

IEEE Proposed Agenda

Expected Date of Meeting: Nov 3rd, 2023

Expected Duration: 180min

Meeting Number: 4

Meeting link: <https://meet.google.com/tmr-jpvq-cqz>

Agenda

1. Call to Order
 2. Land Acknowledgement
 3. Robert's Rules Revision
 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:

- Stefan
- Saheen
- Manaal
- Madison
- Disala
- Frederick
- Ali
- Jad
- Juan
- Pavly

- Steven
- Rafael
- Quinn
- Deniz
- Sacha
- Daniel
- Eric
- Saheel

Excused Absences:

- Alae
- John

Unexcused Absences:

-

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

Call to Order

The meeting was called to order at 7:10pm.

The meeting is motioned to adjourn at 10:30pm. Seconded by Quinn.

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>.

Robert's Rules

We don't use Robert's Rules, but if you want to read the 1137 page book, Saheen 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: Manaal

Adoption of Agenda

- Motion: Juan
- Second: Daniel

Executive Updates

Juan (Chair)

- Discussed current exec concerns with other branch chairs across Canada, Ottawa Section leadership, and past uO Student Branch chairs
- Moved the couch for whiteboard access
- Helped some people get their keys
 - If you somehow don't yet have your doc signed, please forward it to me ASAP

Steven (Vice-Chair)

- Sent a LettuceMeet for team bonding, please fill it out!
 - Looking like it'll be on Saturday, November 18th at 7 PM. Anyone who is interested will be given options as to where the group would like to go!

Frederick (Treasurer)

- Allocated budget to pancake event
- Handling reimbursements as they are submitted.

Disala (McNaughton Centre Director)

- Researched process for applying to the McNaughton Centre grant from IEEE
- Bought office snacks
- Happy belated birthday!!!
- Cleaned up the lab space (Daniel did it, I'll take credit for it)

Saheen (Secretary)

- Recorded meeting minutes for the previous meeting and corrected outstanding issues
- Wrote agenda for the meeting and shared it with the executive committee
- Attended the IEEE Ottawa Section meeting, representing the branch and inquiring about the availability of the Ottawa Section budget

Jad (VP Internal)

- Worked w Disala to get some insight on Internal stuff

Daniel (VP External)

- Meeting with Dania who is the External from IEEE Carleton to organize SPAC 2024 (W CU relations, they're the real homies fr)
 - Team formation, apply to join by the 13th
- Attended IEEE Ottawa Section AGM (yipee!)

- Meeting with Google representative to discuss the status of our Google Workspace
 - Found out that we need to enter into a yearly contract to continue with the current pricing
 - Discounts aren't available for the number of accounts we currently have
 - We need to lower the number of accounts we use and start using our ieee.org emails or uOttawa.ca
 - Guys, we can see when you login to your emails, stop wasting our money and use them.. (please)

John (VP Academic)

- Processed academic complaint regarding the mismanagement of Computer Architecture lab sessions
- Organizing Industry Night with ESS and CSSA (i've been speaking to other CSSA execs because their VP Academic is hard to reach) (<- me when i lie)

Rafael (SEG Commissioner)

- Spoke with Software Engineering students to hear their concerns and engage with the student body
- Advertising of IEEE uOttawa Student Branch activities amongst Software Engineering students
- Juan needs to sign my key form so I can get a key (pls im begging)

Eric (CEG Commissioner)

- Started reaching out to people for CEG Career panel

Quinn (ELG Commissioner)

- Spoke with Electrical Engineering students to hear their concerns and engage with the student body
- Advertising of IEEE uOttawa Student Branch activities amongst Electric Engineering students
- Juan did sign my key form so I got a key

Ali (VP Social)

- Made some pancakes
- Happy belated birthday!!!
- Events Ideas
 1. Mustache Competition + Board Game Event
 - a. Run throughout the month of November, we'd have the competition come to an end at the second event of the month - the IEEE Board Game Night
 - b. \$5 entry for the competition - winner gets a gift card or someshit.
 - c. Board Game Night tentative date: **November 28th, 2023**
 - i. Can collaborate with Board Games Club

