

# 2022-10-12 (Emergency Budget Meeting)

## IEEE Proposed Agenda

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**Expected Date of Meeting:** October 12th, 2022

**Expected Duration:** 90 mins

**Meeting Number:** 4

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### 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. Budget Review
  7. Updates
    - a. Executive Team
    - b. WIE Affinity Group
    - c. Photonics Society Chapter
  8. Varia
  9. Closing Remarks
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### IEEE Meeting Minutes

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**Starts:** 7:00 PM

**In Attendance:**

- Rikki
- Nizar
- Disala
- Pavly
- Stefan
- Abby
- Steven
- Juan
- Sophie
- Kaitlyn
- Anjaliya
- Ben

- Saheen
- Sultan
- Ming
- Alae

#### **Excused Absences:**

- Ethan
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### **Call to Order and Introduction**

- Rikki: "Good evening everyone! It is a budget emergency meeting"

### **Adoption of Previous Meeting Minutes**

- Rikki Motion: Adoption of previous meeting minutes
- Second: Pavly
- No opposes, no abstentions, motion passes

### **Adoption of Agenda**

- Rikki Motion: Adoption of the agenda
- Second: Pavly
- No opposes, no abstentions, motion passes

### **Robert's Rules 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

### **Budget Review:**

- Potential Events: [https://docs.google.com/spreadsheets/d/1zv-gAIBJnMM4AaZxBwKaiYPaq6qf\\_FLD9YUFaj-N8/edit#gid=0](https://docs.google.com/spreadsheets/d/1zv-gAIBJnMM4AaZxBwKaiYPaq6qf_FLD9YUFaj-N8/edit#gid=0)
- **VP Merch Sultan's Budget:**
  - Sultan: "What is your opinion of a cost of a hoodie?"
  - Juan: "Do you have a cost from a supplier ?"
  - Sultan: "Yes"
  - Sultan: "I found a manufacturer overseas and the price is cheaper, it costs them 24\$ per hoodie and allows many customizations such as in-prints and the cuts and they cost no more than 2-3\$, the problem with oversea manufacturing is shipping and import fees. My total estimate is 2500\$"
  - Pavly: "For how many hoodies?"
  - Sultan: "Fifty"
  - Ben: "Could you check any local manufacturer ?"
  - Sultan: "For local, you spend 20-30\$ for a blank hoodie and these are low-quality"

- Sultan: "With a local vendor the quality will be low when we can spend the same amount of money for better quality and more customization even if you run on the risk of shipping overseas"
- Juan: "Are we subsidizing part of the cost?"
- Sultan: "Under impression, it will be subsidized"
- Sultan: "We won't get any quality product in Canada with these prices"
- Rikki: "Do you have a specific number for the budget?"
- Sultan: "2000\$ for Fifty"
- Sultan: "Subsidize a percentage of 10% for IEEE membership owners or maybe 15%"
- Sultan Motion:
  - Motioning for 2000\$
  - Second: Stefan
  - No opposes, no abstentions, motion passes

**IEEE at 101 Week**

- Total: \$21.80

**IEEE Day Celebration**

- Total: \$150.06

**IEEE Ottawa Section AGM:**

- Total: \$120 (for 4 volunteers, registration is \$30)

**Quantum Computing Workshop:**

- Total: \$100

• **Chair Rikki Budget:**

- **IEEE at 101 Week**
  - Total: \$21.80
- **IEEE Day Celebration**
  - Total: \$150.06
- **IEEE Ottawa Section AGM**
  - Total: \$120 (for 4 volunteers, registration is \$30)
- **Quantum Computing Workshop**
  - Total: \$100
- Motion:
  - Motion 120\$ for AGM
  - Second: Sophie
  - no opposes no abstentions, motion passes
  - Motion 100\$ for quantum computing workshop
  - Second: Disala
  - no opposes, no abstentions, motion passes

• **Vice Chair Alae Budget:**

- Motion through Rikki: 960\$ for CEG Career panel
- Second: Disala
- No opposes, no abstentions, motion passes
- Motion through Rikki: 755.60\$ for the Google subscription
- Second: Disala
- No opposes, no abstentions, motion passes
- **VP External Disala Budget:**
  - Disala: Potential event lists, first one is Battle Royale, I am asking for 1000\$ for the venue
  - Steven: "Will it include everything?"
  - Disala: "It will include food and we will try to get sponsors"
  - Disala: "It may be controversial but I will need 3000\$ for the Hackaton
  - Juan: "Do we have confirmation of other organizations' participation in the hackathon?"
  - Disala: "No confirmation from CSSA and ESS"
  - Disala: "CSSA only want to contribute manpower, Pavly and I gonna ask them for at least 1000\$"
  - Pavly: "Our best bet to match money will be ESS and pressure them to get 5000\$"
  - Juan: "ESS right now is spending less than 5000\$ for their events only if it is large events fully hosted by them which is between 7000-10000\$"
  - Disala: "This is how much it may cost us: "
    - [https://docs.google.com/spreadsheets/d/12mvU2VG8T0p1\\_cVGHSiWT5osMAQsAJyhZXdNS\\_WUCYA/edit#gid=0](https://docs.google.com/spreadsheets/d/12mvU2VG8T0p1_cVGHSiWT5osMAQsAJyhZXdNS_WUCYA/edit#gid=0)
  - Disala Motion:
    - Motion of 1000\$ for the venue of BR
    - Second: Stefan
    - No opposes, no abstentions, motion passes

