

2022-09-17

IEEE Proposed Agenda

Expected Date of Meeting: September 17th, 2022

Expected Duration: 90 mins

Meeting Number: 2

Agenda

1. Roll Call
 2. Call to Order and Introduction
 3. Adoption of Previous Meeting Minutes
 4. Adoption of Agenda
 5. Robert's Rules Explained
 6. Updates
 - a. Executive Team
 - b. WIE Affinity Group
 - c. Photonics Society Chapter
 - d. First Year Representatives
 7. Event Review
 8. Varia
 9. Closing Remarks
-

IEEE Meeting Minutes

Starts: 7:00pm

In Attendance:

- Rikki
- Alae
- Nizar
- Ethan
- Kaitlyn
- Sophie

- Juan
- Stefan
- Disala
- Pavly
- Maryam
- Ben
- Ming
- Loic

Excused Absences:

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Call to Order and Introduction

- Rikki : “Welcome to the second executive meeting together, I would like to begin by acknowledging that the territory belongs to Algonquin people”

Adoption of Previous Meeting Minutes

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

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, pinky in person: Point of privilege
- Circular in chat online, swirling finger in a circle in person: when a discussion becomes circular

By-Elections

- Motion to talk about By-Elections and event review before the updates: Rikki
- Second: Alae
- No opposes, no abstentions, motion passes

- Rikki:
 - We had by-elections last year on October 15th, we don't have to do it that earlier.
- Pavly:
- Thanksgiving is the 10th, people may not be in town for the 8th October
- Alae: What about the 5th.
- Pavly:
 - If we do by-elections Wednesday we'd have two execs who wouldn't attend meetings.
- Sophie:
 - Typically we won't have 9 executives regularly at any meeting.
- Rikki:
 - By-elections will be on the October 5th
- Pavly: My two sub-points
 - We will need the new constitution on the website and 2. We did update the constitution but the table of contents is not updated
 - We did update
- Alae:
 - The proper table of contents is already updated and will be the correct one when the website is updated

Updates

Executive Team:

Chair (Rikki)

- I had an IEEE meeting with chairs about the upcoming concert.
- IEEE is getting \$1000 for each chair who attended the meeting
- We did not have other delegates because we did not have enough space
- During 101 Week we had our photonics seminar which Maryam organized and was successful and everyone liked it.
- Thank you to Kaitlyn for getting the coffee and Ethan for the cookies
- Finally approved as a chair in the actual IEEE
- Asked people to become a lead.
- Most of the students were from Carleton.
- Created an accessibility and accommodation request form for future events
- Alae sent information to get the keys.

- Keys of previous years were floating around and only execs need to get the keys and return them if you are no longer an exec.
- If you still do not have your keys yet:
 - <https://discord.com/channels/836454931833552918/836466520682004501/1018941318753423510>
- Ben:
 - Kind of my fault, we still have the deposits of \$10 of past execs and assuming we did not get any key back because I did not give back the deposit
- Juan:
 - There were some floating before.
- Alae:
 - Victoria gave back her key but still did not retake her deposit
- Rikki:
 - About the keycard, students used to get it because of COVID.
- Ethan:
 - Do we know how CSSA got keycards?
- Rikki:
 - They probably requested that during the summer.

Vice-Chair (Alae)

- IEEE presence during 101 weeks had a strong presence, we gave most of the hoodies and gave the patches and stickers that were extra from the Hackaton
- Involved in the engineering organization committee sub-association.
- The financier lead dipped on and can't find a competent one.
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Treasurer (Ben)

- Not much updates
- Made a budget document and if someone wants to motion for a budget update.
- Talking to Juan and Nick in an attempt to switch banks
- Need recommendations about a good bank
- Want to get Wi-Fi for the office and need to get through the SITE admin and have it on the budget
- If someone has questions or concerns about adding Wi-Fi to the office
- Alae:
 - We are supposed to contact the engineering IT department not the SITE admin
- Stefan:

- If we are getting a new router, let's get one with a VPN built-in to access websites blocked by the University, like Discord.
- Send Ben examples of setups we can do
- Stefan:
 - Do we get the internet from the school or Internet Provider separately
- Want to get it from an Internet Provider separately but we don't know the logistics about that.
- Ideally want to get our own Provider
- Alae:
 - We should try to get my friend engineering IT department to activate the internet if we get our own router.
- Juan:
 - Basically, ports wouldn't work for us because we need the password, and it is not simple as getting the port opened.
- Is it worth doing just the router?
- Juan:
 - We should wait for the engineering IT department's response and ask them if we want to have our own provider.
 - <https://docs.google.com/spreadsheets/d/1Vi9AohT-ga-PsulU60wiRG5UWEeUV01-/edit?usp=sharing&oid=115593320180467581786&rtpof=true&sd=true>
- You should have access to the link in the chat which is the budget with an IEEE email.