Deniz (VP Equity)

- No major updates; been focusing on midterms
- Once midterms are done, we will shift more focus over to IEEE with accessibility form and exec equity training

Sacha (VP Merch)

- Made some patch designs
- Worked with Disala to order exec merch
- Paid for merch (ty Disala, you the GOAT fr)
- Expecting exec merch in 2 weeks ish
- I'm gonna open a stripe link so execs can refund the branch account (total comes down to 40 each + tax after negotiating, might sound like a fleece on their side but its really good quality material and worth it imo)
- Merch is still not here from last year, package is apparently lost by UPS, next step is contact them and try to get refund for lost goods

Alae (VP Communications)

- Posted a post for SPAC and shared it with others (yeah, im cool like that fr)

Saheel (Design Commissioner)

- Made a logo and post for SPAC

Stefan (Webmaster)

- Bought cake for Disala's birthday (hbd goat, you're so old LOL)
- Updated website
- If you have an IEEE event and want to promote it on the website, please ping me
- Please send your picture if you haven't already done so (stop being lazy)
 - (Ali, Deniz, Madison)
- [Happy belated birthday!!!](#)
- @Ali @Deniz @Maddy Please fill out the form:
<https://docs.google.com/forms/d/1GAg9VuawXNimPMppEWMPMGCBjeV-sk71p65OoDuTa8c/edit>

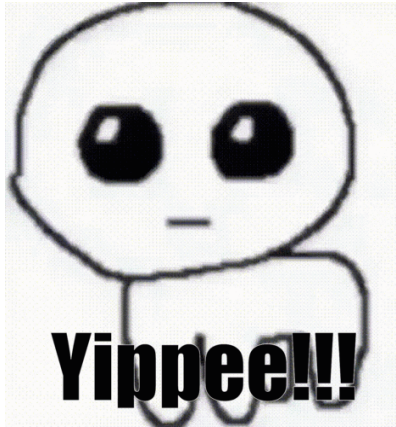
Pavly (VP Philanthropy)

- Looked into charitable events we could possibly host, cooking up a couple ideas with Vice President Social Affairs
- Watched the raptors game (lillard is SO BAD 🤖 x7, still my goat), potential event perhaps? #watchparty?
 - Pavly: Seen clubs host bake sales with proceeds going toward specific charities. What is the vibe?
 - Juan: There might be something that we need to follow up with IEEE Canada.
- Didn't get invited to Team Brunch (smh)

WIE Affinity Group Executive Updates

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

- Successfully ran a joint Industry Night with NSBE
- Stuff in motion for Women in Tech Panel, aiming for late Nov
 - Juan: Make sure there is not overlap on events in the event calendar
- WIE meeting with Carleton WIE this Sunday to discuss W&C plans
 - Check if Carleton funding has been taken into account
 - Have \$1000 of unclaimed WIE funding (\$500 for uOttawa and Carleton each)
- Exec insta posts in progress
- In the process of setting up the WIE discord server
- Manaal + Nyah working on WIE patches



Discussions

Meeting Rules (Daniel)

One thing that has bothered me for a while is our incorrect use of the word Robert's Rules to describe the rules we use for meetings. While they do share a few commonalities, the rules that we use for meetings are **entirely unrelated from the official Robert's Rules of Order**.

I'm concerned about this mostly because being a member of our student branch's executive committee is meant to be a learning experience, and I believe that misinforming the team has been leading to confusion when our execs continue their involvement in other organizations that follow Robert's Rules.

Inversely, execs that we previously involved in other organization's may experience unnecessary friction when joining our student branch. It can be frustrating to attempt to use Robert's Rules as written if that's not how meetings are actually being conducted. This is mostly a matter of setting the right expectations, and I'm not suggesting that we need to make any changes to the rules of order that we use.

Thereby, I will be motioning to **use the name "Meeting Rules" rather than "Robert's Rules"**.

