & Cram, Comms discussion, Battle Royale, post SPAC activities)
- Meeting with CU at 2 pm today discussing Battle Royale

Samuel: do you want me to be part of CSSa or be part of cookies n cram

Manaal: you will take part in communications with that but yes focus on cookies n cram. Ottawa section meeting is coming up november 14th, we should get started on this soon. Lastly, working on some projects so if you have any questions ask. If you want to talk to me about anything before exams are coming up please reach out to me sooner rather than later. I have a battle royal discussion for later too

Jad: speaking of the students, Eric it would be nice if you could make a form for the volunteers

Manaal: Maybe also have a permanent feedback form for our linktree and discord

- **Jad - Vice-Chair**

- CSSA x ESS collab event meetings, got that all figured out
- IEEE AGM shoutout to the team (you guys are amazing)
- Planning some cool stuff for us:
 - Secret Santa 🎄:
Secret Santa will be beginning of Jan, so our beloved quinn can be here,
 - Santa Picture 🎄:
Yearly santa picture
Santa picture must be before christmas because we need to post our yearly christmas post (Sorry quinn we'll photoshop you in) 😞
 - IEEE awards 🏆:
Since we have such an amazing team this year and to appreciate your amazing work, I'm thinking of doing some IEEE awards this year, just a

small little thing between execs, with some categories and stuff. Should be fun! Let me know if you have any ideas for funny categories lmk!

- Planning Winter GM + progress review, so I'll take some availabilities/preferences rn

Jad: IEEE AGM went great, it was stressful and also planning some school stuff for us and we'll do it after christmas so in January. Also I was thinking of doing IEEE awards, we have an amazing team so if you have any ideas for funny categories let me know. Planning our Winter general meeting. So we will have a progress review and general meeting. We will maybe do it on the 20th or 19th of december. I will send us a lettuce meet for 2 or 3 weeks and you guys fill it out. For progress review we have a power point presentation at the end of the year if you guys want to do that. Just review your mandate.

- **Freddy - Treasurer**

- Submitted UOSU audit, and applied for funding for next winter

Freddy: I applied for winter funding around 2000 for big events. If you have a pending reimbursement request expect it by the end of the week

Manaal: if you are available for the ottawa section meeting, you should drop by if you are available. We are also having a BR meeting after this one if you can show up. I am hoping that the whole event can be covered by the ottawa section. So if the money does come out of our own pocket then it would have to come up during our winter budget

- **Quinn - VP Social**

- This week I've been putting the finishing touches on the event planning guide. Can be found under Shared Drive >> 3. Branch Documents.
- Now that I have VTOOLS access, I'll be getting those events updated, so look out for a text from me.
- I am loving the vibes throughout the team and everyone seems to be having fun with their roles. We've already hosted 10ish events and I'm really proud of where we're at as a group. Look around and be proud!

Quinn: finishing touches on event planning, and have been trying to do that. Got access to Vtools so the plan is to throw it in and talk to those who hosted events. Outside of that, loving the vibes.

- **Aya - VP Merch**

- No updates 🙄

- **Xavier - VP Equity**

- Sent training to UOSU Equity Commissioner, haven't gotten back to me yet
- Started thinking about BR

Xavier: Not much send the equity training to the UOSU equity commissioner but have not gotten a response.

Jad: do we have to get their approval?

Xavier: no but I just wanted their approval. If any one has any feedback please do it, Jad sent out an announcement to cater to everyone

- **Kevin - Secretary**
 - Can only make copies of the meeting minutes in the shared drive otherwise I lose access
- **Fayza - Mcnaughton Director**

Fayza: no real updates but I want to ask how Manaal how it is going with the Mcnaughton Grant

Manaal: we don't need the Dean's approval but they will look into the grant

Fayza: Also I got Snack's on Tuesday and most of them are already gone so I want to remind everyone to not take too much. We only have a certain amount for the budget. And reminder the snacks are for execs and IEEE members only

Jad: I can add onto that, they depleted very quickly and they depleted in 2 days. This is a privilege for us and the students.

- **Farah - VP External**
 - SPAC/AGM is done. Recap post incoming. Thank you to everyone who helped out.
 - 3200 reimbursement still in works. Haven't gotten around to it.
 - Will get to organizing the next committee after Ottawa section wrap up meeting. Lots of interest already.
 - Need to get us as a cohost on vtools.
 - Battle royal planning
 - Created Agenda Doc w/ general rundown and discussed items on it.
 - Getting further access to the discord server and adding OC team.
 - Got access to all previous BR folders. Will add to BR agenda.
 - BMDes Industry night - will support Abby with it.

