

IEEE Proposed Agenda

Expected Date of Meeting: March 26, 2024 8:30PM

Expected Duration: 90min

Meeting Number: 12

Meeting link: <https://meet.google.com/hkr-jfgd-fdp>

Agenda

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

IEEE Meeting Minutes

In Attendance:

- Steven
- Juan
- Disala
- Josh
- Saheen
- Jad
- Daniel
- Manaal
- Deniz
- Eric
- John
- Quinn
- Sacha
- Pavly
- Farah
- Rafael
- Madison

Excused Absences:

- Frederick
- Stefan (school)

Unexcused Absences:

- Xavier

Open positions: Design Commissioner, Photonics Chair, Photonics Vice-Chair

Call to Order

Juan: The meeting was called to order at 8:34PM.

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, Joe 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: Steven

Adoption of Agenda

- Motion: Juan
- Second: Manaal

Executive Updates

Juan (Chair)

- Last meeting (besides AGM) as Chair, thank you all for your support this year (and last (and last))
- Attended a OS meeting re: SPAC - please reach out to the SPAC chair Dania (from CU) for any more info
 - Likely combining SPAC and IEEE Ottawa AGM in the fall in order to procure a larger and better venue + catering
- Working on submitting reports for the Grants and Awards we can qualify for (and have already qualified for), will be reaching out to the concerned parties

Steven (Vice-Chair)

- We've finally made it to our last meeting of the school year (excluding the AGM)! It's been a fun ride, and I'd like to thank everyone for bearing with me over the past three years.
- I've submitted an award nomination for the IEEE Student Awards initiative - specifically, the Darrel Chong award for events, nominating QUIZ MIEEEE, of course. With that, my mandate has been completed.
 - 4.2.5 "They shall see the completion and submission of all awards nominations and grant applications"
 - Thank you Sawsan for helping submit a recommendation for this award. If anyone here needs help with theirs, just reach out.
- I've provided guidance to some execs on their mandates.
- I helped update our website with everyone's LinkedIn. Thank you Stefan for accepting the pull request.
- I helped reorganize the recycling bins. Please note that napkins go into the compost and that glass bottles go into the Miscellaneous bin.
- Our subscription plan is getting more expensive.

Subscription update

Starting **Mar 27, 2024**, the price of your Google Workspace Business Starter subscription will change. You may consider switching your subscription to an annual plan to save money.

Your current price

Date	Price
Aug 14, 2022 - Aug 14, 2023	\$3.90 CAD per user/month (\$7.80 CAD 50.00% off)
After Aug 14, 2023	\$7.80 CAD per user/month

What it's changing to

Date	Price
After Mar 27, 2024	\$9.36 CAD per user/month

List prices are periodically reviewed and updated to reflect the additional value we've delivered within our products. [Learn more](#)

Payment plan details

You're currently on a Flexible Plan where you're billed monthly for the number of user accounts you have that month. When changing to an Annual Plan, you commit to purchasing the service for one or more years.

Switching from Flexible to Annual commit plan will have the following impact. [Learn more](#)

	CURRENT EDITION Flexible Plan	→ SWITCH TO Annual / Fixed-term plan
Commitment	None, cancel any time	Minimum 1-year contract
Price per license	May change	Fixed during the contract. If you elect to prepay, we'll charge your account upfront for the full annual contract period
Add users / remove users	At any time (reduces monthly cost)	Add users as needed, remove users only when you renew the contract
Cancel service	At any time without a penalty	If you cancel your subscription before the contract is over, you're still responsible for the full value of the commitment: <ul style="list-style-type: none">• If you pay monthly, we'll charge your account an amount equal to the remaining balance of your contract• If you prepay yearly, your subscription is cancelled, and there is no refund for the unused portion of your contract

Review your payment plan

Annual plan (yearly payment)

- Requires 1 year contract, subject to closeout charge for early termination. No refunds for the prepaid amount
- Pay each year based on total users committed upfront, starting Mar 26, 2024
- Add users as needed, remove users only when you renew the contract
- On completion of your contract period, your subscription will renew as per your renewal settings

You are receiving a discount on the standard price.

Date	Price
Starting Mar 26, 2024	\$93.61 CAD per user/year (\$112.32 CAD 16.67% off)

i You will be charged for the total amount of users committed upfront. There are no refunds for the prepaid amount.