Motion: In all IEEE uOttawa Student Branch contexts, motion to **use the name "Meeting Rules" rather than "Robert's Rules"**.

Secunder: Eric

No further discussion

No COI

16 in favor

1 against

0 abstentions

Result: Motion passes.

Voting rules (Daniel)

Implementing a special rule to disallow abstentions will promote accountability, proper decision-making processes, and incentivize a lack of engagement. It obliges individuals to take a stance, thereby making them more responsible for their decisions. Abstaining, in some cases, might be perceived as avoiding responsibility or being indecisive, especially when critical matters are at stake.

Moreover, a rule against abstentions can enhance transparency. In situations where conflicts of interest exist, abstentions can potentially be used to conceal such conflicts or personal biases. By disallowing abstentions, it compels individuals with vested interests to disclose and justify their votes, promoting openness and trust within the group.

Additionally, this rule can encourage more informed voting. When individuals know they cannot abstain, they are more likely to invest time and effort in researching and comprehensively considering the issue. This, in turn, can lead to better decision-making within the group, as members are compelled to engage with the matter at hand.

Moreover, disallowing abstentions can help prevent voting deadlocks. When multiple members choose to abstain, it can lead to a situation where no decision is reached, stalling progress. By requiring all members to cast a vote, the chances of such stalemates are reduced, and decisions are more likely to be made.

Furthermore, in democratic processes where decisions are typically based on majority rule, allowing abstentions can skew the results. Abstentions effectively reduce the denominator for calculating percentages, which can potentially alter the outcome. Disallowing abstentions ensures that decisions are made based on a more accurate representation of the group's preferences.

Lastly, this rule can promote active participation in decision-making processes, fostering a sense of responsibility and engagement among members. It sends a message that every member's input is essential and that they are expected to contribute to the group's decision-making efforts.

—

Deniz: This sounds like a way of messing with COI.

Daniel: What is a democracy, it is ensuring that everyone's vote is taken into account. Every exec is elected by the student body, understanding all the caveats which lie in their responsibilities. Realistically, the percentage of people will be so low, it will result in very few people voting on decisions. This ensures that everyone who is elected takes the perspective on if they were from IEEE.

Juan: We will vote for a seconder.

Quinn: There are some people who vote just don't want to vote. I personally think that if you do not abstain when you do have a COI, then it is conflicting with personal interests.

Juan: Ask question on the motion, rather than picking apart the motion as this can be done after the seconder.

Deniz: I would like to reply to the discussion.

Motion: For the next motion, motion to only allow "In Favor" and "Against" votes.

Secunder: Disala

Deniz: I think this conversation itself is a COI. In the past there were more than one person that did not abstain due to COI, so a clear judgment was made.

Daniel: I would like to deny that I am proposing anything illegal and that the purpose of this motion is not with any illegal intent

Quinn? I do agree with Deniz

Eric: I believe there are valid points, but there is no further discussion

Disala: I think that we should keep COI, but remove abstentions.

Juan: So this means you cannot abstain solely for the sake of abstaining, but you can abstain due to COI. I am in favour of discussing this current motion

Daniel: Sometimes motions do not always pass. The amendment is friendly, however we would need to define the specific rules as it is unclear what defines COI and how people can declare they have COI. I would like to enter a sub-discussion for the amendment of this motion. If you want it to be friendly, then we should establish a procedure for declaring COI.

Jad leaves meeting

Eric: Do we need to declare COI before or after the motion is seconded?

Daniel: I think that we should second this motion before continuing the discussion.

Juan: I agree with establishing a procedure for COI, however I would be against using it as a precedent for future motions.

Daniel begins drafting a procedure for the declaration of COI

Juan: Do you have a time estimate on the completion of the procedure for declaration of COI

Daniel: Roughly 2 minutes, however I would appreciate help from other executives
Motion: To continue to meeting at 8:20PM

Second: Eric

Definition of conflict of interest for the next vote:

- Benefit from a financial decision personally
- Personally benefit from a decision affecting a competing organization
- Ownership of stock or equity
- Family or romantic relationship
- Receiving financial incentives or kickbacks from suppliers, clients, or partners
- Accepting gifts, discounts, or favors that could influence financial allocation decisions.
- Active executive member that may receive financial resources as a result of the current motion or an executive member of an organization that is a direct competitor to such an organization.