Secretary (Nizar)

- Finalizing the office hours and please if anyone still did not post them to do it.
- will contact those who have overlapping ones.

VP External (Disala)

- Discord of the Battle Royale is there and contacted Carleton to pursue the Battle Royale event
- The event will be in-person
- Will get more information from Steven to get volunteers.
- Myself and Stefan working to get sponsors and additional funding
- Alae:
 - If the event is co-hosted, we should make sure we are not contributing the most sponsors.
- Ben:
 - Last year there were so many e-transfers and used stripe and PayPal to do registration fees and should be done in advance
- We are currently just me, Stefan and Carleton people.

- For BR this year will be slightly different and will include uOttawa-esports and other schools apart from Carleton and not overwhelm students with GameJam
- Juan:
 - One thing about Game Jam, if you are looking for funding it has to be an academic event, need to keep Game Jam as the main funding for the BR event.
- Will have more meeting with Carleton to ask them to contribute more because last year was 90% from uOttawa
- Alae:
 - We should consider CVUO for funding.
- Sophie:
 - Sophie: CVUO was very picky this year.
 - They won't give you money if you are generating revenues.
- Juan:
 - BR is fundraising for a charity.

VP Internal (Ming)

- Have ideas for events and will talk about them during the event review
- Interested to help Disala with the battle royale and see how can help after getting details of how the event will be run.
- Alae:
 - I will be interested in helping in the battle royale as a finance lead.

VP Social (Ethan)

- We need to do team-bonding
- Maybe doable during the reading week and want people's opinion
- Want to discuss funding.
- Alae:
 - We should pay from our pockets and not use students' money.
- Reading week will be the best occasion.
- Talk about the events during the event review

VP Academic (Stefan)

- Few meetings to discuss battle royale hosting with Disala
- Discussed how to expand sponsors' territory and get sponsors from tech sectors that are not related to the Battle Royale.
- Taking a new venue to host the event and make it like a gaming style

VP Communications (Pavly)

- Instagram ever since the welcome day started popping.
- Instagram has been active and responding to DMs and questions.
- Want to get started with the execs' shitpost
- Shout out to Sophie, Ming and Loic for already submitting
- Please fill out the form and want to start it in the order that's on the website
- Promoting Little and Big Eng again to boost sign-ups that will close soon
- Want to have everyone's Instagram to make a group chat
- Alae:
 - asking about reaching out to other organizations to promote us
- Pavly:
 - I will reach out to others to repost our stories but still did not do it yet
- Want to post each shitpost daily.

McNaughton Centre Director (Juan)

- Started looking at budget stuff and the McNaughton grant application and need to get the budget approved and the application submitted
- The student body to get a lot of input since it will be mostly used by them
- I will open a thread on discord about the equipment
- We cannot keep bikes in the office.
- Alae:
 - Can I budget for a bike lock?
- Building security telling us to not keep them in the office.
- Food should be labelled
- Food will be tossed if it is not labelled.
- Anything left out on the McNaughton Centre will be on the whiteboard and need proof to get it back
- Projector VGA should not be unplugged and HDMI should always be on the cart and leave cables on the cart.
- If you want other cables you can let me know.
- We can motion for a mounted projector budget
- Disala:
 - Do we need all those cables?
- Juan:
 - Using the office to sleep during 101 week should definitely not have happened
 - Office tours are encouraged.

- We can have a nap in the office but we cannot sleep in the office overnight
- We did a clean-up but not everything is needed and we can do a second inventory. The office feels like a second home but it is not home and does not do anything you do at home as it is a lab.
- About the Wi-Fi, if we set up one if it is not a logistic nightmare, we should have terms of service in case people use it to torrent entire shows to protect the branch from getting in trouble.
- Point of privilege: Ethan is bleeding on his finger.

Webmaster (Loic)

- I was on the IEEE table during the welcome day and we got a decent amount of signups for little and big eng.
- In process of deploying the new version of the website but having a few issues but should be correct by the next 72 hours.
- Pavly:
 - Does the new version of the website have the updated constitution?
- Loic:
 - Yes, but there are formatting issues with the table of contents but working on the issue.
- Starting from now on the tradition is to upload the budget documentation on the website not just for this year but also for previous years and will work with Ben on it.