Total users

At 11 users, we would be charged \$9.36 CAD/user/month, we would be charged \$102.96 CAD/month (or \$1,235.52 CAD/year) if we didn't alter anything.

Otherwise, if we swapped to an annual contract, we'd be charged \$93.61 CAD/user/year (or \$1,029.71). I think this is a good idea, as it saves us \$205.81 annually (just enough for Josh's potential BBQ!), but let's discuss more in the Discussions portion of the meeting.

- I had tea with the Chancellor of the University of Ottawa, Claudette Commanda. It was a really great time, and it truly opened my eyes and renewed my commitment to truth and reconciliation.



Frederick (Treasurer)

- Send me your reimbursement requests please. Especially if it is getting covered by EFF. I can handle submitting the request to them so just send your receipts.

- We paid for Zoom this year for some reason. It was just auto-charged to our PayPal in September. We need to cancel that.

Disala (McNaughton Centre Director)

- Conference Room table will be here within 2-3 weeks, Patrick gave me an update
- Recycling bins are all sorted, please make sure to toss your items accordingly
- Stop leaving the receiver on when you guys leave the room!

Saheen (Secretary)

- No updates
- Please prepare transition documents as I will begin to collect them. If you need a reference, please let me know and I can provide a predecessor document. 😊

Jad (VP Internal)

- Elections underway! Currently in the campaigning period until March 31st. Then voting period April 1st until April 2nd 12pm (Happy birthday Steven). 🎉🎉🎉
- Candidate meeting was run successfully by our CEO last Sunday! Everything looking good on that part (Shoutout CEO)
- The Constitution updated version is all done, it is on my drive, and Stefan is working on putting it on the website. (Thank you Stef)
- Preparing for the AGM went very well, I was thinking about doing it on April 27 (First Saturday after exams like last year). Also, might want to book room for that, what do you guys think about last year's AGM room (SITE 5th floor room)
- Info about AGM:
 - Executive accountability presentations
 - Amendment suggestions to the branch's constitution
 - By-elections for vacant positions
- Constitution Reform Committee Application sheet is done, will advertise it soon then form a committee. Meeting will probably be April 26
- Google sheet to submit amendment suggestions is also ready

Juan: For AGM, the new elects also show up, so this room might not be big enough, the 7th floor of CBY might be big enough.

Daniel: I believe we are also holding our HTH AGM on April 27th.

Jad: I will probably schedule the day after.

Farah (VP external)

- IEEE Mixer happening April 1st, 5:30 at STM 117 In collab with ESS. Invite everyone you know in engineering.(Profs, Professionals, students, etc).

- BR happened this weekend. Was a success!
- Attended OS SPAC Meeting. Underway for the fall. Combining AGM and SPAC. Date and Location TBD.

John (VP Academic)

No updates, Thinking about Cookies and Cram

Rafael (SEG Commissioner)

- No updates

Eric (CEG Commissioner)

- ECAW was a massive success! Massive thanks to everyone who helped with the event and to Hack The Hill.

Quinn (ELG Commissioner)

- ELG Specialization Panel April 2 🕶️ 6pm

Josh (VP Social)

- No updates, continuing to talk with the first year cohort in getting more involved in IEEE events.
- BBQ idea in discussion

Deniz (VP Equity)

- In the process of completing a transition document

Sacha (VP Merch)

- Made some merch sales finally. (clapping) Went to the ESS patch sowing event and they would be interested in partnering with us for next year. (aka we supply them patches and they buy them on a per-monthly basis depending on which ones sell)
- Looking to update the stripe, who has access?
Juan: I believe it is Freddy, but I will let you know.

Daniel (VP Communications)

- Instagram posts for IEEE networking event, ELG specialization panel, today's meeting
- Shared ESS survey for CO-OP feedback
- Shared info for elections candidate meeting

- Added WIE Instagram to LinkTree

Pavly: Are we planning on posting about voting?

Daniel: I was waiting until the nominees were finalized.

Rafael (Interim Design Commissioner)

- No updates
- Helped with designs (I did work lol) 🔥

Xavier (Translation Commissioner)

- No updates (not here)
- Daniel: Helped a lot with translations

Stefan (Webmaster)

- No updates

Pavly (VP Philanthropy)

- A donation of \$50 has been successfully made to BEC (Black Engineers of Canada). Despite its modest size, this contribution carries significant impact, particularly considering the scale and focus of the event. It marks a positive step towards raising awareness for an underrepresented and marginalized audience.