Daniel: I believe that adding active board member is more accurate to “Active member now or any time in the past of an organization that may receive funding and resources.”, as many board members are financially invested in the club

Deniz: This is not fair as no one is financially invested in many student organizations. It is worth noting that people have invested a lot of time and effort into the club.

Daniel: I believe that you can be a member of an organization when making a decision without financial interest being an issue.

Ali: I agree with Daniel. Having a board of director member there is a COI. I have resigned from HTH and I believe that I do not have a COI with any motions related to HTH.

Daniel: Would it be fair to add an active “executive” member now?

Deniz: What do you define as an executive member?

Daniel: There is typically a definition in most constitutions. I believe that it alludes to members in the board of directors, however it may be different from another person’s perspective.

Pavly: I believe that we should solely reflect the interests of IEEE as well as the students we represent. Regardless of the motions to come, we should act as IEEE execs, placing SEG, CEG and ELG’s interests at heart versus favouring external organizations

Steven: I believe that abstaining is useful as it can save me time if I do not have all the information. Back when Sacha motioned for merch, I had several questions which would affect my judgment on the decision.

Pavly: I agree that we should specify a COI with Juan. For example, is it just HTH members or is it competition to HTH? I believe specifying those terms then sticking to them as IEEE execs would be the best process to use.

Deniz: I think that the wording is a bit weird. I think we should include only active members, not executive members. I personally think it will be a slippery slope.

Eric: People are members of things that they don't have COI in.

Juan: Any org that may receive funding or resources. This will limit any members who were previously directors in organizations. This would ultimately cause all members to be in a COI

Deniz: Could we set a time limit on when you could remove yourself of the executive role?

Juan: I believe that having the smallest in something should not constitute COI. Finding exactly where a COI is defined is difficult. There are some biases that we should be mature about and something that we should work around. I believe that this discussion is circular though, so will anyone like to call this to order?

Daniel: Call to question

Deniz: I believe that if you are actively working in an org, you have a COI.

Juan: It already has been called into question. I believe it is friendly to call this "executive" addition into question. After modifying it, there will also be another vote for the entire vote.

Eric: I motion to call the amendment to question

Motion to remove executive from the last point in the procedure for defining COI.

Secunder: Manaal

No abstentions due to COI

1 in favour

2 against

Many abstain

Motion fails

Juan: The entire motion is now being called.

Daniel: There is also a definition for COI for this vote.

For the next motion, motion to only allow "In Favor", "Against", and "Abstention, due to conflict of interest" votes.

Definition of conflict of interest for the next motion:

- Benefit from a financial decision personally
- Personally benefit from a decision affecting a competing organization
- Ownership of stock or equity
- Family or romantic relationship
- Receiving financial incentives or kickbacks from suppliers, clients, or partners
- Accepting gifts, discounts, or favors that could influence financial allocation decisions.
- Active executive member that may receive financial resources as a result of the current motion or an executive member of an organization that is a direct competitor to such an organization.

Secunder: Disala

Ali: My roommate is locked out and I will be leaving.

0 abstentions due to COI

10 in favour

4 against, 1 is notable (Deniz)

0 abstention

Motion passes.

Hack the Hill hackathon (Daniel)

The previous vote to **provide funding and host the Hack the Hill hackathon** failed, primarily due to conflicts of interest and differing views on funding distribution. However, it is crucial to revisit this decision, as there are several compelling reasons for the student branch to reconsider its position and consider rejoining as a host and funding partner. I have prepared a list of additional factors to consider in this decision and I will be motioning for the **budget allocation to be reconsidered**.