WIE Affinity Group:

Chair (Sophie)

- Motion: Change the chair during this part of the meeting to Robert.
- Second: Rikki
- no opposes, no abstentions, motion passes
- Alae:
 - Apologizing in person to Kaitlyn about how the motion was handled and I take the blame for it since I am the one who entered the press entirely.
 - Kaitlyn and Sophie should have most of the talking.
- Sophie:
 - The situation about the WIE relate to what happened this Wednesday, it was an inappropriate way to bring the conversation
 - I apologize to Kaitlyn for how unfair it was and as well to the rest of you because you were involved with something unideal
 - Kaitlyn and I talked about and heard each other out before the meeting and it was a collection of misunderstandings from both sides
 - We will not be motioning for resignation and if someone motions it I will oppose it frankly.
 - I also acknowledge that I did not communicate properly.

- I have a question about the on-camera.
- Robert:
 - In-camera means it is only accessible to executives during the meeting and the minutes are not taken.
- Motion to get on-camera: Sophie
- Second: Alae
- No opposes, no abstentions, motion passes
- Motion to get out off on-camera: Sophie
- Second: Stefan
- No opposes, no abstentions motion passes.
- Kaitlyn's message to the team:
 - Regarding the events that transpired earlier this week, I'd like to take responsibility for my actions and for the individuals affected. I want to clarify that my interests lie with what is best for IEEE and the engineers I impact, I would like to state that I am firmly committing to my role as WIE Vice Chair and continue to prioritize the responsibilities associated with my position. That said, I can't ignore the unorganized and, quite honestly, hurtful ways in which this group decided to handle my situation. I am aware that private messages were sent without my knowledge to push agendas and sway votes and as a result creating false narratives about me. Ultimately, the divisive nature of these decisions deviates from the culture and integrity that IEEE prides itself on. In my time as an IEEE member, I have never witnessed such disorganization and unprofessionalism, and I am astonished that after how much I've put into this group, this is how you feel I deserved to be treated. I am aware that tensions were running high in the midst of a decisive moment for execs; however, the idea of having me take the fall in the name of consolidating matters at hand shows the toxic nature and lack of magnanimity at IEEE right now. The culture of this group has always been to prioritize the team and, in doing so, have a positive impact on the community. The objective of this club has never been to push politics. I have such high ambitions for this year, and it was genuinely discouraging to discover how disconnected our leaders are under the slightest bit of pressure. We are IEEE, and I believe instead of deviating from what we did last year, we should build on it.
- We got quite little and big eng sign-ups and hoping to close them next Friday and pair them by Sunday to send the contact information
- I got contacted by Carleton WIE Chair about Wine and Cheese and need to coordinate with Kaitlyn
- We have four potential Wine and Cheese sponsors
- Compiling a list of companies about Women in the tech panel
- Alae:
 - I regret how things were handled, if that motion was necessary then I do not regret putting it forward because I think it is a conversation we needed to have as Sophie mentioned it was a miscommunication.
- Sophie:

- One of my misunderstandings was because of Kaitlyn's schedule.
- Motion for Rikki to return as chair: Robert
- Second: Ethan
- no opposes, no abstentions, motion passes.

Vice-Chair (Kaitlyn)

- Kaitlyn's message to the team:
 - Regarding the events that transpired earlier this week, I'd like to take responsibility for my actions and for the individuals affected. I want to clarify that my interests lie with what is best for IEEE and the engineers I impact, I would like to state that I am firmly committing to my role as WIE Vice Chair and continue to prioritize the responsibilities associated with my position. That said, I can't ignore the unorganized and, quite honestly, hurtful ways in which this group decided to handle my situation. I am aware that private messages were sent without my knowledge to push agendas and sway votes and as a result creating false narratives about me. Ultimately, the divisive nature of these decisions deviates from the culture and integrity that IEEE prides itself on. In my time as an IEEE member, I have never witnessed such disorganization and unprofessionalism, and I am astonished that after how much I've put into this group, this is how you feel I deserved to be treated. I am aware that tensions were running high in the midst of a decisive moment for execs; however, the idea of having me take the fall in the name of consolidating matters at hand shows the toxic nature and lack of magnanimity at IEEE right now. The culture of this group has always been to prioritize the team and, in doing so, have a positive impact on the community. The objective of this club has never been to push politics. I have such high ambitions for this year, and it was genuinely discouraging to discover how disconnected our leaders are under the slightest bit of pressure. We are IEEE, and I believe instead of deviating from what we did last year, we should build on it.

Photonics Society Chapter:

Chair (Omid)

- no updates.

