

IEEE Proposed Agenda

Expected Date of Meeting: January 16th 2024 at 8:30PM

Expected Duration: 90min

Meeting Number: 7

Meeting link: <https://meet.google.com/hwt-zicm-wuu>

Agenda

1. Call to Order
 2. Land Acknowledgement
 3. Meeting Rules
 4. Adoption of Previous Meeting Minutes
 5. Adoption of Agenda
 6. By-Elections
 7. Executive Updates
 8. Discussions
 9. Varia
 10. Closing Remarks
-

IEEE Meeting Minutes

In Attendance:

- Manaal
- Jad
- Eric
- Juan
- Disala
- Pavly
- Daniel
- Alae
- Farabi

- Sacha
- Rafael
- John
- Maddy
- Quinn
- Saheen
- Frederick
- Tahmeed Khan

Excused Absences:

- Steven (Reason: Prior commitment)
- Deniz (Reason: Prior commitment)
- Stefan (Reason: Scheduled class)

Unexcused Absences:

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Open positions: Photonics Chair, Photonics Vice-Chair, First-year ELG, First-year CEG rep, First-year SEG rep, VP External, VP Social

Call to Order

The meeting was called to order at 8:32PM.

Land Acknowledgement

As we gather here today, we begin by paying our deepest respects to the Algonquin and Mohawk people, the original inhabitants and enduring stewards of the land on which we stand. This land, part of a region with a rich tapestry of Indigenous nations, remains unceded and unsurrendered, resonant with the pulse of millennia of Indigenous presence, culture, and guardianship. We recognize the Algonquin and Mohawk as the traditional guardians of this territory, a responsibility they have borne with reverence and resilience throughout the generations. Their ties to the land are ancient and enduring, woven into the fabric of their cultures and identities, a sacred connection that persists in the face of challenges and changes. In honoring the Algonquin and Mohawk, we also extend our respect to all Indigenous people who inhabit this region and to the diverse nations across Turtle Island. 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>.

Meeting Rules

We don't use Robert's Rules, but if you want to read the 1137 page book, zSaheen can send you a PDF he found online.

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

Adoption of Previous Meeting Minutes

- Motion: Juan
- Second: Alae

Adoption of Agenda

- Motion: Juan
- Second: Manaal

Mandate Progression (Steven)

Steven: Seeing that we realistically only have three months left to fulfill our mandates, I would like to take the opportunity during this meeting to have every exec open up the constitution and to share with the team their mandate progression during the exec updates portion of this meeting. Go through each point in your mandate, specify if that point has been fulfilled, and if not, provide your action plan for fulfilling it within the next three months. Mine will be attached to my exec updates. Cheers!

SPAC

Steven: I motion to give Daniel Thorp my speaking rights.
Disala: I second.

Juan: Daniel is not present. Moving past this, come back later if need be.

Executive Updates

Juan (Chair)

- Updates:
 - Urgent IN-PROGRESS/TO-DO:
 - 1. Ratify constitution with our Branch Supervisor
 - As a result of not yet having ratified the constitution, and given that previous constitutional changes have rarely been shut down at the supervisor ratification level, we should operate as if the constitutional changes will be ratified in the meantime in order to best accommodate for effective branch operations.
 - UPDATE: Found out the issue with booking with Sawsan; looking to get this rectified ASAP and booked a time. Intermediary communications have been set up for the time being.
 - No further updates from the winter break.
- Mandate Progression Update:
 - **4.1.1 The Chairperson shall preside at all meetings of the Branch.**
 - Have attended all official meetings of the Summer and Fall terms.

- **4.1.2 They shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.**
 - No committees have been needed to be appointed as of yet.
- **4.1.3 They shall serve as the Branch's official representative at the Section level.**
 - Have attended as many Branch meetings as I have been able to based on my school schedule; during instances where I was unable to I communicated this to other Officers to see if either of them could attend in my stead.
 - Attended the Section Congress in the fall term alongside ex-VP External Daniel as the IEEE uOttawa representatives
- **4.1.4 They shall coordinate the organization of regular executive committee meetings.**
 - Organized the Summer AGMs and Fall term meetings.
 - Did not organize Winter term meeting dates due to Saheen having already taken the initiative to do so.
- **4.1.5 They shall perform as liaison between the Branch and the Ottawa Section.**
 - Engaged in correspondence with the Section and faculty in order to procure the ICF McNaughton Grant funding.
- **4.1.6 They shall oversee activities performed by executive committee members.**
 - Attended all branch events during the fall term.
- **4.1.7 They shall report to the Branch Supervisor periodically to update them on Branch activities.**
 - Have communicated with Sawsan regarding ICF McNaughton Grant.
 - Have not been able to communicate with her fruitfully regarding the constitutional amendments; will attempt in-person communications this week in order to attempt to create better communication streams between us and our Supervisor.
- **4.1.8 They shall Complete the annual Activity Report.**
 - Currently in the process of completing the AR.
- **4.1.9 They shall ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.**
 - Communicating with former VPs to possibly get transition documents/meetings for new executives.
 - Where that may not be possible, will book meetings with new executives as of next by-elections to ensure new executives are filled in on their new positions' responsibilities.
- **4.1.10 They shall communicate frequently with local University IEEE Student Branches.**