IEEE Student Membership Incentive: The proposal to link Hack the Hill's funding to IEEE student memberships is strategic. It encourages students to join IEEE by offering them tangible benefits for their membership, which in turn supports the student branch's core objective of growing its membership base. By funding the event, the IEEE student branch provides discounted or exclusive access to Hack the Hill for IEEE members, further incentivizing students to join IEEE.

Alignment with IEEE Ottawa Section: The IEEE Ottawa Section recognizes Hack the Hill, demonstrating the event's alignment with the broader goals of IEEE. This acknowledgment validates the hackathon's relevance to the technological community and indicates potential for regional support and collaboration, which could enhance the stature and reach of the student branch's activities.

Educational, Social, and Professional Development: Hack the Hill is not just an event; it's a multifaceted platform offering educational workshops, networking opportunities, and a venue for professional growth. By participating in and funding such an event, the IEEE uOttawa Student Branch contributes directly to the academic and professional advancement of its members, a key aspect of its mission.

Financial Transparency and Accountability: The UOSU's auditing requirement for recognized clubs like Hack the Hill ensures that all funding is managed with integrity. This oversight provides peace of mind to the student branch that their investment is used wisely and for the intended purposes, aligning with the IEEE's standards of ethical conduct and financial responsibility.

Democratic Governance and Regulatory Compliance: Hack the Hill operates as a democratically governed not-for-profit, adhering to legal regulations that protect against misuse of authority. This organizational structure instills confidence in the student branch that the hackathon is managed in a way consistent with their own values of democratic governance and community service.

Shared Goals and Avoidance of Competition: The IEEE uOttawa Student Branch and Hack the Hill both aim to foster innovation, collaboration, and technological education. A partnership between the two is mutually beneficial, avoiding competition for resources and audience

attention. Instead of operating in parallel silos, a collaborative approach allows for the pooling of resources, talent, and ideas, leading to more impactful outcomes for the student community.

Enhanced Community Presence and Outreach: Joint ventures such as this hackathon provide a platform for increased visibility within the student body and the local tech industry. It offers the IEEE student branch a chance to showcase its commitment to professional development and community building, potentially attracting sponsorships, speakers, and industry recognition.

Potential for Long-term Partnerships and Sponsorships: Hosting and funding Hack the Hill opens doors for the IEEE student branch to establish long-term relationships with companies and industry professionals. Such connections are invaluable, leading to future sponsorships for other events, internship opportunities for members, and industry-led workshops and seminars.

In light of these factors, a motion to reconsider the budget allocation for Hack the Hill not only reflects the strategic interests of the IEEE uOttawa Student Branch but also demonstrates a commitment to the holistic development of its members and the broader student community. It is a step toward fulfilling the IEEE's mandate to "foster technological innovation and excellence for the benefit of humanity."

Motion to commit to establish a partnership between the IEEE uOttawa Student Branch and Hack the Hill, reconsidering the decision to allocate budget to the Hack the Hill hackathon.

Juan: Clarification, there should be no financial commitment to HTH. If there were numbers of money we should fund, it would be a separate motion. I do believe that we should further define what a partnership should be.

Daniel: "Motion to commit" was added.

Secunder: Eric

Deniz: This is really about HTH and uOttahack. A lot of the members of HTH were apart of uOttahack and HTH was created. IEEE was not in the business of doing hackathons, but we suddenly began funding them recently. I have yet to see how the \$5000 will be spent. There is not a clear point in how it will benefit IEEE. BTW the domain of HTH was made before the ... Reddit posts were also made.

Juan: I will say that we should stay on topic of the decision to currently partner with HTH, rather than focusing on past relations with HTH. It is worth noting that there are no numbers being committed to this motion

Deniz: The goal of IEEE international is not with funding hackathons. I will apologize since people in ESS voted for funding despite having COI. I am pretty sick of the conversation going in a circle between uOttahack and Hack the Hill.