Dear Pavly,

This is a receipt for your gracious donation to Black Engineers of Canada.

Organization: **Black Engineers of Canada**

Campaign: **Black Engineers of Canada**

Donating Company: **IEEE uOttawa Student Branch & National Society of Black Engineers: uOttawa Chapter**

Company Representative: **Pavly Saleh**

Amount: **C\$50**

Donation Interval: **One-time**

Donor Comment: **On behalf of IEEE uOttawa Student Branch and National Society of Black Engineers: uOttawa Chapter**

Thank you,

Black Engineers of Canada

- Receipts for reimbursements have been submitted to our treasurer, Frederick, for processing.
- I am pleased to announce that my mandate has been fulfilled. I extend my gratitude to all for your unwavering support, with special appreciation for the executives who consistently go above and beyond to support their peers and ensure the success of our branch.

WIE Affinity Group Executive Updates

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

- The Women in Engineering panel happened, had some incredible panelists this year, and had a little bit of learning when choosing panelists for the next year.
- We have discussed and want to propose to IEEE to collaborate on one of the cookies and cream where we would give out the rest of our snacks and drinks to end the year. Event name: WIEEEE study? Let us know
- We also had our last team bonding of the year, absolutely crushed it at the escape room.
- Incredible job from all of the WIE team this year, I am so proud of what we've accomplished, and huge thanks to every single WIE exec, you guys are rockstars. Huge thank you to every IEEE member as well for the continued support in our endeavours.

Incredibly special thanks to Freddy for support over wine and cheese finances and general finances advice throughout the year. Wie appreciate all of you :)

Discussions

Google Workspace Discussion (Steven)

Our subscription plan is getting more expensive.

- At 11 users, we would be charged \$9.36 CAD/user/month, we would be charged \$102.96 CAD/month (or \$1,235.52 CAD/year) if we didn't alter anything.
- Otherwise, if we swapped to an annual contract, we'd be charged \$93.61 CAD/user/year (or \$1,029.71). I think this is a good idea, as it saves us \$205.81 annually (just enough for Josh's potential BBQ!), but let's discuss more in the Discussions portion of the meeting.

Daniel: I am unsure by the timeline. If we are paying by month, we could maybe wait until May to allow the other committee to avoid a future commitment and allow them to make a decision themselves. We could have a strong recommendation rather than taking action now.

Eric: I agree, however if the first decision they make is a very large financial decision, they might not have the experience to.

Juan: As members aren't as active over the summer, it will probably happen in a couple meetings. I agree with the idea of not making it for them.

Daniel: Sike, I think its better to do it now as we would be wasting money over the summer. I don't see an issue of doing it in May. I personally think that the team should be active all year round. I don't think it is reasonable to not touch for 4 months.

Juan: That is true. The other team would roughly save 230 dollars over the 4 months if the decision is made in advance. It wouldn't be huge if they defer in the future.

Steven: I don't see an issue with signing this contract.

Juan: We can either put this to vote or have a statement to

Steven: Does Daniel want to read the contract?

Daniel: I already read it. The people signing are making the decision?

Juan: At the end of the day we will be motioning for it.

No one opposes

Motion to Sign Open Letter in Support of CUPE 2626 (Daniel)

Mover	Daniel Thorp	Second	Steven Li
WHEREAS the IEEE uOttawa Student Branch represents the interests and well-being of			

students within the fields of software, computer, and electrical engineering at the University of Ottawa;

WHEREAS many members of the IEEE uOttawa Student Branch are also members of CUPE Local 2626, serving in roles including but not limited to Teaching Assistants, Research Assistants, Correctors, Proctors, Lab Monitors, Lifeguards, and Residence Life workers;

WHEREAS CUPE Local 2626 has been engaged in negotiations with the University of Ottawa for over 400 days in an attempt to secure a fair collective agreement that recognizes the essential services provided by its members to the university community;

WHEREAS the demands of CUPE Local 2626, including wage increases in line with the cost of living, the closure of pay gaps between positions, job security, increased tuition support and financial aid, and the protection of telework rights, are reasonable and aimed at improving the working conditions of its members and, by extension, the learning conditions of all students;

WHEREAS the IEEE uOttawa Student Branch recognizes the importance of solidarity among students and workers in advocating for fair and respectful treatment by university administration;