- Have engaged in frequent communication with Brian (IEEE CU Chair regarding branch updates, and regarding Battle Royale and SPAC.

Steven (Vice-Chair)

- Cookies 'n Cram was a success! Thank you to those who hosted the sessions. Looking forward to seeing what John can whip up this semester.
- Photos with Santa was a success! Very glad we were able to continue this Branch tradition.
- Upon noticing a lack of social events, I'm actively looking to host potential events in hopes of increasing engagement within our diverse community.
- Worked with Rafael in Saheel's absence (illness) on creating a graphic for January 23rd's byelection - also worked in collaboration with Saheen and Disala on determining the date for the byelection.
- Worked with Rafael on creating the graphic for promoting our office hours. Thank you Rafael for your support. Please be mindful that office hours remain mandatory to attend this semester. If you cannot attend your office hours, please seek coverage from other execs.
- Shoutout to Disala and Manaal for performing a clean sweep of the office. I strongly suggest having mandatory clean sweeps every week, as well as clean sweeps after every exec meeting (when held in the office). I also contributed to helping one night with some organizing and cleaning.. 😊 To be honest, the idea of making the white cubbies be the exec cubbies was my idea.
- I've been receiving some growing concerns about a lack of engagement from some execs. Following everyone's mandate progression updates, if there is no real progress within the next week, accountability may follow. As always, help is available if you need it - you all have my Discord contact.
- Mandate Progression Update:
 - **4.2.1 The Vice-Chairperson shall perform all functions of the Chairperson in the latter's absence.**
 - Made efforts in chairing meetings in Juan's tardinesses.
 - **4.2.2 They shall also keep a record of all activities of the Branch and shall report some to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting.**
 - Nothing notable to report in my opinion, n'or do I have the contact to some IEEE Headquarters. Juan: Can you please provide me with a contact at your earliest convenience?
 - **4.2.3 They shall carry out all other communications necessary to the activities of the Branch.**
 - Sure. I've helped propagate communications as needed.
 - **4.2.4 They shall keep a record of the names of members in attendance at the meetings.**
 - Done with the assistance of Saheen.
 - **4.2.5 They shall see the completion and submission of all awards nominations and grant applications.**

- To be done when applications open near the end of the school year. The grant that I applied to last year didn't appear to have been selected, unfortunately.
 - **4.2.6 They shall provide support to the Chairperson, when required.**
 - Yes.

Frederick (Treasurer)

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- Mandate Progression Update:
 - **4.3.1 The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee.**
 - All reimbursements are being handled as they come without any notable delay.
 - **4.3.2 They shall keep an exact account of all receipts and expenditures.**
 - The budget document is up to date and is updated frequently.
 - **4.3.4 Completion and submission of account audit to the Engineering Students' Society.**
 - Will be done at the end of my term.
 - **4.3.4 Completion of a projected budget at the beginning of the term and final budget at the end of the term.**
 - The projected budget is complete and the final budget is actively being updated.
 - **4.3.5 Prepare an annual budget for inclusion in the Annual Activity Report.**
 - Will be done by the end of my term.

