



IEEE uOttawa Student Branch Annual General Meeting 2024 - Fall

Location: Online

Link: <https://meet.google.com/hiv-oigy-bjv?authuser=2>

Expected Date of Meeting: December 19th, 2024

Expected Start Time: 6:00pm

Proposed Agenda

1. Call to Order
 2. Land Acknowledgement - Reconnaissance des Terres
 3. Roll Call
 4. Robert's Rules Explanation
 5. Administrative Motions
 6. Constitution Review
 7. Executive Progress Review
 8. Varia
 9. Adjournment
 10. Closing Remarks
-



1. Call to Order

The meeting was called into order at 6:03



2. Land Acknowledgement - Reconnaissance des Terres

As we gather here today, we acknowledge the unceded traditional territory of the Algonquin Anishinabeg and the people of the Algonquin Anishinabeg Nation which encompasses the watershed of the Kitchissippi (Big River) now commonly known as the Ottawa River. The Algonquin Anishinabeg have been here in the watershed for thousands of years long before European contact and will continue to be here well into the future.

We recognize all Indigenous people in the region, from all Nations across Canada, who have also made Ottawa their home.

We acknowledge the traditional knowledge keepers, both young and old. And we honour their courageous leaders: past, present, and future.

We dedicate ourselves to moving forward in the spirit of partnership and Reconciliation. Together, we take responsibility for the heart health of all people in the region.

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

Present - Présent.e.s

- Executives:

-Quinn

-Somana

-Manaal

-Samuel

-Freddy

-Ming

-Jad

-Kevin

-Sacha

-Madison

-Ria

-Akhil

-Farah

- Guests:

-Steven



- Excused:
 - Fayza
 - Idika
 - Abby
 - Ayush
 - Aya

4. Robert's Rules Explanation

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 Zoom call, in the following order:

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

All attendees have speaking and voting rights at AGM.

5. Administrative Motions

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:	Manaal
Language:	English		
BIRT:	<p>The minutes of the previous meetings will be approved, as presented.</p> <p>Previous Meeting Minutes: https://docs.google.com/document/d/1QyJw47RPuvNnF5Ds3LQW5TGy515gUfuSG1SpRE-Upzc/edit?usp=sharing https://docs.google.com/document/d/1XBalSRJ8UigxIIDeXAw6lo8ZTZggP7B7mt9PhUNRxMQ/edit?usp=sharing</p>		
Result:	Motion passes unanimously		



Discussion:	
--------------------	--

6. Constitution Review

Title:	Motion to Elect a Representative from the IEEE uOttawa Student Branch for ESS		
Mover:	Manaal	Seconder	Jad
Language:	English		
Whereas:	<p>WHEREAS an IEEE representative shall be elected in accordance with Section 6.3.4 of the ESS Sub-Association Policy, which states:</p> <p>"Each Sub-Association shall elect, by resolution of its Members, a Director of the Society."</p> <p>WHEREAS it is vital for the IEEE uOttawa Student Branch to have a representative on the ESS Board of Directors to serve as a liaison, thereby strengthening collaboration and communication.</p>		
BIRT:	BE IT RESOLVED THAT Jad Mghabghab be elected as IEEE Director for ESS		
Result:	Motion passes unanimously		



Discussion:	
--------------------	--

7. Executive Progress Review

Manaal - Chair

Great semester everyone! The events were great, our meetings were insightful and I'm excited for everything coming up!

MCN Grant was approved for \$2,000, woohoo, let's get those things purchased asap pls (yes Akhil we can get printer ink now)

Taking a little break till Monday, after that I'll work on some official IEEE business

According to my mandate I only have 4.1.6 (Complete Annual Activity report) and 4.1.7 (Transition Report), so yay!

Manaal: A lot happened last semester, attended IEEE AGM and IEEE SPAC. All of our meetings were good, there were the initial things with ESS funds but we overcame that. I also got the email for email for Mcnaughton grant so we got approved for 2000. I will be taking a small vacation till this monday but then after will be free. I only have 4.1.6 and 4.1.7 of my mandate to complete which is it

Jad - Vice-Chair

- Santa picture going out soon! Happy holidays!
- Did CnC for comp arch right after our santa picture, posted and announced about it
Fantastic event, incredible work Sam, extremely proud of it
- Working on recap post for CnC
- Moved out of Toronto!!
- Bunch of BR things, waiting for the new year to start some action
- Progress Review:
 - All pretty straightforward, supported chair, committee, and everyone wherever needed
 - FGM, and more
 - Organized by elections

Jad: working on recap post for CnC, co op will finish in January and will be in Ottawa next semester. For progress review, completed all of my sections,

Freddy - Treasurer



- Created a [mid year budget](#) update (check the page December 2025 Financial Reporting). Please take a look and leave comments if funding information needs to be updated for your event.
- Handling reimbursements as they are submitted, message me if you have any pending reimbursements I have not addressed.

