2023-01-21

IEEE Proposed Agenda

Expected Date of Meeting: Saturday, January 21st

Expected Duration: 120 mins

Meeting Number: 7

Agenda

1. Call to Order and Introduction

2. Land Acknowledgement

3. Adoption of Agenda

4. Adoption of Previous Meeting Minutes

5. Robert's Rules Explained

6. Vice-Chair Position Update

7. Updates

   a. WIE Affinity Group

   b. Executive Team

   c. Program Representatives

   d. Photonics Society Chapter

8. Varia

9. Closing Remarks

IEEE Meeting Minutes

Starts: 4:00pm

In Attendance:

- Nizar
- Emma
- Rikki
- Saheen
- Disala
- Ethan
- Pavly
- Nyah
- Ben
- Sacha
- Sultan
- Abby
- Sophie
- Kaitlyn
- Ming

Excused Absences:

- Anjaliya
- Steven
- Stefan
- Juan
- Loic

Call to Order and Introduction

- Rikki: "This is going to be a short meeting"

Land Acknowledgment

- Rikki: "I would like to pay respect to Algonquin people on their traditional land"

Adoption of Agenda

- Motion: Rikki

- Second: Pavly

- No opposes, motion passes

Adoption of Previous Meeting Minutes

- Motion: Rikki

- Second: Nizar

- No opposes, 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, 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

Vice-Chair Position Update

- Rikki:

  - "Alae did resign as Vice-Chair during the last meeting, this month we didn't have a vice-chair."

  - Next meeting we will have by-elections for the Vice-Chair position and Alae will be here, he will as well explain why he resigned"

Updates

Executive Team:

WIE Affinity Group:

Chair (Sophie)

-

Vice-Chair (Kaitlyn)

- Kaitlyn: "We will book either STEM117 or a classroom in STEM for Women in-tech panel and we will most likely host it after the reading week"

- "We got a few sponsorships and we may split the Women in-tech panel"

- "We met the Wine & Cheese committee to book the venue and date as well as the packages. The venue will come with free parking"

- "We are also working on the designs and we are figuring out catering and the cost of the venue.

- Date: March 31st 7-10PM National Gallery "

Design Commissioner (Nyah)

-

Chair (Rikki)

- Office hours are kind of finalized

- Finalized meetings for the rest of the semester and they are available on discord

- Updated the notion and is more organized

Treasurer (Ben)

- There have been quite a few reimbursements for Hack the Hill"

- Everybody has to sign a form for reimbursement

Secretary (Nizar)

- "Office hours are kind of finalized"

- Contact me on Discord for those who still didn't choose his office hours and time slots

VP External (Disala)

- We got a few sponsorships for the hackathon

- We have good connections with CSSA and other organizations as well as the government

VP Internal (Ming)

- Helping Disala on Hack The Hill

- Thinking about adding new channels on the SITE Discord server because the server is kind of dead currently

- Rikki: "We are planning to revamp the SITE Discord server, Disala wanted as well"

VP Social (Ethan)

- There is an interest in doing a Laser Tag game

- An event for execs and hoping to do canal skates if they open

- A pancake breakfast during the mid terms

VP Academic (Stefan) [Excused Absence]

- 5 cookies and cram were hosted with average in person / hybrid attendance of over 20 people per event! Most popular was csi2110!!!

- planning for elg eng specialization panel will be starting shortly

VP Communications (Pavly)

- It has been quite a dead period during the exam and break, we are reposting on Instagram and engagements have increased

- Started working on Execs shitposts and are almost done as well a special thanks to Emma for the help

- Execs that still didn't fill out the form yet: Nizar, Stefan, Anjaliya, Abby and Sultan

- If you have an event let me know so that we can do a 2 week advertisement and I still have money for paid advertisements and without money let for Wine & Cheese

Design Commissioner (Emma)

Translation Commissioner (Saif) [Excuse Absence]

VP Equity (Anjaliya) [Excused Absence]

- Equity Training will occur on February 15th at 7:30pm, presented by AllySquared. Please try to be there: when we aim to represent and engage with so many different students, it is important we have open and meaningful discussions on the importance of EDI and how understanding EDI's role can make us more effective leaders. If anything should change, I will be sure to let everyone know.

•   Partnering with NSBE for Black History Month: A Night of Black Engineering Excellence on February 10th from 7-9pm. There will be 5 industry speakers and 5 awards given out for innovation categories. OSPE is one of the speakers and will have a booth at the event. STM117 has already been booked by someone, so please let me know if anyone knows of another spacious open room! Details are being finalized and then a request for a graphic to be made + co-posted will be requested, thank you in advance!

•   Inclusivity Checklist, with categories on event promotions, registrations and logistics will be sent before February 1st to the team, with some small suggestion for considerations for considering EDI in events for accessibility.

VP Merchandise (Sultan)

- Hoodies came in.

- We will start selling them when certain alternations have been made on the hoodies to ensure quality

- We will most likely start selling them in February

McNaughton Centre Director (Juan) [Excused Absence]

- snacks coming soon!

- we've had a lot of office use recently and haven't had any H&S issues, good job!

- re: new tables, I was contacted by administration confirming that we can get a new table if we would like. The dimensions are 16ft x 43in and seems to be made of some table sections that match. There would be a cost and we would need to use a FOAP, so I wanted to get some thoughts before going through with it

- re: new chairs, no "office chairs" are available but black plastic chairs would be available (picture linked). Again, cost involved, so I'm not sure how into the idea we are so I'd like to discuss it further

Webmaster (Loic) [Excused Absence]

- Continue to update the website
  - Finished building the csce uottawa website and they love it!!! (https://csce-uottawa.pages.dev/)

  Action items:
  - Try to promote more events on website
  - Add new execs voted in during last by-elections

ELG Commissioner (Abby)

- Stefan and I planning to host the ELG specialization panel

- Planning to host an event in March

First Year ELG Rep (Mohamad) [Absent]

CEG Commissioner (Steven) [Excused Absence]

- Recently hosted a web dev workshop that attracted 105 attendees

- Next Wednesday, Jan 25, 7-9 PM, we are hosting an Introduction to Unity workshop alongside uOttawa Game Dev Club

- Looking to hosting a final CEG-focused event in March

First Year CEG Rep (Krisha) [Absent]

SEG Commissioner (Saheen)

- 50 Attendees in the Interview event

- Stefan and I to plan hosting the SEG specialization panel

First Year SEG Rep (Sacha) [Left early]

- I have been helping a lot with HackTheHill and I volunteered at the last community event

- I'm also at a hackathon in Montreal right now (representing IEEE I guess…)

Photonics Society Chapter: [Absent]

Chair (Omid)

Vice-Chair (Maryam)

- Photonics Event January 12th and went well

Varia

- no varia

Closing Remarks

- Rikki: "Thank you for coming to the first meeting of the winter semester"

- Motion to adjourn the meeting: Rikki

- Second: Sophie

- Pavly opposes, motion passes.