Disala (McNaughton Centre Director)

- Office Cleanup: During the Winter Holiday Break, Manaal, Steven, Stefan, and I dedicated ourselves to thoroughly cleaning the entire office. Our efforts, exceeding 24 hours, involved extensive wiping, scrubbing, and cleaning. I'd like to extend my gratitude to Manaal, Steven, and Stefan for their significant contributions & their time. The cleaning process included:
 - Systematically arranged equipment in the workspace.
 - Disposed of expired food and beverages from the refrigerator.
 - Swept the floors.
 - Vacuumed the floors thoroughly.
 - Mopped the floors with the newly purchased Swiffer.
 - Employed steam cleaning for deeper floor cleanliness.
 - Diligently scrubbed out floor stains and remnants of glue.
 - Rearranged furniture to enhance whiteboard accessibility.
 - Secured cabinets to the walls for added safety.
 - Repaired and concealed old wall punctures and holes.
 - Eliminated dust accumulation on top of cabinets and shelves.
 - Reorganized merchandise on the merch shelf.
 - Centralized all patches and stickers in a single location.
 - Allocated specific storage space for WIE (Women in Engineering).
 - Relocated unused McNaughton equipment to designated cabinets.
 - Discarded over 12 bags of trash and redundant items.
 - Removed more than 6 bins of E-waste (non-functional electronics).
 - Cleared out decomposed food from cabinets. (I'm banning pancake breakfast from ever happening in the office again. I found stuff from the 2022-23 exec team just rotting away in our cabinets. Fuck that team fr.)
 - Purchased a floor mat for damp winter footwear (Please use it and bring indoor shoes!)
 - Acquired cleaning essentials like gloves, bleach, and disinfectants. (Use these to clean up after yourselves!)
 - Vacuumed and cleaned dust from lighting fixtures. (Hopefully the lights look brighter)
 - Erased the writing on the walls left by the previous executives. (Please don't do this, you will get your keys permanently taken away in the future if you do.)

- The IEEE Canadian Foundation offers the IEEE McNaughton Learning Resource Centre Grants to enhance learning experiences for IEEE student members at Canadian Universities and Colleges. These grants support the establishment or improvement of these Centers, focusing on buying equipment not normally supplied by schools, covering up to 75% of costs. I made sure to take advantage of this and applied for the McNaughton Center Grant.
 - Composed a funding application for a TV, four monitors, and a Bambu Lab 3D Printer.
 - Received approval for \$3,600 in expenditures, with \$2,600 funded by the IEEE Canada Foundation.
 - Purchased a 75-inch 4K TV and a movable-stand for Cookies N' Cram events.
 - Acquired four 27-inch IPS LG monitors and a Bambu Lab P1S with the AMS attachment.
 - Additionally, I ordered another TV, which is currently in transit.

- Upgraded Stationary in the Office:
 - Bought new whiteboard markers
 - Printer paper
 - Pencils
 - Erasers
 - Pens

- Contacted uOttawa Engineering Facilities about Furniture Upgrades:
 - Discovered an email thread in the McNaughton email with facilities, it was initiated by Juan back in January of 2023 but unresolved as we had accidentally left them on read, so I sent a follow-up email yesterday and made significant progress within a few hours of conversation.
 - Received an enthusiastic response from facilities about assisting with office upgrades, and it was super easy to get started.
 - Discussed pricing with facilities, was quoted \$300 for the transportation of items and was told that they can only use a registered uOttawa payment account (FOAP).
 - I engaged Chloé Allard from the faculty to facilitate the use of the Faculty of Engineering payment account for acquiring new office furniture.
 - Chloe agreed to the arrangement, requiring a cheque or cash reimbursement if the transaction is completed.
 - Negotiated with Chloe to temporarily withhold \$300 of our Fall 2023 EEF funds as a contingency until repayment.
 - Awaited facilities to provide their inventory list and further instructions on the process.

- They got back to me with the following items, but I've asked facilities to check for additional items before finalizing decisions. Currently awaiting a response to proceed. We would receive this large conference room table and these chairs as well!



- I will request money to allocate funding to new office furniture below!

Mover	Disala de Silva	Second	Madison Moran
<p>WHEREAS a minimum of \$300 is required to obtain new office furniture from uOttawa Engineering Facilities for the delivery of office furniture from their warehouse, aimed at upgrading our office and acquiring a new conference room table and chairs;</p> <p>BE IT RESOLVED THAT \$400 be allocated for this purpose, with \$100 designated as a contingency fund for the acquisition of office furniture from the facilities.</p>			
Discussion	<p>No notable COI</p> <p>Votes for: 12 Votes against: 0 Votes of abstention: 1</p> <p>The motion passes.</p>		

- Contacted uOttawa Engineering Student Society (ESS) about Storage lockers:
 - I contacted Ethan Tang, VP Services at ESS, to discuss our current locker storage situation.
 - I received confirmation that we could obtain additional lockers in our designated area for item storage.
 - I will request money to allocate funding to acquiring locks below!