Daniel: I believe the motion is to consider only HTH alone, despite its relations as uOttahack is not in the motion. I do believe that hackathons do align with IEEE international standards and fulfills their mandate. I do not believe the relations are not relevant to the motion at hand

Juan: Please keep it civil and not target statements toward individuals. We are here on behalf on IEEE

Eric: I would like to state from my perception, HTH had a large impact on campus and they represented engineering students well in the past and IEEE would benefit from a partnership

Frederick: From my understanding, if we make a partnership with HTH, it does not mean we cannot make a partnership with uOttahack. This makes conversation with uOttahack irrelevant right now.

Steven: Is the partnership this year or later years as well?

Juan: Typically motions last a year, and next year execs would vote on if the motion would be continued.

Daniel: I believe that the partnership would be continuous with amendments.

Pavly: This is more we decided what we want to do now, later executives can decide on how they want to approach this motion later.

Juan: This is typically how we ran motions in the past, having executives opt back into motions. This motion is to commit to a partnership, the partnership would be later defined between both organizations. If money were to be exchanged it would be motioned upon again. This is simply to support them in spirit.

Eric: I support the partnership, however I think that the standing precedent should be left more toward future executives.

8 COI abstentions, 7 notable

Disala

Pavly

Daniel

Sacha

Manaal

Deniz

Saheen

Stefan

6 in favour

0 oppose

Motion passes.

Waste and recycling (Daniel)

We need to discuss our waste and recycling situation in the office which is currently subpar with little to no separation between recycling and garbage. We need to label our bins and **enforce better waste management**.

According to the university's website on this topic, there are training resources provided by the university that we have access to if we contact Angela Plant, who is the Recycling Coordinator.

As an IEEE student branch, we share the values of the IEEE Foundation, which includes benefitting human welfare. We are also a club recognized by the UOSU whose values include sustainability. Recently, we have been failing in our moral responsibility towards the student body we represent, and we need to make further efforts towards environmental sustainability.

I'm hoping we can agree that commitments to sustainability should be considered in all of our student branch activities, and I will be motioning to ***establish a commitment to improvements in this area***, with actions such as labeling our bins and exploring training on this topic.

Motion to task the McNaughton Centre Director with enforcing better waste management, reaching out to resources for training, and speaking with facilities about what bins should be used for.

Juan: I would be alright with using office budget to get more bins to help with this

No further discussion

No COI

Motion unanimously passes

Adoption of In-Person Meetings to Enhance Engagement and Accountability (Disala)

We need to discuss the critical role that in-person meetings play in nurturing robust engagement, building team cohesion, fostering collaboration, and maintaining the accountability necessary for fulfilling our mandates effectively. Contrasting this with hybrid meetings, there is a concern that the latter may inadvertently enable certain members to participate less fully and be less accountable. The recommendation is to recognize in-person meetings as our fundamental operational standard, with an expectation of active participation and the fostering of direct accountability. It is critical that all team members strictly observe our meeting attendance policies as set forth in the team's constitution, acknowledging the importance of these obligations. In situations where hybrid meetings are indispensable, we propose they be structured to support engagement and accountability effectively.

Additionally, a clause should be included to exempt members who are permanently stationed outside of Ottawa for co-op terms. This exemption recognizes the geographical challenges and respects the professional commitments of our members on co-op while maintaining our standard for active participation through available virtual means.

Motion to hold meetings in-person, with an exclusive hybrid option for executive committee members who are stationed outside of Ottawa for work.

Seconder: Manaal

Daniel: Would people outside of Ottawa be able to vote for meetings?

Juan: No. Would this include work trips?

Daniel: Given the way it is written currently, I believe it would be no.

Motion was adjusted to specify work, rather than work terms.

Saheen: Would this motion include members who are outside of Ottawa for reading week?

Juan: We would avoid hosting meetings during reading week.

(If you are out of Ottawa for non-work related reasons, you cannot vote. If you are out of Ottawa for work related reasons, then you can vote)

Addressing the Issue of Missed Office Hours (Disala)

Myself and several other executives have observed a growing trend of missed office hours among our team members, an issue that warrants immediate discussion and action. This has been happening very often without providing notice to the public (ie. Students we represent as subassociation execs).