Farah: SPAC and AGM is done so very happily, there will be a recap post coming. I still have to get around to talking to Daniel about the reimbursement. Looking to get access to cohost tools. Also Battle Royal planning is going on. I am also helping Abby with Bmdes industry night just general support.

- **Eric - VP Internal**
 - Validated the HtH hardware inventory, created space for the hardware in the white cabinet, and worked with HtH to amend the Hardware Memorandum of Understanding.

Eric: I have been working with Hack the Hill and would be nice if we can have access to the hardware instead of sitting in someone's house. Just helped with the contract

- **Samuel - VP Academic**
 - Very busy with midterms at the moment but have been working on C&C will post a course list sometime tonight
 - Hoping to get an advertisement out looking for people to help run sessions

- Possibly a meeting with said people sometime next week
- Need the following:
 - I will send out a google form and ask you all to fill out just to gather more info on C&C
 - Any cookie recipes

Samuel: slowly working on Cookies n Cram and will post a course list, I was thinking of also posting a google form for feedback's sake so I can get a better idea of what it looks like since I have never experienced one. Was hoping to run a meeting next week

Jad: I can help, I did the sessions last year and how it works with the mentors, usually it's friends who are capable in that course. If you want mentors and we pull out a form we can't judge how competent they are so I suggest looking up last year's people to get that going. As for cookies it would be nice to make cookies with a bunch of people

Samuel: My thought process was that I book a room and that people sign up for a specific time and cut it off based on that

Jad: It would be hard to book a room for 17 days, and Cookies n Cram is an easy event to do. I think the office is a good place since we control the office. The cookies are not as big of a part of the event as the mentors and tutoring

Xavier: can we make it available online

Ayush: if any of the sessions are being done online so we should record it

Jad: Last year what I did was do a projection on the wall with everyone sitting on the opposite end, so we can record it that way and post it on the youtube .

Madison: also if we put more effort into configuring the room so if we get the smaller chairs we can fit more rows.

Jad: if you think of it this office is as big as a classroom it's just the configuration so we can figure it out. Making them come to the office is beneficial because it would let people know of our office

Manaal: Can you figure out a way to do regular check ins with Jad or Quinn since this is such a big discussion

Akhil: Regarding recording, we could just do a zoom and have someone who has an ipad and have that hooked up to the TV.

Samuel: I was just thinking of doing it on my laptop

Jad: Sam I will set a 1-on-1 with you later. It does depend on what the people of the Cookies n Cram like so all depends on the tutor, so reach out to the mentors whether an Ipad or laptop is a better option. You could also just project your Ipad onto the laptop while streaming it there. Doing it in our discord server is more beneficial than doing it on zoom

- **Sacha - Webmaster**

- No updates

- **Ria - Design Commissioner**

- Helped SPAC out with making their display slides and the PowerPoint presentation for the event
- Created the intro to point cloud (sensor suite) workshop post

Ria: I helped SPAC out with making slides and their powerpoint. I also created the intro to sensor suite workshop which is out now

- **Ming - CEG Commissioner**

- Intro to Point Cloud workshop (sensor suite) post is up.
- Planned for the 16th in STM201, working on material right now.
- Thanks to Ria, Josue, and Akhil for helping with the post.
- We have almost 40 sign ups already, aiming for 55.

Ming: Point cloud workshop for next saturday so thank you for everyone helping advertise it and we have quite a lot of sign ups. So if anyone is interested in volunteering let me know.

Akhil: I can help out with that

Jad: I will also be there and excited to be part of the workshop. It's on saturday?

Ming: Yes saturday at 4pm

- **Abby - MDD Commissioner**

Sorry I can't be here today but here are a couple things I have been up to:

- Decided on a date for BM Des Industry Night: January 15, 2025
 - this was the date that CSE (Communications Security Establishment) was available as one of the companies to network with and confirmed presence
 - going to book STEM Room 117 for this event
 - Working on budget for approval and further companies for event

- **Ayush - ELG Commissioner**

Helped ELG students with electronics 2 during past office hours

Ayush: so just been helping out with ELG students and electronics 2 for my office hours. Kind of creating a big campaign for the cookies n cram coming up

- **Josue - Translation Commissioner**

- Quick question, does the constitution plan on being updated throughout the term