Mover	Disala de Silva	Second	Manaal Mujeebuddin
<p>WHEREAS communication with the uOttawa Engineering Student Society (ESS), particularly with Ethan Tang, VP Services, has confirmed our eligibility to acquire additional lockers in our designated area for storage purposes,</p> <p>BE IT RESOLVED THAT \$75 be allocated for the purchase of locks, ensuring the secure storage of items in these newly obtained lockers.</p>			
Discussion	<p>Votes for: 13 Votes against: 0 Votes of abstention: 1</p> <p>The motion passes.</p>		

- Concerns have been raised to me regarding the inadequate discipline in recycling and waste disposal in the office.
 - I've discussed this issue with Steven and Daniel Thorp and believe that we should invest in larger recycling bins. Thank you Daniel for labeling our bins!
 - These bins would facilitate the easier separation of paper and plastics.
 - I will request money to allocate funding to acquiring these bins below!

Mover	Disala de Silva	Second	Jad Mghabghab
<p>WHEREAS concerns have been expressed about the lack of proper recycling and waste disposal discipline in the office.</p> <p>BE IT RESOLVED THAT \$100 be allocated for the purchase of larger recycling bins, which will aid in the more efficient separation of paper and plastics.</p>			
Discussion	<p>No notable COI</p> <p>Votes for: 14 Votes against: 0 Votes of abstention: 0</p>		

	The motion passes
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- I've been asked to compile a full list of Office rules, for now, use your common sense
 - General rules:
 - No sleeping in the office.
 - Bring indoor shoes and put your boots on the shoe mat (Don't bring snow and ice in with you)
 - Winter jackets on the coat rack (pls and thanks)
 - Food & Drink Rules:
 - Everything left in the fridge must be labeled with your name, the date it was put in the fridge and the date it expires.
 - If there are no labels on anything, any exec has every right to toss & throw out all items accordingly.
 - No food or drink items at the McNaughton workbench.
 - No alcohol in the office.
 - TV Rules:
 - Switch off the television and amplifier.
 - Return the remote to its designated stand.
 - Move the stand back to its position against the wall.
 - Neatly coil the HDMI cable.
 - Keep the volume at a considerate level to respect nearby offices.
 - Use only personal streaming accounts.
 - Be considerate with your choice of content; avoid anything that might cause discomfort to others.
 - Prioritize educational purposes: Reserve the TV for official tutorials, study groups, and other events organized by the student branch.
 - The long HDMI cable should remain connected to HDMI port 1.
- Mandate Progression Update:
 - **4.4.1 The McNaughton Centre Director shall maintain and work to improve the state of the lab equipment and the workspace of the McNaughton Centre.**
 - (If you disagree, say something about it!)
 - **a. The McNaughton Centre Director shall be responsible for applying for any IEEE Canada McNaughton Centre grants if applicable.**
 - (If you disagree, say something about it!)
 - **4.4.2 They shall ensure that the lab rules are enforced and that equal opportunity access to the equipment is provided to all students.**
 - (If you disagree, say something about it!)
 - **4.4.3 They shall encourage the frequent use of the lab as well as looking to add more equipment to the lab.**
 - (If you disagree, say something about it!)

Saheen (Secretary)

- Mandate Progression Update:
 - **4.5.1 The Secretary shall keep a record of all activities of the Student Branch. The Secretary shall carry on all other communications necessary to the activities of the Branch. The Secretary shall keep a record of the names of members in attendance at the meetings.**
 - I have taken meeting minutes for all of the meeting during my term as secretary
 - **4.5.2 Ensuring that office hours are posted in a timely manner at the beginning of each semester.**
 - With the help of Steven to ensure graphics are made, office hours have been posted (and will most likely be modified in the near future)
 - **4.5.3 Ensure that transition documents are completed by old executives and accessible to the new executives in a timely manner.**
 - All transition documents provided have been distributed and replacements were provided for those who did not receive previous year's reports.
 - **4.5.4 Ensuring inbound communication to the Branch is directed to the correct executive.**
 - I personally have not received much communication, but have directed communication that I have received
 - **4.5.5 Document the executive meeting's activities and decisions.**
 - Meeting minutes

Jad (VP Internal)