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    - Motion of 3000\$ for the Hackaton event
    - Second: Pavly
    - No opposes, no abstentions, motion passes
- **VP Internal Ming Budget:**
  - Ming: "We are planning to do 3 embedded workshops"
  - Motion:
    - Motion of 922.23\$
    - Second: Disala
    - No opposes, no abstentions, motion passes
- **VP Social Ethan Budget:**
  - Motions:
    - 75\$ for the IEEE Linux workshop
    - Second: Juan
    - No opposes, no abstentions motion passes

- 75\$ for a Board Game night
  - Second: Sophie
  - no opposes, no abstentions, motion passes
  - 250\$ for Artemis Launch Watch Party
  - Second: Juan
  - no opposes, no abstentions, motion passes
- **VP Academic Stefan Budget:**
  - Motions:
    - 200\$ for cookies and cram
    - Second: Steven
    - No opposes, no abstentions, motion passes
    - 500\$ for the ELG specialization panel
    - Second: Steven
    - No opposes, no abstentions, motion passes
    - 200\$ for the end-of-the-year multi-program (CEG, ELG, SEG) event
    - Second: Abby
    - No opposes, no abstentions, motion passes
- **CEG Commissioner Steven Budget:**
  - Steven: "An event I thought of is bi-weekly hangouts to promote the program as well as IEEE events."
  - Juan: "You may be able to structure it instead of having a big hangout for all programs to have hangout of each program to have more events and be less crowded"
  - Steven: "One pizza night and the rest will be snacks"
  - Motion:
    - 200\$ for CEG events
    - Second: Alae
    - No opposes, no abstentions, motion passes
- **ELG Commissioner Abby:**
  - Motion:
  - 200\$ for the ELG event
  - Second: Rikki
  - No opposes, no abstentions, motion passes
- **SEG Commissioner Saheen :**
  - Motion 60\$ for SEG event
  - Second: Alae
  - No opposes, no abstentions, motion passes
- **VP Communications Pavly:**
  - Pavly: "Requesting 500\$ for marketing, and allocating most of the money for paid advertisements for our major events"

- Pavly: “Seeing how we can market our events on TikTok but for now it will be mainly on Instagram”
- Motion of 500\$ for marketing (Paid Advertisements)
- Second: Disala
- No opposes, no abstentions, motion passes
- **VP Equity Anjaliya:**
  - Motion 650\$ for Anti-Oppression Training (Fall)
  - Second: Juan
  - No opposes, no abstentions, motion passes
  - Motion 300\$ for Black History Month Panel (Winter)
  - Second: Alae
  - No opposes, no abstentions, motion passes
  - Motion 50\$ for EDI Lunch-In Potluck
  - Second: Sophie
  - No opposes, no abstentions, motion passes
- **McNaughton Centre Director Juan Budget:**
  - Motion to budget 468.75\$ in final expenses to the McNaughton Centre equipment expansion; 1875\$ will be spent initially, of which 3/4 will be reimbursed upon approval.
  - Motion to budget 80\$ on office chargers
  - Motion to budget 200\$ on the Flutter workshop and one other technical event led by McNaughton Centre Director
  - Motion to budget 100\$ on office supplies, to be amended if needed in the future.
  - Motion to budget 1050\$ on office snacks, 150\$ per month for 7 months
  - Motion to omnibus all budget motions.
  - Second: Sophie
  - No opposes, no abstentions, motion passes
- **WIE Affinity Group Budget (Sophie and Kaitlyn):**
  - Sophie: “Carleton is able to contribute this year”
  - Motion to budget 100\$ for Big Eng Little Eng Meet Up 1 (100\$)
  - Motion to budget 200\$ for Big Eng Little Eng Meet Up 2
  - Motion to budget 300\$ Women in Tech Panel
  - Alae: “You can afford to lose money, especially on major events such as Wine & Cheese”
  - Alae: “We can save money on costs but we should not cheap up”
  - Motion a total of 600\$ for the above events
  - Second: Alae
  - No opposes, no abstentions, motion passes
- **Photonics Society Budget:**
  - Motion 300\$ for the Photonics speaker event
  - Second: Juan

- No opposes, no abstentions, motion passes
- Motion Rikki: To take away the updates and move to varia
- Second: Alae
- No opposes, no abstentions, motion passes

## **Updates**

### **Executive Team:**

**Chair (Rikki)**

**Vice-Chair (Alae)**

**Treasurer (Ben)**

**Secretary (Nizar)**

**VP External (Disala)**

**VP Internal (Ming)**

**VP Social (Ethan)**

**VP Academic (Stefan)**

**ELG Academic Commissioner (Abby)**

**CEG Academic Commissioner (Steven)**

**SEG Academic Commissioner (Saheen)**

**VP Communications (Pavly)**

**Design Commissioner (Emma)**

**Translation Commissioner (Saif)**

**VP Equity (Anjaliya)**

**VP Merchandise (Sultan)**

**McNaughton Centre Director (Juan)**

**Webmaster (Loic)**

### **WIE Affinity Group:**

**Chair (Sophie)**

**Vice-Chair (Kaitlyn)**

**Design Commissioner (Nyah)**

### **Photonics Society Chapter:**

**Chair (Omid)**

**Vice-Chair (Maryam)**

### **Representatives:**

**First Year ELG Rep ()**

**First Year CEG Rep ()**

## **First Year SEG Rep (Sacha)**

### **Varia**

- Pavly: "Does anyone have pictures for the photonics event?"
- Pavly: "Weekly reminder at this point! Please fill out your execs' shitpost! And I will make a new announcement tonight for the newly elected people."
- Alae motion: Have mandatory training for the software Ben is working on for signing documents to all Signing Officers
- Second: Rikki
- No opposes, no abstentions, motion passes
- Juan: Motion to amend my budget for the monitors to be 487.5\$ instead of 468.5\$
- Second: Disala
- No opposes, no abstentions, motion passes

### **Closing Remarks**

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