Josue: Just wanted to ask if the constitution is subject to change

Jad: We are having a winter general meeting in December/January where we can update the document. So we can update a couple of lines

- **Idika - SEG Commissioner**
 - No updates

- **Akhil - VP Communications**
 - SPAC was a lot of fun to be a part of!
 - Sorry I can't be there in person! Wish I could though!
 - Worked on a content calendar.
 - Check it out here: [Content Calendar](#) (sheet 2)
 - I will have a short discussion point on future posts.
 - Our Facebook will hopefully be revived soon as well!
 - Movie night is in the works
 - Room will be booked soon (I've been running into some errors there, so once I get those fixed, we will be ready to post it) * insert Kronk meme saying "oh yeah it's all coming together"*
 - Currently getting the post framework up and running, so look forward to that!
 - I have a midterm on Monday, and I won't be very reachable until after then.
Apologies for any inconvenience this may cause.

Akhil: SPAC was a lot of fun to be part of. I also worked on the content calendar and have a short discussion on future posts. Movie night is in the works and I am looking forward to that and the planning. Getting the post framework up and running.

Manaal: Can you edit the content calendar, there's going to be before and after for the exact post whether it's an intro, recap or whatever. I just want to see more specifics. I also want to specify the link to the posts should be the Canva link. We also need the exact accessibility and compliance standards since not everyone is aware.

Affinity Groups

- **WIE - Women in Engineering WIE chair(Madison) and WIE Vice Chair(Somana)**
 - Industry Night
 - Got WIE banner and then got 2nd WIE banner thank you Aya
 - Went to SPAC
 - Met with WIE Carleton

Madison: We had industry night and it went well and had a great turnout. We got our WIE banner for SPAC. We also met with WIE Carleton for Wine and Cheese

7. Motions (10 mins)

Title:	Hack the Hill Hardware Storage and Liability		
Mover:	Ming	Seconded:	Eric
Language:	English		
BIRT:	<p>WHEREAS The IEEE uOttawa and Hack the Hill share a common goal of empowering students to discover and learn about electronics and embedded technologies.</p> <p>WHEREAS Hack the Hill has a large inventory of hardware that goes unused for the months in between their events and requires secure storage for that hardware;</p> <p>WHEREAS the McNaughton Centre has available locked storage space suitable for this purpose;</p> <p>BE IT RESOLVED 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: Capital Technology Network x IEEE uOttawa Hardware Stor...</p>		
Result:	Motion passes		

Discussion:

Eric: so this was brought up a month ago but basically we store their hardware in our office. I did go out of my way to make more space for this equipment. There is tons of great hardware here for our usage. It is fantastic and has great potential

Fayza: I still have reservations of the idea as a whole. With this agreement it is not mutually beneficial, we have a lot more to lose and there are better alternatives for HTH and there is a better idea of them to rent out the lockers.

Eric: It is not about storage it is about the utilization of hardware. The motivation is for people to have access to the hardware

Manaal: Ming if you are friendly to go over the new agreement because it is not updated and is the old agreement. It goes over depreciation and tons of other stuff so we go over a lot of things.

Jad: I have a lot of reservations about this for specific sections

Eric: In the future we will have it that people will have paperwork to fill out. The risk is very negligible.

Ming: Once again most of these items are very small

Fayza: It is more probable someone can do more than one item

Jad: the agreement is a good idea.

Eric: if we do a good job with our logistics there is basically no risk and very little risk. If you guys don't like the 70% number I think the lowest we can do is 50%

Ming: Looks like we are also caught up with security, there is always an exec present

Aya: for the security problem it won't be a big problem

Fayza: If people were to steal our equipment we can replace it when we need it to. However, for this agreement it bleeds into our future teams.

Eric: If the security of the Rasberry Pi's is the issue then we can strike that

Jad: that does kind of defeat the purpose and we are going in circles

Akhil: Although we are gaining a lot from this, we are gaining a lot of liability. We are taking it from hack the hill and incurring their liability onto us.

Eric: The reason that I chose 70/30 is because the measures that IEEE takes will determine the security of hardware.