- Mandate Progression Update:
 - **4.6.1 The VP Internal shall be responsible for internal affairs.**
 - Yes
 - **4.6.2 They shall work to create communication between the Branch and Competition groups related to Engineering and/or Computer Science (including but not limited to JMETS teams and Programming Competitions).**
 - Yes, also started working on workshop event for the teams, but got side tracked. Will continue that project soon.
 - **4.6.3 They shall organize an annual competition or challenge event around the scope of IEEE.**
 - In my role as VP Internal, part of my mandate includes organizing an annual competition for EECS students. There doesn't appear to be any specific restrictions on the nature of these events. Recently, I was approached by Hack the Hill's Community team to collaborate on an event called "HackHers". After discussing with their team, I believe this is an excellent opportunity for us at IEEE to take part in.
 - I'll explain a little bit more in detail, but they were nice enough to send over a proposal.
 - "HackHers" is a mini-hackathon focusing on empowering women in tech through hardware innovation. They're planning to seek support from both IEEE and Women in Engineering (WIE) to promote diversity and innovation in tech. This partnership offers us a chance to engage in a progressive event, enhancing our commitment to diversity. The simplified request is to get IEEE's financial support in return for increased visibility and involvement in a significant event, similar to last year's Hack the Hill Hackathon.
 - I've included a motion below.
 - **4.6.4 They shall do an Annual Review of the Branch Constitution.**
 - To do
 - **4.6.5 They shall organize end-of-term elections and by-elections.**
 - Started working on end-of-term elections, we have used Democracy in the past years, but if anyone has any other suggestions/tips, please let me know.
 - **4.6.6 They shall work to create communication between the Branch and other Engineering and/or Computer Science related organizations**
 - Have been in contact with CSSA, Hack the Hill and more
 - **4.6.7 They shall act as the first point of contact for volunteers to the Branch and otherwise be responsible for managing said volunteers including maintaining a database of active volunteers and volunteer opportunities.**
 - Created a google form for students that would like to volunteer.
Made a database that contains the list of volunteers that have signed up.

Made a poster with a QR Code for that google sheet, and hung up on IEEE door. Also have an instagram post ready, and requested a link to be added to IEEE linktree.

Mover	Jad Mghabghab	Seconder	Freddy Andrews
<p>WHEREAS I am mandated as the Vice President of Internal Affairs to organize an annual competition for Electrical Engineering and Computer Science (EECS) students, and this partnership aligns with the IEEE's commitment to diversity and innovation in the technology sector;</p> <p>BE IT RESOLVED THAT the IEEE & WIE collectively allocate a sum of \$3000 to support the "HackHers" event, in recognition of our organization's potential to foster diversity, innovation, and engagement among EECS students and the wider tech community.</p>			
Discussion	<p>Jad: *Presents proposal plan*</p> <p>Alae: 1. I think it is a great event. It is in the preliminary stages. What is the breakdown of the hardware budget?</p> <p>Jad: Ming has a budget for this.</p> <p>Juan: If this is already budgeted, is this money going toward anything else other than hardware. It is unclear in the motion.</p> <p>Jad: I cannot say exactly. I believe it goes toward funding the entire hackathon including the panelist, events, etc...</p> <p>Juan: I extend Farabi my speaking rights.</p> <p>Tahmeed: **</p> <p>Juan: Jad could you please go to the roles and responsibilities section in the proposal?</p> <p>Jad: Opens proposal</p> <p>Juan: The proposal shows the benefit of HTH partnering with IEEE uOttawa. Are there any specifics which indicate how this will benefit IEEE?</p> <p>Jad: I believe it means access to mailing lists?</p> <p>Juan: Farabi is given my speaking rights.</p> <p>Alae: Could you show how this will benefit IEEE memberships? Also provides an explanation on IEEE memberships.</p> <p>Farabi: We can take this conversation offline to determine how the posts on social media to benefit IEEE.</p>		

Frederick: We could have an IEEE related challenge with one of the prize being a membership

Pavly: IEEE could also get their own booth where executives could talk about what we do to push membership in a more 1 on 1 way.

Sacha: This can be a way to sell merch as well

Alae: I like the idea of the booth, and I like the idea of the challenge as well.

Juan: This would require HTH to buy the memberships.

Manaal: I would like clarification on the challenge. Would it be an addition on the current challenge they are working on, or a separate stream?

Juan: This is open to discussion and is best to be discussed outside of the meeting.

Eric: Since the discussion is happening, if the event is having panels, we could also have an IEEE panel to raise awareness for memberships and merch

Juan: It might be friendly to postpone discussion on this motion to make sure we can make accommodate any logistics as well as discuss any details that need to be ironed out.