Vice-Chair (Maryam)

- I just want to note that there are still events left and will be pretty much the same as before one
- I will take care of booking the room but I need help since I cannot leave the room
- Discussing the budget.
- Alae:
 - Would like motion to have a budget for the whole year for Maryam to have photonics events prepared.
- Maryam:
 - I don't know and since I am a graduate and most of the things are happening in the university. So far I don't see an event that I have a mind but in worst case scenario there will be 4 to 5 events
 -

- Rikki: We can just motion throughout the year and not have a set budget since the beginning and we need to do that because Photonics is still new.
- Alae: We can still have a projected budget and motion about budget adjustment if needed
- Ben:
 - You can send me the receipt to reimburse you for the photonics event
 - If you would like to have a number now and not have to set it up through your own pocket we can discuss this during the next meeting

Event review:

- Alae motions to have updates before the event review
- second: Ethan
- no opposes no abstentions, motion passes
- Alae:
 - IEEE conference, IEEE Canada is paying for the expenses for the chair but we still have other expenses that need to be budgeted.
 - We need to budget for GAS, Accommodation and parking.
 - Juan:
 - We were discussing with Ben on handling how much gas and parking will cost.
 - The train would be much more expensive even if it is comfier.
 - Accommodation of the hotel where the conference will take place
 - The room we are taking is shared
 - I would like to motion for a budget of \$1100 for the conference.
 - We have to perform out-of-pocket transactions and then see with CVUO or other associations for potential reimbursement.
 - Ben:
 - Is it guaranteed that we will be reimbursed otherwise it will be less comfortable.
 - It is not guaranteed but we will try our best to get a reimbursement
 - Rikki:
 - I am only going to the student conference and not the WIE conference
 - Who is going to the WIE conference?
 - Furthermore, historically we have done professional workshops and have done a lot of events that were co-hosted with CSSA etc...
 - We never had a career panel and a professional workshop about Computer Engineering

- Would like to do a computer engineering panel and bring two professionals and get people to ask them questions
- I would like to motion to add \$60 to the budget
- Another event and not sure if it will fall within vice-chair budget, for the engineering sub-association tournament it will happen during the winter and it is a big event co-hosted by all sub-associations and ESS, ESS will be contributing \$1000, MESS \$1000 and the rest of sub-associations around \$300
- Juan:
 - Is this done through levy or branch money?
- Alae:
 - I guess Levy money
- Juan:
 - If this is the case, what's the participant count expected?
- Alae:
 - Around 200 to 300 participants
- Juan:
 - Scale-wise that doesn't seem like out-of-pocket
- Alae:
 - Pavly is the communication lead.
 - We have an organizing committee of 25 people.
- Ben:
 - I disagree with \$1000 it bothers me where exactly we are putting this \$1000 to and what is the event.
- Alae:
 - I can give context, Sub-association tournament is something that existed before and the last time it happened was 7 or 8 years and the last championship winner is IEEE, there are many categories such as Solo Sports, Team Sports, E-sports and CHESS.
- The event will be during two weekends and will also include, prizes, snacks, food and beverages.
- Ben:
 - Since it is happening next semester we need to wait and see before adding it to the budget
- Alae:
 - We are working on a detailed budget and our finance lead dipped. Do you wanna be our finance lead?
- Ben:
 - We can discuss this outside of the meeting

- I don't know if I want to allocate \$1000 out of principles.
 - I don't want to give \$1000 to an event that we have never seen before.
 - Juan:
 - A lot of what you are mentioning about the event is not sustainable each year but to put a precedent of spending \$1000 on an event each year does not seem sustainable and has an event big of this scale.
 - Alae:
 - It is an event that we have not seen before, but it is not just organized by us, it is organized by ESS and all the sub-associations.
 - I understand that it is new and unfamiliar but considering all the indicators if the event will succeed or not and it is not reasonable for us to not contribute \$1000.
 - if I see the event does not take place or it gets cancelled and I would amend the budget to not include the \$1000
 - The plan is not to make it yearly
 - Ben:
 - out of principle, I won't put it on the budget but when you have a solid foundation and have stuff planned and can clearly see what's happening then we can add it to the budget. Until then we just wait.
- Sophie:
 - registration for WIE conference closes on September 19th at midnight and we need to figure out registration before.
 - for registration that would be \$400ish then the hotel of 4 or 5 people and for travelling it will driving and we need a vehicle that can transport 4 or 5 people.
 - Ben:
 - For travel expenses, it can be figured out but for the registration itself, we don't know if we are getting back the money
 - How much of a chance is it to get refunded? are we guaranteed?
 - Since IEEE has a decent amount of money it will potentially lower the chance for CVUO to refuse the application.
 - We have up to \$6000 with CVUO but it is for the whole year
 - I don't know if it is something we need to figure out before tomorrow night or after.
 - Ben:
 - for registration, we can pay out of pocket but we can always get reimbursed after, if you have a problem with that we can do something before.
 - How I proceed is, that we will pay out of pocket for now and get reimbursed afterwards.
 - Ben:

- We can figure out logistics after and we can see what funding we can get to get reimbursed for it.

Varia

Closing Remarks

- Motion to adjourn the meeting: Ethan
- Second: Sophie
- no opposes, no abstentions motion passes