Office hours serve as a critical component of our operational structure, allowing for consistent communication, necessary assistance, and progression of our joint projects. Regular attendance is vital for upholding these functions.

The aim of bringing this to the table is to uncover and understand the root causes behind this absenteeism, reaffirm the importance of these scheduled commitments, and identify solutions that could include scheduling adjustments or the introduction of an accountability system.

Quinn: What would be the best way to let people know if we aren't hosting our hours?

Disala: You are not obligated to tell people you aren't hosting hours. If I am missing them, I would Alae that I would postpone the office hours to a later time, however this is a last resort. We should have other execs cover their hours.

Pavly: Could we print out the office hours?

Eric: To go back to a previous discussion point, is it a 1?

Juan: Yes

Daniel: What are the restrictions of hosting office hours? Can we do it during weekends or later at night as it can be beneficial to certain students.

Juan; My recommendation is SITE opening hours +/- 1 hour. This means that 1 hour after it opens and 1 hour before it closes. Basically 7am to 10pm? For calendared hours, it should be during a weekday, however moving hours should be an option during the weekend. We already have a procedure to allow students to use the office during the weekends, which we should also advertise some more.

Daniel: If my hours end at 10PM, its fine?

Juan: I would be fine as classes are still going although most people don't like it. It should be within 1 hour of opening hours.

No further discussion!

Focused Representation for CEG, SEG, ELG & MD Students (Daniel)

In our current configuration, the IEEE uOttawa Student Branch is at a juncture where it serves two distinct constituencies, each with their unique set of goals and aspirations. The divergent paths of these groups highlight a critical issue — the difficulty of maintaining a unified direction when their visions do not fully align.

In our discussions about realigning our structure, transparency and inclusivity must guide us. It's essential to facilitate a dialogue that welcomes feedback and values the contribution of every member as we draft a collective vision that best serves the interests and furthers the goals of our CEG, SEG, ELG & MD students. This conversation is pivotal in making an informed decision that not only resolves our current directional challenges but also reinforces our commitment to serving the diverse needs of our membership effectively.

Juan: I believe there was a solution mentioned prior to the meeting, however it would not be a branch decision. Therefore, I would focus on discussion for options within the student branch.

Juan: Basically, there is a divide between what IEEE would like as well as what we want to do as a sub-association. We would like to make the IEEE membership advocacy aspect more apparent to students. Currently we are both a student branch and a sub-association, and there are many reasons that we are both right now. The student branch technically owns the office. We also receive funding from the section, roughly \$12000 between us and Carleton that is not accounted for in our budget. How can we passively sell memberships? In the past, we add extra value for memberships. For example, typically W&C tickets would have a \$10 discount if they have a membership (At the time we would have 3 events in similar fashion and the membership was \$25, therefore they would save \$5 when going to all events). The membership has unfortunately gone up to \$32 USD (43.75 CAD). We could increase prices on our tickets by \$5 and keep the price the same for members. This additional revenue could be put into events. SPAC and BR which had a budget from last year. If we get more members, we could later use the fact that we have more members as a stat to ask for more money. We should go back to hosting events like CEG Hangout etc.

Juan: In the past we have done the funding being contingent on membership quotas being hit which can be discussed to be ironed out.

Appendix: Happy Birthday Stef <3



Varia

Daniel: SPAC applications are due on the 13th. It is an IEEE only event, so it is relevant to everyone in the meeting.

I won't be attending the next two meetings.

There are 7 applications for the SPAC team. We're missing people for Treasurer and Graphics.

Juan: I will pin the event calendar. Please be sure to pin the dates of your events. This is not for advertising purposes, rather to schedule times with other executives. Also send me your key form if you have not done so already. I am also cooking up workshops for late Nov or early Jan in basic hardware or basic VR game development. I might need some days of work.

Steven: Let me and the other execs know when an event is added to the calendar.

Closing Remarks

Motion to adjourn the meeting at 10:10PM

Second: Disala

Quinn (Alae) opposes

Motion passes