Alae: I would motion to move this discussion to the next meeting

Alae: What is the date that this discussion would need to be locked in.

Juan: I believe it is the 19th

Pavly: Are we moving the discussion to internal with IEEE or

Frederick: Motion to move the discussion online and vote before the deadline.

Second: Alae

No COI

Votes in favour: 8

Votes against: 0

Votes abstaining: 6

Motion passes.

Eric: I would like to motion to set an internal deadline to the vote on the 19th.

	<p>Second: Frederick</p> <p>No COI</p> <p>Votes in favour: 14</p> <p>Votes against: 0</p> <p>Votes abstaining: 0</p> <p>Motion passes.</p> <p>Votes for: Votes against: Votes of abstention:</p> <p>The motion passes/fails/gets tabled.</p>
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Vacant (VP External)

Pavly: Gives speaking rights to Daniel

- Co-chairing SPAC with Dania from IEEE Carleton
 - Team has been formed and onboarded
 - She wants to postpone to the Fall or Winter of next year because she wants to raise a \$20k budget (\$15k venue) and is worried about not being able to find enough company reps in time
 - I believe that we should host a smaller event with a cheaper venue (\$3-5k) that is more reasonable for this year and then organize another event next year
 - To be discussed further
 - Will most likely apply for more EEF funding
- Mandate Progression Update:
 - 4.7.1 The VP External shall maintain a good network between the students of the School of EECS (Electrical Engineering and Computer Science) and the industry.
 - Yes
 - 4.7.1 The role of VP External shall be the bridge between EECS students and the industry.
 - Yes
 - 4.7.1 Organizing at least one(1) industry-related event (i.e. tours and networking events) to enhance the involvement of students within the industry.
 - Yes
 - 4.7.1 Maintain a record of industry connections and assist with potential sponsorships related to branch events.
 - In progress
 - 4.7.1 Must assist in organization and operations in an IEEE event with another IEEE student branch (including but not limited to Battle Royale or SPAC).

- Yes
- 4.7.1 Must sit on the IEEE Ottawa Section Student Activities Committee, if active.
 - N/A

Daniel: IEEE Carleton is involved and has a vision for this event with a 20k budget (very big event with a lot of organizing power). Dania wants more organizers. I want SPAC to exist at a cheaper cost, a 3k venue, no sponsors for an event 2 months in advance. We will have funding from other organizations and won't have as much glamor as SPAC events in the past. We can run a smaller event instead of waiting for an event in fall or next year. IEEE carleton is missing the idea and gets confused when getting funding. I am looking for support from the IEEE uOttawa branch instead of folding on my opinion. I motion to run as co-chair and have this event run in March.

Everyone: Clapping

Alae: Do you basically want our blessing to call this event SPAC?

Daniel: Yes, but

Alae: I motion to establish the intent to have Daniel Thorp as our SPAC chair

Pavly seconds.

Juan: I am personally in favour. I spoke to Steven and we agree that we should host smaller events to ensure collaboration with SPAC. In terms of scope and general budget, the 3k-5 venue will probably extend to a 10k budget. This seems relatively feasible given the current logistics. I would agree with this contingent on the fact that this organizing committee grows on both the uOttawa and Carleton side.

Alae: You won't be burning any bridges by pushing against IEEE carleton's external's vision.

Daniel: I am in agreement with the current SPAC chair, but in disagreement with the IEEE carleton's external.

No COI

Votes in favour: 12

Votes against: 0

Votes abstaining: 0

Motion passes.

Juan: As extension to this, I would like to formally appoint Daniel Thorp as IEEE uOttawa SPAC co-chair.

Freddy left the meeting.

John (VP Academic)

No updates.

- Mandate Progression Update:
 - **4.8.1 The VP Academic shall be the link between the Branch and the Faculty.**
 -
 - **4.8.2 They shall also oversee acquiring academic resources from the faculty and make them available to EECS students at the McNaughton Centre.**
 -
 - **4.8.3 Organize at least one(1) academic-related event (i.e. Seminars, workshops and presentations by professors and help centers) per semester to assist students with their academic achievements.**
 -
 - **4.8.4 Organize a studying or tutoring style session (e.g. Cookies n Cram) at the end of each semester to help students prepare for final exams.**
 -
 - **4.8.5 Responsible for organizing an annual ELG specialization panel for 3rd year ELG students.**
 -

Rafael (SEG Commissioner)

-
- Mandate Progression Update:
 - **4.16.1 Ensure all information regarding the branch's activities are well advertised to students of all years in Software Engineering.**
 - Yes. Created graphics for the branch.
 - **4.16.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Software Engineering and Computer Science courses.**
 - Yes. Hosted 2 C&C
 - **4.16.3 Work with the Executive Committee to organize an event specific to their program.**
 - At a later date.
 - **4.16.3 Perform an informal annual presentation on the challenges and concerns of Software Engineering students relevant to IEEE.**

- At a later date.