BE IT RESOLVED that the IEEE uOttawa Student Branch hereby declares its full support for CUPE 2626 in its ongoing negotiations with the University of Ottawa;

~~BE IT FURTHER RESOLVED that the IEEE uOttawa Student Branch will sign on to the open letter addressed to the university administration, as circulated by the uOttawa NDP club, to express our collective support for the fair treatment and compensation of CUPE 2626 members.~~

Discussion	<p>CUPE2626 Open Letter of Support</p> <p>Daniel: Would you be interested in writing the CUPE 2626 open letter of support document?</p> <p>Steven: Does the faculty of engineering have an opinion on this?</p> <p>Daniel: They do not as they are a part of uOttawa</p> <p>Juan: Do we know if ESS is in agreement of this?</p> <p>Daniel: They made a post about the issue.</p> <p>John: I would be in favour of signing off on this in name of IEEE.</p> <p>Farah: Would it be better to re-post the post ESS made rather than signing the document.</p>
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	<p>Juan: I am in favour of supporting the initiative regardless of the means of supporting them.</p> <p>Daniel: [Amends the motion]</p> <p>Votes for: 14 Votes against: 1 Votes of abstention: 2</p> <p>Daniel abstains notably</p> <p>Motion passes!</p>
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Motion to Host BBQ Pre-Exams (Josh)

Mover	Josh Gnanapragasam	Second	Disala de Silva
	<p>WHEREAS I am mandated as the Vice President of Social Affairs to organize fun events that will help raise awareness of IEEE to EECS students and this event aligns with the IEEE's commitment to be involved with the organization in a fun way to destress before exams and feel support from the IEEE organization. Providing food can be a way for students, specifically EECS students to grab a bite of food in a welcoming environment.</p> <p>BE IT RESOLVED That, the IEEE uOttawa Student Branch (IEEE) allocate \$200 from the budget to fulfill our commitment to the "BarbIEEEcue" (name subject to change) to purchase food for the event.</p>		
Discussion	<p>Pavly: Do you have a date when you wanna post it</p> <p>Josh: Thursday the 4th of April or Friday the 5th of April. I would also need a location for this event.</p> <p>Juan: We can book the CBY balcony.</p> <p>Josh: For food, we could do just burgers and hotdogs. If the budget isn't sufficient, we can charge \$1.5 which is still a good deal.</p> <p>Daniel: Do we have equipment to cook with?</p> <p>Josh: The balcony has equipment. I would need to look into pricing</p> <p>Eric: How will we get charcoal?</p> <p>Josh: Worst case I can bring it, I have a lot.</p> <p>Juan: I know a lot of people are on Ramadan. It might be something to keep in mind to have it after sundown might be better.</p>		

Steven: If we want to consider this, we can host this after exams, like during our AGM

Daniel: We need a 2 week notice, unless you find the right person, It might be easier to book after exam period.

Pavly: Are we limiting it to EECS students, or is it everyone?

Josh: It should be marketed toward EECS students, but everyone is welcome

Steven: Freddy is in the call. Do we have money for this?

Frederick: If this is like \$200 dollars, this shouldn't be too bad. But our budget is pretty low since we are at the end of the year.

Daniel: If we are doing this, we should book the rooms ASAP as it will be hard to find.

Steven: We could have hotdogs be free for IEEE members.

Jad: Same.

Juan: If you are looking at the \$1.50 idea, we can have prices based on faculty and membership

Steven: Do we have the resources to take payments other than cash?

Juan: Etransfers worked in the past, esp if its just \$1.50, so we probably don't have the best infrastructure for it.

Daniel: I don't think computer science students should be included in the special pricing for EECS students since they do not pay levies.

Juan: These details have yet to be finalized.

Josh: If we don't have barbecues, we can just cook them at home then bring them over.

Votes for: everyone

Votes against: 0

Votes of abstention: 0

The motion passes unanimously

Varia

Pavly: Who took my pringles?

??

Jad: Office hours end next week?

Juan: Yes. Thank you to everyone who has been helping out with all the events and the transitions in the meetings and rules. Overall thank you for the great year.

Daniel: In IEEE, we should probably have a document to run meetings.

Jad: I agree

Closing Remarks

Motion to adjourn the meeting at 9:33pm

Second: Manaal

Daniel notably opposes

Steven also notably opposes

The meeting is adjourned.