Freddy: created a mid-year budget document, still looking for some feedback from execs. Leave a comment on the document if needed and still handling reimbursements

Quinn - VP Social

- Co-op has officially finished, excited to be back!
- VTOOLS updates to come in the winter, along with some training and submissions
- Mandate going swimmingly

Quinn: I have not been in the country but still did my best to participate in what I could and was able to fulfill my mandate

Aya - VP Merch

- no updates happy holidays 🥳🥳

Jad: since Aya was not here I will go over her mandate but she was able to fulfill her mandates

Xavier - VP Equity

Jad: Xavier is not here either but he did the equity training

Kevin - Secretary

- Created agenda and took meeting minutes for every meeting, will organize the shared drive over the break

Fayza - Mcnaughton Director

- **Fall Review:** Applied for Mcnaughton grant, applied to IEEE nominations, room and equipment booking in place, office inventory created and organized

Jad: Fayza is not here but she's done an amazing job from what she's written down. Thank you Fayza

Farah - VP External

- Fall Semester Review:
 - Ciena Networking Night ~200 attendees
 - IEEE ORC Intro Meeting ~25 attendees
 - Student Professional Awareness Conference (SPAC) ~300 attendees across Canada and a few globally (IEEE USA, Bangladesh, Etc)
- Future:
 - Battle Royal (BR) as treasurer
 - IEEE YP, APS, Canada Entrepreneurship events.
 - Attending a few conferences/ competitions in the new year on behalf of UOttawa. Will network for our branch for any upcoming events we have.

Jad: Farah is not here either, but she's done SPAC and Ciena networking night and in the future will continue networking for our branch

Eric - VP Internal



- Working on an AV for the ieee office
- Working on hardware checkout spreadsheet automation

Jad: Eric is not here either, but he's working on the hardware checkout spreadsheet automation for the HtH hardware inventory

Samuel - VP Academic

- Completed mandate 4.8.3 and 4.8.4 for first semester (events: has been reviewed in my own [document](#))
 - Ran QUIZ MIEEE
 - Cram Jam with CSSA and ESS (definitely exploring more collabs in the future)
 - Cookies and Cram
 - Ran 13 separate events for a variety of courses
 - Accessibility options have been introduced (ie online and recordings) and will be reviewed and improved upon for future CnCs
 - 260+ attendees online and in-person
 - Also if you spent money on CnC you need to let me know if you haven't already
- Analysis/Review of Confusing mandate:
 - "They shall also oversee acquiring academic resources from the faculty and make them available to EECS students at the McNaughton Centre."
 - Since physical textbooks are no longer as sought after, I was hoping to instead create a database of past exams for a variety of courses. Students will be able to access this database to use for their own study purposes.
- I have had discussions with students who have had trouble with the faculty (unfair marking, confusing feedback) 4.8.1.
 - Mostly just first year students regarding Professor Rashmi's Lab Reports for CHM 1311 and the French variant.

Sam: I completed my mandates, ran QuizzMIEEE earlier and CnC. In total we had over 200 attendees. Also if anyone has spent money on CnC let me know. I just also want to go over a confusing mandate, which is 4.8.3, since physical textbooks aren't sought after anymore. I thought maybe a database for these materials would be better.

Jad: Great job with CnC, amazing turnout

Sacha - Webmaster

- Bunch of website updates

Sacha: made a bunch of updates for the website does not mention anything about a new one

Ria - Design Commissioner

- Been completing my mandate



- Create promotional materials!
- Helped with merchandise design!
- Recently created the cram jam recap post, the cookies and cram post/each day posts, and the fall GM post
- Recently helped WIE with the W&C posts (info post, what is w&c post, and early bird countdown post, and name tags revamp)

Ria: Created promotional materials and helped with merchandise design. Recently done the CnC posts. Also helped WIE with Wine and Cheese posts and currently working on nametag revamp. In terms of mandate, I think I am on track with all the designs I've made

Jad: thank you very much for all the designs

Ming - CEG Commissioner

Fall events:

- IOSS was launched
- Intro to point cloud processing and ToF was successful, 35 people turnout
- Stats for who has borrowed from IOSS
 - 1 JMTs teams
 - 1 Engineering competition team
 - 1 Capstone team
 - 2 Personal projects

Upcoming Events:

- Stratopore CAN SBX x IEEE Info Session and Recruitment - Jan 11, will be working on logistics for this in the coming week.
- Sensor suite workshops - working on material, date tbd
- May bring microchips and dips back for the winter. Will finalize it by the new year.

