

2022-07-10

IEEE Proposed Agenda

Expected Date of Meeting: July 10th, 2022

Expected Duration: 90 mins

Meeting Number: 1

Agenda

1. Call to Order and Introduction
 2. Adoption of Agenda
 3. Robert's Rule Explained
 4. Constitution Changes Update
 5. Executive Team Bonding Day and Office Clean-Up Day
 6. Conference Applications
 7. IEEE at Welcome Day and 101 Week
 8. Updates
 9. Varia
 10. Closing Remarks
-

IEEE Meeting Minutes

Starts: 12:00PM

Role Call

In Attendance:

- Rikki

- Alae
- Nizar
- Ethan
- Loic
- Disala
- Omid
- Ming
- Stefan
- Juan
- Sophie

Excused Absences:

- Kaitlyn
- Pavly
- Ben
- Maryam

Absences

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Call to Order and Introduction

Rikki: "Good afternoon"

Adoption of Agenda

- Motion: Rikki
- Second: Alae
- No opposes, no abstentions, motion passes

Robert's Rule Explained

- 1 in chat online, point up 1 finger in person: New point
- 2 in chat online, point up 2 fingers in person: Reply to a point
- C in chat online, create a letter C with hands in person: Clarifying question
- P in chat online, creating a letter P with hands in person: Point of privilege
- Circular in chat online, swirling finger in a circle in person: when a discussion becomes circular

Constitution Changes Update

- https://docs.google.com/document/d/1p913AuzDpDNN065v-1pkR4A8jaRPvTo5nZGj_DyXkWw/edit?usp=sharing
- The constitution is still not approved yet and hopefully be approved this summer

Executive Team Bonding Day and Office Clean-Up Day

- Team Bonding Day is supposed to be at Kayobi
- Juan: Not a good place for team bonding
- Clean up the office during the weekend of July 23rd and 24th

Conference Applications

- Upcoming conference organized by IEEE Canada students in Toronto
- The deadline for registration of delegates will be 26th August
- Two Delegates will be sent to the conference
- Conference selection committee to choose who are the two delegates
- Transportation will be paid for by IEEE and hopefully as well by ESS
- Alae: We should minimize costs but for transportation, we may get funded and should not cheap up that much for the well-being of delegates
- Alae: Maybe joint delegations with WIE and Carleton

IEEE at Welcome Day and 101 Week

- IEEE will participate in Welcome Day and 101 Week

- Thanks to Juan for participating in the meeting.
- Juan: Starts at 10 AM on September 6th, we should get there earlier to set-up
- Juan: Going to be mostly student groups and could be BBQ but not guaranteed
- Juan: (During meeting) they wanted more focus on social aspects than academic aspects.
- Juan: If we want IEEE specific event that day it should not be overlapping.
- Juan: We will do the funding because the University wants to cut funding.
- Alae: Even if we have to fund it ourselves it is a good opportunity to market IEEE to new students, it will be worth it, we should allocate some funds to it.
- Sophie wants to advertise the sign-ups
- Guides will be for now: Rikki, Alae and Kaitlyn
- Rikki: Being a guide is closed but they still contacted me because they wanted guides from sub-associations for 101 Week.
- Rikki: We should have IEEE representations and give out patches to participating students.
- Alae: For 101 Week, I like the idea of distributing stickers and patches.
- Ethan: Give Terra merch to the free store instead of distributing it during the 101 Week.
- Alae: We give them the same day as office clean-up day.

Updates

Chair (Rikki)

- Created the notion and will organize it later with Nizar
- Exec sweaters arrived and we need to pay Madi
- Sweaters will be given to last-year execs
- No idea how much the sweaters cost and may take a while to get a response from Madi
- Alae: "Wasn't it 60 to 80 bucks?"

- In contact with sub-associations organizations and sharing ideas.
- VP-Internals are working on creating a discord of all sub-associations to share ideas and events
- Loic: “We can use server admin chat in Site Community discord server”
- Rikki: “It is an ESS thing”
- Likes most sub-associations execs this year they also want to collaborate with other sub-associations.

Vice-Chair (Alae)

- We just finished writing the new IEEE constitutions and fixing grammar and syntax mistakes and making few tweaks.
- We still need to fix the table of contents issues
- We are now officially part of CVUO
- Benefits of CVUO:
 - Financial Support for extra funding
 - Increased visibility by being on their website
 - CVUO organizes many ceremonies with awards and we can potentially get awards this year.
- Sub-associations tournament, a tournament between all sub-associates that will finally be back/
- Tournaments can be trivia, sports, e-sports and a bunch of activities.
- Julian is committing 1000\$ from ESS funds and other sub-associations may also be committing.
- ESS will be neutral during the tournament.
- Small qualifiers between execs of each sub-association will determine who will qualify for the sub-associations tournament (Decision still not final)

Treasurer (Ben)

- no updates

Secretary (Nizar)

- Currently working on the notion page with Rikki.

VP External (Disala)

- As Stefan mentioned, they are both collaborating on potential events that can be organized during the next falls
- Met with CSSA VP-external to cooperate.
- Reached out to past co-ops and companies to potentially come in

VP Internal (Ming)

- Still starting to figure out about a website like a job board for extracurricular activities.
- Have couples of friends outside of IEEE that will help to build the website
- The website will be either separate or part of the IEEE website

VP Academic (Stefan)

- In talking stages alongside Disala to plan fall and winter events

VP Social (Ethan)

- Guide of 101 Week and Hope it will be fully in-person.
- 4 idea events:
 1. IEEE board game night and provide snacks and coffee and can be made by early October
 2. IEEE video game night such as party games, we can provide snacks
 3. IEEE casual chess event in the office and may collaborate with uOttawa CHESS club and provide snacks as well.
 4. IEEE Intro to Linux event, basics of Linux, text editors and general history of Linux
- Rikki and Alae propose academic workshops such as Intro to Quantum Computing and Embedded Systems

VP Communications (Pavly)

- Exec shitposts will start very soon! Looking out for the google form and hope it will be sent by Wednesday to begin the artwork

- Will send the first newsletter during the first school of the year to promote upcoming IEEE events.
- Wanted to do a meet your execs BBQ during the fall.
- Can Coordinate with Ethan to figure out logistics.

Webmaster (Loic)

- Updated IEEE website to add 2022-2023 exec team.

McNaughton Centre Director (Juan)

- Contacting with uOttawa student groups to know about technical facilities they don't have access to
- Many stuff is lacking and can get funding for the McNaughton.
- Looking for technical workshops that can be made such as Electronics maybe halfway through the term.
- Will be sending the google form in the discord for Office Next.
- Either will be opening a discord thread or google form.
- Office supply budget line to restock lacking equipment.

WIE Chair (Sophie)

- Big Eng Little Eng registrations on Instagram or newsletter
- First event in Early-Mid October and a second Event in the early winter semester
- Want to start working on Wine and Cheese as soon as possible and can take suggestions for the location of the event.
- Art Galleries is the most plausible location because it is part of the university and very close.
- Will start looking out for potential sponsors and professionals.

WIE Vice-Chair (Kaitlyn)

- No updates

Photonics Chair (Omid)

- No updates

Photonics Vice-Chair (Maryam)

- No updates

Varia

- Keep track of patches and stickers to update them in the inventory
- Alae: “Is anyone interesting in being part sub-association tournament organizing committee?”
- Students from respective programs of sub-associations will participate in the tournament

Closing Remarks

- Motion to adjourn the meeting: Rikki
- Second: Loic
- no opposes, no abstentions.
- Meeting adjourned !!