	Move onto vote In favor: 8 Against:6 COI: 1
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8. Discussion(20 minutes)

Subject: Content Calendar (very brief discussion)

Name: Akhil

Here it is for reference: [📄 Content Calendar](#) (Sheet 2)

- You may notice I put some reels in there, they are planned so we can advertise the other things we do as an org, other than our usual events (dry lab/office tour, Advertising OH, etc).
 - Our SPAC Reel is one of the best performing posts on our timeline (YAY)! I think we should make more reels and the content calendar reflects this.
- One thing I need to mention is that we need to promote IEEE membership signups more. Any ideas on how to increase value for students there?
 - It's currently not the easiest sell to most students, and I think the IEEE membership should give more benefits within IEEE uOttawa.

Akhil: If you open up the content calendar. The SPAC reel is one of our best performing post. We should advertise our dry lab especially after the hack the hill posts. One other thing is have some kind of post or reel related to why getting an IEEE membership is a good idea. Should advertise it as a way it is useful to students and just overall have more benefits. Another one I plan on doing is what is IEEE to you post.

Jad: Looking to do all theses posts in such a short span is a strain on people. Our instagram is mostly for events

Akhil: Regarding that, I do agree that our instagram is event focused but it is both a boon and curse

Jad: we'll take it offline and talk about this later

Akhil: One last point, because it is in my mandate to promote IEEE memberships, I am wondering what kind of ideas you guys have.

Ming: We have two hardware programs so we can have it that people with memberships have an extended loan.

Subject: Choosing date for IEEE uOttawa 2024 Anti-Oppression Training

Name: Xavier

- Mandatory training, have to choose a date that works for everyone

Xavier: It is time to pick a date so please be there. So it will be hybrid. What is good time for people

Manaal: We should decide right now rather than lettuce meet.

Jad: Tuesday 6:30 PM?

Jad: Next meeting we can do Asynchronous updates and then after we do any motions and then we do the equity training so November 23rd 1pm

Subject: Battle Royale (5-10 mins)

Name: Manaal

Manaal: for those of you who are not aware BR is a charity event we run every year. So this year we will have it hybrid. What we plan is having logistics team and marketing team as well as treasurer. I don't want there to be too many people involved.

Farah: in terms of logistics I agree about having two co leads, so having one person overseeing both sides is better

Manaal: I propose two logistics co leads that they can split the game jam lead.

Farah: in terms of general events it goes under game jams and tournaments. In terms of this we should have a webmaster and an external, but at least in terms of someone in charge. Maybe pull up the previous handbook too.

Manaal: I'll put patronage

Jad: why do we have a webmaster?

Manaal: it's for technical stuff

Freddy: Am I the treasurer by default?

Jad: no but freddy if you can

Freddy: how much work is it because I am treasurer for this and WIE

Farah: it won't be too much but if there is extra I can communicate it

Freddy: That meeting, the Ottawa section meeting can it be online?

Jad: it is only online

Farah: are we still going to have the interesting names for the positions?

Manaal: no

Farah: it is tradition though!

Manaal: something I want to bring up is how we are going to split funding and what is every possible expense. I am anticipating food, logistics, venue, and charitable costs. In general this BR meeting is deciding on the team.

Freddy: how many meetings is for BR?

Manaal: like twice a month

Akhil: I volunteer to be marketing lead

Jad: we will take note of that

Xavier: how much bandwidth would this need

Farah: a lot

Freddy: I don't know how much bandwidth I will have because my next semester is very difficult.

Manaal: I will propose for it to be online, BR. fully online

Farah: I think if we do it hybrid it would be fine.

Jad: we can just shorten it. 3 days is a lot

Manaal: so make it hybrid. The money is not the problem it is just the bandwidth

Akhil: regarding the team contribution roles underneath marketing there is marketing for Carleton and Uottw, should we strike off one of those people because it would be someone from one of the three

Manaal: I understand your point so we will strike it out later. In terms of time commitment the most you would have to do is 4 hours a week maybe less so I am encouraging all of you to contribute to this event somehow

Xavier: I can be on logistics

Jad: I can be marketing lead logistics lead whatever

Farah: Can we put 2 designers?

Manaal: yeah we can do that .

Farah: I can do treasurer

Aya: I can do logistics co lead

Quinn: sure sign me up

Manaal: freddy please help me with the draft finance

9. Varia (1 min)

Fayza: I don't know Eric if you have the inventory just change the location in the inventory if you move stuff around

10. Adjournment (1 min)

Title:	Adjourn the meeting		
Mover:	Jad	Second:	Manaal
Language:	English		
BIRT:	The meeting be adjourned at 1:58		
Result:	Motion passes		
Discussion:			

Closing Remarks