Ming: Launched sensor suite program, we had the workshop for the point cloud stuff and there was a good turnout. I wanted to help with CnC but got bogged down by exams but will try more next semester

Abby - MDD Commissioner

Jad: I think Abby is working on the BmDes industry night

Ayush - ELG Commissioner

Jad: ayush is working on ELG specialization panel and mentored 2 CnC sessions

Josue - Translation Commissioner

Jad: josue translated the entire constitution for us

Idika - SEG Commissioner

- Been busy recently cuz of exams and end of term
- Planning a seg event in jan
 - Most probably a social event to welcome everyone into the new year
 - Another one for industry night as well (maybe this one in feb/march)



Akhil - VP Communications

Updates in presentation:

https://docs.google.com/presentation/d/1ZzINIF7xFEOw_Ye0555AnY25goWJGmHk/edit?usp=sharing&oid=105766475679205476562&rtpof=true&sd=true

Akhil: assisted in marketing with IEEE Uottawa events and managed social media. I made myself available to the student body as much as I could. Created IG reels and there will be more. I also hosted 2 CnC sessions. Manned the IEEE Ottawa stand during the club fair, as well as created a content calendar although this needs to be updated but exam season has prevented that for now. We have gotten great numbers on our instagram!

Madison - WIE Chair & Somana - WIE Vice Chair

- This semester's events:
 - WIE Study - 60+ attendees
 - WIE Industry Night, 70+ attendees, 7 companies
 - WIE Trivia Night, 20+ attendees
- Wine & Cheese 2024
 - uOttawa contributing 4.5k
 - 5 confirmed sponsors
 - 40% increase in ticket sales
 - New venue
- Other highlights
 - Instagram following up 35%
 - Went to SPAC
 - Speaking at a wiSTEM event in January
- Winter Semester Goals
 - Wine & Cheese
 - WIPS
 - Women in Tech panel
 - Social event and/or WIE Study

Madison: had a really great semester, hosted 3 events, had 7 companies at industry night. Wine and Cheese is in the works for next semester and we are seeing a great increase in ticket sales as opposed to last year.

Jad: get your Wine and cheese tickets guys it's going to be very fun

8. Varia

Akhil:



- Hosted Notion Study Sessions. Wanna make more notion events soon so look forward to that, and my next office hours, I'll have official merch from notion that you can pick up!

Title:	Motion to Amend Section 1.4.3 of the IEEE uOttawa Student Branch Policy		
Mover:	Manaal	Seconders:	Jad
Language:	English		
WHEREAS	<p>WHEREAS the current Section 1.4.3 states: "All advertisements and promotions made by, or in conjunction with, the Branch shall be in both official languages." WHEREAS the operational feasibility of creating bilingual advertisements and promotions may vary depending on the circumstances and available resources;</p>		
BIRT	<p>BE IT RESOLVED THAT Section 1.4.3 be amended to read as follows: "Advertisements and promotions made by, or in conjunction with, the Branch shall be in one or both official languages, depending on operational feasibility."</p>		



Result and Discussion:	<p>Manaal: I think it works out for us to edit the constitution so we have some more flexibility to work with. We should be promoting it all the time but realistically depending on how feasible, we may not be able to</p> <p>Akhil: I agree with it, especially with CnC a lot of the mentors might not be bilingual if we are marketing it as such.</p> <p>Farah: Can you change the wording so that's in collaboration with other orgs</p> <p>Manaal: I think if we go into too many specifics I think as it's worded now that as we collaborate with other people it's still enforced</p> <p>Farah: Would leaving this vague affect future teams</p> <p>Manaal: I think the culture we have created with IEEE, we do emphasize most of our things are bilingual. We have the translation commissioner who enforces bilingual portions as well as VP Equity</p> <p>Move to vote</p> <p>In favor: 13</p> <p>Abstained: 0</p> <p>Opposed: 0</p> <p>Motion passes unanimously</p>
-------------------------------	---

9. Adjournment

Title:	Adjourn the Meeting		
Mover:	Jad	Seconded:	Quinn
Language:	English		
BIRT:	The meeting is adjourned at 6:45		



Result:	Motion passes unanimously
Discussion:	

10. Closing Remarks

Jad: the winter AGM next semester will be much more important and have a lot more updates. Just want to say a huge thank you to everyone this semester, so every single event we have had was thanks to you guys. Have a happy holidays!