Eric (CEG Commissioner)

- Would like to encourage everyone to get their **Eng Ball** Tickets! This is a fantastic non-profit fundraiser that will be held at the National Arts Centre this Saturday
<https://docs.google.com/forms/d/e/1FAIpQLSfFE8ZzPuK6whduB5onuL8nRtA-ck0ZZ45X3k48sMTqLrXdLA/viewform?pli=1>
- Mandate Progression Update:
 - **4.14.2 Ensure all information regarding the branch's activities are well advertised to students of all years in Computer Engineering.**
 -
 - **4.14.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Electrical Engineering and Computer Engineering courses.**
 - Cookies and Cram was great. Perhaps we should reconsider which courses are targeted considering the lack some of them. I personally noticed no one attending the IT1120 and instead helped other students still studying for CEG2136
 - No one attend the C&C I hosted and helped people with their homework.
 - **4.14.3 Work with the Executive Committee to organize an event specific to their program.**
 - Reaching out to local businesses on Linked In to find professionals interested in participating in the CEG Career Panel. Massive thanks to Alae for going over a general approach for this. Looking to reserve a venue and finalize a date for the Panel to take place. Currently thinking around the 2nd week in March (after post-reading break midterms have wrapped up)
 - **4.14.4 Perform an informal annual presentation on the challenges and concerns of Electrical Engineering students relevant to IEEE.**
 - Will be doing this at the next meeting.

Juan: Motion to move Alae's updates before he leaves

Manaal seconds

Quinn (ELG Commissioner)

- Mandate Progression Update:
 - **4.16.1 Ensure all information regarding the branch's activities are well advertised to students of all years in Software Engineering.**

- Reposting events, looking to find better ways to connect to students of all.
- **4.16.2 Work with the VP Academic to support end-of-semester study sessions pertaining to Software Engineering and Computer Science courses.**
- CnC was a blast!
- **4.16.3 Work with the Executive Committee to organize an event specific to their program.**
 - Still brainstorming events, and what i could provide best between PCB, duino, etc.
 - Specialization panel,
- **4.16.3 Perform an informal annual presentation on the challenges and concerns of Software Engineering students relevant to IEEE.**
 - EOS

Vacant (VP Social)

-

Deniz (VP Equity)

- Working to complete an accessibility resource page for the team. Will feature a guideline, checklist, and additional resources for marketing, design, and web. <https://roan-lavender-d8e.notion.site/Accessibility-IEEE-5bd2b8254a164eb78a549df13cc7078>
- Created the accessibility request form. @Saheel let me know your thoughts about design and flow: <https://jjsqj830hl9.typeform.com/to/p85lR8fO>
- Happy to support and look over accessibility and equity of any events being led by other execs! The guideline and checklist is pretty straightforward above, but lemme know if you need support!
- In Progress: Finding a vendor/host for anti-oppression training (looking at in-person vs virtual options). @Freddy whats my budget for this?
- Mandate Progression Update:
 - **4.10.1 The VP Equity shall write an equity report of events and services provided by the Branch and present it each semester.**
 -
 - **4.10.2 Organize anti-oppression training sessions for all Executive Committee members.**
 -
 - **4.10.3 Advocate for equitable rights within the Branch and broader EECS community in its activities as specified in the Inclusivity Policy.**
 -

- **4.10.3 Work with the rest of the Executive Committee to ensure that all events are accessible by overseeing the accessibility request form.**

■

Sacha (VP Merch)

- Motion to spend some of the VP merch budget on Patches & stickers
- Second: Manaal
- Mandate Progression Update:
 - **4.11.1 The VP Merchandise shall be in charge of obtaining EECS-themed merchandise to be sold by the branch.**
 - Patches are being ordered as soon as the motion above passes ^. As we have so many hoodies from last year, we will focus on accessories with this year's budget;
 - **4.11.2 Establish prices for items on the McNaughton Centre sales unit section, in conjunction with the Treasurer.**
 - Hoodies are 30\$, patch price to be determined. We plan on offering discounts for merch to IEEE members to promote memberships. Maybe \$5 off if they have a membership.
 - **4.11.3 They shall also be in charge of maintaining the merchandise section in the McNaughton Resource Centre.**
 - Looks good to me
 - **4.11.4 Maintain an active catalogue of available merchandise on the branch's website.**
 - Stef can you update the store and put hoodies for 30\$. For hoodie purchase, people just need to e-transfer 30\$ to exec@ieeeuottawa.ca and pickup in person during office hours..

Alae (VP Communications)

Did the Christmas posts and shared the instagram credentials to a lot of the current officers.

Alae left. Also notably opposed to meeting adjournment.

- Designed Christmas post
- Mandate Progression Update:
 - **4.12.1 The VP Communications shall work to ensure the benefits of IEEE memberships are clearly delivered to the students of EECS.**
 - No, at least not formally
 - **4.12.2 They shall also promote memberships, scholarships, awards or contests being organized by IEEE.**
 - Yes
 - **4.12.3 They may also appoint a Marketing Committee in charge of assisting the VP Communications in their respective duties.**

- No
 - **4.12.3 Eligible candidates for the position of VP Communications must be fully English-French bilingual and must be capable of producing adequate translations between both languages.**
 - Yes
-

Stefan (Webmaster)

- Mandate Progression Update:
 - **4.13.1 The Webmaster shall maintain the Branch's official website, posting information such as upcoming events, executive office hours etc.**
 - Executive office hours are up to date (as of last graphic that has been made available)
 - All executive headshots are up to date (as of what was provided to me)
 - No event requests have been posted
 - All documents have been updated as requested
- Non mandate update:
 - Assisted Disala, Manaal, Steven with cleaning the office. We put a lot of work in so please make an effort to keep it clean. Also please take a few minutes out during your office hours to tidy up anything that is out of place. Nobody was doing this in the past which led it to be such a huge mess in the first place.
 - If you wish for any other IEEE related content such as events, event documents etc to be added to the website, please ping me with the documentation or information that should be added. I will do so if appropriate

Pavly (VP Philanthropy)

- I will soon begin the process of coordinating a philanthropic event in collaboration with NSBE for Black History Month. I will be proposing a trivia night that focuses on celebrating, honoring, and appreciating the rich history, culture, and impact of the Black community. I plan to reach out to AJ, the co-president of NSBE, for further collaboration. If you have suggestions for a more appropriate contact person, kindly inform me.
- This semester, I am actively working to fulfill my mandate, with invaluable support from our Vice-Chair. Additionally, we will both be organizing exclusive IEEE events, incorporating a philanthropic element to further align with our mission.
- The absence of a VP Social significantly impacted our branch's physical presence last semester. Initially, my intention was to collaborate with the VP Social to integrate philanthropic elements into existing events. However, with the assistance of Steven, we are resolute in overcoming this setback by expanding our event portfolio and enhancing our community engagement initiatives to surpass the accomplishments of the previous year.
- Mandate Progression Update:
 -

Juan: I can bring up branch changes with our branch counselor without having a AGM 5.

WIE Affinity Group Executive Updates

Manaal (WIE Chair) & Madison (WIE Vice-chair)

- Mandate Progression Update:
 - We hosted an industry night with NSBE and two coffee and crams
 - Set up the WIE Discord server, due to other circumstances we haven't been able to open it up yet, happening very soon
 - Wine & Cheese is happening next week, we're so looking forward to seeing you all, the team has worked tirelessly to ensure success
 - We're in talks with some cool orgs for February and March so stay tuned
 - Internal updates: we had a team karaoke that was awesome, and planning more team bonding events
 - Shoutout to the WIE committee:
 - Somana has reached out for sponsorships and reached out to previous exec
 - Emily created budgets and maintained financial accounts.
 - Fayza helped with logistics
 - Rachel helped with social media posting

Discussions

Meeting times

Saheen: Mentioned in the server. Might be better to have it be biweekly starting next week Jan. 23rd due to timing of reading week and exams. Any discussion?

Juan: Sounds good.

Varia

Manaal: I know Steven took the initiative on this, but we plan on having team bonding. Please let me know if you guys agree with my ideas in the chat. I prefer something more chill rather than an escape room. I thought it would be better to bring up during this meeting as I can see everyone face to face.

Closing Remarks

Motion to adjourn the meeting at 9:52PM

Second: Sacha

Alae opposed in the past.

Meeting is adjourned.